



STUDENT CODE OF CONDUCT

2025-2026



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MARITIME COLLEGE
STUDENT CODE OF CONDUCT – 2025-2026

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Section 1: Introduction

Maritime College – Student Code of Conduct is the official code of conduct outlining behavioral expectations for Maritime College students. Maritime College has developed this code of standards and expectations, consistent with its purpose as an educational institution and requires that each student accept responsibility for their own behavior, and that of their guests, and the consequences.

These regulations and the procedures for their enforcement apply to all students' conduct and behavior. Students, as defined in Section 2 of this document, are responsible for upholding the standards outlined in this document. As such, students shall be familiar with this document.

These specific regulations should not be viewed as a comprehensive code of desirable conduct; rather, they describe the minimum standards. Because disciplinary action must be commensurate with the seriousness of the offense and the total conduct record of the student, each case is determined on its own merits.

The Office of the Dean of Students and the Division of Student Affairs is committed to fostering a safe, respectful, and inclusive campus environment conducive to academic and personal growth. Through fair and consistent policy enforcement, proactive education, and collaborative interventions, we strive to promote ethical behavior, uphold community standards, and support the holistic development of all students.

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

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

Any questions regarding the Maritime College - Student Code of Conduct shall be referred to the Office of the Dean of Students at 718-409-5879 or via email at studentaffairs@sunymaritime.edu

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

SUNY Maritime College reserves the right to modify the Maritime College - Student Code of Conduct at any time.

1. Jurisdiction of the College's Code of Conduct

The student code of conduct shall apply to conduct that occurs on Maritime College premises, at Maritime College-sponsored events or activities, electronically/online, and off-campus where the conduct adversely affects the College community, the pursuit of its objectives, neighboring communities, or where the conduct may present a health or safety risk to the Maritime College community. Maritime College students are responsible for the conduct of their guests. Guests are expected to adhere to all campus policies.

In addition to the Code of Conduct, all students, student organizations or groups, shall abide by the rules of the Board of Trustees of SUNY, and all local, state and federal laws and regulations. The State of New York laws include, but are not limited to, the New York State Penal Law, the New York State Vehicle and Traffic Law, the New York State Education Law, and the Alcohol Beverage Control Law. Violations of these regulations may result in a referral to the Maritime College Student Code of Conduct System. In such cases, the College may commence the Maritime College - Student Code of Conduct System procedure independent of any criminal or civil court proceedings.

A student who withdraws from Maritime College shall not be exempt from disciplinary proceedings for behavioral infractions which took place prior to withdrawal. Campus disciplinary procedures as described in this student code of conduct may proceed with the accused withdrawn student even if the student has withdrawn from Maritime College. Additionally, Maritime College may notate the student's academic transcript "withdrew with conduct charges pending."

2. Inherent Authority for the Student Disciplinary Program

Section 356 of the Education Law empowers the College Council of each State-operated campus of State College of New York to make regulations governing the conduct of students, subject to the general management, supervision, control and approval of the Board of Trustees of the State College of New York. All programs for student welfare and conduct are entrusted to and administered by the President of Maritime College on behalf of the Maritime College's College Council.

The President has delegated administration of programs for student conduct to the Dean of

Students. Enforcement of standards of conduct, College regulations, recommendations for new policies, or modifications of policies or regulations affecting student conduct are initiated through the Office of the Dean of Students. The Dean of Students has jurisdiction over the Student Conduct System and may serve as or designate conduct officers to ensure an efficient and equitable Student Code of Conduct System.

In addition to Maritime College – Student Code of Conduct, the rules, regulations, and procedures for The Maintenance of Public Order on campuses of the State College of New York, adopted by the Board of Trustees, are in effect at the College at Albany. (See Rules for the Maintenance of Public Order)

3. Records

A. Records Retention & Disposition

Pursuant to SUNY's Records Retention and Disposition policy 6609, all student disciplinary records will be retained for a period of seven (7) years from the end of the academic year in which the Student Conduct Referral was resolved. However, student conduct referrals resulting in either disciplinary dismissal/expulsion or a transcript notation of "withdrew with conduct charges pending" will be kept indefinitely.

B. FERPA & Records Release and Disclosure

As per SUNY's Records Retention and Disposition policy, if the Office of the Dean of Students has a student disciplinary record, they may release the record in accordance with the Family Educational Rights and Privacy Act (FERPA).

In accordance with FERPA regulations, the Dean of Students, or their designee may, in the exercise of their discretion, notify the parent(s) of any student and/or appropriate departments, found to have violated the provisions of Student Code of Conduct. Parents of students under the age of 21 may be notified by the College when the student has been found in violation of any law or policy concerning the use or possession of alcohol or a controlled substance.

Section 2: Definitions

1. “**Accused**” shall mean a person accused of a violation who has not yet entered the College’s judicial or conduct process.
2. “**Advisor**” is any one person who may accompany a Referring Party, Reporting Individual, or Respondent to any meeting or hearing during the College’s conduct process. The advisor serves in a supportive role and shall not speak directly on behalf of their advisee during any stage of the student conduct process, including but not limited to Alternative Dispute resolutions or communications with Community Standards. An advisor who willfully violates this rule may be excluded from serving in their role at the sole discretion of the College.
3. “**Affirmative Consent**” is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.
 - a. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to engage in any other sexual act.
 - b. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
 - c. Consent may be initially given but withdrawn at any time.
 - d. Consent cannot be given when a person is incapacitated, and a reasonable person knows or should have known that such person is incapacitated. Incapacitation occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
 - e. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
 - f. When consent is withdrawn or can no longer be given, sexual activity must stop.
4. “**Appeal Review Panel**” means the persons authorized by the Dean of Students to consider an appeal in cases of Sexual Misconduct.
5. “**Business Day**” means a day in which normal business operations are conducted, this does not include weekends, federal holidays, and state holidays.
6. “**Bystander**” shall mean a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of the College.

7. **“College”** means Maritime College, State University of New York.
8. **“Complaint”** shall mean written allegations of student misconduct submitted to the College, which would include, but is not limited to a written description of incident(s), any relevant evidence, witnesses and the alleged prohibited conduct violations prior to becoming a Student Conduct Referral.
9. **“Conduct Officer”** means any Maritime College official appointed by the Dean of Students to receive, process and resolve student conduct referrals.
10. **“Course of Conduct”** is defined as a pattern of actions composed of two or more acts over a period of time.
11. **“Dean of Students”** means the person, or their designee, designated by the President to oversee the Office of the Dean of Students and the Division of Student Affairs.
12. **“Demerits”** are defined as a sanction for Regimental Cadets (license track or non-license track) only. Demerits are issued in increments of 5 demerits with 5 demerits equal to 1 hour of extra duty.
13. **“Extra Duty”** is defined as extra approved duty(ies) to facilitate the completion of issued demerits as imposed either through Company Mast, Captain’s Mast, or as a result of a Maritime College – Student Code of Conduct issuance of responsibility for one or more Maritime College Code of Conduct policy violations to a cadet within the Regiment of Cadets at Maritime College. If a student is a cadet at the time of the infraction and subsequently transitions to a non-license track program and therefore is no longer a cadet within the Regiment of Cadets, extra duty is converted to community service hours which may be completed either on campus for an approved service or via an established off-campus/community service location.
14. **“Guest”** is someone who is visiting a student.
15. **“Faculty Member”** means any person hired by Maritime College to conduct classroom and/or research activities.
16. **“Maritime College Official”** includes any person employed by the Maritime College, performing assigned administrative or professional responsibilities.
17. **“Maritime College Premises”** includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Maritime College including adjacent streets and sidewalks.
18. **“May”** is used in the permissive sense.
19. **“Member of the College Community”** includes any person who is a student, staff, faculty member, Maritime College official or any other person employed by or

contracted or volunteering with Maritime College. A person's status in a particular situation shall be determined by the Dean of Students.

