



STUDENT HANDBOOK

2024-2025

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The Student Handbook is published annually by the Division of Student Affairs
Questions or suggestions may be directed to:

Office of the Dean of Students
501 Culkin Hall | 315-312-5483 | deanofstudents@oswego.edu



Message from the President

The start of every semester at SUNY Oswego is an amazing time. I share your excitement about discovering all the university has to offer, making new connections, and enjoying the many wonderful experiences this tremendous community presents.

You made the right decision to come to a storied institution, founded 163 years ago, on a simple but powerful promise: to transform lives and ignite new possibilities. You belong here and deserve the best experience as you pursue this promise that is so vital for upward mobility and the maintenance and sustenance of our democracy. Creating and supporting your success is the most important and rewarding part of being your president. Your success is also a priority of all members of the Oswego family and all operations of the university.

This Student Handbook serves as a guide to help you navigate your years here successfully. We value each one of you, so it's important that every community member realizes the best ways to create a safe, inclusive, respectful, supportive, responsible and vibrant university experience. These policies and procedures are your roadmap from your first day through graduation.

We encourage you to take advantage of SUNY Oswego's many resources. Whether you're seeking opportunities to engage in hands-on research with a faculty mentor, increase understanding of our course content through tutoring or advising programs, explore avenues for finding internships, volunteer experiences, and/or ways to develop your career readiness, you will find so many possibilities. These programs and offerings are all staffed by helpful and caring members of the university community who share our goal of helping you achieve your academic goals.

Student involvement is another key part of unlocking the best campus experience. Students who join clubs and organizations, and who participate in events and out-of-class activities, find this kind of engagement to be the best way to make friends, gain leadership experience and hone new skills, and establish lifelong connections.

Let me be one of many to welcome you to the SUNY Oswego family! I look forward to seeing you in person or virtually, if you are an online student, and sharing a smile at Commencement.

Sincerely,

Peter O. Nwosu, Ph.D.
President, SUNY Oswego

SUNY Oswego

Alma Mater

Voices fill the air singing reverently
Pledging our school fair truth and loyalty
This our song we raise in her name and praise
Oswego, Alma Mater, Hail to Thee
Ever in our heart you will cherished be
All that you impart makes us bound to thee
And our college days we'll recall always
Oswego, Alma Mater, gloriously
Wisdom pure and bright, light our way to see
All the good and right where e're we may be
So that all we do will pay tribute to
Oswego, Alma Mater, endlessly.

What is the Student Handbook?

The SUNY Oswego Student Handbook is intended to serve as a resource for SUNY Oswego Students as they navigate their time at the University. Students are encouraged to review it annually and reference it frequently when questions arise.

The Student Handbook serves as a companion to University webpages, where many policies and University guidelines can be found. Throughout this handbook students will find links that will take them to additional resources, full policies, etc.

Students are responsible for the information available on those webpages, as well as for the information contained within this handbook.

Below are quick links to the webpages of important student support offices, and a directory of the departments within the [Division of Student Affairs](#).

Students may use the Student Handbook as a quick reference guide when seeking answers to questions, or are in need of support, and assistance.

Where to Start?

[Oz Concern Navigator](#), a web-based application available 24/7 designed to help you find resources on campus, based on various concerns.

[Office of the Dean of Students](#), if you aren't sure where to get assistance.

[The Advisement Center](#), for all questions related to your academics.

[The Office of Financial Aid](#), for concerns about your bill and to explore options for paying your bill.

[The Office of Diversity and Inclusion](#), to talk with someone about a bias incident or Title IX situation.

[The Office of Accessibility Resources](#), to request accommodations.

Division of Student Affairs (DSA)

The Division of Student Affairs is a student-centered division whose staff members support the growth and development of students inside and outside of the classroom. DSA offers programs and opportunities that support student success, through initiatives that connect students to campus resources and to one another; complement and supplement classroom learning; and actively engage students in our campus community. Students have opportunities to develop a sense of belonging and accomplish both their academic and personal goals.

We are committed to our students and to the student experience at Oswego. We seek out opportunities to hear and amplify students' voices and to serve as role models and student advocates. We believe in a holistic approach to student success and strive to create an environment where all students will flourish.

Name	Office	Phone
Dr. Kathleen G. Kerr Vice President for Student Affairs	711 Culkin Hall	315-312-3214
Dr. Gabriel Marshall Associate Vice President for Student Affairs	711 Culkin Hall	315-312-3214
Ms. Christy Huynh Assistant Vice President for Student Affairs and Dean of Students	501 Culkin Hall	315-312-5483
Accessibility Resources oswego.edu/accessibility-resources	155 Marano Campus Center	315-312-3358
Auxiliary Services oswego.edu/auxiliary-services	507 Culkin Hall	315-312-2106
Campus Events and Conference Services oswego.edu/campus-life/event-management	135 Marano Campus Center	315-312-2301
Campus Recreation oswego.edu/campus-recreation	101 Lee Hall	315-312-3114
Counseling Services oswego.edu/counseling-services	150 Mary Walker	315-312-4416
Health Services oswego.edu/walker-health-center	119 Mary Walker	315-312-4100
Intercollegiate Athletics oswego.edu/athletics	202 Laker Hall	315-312-3056
Office of the Dean of Students oswego.edu/student-affairs/dean-students	501 Culkin Hall	315-312-5483
Office of Diversity and Inclusion oswego.edu/diversity/	710 Culkin Hall	315-312-4478
Office of Student Conduct oswego.edu/student-conduct	501 Culkin Hall	315-312-3378
Residence Life and Housing oswego.edu/reslife	303 Culkin Hall	315-312-2246
Student Engagement and Leadership oswego.edu/point	131 Marano Campus Center	315-312-5420
Student Orientation and Family Engagement oswego.edu/sofe	145 Marano Campus Center	315-312-5522

Regulations and Procedures for Maintaining Public Order on Campuses of the State University of New York

It is the policy of the State University of New York (University) to comply with legal requirements of NYS Education Law §6430. Accordingly, the Board of Trustees of the State University of New York has adopted written rules ([8 NYCRR §535](#)) for the maintenance of public order on University campuses and other campus properties used for educational purposes pursuant to NYS Education Law §6430.

The [Rules for the Maintenance of Public Order policy](#) outlines the rules for the maintenance of public order (including prohibited conduct), applicability and communication of the rules, and statements regarding freedom of speech, assembly, picketing and demonstrations on campuses. Campus procedures and penalties for the violation of the rules and enforcement procedures are prescribed.

Code of Conduct

The Code of Conduct is intended to provide students with an explicit statement of the conditions and expectations that are necessary to be part of our academic community.

The Code of Conduct (hereafter referred to as the Code) was enacted by the Student Association Senate February 23, 1970, and adopted by the College Council October 21, 1971 (last updated 7/29/2024).

Generally, and except where specifically stated to the contrary, the Code governs the conduct of students and takes precedence over all other policies and procedures governing student behavior. In addition, conduct by students, staff, faculty, and guests/visitors to the campus is governed by the Regulations and Procedures for Maintaining Public Order on Campuses of the State University (hereafter referred to as Regulations for Public Order). Generally, where student conduct allegedly violates standards in both the Code and the Regulations for Public Order, the disciplinary procedures of the Code will be followed. These two documents are complementary.

Title

These rules shall be known as the State University of New York at Oswego Code of Conduct, hereafter referred to as the Code.

Authority

The authority for resolving disputes under the Code of Conduct is vested in the university President and designated to student conduct hearing bodies enumerated in this Code. This authority extends to all students: graduate, undergraduate, full-time, part-time, on the main campus and at extension sites, and those participating abroad and online.

The *Regulations and Procedures for Maintaining Public Order on Campuses* of the State University of New York also includes prohibited conduct which may be dealt with under the disciplinary procedures of the Regulations for Public Order. When the Code and the Regulations for Public Order overlap, the procedures in the Code will generally be followed, unless the President invokes the Regulations for Public Order in a specific instance.

Students and recognized student organizations may petition to the Dean of Students for assistance in resolving conflict on issues that are not before any student conduct body and where no statement of charges alleging violation of the Code of Conduct has been filed.

Jurisdiction of the University

University jurisdiction and discipline shall pertain to conduct that occurs on University premises, or off-campus and which adversely affects the University community, including any of its members, and/or the pursuit of its objectives and mission. In addition, illegal conduct off-campus may be adjudicated on campus as a violation of the Code of Conduct, and students outside of the United States may be held responsible for violations of the laws of the country where they are visiting/residing.

The University Police Officers are appointed under the Education Law and the Criminal Procedure Law. The University Police Officers have the authority of police officers, including the authority to make arrests; they are empowered to enforce these regulations and all applicable laws on University premises. Among their powers are the power to execute warrants; the power to stop, identify and interrogate individuals; and the power to issue appearance tickets.

Definitions

When used in this Code, the term:

- a. "Advisor" means a person of the student's choosing to accompany them in all stages of the conduct process including incident review meetings, investigative interviews, pre-hearing conferences, and the hearing. The role of an advisor is limited to providing support and consultation before and during hearing proceedings to their advisee. The advisor may not speak or answer questions on behalf of their advisee, interject, or make arguments about the merits of the case or strength of the evidence during a hearing.
- b. "Dean of Students or designee" means the person designated by the university President to be responsible for the administration of the Code of Conduct.
- c. "Hearing body," "hearing officer," or "conduct officer" means any person or persons authorized by the Director of Student Conduct to determine whether a student has violated the Code of Conduct and to recommend the imposition of sanction(s).
- d. "Instructor" means any person hired by the university to conduct classroom activities. In any situation where a person may be both "student" and "instructor," that person's status shall be determined by the facts and circumstances of a specific issue.
- e. "Legal compulsion" means a judicial or legislative order that requires some action by the person to whom it is directed, or any order or directive originating from SUNY policy or regulations.
- f. "Member" means persons who are students or persons who are employed as faculty or staff at the university.
- g. "Organization" means a number of persons who desire to come together to support a particular view, explore common interests, or accomplish identified tasks and who are willing to subscribe to the stated aims and to meet the stated obligations of the organization.
- h. "Presenting party" means any individual presenting a case before a hearing body on behalf of themselves, a complainant, or a reporting party.
- i. "Recognized student organization" means a registered student organization that has complied with the formal requirements for recognition by the Student Association as provided in Section 20.
- j. "Registered student organization" means a student organization that has complied with the formal requirements for registration with the university as provided in Section 18.

- k. "Reporting party" means any person who submits a statement alleging that a student violated this Code.
- l. "Respondent" means any student accused of violating this Code.
- m. "Shall" is used in the imperative sense. (q) The term, "may", is used in the permissive sense.
- n. "Student" includes any person who has accepted admittance to the University for student status or who is currently registered or enrolled as an undergraduate, graduate, professional student, or certificate program participant, whether matriculating or non-matriculating, full-time or part-time, resident or commuter or on-line, paid or delinquent, or who has a pending appeal of an academic dismissal or student conduct matter. Such a person shall also be considered a student during intersession/summer periods, at University-sponsored commencement events in which they are a participant, and those who are not officially enrolled for a particular term but who have a continuing educational relationship with the University.
- o. "Student Association" means the student organization that the university has designated as having responsibility for the disbursement of the Student Activity Fee.
- p. "Student press" means either an organization whose primary purpose is to publish and distribute any publication on campus, or a regular publication of an organization.
- q. "University" means State University of New York at Oswego, Oswego, New York, and collectively, those persons responsible for its control and operation.
- r. "University official" means any person employed by the university to serve in an instructional, research, advisement, administrative, supervisory, or support staff role as described by employee performance programs or university policy; or a person or company with whom the university has contracted as its agent to provide a service; or a person serving on the Board of Trustees; or a student who serves on an official university committee. A university official has a legitimate educational interest if that person is required to review an education record in order to fulfill their professional responsibilities for the university.

All other terms have their natural meaning unless the context dictates otherwise.

Bill of Rights

The following enumeration of rights shall not be construed to deny or disparage other rights retained by students in their capacity as members of the student body or as citizens of the community at large. Please refer to the Bill of Rights and Responsibilities for Faculty, Students, Administrators, Staff and College Council at Oswego in this handbook. The university reserves the right to determine time, place, and manner of the use of its facilities and grounds.

- a. Free inquiry, expression and assembly are guaranteed to all students, subject to very limited exceptions, such as limitations related to "unprotected" speech not protected by the Constitution (such as threats of violence) which violate applicable law or university policy.
- b. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the university.
- c. The right of students to be secure in their persons, living quarters, papers and effects against unreasonable searches and seizures is guaranteed.
- d. No disciplinary sanctions constituting deprivations of educational property rights may be imposed on any students without notice to the accused of the nature and cause of the charges except as provided for by Section 42, Interim Suspension. A disciplinary hearing complies with due process requirements.

Expression

Discussion and expression of all views are permitted within the university, subject to the provisions of this Code, the Regulations and Procedures for Maintaining Public Order on Campuses of the State University of New York, and to the legally recognized conditions placed upon the rights of free speech and expression. Support of any cause by orderly means which does not interrupt the operations of the university is permitted, subject to reasonable conditions which may be imposed by the university as to notification, time, place, and manner. Protection of free speech does not extend to “unprotected speech” as described in the University’s “Free Speech, Civil Discourse, and Peaceful Assembly Policy” (i.e. speech that constitutes threats of violence, incitements to violence, fighting words, obscenity, defamation, fraud, or otherwise violates the law).

Discussion and expression of all views in the extracurricular environment of the university are subject to the university’s responsibility for maintaining the continuity and quality of the educational process in and out of class, the safety of individuals, and the protection of property. The university reserves the right to determine time, place, and manner of the use of its facilities and grounds.

Discussion and expression of all views contributing to the understanding of the subject matter is encouraged in the classroom, subject only to the responsibility of the instructor to maintain the academic environment.

- a. Students are responsible for learning the content of material assigned or discussed for all courses in which they are enrolled.
- b. Requirements for participation in classroom discussion and submission of written exercises and out of class experiences are not inconsistent with this section.

Academic evaluation of student performance shall be based on the quality of the work by a student for a course. Extracurricular issues unrelated to the course shall not play a role in such evaluations. Also basic to the teaching/ learning process in university coursework is the authority of the course instructor to assign a grade to indicate the quality of student achievement.

Information about students’ personal views, beliefs, and political associations acquired by professors or instructors during their professional or official work is confidential and is not to be disclosed to other people unless under legal compulsion or within the ordinary course of the university’s business. Information relating to a student’s intellectual, or skills capacity is not subject to this section when such information is given in the ordinary course of the university’s business.

Students, groups, and campus organizations may invite and hear any person of their own choosing, subject only to the requirements for use of university grounds and facilities (Section 22), The Code, and the Regulations for Public Order.

More information may be found in the [Policy on Free Speech, Civil Discourse and Peaceful Assembly](#). If and to the extent the provisions in this section of the Code conflict with official SUNY or Oswego policies (such as the Regulations and Procedures for Maintaining Public Order on Campuses, the Free Speech, Civil Discourse, and Peaceful Assembly Policy; or the Facilities Use Policy) the provisions of those policies shall prevail and be followed.

Protest

The right to peaceful protest and peaceful support of a cause is guaranteed within the university community. The university retains the right to determine the time, place and manner of assembly or presentation to assure the continuity and quality of the educational process in and out of class, the safety of individuals, and the protection of property. Policies and guidance related to Free Speech, Civil Discourse, and Peaceful Assembly can be found [here](#).

Student Participation in University Policy Formation

All constituents of the university community are free, individually, and collectively, to express their views on issues of university policy and on matters of interest to the student body. The President shall provide clearly defined means for student expression on all university policies affecting academic and student affairs. Students may petition the university regarding issues of administrative policy and actions.

The role of the student government and its responsibilities shall be made explicit. There should be no review of lawful student government actions except where review procedures are agreed upon in advance or clearly mandated by law or by SUNY regulation.

Where university owns and operates residences, the residents shall significantly participate in the development of programs and policies directly and substantially affecting their personal lives, including the imposition of sanctions for violations of stated norms of conduct, except that the university may direct minimal standards to ensure compliance with all federal, state and local laws, university policies, and *Regulations and Procedures for Maintaining Public Order on Campuses* of the State University of New York.

On questions of educational policy, students are entitled to a participatory or consultative role.

- a. Faculty-student committees with ex-officio university student affairs staff shall be created to consider questions of and to make recommendations concerning policy directly affecting student life.
- b. Students shall be designated as members of standing and special advisory committees concerned with university policy affecting academic and student affairs, including those concerned with curriculum, discipline, admissions, and allocating of student funds.
- c. This section shall not be construed as a limitation on students' rights to be members of committees serving a function other than advisory whenever such membership is permitted under the Policies of the Board of Trustees, Regents Regulations, the laws or regulations of the State of New York, or the policies of the university.

Student Organizations

Student Organizations are an important link in students' learning experiences at SUNY Oswego. Such organizations contribute to the overall development and enjoyment of their members. Additionally, student organizations provide a platform for members to develop their leadership skills and contribute to the social and intellectual fabric of the campus environment. The university encourages students to form student clubs and organizations and requires registration of all clubs and organizations that wish to use university facilities and grounds for their meetings, events, and activities.

- a. Student organizations may be established within the university for academic, educational, social, and recreational purposes. Such organizations may qualify for the use of university facilities and other privileges of association with the university by registering with the Department of Student Engagement and Leadership described in the policy on Student Organizations: Policy and Procedures in this handbook.
- b. Subject to regulations of the State University of New York, affiliation with an extramural organization shall not, in itself, disqualify the university branch or chapter from university privileges.
- c. Any student organization members who engage in activities in violation of the law, this Code, or the policies, procedures, and rules of the university, on or off campus, may be subject to university disciplinary action. The officers of such student organizations may also be subject to university disciplinary action as a result. Sanctions for student organizations include, but are not limited to, the denial of recognition by the Student Association, the denial of registration and permission to use facilities and services by the university, and other sanctions as deemed appropriate as a result of a due process hearing.

The collection, appropriation and disbursement of student activity fees must conform to the existing policies of the State University of New York Board of Trustees related to Student Activity Fees. A representative student organization, designated as such by the President of the university, shall prepare and approve a budget for the expenditure of such fees. This budget must be submitted to, and approved by the President, or designee, for review and to certify that the allocations are in compliance with the policies and procedures which govern the use of these fees before such monies are disbursed. Currently, the designated student organization is the Student Association.

Student organizations that desire to be recognized and funded by the Student Association and receive the rights and privileges of recognition must meet the requirements set forth by the Student Association.

- a. All student organizations that meet the following requirements shall be recognized:

1. Submission of a list of officers and copies of the Student Association Court approved organizational constitution and bylaws to the appropriate Student Association official or body. All changes and amendments shall be submitted in writing within one week after they become effective by approval of the Student Association Court.
 2. Completion and approval of the New Student Organization Kit/Forms including the required trainings and approval by Student Association and the Department of Student Engagement and Leadership.
 3. Where there is affiliation with an extramural organization, that organization's constitution and bylaws and the name and address of an organization contact person shall be filed with the appropriate Student Association official or body. All proposed amendments shall be submitted in writing at least 14 days prior to their becoming effective.
 4. All sources of outside funds shall be disclosed to the Director of Finance and subject to the Student Association financial policy.
- b. Upon recognition of an organization, the Student Association shall make clear that said recognition infers neither approval nor disapproval of the aims, objectives, and policies of the organization.
 - c. Any recognized student organization desiring to take advantage of privileges afforded university must register with the Department of Student Engagement and Leadership.

Membership in any student organization shall be open to any member of the university community who is willing to subscribe to the stated aims and to meet the stated obligations of the registered student organization. Student organizations shall not discriminate or restrict membership based on race, color, national origin, sex, gender, sexual orientation, or any other protected class.

