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COMMUNITY POLICIES

Academic Appeal Process

Students may appeal academic decisions that they feel are unfair. A student who believes she/he has been evaluated unfairly should first discuss the matter with the professor of the class. If the issue is not resolved with the professor, the student may next appeal to the department chair. The student has the right to continue the appeal in an orderly progression to the next supervisor, but it is best to resolve issues at the source. A student's appeal should be presented in writing. The student may select an advisor to aid her/him through the process. For further information about the appeal process, please contact the Office of the Associate Provost, 703 Culkin Hall, 312-2232.

Address, Contact and Biographical Information for Students

Policy

Every student, upon enrollment, whether living on-campus or off-campus, is required to provide Oswego State with accurate, up-to-date local and permanent contact information, specifically:

- **current local address,**
- **permanent home mailing/billing address,**
- **personal land and cell telephone numbers,**
- **person to notify in cases of emergency (telephone number),**
- **person to notify in case the student is reported missing (optional)**

Changes to address and contact information must be made by the student as they occur. Changes to these records may be made in person at the Registrar's Office (301 Culkin Hall) or on line at myoswego web-site. Failure to notify the College of this information may inhibit the student's ability to access College services and programs.

In addition to the required contact information, each student is required to maintain an official College e-mail account (address ending in Oswego.edu). All students, faculty and staff are assigned a College e-mail address when enrolled or employed. Electronic mail (e-mail) is an official communication mechanism for the College. Students (as well as faculty and staff) are expected to check their oswego.edu e-mail on a frequent and consistent basis in order to stay current with College-related communications. *(Excerpted from SUNY Oswego Electronic Mail (E-mail) Accounts as Official Mechanism of Communications - Approved by Faculty Assembly on April 7, 2008).*

Biographical Information

Student biographical information may be made public by Oswego State unless the student submits a request in writing to the Registrar (301 Culkin Hall) that such information be released only upon the student's consent. Any student who wishes his/her biographical information to be kept confidential by the College must submit a written request to the Registrar's Office. The student's directory information will remain confidential until the student requests otherwise.

Oswego State has designated the following student biographical information as Directory Information, able to be made public without prior consent:

- Student name
- Age
- Address (including e-mail)

- Telephone number
- Photographs
- Previous educational institution(s) attended
- Dates of attendance at SUNY Oswego
- Degrees, Honors, and Awards received
- Major field of study
- Class Year
- Expected date of graduation
- Enrollment Status (Full/Part-time)

As a general policy and practice, Oswego State neither produces nor releases labels or lists of its students, employees, or graduates to any party which is not officially related to the institution. Oswego State has adopted this position to insure compliance with the laws affecting privacy. Selected exceptions to this policy are listed in the College's Mailing List policy, available from the Office of Public Affairs, 210 Culkin Hall.

Registration as a student and attendance at or participation in classes and other campus and College activities constitutes an agreement by the students to the College's use and distribution (both now and in the future) of the student's image or voice in photographs, videotapes, electronic reproductions, or audiotapes of such classes and other campus and College activities.

Refer to Sections 32 - 39 of *The Code of Student Rights, Responsibilities and Conduct*, "Confidentiality of Student Records" in this handbook for further information.

Identification Cards

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

Failure to present a student identification card upon request by a College official, alteration or falsification of data on an Oswego State identification card, creation and/or distribution of falsified identification cards, or using an identification card to impersonate others are violations of this policy and may result in disciplinary and/or arrest.

It is the student's responsibility to replace the identification card if it is confiscated, stolen, lost, bent, broken, or worn beyond the point of readability by College officials and/or card readers used by Oswego State. Replacement cards may be obtained at the I.D. Dining Office, 504 Culkin Hall, in accordance with posted fees.

Alcohol and Other Drugs

As an educational institution, Oswego State recognizes that the use of alcohol is a matter of individual choice and does not therefore encourage or discourage the reasonable legal use of alcoholic beverages. Oswego strives to empower students to make positive choices that reflect attitudes and behaviors that result in healthy lifestyles and contribute to a positive campus learning environment.

Individual students are responsible for their behavior related to their use of alcohol and other drugs. Possession, or distribution, or excessive and illegal use of alcohol, and/or the illegal use, possession, distribution, sale, or manufacture of controlled substances, drug paraphernalia, and marijuana, and including intentional misuse and distribution of legally prescribed drugs are prohibited on or off campus, in Oswego State facilities

and grounds, at Oswego State sponsored events and at activities and events sponsored by registered student organizations, athletic teams or sports clubs.

Students, faculty, staff, and visitors are directed to the College Statement in Support of a Drug Free Campus (reviewed annually) for the campus philosophy and referral resources.

A. Use of Alcoholic Beverages and/or Drugs On or Off Campus

1. The legal age of possession and purchase of alcohol in New York State is 21 years of age.
2. The consumption, possession and distribution of alcohol on campus grounds and in campus facilities is prohibited, except at events and under conditions authorized by Oswego State and only by persons of New York State legal age.
3. The conditions of study and sleep in residence halls are vital to the College's educational purposes as a residential college and integral to student academic performance. The use of alcohol and illicit drugs in a residence hall community not only impacts student users but also has significant negative impact on other students in the residence hall community. Therefore:
 - a. Alcohol is not permitted at any time in a residence hall room, suite or apartment in which all assigned residents are under the age of 21 years. If at any time one or more empty containers of alcohol are present in such residences, the residence hall staff will assume consumption has occurred for purposes of reporting and responding to the residents assigned to that room.
 - b. Persons age 21 years or older may possess and consume alcoholic beverages in their room, suite or apartment. Students of legal drinking age must ensure that the amount of alcohol present in the room is reasonable for consumption by the individual resident over a reasonable period of time. In keeping with this, students of legal age may possess one of the following at any one time:
 - up to one 12-pack of 12 ounce cans OR
 - one 1.5 L or two 750 ml of wine OR
 - one 750 ml of hard liquor
 - c. Binge drinking, as defined by national norms as more than four (4) drinks in one sitting/event is detrimental to the health and welfare of our densely populated residential community. Permission to possess and consume for those students who are of legal drinking age is predicated on our expectation of responsible use that does not have a negative impact on the rest of the residential floor or community.
 - d. Possession of open containers used for alcoholic beverages is not permitted for any student, guest or visitor in public areas of residence halls such as corridors, lounges, bathrooms, elevators, lobbies, offices, stairwells, doorways, etc.
4. Intoxication on campus, in class or at college sponsored events, is prohibited and constitutes grounds for student disciplinary action and dismissal from enrollment at the College.
5. Students transported by ambulance for emergency medical treatment as a result of intoxication or drug use will be required to meet with the Dean of Students. Students who are belligerent or uncooperative with residence life staff, University Police, emergency medical personnel, or Oswego Hospital staff will be subject to College disciplinary action and/or arrest.
6. The use, possession, and/or distribution of date rape drugs or alcohol as a means of inhibiting a person's ability to make clear and reasonable decisions regarding sexual contact are prohibited.
7. Drinking contests/games and all other forms of excessive drinking are prohibited at organizational, team, or club activities and in residence halls.
8. Members of registered student organizations, sports clubs or athletic teams, collectively or individually, or individual students, who sponsor events and activities on or off campus where alcohol is present are responsible for abiding by the tenets of the NYS Social Host Law, including but not limited to:
 - a. host(s) will serve only persons of legal age;

- b. host(s) will be held responsible for injuries and/or damage that occur even after an individual who was served has left the venue;
- c. host(s) of events where alcohol is served in exchange for money or a door charge or a donation to enter are required to obtain permission from the local municipality.

B. Disciplinary Action Related to Alcohol and Other Drugs

Any student, student organization, team or sports club, and/or their guests and visitors, who violate this policy, will be subject to College disciplinary action and/or criminal action. Sanctions resulting from disciplinary action may include mandatory participation in Alcohol and Other Drug intervention programs, required conditions for continued enrollment, limited access to campus facilities or residence halls, suspension, or expulsion from the College. Visitors and guests who violate this policy may be denied access to the campus under the Rules for Maintaining Public Order.