20. **“Organization”** means any number of persons who have complied with the formal requirements for Maritime College recognition/registration.
21. **“Policy”** is defined as the written regulations of the College as found in, but not limited to, Maritime College – Student Code of Conduct, Undergraduate and Graduate Bulletins, Housing & Residential Life Policies, and Maritime College Policies.
22. **“President”** refers to the President of Maritime College.
23. **“Proceedings”** refers to the activities related to the Maritime College's disciplinary complaint, including but not limited to, fact-finding investigations, formal or informal meetings, hearings, and appeals.
24. **“Reasonable Person”** refers to a hypothetical person who exercises average care, skill, and judgment in conduct and who serves as a comparative standard.
25. **“Referring Party”** shall mean a faculty member, staff member, or student who files a Complaint or Student Conduct Referral for an alleged violation of the code of conduct. If a complaint is submitted by a person who is not a faculty member, staff member, or student, then a Maritime College Official will serve as the Referring Party.
26. **“Reporting Individual”** shall encompass the terms victim, survivor, complainant, claimant, witness with victim status or any other term used by Maritime College to reference an individual who brings forth a report of a violation or the individual against whom the alleged violation was committed.
27. **“Respondent”** (also referred to as “Referred Party”) shall mean a person accused of a violation who has entered the College's judicial or conduct process.
28. **“Restriction”** is only for cadets within the Regiment of Cadets. Reference the Maritime College Regiment of Cadets Rules & Regulations for outlined requirements for cadets who have been sanctioned with “Restriction.”
29. **“Results”** means any initial, interim, and final decision by any Maritime College official or entity authorized to resolve disciplinary matters within Maritime College.
30. **“Sexual Activity”** shall have the same meaning as “sexual act” and “sexual contact” as provided in 18 U.S.C. 2246(2) and 18 U.S.C. 2246(3): (A) contact between the penis and the vulva or the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however slight; (B) contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus; (C) the penetration, however slight, of the anal or genital opening of another by a hand or finger

or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or (D) the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; (3) the term “sexual contact” means the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

31. **“Sexual Misconduct”** is sexual harassment or sexual violence and encompasses a wide range of behavior for sexual purposes that is against another’s will or at the expense of another. Sexual misconduct includes, but is not limited to sexual assault, intimate partner violence, stalking of a sexual nature, or any conduct of a sexual nature that is nonconsensual, or has the effect of threatening or intimidating another.
32. **“Shall”** is used in the imperative sense.
33. **“Student”** is defined as: persons registered for courses, either full time or part time, pursuing undergraduate, graduate, or professional studies, as well as non-degree seeking students; individuals who confirm their intent to enroll in programs; individuals who have gained admission; those attending orientation sessions; between academic terms; taking online classes; auditing classes; residing in the residence halls; those that were enrolled on the date of an alleged incident; persons who are active but not enrolled at the College; those who are enrolled in a dual enrollment program with the College and another institution.
34. **“Student Conduct Hearing Board Member”** refers to the authorized persons who hear student conduct referrals, except alleged violations of academic integrity.
35. **“Student Conduct Referral”** means the Maritime College Student Conduct System Standard Case Form that includes a description of alleged misconduct and specific Maritime College – Student Code of Conduct code violations.
36. **“Student Conduct System”** means the program established to maintain the integrity of the values of the Maritime College community by reviewing alleged violations of Maritime College – Student Code of Conduct.
37. **“Title IX Coordinator”** shall mean the Title IX Coordinator and/or their designee or designees.

Section 3: Prohibited Conduct

The behaviors listed in this section violate Maritime College - Student Code of Conduct is not exhaustive but is intended to describe general types of behavior that may result in disciplinary action. Please note that additional information regarding the referenced policies are included in the supplemental policy section of this document and as noted on the Maritime College website. These codes apply both to student behavior which occurs on College Premises or at Maritime College sponsored events as well as behavior that occurs off-campus.

Prohibited behavior, including but not limited to the following, includes not only completed actions but also attempted violations of the Maritime College - Student Code of Conduct. Prohibited conduct also includes aiding, abetting or otherwise facilitating an individual to commit or attempt to commit a violation of the Student Code of Conduct.. Students found responsible for violations of the Student Code of Conduct may be sanctioned in the following manner including but not limited to the full scope of possible sanctioning options as listed in Section 7 and would be determined on the egregious nature of the incident(s) and prior sanctioning history if applicable.

All policies referenced in the Student Code of Conduct can be found in the Supplemental Policies at the following link: <https://www.sunymaritime.edu/student-life/student-affairs-policies>

1. Abuse of the Student Conduct System

Abusing the Student Conduct System, including but not limited to:

- A. Distributing or sharing documents that have been marked as “Confidential” by the College during the conduct process with outside parties. Such documents, however, may be shared with the student’s advisor.
- B. Falsifying, distorting, or misrepresenting information before a Student Conduct Body, Student Conduct Administrator or College official.
- C. Disrupting or interfering with the orderly conduct of a student conduct proceeding.
- D. Knowingly instituting a student conduct referral without cause.
- E. Attempting to influence the impartiality of a member of a Student Conduct Hearing Board or any other party/individual who may choose to participate in a student conduct proceeding.
- F. Harassing (verbally or physically), coercing, and/or intimidating a member of a Student Conduct Hearing Board or any other party/individual based on that party’s or individual’s participation in a student conduct proceeding.
- G. Failing to comply with the sanction(s) imposed under the student code of conduct.
- H. Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

2. Academic Integrity Violations

Conduct including, but not limited to, plagiarism, cheating, multiple submission, forgery, sabotage, unauthorized collaboration, falsification, bribery or use of purchased research service reports without appropriate notation, use of artificial intelligence without professor/department permission, and theft, damage or misuse of library or computer resources. Attempts to commit such acts shall also constitute a violation of the Academic Integrity Violations code.

Students should be informed that if found in-violation of academic dishonesty they may be subject to two types of sanctions. If the instructor has determined that the student has engaged in academic dishonesty, they may administer an academic penalty. The student who disagrees with the judgment or penalty may appeal through established academic appeal procedures, consult the appropriate department chair, school dean, or academic bulletins for details.

At the same time, the student may be referred to the Office of the Dean of Students to have the alleged violation resolved through the Student Conduct System. The decision made by the Office of the Dean of Students will be supplementary to the findings and outcome of the academic integrity process. A subsequent finding of not responsible by the Office of the Dean of Students may not reverse or modify the findings and outcome of the academic integrity process.

3. Acts of Dishonesty

- A. Altering or misusing documents, records, stored data, instruments of identification, or access credentials.
- B. Possessing, creating, or using a fake or forged instrument of identification.
- C. Possessing, using, or distributing fraudulent monetary notes including, but not limited to, credit, bank, retail or student accounts.
- D. Furnishing false information to any Maritime College, local, state or federal official.
- E. Intentionally furnishing false information to persons outside Maritime College concerning a student's academic records, degree, or activities.
- F. Fraud.

4. Alcohol

Consistent with New York State Law, the following are prohibited at Maritime College:

- A. Individuals under the age of 21 years are prohibited from using, possessing, or distributing alcoholic beverages. Individuals over the age of 21 may use and possess alcohol as permitted by the law and College policy.
- B. Distribution or intent to distribute alcoholic beverages except as expressly permitted by law and College regulations.
- C. Open containers and public intoxication are prohibited.
- D. Driving under the influence of alcohol or driving while ability is impaired by alcohol is prohibited.

Students who violate this Code in their use of alcohol will be subject to discipline regardless of the student's age. This applies to both on-campus and off-campus behavior. Additionally, Maritime College's Alcohol policy applies.

5. Disruption or Disorderly Conduct

- A. Impairing, interfering with or obstructing the orderly conduct, processes and functions of Maritime College or the community where the conduct occurs. This behavior includes, but is not limited to, excessive noise, obscene language in a public place, littering, and boisterous or indecent conduct which is unreasonable in the area, time or manner in which it occurs.
- B. Engaging in disruptive classroom behavior. Disruptive classroom behavior is behavior that the faculty member deems to interfere with or prevent normal classroom functions or activities. Disruptive behaviors can range from mildly distracting to clearly disorderly, violent, or dangerous, expressed verbally or in written or presented work, inside or outside of the classroom. See Maritime College's supplemental policy on Disruptive Behavior classroom behavior for further information.
- C. Obstructing or disrupting Maritime College activities, including but not limited to, teaching, research, administration, disciplinary procedures, or other authorized activities including public service functions, is strictly prohibited. Violations may also include participation in campus demonstrations which disrupt the normal operations of the College and infringes on the rights of other members of the Maritime College community by leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- D. Intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- E. Students may exercise their rights of assembly and freedom of speech in demonstrating their care and commitment to creating an inclusive campus environment. However, while hateful and disrespectful speech can also be protected by our First Amendment rights, the Maritime College community does not condone insensitive, discriminatory or other disrespectful comments.