Generally, membership lists are for the exclusive use of registered student organizations and are maintained by the university or the student organization in the furtherance of the quality of the student organization and will be shared only with university staff who have a legitimate educational interest. The names, addresses, telephone numbers, and e-mail addresses of officers are required as a condition of registration with the Department of Student Engagement and Leadership for use of university facilities and services.

University facilities and grounds shall be assigned by the university to registered student organizations for business meetings, educational meetings, social programs, and programs or events open to the university community or the public, in accordance with the following provisions:

- a. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the facilities assigned, to regulate time and manner of use, and to ensure proper maintenance and personal safety.
- b. Preference may be given to programs designed for audiences consisting primarily of members of the university community.
- c. Allocation of facilities shall be made based on priority of requests and the demonstrated needs of the registered student organization.
- d. The university may delegate the assignment function to an administrative official, to another employee(s), or to a student committee on organizations.
- e. Charges may be imposed for costs associated with the use of grounds and facilities.
- f. Physical abuse of assigned facilities shall result in limitations on future use of facilities or grounds by offending registered student organizations and restitution for damages. Student organizations, their officers or directors shall be secondarily liable for damages occasioned by the physical abuse of the facilities during use.
- g. Registered student organizations requesting the use of facilities or grounds shall follow the procedures described in the university's Facilities Use policy.

In accordance with the Board of Trustees' Resolution and accompanying guidelines issued by the Office of the Chancellor, dated May 31, 1967, the following regulations concerning the use of the university name are in effect:

- a. No student shall indicate or imply that they have a relationship with the State University of New York at Oswego or the State University of New York beyond that of their officially enrolled status.
- b. Only registered student organizations may indicate on their letterhead and in the routine course of business that the organization is located at the State University of New York at Oswego. Registered student organizations shall refer to themselves as "[Name of Student Organization] at SUNY Oswego." In no way shall a student or a registered student organization indicate or imply that it has the authority to act in the name of the university or in any way make binding commitments on behalf of the university.
- c. Announcements, letters, bulletins, posters, et cetera, promoting or describing a meeting, event, program, or activity, or stating a position, point of view or concern must clearly indicate the name of the sponsoring or posting organization(s) and contact information of the individual member(s) designated as the contact person(s) for the event.

Publications

A student, or registered student organization may reasonably distribute, hand-to-hand, written material on campus without prior approval, providing such distribution does not disrupt or interfere with the educational, administrative, or operational activities of the university, the maintenance of university property, the terms of this Code, or the free flow of traffic and persons. All such written material shall clearly identify its sponsor. Sponsors are responsible for the cleanliness of the university facilities because of posting or leafleting. The posting of notices or advertisements and the display of messages on campus grounds and in campus facilities must comply with the university policies on Posting Promotional Materials in this handbook.

The student press is to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administrative, alumni, or community disapproval of editorial policy or editorial content. Similar freedom is assured for oral statements of views on a student-operated radio or television station. Editorial freedom entails a corollary obligation of student media organizations under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.

All student media shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the university or its student body.

Privacy

Students have the same rights to privacy as any other citizen and surrender none of those rights by becoming members of the academic community. These rights of privacy extend to residence hall living with the concomitant obligations to maintaining an environment conducive to academic learning. Nothing in the university relationship or room and board agreement may expressly or implicitly give university officials the right to consent to a warrantless search of a student's room by police or other government officials.

Generally, the university will not pursue inquiry into students' lives away from campus except where their conduct is harmful to self or others, detrimental to the learning environment, and/or damaging to the educational interests of the institution.

When the university seeks access to a student room in a residence hall to determine compliance with provisions of applicable multiple-dwelling unit laws or for improvement or repairs, the occupant shall be notified of such action not less than twenty-four hours in advance. There may be entry without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared or where a diligent effort has been made to notify the student resident, and entry is made during management duties. In such cases, the university shall notify the student that entry into their room has been made, and reason(s) therefore shall be stated in such notice.

University officials may conduct a search of a student room in a residence hall to determine compliance with federal, state, and local law, and university policies, procedures, and rules where there is reasonable cause to believe that a violation has occurred or is occurring.

Confidentiality of Student Records

FERPA information: The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the “Buckley Amendment”, is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements.

Under federal law, eligible students have:

- The right to inspect and review the student’s education records.
- The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- The right to provide written consent before personally identifiable information (PII) from the student’s education records can be disclosed, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by postsecondary institutions to comply with the requirements of FERPA.

While FERPA guarantees eligible students access to their education records, all such records are the property of the university.

Eligible Students: Eligible Students include all students in attendance at a postsecondary institution (regardless of age). FERPA rights are effective on the first day of classes of a student’s initial registration. FERPA applies to all students past and present. The education records of individuals who applied to but have not attended an institution are not subject to FERPA guidelines.

Education Records: Under FERPA, education records are defined as records that are directly related to a student and are maintained by an education agency or institution or by a party acting for the agency or institution. Education records can exist in any medium, including typed, computer generated, videotape, audiotape, film, microfiche, and email, among others.

Education records do not include such things as:

- Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker thereof, and which are not accessible to other persons.
- Information obtained through personal knowledge that is not recorded.
- Employment records (unless employment is contingent upon attendance, e.g., work study, graduate assistants).
- Records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional which are used only in connection with the provisions of treatment of a student and are not available to persons other than those individuals providing such treatment.
- Records and documents of a law enforcement unit, including those of the Department of University Police, except those available under the Freedom of Information Act.
- Financial records of a student’s parents.
- Alumni records.
- Confidential letters and statements of recommendation placed in a student’s file prior to January 1, 1975, or those received after January 1, 1975, (for which the student has signed a waiver of their right to access, provided these letters are used only for the purposes for which they are intended.)

Directory Information

Institutions may disclose “directory information” about a student without violating FERPA. At Oswego, directory information is defined as:

- Student's Name
- Address (including email address)
- Telephone Number
- Age
- Photographs
- Major field of study
- Class Year (freshman, sophomore, etc.)
- Dates of Attendance
- Degrees, honors, and awards received
- Expected date of graduation
- Enrollment status (Full/Part-time)
- Participation in officially recognized university activities and sports, including height and weight of student athletes.

All other portions of a student educational record (e.g., grades, GPA, class schedule, gender, ethnicity, etc.) are considered "non-directory."

Directory information may be made public unless the student requests, in writing, to the Registrar, that such information be released only upon their consent.

Access to Educational Records

Student Education records may be accessed by:

- The student (or outside parties specified and authorized by the student)
- School Officials with legitimate educational interest
- Persons in response to a lawfully executed subpoena or court order. SUNY Oswego will make a reasonable attempt to notify the student prior to release, normally complying with the subpoena after two weeks have elapsed from the day of notifying the student.

School Officials

Members of the institution who act in the student's educational interest within the limitations of their "need to know." These may include faculty, administrators, campus law enforcement staff, SUNY System Administration staff, clerical and professional employees and other persons who manage student education record information including student employees or agents. It may also include contractors, volunteers and others performing institutional functions.

Legitimate Educational Interest

A school official has a legitimate educational interest if the official requires the information in order to fulfill their professional responsibilities for the school.

Under FERPA, student consent for disclosure is not needed when the disclosure is (one or more of the following):

- Releasing directory information.
- In a health or safety emergency.
- To school officials who have a legitimate educational interest.
- In connection with financial aid, this includes Veterans' benefits.
- To officials of other schools in which the student seeks to enroll or is enrolled.

- To accrediting organizations.
- To comply with a judicial order or subpoena.
- To organizations conducting studies for or on behalf of educational institutions.
- To federal, state, and local authorities involving an audit or evaluation of compliance with educational programs.
- In response to requests submitted under the Solomon Amendment.
- Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence (as mandated by the Clery Act).
- To parents or legal guardians of students who are under the age of 21 and who have been found in violation of university disciplinary policies (Code of Conduct) with respect to any violation of any Federal, State, or local law, or of any rule or policy of the institution governing the use or possession of alcohol or a controlled substance.
- When the disclosure concerns a registered sex offender, including a student, and is information received under a community notification program under 42 USC § 14071.

Overview of the Student Conduct Process Policies and Procedures

This overview gives a general idea of how the university conduct proceedings operate, however it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority.

The student conduct process and all applicable timelines commence with notice to an administrator of a potential violation of the Student Code of Conduct. SUNY Oswego email is the official means of communication between Student Conduct or designated student conduct officials to students on all matters pertaining to the student conduct system.

Student Conduct Policies

University discipline shall be applied to conduct by a student or recognized student organization occurring on university premises, activities off campus or online, or at university sponsored programs off campus. University sponsored programs by a student or student organization off campus include but are not limited to: internships, field study, student teaching, community service, international study programs, recreational, intramural and club sports activities, and intercollegiate athletics. While the specific provisions of the Code of Conduct, specified in Sections A through Q below, describe with particularity conduct and behavior which will not be accepted and will constitute grounds for disciplinary actions against students, as a general matter, students should expect to be the subject of disciplinary proceedings when their actions or behaviors violate the law, or does one or more of the following:

1. Interferes with or is disruptive to the learning environment, university process or activities, and/or educational interests and mission of the university , or
2. Endangers the health or personal safety of a member(s) of the university community, or
3. Harms, intimidates, or threatens another member(s) of the university community.

Note: A violation of the Code of Conduct may also constitute a violation of local, state, or federal law and vice versa. Therefore, resolution through both the student conduct process and prosecution through the criminal justice system may result. Resolution of a violation of the Code of Conduct will proceed separately from prosecution through the criminal justice system or any other method. A delay in resolution through other methods will not delay resolution through the student conduct process. Students should be aware that student status does not insulate them from awareness of and compliance with laws or other policies outside the university.

In keeping with the general parameters and conditions stated above, the specific prohibited conduct described in the following Sections will be considered Code of Conduct violations for which a student may be appropriately disciplined.

A. Academic Integrity

Statement on Academic Integrity: At SUNY Oswego, we are committed to maintaining rigorous intellectual standards and the highest level of academic integrity. As leaders and role models, faculty and professional staff must adhere to the highest standards of intellectual integrity in scholarship and professional practice. The university endeavors to foster an environment in which students adhere to these same standards that will extend beyond their time at SUNY Oswego.

1. **Plagiarism:** Plagiarism is the practice of deliberately or inadvertently taking someone else's work or ideas, in part or in full, and passing them off as one's own, in text or other mediums. Plagiarism of any kind, including taking from either published or unpublished material, is contrary to established ethical practices. All members of the university are expected to acknowledge the intellectual work of others. In some cases, plagiarism may also involve copyright violations (see Copyright Violation).
2. **Fabrication or Falsification:** Fabrication or falsification is a form of academic dishonesty in which someone invents or distorts the origin or content of information cited.
3. **Cheating:** Cheating is an attempt to use unfair means to gain an advantage during an examination or on an assignment which gives the appearance of having the knowledge or a skill that an individual has not actually obtained.
4. **Copyright Violation:** Copyright is a form of intellectual property law that protects original works of authorship including, but not limited to texts, images, photographs, illustrations, sound recordings, dramatic works, music, and video. The copyright holder is guaranteed the exclusive rights to perform, display, reproduce, and distribute the work as well as to make derivative works. Currently, these rights are protected for the life of the author plus 70 years. Copyright violations occur either when one uses media in websites, blog posts, videos, papers, etc. without securing permission (usually in the form of a license) for the specific use or when the use does not fall under the "fair use" clause of copyright law. Many classroom uses of copyrighted materials fall under fair use, but not all (see [Penfield Library's guide to fair use](#) for specific details).

B. Misrepresentation

1. Knowingly or willfully providing false or misleading information or statements to the university, university official or law enforcement officer.
2. Forgery, alteration, unauthorized possession or use of institutional documents including university issued identification cards.
3. *Withholding information, including failing to disclose records of convictions or disciplinary actions, on applications after admission to the university.
4. Manufacturing, distributing, delivering, selling, providing, purchasing, using, or possessing any form of fraudulent identification.
5. Acts of dishonesty which harm an individual member(s) of the university, the integrity of the academic programs or the educational interests and mission of the university, or a university activity or procedure whether by act or omission.

*State University of New York (University or SUNY) policy prohibits SUNY Oswego from inquiring into an applicant's prior criminal history. After a student has been accepted for admission, if such student seeks campus housing, or seeks to participate in clinical or field experiences, internships, or study abroad programs, campuses shall inquire if the student has a prior felony conviction. See full Move the Box Policy, Guidelines and Procedures.

C. Assault, Threats, Endangerment and Harassment

1. **Assault, Threats or Endangerment:** To engage or threaten to engage in conduct that does or can reasonably be expected to result in physical harm or significant emotional or psychological harm, to a person, including, but not to:
 - a. Any unwelcome physical contact, including but not limited to, striking, slapping, hitting, biting, punching, shoving, or kicking;
 - b. Any physical action that is objectively abusive, threatening, intimidating, or endangers the physical or mental health or safety of another person;
 - c. Any action that threatens or endangers the physical or mental health or safety of any person or causes reasonable apprehension of such harm, including displaying a weapon, using firecrackers or flares, throwing or use of dangerous projectiles;
 - d. To prevent a person from leaving a location (including part of the location, such as one part of the room) or to force a person to go to a location against their will. This is a violation whether accomplished through physical or psychological means.
2. **Harassment:** Subjecting another person or group to uninvited or unwelcome behaviors that are abusive, threatening, intimidating, or humiliating, when the conditions outlined in (a) or (b) below, are present. [Note: Harassment that targets an individual or group based on their race, ethnicity, gender or other protected category status will be considered "Discriminatory Harassment" and governed by the provision relating to such conduct appearing below. Prohibitions on "Sexual Harassment" are also treated separately in the section of that subject appearing below]:
 - a. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's participation in any of the University programs or activities or is used as the basis for an adverse decision affecting the individual; or
 - b. The subject conduct creates a hostile environment – A hostile environment exists when the conduct unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University's programs or activities. The conduct must cause unreasonable interference from both a subjective and an objective perspective
3. **Discriminatory Harassment:** A pattern, or one or more incidents, of targeted, unwelcome conduct directed at an individual or group that is discriminatory on the basis of race, color, national origin, disability, religion, age, sex, sexual orientation, gender, gender identity, or other legally protected status, and (a) that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's educational programs or activities, or (b) submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's participation in any of the University programs or activities or is used as the basis for an adverse decision affecting the individual.

D. Disruptive or Disorderly Behavior

1. Disruption of administration, disciplinary processes, or other university activities.
2. Disruption or obstruction of teaching, learning or research.
3. Disruption to the community including excessive or unreasonable noise, excessively large parties, and/or throwing of projectiles.
4. Lewd, indecent, or obscene behavior including public urination or defecation.
5. Conduct which inhibits the peace or safety of members of the university community.

E. Sexual and Interpersonal Misconduct including, but not limited to:

1. Imposition of sexual contact without affirmative consent.
2. Sexual assault/Sexual violence
3. All forms of intimidation or coercion to take part in sexual activity.
4. Sexual contact upon another who is reasonably unable to consent for any reason, particularly due to their age, use of alcohol or other substances, incapacitation, involuntarily restraint, emotional distress or sleep.
5. Stalking
6. Domestic Violence
7. Dating Violence
8. Sexual Harassment
9. Sex discrimination
10. Sexual exploitation
11. Retaliation

To see full definitions visit oswego.edu/title-ix/definitions. Grievance procedure can be found [here](#).

F. Hazing

Hazing Statement: Student groups, organizations, and athletic teams are an integral component of campus life. At all times participants in university programs and activities are expected to act in accordance with the Code of Conduct and treat others with respect. Hazing can happen in any organization and is not limited to fraternities and sororities. In all forms, hazing is abusive, degrading, psychologically damaging, often life-threatening, and has no place within our community. The university takes every report of hazing seriously and will investigate all complaints thoroughly and vigorously to ensure all students are treated fairly and with dignity. Those found responsible for committing, soliciting, encouraging, directing, aiding, or recklessly permitting hazing to occur will be subject to disciplinary action and could face either suspension or expulsion.

Policy: Any act, creation of, or participating in a situation or activity that humiliates, degrades, abuses, or endangers an individual or group of individuals mental or physical wellbeing, for purposes of initiation into or affiliation with any group or organization regardless of a person's willingness to participate are prohibited, including but not limited to the following:

1. Activities that disrupt or interfere with an individual's pursuit of academic endeavors.
2. Activities which harass or intimidate.
3. Any activity for human degradation, or public embarrassment and by its nature, has the potential to cause severe anxiety, distress, or panic.
4. Activities that deprive individuals of sleep, edible meals, or personal hygiene.
5. Activities that involve tests of endurance including leaving a person in a location without means of identification, communication, or ability to return.

6. Activities that expose members or prospective members to potentially dangerous or hazardous circumstances, including lockdowns, overcrowding rooms, or locking exits.
7. Activities that involved the forced or required consumption of food, beverages, alcohol, or other drugs.
8. Activities which have a foreseeable potential for personal injury, impart pain or cause mutilation or alteration to the body.
9. Activities which involve illegal acts.

G. Property Violations

1. Damage to university premises or property.
2. Damage to property of another person.
3. Theft of university property.
4. Theft of property of another person.
5. Physical or digital theft of intellectual property, including computer programs, software files or documents, or of library books and materials.
6. Possession or distribution of stolen property.
7. Trespass or unauthorized entrance, access, or misuse of university property and facilities.
8. Stealing or knowingly possessing stolen information, including by such acts as misappropriation of data.
9. Infringing upon another person's trademark, copyright, patent, or other intellectual property rights

H. Failure to Comply

1. Failure to comply with the reasonable directives or request of a university official, law enforcement officer or student staff acting in the performance of their duties.
2. Failure to complete assigned conduct sanctions and/or mandated assessments.
3. Failure to comply with administrative or interim actions, including no-contact orders, no-trespass notices, building or campus ban/restriction, removal from campus housing facilities or interim suspension.
4. Abuse, interference, or failure to comply with university processes, including conduct meetings, investigations, conferences, or hearings.

I. Violation of Rules Governing the Residence Halls

Policy: Students shall comply with all provisions of this Code of Conduct, and should refer to the Rules Governing the Residence Halls, found in the [Resident Student Handbook](#), and the Housing License for additional rules and responsibilities related to on-campus housing that supplement the Code of Conduct. Students living in university housing are responsible for the behavior of their guests and for ensuring that guests comply with all university regulations.

J. Violation of University Policies, Procedures and Rules

Violations of University policies, procedures and rules, including but not limited to the following, will also be considered violations of this Code of Conduct for which a student may be subject to discipline:

1. [Weapons and Dangerous Materials Policy](#)
2. [Facilities Use Policy](#)
3. [Solicitation and Posting](#)
4. [Computer and Network Acceptable Use Policy](#)
5. [Student Organizations Policies and Procedures](#)
6. [Student Athlete Code of Conduct](#)
7. [Identification Card Policy](#)
8. [Camping and Use of Tents, Enclosure or Similar Structures on Campus Policy](#)
9. [Free Speech, Civil Discourse, and Peaceful Assembly Policy](#)

K. Fire and General Safety

1. Tampering with or improperly using portable fire extinguishers, elevators, fire sprinkler systems, EXIT lights or any other life safety equipment such as smoke detectors.
2. Failure to evacuate buildings and follow emergency procedures issued by university officials, local authorities, or emergency personnel during a fire drill or alarm.
3. Intentionally or recklessly causing a fire which damages university or personal property, or which causes injury.
4. Smoking of any kind, including by use of vaping devices, electronic cigarettes, and other nicotine delivery devices, is prohibited on university premises and in all facilities.
5. Storing, possessing, or igniting combustible materials on campus including, but not limited to flammable materials, fireworks, explosives, gunpowder, fuel containers, candles, or gas.