1. Violations of SUNY Oswego's Code of Conduct and policies - including Alcohol And Other Drugs - are cumulative in nature, and therefore, will remain a part of the student's disciplinary record for the duration of the student's enrollment at SUNY Oswego. Multiple violations constitute a pattern of behavior contrary to the educational purposes of the College and will be cause for consideration of suspension from enrollment at the College as an appropriate sanction.
2. The following list provides examples of behaviors and applicable Code of Conduct sections that will result from the violation of this policy. A violation of this policy constitutes, in itself, a violation of the Code of Student Rights, Responsibility, and Conduct.
 - a. physical violence, abuse, assault, and/or battery including domestic violence (46.C.);
 - b. harassing, intimidating, stalking, bullying, or threatening others (46.C.);
 - c. refusing to cooperate with the legitimate requests of staff (46.G.);
 - d. sexual contact with, sexual assault or sexual harassment or, physical sexual exposure to, another individual without his/her consent (46.D);
 - e. possession, consumption and distribution of alcohol and other drugs and intoxication (46.C., 46.H., 46.J.);
 - f. damage to and/or vandalism of Oswego State facilities or property or to the property of others (46.F.);
 - g. hazing (46.E.) or other form of group influence to use;
 - h. driving under the influence and driving while intoxicated or impaired; and
 - i. use of "date rape" drugs or other means of inhibiting a person's ability to make clear and reasonable decisions regarding sexual assault.
3. Students and/or student organizations referred to attend Mandatory AOD Intervention, which includes BASICS (Brief Alcohol Screening and Intervention for College Students) or MyStudentBody (online, interactive program), must complete registration materials at the Lifestyles Center located in the Walker Health Center.
4. Members of the college community who legally provide alcohol or other drugs to others are responsible for the actions of those individuals and may be subject to College disciplinary action and/or criminal action for the conduct of those to whom they have given or otherwise provided alcohol.
5. The College and City of Oswego work together to improve the quality of life in the Oswego City community for students and their neighbors. Information regarding student behavior off campus is routinely shared with the College by the Oswego City Police where violations occur related to the use of alcohol and other drugs. Violations of City ordinances or state and federal law may be reported to the College by the City Police and subsequent College disciplinary action may result. The Mayor's Office may notify parents, by letter, of any student arrest off campus for student behavior related to use of alcohol and other drugs.

The chart below identifies Student Code violations and sanctions that may be imposed upon individual students and/or student organizations who violate the alcohol and other drug policies both on and off campus. The code violations cited are not exclusive to the listed items and may include other violations not identified.

Student Behavior/Conduct Codes	Sanctions for First Offenses	Sanctions for Subsequent Offenses
46.A. Alteration or possession or presentation of instruments of identification or improper ID	Warning, Disciplinary Probation, Community Service	Mandatory AOD Intervention, Community Service, Suspension, Expulsion
46.H. ; 46.J. Underage possession and/or consumption of alcohol and other drugs; distribution of alcohol and/or other drugs	Warning, Disciplinary Probation, Parental Notification, Mandatory AOD Intervention, Community Service, Suspension, Expulsion	Relocation from Residence Hall, Parental Notification, Mandatory AOD Intervention, Community Service, Suspension, Expulsion
46. C.; 46.F; 46.J. Damage to property while under the influence of alcohol and/or other drugs	Warning, Disciplinary Probation, Parental Notification, Relocation, Mandatory AOD Intervention, Community Service, Suspension, Expulsion	Relocation from Residence Hall, Parental Notification, Mandatory AOD Intervention, Community Service, Suspension, Expulsion
46.C.;46.J. Driving While Intoxicated; driving while ability impaired by drugs	Disciplinary Probation, Mandatory AOD Intervention, Parental Notification, Suspension, Expulsion	Suspension, Expulsion, Parental Notification
46.C.;46.H.;46.I.,46.J. Noise violation with/ alcohol and/or other drugs present	Warning, Disciplinary Probation, Parental Notification, Relocation from Residence Hall, Mandatory AOD Intervention, Community Service, Suspension, Expulsion	Disciplinary Probation, Relocation from Residence Hall, Parental Notification, Mandatory AOD Intervention, Community Service, Suspension, Expulsion
46.C.;46.H.;46.J Possessing or using Marijuana and/or illegal use of controlled substances, drug paraphernalia and marijuana	Warning, Disciplinary Probation, Parental Notification, Mandatory AOD Intervention, Community Service, Suspension, Expulsion	Disciplinary Probation, Relocation from Residence Hall, Parental Notification, Mandatory AOD Intervention, Community Service, Suspension, Expulsion
46.C.;46H.;46.J Distribution or sale of illegal drugs or possession with intent to distribute or sell	Disciplinary Probation, Mandatory AOD Intervention, Relocation from Residence Hall, Suspension, Expulsion, Parental Notification	Suspension, Expulsion, Parental Notification
46.C.;46.H.;46.J. Hosting or attending underage party involving illegal use of alcohol and/or other drugs	Warning, Disciplinary Probation, Parental Notification, Restitution, Mandatory AOD Intervention, Suspension, Expulsion	Suspension, Expulsion, Parental Notification
46.C.;46.J. Possessing Kegs, Beer balls	Suspension, Expulsion, Parental Notification	Suspension, Expulsion, Parental Notification

Student Behavior/Conduct Codes	Sanctions for First Offenses	Sanctions for Subsequent Offenses
46.E.;46.J. Hazing or other form of group influence to use	Suspension, Expulsion	Suspension, Expulsion
46.C.;46.D.;46.J. Sexual contact on or physical exposure to another individual under the influence of alcohol and/or other drugs without consent	Disciplinary Probation, Parental Notification, Relocation from Residence Hall, Restitution, Mandatory AOD Intervention, Community Service, Suspension, Expulsion	Disciplinary Probation, Parental Notification, Relocation from Residence Hall, Mandatory AOD Intervention, Community Service, Suspension, Expulsion

D. Notification of Parents regarding Alcohol and Other Drug Violations by students

The Family Educational Rights and Privacy Act of 1974 was amended to permit colleges and universities to disclose to a parent or legal guardian of a student under the age of 21 information regarding any violation of Federal, State or local law, or any rule or policy of the institution, where the incident includes use or possession of alcohol and/or controlled substances. Oswego State recognizes the important role that parental involvement may have in promoting positive choices by our students and reserves the right to notify parents of their student's use, possession, or distribution of alcohol or illegal drugs. In order for a parent or legal guardian to be notified, the student must:

- be under the age of 21;
- be found responsible for a violation of Federal, State or local law, or any rule or policy of Oswego State, governing the use or possession of alcohol and/or controlled substances; and
- be sufficiently out-of-control, intoxicated, or losing consciousness to warrant transport to the Oswego Hospital emergency room, or arrest.

1. First Violation

Notification after the first violation may occur on an individual basis depending on the severity of the incident or immediately upon preparation of a Statement of Charges by the Office of Judicial Affairs. Students will be encouraged to contact their parent or legal guardian before a letter is sent by the Office of Judicial Affairs.

2. Second Violation

Notification will occur after a student is involved in a second violation of the Alcohol and Other Drugs Policy.

E. Summary of Applicable New York State Laws for Alcohol Use

Section 65 of the New York State Alcohol Beverage Control Laws

1. It is illegal in the State of New York for any person under the age of 21 years to possess or consume any alcoholic beverage.
2. The sale of alcoholic beverages to persons under the legal New York State purchase age is prohibited. No one may "sell, deliver or give away; cause, permit or procure to be sold, delivered or given away any alcoholic beverages" to anyone underage. Legal consequences may include both fines and jail time.
3. It is illegal in the State of New York for any minor to use false identification to obtain alcohol. Legal consequences may include a fine of up to \$100 and/or up to 30 hours of community service.

4. In New York State, the sale, gift, or delivery of alcoholic beverages to a “visibly intoxicated person” is prohibited.
 5. Zero Tolerance Law: Persons under age 21 who are caught driving with a Blood Alcohol Content (BAC) of .02 of 1% or more but not more than .07 of 1% will lose their driver’s license for at least 6 months and may have to pay civil penalties and suspension termination fees.
 6. Driving While Intoxicated (DWI) is the operation of a motor vehicle while having a blood alcohol content of .08 or higher. Legal consequences may include fines, jail time, a revoked or suspended driver’s license.
- F. Summary of Applicable New York State Laws for Controlled Substances, Drug Paraphernalia and Marijuana
1. Controlled Substances and Drug Paraphernalia
 - a. With the exception of legally prescribed medication, it is illegal in the State of New York for any person to possess or traffic in any controlled substances and/or drug paraphernalia including, but not limited to, the following:
 - Narcotics: opium, morphine, codeine, heroin, etc.
 - Depressants: barbiturates, benzodiazepines, methaqualone, rohypnol, etc.
 - Stimulants: cocaine, amphetamines, methamphetamines, etc.
 - Hallucinogens: LSD, PCP, mescaline, peyote, ecstasy, etc.
 - Inhalants: nitrous oxide, butyl nitrate, propyl nitrate, etc.
 - Precursors: chemical compounds
 - Prescription Drugs: steroids, ritalin, etc.
 - Drug Paraphernalia: packaging materials, scales & balances, hypodermic needles, etc.
 - b. Legal consequences for the possession or criminal sale of controlled substances and/or drug paraphernalia may include fines and jail time.
 2. Marijuana
 - a. It is illegal in the State of New York to possess, use or traffic in marijuana (i.e., cannabis, hashish, hashish oil, tetrahydrocannabinol, etc.).
 - b. Legal consequences for the possession or criminal sale of marijuana may include fines and jail time.
 3. Driving While Ability Impaired by Drugs (DWAI) is the operation of a motor vehicle while impaired by the use of a drug as defined in the New York State Vehicle and Traffic Law Section 1192(4). Legal consequences may include fines, jail time, a revoked or suspended driver’s license.

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 Oswego State. It is the responsibility of the staff of Oswego State to provide worthwhile and rewarding learning experiences commensurate with the objectives of Oswego State, 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 Oswego State programs. Regular class attendance is expected. An instructor may recommend that a student be dropped from a course for poor achievement due to excessive absence. A student who is dropped after the deadline for dropping courses may be assigned a grade of E.