Additionally, SUNY's Rules for the Maintenance of Public Order Policy applies.

6. Drugs

Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the following are prohibited at Maritime College:

- A. Possession, use, or misuse of a controlled substance or dangerous drug, or any drug unlawful to possess, including marijuana and THC Vape Pens or associated drug-delivery device. Use of legal medication outside the parameters of the medical authorization is prohibited and prescription drugs must have an authentic medical prescription.
- B. The manufacture, delivery, distribution or intent to distribute, of a controlled substance or dangerous drug, or any drug unlawful to possess, including marijuana.

- C. Possession of drug paraphernalia including, but not limited to bongos, water pipes, or hypodermic needles that are not specifically required for the administration of prescribed medications are not allowed on campus.
- D. Driving under the influence of drugs or driving while ability is impaired by drugs is prohibited.
- E. Failure to complete a required urinalysis test, or a failed urinalysis test, in alignment with the rules and regulations of the Regiment of Cadets and associated U.S.C.G. Licensure academic programs.

These provisions apply to both on-campus and off-campus behavior. Additionally, the College's Drug policy applies.

7. Endangerment

Acting to create or contribute to dangerous or unsafe environments anywhere on or off-campus. Reckless or intentional acts which endanger or put at risk the welfare of oneself or others are prohibited. This includes but is not limited to reckless driving on or off campus.

8. Fire Safety

- A. Causing or creating a fire, regardless of intent (except as authorized for use in class, or in connection with Maritime College-sponsored research or other approved activities).
- B. Tampering with safety measures or devices, including but not limited to, alarm systems, fire extinguishers, exit signs, emergency phone systems, smoke or heat detectors, fire hoses, security systems, locked exterior doors, etc.
- C. Failing to conform to safety regulations, including but not limited to, falsely reporting an incident, failure to evacuate facilities in a timely fashion in emergency situations or in response to fire alarms, inappropriate use of the fire alarm system, and inappropriate, negligent or reckless behavior which results in the activation of a fire alarm.

9. Gambling

Gambling, including, but not limited to, contests of chance, illegal lottery, playing or gaming for money or something of value; promoting or advancing gambling; gambling using College computing/network facilities; possessing gambling devices or gambling records is prohibited, except as part of an authorized fundraising activity.

10. Harassment

Engaging in behavior that is sufficiently severe, pervasive and objectively offensive that it unreasonably interferes with, denies, or limits an individual's ability to participate in or benefit from the College's education program and/or activities, and creates an academic environment that a reasonable person would find intimidating or hostile. Activity protected by the First Amendment will not constitute harassment. Harassment may include:

- A. Directing unwanted physical or verbal conduct at an individual based on one or more of

that person's protected characteristics or status, including age, color, race, disability, marital status, national/ethnic origin, religion, military/veteran's status, sex [including pregnancy], gender expression or gender identity, sexual orientation, domestic violence victim status, criminal or arrest record, political activities or predisposing genetic characteristics; or

- B. Subjecting a person or group of persons to unwanted physical contact or threat of such.
- C. Bullying or cyberbullying as defined by the Bullying/Cyberbullying policy.

11. Hate or Bias Incident/Crime

Intentionally selecting a person against whom a criminal offense is committed or intended to be committed because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation, regardless of whether the belief or perception is correct.

12. Hazing

Please visit <https://www.sunymaritime.edu/student-life/maritime-hazing-report> for all related hazing information.

13. Housing and Residential Life Policy Violations

Failure to abide by the outlined policies and procedures of the Housing and Residential Life Policy.

14. Intimate Partner Violence

Intimate Partner Violence includes Dating Violence and Domestic Violence, both of which are further defined below. Intimate Partner Violence can occur in relationships of the same or different genders.

- A. **Dating Violence** - As defined in the Violence Against Women Act (VAWA) Reauthorization of 2022 and the VAWA Amendments to the Clery Act, is any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) the type of relationship; and (iii) The frequency of interaction between the persons involved in the relationship. Dating violence can, but does not necessarily have to, include any act of violence, including physical, sexual, psychological, and verbal violence, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Reporting Individual. Dating Violence can occur as a single act, or it can consist of a pattern of violent, abusive, or coercive acts that serve to exercise power and control in the context of a romantic or intimate relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship.

- B. **Domestic Violence** – is any felony or misdemeanor crimes committed by a person who:
- (A) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of New York, or a person similarly situated to a spouse of the victim;
 - (B) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - (C) shared a child in common with the victim; or
 - (D) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of New York.

15. Non-Compliance/Failure to Comply

- A. Failure to comply with Maritime College Policy and/or any local, state, federal law, rule or regulation.
- B. Failure to comply with the directions of an authorized local, state, federal, or Maritime College official acting in the performance of their duties or any other person responsible for a facility or registered function acting in accordance with those responsibilities. This includes but is not limited to not appearing at meetings when directed to do so, not providing identification, not abiding by any temporary and/or administrative directive, and not leaving areas/events when directed to do so.
- C. Failure to notify the Office of the Dean of Students of an arrest for any crime. It is the obligation of every student to notify the Dean of Students (by email to studentaffairs@sunymaritime.edu seven (7) business days from the date of arrest any time after a student pays their admission deposit through graduation or separation from Maritime College, regardless of geographic location of the arrest or specific crime alleged. Failure to do so may result in conduct charges by the College or administrative/registration holds placed on the student's account. Maritime College may review the facts underlying the arrest to determine if there is an associated Maritime College policy violation.

16. Parking Violations

The College Police Department oversees the policies and regulations that govern the possession and use of motor vehicles on campus. The full policy can be found through www.sunymaritime.edu/parking-regulations. UPD has the ability to fine or withdraw the right to use a vehicle on campus in addition to, or in lieu of, sanctions imposed through the Maritime College - Student Code of Conduct.

17. Respect for Property

- A. Removing, destroying or damaging Maritime College property, or property under Maritime College administration or supervision.
- B. Destroying or damaging the property of others, on or off-campus.
- C. Depositing, dumping, littering or otherwise disposing of any refuse on College property, except in duly designated refuse containers/depositories.
- D. Vandalism or the willful or ignorant destruction, damage or defacement of property.
- E. Failure to abide by posting policy.

18. Responsible Use of Technology

Failure to abide by Computers, Technology & Social Media policy.

19. Retaliation

Retaliation is any adverse action taken against an individual for making a good faith report of prohibited conduct or participating in any investigation or proceeding under these procedures. Retaliation may include intimidation, threats, coercion, or adverse employment or educational actions. Retaliation may be found even when an underlying report, made in good faith, was not substantiated. Retaliation may be committed by the Accused, the Respondent, the Reporting Individual, or any other individual(s).

20. Security of Buildings, Facilities, and Campus

- A. Entering, being present in/on or using facilities or property on or off-campus, belonging to individuals, Maritime College- recognized groups and/or corporate entities without proper authorization.
- B. Propping open outside doors, unlocking lounge windows, using windows to enter and exit buildings, and/or using unauthorized doors for entering or leaving the building
- C. Transferring or duplicating any I.D. card, official college I.D., key, or other access instrument to any other person.
- D. Using or possessing any I.D. card, official college I.D., key, or other access instrument that an individual is not authorized to use or possess.

21. Sex-Based Harassment

Sex-Based Harassment is sexual harassment and other harassment on the basis of sex, including harassment because of gender identity, sexual orientation, sex characteristics, sex stereotypes, and/or pregnancy and other conditions, that is:

- A. *Quid pro quo harassment*. An employee, agent or other person authorized by the College at Albany's Education Program or Activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- B. *Hostile environment harassment*. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from Maritime College's Education Program or Activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - (i) the degree to which the conduct affected the Complainant's ability to access Maritime College's Education Program or Activity;
 - (ii) the type, frequency, and duration of the conduct;
 - (iii) the Parties' ages, roles within Maritime College's Education Program or

- Activity, previous interactions and other factors about each Party that may be Relevant to evaluating the effects of the conduct;
- (iv) the location of the conduct and the context in which the conduct occurred; and
 - (v) Other Sex-Based Harassment in Maritime College's Education Program or Activity.'