L. Violation of Law

Policy: Students are members of many communities, including many outside the university. As such, students are expected to demonstrate appropriate behavior in all settings and locations.

1. **Notification of Criminal Arrest:** A student is responsible for notifying the Dean of Students of any off-campus criminal arrest within 5 business days of the arrest. Failure to provide timely notification may result in additional charges for failure to comply with university processes. When the university is informed of the arrest of a student, notice will be sent to the student requiring that they make an appointment with the Office of Student Conduct. During this interview, the university may review the facts underlying the student's arrest to determine if there is an associated university policy violation, the student's obligation to keep the university informed of the progress of the criminal charges, and the student's obligation to advise the university of the final disposition of the criminal charge(s) will be discussed with the student.

M. Alcohol Policy

1. Possessing, consuming, or being under the influence of alcohol while under the legal drinking age.
2. Being in the presence of alcohol while under the legal drinking age.
3. Purchasing, providing, or serving alcohol to or for an underage person.
4. Manufacturing, distributing, or engaging in the sale of alcohol.

5. Possessing open containers or consuming alcohol in public, common spaces in residence halls or on university premises when not authorized.
6. Creating or possession of drinking games or engaging in drinking games that induce, encourage, or result in rapid consumption.
7. Possession of empty alcohol containers and paraphernalia.
8. Conduct under the influence of alcohol as demonstrated through one's actions, regardless of age including but are not limited to, impaired motor-skill coordination, difficulty communicating, vomiting, verbal, or physical aggressiveness, destructive or disruptive behavior, or public intoxication.
9. Possessing, consuming or being under the influence of alcohol during registered university events, activities, trips, or classes when not authorized.
10. Operation of a motor vehicle under the influence of alcohol, including but not limited to a DUI/DWI

N. Drug Policy

1. Possessing, consuming or being under the influence of drugs, controlled substances or non-prescribed medication.
2. Being in the presence of drugs, controlled substances or non-prescribed medication.
3. Possessing and/or use of drug paraphernalia.
4. Manufacturing, selling, or distribution of drugs, controlled substances or non-prescribed medication.
5. Possessing, consuming or being under the influence of drugs, controlled substances or non-prescribed medication during university events, activities, trips, or classes.
6. Conduct under the influence of drugs as demonstrated through one's actions including, but not limited to operation of a motor vehicle under the influence of drugs.

O. Bribery, Collusion or Complicity

Students are prohibited from bribing a University employee or student for personal gain, and from participating, aiding or assisting another person, including a guest invited to campus by the individual, to commit a violation of the Code.

P. Policy on Student Organization Affiliation

Students are prohibited from affiliating with groups/organizations that have had their campus recognition withdrawn or suspended, either temporarily or permanently. The definition of affiliation includes joining, rushing, pledging, or involvement in any activity that would normally be associated with being a member of the group. Residing in facilities owned, rented, or controlled by an unrecognized organization is also considered affiliation and is prohibited. Students are responsible for ensuring they meet eligibility criteria prior to affiliating with any recognized organizations or groups.

Q. Invasion of Privacy and Appropriation of Identity

No student shall intentionally invade the privacy of, or misappropriate the property rights of, another person, by means of videotaping, photographing, audiotaping, or otherwise making any video, picture, or sound recording, and shall not appropriate, distribute, share, or use someone else's likeness, identifying personal data, or documents without permission.

Good Samaritan Policy

Students, student groups, and organizations are strongly encouraged to seek immediate medical assistance for any person who may be suffering from a medical emergency. To minimize hesitation in getting help for a person experiencing adverse side effects from alcohol or drug consumption, amnesty from disciplinary action for minor alcohol and drug violations may be granted to anyone who, in good faith and in a timely manner, seeks emergency medical assistance for themselves or someone in need. The conditions of this policy are as follows:

- Students involved in a situation where alcohol/drug consumption led to a medical emergency must, as a condition of this policy, agree to participate in additional educational programming surrounding responsible use of alcohol/drugs. Fees related to these activities will be waived or significantly reduced for all parties.
- Amnesty from disciplinary measures will be revoked whenever a student fails or refuses to complete educational programming following the incident.
- In most circumstances, parents/guardians **will not** be notified of the outcome.
- Amnesty **will not** be granted for violations of M.10.Operation of a motor vehicle while under the influence of alcohol, including but not limited to a DUI/DWI **and** N.4. Manufacturing, selling, or distribution of drugs, controlled substances, or non-prescribed medication.
- Incidents that qualify for the Good Samaritan policy will not be added to student disciplinary records and **will not** be subject to disclosure to third party entities requesting access to view student disciplinary records.
- Amnesty is not guaranteed in all circumstances. The Director of Student Conduct makes final determinations on the application, scope, and appropriateness of the Good Samaritan policy for each unique incident.

Statement and Policy on Bias-Related Incidents

The university's values and goals advocate a broad degree of human understanding amongst its community members: students, faculty, staff, visitors, and alumni. We seek to enroll and engage a diverse population of students across diverse cultural and national experiences. A vibrant, productive learning environment requires a richness in the variety of voices and life experiences that are represented among us. For this reason, prejudice, discrimination, and bias related actions by community members or visitors and guests, based on 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, are considered counterproductive and harmful to the purposes of our educational community. Accordingly, the University has established a "bias incident" reporting procedure (see link at the end of this section below) to encourage students and employees to notify the university's "bias prevention and response team" (BPRT) about conduct and speech they consider to evidence bias against them or others due to their identification or association with the above mentioned protected groups, and to enable the BPRT, and other university officials in appropriate cases, to evaluate and/or investigate the concerns and take any appropriate responsive or remedial actions to address it.

The university does not limit freedom of expression, particularly speech, even if the ideals and values held by some of its members are challenged by that speech. Even bigoted or racist speech or other forms of intolerant speech or offensive expression may be protected. However, conduct that targets a specific individual or group of individuals (based on their membership in or association with one of the protected classes mentioned above) and creates an unreasonable interference with that individual's or group's ability to pursue educational purposes or to benefit from university life is very likely to be prohibited under one or more applicable University policies and/or provisions of the Student Code of Conduct.

Requirements and procedures relating to the reporting and investigation of bias-related incidents can be found at: [Bias Prevention & Response Team](#)

Procedures for Case Resolution

Any university student, staff, or faculty member may submit a report to an administrator, campus office, or law enforcement authority alleging that a student, recognized student organization, or student group is in violation of university policy or when behavior warrants attention. A written report must be filed with the Director of Student Conduct within 30 calendar days of the occurrence or discovery of the alleged infraction(s). Requests for extensions of the 30 calendar day filing period must be made in writing to the Director of Student Conduct or designee, who may extend this time frame for good cause. The 30 calendar day filing

period does not apply to written complaints alleging sexual misconduct and discrimination. It should be noted that when an anonymous report is made or a significant amount of time has passed, the university may be limited in its ability to respond or unable to take any action.

In certain circumstances, once a report has been filed, the university may proceed with an initial inquiry and pre-investigation, even if a reporting party later chooses to retract, rescind, or recant any or all of the report or chooses not to cooperate. Action will only be taken without the consent of reporting party if, in the university judgment, such action is necessary to protect the safety, security, or integrity of the university or any of its members.

Students, as citizens, must abide by local, state, and federal laws. Consequently, a student who violates the law, whether on or off-campus, is subject to legal prosecution. In addition, a violation of the Code, whether on campus or off, will subject the student involved to university disciplinary action. Whether university disciplinary action precedes, is concurrent with, or follows legal prosecution depends upon whether the legal prosecution coincides with the process outlined in the Code. It has been well established by Student Conduct rulings that the concurrence of legal prosecution and university disciplinary action does not constitute double jeopardy.

Reporting and/or filing a complaint made be made in person or online directly at:

University Police
109 Pathfinder Hall
Email: police@oswego.edu
Phone: 315-312-5555
[Concerns | University Police](#)

Dean of Students
501 Culkin Hall
Email: deanofstudents@oswego.edu
Phone: 315-312-5483
[Report an incident | Student Conduct](#)

Student Conduct
501 Culkin Hall
Email: conduct@oswego.edu
Phone: 315-312-3378
[Report an incident | Student Conduct](#)

Title IX Coordinator
407 Culkin Hall
Email: lisa.evaneski@oswego.edu
Phone: 315-312-5604
[Reporting an incident | Title-IX](#)

Preliminary Review

Once an incident has been reported to Student Conduct, the Director of Student Conduct or their designee will conduct a preliminary review into the nature of the incident, the evidence available, and the parties involved. The preliminary review may lead to a determination that there is insufficient evidence to proceed, no indicated policy violations, or require further investigation when it is clear more information must be gathered.

Alternative Resolution

The Director of Student Conduct or designee has discretion to determine whether a report may bypass the conduct process and be resolved through an alternative resolution. Alternative resolution options include, but are not limited to:

- **Mediation:** A process in which two individuals or groups meet to resolve a conflict with the facilitation and help of a neutral third party. Mediation sessions are conducted confidentially and safely by the Dean of Students, Director of

Student Conduct or affiliates that have been trained to assist people in airing their concerns, clearing up misunderstandings, and arriving at a resolution that is agreeable to all parties. In order to ensure neutrality, the mediators assigned to each case are approved by all of the parties involved. Participation in the mediation process is voluntary. Student Conduct cannot force any person to agree to mediation or attend sessions.

- **Restorative Conference:** A restorative conference is a highly structured process for addressing behavior that has caused harm to one or more parties. A trained facilitator guides the discussion to assist parties in collaboratively identifying a means of resolution that holds the offending party proportionately accountable for the harms they caused. Individuals must agree to participate in a restorative conference and will be required to attend a preparatory meeting with the designated facilitator in advance. Parties are permitted to bring one support person to all meetings with the facilitator and to the restorative conference. For matters where a mutually agreeable resolution cannot be reached, the offending party may be referred to the conduct process to resolve any potential violations of the Code.
- **Educational Conversation:** An alleged violation of the Code may be resolved via an educational conversation with the parties involved without being referred to a formal resolution procedure. During these meetings, participants will be invited to explore the impact of their actions, take accountability for any offending behavior, and achieve a greater sense of what it means to be a part of the Oswego community. Educational conversations are meant to be a constructive dialogue that enhances a student's awareness of the rights and responsibilities of all community members. Formal sanctions will not be issued, though participants may be referred to campus resources to receive additional support.

Formal Resolution Procedures

Notice of Charges

Respondents will be notified in writing of the charge(s), the approximate date, time and location of the alleged incident, the nature of the conduct and the alleged university policies to have been violated. The charge letter will include a date, time and location for any meetings that are scheduled as part of the formal resolution process.

Incident Review Meeting: An incident review meeting is the first step in the formal resolution process. This meeting between the accused party (respondent) and The Director of Student Conduct or designee exists to allow respondents to review alleged violations of the Code and supporting documentation. Student organizations and athletic teams may select a current member to represent them through all stages of the disciplinary process, otherwise such responsibility shall default to the president/captain. The respondent is welcome to be accompanied by an advisor of their choosing at this and any other step in the conduct process. At this meeting, the respondent will be invited to review and discuss their prior cases, if any, and will be encouraged to ask questions about the report and the options available within the student conduct process. Proposed sanctions, to be applied if the respondent is responsible for the violation(s), will also be discussed. The respondent may also provide additional information (such as written documents, photographs, audio/video files, etc.) to be added to the disciplinary file, which will then become a permanent part of that file. Incident review meetings may be recorded. At the conclusion of the incident review meeting, the respondent will be presented with the following options:

1. **Resolution Agreement:** To accept responsibility for violating the Code of Conduct and accept the sanction(s) discussed in the incident review meeting. Student's will have two business days to consider the outcome being presented and provide a response.
2. **Appeal of Sanctions:** To accept responsibility for violating the Code of Conduct but reject certain sanction(s) discussed as inappropriate or unreasonable. The respondent will receive notice that they have accepted responsibility for violating the Code of Conduct as well as a complete list of the sanction(s) that were discussed and the process for requesting different sanction(s).
3. **Request an Administrative Hearing:** To deny responsibility for violating the Code of Conduct and request an administrative hearing. A respondent who denies responsibility for violating the Code of Conduct retains the right to both an administrative hearing and appeal.

A respondent who chooses not to attend an incident review meeting waives their right to have their perspective heard on the incident(s) in question and may be found responsible based on a preponderance of available evidence including, but not limited to, information from the reporting party. Sanction(s) will be applied without the respondent's input. The respondent will be notified of the outcome, including the sanctions applied. The respondent will retain the right to appeal.

If the Office of Student Conduct determines the report is best handled via a method other than formal adjudication (such as alternative dispute resolution or restorative practices), notice regarding such method will be sent to the involved parties. The process, timeline and outcomes reached through alternative methods may be different than those described for formal resolution.

Administrative Hearings

Pre-Hearing Meeting

A pre-hearing meeting is an optional meeting with the Director of Student Conduct or designee during which the respondent's rights, responsibilities and the hearing procedures are explained. This meeting is intended to ensure that the respondent understands the pending charges, and the hearing process. It is also another opportunity to resolve the case prior to a hearing.

- **Resolution Agreement:** A respondent may rescind their request for a hearing and agree to findings and sanctions determined by the Director of Student Conduct or their designee as an alternative. Respondents who sign a Resolution Agreement maintain their right to an appeal of sanctions.
- **Administrative Hearing:** An administrative hearing will be facilitated by a single Hearing Officer. Hearing Officers may be faculty or staff that are trained annually by the Office of Student Conduct in evaluating the facts of a case, questioning involved parties and witnesses, and determining responsibility based on a preponderance of evidence standard. Sanctions may range from a disciplinary warning to suspension not exceeding four semesters. When cases do not have the possibility to involve the sanction of suspension beyond four semesters or expulsion from the university, a single hearing officer will be seated for the administrative hearing.
- **Administrative Board Hearing:** A hearing body composed of three to five community members. Members of the board may be students, faculty or staff that are trained annually by the Office of Student Conduct in evaluating the facts of a case, questioning involved parties and witnesses, and determining responsibility based on a preponderance of evidence standard. Three members will constitute quorum and at no time will there be less than three members. An Office of Student Conduct staff member serves as the non-voting Appellate Board Chair. Sanctions may range from a disciplinary warning to expulsion.

Notice of the Hearing Date

A time shall be set for that hearing as soon as practicable and students will be notified of the hearing date no less than 5 business days in advance. Scheduling will occur around academic priorities and an advisor's availability whenever possible. Alteration of the time limits may occur at the discretion of the Director of Student Conduct.

Evidence

An essential component of any hearing is the determination. The SUNY Oswego student conduct system uses preponderance of evidence as a standard of proof. A preponderance of evidence standard evaluates whether it is "more likely than not" that a violation occurred by weighing the facts that pertain to the allegation(s). Therefore, it is vital that personal statements and other information be presented clearly and factually. All participants are expected to be respectful of each other's purpose in the hearing process and to conduct themselves according to the direction of the hearing body. Each party has the right to review the evidence, as outlined in the Student's Rights in a Hearing section below.

Evidence may include, but is not limited to written documents, photographs, electronic communications, spoken testimony, and videos. Requests for witnesses must be sent to the Director of Student Conduct no less than 48 hours in advance of the scheduled hearing. Witness participation is voluntary.

The Hearing Officer or Chair of the Hearing Board may, in their sole discretion, exclude evidence that has not been shared in advance of the hearing or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. The Hearing Officer or Chair of the Hearing Board will make the final decision related to the admissibility of all evidence. Information presented by a student during a hearing that indicates a potential violation of the Code of Conduct may be adjudicated at a future time. Character or expert witnesses are not permitted in the hearing.

Notice of the Outcome

The Director of Student Conduct or their designee shall submit written findings of the fact, conclusions regarding the charge(s), and imposition of a sanction, if any, to the respondent(s) and any university official who is determined to have a legitimate interest in the result. Notification of the final determination will be sent to the respondent's university email account within 10 business days. Parties will be notified in the event of a delay.

- In the case of violations involving physical violence, notice of findings and sanctions imposed directly related to the complainant/reporting party shall be received by the complainant/reporting party.
- In the case of sexual misconduct notice of findings and sanctions imposed shall also be received by the complainant and the reporting party. For sexual harassment cases, the notice of outcome and only sanctions that directly relate to the complainant of record will be shared.
- Documentation concerning any prior violation(s) of the Code by the respondent may be presented by the Director of Student Conduct to the hearing body/officer only after a finding of responsibility has been determined.

Hearing Officers and Participants

The Director of Student Conduct will assign three to five members of the Board. The hearing participants generally include the Reporting (or presenting) Party, Respondent(s), witnesses, advisors, the hearing officer or hearing board, and a designee from the Office of Student Conduct who serves as the non-voting Appellate Board Chair.

Student Rights in a Hearing

The Complainant(s) and Respondent(s) shall each have the right to:

1. Receive advance notice of the date, time and location of any meeting or hearing they are required to or are eligible to attend. This notification will also include a written statement of the violations to the Code of Conduct that the Respondent is being charged with. Proper written notification is sent to the respondent's university email address.
2. A prompt and impartial hearing.
3. An investigation and adjudication 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.
4. A hearing that is not conducted by individuals with a conflict of interest.
5. Request a delay of a hearing date of up to five (5) business days due to reasonable extenuating circumstances. The Director of Student Conduct will determine the validity of the request and if the delay will be granted. Requests for a delay must be submitted at least two (2) business days prior to a scheduled hearing date.
6. Be notified of the proposed evidence and information to be presented, to know the identity of witnesses who have been called to speak at the hearing or provide notarized statement for the hearing when such information is known by the Director of Student Conduct or designee prior to the hearing.
7. Present evidence, testimony, witnesses, and witness statements when deemed appropriate and relevant by the Hearing Officer or Chair of the Hearing Board.

8. Ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. It will be left to the discretion of the Hearing Officer or Chair of the Hearing Board whether or not to ask requested questions of other parties.
9. All parties may select one advisor of their choosing to accompany them in all stages of the conduct process including incident review meetings, investigative interviews, pre-hearing conferences, and the hearing. The role of an advisor is limited to providing support and consultation before and during hearing proceedings to their advisee. The advisor may not speak or answer questions on behalf of their advisee, interject, or make arguments about the merits of the case or strength of the evidence during a hearing.
10. Respond truthfully and accurately to statements and other information presented at the hearing.
11. Present a written impact statement to the Board that outlines specific thoughts or opinions regarding an appropriate sanction. The Board or Hearing Officer is not bound by these statements in determining sanctions.

Hearing Procedures

A hearing is not a legal proceeding and is generally conducted in accordance with the procedures listed below:

1. A hearing shall be closed and not open to the public. Admission of any person into the hearing room shall be at the discretion of the Director of Student Conduct. The Director of Student Conduct shall have the authority to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.
2. When a hearing involves more than one Respondent, the Director of Student Conduct or designee may, at their discretion, permit the hearings to be conducted either separately or jointly.
3. If a Respondent, after receiving notification, does not appear for a hearing, the hearing will proceed without the Respondent and a finding will be made based upon the information available and sanction(s) imposed, if appropriate.
4. All parties shall have the opportunity to present opening statements, present evidence and ask relevant questions.
5. The Reporting Party and the Respondent may arrange for witnesses to present pertinent information to the Hearing Officer or Hearing Body. The Hearing Officer or Hearing Body, the Respondent, and Reporting Party reserve the right to question the witnesses in a manner prescribed by the Hearing Officer or Chair of the Hearing Board.
6. The Respondent, Reporting Party, and any witnesses will provide information to and answer questions from the Hearing Officers or Hearing Body.
7. After the portion of the hearing concludes in which all pertinent information has been received, the Hearing Officers or Hearing Body and Hearing Officer or Chair of the Hearing Board shall deliberate in private whether the Respondent has violated each section of the Code which the respondent had been charged with violating.
8. Determination shall be made based on the preponderance of the evidence, meaning whether it is more likely than not that the Respondent violated the Code.
9. When a Respondent is found responsible for a violation(s), the hearing body shall continue private deliberations to impose appropriate sanction(s) and may review academic transcripts, conduct history, and impact statement(s).
10. Procedural questions may be asked at any point during the hearing by any participant, with the exception of the advisor.