Student conduct that disrupts class, including but not limited to the use of electronic devices, may be addressed by the faculty member directly to the student in private. Further occurrences of disruptive behavior may result in the student being dropped from the class and/or College disciplinary action.

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 College calendar. Failure to do this may result in a failing grade for the course.

Oswego State 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 his/her 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.

A. Procedures

An instructor may recommend to the dean of the division in which the student is enrolled that the student be dropped from class because of poor academic achievement due to excessive absence. Excessive absence in any course will be construed to be absence, regardless of cause, which appreciably lowers the accomplishment of a student in that course. If the dean agrees that such action is justified, the student will be notified by the dean that he or she has been dropped. If such absence has been avoidable on the student's part, a mark of E will be recorded on his or her record. If, however, the absence was unavoidable, the student shall be dropped without penalty. The dean will take action only after the end of the "drop" period.

B. Cause for Absence

The College 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 statements concerning absence and talk with the instructor before, or if possible, during or immediately after the absence occurs.

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, Oswego State sponsored activities, religious observances or other unavoidable absence.

C. Class Absences Beyond Two Consecutive Days

In recognition of the fact that "regular class attendance is obligatory" and that there is no provision for an excused absence from class, students must follow the attendance policy for each class as it is presented in the course syllabus. From time to time, students may find that they will be absent from class for a period of time of three (3) days or more for extenuating circumstances that are beyond their control. When this occurs, students are expected to notify The Compass (312-2240) prior to their absence from class. The Compass will then notify faculty members of the absence. This notification is not an excuse nor does it obligate the faculty member in any way. The notification is merely an attempt to facilitate faculty-student contact, particularly in emergency or urgent situations that require the student to be away from the campus.

The Compass will provide out-of-class notification to faculty members only under the following circumstances:

1. notification is prior to or concurrent with the absence;
2. the absence is due to circumstances beyond the student's control (documentation may be requested);
3. the absence will be for three or more class days and the student is absent from campus.

D. Absence from Class Due to Religious Beliefs

The following statement regarding absence from class because of a student's religious beliefs is taken from State Education Law, paragraph 224a.

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.
6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his rights under this section.
7. As used in this section, the term "institution of higher education" shall mean schools under the control of the board of trustees of the State University of New York or of the board of higher education of the City of New York or any community college.

Students who feel that this policy has not been fairly implemented may appeal to the appropriate department office or appropriate dean.

E. Absence From Class Due to Athletic Team Membership

1. A student who because of her/his membership on an officially sanctioned athletic team with officially scheduled competitions is unable to attend classes on a particular day or days because of such absence is excused.
2. Faculty and administrative officials of the institution must provide each student who is absent from school because of such competitions an equal opportunity to make up any course requirements which the student(s) may have missed because of such absence. No fees of any kind shall be charged by the institution for this opportunity. At the same time, the absent student shall not expect the instructor to repeat an entire lecture or lab session.
3. Coaches of each athletic team must provide the student athlete a list with dates of officially scheduled competitions. The student must give this list to faculty and to administrative officials affected by these provisions at least one class meeting prior to the first competition, and at least one class period prior to any post-season competitions. It is the responsibility of the Athletic Director to see that all coaches comply with this provision.
4. It is the responsibility of the student who misses any classes under these provisions to contact the instructor of each class (prior to the anticipated absence) to arrange for making up

course requirements affected by the provisions. It is also the student's responsibility to inform the coaches and faculty affected by these provisions of changes to their athletic schedules at the time of the change. It shall be the responsibility of the Academic Advisor for Athletics to monitor student athletes' changes of schedules and notify coaches.

5. Faculty and administrative officials of the institution must ensure that students do not suffer unfairly because of these provisions. Students who feel that this policy has not been fairly implemented by faculty may appeal to the appropriate department office. If it is felt that no satisfaction is received there, then the student may appeal to the appropriate dean.

Bias Crimes and Prevention

New York State Education Law Article 129-A

Oswego State's values and goals advocate a broad degree of human understanding amongst its community members: students, faculty, staff 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, religion, age, gender, disability, sexual orientation, or nationality, are counter-productive and harmful to the purposes of our educational community. The College 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 College values of an inclusive and diverse learning environment may occasionally be challenged by or at least not be 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 college life is prohibited by the College through this policy, the Code of Student Rights, Responsibilities and Conduct, and Regulations for Public Order.

Procedures for Reporting and Responding to Hate Crimes

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 Judicial Affairs, 503 Culkin Hall, 312- 3378 and University Police, Pathfinder Hall, 312-5555.

Perpetrators of hate crimes and bias incidents intentionally:

1. 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, or
2. 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.

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.

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 College are possible.

If you are a victim of, or witness to, a hate/bias incident or crime on campus, report it to University Police by calling 312- 5555. Reporting to the University Police gives the College the best advantage in further investigating the incident. University Police will investigate and follow the appropriate adjudication procedures.

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:

1. Contact University Police (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.
2. 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 the University Police to arrange an interview.
3. 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 (312-5555) and/or the Affirmative Action Office (312- 3702).
4. Upon completion of the interview, write a detailed deposition of the events for the Police.
5. University Police will secure the services of the College's Affirmative Action Office, 312-2215, who will request an interview with you and other witnesses. You should bring a copy of your deposition with you. The Affirmative Action Officer will engage you in a discussion to determine the dimensions of the incident and an appropriate response.
6. University Police will contact the SUNY Oswego Maintenance department to remove graffiti, repair damage and clean the area as soon as practicable, after appropriate evidence gathering procedures are completed.
7. Victims and witnesses of bias crime or bias incidents can avail themselves of support services from the campus as follows:

University Police	312-5555
Counseling Center	312-4416
Office of Judicial Affairs	312-3378
Office of Human Resources	312-3702
Compass	312-2240
Residence Life & Housing	312-2246

Campus statistics concerning bias-related and hate crimes are available from University Police website for Clery Act statistics.

In addition to preventing and prosecuting hate/bias crimes, Oswego State addresses bias-related acts that do not rise to the level of a crime. It is the position of the College 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 College's Code of Student Rights, Responsibilities and 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.

All bias incidents should be reported to the University Police, Pathfinder Hall, 312-5555 and the College's Affirmative Action Officer, 410 Culkin Hall, 312-3702.

Computer Use Policies

Acceptable Use of Data and Information Systems Policy

Unless otherwise specifically detailed in writing, all College owned or controlled information technology resources (computers, networks, servers and other devices) and all data contained in any College owned or controlled information system (Banner, Adirondack, E-mail, and other systems) is property of the College and exists expressly for the purpose of educational use and legitimate College-related business. Any other use of these resources or systems or release of data contained in them is prohibited.

Employees are expected to comply with this policy and the use of any system is considered an acknowledgement they will do so. Students are required to affirm their intent to comply with the student code of conduct prior to being given access to these systems. Employee violations of this policy may lead to disciplinary action in accordance with applicable collective bargaining agreements and SUNY and New York State policies. Student violations of this policy may lead to disciplinary charges as described in the Code of Student Rights, Responsibilities and Conduct. Misuse of these resources or systems or the data contained in them may also subject employees and students to prosecution consistent with New York State Law.

SUNY Oswego reserves the right revoke an individual's access to any and all information systems or data.

Acceptable Use of Data and Information Systems: Requirements and Procedures for Compliance

1. The College's network provides data and services in support of its educational mission. It is the responsibility of each member of the campus community to use these resources appropriately and in compliance with all campus policies and local, state, and federal laws and regulations. Access is a privilege that can be revoked due to misuse. By connecting to the campus network, users agree to the terms and conditions of the Acceptable Use of Data and Information Systems Policy as well as the policies in the Faculty and Professional Staff Handbook and the Student Handbook. The College will make every reasonable effort to protect the privacy and security of user data. The College reserves the right to exam user data in resolving computer or network malfunctions, investigating information security incidents, or responding to disciplinary or legal actions involving a user.
2. Users who administer computers on the campus network that are used as servers have the additional responsibility to respond to any use of their server(s) that is in violation of the Acceptable Use of Data and Information Systems Policy. Server administrators must take steps to prevent recurrence of such violations and report these violations to Campus Technology Services (CTS) Technology Support Center. Additionally, server administrators must fully cooperate with campus, local, state, and federal civil and criminal authorities investigating complaints of abuse of network services (e.g., by installing monitoring and tracking software, providing access to activity logs, etc).
3. Campus units and individuals who configure computing systems to provide information retrieval services to the public at large must do so in a manner consistent with the College's mission. For any such services provided through the campus network the College's name must not be used in ways that suggest or imply endorsement of other organizations, their products, or services.