22. Sexual Assault

Sexual assault is defined in the federal Clery Act, and means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. It can include, but is not limited to, the following violations:

- A. Sexual Assault I - Intentionally engaging in any form of vaginal, anal, or oral penetration, however slight, with any object (an object includes but is not limited to parts of a person's body) without the person's affirmative consent.
- B. Sexual Assault II - Intentionally engaging in touching a person's intimate parts (defined as mouth, genitals, groin, anus, inner thigh, breast, or buttocks), whether directly or through clothing, without the person's affirmative consent. Sexual Assault II also includes forcing an unwilling person to touch another's intimate parts.
- C. Sexual Exploitation - Intentionally engaging in or attempting to engage in abusive sexual behavior without affirmative consent that does not otherwise constitute Sexual Assault I or Sexual Assault II. Examples include, but are not limited to: intentional, nonconsensual tampering with or removal of condoms or other methods of birth control and Sexually Transmitted Infection (STI) and/or Sexually Transmitted Disease (STD) prevention prior to or during sexual contact in a manner that significantly increases the likelihood of STI/STD contraction and/or pregnancy by the non-consenting party; nonconsensual video or audio recording of sexual activity; sharing and/or allowing others to watch consensual or nonconsensual sexual activity without the consent of a sexual partner; observing others engaged in dressing/undressing or in sexual acts without their knowledge or consent; trafficking people to be sold for sex; inducing incapacitation with the intent to sexually assault another person; creating, possessing or distributing the sexual performance of a child¹; and aiding, abetting, or otherwise facilitating sexual activity between persons without the affirmative consent of one or more party.

23. Smoking

Violation of the campus Smoking and Tobacco policy.

24. Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress. Stalking includes, but is not limited to, engaging in a course of conduct in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's

property.

Stalking does not require direct contact between parties and can be accomplished in many ways, including through third parties or through the use of electronic devices and social media.

25. Student Group Violations

Students are expected to know and abide by the regulations governing their membership in a student organization (e.g. fraternities and sororities). Prohibited conduct by officers/members of student groups and organizations may result in a referral to the Student Conduct System for individual students, in addition to any organizational action that may be taken by the College.

Any violation of this policy may result in individual and/or group sanctions, such as the extension of the current suspension; suspension or permanent expulsion of individual(s) from the College, and/or the suspension or permanent expulsion of the organization from future campus recognition. Individuals or groups may be required to attend mandatory educational programs.

26. Theft

Knowingly stealing, using, and/or possessing property and/or services; possessing stolen property.

27. Threatening or Abusive Behavior

Intentionally or recklessly causing physical harm to any person or reasonable fear of such harm. Students cannot justify such behavior as defensive if: The behavior is a physical response to verbal provocation; the student has the ability to leave the situation, but instead chooses to respond physically; in circumstances where such actions are punitive or retaliatory. Additionally, it is prohibited to use a self-defense spray in circumstances that a reasonable person would not consider necessary.

28. Unapproved Posting

Violation of the campus' posting policy for student clubs and organizations.

29. Unauthorized Entry/Trespassing

Unauthorized entry violations include but are not limited to:

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

30. Weapons and Dangerous Objects

In accordance with Maritime College's Weapons on Campus policy, possession, and therefore use of any Weapon or any device capable of use as a weapon by release of explosive material, noxious

material, electric discharge or projectile, is prohibited on Campus. "Weapon" is any deadly weapon as defined in the NYS Penal Law Section 10.00(12), any weapon listed in NYS Penal Law Section 265, and as listed in the SUNY Board of Trustee Regulations 8 NYCRR Part 590 and SUNY document #5403. Note: in addition to College policy restrictions, possession of a weapon on school grounds, is a felony under NYS Penal Law Section 265.01-a.

- A. Use of any object as a weapon in a manner that is intended to or results in the injury of another person.
- B. Use or possession of any object that looks like a realistic weapon.
- C. Illegal possession or illegal use of a weapon as defined in NYS Penal Law Section 10.00(12), or any weapon listed in NYS Penal Law Section 265, both on and off campus.

Section 4: Student Conduct Procedures

1. Introduction

The Student Conduct System addresses charges that are brought against a student that allegedly violates the student code of conduct, Community Rights and Responsibilities. The Student Conduct System utilizes a “preponderance of evidence” standard of proof. A preponderance of evidence standard evaluates whether it is more likely than not that a violation occurred.

Maritime College email is the official means of communication between the Office of the Dean of Students and/or designated Conduct Officer and students on all matters pertaining to the Student Conduct System.

2. Referrals

- A. When an incident occurs and there are allegations that a student violated the code of conduct, individuals who wish to report must file a complaint with the Dean of Students or Conduct Officer. A complaint may be filed by any Maritime College faculty, staff and/or student.¹ It should be noted that anonymous reports will be reviewed though further action may be limited due to limited/incomplete information.
- B. A complaint should be submitted as soon as possible after the incident takes place, preferably within the academic year in which the alleged incident took place. While timeliness is preferable, there is no deadline by which a complaint must be filed as long as the accused is a student at Maritime College.
- C. The complaint must set forth allegations of misconduct in writing with sufficient detail to support a referral, which includes, but is not limited to a description of the incident, any relevant evidence, witnesses and the alleged Prohibited Conduct violations. The individual filing the complaint may elect to meet with the Dean of Students or designee for a consultation prior to submitting a complaint. Once the complaint is received, the Dean of Students or designee will review the complaint, may meet with other individuals involved, and will then determine whether or not the complaint has merit to move forward to a Student Conduct Referral.
- D. If a Student Conduct Referral is generated, the Accused student becomes a Respondent and will be notified that a Student Conduct Referral has been filed against them via Maritime College email. Additionally, the Respondent will have the opportunity to meet with a Student Conduct Officer to:
 - I. Review the Student Conduct Referral which includes the alleged code violations (charges);
 - II. Learn about the student conduct process and have questions answered;
 - III. Give their perspective about the incident and provide relevant evidence;

¹ Complaints of Sexual Misconduct will be reported to the Title IX Coordinator. Maritime College’s Sexual Violence Response Policy details the intake process for Sexual Misconduct allegations.

- IV. Provide witness information, if applicable;
- V. Sign the Student Conduct Referral indicating the referral and possible sanction outcomes have been reviewed; and
- VI. Receive a copy of the Student Conduct Referral.

During this meeting and throughout the student conduct process, the student may have **one** advisor of their choice. The advisor shall not represent or speak for the student and shall not participate directly in the student conduct process. The advisor may be present and speak privately with the student during any meeting. Meetings are scheduled around the Respondent's and the Reporting Individual's academic schedules and the Referring Party's schedule only.

If the Respondent chooses not to meet with the Student Conduct Administrator, the Student Conduct Referral and resolution options will be emailed to the Respondent via their Maritime College email .

- A. After the Respondent has received a copy of the Student Conduct Referral, the Respondent has the option to take up to three (3) business days to review their Student Conduct Referral and decide whether or not to accept responsibility for the charges. After three (3) business days, the Respondent must communicate their decision to the Student Conduct Officer in writing via email. The Student Conduct Officer will determine the manner in which the case will be resolved and will communicate this to the Respondent.
- B. Multiple incidents may be resolved with one Student Conduct Referral at the discretion of the Student Conduct Officer.
- C. Polygraph (lie detector) tests reports/results are not admissible in the student conduct process.
- D. Students with disabilities involved in the student conduct process may seek reasonable accommodations for any stage of the conduct process. Any student requesting accommodations will be referred to Disability Access and Inclusion Student Services (DAISS) to request and obtain an accommodation letter. The student must then submit the accommodation letter and their written accommodation request to the Student Conduct Administrator at least two (2) business days before the stage of the conduct process that the request is for. The Student Conduct Officer, in consultation with the DAISS, will determine, based on appropriate legal standards and Maritime College policy, what accommodation, if any, is appropriate.
- E. Participants are prohibited from making their own recording during any aspect of the conduct process (including but not limited to audio, video, photographic and/or written recording).