Recordings

Hearings may be recorded by the university and, if recorded, the university will maintain the audio recordings as required by New York state law. Recordings are the property of the university. Participants are prohibited from making their own recording. Upon written request, a Respondent or Complainant may review the audio recording and make appropriate arrangements for it to be transcribed on university premises. Arrangements for a transcriber and all associated costs involved in the transcription will be the sole responsibility of the requesting individual.

Appeal Processes

Appeal of Sanctions

1. The respondent must submit an Appeal of Sanctions to the Office of Student Conduct within five business days of the date on which the decision was sent. Should the respondent fail to submit this request within five business days, the proposed sanctions will be applied, no appeal will be considered, and the case will be closed.
2. To appeal sanctions, the appeal:
 - a. Must explain why the proposed sanctions are inappropriate or unreasonable. The appeal may include what sanctions the respondent feels are appropriate;
 - b. Shall be prepared by the respondent who may utilize the assistance of an advisor;
 - c. Must be typed and is limited to ten double-spaced pages with one-inch margins and a 12-point font; and
 - d. Shall not include character descriptions, or cite authorities outside the university.
3. If the sanctions being appealed do not include suspension, expulsion, housing removal, or housing suspension, the appeal will be heard by a single appellate officer who will be either the Director of Student Conduct, the Dean of Students, or their designee. When sanctions include suspension, expulsion, housing suspension, or housing removal the appeal will be heard by an Appellate Board.
4. Appellate Boards are composed of three campus community members trained by the Office of Student Conduct and may include staff, faculty, and students. Whenever possible, boards include at least one student representative. An Office of Student Conduct staff member serves as the non-voting Appellate Board Chair.
5. At the discretion of the Appellate officer or Board Chair, all pages beyond the ten-page limit may be disregarded or the entire appeal may be rejected if it does not meet criteria listed above.
6. Upon receipt of the Appeal of Sanctions, a copy of the appeal may be sent to any other party deemed appropriate by the university, including the complainant (if applicable). These parties may submit a response, limited to three double-spaced pages with one-inch margins and a 12-point font, to the Office of Student Conduct within five business days of the date on which the appeal was sent.
7. The written request, responses from all appropriate parties and the respondent's entire disciplinary file will be reviewed in a closed meeting by an Appellate officer or Board.
8. The Appellate officer or Board, by majority vote, may decide to
 - a. Deny the Appeal of Sanctions and apply the sanctions discussed in the incident review meeting; or
 - b. Grant the Appeal of Sanction(s) and reduce or otherwise limit the sanctions discussed in the case intake meeting. A reduction in penalty or duration may be accompanied by the inclusion of educational interventions.
9. The Appellate officer or Board's decision is final and will be implemented immediately. The respondent will receive notice of the decision within ten business days of the appeal being heard barring any delay. The complainant (if any) may receive notice of the decision and any sanction which affects them. The decision may be forwarded to any other appropriate party who responded to the appeal. Copies of these notices will be entered into the student's disciplinary record.

Appeal of Administrative Hearing Decision

1. The respondent may submit an appeal to the Office of Student Conduct in writing within five business days of the date on which the decision was sent. The appeal must allege that:
 - a. The decision is contrary to information presented at the hearing;
 - b. The decision is contrary to new information or evidence that became available and was not known at the time of the hearing;
 - c. Procedures were not followed during the process, including the presence of a conflict of interest or bias during the investigation or adjudication; or
2. A proper appeal:
 - a. Must clearly cite one or more of the reasons above.
 - b. Shall be prepared by the respondent who may utilize the assistance of an advisor;
 - c. Must be typed and is limited to 10 double-spaced pages with one-inch margins and a 12-point font; and
 - d. Shall not include character descriptions nor cite authorities outside the university.
3. If the sanctions being appealed do not include suspension, expulsion, housing removal, or housing suspension, the appeal will be heard by a single appellate officer who will be either the Director of Student Conduct, Dean of Students, or their designee. When sanctions include suspension, expulsion, housing suspension, or housing removal the appeal will be heard by an Appellate Board.
4. Appellate Boards are composed of three campus community members trained by the Office of Student Conduct and may include staff, faculty, and students. Whenever possible, boards include at least one student representative. An Office of Student Conduct staff member serves as the non-voting Appellate Board Chair.
5. At the discretion of the Appellate officer or Board Chair, all pages beyond the ten-page limit may be disregarded or the entire appeal may be rejected if it does not meet criteria listed above.
6. Upon receipt of the appeal, a copy will be sent to the administrative hearing officer and any other party deemed appropriate by the university, including the complainant (if applicable). These parties may submit a response, limited to three double-spaced pages with one-inch margins and a 12-point font, to the Office of Student Conduct within five business days of the date on which the appeal was sent.
7. The respondent's appeal, responses received from all appropriate parties and all documentation contained within the respondent's disciplinary file will be reviewed by the Appellate officer or Board.
8. The Appellate officer or Board, by majority vote, may decide to:
 - a. Deny the appeal;
 - b. Grant the appeal, and reduce or otherwise limit the sanctions applied as a result of the administrative hearing. A reduction in penalty or duration may be accompanied by the inclusion of educational interventions.
 - c. Delay a final review of the appeal to receive additional information regarding specific issues raised in the appeal. Responses may be solicited from the respondent the reporting party, the administrative hearing officer, and any relevant witnesses;
 - d. Direct the Office of Student Conduct to provide a new hearing conducted by the Appellate Board, if it is determined the decision is contrary to information presented in the hearing or contrary to new information not available at the time of the hearing; or
 - e. Allow the respondent to have the case handled beginning at any specific stage of the conduct process, if it is determined that a procedural error materially affected the outcome.

9. The Appellate officer or Board's decision, except any decision reached as the result of a re-hearing initiated due to procedural error, is final and will be implemented immediately by the Office of Student Conduct. The respondent and administrative hearing officer will receive notice of the decision. The complainant (if any) may receive notice of the decision and any sanction which affects them. A copy of these notices will be entered into the respondent's disciplinary file and will be maintained by the Office of Student Conduct in accordance with procedures outlined in the records retention and disposition schedule.
10. A decision reached as a result of a re-hearing initiated as a result of a due process violation will be subject to all appeal options as described above.

Presidential Review

The decision of the Appellate officer or Board is final and binding unless it is altered by a presidential review. Requests for a case review must be submitted in writing to the Vice President of Student Affairs within 30 calendar days of the appeal outcome. Whether or not a case review is granted is the prerogative of the President.

Disciplinary Actions

Students, student organizations, groups or athletic teams who are found responsible for violating the Code will receive consequences appropriate to the violation(s) and in consideration of any prior conduct history and/or mitigating or aggravating circumstances. Individual consequences or a combination of group and individual consequences may be issued.

Sanctions may carry certain terms and conditions appropriate to the violation, including but not limited to suspension from participation in university activities or programs, employment within the university, restrictions on the entry and use of campus facilities, and prescribed conduct such as service or work to benefit the university community or participation in referral and assessment programs or services. In such instances,

- Students, student organizations, groups or athletic teams who enter the grounds and facilities of the university after access to the campus has been revoked as a result of a disciplinary hearing may be subject to arrest for trespassing and further disciplinary action.
- Academic disqualification may occur as a consequence of a disciplinary action, in which case, the respondent may contact their academic dean's office concerning university policies related to academic reinstatement.
- A student who withdraws from or is not registered with SUNY Oswego while a disciplinary action is pending is prohibited from access to university facilities and grounds and university-sponsored activities and events pending the outcome of said disciplinary action; a notation will be placed on the student's transcript until such matter is resolved.
- Students, student organizations, groups and athletic teams may not be reinstated nor readmitted to the university until the disciplinary action is completed and related sanctions, if any, are satisfied, or terms of completion of the related sanctions are approved by the Dean of Students or designee.
- Students who are dismissed for academic matters or suspended or expelled as a result of disciplinary action prior to the end of an academic term, shall be liable for all tuition and fees due for that term, in accordance with SUNY Policy on Billing, Refunds, Collection and Write-offs for Tuition, Fees and Other Charges.

University Disciplinary Status

Students, recognized student organizations, groups and athletic teams who have violated the Code and receive imposed sanctions ranging from disciplinary probation to expulsion are considered to be not in Good Standing with the university. Good Standing includes a requirement that all matters pending with Student Conduct have been fully and finally resolved including, but not limited to, full satisfaction of any disciplinary sanctions imposed, or active status (period of observation and review) has been lifted. Students, student organizations, groups and athletic teams who are not in good standing may be ineligible to participate in

university activities or programs, hold positions with campus offices and/or organizations, or run for or hold certain campus-wide leadership positions.

Student groups or organizations who have been suspended may apply for reinstatement. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from the university. Any evidence that members of a student group or organization have failed to comply with restrictions imposed by disciplinary action may result in individual charges and may postpone the group or organization's ability to be reinstated or registered in the future.

Disciplinary Outcomes

Letter of Warning

A student may receive a Letter of Warning from a conduct officer indicating that a minor violation of the Code was reported. Letters of Warning will notify a student of the approximate date, time, location, and nature of the alleged incident. A student who receives a Letter of Warning is not referred to a formal resolution procedure and no sanctions are imposed as a result. Any charges that may have resulted from the allegation are deferred indefinitely until such a time that the reported behavior reoccurs. The Letter of Warning will be recorded as part of the student's conduct file and considered part of their conduct history which may be used in determining future charges and sanctions, though are not subject to disclosure on external records requests.

Disciplinary Warning

An official written notification that the student has violated university policies, and their behavior is counter to the expectations in the Code. No other specific action is taken unless further misconduct occurs.

Restitution

Compensation for damage caused to, theft of, or misappropriate or misuse of university property or the personal property of others. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen. Restitution can be monetary but may also take the form of service or work.

Loss of Privileges

A student's status is not in good standing with the university and will be denied certain privileges for a specified period or revoked indefinitely. Specific limitations or exceptions may be granted by the Director of Student Conduct and terms of this conduct sanction may include, but are not limited to, student leadership positions, ineligibility to hold any office in any student organization recognized by the university or hold an elected or appointed office at the university, ineligibility to represent the university to anyone outside the university community in any way including, participating in the study abroad program, attending conferences, or representing the university at an official function, event or intercollegiate competition as a player.

Disciplinary Probation

A student's status is not in good standing with the university. A designated period for observation and review, not to exceed one academic year or two academic semesters, during which the student must demonstrate the willingness and ability to comply with university policies and stipulated requirements. Disciplinary Probation status may impact a student's ability to participate in university activities or programs, hold positions with campus offices and/or organizations, or run for or hold certain campus-wide leadership positions. Failure to meet the conditions or terms of probation or further infraction of university policy, may result in more severe sanctions, including suspension or expulsion from the university.

Deferred Suspension

A student's status is not in good standing with the university. A designated period for observation and review, not to exceed two academic years or four academic semesters, during which the student must demonstrate the willingness and ability to comply with

university policies and stipulated requirements. Deferred Suspension status may impact a student's ability to participate in university activities or programs, hold positions with campus offices and/or organizations, or run for or hold certain campus-wide leadership positions. Failure to meet the conditions or terms of deferment or further infraction of university policy, shall result in more severe sanctions, namely suspension or expulsion from the university.

University Housing Probation

Formal notice that the student is not in good standing with the Department of Residence Life and Housing. Housing probation is typically assigned in situations where behavior has been detrimental to the on-campus residential community, for a designated period to allow residential students to reflect upon their actions and demonstrate the ability to abide by housing community standards and expectations. Additional residentially based violations of the Code of Conduct while on Housing Probation may impact a student's eligibility to participate in the housing lottery process, residential sponsored programs or services, serve in leadership positions or result in housing relocation or contract termination.

Deferred Suspension from University Housing

A designated period in which a student must demonstrate a willingness to comply with all policies and procedures. Failure to meet the conditions of deferment will result in an immediate revocation of housing privileges and access to residential facilities.

University Housing Suspension

Separation from the university residential community for a specified period when conduct clearly demonstrates unwillingness or inability to function appropriately in the residential living and learning environment. Students separated from the housing system may reapply for on-campus housing at the end of the term of their housing suspension; however, there is no guarantee that the Department of Residence Life and Housing will be able to provide them with on-campus housing in any future semester or academic year.

University Housing Removal

The student's privilege to live in or visit any university residence hall is revoked indefinitely. The student is required to vacate university housing within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Director of Student Conduct or designee. This sanction may be enforced with a trespass action if deemed necessary. Students found in violation of the terms of this sanction may also be arrested for trespassing. Conditions for readmission to university housing, if any, may be specified.

Suspension

Separation from the university and all attendant privileges is terminated for a specific period not to exceed two academic years or four academic semesters. Conditions for readmission to the university may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Students or designee. During the suspension period, the student is banned from university property, functions, events and activities without prior written approval from the Director of Student Conduct. This sanction may be enforced with a trespass action as necessary. (This sanction will be noted as a Conduct Suspension on the student's official academic transcript)

Expulsion

Termination of a student's enrollment, including all attendant privileges, and permanent separation from the university. Conditions for readmission, if any, shall be stated in the written notice of expulsion. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Dean of Students or designee. The student is banned from university property and the student's presence at any university-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. (This sanction will be noted as a Conduct Expulsion on the student's official academic transcript)

Student Organization Sanctions

Formal Reprimand

An official notification to the student group or organization explaining that they have violated university policy and are at risk for deactivation, de-recognition and/or loss of all privileges. Any further misconduct may result in more severe sanctions, including temporary or permanent deactivation from the university.

Organizational Probation

The student group or organization is deemed not in good conduct standing with the university. The duration of any probationary period will be determined on a case-by-case basis. Any further violations of university policy while on probation may result in more serious consequences being imposed. Some of the restrictions that may be placed on the student group or organization during the probationary period include, but are not limited to, ability to host a party or philanthropy event, eligibility to receive any university award or honorary recognition, participate in activities or events, represent the university and any travel in connection with such representation, participate in recruitment/intake or receive a new member class, maintain membership or representation of the organization on the governing council, utilize university facilities/grounds, participate in competitions, or receive future institutional funding.

Organizational Deferred Suspension

The student group or organization will be officially suspended from the university, but the suspension will be deferred, meaning that the student group or organization may continue to function at this time. Failure to meet the conditions or terms of deferment or further infraction of university policy, shall result in more severe sanctions, namely suspension or expulsion from the university.

Organizational Suspension

The student group or organization is no longer recognized by the university for a designated period. During the suspension period, a student group or organization may not conduct any formal or informal business, or participate in university related activities, whether they occur on or off campus. This includes, but is not limited to: ability to host a party or philanthropy event, eligibility to receive any university award or honorary recognition, participate in activities or events, represent the university and any travel in connection with such representation, participate in recruitment/intake or receive a new member class, maintain membership or representation of the organization on the governing council, utilize university facilities/grounds, participate in competitions, or receive future institutional funding.

Organizational Expulsion

The student group or organization will permanently lose its university recognition and/or registration and is ineligible to utilize university resources including facilities and financial support.

Administrative Actions

Under the Code of Conduct, interim actions can include separation from the institution, denied access to university housing or restrictions on participation in the community, including class attendance, for any student, student organization or athletic team pending the scheduling of a disciplinary hearing on alleged violation(s) of the Code of Conduct. Students, student organizations or athletic teams who violate the terms of interim actions may be subject to more severe disciplinary action and/or arrested for trespassing.

Interim Suspension

Interim Suspension may be implemented by the President or designee when:

- The presence or alleged action of a student, student organization or athletic team may pose an imminent threat to the safety of the campus community or any of its members,
- To preserve university property,
- The student, student organization or athletic team poses a threat of disruption or interference with the normal operations of the university, or can reasonably be deemed to expose the campus community or any of its members to additional harm in a future context.

An interim suspension is a temporary suspension, during which time students are prohibited to attend classes (in-person and distance learning) and are restricted from all or any portion of the university premises, residence halls or other campus facilities, and all other university activities or privileges, for which they may otherwise be eligible, as determined by the Vice President of Student Affairs and Dean of Students. Students residing on campus must vacate their room immediately unless otherwise noted and ID's will be temporarily deactivated. Students who fail to abide by these terms and enter the campus grounds or facilities without such permission, may be subject to arrest for trespassing.

Student organizations, groups and athletic teams will be prohibited from conducting formal or informal business, participating in university related activities (whether they occur on or off campus), host a party or philanthropy event, receive any university award or honorary recognition, participate in activities or events, represent the university and any travel in connection with such representation, maintain membership or representation of the organization on the governing council, utilize university facilities/grounds, participate in competitions, or use Institutional funding without express permission from the Vice President of Student Affairs and Dean of Students.

Review of Interim/Administrative Action: Students may request a review to challenge the basis for such interim suspension or request a modification of the terms of an interim suspension by submitting a letter and any supporting documents or information that supports lifting the interim suspension to Student Conduct within three business days of issuance. Requests for review of an interim suspension decision is an opportunity for the student to articulate why their presence does not present safety and security concerns and include the rationale for the request. The interim suspension decision, and any relevant information, will be reviewed and the decision will either be supported, modified, or revoked. Notification of the review decision will be communicated as soon as administratively possible.

The interim suspension will remain in effect while any review is pending and there are no further appeals to the decision rendered upon review. Review of an interim suspension does not replace resolution of this matter through the conduct process, which shall proceed in accordance with applicable disciplinary procedures. Absent such a request, these restrictions will remain in effect until the conclusion of an investigation and/or pending the outcome of an administrative or board hearing, or the criminal proceeding against the respondent, if applicable; at which time conditions for reinstatement to the university may be specified.

No Contact Orders

Definition: No Contact Orders are directives issued by the Dean of Students or designee or University Police or Title IX Coordinator, prohibiting communication between or among designated students. No Contact Orders are issued when, in the judgment of the Dean of Students, there is reason to believe that an order would be in the best interest of all parties and the community for maintaining peace and safety. No Contact Orders prohibit all forms of communication between designated students, direct or indirect, written, electronic or through a third party.

Authority: No Contact Orders differ from court imposed restraining orders and do not guarantee that designated parties will avoid sightings or passing interactions on the campus or in the local community. In some circumstances, No Contact Orders may restrict a student from parts of the campus except for required academic activities. Students who are concerned about personal safety should contact University Police or local police. Students who have questions about No Contact Orders may speak with the Dean of Students.

Issuance: No Contact Orders shall be issued to maintain the peace and safety of the community and parties involved in an incident. Such situations include, but are not limited to: harassment, threats, bullying, physical assault, stalking, domestic violence, dating violence, sexual assault, retaliation or intimidation or other disruptive behaviors as indicated in the Code of Conduct of the Rules for Public Order or federal, state or local laws.

- No Contact Orders shall be issued for incidents that occur on campus, off campus, in non-residential areas of campus and in residence halls, entryways and other areas contiguous to the residence halls.
- No Contact Orders shall be issued to all parties involved in an incident. This includes the victim, respondent, and any other students involved. No Contact Orders shall be delivered in the quickest means available, including e-mail, campus mail, or hand delivered by a University Police officer or Residence Life staff.
- If a No Contact Order is part of the terms of an interim suspension, the interim suspended student shall be notified in the No Contact Order, as well as in the interim suspension notice, that the two are enforced concurrently.