4. The campus network is a shared resource. Excessive use of network resources which inhibits or interferes with the use of the network by others is not permitted. Any person operating a network-intensive application, a defective computer, or other network-connected device which overloads the network will be notified and steps will be taken to protect the overall network. This may include disconnecting the offending system from the network until the problem is resolved. If the condition is an imminent hazard to the campus network or disrupts the activities of others, the offending system or the section of the network to which it is attached may be disconnected without prior notice.
5. The campus network may not be used for any illegal activities. Any receipt, transmission or retransmission of software or data must observe copyright laws, license restrictions, and College policies. Illegal activities include, but are not limited to, file-sharing in violation of the Digital Millennium Copyright Act (DMCA) and denial of service attacks.
6. Campus network resources may not be used to defame, harass, intimidate or threaten. College harassment policies cover all uses of the campus network including e-mail correspondence, distribution lists, and web pages.
7. A user may not view, copy, alter or destroy any data, or connect to a host on the network without explicit permission of the owner.
8. Campus network services, equipment, wiring or jacks may not be altered, removed, or extended beyond the location of their intended use.
9. The campus network may not be used to provide access to campus information systems for purposes other than those that are in support of the College's mission.
10. Access to the campus network may not be resold or otherwise provided to anyone not formally affiliated with the College unless prior written permission is obtained from Campus Technology Services.
11. College owned or controlled network resources, such as Penfield Library's digital resources and databases, may not be retransmitted outside of the College community.
12. Users may not forge or otherwise misrepresent another's identity through any form of communication.
13. The campus network may not be used to circumvent protection schemes or exercise security loopholes in any computer or network component.
14. The campus network may not be used for commercial or profit-making enterprises, except for those activities officially sanctioned by the College.
15. Violations of the Acceptable Use of Data and Information Systems Policy will be adjudicated by the Campus Technology Services or other appropriate campus administrative units. Violations of local, state and federal law will be referred to the appropriate authorities. Violations of these regulations may result in judicial sanctions as prescribed by the Code of Student Rights, Responsibility and Conduct such as:
 - a. Loss of access privileges
 - b. Monetary reimbursement to the College or other appropriate sources
 - c. Reassignment or removal from campus housing and/or the College
 - d. Prosecution under applicable civil or criminal laws

Further information on the campus Acceptable Use of Data and Information System Policy is available from the office of the Chief Technology Officer.

Copyright: Computer Software

It is the intent of the Oswego State to adhere to the provisions of copyright laws in the area of computer programs. In an effort to discourage violation of copyright laws and to prevent such illegal activities:

- A. It is recommended that the ethical and practical problems caused by software piracy be taught in all classes involving the use of computers.

- B. Oswego State employees will be expected to adhere to the provisions of Public Law 96-517, Section 7(b) which amends Section 117 of Title 17 of the United States Code to allow for the making of a backup copy of computer programs. This states that, "...it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:
 - 1. that such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in another manner, or
 - 2. that such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to the rightful."
- C. When software is to be used on a disk sharing system, efforts will be made to secure this software from copying.
- D. Illegal copies of copyrighted programs may not be made or used on Oswego State equipment.
- E. No person shall use or cause to be used on Oswego State's computer laboratories any software which does **not** fall into one of the following categories:
 - 1. It is in the public domain.
 - 2. It is covered by a licensing agreement with the software author(s), vendor or developer, whichever is applicable.
 - 3. It has been donated to Oswego State and a written record of a bona fide contribution exists.
 - 4. It has been purchased by Oswego State and a record of a bona fide purchase exists.
 - 5. It has been purchased by the user and a record of a bona fide purchase exists and can be produced by the user upon demand.
 - 6. It has been written or developed by a University employee or student for the specific purpose of being used in an Oswego State computer laboratory or facility.
- F. The employee or designated person in charge of each computing facility (or administrative officer(s) designated by Oswego State administration) will be the person responsible for establishing and publishing clear description of practices which will enforce this policy.

Credit Card Policy

New York State Education Law Article 129-a

Pursuant to New York State Education Law 6437 (Regulation by Colleges of Conduct on campuses and other College Property used for Educational Purposes) and NYS Education Law Article 129-a, the advertising, marketing and merchandising of credit cards to students is prohibited at Oswego State, except within the following guidelines:

- A. For the purposes of these guidelines, credit card vendors are defined to include individual students, student groups, not-for-profit and commercial organizations soliciting student applications for credit cards (direct mail solicitation of alumni or other non-students is not covered by this policy).
- B. Exceptions to this policy are permitted on specific days at specific times and in a specific manner as determined by the Director of Campus Life, in order to provide services to students consistent with the educational purposes of the College.
- C. Exceptions to this policy as determined by the Director of Campus Life will be subject to time, place and manner deemed appropriate by the Director of Campus Life.
- D. Vendors are not permitted to use prizes or other promotions as part of the approved credit card solicitation.
- E. Credit card policies must be clearly displayed at the site of vending and copies of the credit card policies must be handed out to all individuals who accept or complete an application. The policies must include, but are not limited to information on interest rates, teaser rates, and annual fees.

- F. Vendors shall not misrepresent credit card policies nor suggest that students put wrongful information on their credit card applications.
- G. Credit Card vendors shall not solicit students to post credit card information, applications or promotions via the Web, by posting notices on campus, or by word of mouth.
- H. Vendors must clearly display information at the vending site enumerating the dangers and consequences of consumer debt and provide the same information in writing to all students who have taken (or completed) an application.

Disabilities Accommodations

Oswego State is committed to accommodating the special needs of individuals with disabilities for the purpose of providing access to its programs and services as required by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. 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. Oswego State has:

- A. established procedures to respond to requests for accommodations;
- B. established procedures to provide notice to interested parties of the existence of a program of services, its location, identity of the person to contact to obtain information and services; and
- C. developed a program for the provision of services for students with disabilities.

Policy, Accessibility and Equal Opportunity

It is the policy of Oswego State, in compliance with Federal law (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990), to provide reasonable accommodations for qualified individuals with disabilities on a case-by-case basis. The institution 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.

Programs are expected to have the flexibility and capacity to provide reasonable accommodations when needs arise. Otherwise qualified individuals with documented disabilities (as defined by applicable state and federal regulations), are eligible to request reasonable accommodations. The responsibility for initiating a request for accommodations lies with the individual with a disability. Every individual making a request for reasonable accommodations must provide sufficient documentation to support his or her request. Submitted documentation must be from an appropriate, qualified professional. In accordance with federal and state regulations, Oswego State will treat disability-related information in a confidential manner.

Accommodations may be related to physical access to settings and facilities, curricular access, and/or fair conditions for student assessment and may include:

- Materials (e.g. digital texts, digital class materials and handouts)
- Tools (e.g. computers and software)
- Support (e.g. note takers, interpreters)
- Individual conditions (e.g. extended time for tests, alternative location)
- Physical/structural features (e.g. elevators, furniture)

The Designated Campus Contacts for Students with Disabilities

The Disability Services Office coordinates services for students with disabilities. The Coordinator of Disability Services collects student disability related documentation, evaluates requests from students for reasonable accommodations and coordinates appropriate services. Final determination as to the appropriateness of an accommodation to the college setting is evaluated on a case by case basis and rests with SUNY Oswego. The Coordinator of Disability Services 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.

Programs, activities, and services include but are not limited to meetings, conferences, public events, public meetings, performances, social events, etc. Persons with disabilities visiting the campus should contact the designated departmental personnel conducting or coordinating specific activities, programs or events they will be attending. The designated departmental personnel conducting or coordinating the specific activity, program or event should consult with the ADA/504 Coordinator (see Section E) if they require assistance to determine how best to meet the needs of individual visitors with disabilities.

The Designated Campus Contacts for Employees with Disabilities

The Director of Human Resources is the designated contact person for employees with disabilities requesting reasonable accommodations. The Director of Human Resources follows policy and procedures for employee requests for accommodations. (Procedures for Implementing Reasonable Accommodation in NYS Agencies and Facilities). The Director of 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.

Event/Program Accessibility – Procedures for Sponsors

Individuals responsible for planning campus-sponsored events should adhere to the procedures below in order to facilitate accessibility.

- A. Whenever possible, events should be scheduled at physically accessible locations. When viewed in its entirety, programs and activities should be readily accessible, or made accessible, through reasonable accommodations to qualified individuals with disabilities.
- B. Publications, including but not limited to brochures, registration forms, press releases, and posters announcing public programs and events should include an accessibility statement. The inclusion of the following statement on announcements and publications places the responsibility of requesting needed auxiliary aids and services on participants, and provides departmental staff with advance notice should they need to arrange for any requested accommodations:
Persons with disabilities, needing accommodations to attend this event, should contact (name/department) at (phone #) three weeks in advance of the event.
- C. A reasonable advance notice of at least 3 weeks should be given by anyone requesting accommodations. However, with the goal of providing access to and participation in all Oswego State programs, services and activities, every effort will be made to respond to requests for reasonable accommodations within a reasonable time frame.
- D. You may wish to consult with the ADA/504 Coordinator regarding auxiliary aids and services, resources available, agency referral, and the determination of the appropriateness of accommodations.