3. Resolutions

Resolutions are the manner in which Student Conduct Referrals are resolved. A description of each type of resolution follows:

A. Administrative Resolution

I. Administrative Agreement

This type of agreement is applicable for referrals where the Respondent accepts a finding of responsibility for violating the code of conduct and resolves the referral with a Student Conduct Officer by agreeing to an appropriate disciplinary sanction. An appeal may not be filed. This option for resolution is not applicable for referrals involving allegations of sexual misconduct.

II. Failure or Unwillingness to Accept Responsibility

If the Respondent does not wish to accept responsibility and/or an appropriate sanction from the Student Conduct Officer, but the preponderance of evidence standard has been met, the case will automatically be referred to a Student Conduct Hearing Board.

B. Student Conduct Hearing before a Student Conduct Hearing Board

When a referral cannot be resolved by Administrative Resolution or at the discretion of the Student Conduct Officer, a hearing will be scheduled.

Hearings are scheduled around the Respondent's and the Reporting Individual's academic schedules. If a hearing needs to be scheduled during a student's class, the Dean of Students Office will issue a letter to the student, which can be utilized to notify instructor(s) of an excused absence.

A hearing may only be postponed due to extenuating circumstances that prohibit the Respondent, Reporting Individual from participating (i.e., hospitalization, death of an immediate family member, etc.) or at the discretion of the Dean of Students. In such cases, the Respondent, Reporting Individual may request one postponement with supporting documentation. Requests will be reviewed by Dean of Students and a decision will be communicated to the parties as appropriate.

Hearings are conducted as follows:

- I. The Respondent (and the Reporting Individual in referrals of Sexual Misconduct):
 - a. Receive written notice of a hearing date, time, and place at least five (5) business days in advance;
 - b. Must represent themselves;
 - c. May have **one** advisor present. The advisor shall not address the Student Conduct Body or participate directly in the process, but may speak privately with the advisee during the proceedings;
 - d. Hear a review of the Student Conduct Referral, including the prohibited conduct charge(s) and evidence (the Respondent will then make a plea to the prohibited

- conduct charges of In-Violation/Responsible or Not-In-Violation/Not Responsible);
 - e. Have the opportunity to make an opening statement;
 - f. Have the opportunity to present witnesses, who have direct knowledge of the incident, to provide a statement (for sexual misconduct referrals see Section 5.2.D.VIII);
 - g. Have the opportunity to ask questions of each other and their witnesses utilizing written format for review by Conduct Hearing Board members to determine relevancy in the question (for sexual misconduct referrals the Respondent and Reporting Individual will not question each other directly, See Section 5.2.D.XI);
 - h. May be questioned by the Student Conduct Body;
 - i. Have the opportunity to make a closing statement, and for sexual misconduct referrals, have the ability to submit an impact statement.
- II. The Maritime College - Student Conduct System encourages student involvement in the conduct proceedings and relies on full and open discussion of referrals with all parties concerned to render fair judgment. The Maritime College - Student Conduct System is administrative in nature and, as such, is not considered a court of law where formal rules of process, procedure, or technical rules of evidence apply.
- III. The Maritime College – Student Conduct System’s Student Conduct Hearing Board hears cases involving all Maritime Students, regardless of academic track or program, that are allegedly in violation of Maritime College – Student Code of Conduct violations as set forth and outlined in this document. The Student Conduct Hearing Board is comprised of four members, as outlined below.

The Student Conduct Hearing Board training and composition of the boards are as follows:

- a. The College Conduct Panel shall consist of a minimum of 16 members from which Conduct Boards are chosen. Each of the 16 members shall serve yearly terms. All members of the panel are required complete a Student Code of Conduct Hearing Board training. The Student Code of Conduct Hearing Board Training will be provided once per semester (Fall, Spring, or Summer), as outlined by the Dean of Students or designated Conduct Officer. Supplemental training may be required if any changes/amendments are instituted at Maritime College or as dictated by the State College of New York.
- b. The Board membership will consist of the following: one (1) faculty, one (1) staff member or administrator, and one (1) student. The administrator board member for a student in the Regiment of Cadets shall be a full-time officer within the Regiment.
- c. The Conduct Officer will serve as chair of the Student Conduct Hearing Board and will act as a non-voting member. The role of the Conduct Officer is to participate as needed and guide the hearings along in a fair and efficient manner; however, the Conduct Officer will not take part in any vote determining if a violation of the Student Code of Conduct has occurred.
- d. All voting members of the Board must be present to constitute a valid hearing. The three members are selected by the Conduct Officer from a standing panel of representatives as outlined above.

- IV. It should be noted that Cadets within the Regiment of Cadets who are allegedly in violation of the Regiment of Cadets Rules and Regulations for Regimental-based infractions, including but not limited to violations of watch, uniform, or fraternization, will comply with the established regulations as set forth for Captain's Mast proceedings as outlined in the Regiment of Cadets Rules and Regulations. Please note that cadets aboard a training vessel for Sea Term training (either the *Training Ship Empire State VII* or another designated training vessel) are under the established rules and regulations and procedures as set forth in the Cadet Sea Term Manual. Reference to the Cadet Sea Term Manual for additional guidance, if applicable.

It should be further noted that when a cadet is found responsible or not responsible for violation(s) of the Maritime College – Student Code of Conduct, the Dean of Students or designated Conduct Officer will notify the Commandant of Cadets and Vice President of Regimental Affairs, and other campus administrators, as per the Dean of Students' purview, of the outcome of the student of conduct proceedings. The completion of any associated sanctions will be the responsibility of the Regiment of Cadets after the completion of any appeal processes, if applicable.

- V. Referrals involving multiple students may be resolved at one hearing.
- VI. Hearings are regarded as confidential and closed to all but the principals of the referrals, their witnesses, their advisor, and the Student Conduct Hearing Board. Student Conduct Hearing Board Members in-training may observe at the discretion of the Conduct Officer.
- VII. An official recording will be made of the proceedings. This recording is the property of Maritime College and will not be duplicated or released except as required by law. Participants are prohibited from making their own recording during the hearing (including but not limited to audio, video, photographic and/or written recording). The parties may submit a written request to the Dean of Students for permission to listen to the official audio recording in a supervised location on campus. An official redacted written transcript can be provided by Maritime College at the requesting party's expense.
- VIII. Evidence to be presented by Reporting Individual(s), and Respondent(s) during any hearing must be submitted to the Office of the Dean of Students at least two (2) business days in advance of the scheduled hearing. This evidence will be shared with the opposing party. In extraordinary circumstances, the Conduct Officer or the Student Conduct Hearing Board may accept the submission of evidence within the two (2) business days before the hearing. The Conduct Officer/Investigator or the Student Conduct Hearing Board will make the final decision related to the relevancy and admissibility of all evidence (for sexual misconduct referrals see Section 5.2.D.VIII).
- IX. Witnesses to be presented by the Reporting Individual(s), Respondent(s) during any hearing must be submitted to Conduct Officer at least two (2) business days in advance of the scheduled hearing. Witness names will be shared with the opposing party. In extraordinary circumstances, the Conduct Officer or the Student Conduct Hearing Board may accept the submission of witnesses within two (2) business days before the hearing. The Conduct Officer or the Student Conduct Hearing Board will make the final decision related to the relevancy and admissibility of all witnesses (for sexual misconduct referrals see Section 5.2.D.VIII).
- X. Should the Reporting Individual(s), Respondent(s) fail to appear for a scheduled hearing,

a finding will be made based upon the information available and sanction(s) imposed, if appropriate. If the Conduct Officer learns, or is informed beforehand, that the student's failure to appear is for good cause, the Conduct Officer may grant a new hearing. Otherwise, the finding(s) and any recommended sanction(s) of the Student Conduct Hearing Board shall stand if no appeal is filed within three business days of notification.