Policy Review of No Contact Orders

Both the accused or respondent and the reporting individual shall, upon request and consistent with SUNY Oswego policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of a no contact order, including potential modification, and shall be allowed to submit evidence in support of their request. SUNY Oswego may establish an appropriate schedule for the accused and respondents to access applicable buildings and property at a time when such buildings and property are not being accessed by the reporting individual. Contact the Dean of Students, 315-312-5483, deanofstudents@oswego.edu.

Amnesty Policy for Alcohol and/or Drug Use Amnesty in Sexual Violence Cases

The health and safety of every student at the State University of New York and its State-operated and community Universities is of utmost importance. SUNY Oswego recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Oswego strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to the Title IX coordinator. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to SUNY Oswego officials or law enforcement will not be subject to SUNY Oswego code of conduct action for violations of alcohol and/ or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

The Discrimination and Sexual Harassment Complaint Procedure for Title IX Sex Discrimination and Sex-Based Harassment, to be used for retaliation and employee respondents, go to <https://ww1.oswego.edu/title-ix/policies>. If you have any questions about any of the applicable policies, please contact lisa.evaneski@oswego.edu.

Academic Policies

University standards and policies related to Academics for undergraduate students may be found in the [“University Standards and Policies” section of the Undergraduate Catalog](#).

University standards and policies related to Academics for graduate students may be found in the [“Academic Procedures and Regulations” section of the Graduate Catalog](#).

Attendance Policy

The attendance policy is focused on achieving effective instruction, scholarly accomplishment, and sustaining an effective learning environment. Student achievement and the development of scholarship are responsibilities shared by the student and the university. It is the responsibility of the staff of the university to provide worthwhile and rewarding learning experiences commensurate with the objectives of the university, and it is the responsibility of each student to maintain attendance at each class and other assigned educational activity since such attendance is essential to obtain optimum benefits from the university programs. Regular class attendance is expected and is obligatory. Faculty may consider attendance when determining grades.

1. Absences

- a. Students who have two unexcused absences during the first two class meetings of the semester may be dropped from the course at the discretion of the instructor. The instructor or the department offering the course will notify the Registrar of this action. However, students should not assume that they have been dropped from a class just because the first two classes were missed. It is ultimately the responsibility of students to drop a course that they are not planning to attend by the deadline published in the university calendar. Failure to do this may result in a failing grade for the course.
- b. The university does not set a numerical quota of allowable absences. However, regular class attendance is obligatory and each faculty member may set an attendance policy in their course syllabus. Any absence from class or other assigned educational activity results in lessening, to some degree, the student's progress. It is, therefore, the responsibility of each student, insofar as possible, to become acquainted with the concepts and to attain the skills developed in any class missed.

2. Procedures

- a. If an instructor determines that a student has failed a class due to lack of attendance as stipulated in the course syllabus, the student should be notified as soon as possible via e-mail or in person. Depending on the timing of this final absence, the student may have time to withdraw from the class, but this action is the responsibility of the student and falls under the rules of late course withdrawal.
- b. The university recognizes that certain instances of absence from class are unavoidable. In the case of such unavoidable absence, the student should consult the course syllabus for any statement concerning absence and talk with the instructor before, during, and/or immediately after the absence occurs, whichever is possible. The student should also realize that the attendance of the entire semester may factor into the instructor's decision about such unavoidable absences. The best policy is to have excellent attendance so most course attendance policies may accommodate such unavoidable absences.
- c. Faculty members have the responsibility, insofar as feasible, to provide students with the opportunity to make up any examination, study, or work requirement missed for duly verified medical reasons, university sponsored activities, religious observances or other unavoidable absence.

Experiential and Field Placements

The university encourages students to make full use of the learning environment outside the classroom. Work and volunteer experiences broaden a student's understanding and provide opportunities to apply concepts learned in the classroom to practical situations. Learning is enhanced by applying classroom learning and by reflecting on these experiences.

1. Expectations for Behavior

The university expects students to be responsible, ethical and professional in all work environments consistent with guidelines as expressed in the Code of Conduct, including adherence to federal, state and local laws and the policies of the field placement site. Students who engage in experiential placements, both on and off-campus, such as internships, co-ops, student teaching, practica, community service, service learning, and field-based independent studies are participating in university sponsored programs and thus, are subject to the Code of Conduct. Misconduct, poor judgment, and inappropriate actions in any work or volunteer placement may subject the student to dismissal from a specific placement and/or disciplinary action. The university will provide an explanation of the circumstances surrounding dismissal. The university in such circumstances has no obligation to reassign a student. The School of Education has its own Fair Process Policy. Under advisement, students dismissed during their practica, field experience, or student teaching will be reassigned if they are permitted to re-register for the course.

2. Student Disclosure During Application Process

Students should realize that for certain specific experiential placements, the university or the placement itself may require that students provide references, fingerprint checks, disclosure of information concerning criminal convictions, or other information as part of an application for experiential placements. Release of information may be a requirement of an individual placement. Criminal convictions or university disciplinary action may have an adverse effect on the opportunity for students to obtain an experiential placement and licensure in a profession.

3. Placements

- a. The university attempts to make placements for eligible students; however, the university cannot provide nor guarantee a placement in all cases. Final decisions for eligibility, appropriateness, and preparedness for a placement rest in the professional judgment of those who review students for possible placement. Factors beyond the control of the university may influence a student's ability to find a placement. A student's inability to obtain a placement may affect the student's ability to complete an educational program. In such cases a student may be encouraged to withdraw or transfer to another degree program.
- b. Students may not create their own experiential placements for credit, whether voluntary or required for an academic program, without informing the sponsoring department and obtaining prior approval directly from that department. Students are not employees or agents of the university while engaging in their experiential placements. Students may not represent themselves as an agent of the university seeking a placement unless they have department sponsorship and supervision from a member of the university faculty and/or staff.

4. Confidential Information and Referrals

If a student is placed in a department at the university for their experiential placement, the student may, as a result of the placement, have access to confidential information and materials related to other members of the university community. The student is prohibited from disclosing to any party any academic or personal information or materials related to another member of the university community. It will be the responsibility of the experiential placement supervisor to inform the student of the expectations regarding confidentiality. Students should also be aware that a similar expectation for confidentiality is required in many off-campus experiential placements.

See individual department and/or program handbooks for additional information related to experiential and field placement procedures and expectation.

Campus Events and Conference Services

Credit Card Vendor Policy

SUNY Oswego follows the New York State Education Law Article 129-A, Section 6437, regarding the solicitation of student applications for credit cards. The advertising, marketing, or merchandising of credit cards to students by vendors is prohibited at the university.

Exceptions to this policy are determined by the Director of Campus Events and Conference Services, or designee, if the services to students are consistent with the educational purposes of the university. [Credit Cards, Prohibition on the Marketing of.](#)

Facilities Use Policy

Guidance to the University and the community for use of University facilities.

[Facilities Use Policy | SUNY Oswego](#)

Free Speech, Civil Discourse and Peaceful Assembly

A vital academic climate requires, and thus the University protects and promotes, the exchange of ideas and search for truth. SUNY Oswego respects and fulfills the guarantees of free speech under the U.S. Constitution. To that end, we support assembly, debate, and discourse outside of the classroom on all manner of issues. Members of the SUNY Oswego community will have different perspectives and ideas, which may conflict. The University's role is not to shield people from ideas and opinions with which they disagree or are potentially offensive.

[Free Speech, Civil Discourse and Peaceful Assembly | SUNY Oswego](#)

SUNY Oswego Policy on Camping and Use of Tents, Enclosures or Similar Structures on Campus

To set forth the State University of New York at Oswego University policy on camping and the erection, placement and use of tents/canopies, enclosures, or similar structures on campus.

SUNY Oswego is committed to maintaining a clean, aesthetically pleasing, healthy, hygienic and safe work, educational, and living environment in order to effectively carry out its educational mission. SUNY Oswego is authorized to control its buildings and grounds consistent with the SUNY policies for use of facilities, which prohibit the use of University property or buildings for purposes unrelated to the regular programs and activities of the University.

[Policy on Camping and Use of Tents, Enclosures or Similar Structures on Campus](#)

Fundraising by Students and Student Organizations

Generally, students may not conduct fundraising activities as individuals since such activity could grow large enough to interfere with the conduct of university activities. Therefore, the university has established the following requirements to ensure that student fundraising activities that occur on campus are conducted in accordance with university policies.

1. Within the context of this policy, student groups are defined as registered student organizations, intercollegiate athletic teams, and residence hall governance/programming bodies recognized by the Residence Life and Housing office.
2. Fundraising is defined as non-commercial events or programs through which money is donated or exchanged for goods, services, or membership and the funds raised are intended for the educational, public service, or non-profit use of the sponsoring student group.
3. Registered student organizations, intercollegiate athletic teams, and residence hall governance/programming bodies recognized by the Residence Life and Housing office are the only student groups permitted to conduct fundraising activities on university property.
4. Student groups may use university facilities and grounds to conduct fundraising activities only when those activities are conducted in accordance with policies and procedures for such use and are in compliance with time, place and manner of such fundraising as determined by the Director of Campus Events and Conference Services.
5. Student groups shall not engage in fundraising activities that promote or condone behavior that violates university policies or local, state, or federal law or are not congruent with the educational purpose of the university.
6. Products and services offered through a fundraising activity that compete directly with those sold by Auxiliary Services are not permitted.
7. Student groups may contract with commercial vendors for the purpose of fundraising activities in accordance with the following provisions:
 - a. Student groups are not permitted to coordinate or support the advertisement or processing of applications for credit cards on university property.
 - b. All vendors must be approved, in advance, by the Department of Campus Events and Conference Services.

- c. Fundraising activities must be conducted in accordance with university policy on Solicitation.
 - d. A member of the sponsoring student group must be present with the vendor at all times while the vendor is on campus.
8. Student groups who register with the NYS Racing and Wagering Board and obtain NYS Racing and Wagering Board ID number may conduct raffles on university property. Other forms of charitable gaming are not permitted. Charitable gaming information, requirements, and forms can be found at: [NYS Gaming Commission: Charitable Gaming](#).
9. Each student group must display the following at all times while conducting a fundraising activity:
 - a. The name of the student group conducting the fundraising activity.
 - b. The purpose for which the funds raised will be used.
10. Student groups must maintain accurate records of funds raised and how those funds were disseminated.
 - a. A member of the sponsoring student group must be present with the vendor at all times while the vendor is on campus.

Identification Cards

The university requires all students to procure and carry a valid SUNY Oswego identification card. The identification card must be presented or surrendered upon request of a university official, including residence hall staff, University Police, Student Affairs staff, and students authorized by the university to supervise campus events, activities, and residence halls. The university identification card is used to access campus services, buildings, events, Penfield Library materials, and campus dining operations.

[ID Cards policy and procedures | Auxiliary Services](#)

Political Canvassing

The university has established the following requirements to ensure that political canvassing activities for Student Association elections are conducted in accordance with university policies.

1. Political canvassing is defined as any activity in which a candidate for elective office, or individuals campaigning on behalf of a candidate for elective office, seeks political support through face-to-face interaction with constituents. Political canvassing activities include, but are not limited to: open forums organized by a candidate or on a candidate's behalf, information tables operated by a candidate or on a candidate's behalf, petition or referendum on a candidate's behalf.
2. Political canvassing activities in campus residence halls must be approved, in advance, by the Office of Residence Life and Housing in accordance with Residence Life and Housing policies and procedures for such activity. Door-to-door campaigning is not permitted in campus residence halls.
3. Political canvassing activities in campus dining centers must be approved, in advance, by Auxiliary Services in accordance with Auxiliary Services policies and procedures for such activity.
4. Political canvassing activities in non-residential facilities and on university grounds must be properly registered and the reservation of space approved, in advance, by the Department of Campus Events and Conference Services in accordance with all policies and procedures for such use.
5. Political canvassing activities shall not disrupt or interfere with the educational, administrative, or operational activities of the university, the maintenance of university property, or the free flow of traffic and persons.

Posting Promotional Materials on Campus

Informing the university community about events, programs, and services is a necessary and important part of ensuring the success of those activities. In recognition of this need, and in support of SUNY's print-free initiative, our comcode, and desire to

maintain our facilities, the University has designated suitable areas throughout the campus for this purpose. These locations are reserved for communication related to University events, services, and programs only, referred to as “Promotional Materials” throughout this policy.

[Posting Policy](#)

Solicitation

Generally, the university does not permit the use of the campus for solicitation of students by students acting as agents, or on behalf of an external entity, or by any external entities as they interfere with the educational purposes and activities of the university. However, the Director of Campus Events and Conference Services, acting on behalf of the university and, where appropriate, in consultation with university administrators, shall approve solicitation activities on a case-by-case basis and shall determine the time, place and manner of solicitation activities.

Solicitation of students is not permitted during periods of final examinations or orientation of new students, except as provided by the university.

The advertisement or processing of applications for credit cards is prohibited as is the recruitment of students to solicit campus members on campus on behalf of private entities.

Solicitation is defined as any activity that:

1. Results in the sale of any product or service by a commercial enterprise or its agent(s).
2. Encourages support for or membership in any group, association, organization, or cause which is not directly affiliated with the university.
3. Provides an informational session or presentation by any individual or group which is not directly affiliated with the university.

Solicitation on university property shall occur in accordance with the following provisions:

1. Products and services that compete directly with those already offered on the campus will not be permitted.
2. Solicitation in campus residence halls must be approved, in advance, by the Office of Residence Life and Housing and conducted in accordance with Residence Life and Housing policies and procedures for such activity.
3. Solicitation in campus dining centers must be approved, in advance, by Auxiliary Services and conducted in accordance with Auxiliary Services policies and procedures for such activity.
4. Solicitation activities in academic buildings and on university grounds must be properly registered with the Department of Campus Events and Conference Services in accordance with all policies and procedures for such use and the reservation for space approved, in advance. Final approval for solicitation activities in academic buildings and on university rests with the Director of Campus Events and Conference Services.
5. Solicitation activities and materials shall not interfere with the programs, services, and activities of the university and shall not occur concurrently with programs and services of the university.
6. Solicitation activities shall not disrupt or interfere with the educational, administrative, or operational activities of the university, the maintenance of campus property, or the free flow of traffic and persons.
7. Solicitation activities which are fraudulent or misrepresentative are not permitted.
8. Solicitation activities which are in violation of local, state, or federal law, or policies of the university are prohibited.
9. Solicitation for monetary donations are prohibited, except as permitted by the Director of Campus Events and Conference Services.
10. The posting and distribution of promotional materials (e.g., posters, notices, flyers, announcements) and the display of chalked messages are regulated by the university policy on “Posting Promotional Materials on Campus.”
11. Violation of this policy or any other university policy may result in the immediate cancellation of the solicitation activity, the denial of future requests to conduct solicitation activities on university property, and/or disciplinary action.

Student Engagement and Leadership

Student Organizations: Policy and Procedures

Any student organization desiring to take advantage of privileges afforded by the university must register with Student Engagement and Leadership at The Point, 131 Marano Campus Center, 315-312-5420. Students interested in registering a student organization should contact the Assistant Director of Student Engagement or designee for specific information on the registration process. All student organizations which meet university requirements for registration will be permitted to register. The university is committed to providing support and assistance to all properly registered student organizations. The initial step to receiving this support and assistance is the completion of the registration process.

1. General Policy

- A. Within the context of this policy, the term, “registered student organization” shall mean a student organization that has complied with the formal requirements for registration with the university as provided in Section 18 of the Code of Conduct.
- B. The registration of a student organization results from compliance with these regulations and is simply a means by which the student organization may receive standard privileges granted when certain minimum requirements are met.
- C. Standard registration privileges are granted to all student organizations that annually complete the registration process. These standard privileges include:
 - Use of university facilities and grounds
 - Use of university services
 - Sponsorship of events
 - Advertising or posting on university bulletin boards and in Laker Life
 - On-campus fundraising activities
 - Use of the phrase “at Oswego State”
 - Assistance from the Student Engagement and Leadership staff
- D. Registration does not generate a contractual relationship between the university and the student organization nor does it imply university approval of the student organization or its activities.
- E. Acceptance of registration by a student organization shall constitute an agreement by the organization, its officers, and members to observe and abide by the Code of Conduct, the *Regulations and Procedures for Maintaining Public Order on Campuses* of the State University of New York, all university policies and local, state, and federal laws.
- F. Registrations are only valid from the first day of each fall semester until the last day of the subsequent summer session.
- G. The president of each registered student organization shall be a student and be the official contact person for the organization and shall be accountable to the university for all actions and financial commitments of the organization.
- H. Student organizations that desire to be recognized (and potentially funded) by the Student Association and receive the rights and privileges of recognition must meet the requirements set forth by the Student Association.
- I. All references to “in writing” herein refer to communications delivered via either a printed letter, an email, or message through [Laker Life](#).

2. Registration of Student Organizations

- A. Creating a New Organization

1. Students wishing to start a new organization will start the “New Organization Process” in Laker Life and then meet with the designated staff member from Student Engagement and Leadership.
2. The student forming the newly proposed student organization may seek advisement and support from the Assistant Director of Student Engagement and/or designees for a limited period of time until a faculty/staff advisor is selected by the organization.

B. Registration of Student Organizations

1. Initial Registration
 - a. To be considered for registration, a student organization must meet certain registration requirements including the submission of the following registration documents:
 1. A completed New Student Organization Kit/Form(s)
 2. A completed Student Organization Registration Form
 3. An approved copy of the organization's constitution and bylaws
 4. Where applicable, a copy of the organization's charter issued by its parent organization
 5. Where applicable, a copy of the current constitution and bylaws of its parent organization
 - Students wishing to create a new student organization will be able to work on the new student organization process beginning on October 1st until the Friday prior to spring break
 - b. All registered student organizations are required to have an advisor who is directly affiliated with the university such as faculty, staff, graduate assistants, and non-student employees of Auxiliary Services, the Oswego College Foundation and the Student Association.
 - Student organizations seeking assistance in advisor selection should contact the Assistant Director of Student Engagement and/or designee.
2. Complete the following training workshops which will be provided by Student Engagement and Leadership along with other university departments:
 - Laker Life
 - Leadership 101: Successfully Leading Your Organization
 - Scheduling and Event Planning Success
 - Title IX Training
 - Risk Management Training
 - Student Association Finance Training
3. The following additional registration criteria are required of Greek letter social organizations:
 - a. Successful completion of all requirements for expansion as outlined in the Greek Expansion process
 - b. Proof of liability insurance naming the State of New York, State University of New York, and SUNY Oswego as additionally named insureds
 - c. The minimum amount for the general liability insurance should be in the amount of \$1,000,000.00 (one million dollars)
 - d. Greek letter social organizations must abide by the policies and procedures set forth in the Fraternity and Sorority Standards of Excellence program and the Fraternity and Sorority Handbook.
4. A Club Sport is a student organization that organizes for the purpose of furthering their members' common interest in a specific sport or recreational activity. The following additional registration criteria may be required of club sports:
 - a. Proof of liability insurance naming the university, its employees and the State University of New York (SUNY) as additionally named insureds.
 - b. Club Sports must have a member or a coach present at all practices, scrimmages and competitions who has the appropriate training/certifications as required by the governing body of each club sport league/association.
 - c. Club Sports will meet with the designated Campus Recreation staff to learn the policies and procedures for Club Sports.

5. The officers of student organizations that engage in selective membership practices (organizations not open to all students or organizations that have selective membership levels) are required to attend an information session(s) that explains specific risk management issues relevant to the selective nature of the organization, and disseminate that information to members.
6. Within five (5) class days of receipt of all completed registration documents and submission of additional registration requirements, the newly registered student organization will be approved in Laker Life and listed in the directory of registered organizations in Laker Life.