Procedures for Accessing Accommodations

- A. Requests for Accommodation
 1. A request and determination of an accommodation is handled through the designated campus contact. Students with disabilities should contact the Coordinator of Disability Services, 312-3358, employees should contact the Director of Human Resources, 312-2230, and all other requests should be directed to the office sponsoring the specific program or activity.
 2. Individuals with disabilities may choose to self-disclose, to the appropriate campus contact, 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. If a request is made after a designated deadline, every effort will be made to accommodate the request. However, because many accommodations require early

planning, it cannot be guaranteed that all requests for accommodations will be met. Untimely requests may result in delay, substitution, or denial of an accommodation.

3. The responsibility for requesting or initiating a request for accommodation lies with the individual with a disability. 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 he or she 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 that supports her or his 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 recommendedSpecific guidelines for documentation of a disabling condition may be obtained from the Disability Services Office.
 5. Once a qualified individual with a disability has requested an accommodation, the designated campus contact will take steps to determine an appropriate accommodation. The appropriateness of an accommodation is often determined through a flexible, interactive process that involves the individual with a disability and the designated campus contact. Early consultation is essential whenever questions of compliance and/or funding for an accommodation are involved.
 6. Final responsibility for selection of the most appropriate accommodation rests with the institution (See Sections C and D for appeal/grievance procedures).
- B. 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 individuals 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 his or her job with or without reasonable accommodations.
- C. Appeal of Accommodation Determination
- Employees, students and visitors have an opportunity to appeal a decision regarding an accommodation. Appeals may be handled informally in a case review involving the person seeking accommodation(s), the designated campus contact and the appropriate faculty, administrator or supervisor. If a mutually acceptable accommodation cannot be determined with the designated campus contact and relevant SUNY at Oswego personnel, an internal complaint may be filed with the Affirmative Action Officer (see Section E).
- D. Grievance Procedure
- Oswego State has adopted an internal grievance procedure for the provision of prompt and equitable resolution of complaints alleging discrimination. Individuals with a disability at Oswego State, who consider themselves victims of discrimination based on a disability, may file a grievance with the Affirmative Action Officer. Procedures for students wishing to file a discrimination grievance are identified in the Oswego State Student Handbook, section on Oswego State Policies, specifically under Discrimination and Filing Complaints. Additionally, procedures for employees and/or students wishing to file a complaint may also be obtained from the Affirmative Action Officer. The Affirmative Action Officer shall receive any complaint of alleged discrimination, shall

assist the complainant in defining the charge, and shall provide the complainant with information regarding the options for filing internal complaints or external complaints through the federal Office of Civil Rights and/or the New York State Division of Human Rights.

E. Disability Accommodations Resources

Questions or concerns regarding policy, services, or allegations of noncompliance should be directed to the designated campus contact:

Starr Knapp
Coordinator of Disability Services
and ADA/504 Coordinator
155 Campus Center
312-3358
starr.knapp@oswego.edu

Marta Santiago
Human Resources Director /
Affirmative Action Officer
405 Culkin Hall
312- 2215
marta.santiago@oswego.edu

Individuals who believe they have experienced discrimination on the basis of disability and have been unable to arrive at a mutually acceptable resolution with the designated campus contact and appropriate personnel may file a grievance with the Affirmative Action Officer. Individuals should contact Marta Santiago, the Affirmative Action Officer, at the location listed above.

Discrimination

Oswego State values the contributions to learning for its members that results from maintaining a diverse student body, faculty, and staff. The College does not discriminate on the basis of gender, race, nationality, creed, color, sexual/affectional orientation, marital status, age or disability. The goal of the College 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 gender, race, nationality, creed, color, sexual/affectional orientation, marital status, age or disability since such acts, either active or passive, create a hostile environment.

Members of the College Community who experience discrimination or observe discrimination should immediately report their experience or observation to the College's Senior Title IX Coordinator, Howard Gordon, at 315-312-2213, howard.gordon@oswego.edu, or to the College's Title IX Investigator, Marta Santiago, at 315-312-3702, marta.santiago@oswego.edu.

The Senior Title IX Coordinator is responsible for monitoring overall Title IX implementation for the institution and coordinating compliance with all areas and departments covered under the Title IX regulations. The Title IX Investigator will meet with the complainant and explain the available options and processes and investigate the complaint. Both the complainant and the respondent may appeal the outcome of the investigation.

Members of the College community may file a complaint as directed above and/or with the Office of Civil Rights (OCR), using OCR's electronic complaint form at the following website: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>. You may also contact the Office for Civil Rights, New York Office, U. S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500. Telephone: (646) 428-3800 Fax: (646) 428-3843

E-mail: OCR.NewYork@ed.gov

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

Discrimination on the basis of gender, race, nationality, creed, color, sexual/affectional orientation, marital status, age or disability is illegal and can be redressed through institutional procedures which conform to State and Federal statutes:

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 State Legislation:
New York State Human Rights Law
Governor's Executive Order 40.1 (1980)
State University of New York Board of Trustees

Experiential and Field Placements

The College 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 and to enhance their classroom learning from experience gained outside the classroom.

Expectations for Behavior

Oswego State expects students to be responsible, ethical and professional in all work environments consistent with guidelines as expressed in the Code of Student Rights, Responsibilities and 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, student teaching, practica, volunteer services, service learning, and field-based independent studies are participating in College -sponsored programs and thus, are subject to the Code of Student Rights, Responsibilities and 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 College will provide an explanation of the circumstances surrounding dismissal. The College in such circumstances has no obligation to reassign a student. The School of Education has its own Fair Process Policy described in the next section. 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.

Student Disclosure During Application Process

Students should realize that for certain specific experiential placements, the College 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 college disciplinary action may have an adverse affect on the opportunity for students to obtain an experiential placement and licensure in a profession.

Placements

The College attempts to make placements for eligible students; however, the College 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 College 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.

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 College while engaging in their experiential placements. Students may not represent themselves as an agent of the College seeking a placement unless they have department sponsorship and supervision from a member of the College faculty and/or staff.

Confidential Information and Referrals

If a student is placed in a department at the College for his/her experiential placement, the student may, as a result of the placement, have access to confidential information and materials related to other members of the College community. The student is prohibited from disclosing to any party any academic or personal information or materials related to another member of the college 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.

Facilities Reservations and Use

This document is designed to provide guidance to the College and the community for the use of College facilities. This guidance will:

1. Establish standard processes for the use of College facilities.
2. Minimize scheduling conflicts.
3. Establish and maintain a consistent, effective and efficient approach to facility use and scheduling.
4. Establish and apply consistent fees and contracts for the use of College facilities.
5. Increase the degree of campus-wide communication and coordination relative to the effective and efficient scheduling of College facilities.
6. Increase the degree of campus awareness with regard to activities and events that use College facilities.
7. Provide designated liaisons to internal and external users to aid them in the scheduling and use of College facilities.
8. Optimize the appropriate use of College facilities.

A. Philosophy

The use of SUNY Oswego facilities is intended primarily for functions sponsored by official offices, departments and programs of the College in pursuit of its educational purposes. However, SUNY Oswego also recognizes that as a public institution, it should make its facilities available for use by external entities when appropriate. Therefore, external users may use College facilities where such use does not infringe upon, disrupt or conflict with the operations and activities of the College in pursuit of its educational purposes.

B. Scope

1. This policy applies only to the use of those facilities located on the main campus of SUNY Oswego.
2. The Rice Creek Field Station staff have sole responsibility for scheduling the use of facilities at Rice Creek Field Station.
3. The Division of Extended Learning has sole responsibility for scheduling the use of facilities at the Oswego State Education Center in Phoenix and the Metro Center in Syracuse.
4. Auxiliary Services has sole responsibility for scheduling the use of facilities at Fallbrook Recreation Center.

C. Definitions

1. The term "college community" refers to those students who are enrolled at SUNY Oswego, faculty who are employed by the College, and staff who are employed by the College, Auxiliary Services, the Student Association, the Oswego College Foundation or the Alumni Association.
2. The term "event" refers to a single, series or any combination of planned meetings, presentations, functions, gatherings, or other activities that are not part of or directly related to the College's curriculum of formal instruction.
3. The term "facility" refers to any building, structure, indoor space, equipment, furnishings,

parking lot, and/or outdoor space under the custody and control of the College and/or the College Foundation.