- XI. The primary function of any Student Conduct Hearing Board is to determine, using a preponderance standard, whether the Respondent has violated the provisions of Maritime College – Student Code of Conduct and if so, recommend any appropriate sanction(s). During the hearing, the Student Conduct Hearing Board will make the final decision regarding the relevancy and admissibility of testimony. The Student Conduct Hearing Board makes its determinations by consensus.
- XII. If the Student Conduct Hearing Board finds the respondent responsible, it will consider the following before rendering a final determination of sanction(s):
 - Prior disciplinary record of the accused to determine if leveled sanctioning is warranted or required.
 - Disciplinary precedent. Information on precedent(s) will be presented to the members of the Student Conduct Hearing Board by the Conduct Officer only after determining the respondent's responsibility or non-responsibility.
- XIII. The Respondent will be notified, in writing, of the final decision of the Student Conduct Hearing Board and of the right to appeal. Consistent with the provisions of the Family Educational Rights and Privacy Act (FERPA) regulations, and in cases involving sexual misconduct offenses or crimes of violence, both the Respondent and the Referring Party and/or Reporting Individual will be notified of the final decision of the Student Conduct Hearing Board and the right to appeal.
- XIV. The Respondent's status at Maritime College is not altered until the appeal decision is final. In certain cases, however, the Dean of Students may determine that the Respondent's presence is a threat to the Maritime College community and uphold the sanction imposed by the Student Conduct Hearing Board until the appeal is final.

C. Alternative Dispute Resolution

I. Educational Conversation

A compulsory meeting with a student for minor behavioral infractions and/or prohibited conduct violations that are not formally referred through the conduct process. No sanction is issued or applied to a student's record.

The student may have one advisor present for this conversation. However, the advisor shall not address the administrator or participate directly in the conversation but may speak privately with the advisee during the conversation.

II. Facilitated Reconciliation

Facilitated reconciliation is a voluntary process that requires the commitment of all parties. It is

appropriate when a violation arises out of a dispute between students. It is generally reserved for first time and less serious violations. The goal is to reach a written agreement to resolve the dispute and to prevent it from reoccurring. The Conduct Officer will retain a record of the facilitated reconciliation efforts and the facilitated reconciliation agreement. If the parties fail to live up to the agreed upon settlement, or if facilitated reconciliation attempts fail to reach an agreement, a referral may be processed.

III. Fire Safety Notice

When a fire safety violation is found during a fire safety check, a Fire Safety Notice may be issued to the occupants of that space. This notice may only be given once as a warning, in response to this behavior, before additional consequences are taken. Failure to adhere to this notice may result in a referral for Non-Compliance. If you wish to appeal this notice, please email housing@sunymaritime.edu for assistance and review.

Section 5: Cases of Sexual Misconduct

1. Introduction

This section outlines the policy and procedures that will be followed for all cases of sexual misconduct, including domestic violence, dating violence, stalking, sexual exploitation, sexual assault, or sexual harassment, in addition to procedures described in other sections of Community Rights and Responsibilities. In the event that there is a conflict between any procedures set forth in Community Rights and Responsibilities, the procedures set forth in this section will control for cases of sexual misconduct.

Compliance with any of the below listed provisions does not constitute a violation of Section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

The burden of proof in all sexual misconduct cases is a “preponderance of the evidence”, meaning that the determination is whether it is more likely than not that the sexual misconduct occurred. If the evidence meets this standard, then the Respondent **MUST** be found responsible for a violation of this code.

A. Students’ Bill of Rights

Maritime College is committed to providing options, support, and assistance to members of our community that are affected by sexual assault, sexual exploitation, sexual harassment, intimate partner violence, and stalking, regardless of whether the crime occurred on campus, off campus, or while studying abroad. The rights enumerated in the Student’s Bill of Rights are afforded to all students reporting sexual violence, as well as all students accused of sexual violence, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident.
8. Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends,

- family, and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
 10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process
 11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the college.

B. Policy for Alcohol and/or Drug Use Amnesty in Sexual Misconduct Cases

The health and safety of every student at the State College of New York and its State-operated and community colleges is of utmost importance. Maritime College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that sexual misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Maritime College strongly encourages students to report incidents of sexual misconduct to Maritime College officials. A bystander or Reporting Individual, acting in good faith, who discloses any incident of sexual misconduct to Maritime College Officials or law enforcement, will not be subject to the Maritime College - Student Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time that the sexual misconduct occurred.

2. Student Conduct Process in Cases Involving Sexual Misconduct for Student Respondents and Student Reporting Individuals

Maritime College will apply the following process to incidents involving allegations of sexual misconduct, discrimination, or harassment where the Title IX Grievance Procedure may not apply. All other allegations of sexual misconduct, discrimination, or harassment will be processed through the institution's Title IX Grievance policy.

- A. Maritime College shall have a prompt response and timely reviews of all complaints of Sexual Misconduct. Promptness is determined by Maritime College in view of the circumstances of the case, personnel availability, complexity of the request, and evidence/information submitted.
- B. The Title IX Coordinator or their designee may refer any complaint that was investigated to the Office of the Dean of Students. The Title IX Coordinator or their designee shall be the Referring Party for all referrals of sexual misconduct.

Throughout conduct proceedings, the Respondent and the Reporting Individual will have the right to:

- I. Be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Advisors may not address the Student Conduct Hearing Board during a disciplinary hearing but may speak privately with the advisee during the proceedings.
- II. Have their complaint investigated and adjudicated in an impartial and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the Respondent, including the right to a presumption that the Respondent is "not responsible" until

- a finding of responsibility is made, and other issues related to sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.
- III. An investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest or bias.
 - IV. Receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
 - V. Have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal, state or federal entities while law enforcement gathers evidence. Temporary delays should not last more than ten (10) business days except when law enforcement specifically requests and justifies a longer delay.
 - VI. Offer evidence during an investigation and to review available relevant evidence in the case file.
 - VII. Present evidence, witnesses, and testimony at a hearing, where appropriate.

In cases of sexual misconduct, a thorough and fair investigation is conducted by the Office of the Title IX Coordinator. That process, set forth in the applicable Title IX policies identified in Section 5, allows each party the opportunity to provide verbal and written statements, identify witnesses who may be interviewed, and to respond to any information included in the investigative report, which will ultimately be provided to Dean of Students, and, if applicable, a Student Conduct Hearing Board.

All information available during the course of the investigation must be submitted to the Office of the Title IX Coordinator during the investigative process. The Office of the Title IX Coordinator will determine the relevancy and admissibility of all information and witnesses presented and make the final determination as to whether the information presented should be included in the investigative report.

Students will not be permitted to submit evidence or identify additional witnesses to the Conduct Officer or Student Conduct Hearing Board if available during the course of the investigation. However, relevant new evidence or witnesses, unavailable⁴ during the course of the investigation, may be submitted to Community Standards two (2) business days prior to the hearing, as per Section 4(3)(B)(6-7) to be reviewed for relevancy and admissibility. The Conduct Officer or the Student Conduct Hearing Board will make the final determination regarding relevancy and admissibility of all information and witnesses presented after the submission of the investigative report.

- VIII. A range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
- IX. Exclude prior sexual history with persons other than the other party in the conduct

process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, sexual exploitation, or sexual assault may be admissible in the disciplinary stage that determines sanction. In addition, any prior disciplinary findings of responsibility through the Student Code of Conduct system may be considered.

- X. Ask questions of the decision maker and, via the decision maker, indirectly request responses from other parties. In other words, the Respondent and Reporting Individual cannot directly question each other and will be expected to ask questions in writing through the Student Conduct Hearing Board.
- XI. Make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- XII. Simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.
- XIII. Written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements or expulsion/dismissal.
- XIV. Access to at least one level of appeal of a determination before a panel that is fair and impartial and does not include individuals with a conflict of interest or bias (see Section 7.4)
- XV. Have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for a period of seven (7) years from the end of the academic year in which the student conduct referral was resolved. A records request can be made to the Office of the Dean of Students at studentaffairs@sunymaritime.edu.
- XVI. Choose whether to disclose or discuss the outcome of a conduct hearing.
- XVII. Have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

3. Temporary Directives & Actions

- A. When the Accused is a student, Maritime College will issue a “No Contact Order” meaning that continuing to contact the protected individual, either directly or through a third party, is a violation of Maritime College policy subject to additional conduct charges; if the Accused or Respondent and a protected person observe each other in a public place, it is the responsibility of the Accused or Respondent to leave the area immediately and without directly contacting the protected person.
- B. When the Accused is a student and presents a continuing threat to the health and safety of themselves or the community, the Accused or Respondent may be subject to a Temporary Suspension pending the outcome of the student conduct process (see Section 6.2A regarding “Temporary Suspension”).
- C. The Accused shall, upon request, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any Temporary Directives (See Section 6.2). The Accused/Respondent or Reporting Individual shall be allowed to submit evidence in

support of their request.