C. Criteria for Denial of Initial Registration

1. No student organization will be registered with the university if:
 - a. The student organization has not filed required sections of the New Student Organization Kit/Forms
 - b. The student organization has not filed complete and accurate registration documents
 - c. Additional registration criteria and required trainings have not been met
 - d. The officers of a selective membership organization have not attended required information session(s) on risk management
 - e. The student organization is not in compliance with this policy on registered student organizations, the Code of Conduct, the *Regulations and Procedures for Maintaining Public Order on Campuses* of the State University of New York, or other written university policies and procedures
 - f. The student organization's activities are inconsistent with the educational mission of the university
 - g. Where applicable, the student organization has not received official affiliation with its parent organization
 - h. The purpose of the organization is similar to one already registered
 - i. The student organization has been previously suspended or expelled from continuing registration at the university
2. If registration is denied by a staff member of Student Engagement and Leadership, the student applying for the potential student organization in Laker Life shall be notified of the decision in writing.
3. The applying student organization may appeal, in writing, to the Director of Student Engagement and Leadership within five (5) class days from the date of the notice of denial. The decision of the Director of Student Engagement and Leadership is final.
4. If registration is denied, the organization must wait one calendar year from the date of denial to apply for registration by submitting a newly completed New Organization Kit/Forms in Laker Life.

D. Annual Renewal

In order to maintain continued registration, a registered student organization shall comply with the requirements outlined below. At any time, registration will be suspended or withdrawn, along with all standard privileges, until such time as these requirements are met.

1. The student organization must file the following registration documents with the Assistant Director of Student Engagement or designee within the first ten (10) class days of the fall semester each year:
 - a. A completed Student Organization Registration Form
 - b. A copy of the organization's current constitution and bylaws (can be on file from previous year)
 - c. Where applicable, a copy of the organization's charter issued by its parent organization
 - d. Where applicable, a copy of the current constitution and bylaws of its parent organization
 - e. The required trainings for the year to include but not limited to: Risk Management, Title IX, SA Finance, etc.
2. All registered student organizations are required to have an advisor who is directly affiliated with the university such as faculty, staff, graduate assistants, and non-student employees of Auxiliary Services, the Oswego College Foundation and the Student Association. Student organizations seeking assistance in advisor selection should contact the Assistant Director of Student Engagement and/or designee.

3. The following additional registration criteria are required of Greek letter social organizations: proof of liability insurance naming the State of New York, State University of New York, and SUNY Oswego as additionally named insureds.
4. The minimum amount for the general liability insurance should be in the amount of \$1,000,000.00 (one million dollars).
5. The following additional registration criteria may be required of Club Sports::
 - a. Proof of liability insurance naming the university, its employees and the State University of New York (SUNY) as additionally named insureds.
 - b. Club Sports must have a member or a coach present at all practices, scrimmages and competitions who has the appropriate training/certifications as required by the governing body of each club sport league/association.
 - c. Club Sports will meet with the designated Campus Recreation staff to learn the policies and procedures for Club Sports.
6. The officers of student organizations that engage in selective membership practices (organizations not open to all students or organizations that have selective membership levels) are required to attend an information session(s) that explains specific risk management issues relevant to the selective nature of the organization and disseminate that information to the members.
7. Greek letter social organizations are to provide "Bid Lists" to the Program Coordinator of Fraternity and Sorority Life no later than three (3) class days before starting an affiliation (pledge) program. The "Bid List" will include the names of new members and contact information for them. Within three (3) class days of the completion of the organization's affiliation program, the organization should notify the Program Coordinator of Fraternity and Sorority Life of the completion of their program, make all appropriate changes to their "Bid List" and identify anyone who did not complete the program.
8. Greek letter social organizations are to have all individuals participating in their affiliation (pledge) programs attend an educational program covering Greek Life and Hazing policies. This program will be a collaborative effort of the Program Coordinator of Fraternity and Sorority Life and the Greek Council. Any Greek letter social organization adding new members (pledges) after this program and/or starting their affiliation programs after this time must arrange a meeting with the Program Coordinator of Fraternity and Sorority Life to review the Greek Life and Hazing policies with members and pledges.
9. Greek letter social organizations must abide by the freshman deferment, grade point average, and expansion policies of the university.
10. Greek letter social organizations must abide by the policies and procedures set forth in the Fraternity and Sorority Standards of Excellence program and the Fraternity and Sorority Handbook.
11. All Greek letter social organization New Member Education programs must occur under the guidance of and with approval from the Program Coordinator of Fraternity and Sorority Life. The Program Coordinator of Fraternity and Sorority Life will schedule the start and end dates for New Member Education, during which each organization's affiliation activities must take place. New Member Education will occur in the fall semester, spring semester, and over the summer in a predetermined window of time, which will not exceed 8 calendar weeks; organizations cannot educate or initiate new members at any other time during the calendar year.
12. Greek letter social organizations choosing not to conduct a new member program in any given semester must complete the New Member Education Abstention Form notifying Student Engagement and Leadership of the decision.

E. Suspension of Continued Registration

1. Suspension of continued registration shall mean that the student organization's registration, and all registration privileges, will be terminated for a specific period of time, not to exceed two calendar years.
2. The registration of a student organization, and all registration privileges, may be suspended by the university as a result of a university disciplinary hearing or while a Statement of Charges alleging misconduct by the organization is pending.
3. The Director of Student Engagement and Leadership or designee may suspend a student organization if:
 - a. The student organization has not filed all required registration documents within the first ten (10) class days in the fall semester

- b. The student organization has not filed complete or accurate registration documents
 - c. Additional registration criteria have not been met
 - d. The officers of a selective membership organization have not attended required information session(s) on risk management
 - e. The student organization has not provided timely notification of a change in officer(s), advisor, constitution, or bylaws
 - f. The student organization is not in compliance with this policy on registered student organizations
 - g. Under the direction of Student Conduct or the Title IX Officer that a statement of charges alleging misconduct by members of the organization, or sponsored by the organization (new member affiliation, etc.) is pending and requires a suspension at that time
 - h. The student organization has been denied official affiliation with their parent organization. In such cases, an application for registration shall not be considered until the action taken by the parent organization is no longer in effect
4. The president of the registered student organization and its advisor shall be notified in writing by the Director of Student Conduct and/or the Director of Student Engagement and Leadership, or designee, of the suspension of registration and of the reason(s) for such action, the effective date of the suspension, the length of time for which registration has been suspended, and any conditions that must be met before registration will be reinstated.
 5. A student organization may be found responsible, through the university's student conduct process, for misconduct, and subject to sanctions resulting from that finding, including but not limited to suspension of privileges, conditions of registration, or restitution.
 6. Organizations that are suspended from registration shall not operate on campus, hold events or activities in campus facilities, recruit members from the student body, post, advertise or communicate through campus computer networks or media, unless otherwise permitted by the decision of the hearing body.

F. Expulsion from Continued Registration

1. Expulsion from continued registration shall mean that the student organization's registration and standard registration privileges will be terminated for an indefinite period of time.
2. The student organization may be expelled from continued registration should the university determine that:
 - a. The student organization is not in compliance with this policy on registered student organizations, the *Regulations and Procedures for Maintaining Public Order on Campuses* of the State University of New York or other written university policies and procedures
 - b. The student organization's activities are found to be inconsistent with the educational mission of the university
 - c. Where applicable, the student organization has lost its official affiliation with its parent organization
 - d. Organizations expelled from registration with the university shall not operate on campus, hold events or activities in campus facilities, recruit members from the student body, post, advertise or communicate through campus computer networks or media
 - e. Any student who joins or affiliates with an expelled student organization is subject to university disciplinary action including but not limited to being suspended from the University

G. Withdrawal of Continued Registration

1. Registered student organizations that wish to withdraw their registration with university may do so in writing to the Assistant Director of Student Engagement or designee.
2. Upon withdrawing their registration with the university, the student organization, along with its officers and members, will lose all of the privileges provided to registered student organizations.
3. Withdrawn student organizations may reapply for registration by complying with the Initial Registration procedures and satisfying any outstanding disciplinary sanctions and/or additional registration requirements requested of them to return as a registered student organization.

4. Organizations that withdraw from registration shall not operate on campus, hold events or activities in campus facilities, recruit members from the student body, post, advertise or communicate through campus computer networks or media.

H. Violations and Reporting

Violations of university policy, the Code of Conduct, or the *Regulations and Procedures for Maintaining Public Order on Campuses* of the State University of New York, both on and off campus, by members of registered student organizations will be evaluated on a case-by-case basis. The nature and severity of an infraction(s) resulting from student organizational activities, traditions, and practices, or infractions resulting from the actions of members or others within the property owned or rented by the organization or members of the organization, will determine the procedure for adjudication and appropriate sanction(s). The result of an investigation may lead to disciplinary action against individual member(s) or officers representing the organization; in which case, notice to the individual members or officers will be provided by the university.

I. Standards for Registered Student Organizations

1. Changes in Officer(s), Advisor, Coach, Constitution, or By-Laws

Notification of any change in officer(s), advisor, coach, constitution, or bylaws shall be filed with the Assistant Director of Student Engagement, and/or through updating the organization's Laker Life page by the president of the student organization within five (5) class days after such change takes effect.

2. Membership

- a. Within the context of this policy, the term, "university community" shall mean the students, faculty, and staff of the university and the employees of Auxiliary Services, the Oswego College Foundation and the Student Association.
- b. Membership in registered student organizations shall be open to all constituents of the university community who are willing to subscribe to the stated aims and to meet the stated obligations of the registered student organization.
- c. Membership in student organizations recognized by Student Association shall be open to all student activity fee paying students of the university and who are willing to subscribe to the stated aims and to meet the stated obligations of the registered student organization.
- d. Membership in registered student organizations shall be open to all, as described in b. and c. above, without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, or disability, except in the cases of academic honor societies, designated club sports and Greek letter social organizations which are exempted by federal law from Title IX Regulations concerning discrimination on the basis of sex.
- e. Membership in social and service fraternities and sororities can only be granted to undergraduate students who affiliate through the means delineated in the Student Organization Procedures. The university does not acknowledge secondary or special status memberships (honorary memberships, little brothers/sisters, etc.) for undergraduate students to these organizations. Social and service fraternities and sororities will limit participation in and solicitation of new member affiliation programs to students who have completed 12 credit hours at SUNY Oswego and maintained a Grade Point Average of 2.25 or higher. Transfer students who have matriculated at another institution of higher education (in an academic year following their graduation from high school) and completed 12 credit hours or more may apply for participation in new member affiliation (pledging) programs.
- f. Membership selection criteria must be relevant to the goals and objectives of the student organization and congruent with university educational purposes.
- g. Members of registered student organizations must be provided notice and an appeal process for actions taken against them by the organization. A model for such due process is available from the Assistant Director of Student Engagement and/or the Student Association's Supreme Court.
- h. Only constituents of the university community may hold membership in a registered student organization.
- i. Only students may serve as executive officers in a registered student organization.

- j. Students who act as agents to promote student organizations that have been denied registration, or who make use of university facilities and services to benefit student organizations that have been denied registration, will be considered in violation of the Code of Conduct and may be subject to disciplinary action.
3. Financial Management and Accountability
The registered student organization is solely responsible for any obligations entered into by the organization or any debts incurred by the organization.
 4. Organization Advisors
 - a. All registered student organizations are required to have an advisor who is directly affiliated with the university such as faculty, staff, graduate assistants, and non-student employees of Auxiliary Services, the Oswego College Foundation and the Student Association. Student organizations seeking assistance in advisor selection should contact the Assistant Director of Student Engagement.
 - b. The general purpose of an organization advisor is to provide insight and guidance that assists a student organization in furthering its purpose and enhancing the meaningfulness of organization membership.
 - c. Registered student organizations are strongly encouraged to take full advantage of the valuable role an advisor serves.
 - d. As a general rule, the advisor should counsel the organization in the exercise of responsibility, be familiar with the organization's programs and be familiar with university policies and procedures. Advisors do not have authority to control the policies of an organization.
 - e. Specific written duties or expectations of an advisor shall be mutually agreed upon by the advisor and the student organization. These responsibilities may include, but are not limited to:
 - Provide continuity for the student organization by assisting with the transition of officers
 - Be reasonably informed of the purpose and activities of the student organization
 - Assist the student organization in complying with this policy, registered student organizations, Code of Conduct, and other written university policies and procedures
 - Accompany and/or assist, as needed, organization officers in their dealings with university or outside public on behalf of the organization
 - Be reasonably informed of the student organization's financial matters
 - Assist the student organization in setting goals and objectives
 - Be available to the organization's officers and members for consultation
 - Provide constructive feedback
 - Accept the student organization's invitation to join their Laker Life page after the president lists them on the "Student Organization Registration Form" in Laker Life
 - Assist in other responsibilities mutually agreed upon between the advisor and the student organization
 - f. Advisors to registered student organizations involved in campus governance are appointed by the Dean of Students after consultation with the organization's student officers and other interested parties, as appropriate. Other registered student organizations may select a new advisor as the need arises. Notification of a change in advisor shall be filed with the Assistant Director of Student Engagement, The Point, 131 Marano Campus Center, by the president of the student organization within five (5) class days after such change takes effect. Additionally, the president of the student organization needs to invite the new advisor to join the organization's page in Laker Life.
 - g. In carrying out their responsibilities, organization advisors shall be protected from liability in accordance with the Public Officers Law of the State of New York.

Compliance

Bias Crimes and Prevention (New York State Education Law Article 129.A)

The university's values and goals advocate a broad degree of human understanding amongst its community members: students, faculty, staff, visitors and alumni. We seek to enroll and engage a diverse population of students across diverse cultural and national experiences. A vibrant, productive learning environment requires a richness in the variety of voices and life experiences that are represented among us.

For this reason, prejudice, discrimination, and bias related actions by community members or visitors and guests, based on 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, are counterproductive and harmful to the purposes of our educational community. The university does not limit freedom of expression, particularly speech, even if the ideals and values held by some of its members are challenged by that speech. Even bigoted or racist speech or other forms of intolerant speech or offensive expression are protected. In this way, the university values of an inclusive and diverse learning environment may occasionally be challenged by, or at least not furthered by, freedom of speech. However, conduct that targets a specific individual or group of individuals and creates an unreasonable interference with that individual's or group's ability to pursue educational purposes or to benefit from university life is prohibited by the university through this policy, the Code of Conduct, and Maintaining Public Order on Campuses of the State University of New York.

Procedures for Reporting and Responding to Hate Crimes

1. Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes, in particular, are addressed by the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law 485.05). Copies of the New York law are available from the Office of Student Conduct, 501 Culkin Hall, 315-312-3378 and University Police, Pathfinder Hall, 315-312-5555.
2. Perpetrators of hate crimes and bias incidents intentionally:
 - a. Select the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
 - b. Commit the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
3. Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, arson, and fire bombings.
4. Penalties for hate and bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal from the university are possible.
5. If you are a victim of, or witness to, a hate/bias incident or crime on campus, report it to University Police by calling 315-312-5555. Reporting to the University Police gives the university the best advantage in further investigating the incident. University Police will investigate and follow the appropriate adjudication procedures.
6. Reporting procedures apply, to the extent reasonably practicable under the circumstances, during both business and non-business hours. All bias-related incident reports shall be considered confidential. Any personal information obtained during the investigation or adjudication of the matter will be subject to disclosure only to the extent required by law. When a student, faculty or staff member becomes aware of a bias-related incident, the following procedures are to be applied:

- a. Contact University Police 315-312-5555) for on-campus incidents or the Oswego City Police (911) for off campus incidents. Provide your name, location, the nature of the incident and whether you or those involved have sustained injury. Ask the responding agency to provide a camera to the scene. Photographs should be taken of physical injuries, offensive graffiti and evidence of vandalism or other crimes.
 - b. If possible, remain on or near the location while you wait for the police to respond. Do not touch or move any items from the scene. Retain any physical evidence of the incident (e.g., messages written on doors, physical objects, etc.). If you cannot remain, write down what you experienced or witnessed as soon as possible to preserve details and contact University Police to arrange an interview.
 - c. Once the Police arrive provide a detailed description of what occurred. Include time, location, any persons observed at the scene, and any subsequent actions. University Police will be responsible to report all documents and information to the Office of Affirmative Action. If Oswego Police are called, it is strongly encouraged to report the incident to University Police 315-312-5555) the Affirmative Action Officer 315-312-2238), and/or Human Resources 315-312-2230).
 - d. Upon completion of the interview, write a detailed deposition of the events for the Police.
 - e. University Police will secure the services of the university's Affirmative Action Officer, the Office of Human Resources, or whenever appropriate the Dean of Students may also be consulted who will request an interview with you and other witnesses. You should bring a copy of your deposition with you. The Affirmative Action Officer, Human Resources or Dean of Students staff member will engage you in a discussion to determine the dimensions of the incident and an appropriate response.
 - f. University Police will contact the Maintenance and Operations department to remove graffiti, repair damage and clean the area as soon as practicable, after appropriate evidence gathering procedures are completed.
 - g. Victims and witnesses of bias crime or bias incidents can avail themselves of support services from the campus as follows:
 - University Police: 315-312-5555
 - Counseling Services: 315-312-4416
 - Office of Student Conduct: 315-312-3378
 - Office of Human Resources: 315-312-2230
 - Residence Life and Housing: 315-312-2246
7. Statistics concerning campus bias-related and hate crimes are available from the University Police website under "Reports." The Annual Security and Fire Safety Report contains the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crimes Statistics Act Information.
 8. In addition to preventing and prosecuting hate/bias crimes, the university addresses bias-related acts that do not rise to the level of a crime. It is the position of the university that bias-related incidents include acts that are motivated by bias, but may not meet the necessary elements required to prove a crime. These activities, referred to as bias incidents, are violations of the university's Code of Conduct where the perpetrator selects a person or group of persons against whom the offense is committed in whole or in part because of a belief or perception regarding national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status.
 9. All bias incidents can be reported to the Bias Prevention and Response Team via the [Bias-Related Incident Report](#); University Police, Pathfinder Hall, 315-312-5555 and the university's Affirmative Action Officer, 106A Culkin Hall, 315-312-2238.

For more information, please refer to the University Police website:

[Bias crimes and prevention | University Police](#)

Child Sexual Abuse Reporting Policy

Any employee, student, or volunteer of SUNY Oswego who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on SUNY Oswego property or while off campus during official SUNY Oswego business or SUNY Oswego-sponsored events shall have an affirmative obligation to report such conduct to the University Police Department immediately by calling 315-312-5555. [SUNY Oswego Child Sexual Abuse Reporting Policy](#)

Additional Resources:

[SUNY Mandatory Child Sexual Abuse Reporting and Prevention Policy](#)

SUNY Child Protection Policy: [SUNY's Child Protection Policy - SUNY](#)

New York State Penal Law: [New York State Penal Law | NY Penal Law Code | NYS Laws](#)

Accommodations for Individuals with Disabilities

SUNY Oswego is committed to accommodating the needs of individuals with disabilities for the purpose of providing access to its programs and services as required by the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the New York State Human Rights Law (NYSHRL), and the ADA Amendments Act of 2008. This document establishes the policy and procedures for determining reasonable accommodations for students (matriculated and non-matriculated), employees, and visitors to campus events, activities, and programs.

Policy: SUNY Oswego provides reasonable accommodations for qualified individuals with disabilities on a case-by-case basis. Accommodations are determined through an interactive process.