4. The term “sponsored” refers to the explicit responsibility for planning, producing and supervising an event.
- D. User Categories
1. The term “internal user” refers to any school, department, office, committee, task force or organization that is a part of or directly affiliated with the organizational and/or governance structure of the College.
 - a. For the purposes of this policy, the following entities are also considered an internal user: Auxiliary Services, the Oswego College Foundation, the Alumni Association, the Student Association, and registered student organizations.
 - b. For the purposes of this policy, individual members of the College community are not considered internal users.
 2. The term “external user” refers to any individual, group, organization, agency, or visiting company that is not an internal user. External users shall complete a revocable permit to use space.
- E. Activity and Event Categories
1. The term “academic class” refers to any credit-bearing course offered as part of the College’s curriculum of formal instruction and Continuing Education non-credit bearing courses.
 2. The term “academic activity” refers to any meeting, presentation, program, or other activity that is not an academic class but is part of or directly related to the College’s curriculum of formal instruction.
 3. The term “sponsored event” refers to an event that is sponsored exclusively by one or more internal users.
 4. The term “co-sponsored event” refers to an event that is jointly sponsored by one or more internal users and one or more external users; and the primary audience for the event are members of the College community. Co-sponsorship is not intended to be a mechanism for external users to avoid assessment of applicable fees. To be classified as a co-sponsored event, the event must meet all of the following criteria:
 - a. the event must be initiated by one or more internal users; and
 - b. the internal user(s) initiating the event must assume primary responsibility for planning, organizing and supervising the event; and
 - c. the event must have a clear, direct connection and substantial relationship to the educational, operational or programmatic mission of the internal user(s) initiating the event; and
 - d. the primary audience for the event are members of the College community.
 5. The term “hosted event” refers to an event that is jointly sponsored by one or more internal users and one or more external users; and the primary audience for the event are persons outside the College community. Hosting is not intended to be a mechanism for external users to avoid assessment of applicable fees. To be classified as a hosted event, the event must meet all of the following criteria:
 - a. the event must be initiated by one or more internal users; and
 - b. the event must have a clear, direct connection and substantial relationship to the educational, operational or programmatic mission of the internal user initiating the event; and
 - c. the primary audience for the event are persons outside the College community.
 6. The term “external event” refers to an event that is sponsored by one or more external users and does not meet the criteria to be classified as a co-sponsored event or a hosted event (e.g., a wedding reception or a conference sponsored by an external user).
- F. Appropriate Use
1. The purpose for which a facility is requested to be used must be consistent with and suitable to the primary function(s) for which the facility was designed or is currently utilized. The proposed use of a facility must conform to building and fire codes, including adherence to occupancy limits and maintaining proper ingress and egress to the facility.

- a. Certain facilities are not reservable due to their specific functions including, but not limited to: offices, storage rooms, closets, bathrooms, stairwells, and hallways.
 - b. Certain facilities may not be appropriate for use beyond their primary function for reasons of safety or security including, but not limited to: mechanical rooms, rooftops, maintenance shops, dining centers or catering kitchens, and laboratories.
 2. College facilities may only be used for academic classes, academic activities, sponsored events, co-sponsored events, hosted events and external events (see Section E. Activity and Event Categories).
 3. College facilities may not be used in a manner that infringes upon, disrupts or conflicts with the operations of the College or the College's educational purposes (see Regulations and Procedures for Maintaining Public Order on Campuses of the State University of New York in this handbook).
 4. College facilities may not be used in a manner that is inconsistent with the College's status as a tax-exempt educational institution.
 5. The College shall have the authority to limit activities and events to specific locations, specific dates(s) and specific time(s), limit the manner in which facilities are used, limit the number of participants at an activity or event, limit the level of amplification, and set other limits to ensure the integrity of the College's primary programs and educational purposes.
 6. The College shall determine appropriate measures for the health, safety, and security of campus members and the public for activities and events and may deny or limit the use of College facilities accordingly.
 7. Facility use may be denied or restricted if the College determines that the internal or external user(s) has violated College policy, federal, state or local law during a previous use of College facilities.
 8. All internal and external users who schedule the use of College facilities and their visitors and guests must abide by College policies, the Regulations and Procedures for Maintaining Public Order on Campuses of the State University of New York (in this handbook), other policies of the Board of Trustees of the State University of New York, and the tenets of the SUNY Oswego Code of Students Rights, Responsibilities and Conduct (in this handbook). Violation of such policies may result in disciplinary action, criminal or civil actions. Violators may be required to reimburse the College for costs associated with damages or other services incurred as a result of such violation. Violators may be escorted off the campus by University Police.
 9. The advertisement and/or posting of information in College facilities soliciting campus or community attendance at events using College facilities must comply with the College's policy on Posting and Distributing Promotional Materials.
 10. The use of College facilities by internal and external users must comply with all provisions outlined in this policy.
- G. Scheduling Authority
1. The Registrar's Office, within the Division of Academic Affairs, is solely responsible for scheduling the use of College facilities for academic classes.
 - a. The Registrar's Office shall be responsible for implementing this aspect of the policy.
 - b. The Registrar's Office shall establish procedures to request, schedule, reserve, and coordinate the use of College facilities for academic classes.
 2. The Event Management Office, within the Department of Campus Life and the Division of Student Affairs and Enrollment Management, is solely responsible for scheduling the use of College facilities for academic activities, sponsored events, cosponsored events, hosted events and external events.
 - a. The Event Management Office shall be responsible for implementing this aspect of the policy.
 - b. The Event Management Office shall establish procedures to request, schedule, reserve, and coordinate the use of College facilities

- c. The Event Management Office shall establish procedures to arrange for services in support of activities and events.
- H. Scheduling Procedures
- 1. Academic classes
 - a. Requests for the use of College facilities for academic classes must be directed to the Registrar's Office in accordance with the College's timeline and procedures for scheduling academic classes.
 - b. The Registrar's Office will review each request and will approve or deny the request.
 - c. If the request is approved, the Registrar's Office will publish the academic class and its assigned classroom, laboratory or other College facility in the College's schedule of academic classes.
 - 2. Academic activities, sponsored events, co-sponsored events, hosted events and external events
 - a. Requests for the use of College facilities by internal and external users for academic activities, sponsored events, co-sponsored events, hosted events and external events must be directed to the Event Management Office.
 - b. The Event Management Office will review each request, will make a decision as to the appropriate classification of the activity or event and, after appropriate consultation within the College community, will approve or deny the request with cause. The Event Management Office shall base its decision on the following:
 - the purpose for which the space is requested; and
 - the appropriateness of the request; and
 - the availability of facilities and other resources; and
 - the relationship of the user(s) to the College; and
 - the relationship of the primary audience to the College.
 - c. If the request is approved, the Event Management Office will coordinate the planning of the activity or event, including the issuance of a revocable permit (where applicable), the scheduling of required facilities and services, the establishment and collection of applicable deposits and fees, and the disbursement of revenue to other College offices/departments.
 - d. Each activity and event will be scheduled in an available facility whose capacity and/or design is most appropriate for the size and/or nature of the proposed activity or event.
 - e. To optimize the overall use of College facilities, the Event Management Office reserves the right to change the location, reservation start time or reservation end time of a scheduled activity or event. Decisions to change the location, reservation start time or reservation end time of a scheduled activity or event will be made in consultation with the user(s) and with as much advance notice as possible.
- I. Facility Use Priority
- 1. Academic Classes
 - a. The scheduling of academic classes shall receive first priority for the use of classrooms and laboratories.
 - b. The scheduling of academic classes shall not preempt or "bump" scheduled activities or events from other College facilities.
 - 2. Academic activities, sponsored events, co-sponsored events, hosted events and external events
 - a. In general, requests for the use of College facilities for academic activities, sponsored events, co-sponsored events, hosted events and external events shall be accommodated on a first-come first-served basis.
 - b. When two or more requests for the use of College facilities are received at the same time and a scheduling conflict arises, the following order of scheduling priority will be used to resolve the conflict:

1. academic activities
 2. sponsored events
 3. co-sponsored events
 4. hosted events
 5. external events
- c. An activity or event with a higher scheduling priority shall not preempt or “bump” a previously scheduled activity or event with a lower scheduling priority.
3. Classrooms and laboratories may not be scheduled for academic activities, sponsored events, cosponsored events, hosted events and external events for a given semester or summer term prior to the release of the final schedule of academic classes for that semester or summer term except for those activities and events that are scheduled during academic breaks and/or non-class or weekend hours.
 4. Requests for use of College facilities from SUNY System Administration shall have priority over external users.
 5. The College reserves the right to preempt the facility use priority to meet the educational purposes of the College or in response to unique needs or circumstances.
- J. Deposits and Fees
1. The College reserves the right to charge deposits and certain other fees, as listed below, related to the use of College facilities:
 - a. Administrative Fee – a fee assessed for the planning and/or support of an activity or an event.
 - b. Damage Fee – a fee assessed for damage to a facility resulting from an activity or an event.
 - c. Deposit – a non-refundable payment made for the purpose of reserving the use of a facility or facilities for an activity or an event. The amount of the deposit is applied toward the total cost of all applicable fees arising from the production of the activity or event.
 - d. Rental Fee – a fee assessed for the use of space, furnishings and/or equipment.
 - e. Support Service Fee – a fee assessed for a service required or provided by the College, or its subcontractors, in support of an activity or an event (e.g., custodial, maintenance, catering, dining center meals, parking, traffic control, event security, and facility supervision outside normal operating hours).
 2. The Event Management Office has sole authority to quote and assess fees for the use of College facilities for all academic activities, sponsored events, co-sponsored events, hosted events and external events.
 3. Generally, an internal user who uses College facilities for an academic activity, a sponsored event or a co-sponsored event will not be assessed a deposit or administrative fees.
 - a. Rental fee(s) will be assessed for the use of residence hall facilities.
 - b. Rental fee(s) may be assessed for the use of facilities under the custody and control of Auxiliary Services (e.g., Fallbrook Recreation Center).
 - c. Support service fee(s) will be assessed for dining center meals and for catering.
 - d. Rental fee(s) may be assessed for furnishings and equipment when an activity or event requires additional furnishings or equipment not included in the routine operation of the facility or facilities used.
 - e. Support service fee(s) may be assessed when an activity or event requires additional staffing or support services not included in the routine operation of the facility or facilities used.
 - f. Damage fee(s) may be assessed when an activity or event results in damage to the facility or facilities used.
 4. Generally, an internal and/or external user who uses College facilities for a hosted event or an external event will be assessed a deposit and applicable rental fees, support service fees, and administrative fees.