- I. The request for review must be submitted in writing to the Dean of Students (by email: studentaffairs@sunymaritime.edu or, if permissible, in person: Office of Student Affairs, Baylis Hall, within two (2) business days of the imposition of Temporary and/or Administrative Directives.
- II. Maritime College may establish an appropriate schedule for the Accused/Respondent to access applicable Maritime College buildings and property at a time when such buildings and property are not being accessed by the Reporting Individual.

Section 6: Temporary Directives

1. Temporary Directives & Actions

A Temporary Directive is an interim measure taken, if reasonable under the circumstances, against a student pending a resolution of a Maritime College investigation and/or a Student Conduct Referral, with the exception of a Cease and Desist Directive. A Cease and Desist directive may be issued as a non-disciplinary directive for a temporary duration of time, such as, until one party is no longer a student at Maritime College.

After a Temporary Directive is issued, the student shall, upon request, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any Temporary Directives. The Respondent shall be allowed to submit evidence in support of their request. The request for review must be submitted in writing to the Dean of Students (by email at studentaffairs@sunymaritime.edu or, if permissible, in person: Office of Student Affairs, Baylis Hall) within two (2) business days of the imposition of the Temporary Directive. The Temporary Directive will remain in effect while being reviewed. The Dean of Students or their designee, shall review the request. E-G are non-punitive temporary directives and are not subject to prompt review.

A. Temporary Order of No Contact

The Dean of Students or their designee, may issue a written directive temporarily prohibiting contact and communication between students directly (in person or electronically) or through a third party if, based on the initial information or investigation, indicate a need to limit contact between students directly or indirectly involved in the alleged incident(s). The implementation of a Temporary Order of No Contact is not an indicator of responsibility but rather an administrative action utilized to limit contact between parties and to assist in the potential de-escalation of an incident(s) or issue(s) reported or observed during the investigation and/or hearing phase of the process.

B. Interim Suspension

The Dean of Students, or their designee, may take action immediately to suspend a student from Maritime College and remove the student from campus when the Dean of Students reasonably believes that the continued presence of such student would constitute a danger to the safety of persons or property. The suspension is temporary pending the resolution of the student's Student Conduct Referral as outlined in Section 4 and/or Section 5 of the Maritime College – Student Code of Conduct.

Students are not permitted to participate in educational or Maritime College affiliated programs while on an interim suspension; this includes but is not limited to participating in or attending in- person or online courses, attending Maritime College events, and participating in club or intramural sports.

C. Temporary Removal from Residence

When the Director of Housing and Residential Life, or their designee, reasonably believes that the behavior of a resident student significantly detracts from the educational environment of the residence hall or constitutes a danger to the safety of other persons or property in the residence hall, the Director may temporarily remove the student from campus housing and restrict the student from the buildings and grounds of the residential complexes. The removal is temporary pending the resolution of the student's Student Conduct Referral as outlined in Section 4 and/or Section 5 of the Maritime College – Student Code of Conduct.

D. Temporary Residence Hall Restriction or Campus Restriction

The Dean of Students, or their designee, may take action to temporarily restrict a student from appearing in any or all of the residences, buildings, or grounds on campus if it is reasonably believed that the student poses a threat to the health or safety of themselves or the campus community. Other temporary restrictions may be imposed such as denial of access to specific campus services or programs.

E. Temporary Withholding of Degree

The Dean of Students, or their designee, may temporarily suspend academic degree clearance or withhold a student's academic degree when a Maritime College investigation or Student Conduct Referral is pending or when a student's full compliance with disciplinary sanctions are pending.

F. Temporary No Contact Directive (Allegations of Sexual Misconduct)

The Dean of Students, Title IX Coordinator, or their designee, in cases involving allegations of Sexual Misconduct, may issue a written directive temporarily prohibiting the Accused or Respondent from contact and communication with a protected individual, either directly (in person or electronically) or through a third party. If the Accused or Respondent and a protected person observe each other in a public place, it is the responsibility of the Accused or Respondent to leave the area immediately and without directly contacting the protected person.

G. Temporary Account Hold

The Dean of Students, Title IX Coordinator, or their designee, may place an administrative or registration hold on a student's account when a Maritime College investigation or Student Conduct Referral is pending or when a student's full compliance with disciplinary sanctions are pending.

Section 7: Sanctions

Failure to comply with sanctions and directives is a violation of Maritime College policy subject to additional conduct charges.

1. Sanctions

A sanction is a requirement or status that is issued as a result of either accepting responsibility or being found responsible for violating the Maritime College - Student Code of Conduct.

Disciplinary sanctions shall be communicated to students in writing via Maritime College email, which is the official means of communication between Student Conduct Officers and students.

Sanctions are determined by the seriousness of the code violation and are not necessarily progressive. For example, a student with no prior disciplinary record may be issued a sanction commensurate with the offense up to and including removal from residence, suspension, or dismissal. Multiple sanctions may be applied for a single violation.

a. Written Warning

This is a lower-level sanction issued as a result of a formal Student Conduct Referral. This serves as a notice to a student that the behavior is counter to the expectations in the student code of conduct.

b. Disciplinary Probation

This is a higher-level sanction issued as a result of a formal Student Conduct Referral. Disciplinary probation is issued for a designated period of time between 1 semester to 4 semesters. A semester is defined as follows: Fall, Spring, Summer (if student is actively engaged in pursuit of academic progress). If a student is found responsible for additional violations of the Maritime College – Student Code of Conduct while on probation, more severe disciplinary sanctions may be issued. Having an active Disciplinary Probation status may impact your ability to hold positions with campus offices and/or organizations and other campus opportunities, such as studying abroad. Specifically, a student cannot: run for or hold certain campus-wide leadership positions including elected or appointed student government offices; hold a position in the Office of Housing and Residential Life; or serve as a member of a Student Conduct Hearing Board.

c. Demerits and/or Restriction

Demerits and/or restriction are only sanctioned to Cadets within the Regiment of Cadets.

d. Apology Letter

A letter of apology to another student, campus entity or member, or student organization.

e. Deferred Suspension

This is a severe sanction issued as a result of a formal Student Conduct Referral that is imposed for a period of time no longer than one academic year. During this time the student remains enrolled at Maritime College with the understanding that any additional violation of the Maritime College – Student Code of Conduct may result in suspension or dismissal.

f. Deferred Removal from Residence

This is a severe sanction issued as a result of a formal Student Conduct Referral that is imposed for a period of time no longer than one academic year. During this time, the student remains enrolled at Maritime College and lives in residential housing with the understanding that any additional violation of the Maritime College – Student Code of Conduct may result in removal from residence.

g. Removal from Residence

Students who have a serious violation or series of violations, of the Maritime College - Student Code of Conduct or outlined Maritime College policy, will be required to leave campus residence either permanently or for a period of time. This sanction carries with it the penalty of forfeiting room and board charges for the semester in which the disciplinary action occurs. Depending on the nature of the incident, the student may also receive a form of disciplinary probation as part of this sanction.

h. Suspension - Disciplinary

Suspension is a severe sanction where the student is separated from Maritime College for a period of time. A suspended student forfeits tuition and fees and does not receive academic credit for the semester in which the suspension occurred. If the student was issued an interim suspension or emergency removal, the student does not receive academic credit for the semester in which the interim suspension or emergency removal occurred. If a resident student, the student also forfeits room and board charges for the semester in which the suspension occurred. Residential Life policy prohibits suspended students from living in the Residence Halls during the suspension. A student who is suspended from Maritime College is unable to register for and attend classes or to be present on Maritime College premises for a prescribed period of time.

Additionally, a registration hold is placed on the student's account, the student's access to Information Technology Services (i.e., Maritime College email, and other electronic-based Maritime College services, etc.) is terminated, and the student will be withdrawn from their classes for the semester in which the suspension is enacted.

A suspended student will have an academic transcript notation of the suspension. For non-sexual misconduct violations, a notation of "suspended-disciplinary" is placed on the student's academic transcript. For sexual misconduct violations or for violations that are crimes of violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C 1092(f)(1)(F)(i)(I)-(VIII), a notation of "suspended after a finding of responsibility for a

code of conduct violation” is placed on the student’s academic transcript..