SUNY Oswego and its employees shall comply with all applicable federal laws and regulations regarding reasonable accommodations necessary to ensure equal opportunity to qualified individuals with disabilities. SUNY Oswego has:

- Established procedures to respond to requests for accommodations
- Established procedures to provide notice to interested parties of the existence of services, including the office location and information for the contact person to obtain information and services
- Developed a process for the provision of services for students with disabilities

Accessibility and Equal Opportunity

It is the policy of SUNY Oswego to provide reasonable accommodations for individuals with disabilities on an individualized and flexible basis. Although programs are not required to have all the resources individuals with disabilities may need, they are expected to have the flexibility and capacity to provide reasonable accommodations as needs arise. Final determination as to the appropriateness of an accommodation is evaluated on a case by case basis and rests with SUNY Oswego.

Individuals with documented disabilities (as defined by state and federal regulations), may be eligible for reasonable accommodations. The responsibility for initiating a request for accommodations lies with the individual with a disability. It is the responsibility of every individual making a request for accommodations to provide adequate documentation that supports their request. Submitted documentation must be from an appropriate, qualified professional. In accordance with federal and state regulations disability related information will be treated in a confidential manner by SUNY Oswego.

Designated Campus Contacts

a. Students

Accessibility Resources coordinates services for students with disabilities. Accessibility Resources collects student disability related documentation, evaluates requests from students for reasonable accommodations, and coordinates appropriate services. Accessibility Resources also assists faculty, staff, and students with information and resources relating to disabilities and serves as a consultant for persons needing information or referrals to outside agencies or professionals.

Accessibility Resources
155 Marano Campus Center
315-312-3358
access@oswego.edu
[Accessibility Resources | SUNY Oswego](#)

b. Employees

Human Resources coordinates services for employees with disabilities requesting reasonable accommodations. Human Resources collects employee disability related documentation, evaluates requests from employees for reasonable

accommodations and coordinates appropriate services. Human Resources is available to assist faculty and staff in gaining a greater understanding of the law and to clarify institutional obligations under the law to provide reasonable accommodations.

Human Resources
201 Culkin Hall
315-312-2230
hr@oswego.edu
[Human Resources | SUNY Oswego](#)

SUNY Oswego Designee for Reasonable Accommodation (DRA)
Holly DeMar, Director of Human Resource Operations
7060 State Route 104, Culkin Hall 201
Oswego, NY 13126
315-312-3625
holly.demar@oswego.edu

SUNY Oswego Alternate Designee for Reasonable Accommodations (DRA)
Amy Plotner, Assistant Vice President of Human Resources
7060 State Route 104, Culkin Hall 201
Oswego, NY 13126
315-312-3702
amy.plotner@oswego.edu

c. Visitors to the Campus

Persons with disabilities who are visiting the campus and in need of accommodations should contact the specific department coordinating the specific activities, programs or events they will be attending. Visitors in need of accommodations should provide a reasonable advance notice of their request of at least three (3) weeks, to allow time to make logistical arrangements. With the goal of providing access to and participation in all SUNY Oswego programs, services, and activities, however, every effort will be made to respond to requests for reasonable accommodations within any reasonable time frame.

Determination as to how to best meet the needs of those individuals with disabilities attending on-campus programs, services and activities shall be made on a case by case basis.

Accessing Accommodations

1. Determination of accommodations are handled through the designated campus contact. Students with disabilities should contact Accessibility Resources, employees with disabilities should contact Human Resources, and all other requests should be directed to the office sponsoring the specific program or activity. (See Designated Campus Contacts section above.)
2. Individuals with disabilities may choose to self-disclose, to the appropriate campus office, information about their disability at any time. However, in order to ensure sufficient time to coordinate auxiliary aids and services, it is the responsibility of the individual to make the request in a timely manner.

Requests for accommodations should be made in advance, if possible, to allow for early planning and coordination. Untimely requests may result in delay of an accommodation.

3. The responsibility for requesting or initiating a request for accommodation lies with the individual with a disability. Students must register with Accessibility Resources every semester they wish to receive accommodations. Students with off-campus program requirements such as an internship or student teaching placement are encouraged to request accommodations at least one semester prior to the semester they will be participating in the off-campus program.

4. Verification of a disability is required. It is the responsibility of the individual with a disability to provide documentation to the designated campus office that supports the request for reasonable accommodation. Disability documentation must clearly indicate:
 - a. the existence of a disability (as defined by state and federal regulations);
 - b. that the disability substantially limits a major life activity, including a statement of the nature and extent of the limitations; and,
 - c. a statement of what accommodation(s) is recommended

Additional information regarding documentation requirements may be obtained from the designated campus office.

5. Once a qualified individual with a disability has requested an accommodation, the designated campus office will take steps to determine an appropriate accommodation. The appropriateness of an accommodation is determined through a flexible, interactive process that involves the individual with a disability and the designated campus office. Early consultation is essential to allow adequate time to process the request.

Final responsibility for selection of the most appropriate accommodation rests with SUNY Oswego.

Reasonable Accommodations

1. Factors to determine whether a requested accommodation is considered reasonable include:
 - a. the individual is "otherwise qualified"
 - b. the request does not fundamentally alter the essential elements of a program
 - c. the request does not create an undue financial or administrative burden
 - d. the request does not create a danger to others
 - e. the request is not of a "personal" nature
2. Students with disabilities will be expected to meet the academic and technical standards of a course or program with or without reasonable accommodations. The types of accommodations provided to students with disabilities may vary according to the nature of the disability and the physical environment or course content.
3. An employee with a disability must be able to perform the essential functions of the job with or without reasonable accommodations.

Non-Discrimination

SUNY Oswego values the contributions to learning for its members that result from maintaining a diverse student body, faculty and staff. SUNY Oswego does not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

The goal of SUNY Oswego is to nurture members' abilities and capacities for appreciation of living and working together in a diverse learning environment. Members must not expose others to discriminatory acts of any form related to 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 since such acts, either active or passive, create a hostile environment.

Reporting

Members of the university community who experience or observe discrimination should immediately report their experience or observation to:

Office of Diversity and Inclusion
Kendra Cadogan
315-312-4478

Title IX

The Title IX Coordinator is responsible for monitoring overall Title IX implementation for the institution and coordinating compliance with all areas and departments covered under Title IX and other laws that regulate prevention and response to sexual and interpersonal violence. The Title IX Coordinator will meet with the complainant to explain the available options and processes and investigate the complaint. Inquiries concerning the application of Title IX and its implementing regulation may be referred to the Title IX Coordinator or to the Office of Civil Rights.

If the Institution's Title IX Coordinator finds an Auxiliary Services employee in violation of this policy, Management reserves the right to terminate employment.

Reporting

Members of the university community who experience or observe sexual or interpersonal violence should immediately report their experience or observation to:

Lisa Evaneski
Title IX Coordinator
407 Culkin Hall
lisa.evaneski@oswego.edu
315-312-5604

Members of the university community may file a complaint as directed above and/or with the Office of Civil Rights, using OCR's online complaint form, or via mail:

Office for Civil Rights
New York Office
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
P: 646-428-3800
F: 646-428-3843
E: OCR.NewYork@ed.gov

Reports of discrimination that happen off campus may also be reported to the university or to the OCR.

Discrimination on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction is illegal and can be redressed through institutional procedures which conform to State and Federal statutes.

Pursuant to State University of New York policy, SUNY Oswego's Non-Discrimination Policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment including the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law.

Federal Legislation
Sections 503 and 504 of the Rehabilitation Act, 1973
Title VI of the Civil Rights Act of 1964
Title VII as amended by the Equal Employment Opportunity Act of 1972
Title IX of the 1972 Education Amendments
New York Legislation
New York State Human Rights Law
Governor's Executive Order 40.1 (1980)
State University of New York Board of Trustees

More information available in [SUNY Oswego's Complaint Procedure for the Review of Allegations of Unlawful Discrimination](#)

SUNY Oswego Service and Emotional Support Animal Policies

SUNY Oswego recognizes the importance of “Service Animals” as defined by the Americans with Disabilities Act (ADA) and “Support Animals” under the Fair Housing Act (FHA) that provide physical and/or emotional support to individuals with disabilities. Visit the [Service and Support Animal Policies website](#) for more information.

Use of SUNY Oswego’s Name and Registered Trademark

The use of the SUNY Oswego’s name and registered trademarks are regulated in accordance with the following provisions:

- a. No student shall indicate or imply that they have a relationship with the State University of New York at Oswego or the State University of New York beyond that of their officially enrolled status.
- b. Only registered student organizations may indicate on their letterhead and in the routine course of business that the organization is located at the State University of New York at Oswego. Registered student organizations shall be referred to as “Name of Student Organization, a registered student organization at Oswego State.” In no way shall a registered student organization indicate or imply that it has the authority to act in the name of SUNY Oswego or, in any way, make binding commitments on behalf of the university.
- c. The use of the registered trademarks of the State University of New York at Oswego without prior written permission from the university’s Office of Communications and Marketing is strictly prohibited.
- d. Requests for permission to use any and all SUNY Oswego logos, Intercollegiate Athletics identity and/or any registered trademark of the State University of New York at Oswego shall be directed to the university’s Office of Communications and Marketing.

Communication, Computer Use and Library

Email as the Official Mode of Communication

Email is the official, approved mode of communication at SUNY Oswego. Consequently, students, faculty and staff are expected to check their email on a frequent and consistent basis to stay current with university-related information, news and events. According to the approved policy, “failure to check one’s email, failure to maintain one’s email account resulting in mailbox storage limitations being reached, or forwarding errors will not constitute acceptable excuses for missing official university communications via email.” More information is available under the [“Email as Official Mode of Communication”](#) policy.

An additional outlet for official communication includes the Oswego Today campus email – an informative message distributed to ALL students and university employees on weekday mornings throughout the academic year. These official Oswego Today emails feature important information including various campus announcements, pertinent news stories, imminent calendar items and more.

All students should register to receive emergency communication alerts and/or be notified of campus-wide cancellation of classes or the declaration of a remote instruction day due to severe winter weather. To do this, register to receive [NY-Alerts](#) by indicating your preferences through myOswego, under personal information. New York Alert is an emergency messaging platform that allows the university to send critical communications/alerts via text [SMS] message, mobile phones and email to members of the Oswego campus community who have registered to receive the alerts.

At SUNY Oswego, we pride ourselves on being a campus committed to the welfare and safety of our students, faculty, staff and friends. At the heart of our efforts is the charge to all community members to work together to create a safe campus environment through education, collaboration, communication and community empowerment. As such, we have established security policies and educational programming dedicated to maintaining a safe and secure environment in which to live and study, and provide resources and communication outlets to ensure timely notification and greater community awareness. A key communication-based component of Oswego’s commitment to safety is its campus bulletin web page ([Campus Bulletin | SUNY Oswego](#)) that provides all members of the university community with direct access to campus notifications, NY-Alerts, messages from the president, as well as University Police’s daily incident report and the federally required Annual Security and Fire Safety Report. For more information, visit [Safety on Campus](#).

Computer Use Policies

There are certain technology policies all students of SUNY Oswego should be familiar with. These policies relate to the proper use of computers, the SUNY Oswego network, software, and data. To avoid breaking any SUNY Oswego policies or state or federal laws, please review the following:

1. [Computer Network and Acceptable Use Policy](#)
2. [Software Copyright Policy](#)
3. [Digital Millennium Copyright Act](#)

Library Use

Penfield Library provides a central place on campus for the university community to gather, study, conduct research, share ideas, and learn. The library has scholarly resources and expert staff who are here to help students with their research and succeed in their majors. Our collection includes research databases, book and journal literature in print and online formats, media (CDs, DVDs, Blu-ray, streaming), equipment (laptops, iPads, cameras, camcorders, etc.), and much more. We provide research help 24/7, offer 24/7 study space, access to many computers, and will borrow materials from other libraries if we don't have what you need.

To ensure that all members of our academic community are able to effectively use the facility and library resources, we have adopted the policies summarized below. More information on library policies is available on the Library web page ([Library Policies | SUNY Oswego](#)).

A. Study Areas in Penfield Library

The library offers both quiet and group study areas and values student help in maintaining appropriate use of these spaces. If there are problems, inform a library staff member at one of the service desks, who will help resolve reported issues. The library's quiet study area is the third floor, while group study is on the first and second floors. For details see our web page ([Using the Library - Spaces](#)).

B. Computers

The library has many computer workstations available for student use, primarily on the first floor. We also loan laptops and Chromebooks for in-library use from our main service desk. Students can connect their personal devices to the library's wireless network. Computer use should conform to all institutional [Computer and Network Use Policy](#).

C. Food and Drink

Food and drink are welcome in the library but not in the computer lab or near other computers in the building. We ask that students use lidded containers for their beverages and that they report spills as soon as possible. Food should not be stored in the library's study carrels. Group meals should be eaten in the Lake Effect café.

D. Borrowing Materials

Loan periods vary by type of item and are outlined on our web page [Borrowing Policies](#). Students may borrow a maximum of 100 items at one time. Borrowed items are subject to recall if they are included in the required materials for a class.

When items are not returned by their due date or time, your fellow students are impacted. Penfield Library no longer issues overdue fines for late materials, however, students may be suspended from borrowing materials for a specified period of time if they have more than one item overdue, have unpaid replacement fees, ignore an item recall, or fail to return an interlibrary loan item promptly.

Students are responsible for paying replacement fees for unreturned, lost, or damaged materials.

Materials borrowed for students from other libraries (also known as interlibrary loan or resource sharing) are subject to the borrowing rules and overdue penalties of the lending library.

Health and Safety

Health Policies

Good health enables students to focus on their educational and professional goals and their learning experiences. The College is committed to providing a learning environment that emphasizes good health care as both a foundational component of personal growth as well as an integral element of participating in a learning community. Primary health care, counseling and mental health and wellness education programs assist students in making positive choices about personal health and wellness. These programs and services are obtained through Health Services 315-312-4100; Counseling Services 315-312-4416; Office of the Dean of Students 315-312-5483.

1. Health Services

Requirements for seeking care at Health Services can be found at this Services and Resources link

<https://ww1.oswego.edu/health-services/services-and-resources>

2. Immunization Requirements: Measles Mumps Rubella (MMR) and Meningitis

- A. NYS Public Health Law 2165 and 2167 require vaccination compliance for students attending college. Please see this [Immunization Information page](#) for more information.

3. Immunization: COVID-19

The SUNY COVID -19 Vaccine Policy has been updated as of July 28, 2023. Vaccines are not required at this time as a condition of enrollment. However, SUNY reserves the authority to change this policy at any time because of changes in local conditions or due to requirements imposed by Federal, State or local authorities. For up to date information please visit <https://ww1.oswego.edu/mental-health-portal/covid-guidance/vaccination-policy>

4. HIV (Human Immunodeficiency Virus) Testing

NYS law requires that all patients presenting to a health care facility be offered an HIV test. This law went into effect on September 1, 2010. Therefore ALL students receiving care at Health Services are offered the opportunity to have an HIV test. Please see the [Policies page](#) for further details.

5. Infectious Disease Outbreak

In the event of an infectious disease outbreak, the university contingency plan will be implemented by the Director or designee of Student Health Services. See [here](#) for more details.

6. Student Health Insurance

- A. Full-time students are automatically enrolled in the university's Student Health Insurance Plan and the health insurance charge appears on the student bill. Students will be covered under this policy if they pay the health insurance premium as part of their payment of tuition and other fees. If students wish to continue to be covered under their parent's or a personal health insurance plan, a waiver can be requested on the [Health Insurance Portal](#). Proof of health insurance must be provided. Questions related to the Student Health Insurance plan can be directed to Auxiliary Services, 506 Culkin Hall, 315-312-2107

7. Mental Health Intervention

- A. Welfare Intervention
 - i. In some cases, a student may experience increasing psychological or physical distress and lose their ability to focus or to study due to the onset of physical or emotional conditions or relationship issues. Under stressful conditions, students can experience difficulty studying, sleeping, eating, interacting with

others, or successfully completing their academic obligations, field experiences, or employment obligations. In some instances, the university, through the Residence Life staff or University Police, will visit a student's residence to check on their welfare.

- ii. Seeking support from on-campus or off-campus referral services can be important to successfully addressing emotional distress, psychological health, or health and personal safety issues. In cases where the student cannot focus on their studies, is anxious or disrupting class or campus activities, cannot sleep or eat properly, the student should contact Health Services or Counseling Services. Faculty, staff and students are encouraged to engage such students and help them seek services available on campus. University intervention in all such cases, when possible, will focus on mitigating the distress and the risk so that the student may return to the effective pursuit of their educational purposes, if possible.

B. Mental Health Supports and Interventions

- i. Occasionally, a student under stress may act in ways that are inconsistent with successful participation in classroom, field placement, residence hall, or other university activities. Faculty, staff, and students who encounter students that appear to be experiencing distress in their interpersonal interactions, daily activities, or academic performance should contact Counseling Services, Health Services, or the Residence Hall Director to discuss their concerns in a private setting. Often, the Counseling Services staff can advise the reporter on a specific strategy for referring the student to Counseling Services.
- ii. Concern for the welfare of a student that includes a perceived imminent threat of harm to the student or to others should be reported immediately to University Police at 315-312-5555. Counseling supports are available 24 hours per day and can be contacted by calling 315-312-4416, after hours press 2, for immediate referral, on site or in Counseling Services. Less imminent but serious concern for a student's welfare should be referred to Counseling Services at 315-312-4416, Health Services at 315-312-4100, the Associate Provost at 315-312-2232, and the Office of the Dean of Students at 315-312-5483.
- iii. Most students experiencing emotional distress can be served at the university's Counseling Services, or through a referral to local services through Residence Life staff, University Police or mobile crisis services.
- iv. Occasionally, students may experience an impairment in managing their health and safety due to distress or psychological concerns. In these cases, students are sometimes transported, voluntarily and involuntarily, to the Oswego Hospital for medical and psychological evaluation and to assess the need for psychiatric services. All students transported to the hospital for evaluation are expected to report to the university's Counseling Services on the next class day after discharge from the Oswego Hospital. Vouchers are available from the hospital Emergency Room and from the Behavioral Unit for taxi service for university students to return back to their residence. Students will, at that point, authorize the release of information to Counseling Services and Oswego Hospital so they can share information regarding the condition and needs of the student.

C. Behavioral Intervention

The [Behavioral Intervention team](#) meets regularly to discuss students of concern in order to coordinate responses, resources, and management of relevant information so that campus professional staff can address student needs in a comprehensive manner. The group will also make recommendations to address any disruption or negative impact student issues may have on the student of concern, their peers, and others in the living and learning environment.

Any campus member can bring a concern forward to the Office of the Dean of Students and when greater coordination is needed, the BIT team will review and provide feedback and recommendations.

8. Involuntary Leave of Absence for Students Policy

The [Involuntary Leave of Absence for Students Policy](#) provides parameters surrounding involuntary leaves of absence for students..

Emergency Evacuation for Individuals with Mobility Impairments or Special Needs

1. Emergency Evacuation Plan

In the event you smell smoke, see fire or the fire alarm activates, **Don't** assume it's a drill. Treat every alarm seriously.

- a. **Do not** attempt to extinguish any fires. Remain calm.
- b. Contact University Police by cell phone at 315-312-5555 or at x5555 from any campus phone giving the following information:
 - Your **name**
 - **Name** of the **building**
 - **Location** and type of Emergency (i.e. **medical** or **fire**)
- c. **Activate** the nearest Fire Alarm **pull station**.
- d. Exit the building **immediately** using stairwells.
 - **Never** use the elevators
 - Close and secure all doors behind you
- e. Proceed to your designated **evacuation assembly area** quietly and follow directions issued by emergency responders.
- f. **Notify** Emergency Responders of any disabled, trapped or injured occupants.
- g. **Never** re-enter the building unless directed to by the Emergency Responders.

If a person with special needs requires evacuation during an Emergency situation, each stairway landing is a protected area and they should wait for assistance. They may call University Police at 315-312-5555 or if you see them tell the building staff or the University Police Officer who will have the assistance of the City of Oswego, Town of Oswego Fire Department to assist with the evacuation.