5. Damage fee(s) may be assessed when an activity or event results in damage to the facility or facilities used.
 6. An external user who can provide evidence of its not-for-profit status may receive a discount of up to 25% on all qualifying rental fees.
- K. Cancellation and Facility Substitution Policy
1. The College reserves the right to substitute an alternative facility if deemed necessary to:
 - a. ensure the integrity of the College's primary programs and educational objectives;
 - b. optimize the use of College facilities;
 - c. respond to unique needs or circumstances.
 2. In extremely rare situations, due to factors beyond the control of the College, including, but not limited to weather conditions, unavailability of facilities due to physical damage, or mechanical breakdown of support systems, the College may cancel a previously scheduled activity or event without penalty to the College.
 3. The College reserves the right to establish reasonable cancellation deadlines for academic activities, sponsored events, co-sponsored events, hosted events and external events. Such deadlines will be established and communicated in a timely manner to internal/external users during the planning process. The cancellation of academic activities, sponsored events, co-sponsored events, hosted events and external events must be directed to the Event Management Office. Cancellations received by the Event Management Office after an established cancellation deadline may result in the assessment of additional fees and/or the loss of non-refundable fees.
- L. Insurance
1. The College reserves the right to require certain internal and external users to provide a certificate of insurance related to the users' use of College facilities.
 2. If required by the College, the user(s) shall purchase and maintain, at its expense, the following types of insurance:
 - a. Workers' compensation insurance sufficient to cover all employees of the user. Such policies shall name SUNY Oswego, SUNY, and the State of New York as additionally insured.
 - b. Comprehensive commercial general liability insurance, property damage insurance, and automobile liability insurance in such amounts as the College shall deem sufficient but no less than \$250,000 each person, \$1,000,000 each occurrence for bodily injury and property damage. Policies shall be on an occurrence basis only. Such policies shall name SUNY Oswego, SUNY, and the State of New York as additionally insured.
 - c. The user(s) must provide the College with current certificates of insurance. These certificates shall contain a provision that coverage afforded under the policies shall not be canceled or changed without at least 30 days' prior written notice to the College.
- M. Indemnification
- The College reserves the right to require certain internal and external users to indemnify the College, SUNY, and the State of New York from any liability arising out of the actions of the user or its agents incidental to the use of the College facilities by the user.
- N. Waivers and Additional Discounts
- Requests to waive or discount deposits and fees related to the use of College facilities must be submitted in writing to the Director of Campus Life or designee who will then submit his/her recommendation to the Vice President for Student Affairs and Enrollment Management. The Vice President for Student Affairs and Enrollment Management will approve or deny the request.

Fair Process Policy & Procedures

School of Education

ARTICLE I: GENERAL PROVISIONS

Section 1. Scope

The provisions of the *Fair Process Policy & Procedures* apply to all programs in the School of Education.

Section 2. Definitions

- A. Class Day. A “class day” is Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, or Sunday on which the School of Education conducts regularly scheduled classes.
- B. Methods of Communication
 - 1. Mailed. A traditional, hard-copy, letter is “mailed” when it is placed in a United States mailbox or is delivered to a United States Post Office or other commercial delivery services, such as Federal Express or United Parcel Service.
 - 2. E-mailed. A communication is “e-mailed” when it is sent via the official SUNY Oswego e-mail server.
 - 3. E-mail. Email is the official mechanism of campus communication. (See University Catalog, Campus Technology Services, <http://catalog.oswego.edu/content.php?catoid=12&navoid=800>).
 - 4. Campus-based e-mail addresses. Campus-based e-mail addresses are the official college e-mail address for all campus communication. All e-mails to students, faculty, and staff are sent to their campus-based e-mail addresses (see University Catalog, Campus Technology Services, <http://catalog.oswego.edu/content.php?catoid=12&navoid=800>).
- C. Decision Maker. A “decision maker” is a School of Education faculty member or professional staff member who participated in the decision concerning admission, retention, graduation, or recommendation for state certification.
- D. Dean. The term “Dean” as used in this policy refers to the Dean of the School of Education for all procedures involving undergraduate candidates, and to the Dean of Graduate Studies for all procedures involving graduate candidates.
- E. Terminate From a Program and Not Recommend for State Certification. The phrase “termination from a program” as used in this policy refers to and includes both the decision to “terminate a candidate from a program” and the decision to “not recommend a candidate for state certification.” It is possible for an individual to be terminated from an education program (and therefore not be recommended for a state certification), yet graduate from the university with a non-certification degree in education. See Section 4B for Clarification.

Section 3. Academic and Professional Criteria for Admission, Retention, Graduation, and Recommendation for State Certification

- A. All School of Education programs prepare candidates to serve as professionals in roles of service to pupils and clients who may be minors or individuals in circumstances of significant vulnerability. In the course of pursuing their academic programs, School of Education candidates come into direct contact with such vulnerable pupils and clients as part of their internships, practica, field experiences and clinical experiences. The School of Education has an obligation to protect those pupils and clients and cannot tolerate candidate behavior that exploits, endangers, compromises or threatens the welfare, safety or rights of those pupils or clients.
- B. In deciding whether to admit to, retain in, or graduate from a program, or to recommend an individual for a state certificate, the School of Education considers not only the university’s admission and academic requirements but also the individual’s competencies related to serving in a profes-

sion, including, but not limited to, personal characteristics, conduct, and potential to serve effectively and ethically in the profession for which the individual is seeking training or certification.

1. **General Academic Criteria:** In deciding whether to admit to, retain in, or graduate from a program, or to recommend an individual for a state certificate, the School of Education considers:
 - a. The values set out in the university's mission statement and written student policies;
 - b. The values set out in the School of Education's mission statement; conceptual framework; and written candidate policies, procedures and professional competencies;
 - c. The mission, philosophy, and values of each program as set out in its written candidate policies, procedures, and professional competencies;
 - d. The legal requirements and professional expectations as set out in the applicable laws and regulations governing state certification for applicants and candidates in state approved programs;
 - e. The standards and rules adopted or recognized by the applicable professional organizations.
2. **Specific Academic Criteria:** In deciding whether to admit to, retain in, or graduate from a program, or to recommend an individual for a state certificate, the School of Education considers:
 - a. Whether the individual has submitted a timely and complete application;
 - b. Whether the individual meets the admission criteria set out in the university's catalog(s), and in the written admissions materials for the School of Education and its programs;
 - c. Whether the individual has maintained the required cumulative grade point average;
 - d. Whether the individual has received the minimum required grade as set out by the program for each course taken as part of the degree program; and
 - e. Whether the individual has met all the other program completion requirements for retention, graduation, or recommendation for state certification as set forth in the university's catalog(s) and each program's written candidate policies, procedures, and professional competencies.
3. **Professional Competencies and Criteria:** In deciding whether to admit to, retain in, or graduate from a program, or to recommend an individual for a state certificate, the School of Education considers
 - a. The individual's educational, work, and other life experiences related to the education profession;
 - b. The individual's ability to communicate and work effectively with others, including individuals from different backgrounds, individuals with exceptional needs or limitations, individuals from different racial or ethnic populations, and individuals of both genders and different sexual orientations;
 - c. The individual's moral character and fitness for the profession for which he or she is training, including but not limited to any felony conviction(s) that would bar state certification;
 - d. The individual's behavior in light of appropriate professional and ethical standards; and
 - e. The individual's general and specific knowledge, skills, and dispositions needed to successfully complete the particular program and to function effectively in the profession for which he or she is training, as set forth in each program's written candidate policies, procedures, and professional competencies, as well as the standards and rules adopted or recognized by the applicable professional organizations.

Section 4.

- A. **Disclaimer.** Admission to or graduation from a teacher education program in the School of Education at SUNY Oswego does not constitute a guarantee that the candidate will be granted a State certificate, extension, endorsement, or license.

B. Graduation from a Teacher Certification Program in the School of Education without recommendation for teaching certification. Several undergraduate majors in the School of Education require that students successfully complete Student Teaching experiences in order to complete the major and be recommended for certification. These undergraduate majors include, but are not limited to, Childhood Education, Adolescence Education, and TESOL (Department of Curriculum and Instruction), Technology Education (Department of Technology), and Agricultural Education and Business and Marketing Education (Department of Vocational Teacher Preparation). If a student within one of these undergraduate majors fails to successfully complete the student teaching requirement, the student may be eligible to graduate within his/her major but without a recommendation for certification. Students must have completed all the general education requirements and all core, cognate, and concentration courses in the major, excluding the student teaching requirement. Additionally, students must maintain a 2.5 cumulative GPA to be eligible for this option.