Students who are suspended and wish to return to Maritime College must first meet with the Dean of Students, prior to applying for readmission, to assess their readiness for readmission. Students who are Disciplinary Suspended with conditions and who wish to return to Maritime College must meet with the Dean of Students or designated Conduct Officer to also verify the successful completion of the conditions.

i. Dismissal - Disciplinary

A student who is dismissed (expelled) from Maritime College is permanently separated from the community, permanently prohibited from being on Maritime College premises and shall never return to Maritime College. The student forfeits tuition and fees and does not receive academic credit for the semester in which the dismissal occurred. If the student was issued an interim suspension or emergency removal, the student does not receive academic credit for the semester in which the interim suspension or emergency removal occurred. If a resident student, the student also forfeits room and board charges for the semester in which the dismissal occurred. Additionally, a permanent registration hold is placed on the student’s account, the student’s access to Information Technology Services (i.e., Maritime College email, and other electronic-based Maritime College services, etc.) is terminated, and the student will be withdrawn from their classes for the semester in which the dismissal is enacted.

A dismissed student will have an academic transcript notation of the dismissal. For non-sexual misconduct violations, a notation of “dismissed-disciplinary” is permanently placed on the student’s academic transcript. For sexual misconduct violations or for violations that are crimes of violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C 1092(f)(1)(F)(i)(I)-(VIII), a notation of “dismissed after a finding of responsibility for a code of conduct violation” is permanently placed on the student’s academic transcript.

j. Residence Hall or Campus Restriction

A student may be restricted from appearing in any or all residences, buildings, or grounds on campus if it is reasonably believed that the student poses a risk or threat to the health or safety of the campus community. Other restrictions may be imposed such as denial of access to specified campus classes, services, or programs.

k. Restitution

If Maritime College property is damaged or disrupted, an assessment of the damage/disruption will be made by the appropriate Maritime College department and/or personnel. The responsible student(s) may be billed as appropriate. Restitution for personal property cannot be resolved via the Student Conduct System.

l. Educational Programs & Service

Educational Programs & Services such as Alcohol Education Programs, Drug Education Programs, Community Service, By-Stander Intervention Programs, reflection or research papers, follow-up meetings, etc., may be used to supplement any other student conduct sanction.

Reflection and research papers assigned as a supplement to other student conduct sanctions must meet the same standards of academic work covered in Section 3.11.

m. No Contact Directive

The No Contact Directive prohibits communication and contact with a protected individual, either directly (in person or electronically) or through a third party. If the Respondent (responsible student) and a protected person observe each other in a public place, it is the responsibility of the Respondent (responsible student) to leave the area immediately and without directly contacting the protected person.

n. Loss of Privileges

A written directive to a student prohibiting them from participating in certain specified events and/or activities. Student access to specific services may also be limited or revoked including but not limited to parking privileges.

Section 8: Student Conduct Appeals

1. Introduction

An appeal is the process to request a review of the original student conduct referral outcome. The Respondent has the right to submit one appeal of the original decision. In cases of sexual misconduct, both the Respondent and the Reporting Individual have the right to appeal (see Section 7.4 for further clarification). An appeal does not rehear a student conduct case but rather determines if the conclusion reached in the original case is valid based on substantiation of a procedural error, new evidence, or the severity of the sanction.

2. Appeal Process and Identified Appellate Levels

The appeal process, for respondents found responsible for Maritime College – Student Code of Conduct violations, is determined on the Conduct Officer identified and in charge of the student conduct referral/adjudication of the infraction(s) as set forth in the charge letter.

The Conduct Officer, as designated by the Dean of Students:

Respondent would submit the appeal, as outlined below, to the Dean of Students for review and determination.

The Dean of Students, serving as the Conduct Officer:

Respondent would submit the appeal, as outlined below, to the Chief Academic Officer/Provost for review and determination.

Appeal Grounds

An appeal may only be filed on the grounds below and must meet at least one of the three standards to be considered for appeal.

- A. **Procedural Error:** Procedural error occurs when the policies outlined in the Maritime College – Code of Conduct are not followed, and as a result, the outcome of the case was significantly impacted. A procedural error and its impact on the case outcome must be clearly described in the appeal.
- B. **New Evidence:** This refers to new evidence that was unavailable during the original hearing, the investigation, or a scheduled meeting with a Student Conduct Officer that could significantly impact the original finding or sanction. A summary of the new evidence and its potential impact must be included. This does not include information available to the appellant but not disclosed throughout any part of the student conduct process by choice (i.e., opting not to disclose information for any reason).
- C. **Sanction Severity:** A sanction(s) imposed as a result of the original student conduct meeting/hearing that is/are disproportionate to the student's conduct record and/or nature of the violation.

3. Appeal Procedure for Cases of Non-Sexual Misconduct

- A. The Respondent may file a timely appeal that meets the appeal grounds. The appeal must be submitted electronically, in writing, within three (3) business days of receiving the decision letter via Maritime College e-mail. Instructions on how to file an appeal are provided in the decision letter. An appeal may not be submitted by a third party.
- B. The appeal, original conduct referral/record, and the imposed determination or the original Student Conduct Hearing Board's decision are reviewed by the appellate level administrator, or their designee(s), to determine if the appeal is **timely AND meets the grounds** for appeal.
- C. The original decision and sanction will be upheld if the appeal is not timely or does not meet the grounds for appeal.
- D. If the appeal is timely AND meets the grounds, the appellate level administrator, or their designee(s), may recommend the following actions:
 - I. Modify any of the decisions made by the Student Conduct Hearing Board or Student Conduct Officer: examples of possible modifications include, but are not limited to, changing a decision of "Responsible" to "Not Responsible" for one or more charges and/or changing the sanction to be less or more severe.
 - II. Reverse all decisions made by the Student Conduct Hearing Board or Student Conduct Officer: in this case, the Student Conduct Hearing Board or Student Conduct Officer's entire original decision regarding responsibility and sanctions are overturned.
 - III. Remand the matter back to the original Student Conduct Hearing Board or Student Conduct Officer who heard the referral for a specific reconsideration or for the referral to be reheard, in part or in entirety.
 - IV. Remand the matter to a new Student Conduct Hearing Board or Conduct Officer for the referral to be reheard.
- E. A written notification of the appeal decision will be made via Maritime College email within ten (10) business days to the respondent, the Dean of Students, and necessary campus departments. This decision is final.

4. Appeal Procedures for Cases of Sexual Misconduct

- A. The Respondent and Reporting Individual may file a timely appeal that meets the appeal grounds. The appeal must be submitted electronically, in writing, within seven (7) business days of receiving their decision letter via Maritime College e-mail. Instructions on how to file an appeal are provided in the decision letter. An appeal may not be submitted by a third party. After the seven-business day period, the Respondent and Reporting Individual will be notified regarding if an appeal was submitted or not by the opposing party.
- B. The appeal, original conduct referral/record, and the administrative agreement or the original Student Conduct Hearing Board's decision are reviewed by the Appeal Review Panel to determine if the appeal is **timely AND meets the grounds** for appeal.
- C. The original decision and sanction will be upheld if the appeal is not timely or does not meet the grounds for appeal.
- D. If the appeal is timely AND meets the grounds, the Appeal Review Panel, may take the following actions:

- I. Modify any of the decisions made by the Student Conduct Hearing Board or Student Conduct Officer's: examples of possible modifications include, but are not limited to, changing a decision of "Responsible" to "Not Responsible" for one or more charges and/or changing the sanction to be less or more severe.
 - II. Reverse all decisions made by the Student Conduct Hearing Board or Student Conduct Officer: in this case, the Student Conduct Hearing Board or Student Conduct Officer's entire original decision regarding responsibility and sanctions are overturned.
 - III. Remand the matter back to the original Student Conduct Hearing Board or Student Conduct Officer who heard the referral for a specific reconsideration or for the referral to be reheard, in part or in entirety.
 - IV. Remand the matter to a new Student Conduct Hearing Board or Conduct Officer for the referral to be reheard.
- E. The Appeal Review Panel makes the final decision. A written notification of the appeal decision will be simultaneously sent via Maritime College email to the Respondent and the Reporting Individual, respectively. This decision is final.