2. Fire Drill Procedure

During fire drills, emergency evacuations will be identical to the Emergency Evacuation Plan, with the exception of persons with special needs may be advised to remain in the building in the event there is a delay with the emergency responders or appropriate equipment.

3. Non-Emergency Evacuation Procedure

If a person with special needs requires evacuation during a 'Non-Emergency' situation (i.e., a power failure or elevator shut down), they may call University Police at 315-312-5555 or x5555 from any campus phone. University Police may summon the assistance of the City of Oswego, Town of Oswego Fire Department or Menter Ambulance Service to assist with any evacuation.

All students who have identified themselves as having special needs will be informed of emergency evacuation procedures by Accessibility Resources at the beginning of each academic year and periodically throughout the academic year as new individuals are identified.

Lost, Stolen or Damaged Personal Property

The university is not responsible for the loss of property of any student or other individual because of fire, theft, or other cause. It is strongly recommended that resident students and students living off campus obtain insurance against loss by fire, theft, or other causes. Students, faculty and staff should lock residence hall rooms and office doors when they leave, even for short periods of time.

Members of the university community and other persons visiting the campus who find another's property on the grounds or in the facilities of this campus are required to report finding such property to University Police. Items found should be surrendered to

University Police. Members of the university who have reason to believe that property they observe or receive is stolen property (including but not limited to textbooks, class notes, term paper, and computer equipment since they may contain student work or personal items) should notify University Police at 315-312-5555.

Missing Persons

Most reports of missing university students are caused by miscommunication between the student and those who are expressing concern for the student's welfare. Students have the option through MyOswego to inform the university of the name and personal telephone contact information for a person the student would like to designate as a person to notify in case the student is reported missing.

The university will take a proactive approach to all reports of missing students. A missing student is defined by the NYS Campus Safety Act of 1999 as "a student of an institution (college or university) who resides in a facility owned or operated by such institution and who is reported as missing from their residence." All reports of missing students should be made to University Police 315-312-5555) who, in turn, will initiate an immediate investigation. Depending on the circumstances surrounding the disappearance of the student, University Police may call on the assistance of, and work cooperatively with, other law enforcement agencies and other resources to locate the student. Any indication that a student, as defined above, was taken against their will or is otherwise in imminent jeopardy, should be brought to the attention of University Police without delay.

Reports that a student living off campus is missing should be directed to the law enforcement agency serving the area in which the student resides. The university will assist those agencies in their investigation wherever possible.

Nuclear Emergency Plan for the SUNY Oswego Community

Federal regulations require that counties located near nuclear power plants prepare emergency response plans. Oswego County has such an emergency response plan. The following summary of actions you may be required to take in the event of an emergency comes from Oswego County's plan and its "Public Emergency Response Information" calendar, which is distributed to residents within 10 miles of the county's nuclear power plants.

University Police will be responsible for coordinating the university's response in the event of an emergency. Instructions about what actions people on campus should take in a particular emergency will come from them. We are advised that there is little likelihood of an emergency being so acute that seconds or even minutes are critical; therefore, there should be time for you to follow the directions issued by University Police in a calm and orderly fashion.

1. How You Will Be Notified

Sirens designed for this purpose will notify area residents, including the university community, of a nuclear emergency. These off-campus sirens will sound for about three (3) minutes. The university also will send messages via the NY-Alert system, mass emails, broadcast loudspeakers on some campus buildings and digital signage. If you hear the siren and/or receive the alert, you can get information about the emergency by tuning a radio or television to an Emergency Alert System (EAS) station. Primary EAS stations are:

- WSYR – AM 570 kHz
- WSYR – FM 106.9 MHz
- WHEN – AM 620 kHz
- WYYY – FM 94.5 MHz
- WBBS – FM 104.7 MHz
- WWHT – FM 107.9 MHz
- WSTM – TV Channel 3, On Campus 5.1 (25.1)

Other stations expected to carry EAS messages are:

- WNYO – FM 88.9 MHz, Oswego
- WRVO – FM 89.9 MHz, Oswego
- WTVH – TV Channel 5, On Campus 2.1 (23.2)
- WSYR – TV Channel 9, On Campus 1.1 (23.1)
- WNYS – TV Channel 43, On Campus 3.1 (24.1)

- WSYT – TV Channel 68, On Campus 4.1 (24.2)
- Spectrum Cable News Channel 10, On Campus 7.1 (26.1)

2. Actions You May Be Instructed to Take

The types of actions you may be asked to take include:

- i. **Shelter-in-Place:** If you are asked to shelter-in-place that means:
 - a. Stay indoors.
 - b. Close all outside doors and all windows and then stay away from windows.
 - c. Stay tuned to Emergency Alert stations and await further instructions from University Police.
 - d. Do NOT use the telephone, except in the case of a special emergency, so that the phone lines do not overload.
- ii. **Evacuation:** If you are instructed to evacuate:
 - a. Remain calm.
 - b. Plan to be gone at least three days and take with you any needed personal items.
 - c. If you have a vehicle, we encourage you to take as many other people as you can. Unless contrary directives are issued by University Police, leave campus on Route 104 and head west. Close the windows and air vents in your vehicle and do not operate the air conditioner until you have left the emergency zone. It is recommended you proceed to the reception center at the New York State Fairgrounds for registration and or radiological monitoring of yourself and your vehicle.
 - d. If you do not have transportation, proceed to the Marano Campus Center circle (south side of Marano Campus Center) and await the arrival of buses. All buses will take riders to the reception center at the New York State Fairgrounds north of Syracuse where you can either wait for someone to pick you up or be provided lodging at a congregate care center from there.

After evacuation, the campus will be officially closed until the emergency is over and public notice of reopening is given. The campus community will be patrolled to prevent fires, looting etc., unless/until it is deemed unsafe to remain according to emergency health and safety officials.

Parking

All motor vehicles (including motorcycles) that park on campus property must be registered with the University Police Parking Division and properly display an affixed valid parking permit. This regulation is in effect 24 hours a day, 365 days a year. This includes all students (full and part-time), faculty, staff, visitors, guest speakers and conferees to the campus.

It is the responsibility of every vehicle owner to avail themselves of the information regarding the parking rules and regulations at the university and to comply with the parking regulations. Information regarding parking rules is available at the University Police website at [Parking | SUNY Oswego](#).

Personal Safety and Campus Emergencies

The university publishes the “Annual Security Report: Your Guide to Personal Safety”. The report outlines university reporting procedures, support services and prevention programs for a variety of personal safety issues. Throughout each academic year, prevention education and awareness programs are offered by the university to inform students about personal health and safety issues.

The university encourages students, faculty, staff and visitors to act responsibly and to be alert to suspicious acts or circumstances which may be harmful and/or illegal. Included in this would be any suspicious person, object or condition that gives rise to a safety concern. Students, faculty, and staff are asked to report incidents and hazards to University Police.

Notice: The university will provide timely notice to students when incidents or conditions occur that raise concern for personal safety and require students to be alert. There are three levels of urgent situations that will activate timely notice to students:

Timely Warning: A campus-wide announcement of an incident involving the safety of a member or members of the campus community where a possible threat to the campus community remains on-going.

Emergency Notification: For weather-related emergencies, maintenance emergencies, fire emergencies. At times, emergency warnings are issued selectively to only affected areas or populations.

Imminent Threat Warning: An immediate campus-wide announcement of a significant danger or immediate threat.

SUNY Oswego is one of many State University campuses that have adopted New York Alert, an emergency messaging service offered through the State Emergency Management Office. This system will only be used for emergency and imminent threat warnings and only SUNY Oswego University Police and Office of Communications and Marketing have the ability to send emergency alerts to the campus community. At Oswego, alerts will include campus-wide cancellation of classes due to severe weather conditions. For information on how to enroll in New York Alert visit: [New York Alert](#).

Fire Safety

Per the Fire Code of New York State, (NYSFC 408.3 and Table 405.2 & New York State Education Law, Article 17, Part 807) four fire drills shall be conducted in Residence Halls and three fire drills performed in academic buildings during an academic year to familiarize students, staff, and visitors with proper evacuation routes.

During all fire alarm activations, all building occupants **shall** evacuate immediately and follow the directions from University Police, Campus Fire Marshal/EHS or Emergency Responders (i.e., the City of Oswego or Town of Oswego Fire Department personnel). Please keep in mind that failure to evacuate immediately during any fire alarm activation **shall** result in referral to the Office of Student Conduct and may result in a student's removal from SUNY Oswego residence housing. Prohibited items listed in this student handbook **shall** be confiscated or red-tagged and removed from the building.

The following examples of misconduct are strictly PROHIBITED:

1. Smoke/Heat detectors may **never** be covered or otherwise disabled. This is a serious violation.
2. The installation of tapestries, posters, or other decorations. Students are not allowed to cover any electrical outlets, lights, lamps or ceilings. Any storage in residence halls shall be at a minimum of 2 feet from the ceiling.
3. Theft or improper use of firefighting equipment such as fire alarms, smoke detectors, horn/strobes, fire hose cabinets, or standpipes.
4. Falsely reporting an emergency such as a fire or medical emergency.
5. Intentionally setting fires on campus property without prior approval from Campus Fire Marshal or University Police.
6. The daisy-chaining (two together) of electrical devices including extension cords or surge protectors is prohibited.
7. Shoes, bikes, or other personal items cannot be stored in the hallway at any time.
8. Hoverboards, **EV Units** like scooters, and Bikes are prohibited in all campus buildings and **shall** be confiscated.

Open burning on campus is PROHIBITED except as authorized through the Department of Campus Events and Conference Services and Campus Fire Marshal/EHS. Authorized open burning must comply with the regulations of the Fire Code of New York State. [Facilities Use Policy](#)

Annual Security Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as the Clery Act), an annual security report (ASR) is published and includes campus crime statistics.

Any member of the campus community who has a concern about the university's compliance with provisions of the Federal Campus Security Act may address their concern to the Dean of Students, SUNY Oswego, 501 Culkin Hall, Oswego, NY, 13126, 315-312-5483, deanofstudents@oswego.edu, and further to the Director of the U. S. Department of Education, Office of Postsecondary Education, Regional Office, 75 Park Place, Room 1206, New York, NY 10007. Interested parties may access crime statistics on their website at [The Tools You Need for Campus Safety and Security Analysis](#).

Notice to students, staff, and visitors to campus of procedures related to Article 129-A of New York State Education Law is made available through the "Annual Security Report: Your Guide to Personal Safety", located at [Annual Security and Fire Safety Report](#) (updated and published on line annually) and through presentations at each new student orientation program. Responsibility for updating related information is the Office of the Dean of Students, 501 Culkin Hall, 315-312-5483 (deanofstudents@oswego.edu). Article 129-A also requires reporting procedures, support services, and campus information/education programs in each of the categories identified in the law: Alcohol and Other Drugs, Campus Crime, Domestic Violence, Hazing, Stalking, Sexual Assault,

Felony Offenses, Bias Related Crime and Marketing of Credit Cards. Such educational programs are usually generated by Residence Life and Housing, Student Conduct, University Police, Campus Events and Conference Services, Student Engagement and Leadership, and the Office of the Dean of Students. Title IX resources can be found at [Sexual and Interpersonal Violence | Title IX](#).

In compliance with New York State Education Law Article 129-A; Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and Title IX.

Chosen Name Policy

The SUNY Oswego chosen first name policy allows students and employees to officially notify the university of their chosen first names, and have this change reflected in on-campus communication systems, as long as the chosen first name is not used for purposes of misidentification, fraud or misrepresentation and that the chosen first name meets community standards (i.e. not profane, obscene, or derived from hate-speech; and conform to technical requirements).

This policy is consistent with current Title IX federal law protecting students against discrimination based on gender identity and expression, and is a best practice for supporting transgender and gender non-conforming members of university communities.

The chosen first name is used for internal communication and certain external communication (i.e. website staff bio pages, sports information). The use of approved chosen first name may not be limited to: class rosters (including Blackboard), advising lists, housing lists, and email. SUNY Oswego ID Cards (employee/student identification cards) will display both legal and chosen first name. The university is obligated to use the legal first name for many official records and reports, including but not limited to: certain employment and payroll records, billing records, financial aid documents, official transcripts, diploma, medical records, employee benefits records, expense reimbursements, travel and purchasing authorizations, enrollment reporting, conduct hearing results, external reporting and federal immigration documents.

Requests for use of chosen first name shall be limited to one request per academic year. A [chosen first name request form](#) may be accessed online. Students may write to the deanofstudents@oswego.edu for additional information. [Chosen Name Policy | Title-IX](#).

Sex-Based Harassment (including Title IX and NYS 129B requirements)

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sex discrimination, including sexual and interpersonal violence, that interfere with a student's ability to equally access our educational programs and opportunities.

The university prohibits sex-based harassment, including sexual harassment, sexual assault, dating violence, domestic violence and stalking. In addition, discrimination based on sex, gender, gender identity, gender expression, sexual orientation, familial status, and pregnancy-related conditions is prohibited by Title IX. We encourage reporting these instances so that the college can provide resources to students and employees, as well as investigate to the extent possible.

In recent years, "Title IX" cases have become a shorthand for any campus disciplinary process involving sex discrimination, including those arising from sexual and interpersonal violence. Although we will continue using the position title "Title IX Coordinator" students and employees can be assured that our Title IX Coordinator is also coordinating compliance with intersecting laws related to sex-based harassment such as NYS Article 129A, NYS Article 129B, the Clery Act, Violence Against Women Act as well as other state and federal mandates, SUNY policies and SUNY Oswego policies.

For more information about conduct procedures related to this policy, go to:

[Student Conduct Process Policies and Procedures](#)

[Appeal Process for Sex-Based Harassment and Sex Discrimination](#)

[Amnesty Policy for Alcohol and/or Drug Use Amnesty in Sexual Violence Cases](#)

For the full policy, go to: <https://ww1.oswego.edu/title-ix/policies>.

Smoke Free/Tobacco Free Policy

Health risks associated with smoking are well documented. Since 1990 when the university first restricted smoking, additional studies have indicated that exposure to environmental tobacco smoke (secondhand smoke) is a significant risk for the non-smoker. The university is responsible for providing a safe environment for its students, faculty, staff and visitors. Consequently, we have implemented a rigorous campus-wide policy on smoking.

[Smoke Free/Tobacco Free Policy](#)

Weapons and Dangerous Materials

Firearms and Weapons

The Penal Law of New York and the Rules of the Board of Trustees [Section 535.3(j)] of the Official Compilations of Codes, Rules, and Regulations of the State of New York prohibits the possession of any firearm or weapon on property controlled by the State University of New York, including SUNY Oswego, without the written authorization of the university. Weapons include, but are not limited to, any dagger, dangerous knife (other than table service utensils or pocket knife), stiletto, imitation firearm or any other dangerous or deadly instrument, including any loaded weapon from which a shot may be discharged by gunpowder, or a billy, blackjack, bludgeon, plastic knuckles, metal knuckles, rapier, cane sword, sand club, or slingshot. Firearms include, but are not limited to, a pistol, revolver, shotgun, rifle, machine gun, pellet gun, air gun, spring gun, and paintball gun. The fact that a person is in possession of a valid New York State pistol permit does not authorize that person to have a firearm on campus property without written authorization from the university.

In order to provide for the legitimate use by students of weapons for sporting purposes off university property as permitted by law, University Police have been authorized to establish a repository for the storage of these firearms in situations where students may desire to bring them to Oswego. Further, University Police may establish protocols for the use and storage of weapons in consultation with the university's Intramural and Recreation program for student organization recreational purposes and related portage of weapons on campus.

Students who wish to take advantage of this service are required to immediately transport such firearms to University Police when they are brought on university property. After such firearms are withdrawn from University Police, students are required to transport them immediately to the boundaries of university property. Members of the University Police force will be available 24 hours a day to assist students in taking advantage of this service.

Fireworks, Explosives, Flammables, and Self Defense Spray Devices

The use of fireworks, explosives and other dangerous or flammable materials such as gasoline, kerosene, propane, chemicals etc., is prohibited on the campus except when properly supervised in connection with curricular offerings.

In accordance with New York State Penal Law, Section 265.20 (14), the university permits the possession of a single self-defense spray device, meaning a pocket-sized spray device which contains and releases a chemical or organic substance which is intended to produce temporary physical discomfort or disability through being vaporized or otherwise dispensed in the air. All such devices possessed on campus must be consistent with standards established by New York State pursuant to New York State Penal Law Section 265.20 (14) for that purpose and shall only be used for the purpose of self-defense.

Hazardous Substances

Possession, distribution and/or use of hazardous substances for other than purposes sanctioned by the university are prohibited. A hazardous substance is any physical, chemical, microbiological or radiological substance or matter which, because of its quantity, concentration, or physical, chemical or infectious characteristics, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness, or pose a substantial present or potential hazard to human health.

Projectiles

Members of the university community have a mutual responsibility to act in a manner which does not jeopardize the health and safety of others. **Students should be aware that anyone who throws or otherwise causes to launch projectiles of any nature at**

other persons on campus grounds or in campus facilities may be in violation of the Code of Conduct and may be subject to a disciplinary hearing which may result in suspension from the university.

Weapon Storage

The weapon needs to be unloaded and in a carrying case while being transported to the University Police Department.

Winter Weather

Inclement Weather May Prompt Oswego to Cancel Classes or Declare a “Remote” Instruction Day

Classes at SUNY Oswego’s main campus in Oswego and Syracuse campus may be canceled due to adverse winter weather or prompt the university to declare a “remote” instruction day. When classes are canceled at SUNY Oswego or a remote instruction day is declared, faculty and commuting students are advised not to come to campus. In the case of a remote instruction day, all face-to-face and hybrid classes will be taught online according to your faculty member’s instructions. Online courses will continue as normal. Please see the following links for more information on weather related closings.

[Severe Weather](#)

[Campus Bulletin](#)

Lake Hazards: Lake Ontario and Glimmerglass Lagoon

Lake Ontario’s shoreline is a desirable place to visit, fish and play but also can be very dangerous due to hazards such as flooding, erosion, dynamic movement of beaches and water disruptions. To protect public safety, students must be aware that the lake is not a vehicle for recreation or entertainment and that they should not go in the water.

During the winter months, Lake Ontario is powerful and unpredictable and those who visit her frozen shoreline are wise to marvel at her grandeur from a safe distance. This lake is certainly an awesome sight in winter with towering ice sculptures adorning her shoreline but the ice, as incredible and alluring as it may seem, is dangerous. The ice floes are extremely hazardous and are made more so by the wind and waves. *The shore of the lake should be avoided entirely during the winter months.*

Do not walk out onto the ice floes or break walls. The footing is treacherous; the wind is strong; the ice can be unpredictably thin and covered with snow; the waves are overpowering; and the water is freezing.

With the freezing, thawing and refreezing, the ice on Glimmerglass Lagoon is also hazardous and should be avoided as well.

Residence Life and Housing

Residence Life and Housing at SUNY Oswego is an integral part of the overall educational experience at the university. Living in a residential environment is a unique and rich experience providing the opportunity for students to live and work in close proximity to others whose backgrounds, goals, values and lifestyles often differ from their own; this is critical to students’ preparation for their future lives professionally, personally and civically. Students in residence benefit from ready access to opportunities for active involvement in the intellectual and social events and organizations which contribute greatly to the vibrant life of our campus.

[University Housing Policy](#)

SUNY Oswego believes, based on our own and national research, that living in the residence halls:

- provides students with crucial connections to campus resources,
- supports their successful transition to university and
- allows students to find important engagement opportunities that are both fun, but also supplement to learning that occurs in the classroom.

Therefore, all full-time undergraduate students are required to live on campus, as directed by the [University Housing Policy](#).