1. Department of Curriculum and Instruction

Students must attempt a student teaching placement. The decision to withdraw from student teaching is made in conjunction with the student, the host teacher, the student's student teacher supervisor, the student's advisor, the coordinator of student teaching, and the department chair. The student must replace the 14-credit hour student teaching block requirement with departmental- approved content-related coursework either completed prior to the student teaching semester or following the attempted student teaching semester. In order to be considered for graduation without a recommendation for certification, the student must meet all other graduation requirements including 122 credit hours, a minimum 2.50 cumulative GPA, completion of all other major, concentration, and general education requirements. Note that students who do not complete student teaching must fulfill the Tolerance and Intolerance general education requirement through a general education approved coursework. Students will be eligible to graduate with a Bachelor of Science degree in education without recommendation for certification.

2. Department of Technology

Students must attempt a student teaching placement. If the first placement is determined to be unsuccessful, from either the candidate's or the department's viewpoint, an appeal must be made to the faculty to withdraw from student teaching and substitute the equivalent number of credits(14 semester hours) with additional coursework. The coursework should be technical in nature and must be pre-approved by the Chair of the Department of Technology or the advisement coordinator. Students will be eligible to graduate with a Bachelor of Science degree in technology without recommendation for certification.

3. Department of Vocational Teacher Preparation

Students who do not complete the 10-credit student teaching placement must replace those credits with 10-12 credits of education courses or content-specific coursework. All replacement coursework must be pre-approved by the Department of Vocation Teacher Preparation. Students will be eligible to graduate with a Bachelor of Science degree in vocational teacher preparation without recommendation for certification.

Section 5. Academic and Professional Decisions Subject to Review Under This Policy

An individual who is terminated from a program by a department under Article II of this policy may request a review of such a decision by the Dean's Office following the procedures set out in Article III of this policy.

Section 6. Academic and Professional Decisions Not Subject to Review Under This Policy

An individual who is denied entrance to the School of Education or to one of its programs cannot request a review of that decision beyond the department level. In addition, an individual cannot request a review under this policy of any of the following:

- A. a decision not to transfer credits earned at another institution or in another on-campus program;
- B. a decision denying a request to have a program or course requirement waived;
- C. a decision denying a request for an exception to a program or course policy or procedure;
- D. a decision that the candidate failed a comprehensive or other summative exam;

- E. an evaluation by a field, school or program supervisor;
- F. a decision to place the candidate on probation;
- G. a decision that a candidate should be removed from a class; or
- H. a decision to withdraw a candidate from, or reassign a candidate to, a field placement or clinical experience.

ARTICLE II: TERMINATION FROM A PROGRAM BY A DEPARTMENT

Section 7. Grounds for Termination from a Program

A department may terminate a candidate from a program for failure to meet, satisfy, or demonstrated satisfactory performance with respect to one or more of the academic and/or professional criteria in Section 3B.

Section 8. Candidate Withdrawal from a Program

If at any time a candidate chooses to withdraw from a program, the candidate should notify the department chairperson in a signed written statement that (a) the candidate has chosen to withdraw, and (b) if the department has already proposed action to terminate or made the decision to terminate, the candidate must also waive the right to request a review of the department's proposed action or decision.

Section 9. Notification of Proposed Action to Terminate a Candidate from a Program

- A. It is normal practice for a department chairperson, the department chairperson's designee, or other program decision maker to informally consult with a candidate about a proposed decision to terminate that candidate from the program. At this point, the candidate may choose to withdraw from the program (see Section 8) and the matter will then be considered concluded.
- B. If a candidate chooses to continue in the program after informal notification, but before the department finalizes a decision to terminate a candidate, the department chairperson or designee will e-mail and either hand deliver or mail to the candidate a letter:
 1. notifying the candidate of the proposed action, including the effective date of that action;
 2. setting out the reasons for the proposed action; and
 3. providing the candidate five class days after the e-mail date to make a written request to meet with the department chairperson, and/or other appropriate decision-maker(s), to discuss the decision.

Section 10. Department-Level Review Meeting

- A. If the candidate does not request a meeting with the department chairperson or designee, and/or other decision-makers if appropriate, within the time frame set out in the notification of proposed action, the department chair or designee will e-mail and either hand-deliver or mail to the candidate a program termination decision letter (Section 11), which may be appealed either through the Office of the Dean of the School of Education for undergraduate candidates or through the Office of the Dean of Graduate Studies for graduate students (Article III).
- B. If the candidate wishes to meet with the department chairperson or designee and/or other appropriate decision-maker(s), the candidate must make a written request for such a meeting within five class days after the notification of proposed action was e-mailed or seven days after it was postmarked. This written request for a meeting should be addressed to the department chairperson or designee and shall provide all of the information and explanations the candidate wants the department chairperson or designee and/or other appropriate decision-maker(s) to take into consideration in making the decision. This written request for a meeting must be signed and dated, and contain all the following information:
 1. A statement identifying the program decision that is being requested for review;
 2. A statement explaining why the candidate believes that the program decision should be changed;
 3. Any information that the candidate has to support the candidate's belief that the decision should be changed;

4. The candidate's current address, telephone number, and e-mail address; and
 5. A signed statement giving the department chairperson or designee and/or other appropriate decision-maker(s) permission to talk to person(s) who may have relevant information. If the candidate refuses to sign such a release, the review process is thereby concluded and the program decision stands.
- C. Within five class days of receiving a written request from the candidate, the department chairperson will schedule a meeting between the candidate, the department chairperson or designee, and one or more of the decision-makers if appropriate. Whenever possible, the meeting should be held within 10 class days of the date the candidate's request for review was received by the department chairperson.
1. This meeting will be conducted by the department chairperson or designee. The candidate should be given the opportunity to provide the decision-makers with information or explanations to provide a context for the candidate's performance, and the decision-makers may ask questions.
 2. Since all School of Education programs are professional programs, candidates are expected to be personally present at the meeting, to speak on their own behalf, and to appropriately participate in the process of the meeting. If the candidate elects to do so, the candidate may be accompanied by either a faculty member of the School of Education or program classmate who may observe but not actively participate in the meeting, except at the department chairperson's sole discretion. At least one day prior to the review meeting, the candidate shall inform the department chairperson of the name of the support person, if any.
 3. The duration of this meeting is at the sole discretion of the department chairperson or designee.

Section 11. Program Decision Letter

- A. Whether or not the candidate chooses to meet with program decision-makers as described in Section 10, the program decision-makers will finalize the departmental decision. The department chairperson or designee will then e-mail and either hand-deliver or mail to the candidate a program decision letter notifying the candidate of the outcome. If the decision is to terminate the candidate from the program, the program termination decision letter will notify the candidate of the opportunity to have the department's decision reviewed either through the Office of the Dean of the School of Education for undergraduate candidates or through the Office of the Dean of Graduate Studies for graduate students (Article III).
- B. Once the department chairperson or designee has e-mailed and hand delivered or mailed to the candidate a program termination decision letter, the candidate will not be permitted to attend or register for classes or to participate in any School of Education sponsored clinical program, practicum, student teaching experience, internship, or activity, except at the discretion of the department chairperson or designee.

ARTICLE III: APPEAL OF PROGRAM TERMINATION DECISIONS

Section 12. Standard for Appealing a Program Termination Decision

A department's decision to terminate a candidate from a program, and thus not to recommend the candidate for state certification, will be overturned only if the Dean of the School of Education for undergraduate candidates or the Dean of Graduate Studies for graduate candidates determines that the department's decision was based upon an unfair process. The Dean will not reverse a department's decision simply because the Dean might have reached a different decision given the performance of the candidate.

Section 13. Candidate Request for Appeal Meeting

- A. A candidate who wishes to appeal a department decision to terminate the candidate from a program must submit a written request for an appeal meeting within five class days after the program

termination letter was e-mailed, hand delivered or postmarked, either to the Office of the Dean of the School of Education for undergraduate candidates or to the Office of the Dean of Graduate Studies for graduate candidates. If the candidate does not deliver this request within these time limits, the candidate waives his or her right to an appeal, and the program termination decision stands.

- B. The request for an appeal meeting must be in writing and must contain the following information:
 - 1. A statement identifying the program decision that is being appealed;
 - 2. A statement explaining why the candidate believes that the program decision process was unfair and should be changed;
 - 3. Any information that the candidate has to support the candidate's belief that the decision was based upon an unfair process, and should be changed;
 - 4. The candidate's current address, telephone number, and e-mail address; and
 - 5. A signed statement giving the Dean or Dean's designee permission to talk to person(s) who may have relevant information. If the candidate refuses to sign such a release, the appeal process is thereby concluded, and the program termination decision stands.

Section 14. Appeal Procedure for Undergraduate Candidates

- A. The Office of the Dean of the School of Education will schedule an appeal meeting between the candidate and the Associate Dean of the School of Education. The Dean's Office will notify the candidate and the original decision-makers of the date, time, and place of the appeal meeting. Whenever possible, the appeal meeting should be held within 10 class days of the date the candidate's request for review was received in the Dean's Office.
- B. If, without good cause as determined by the Associate Dean, the candidate fails to appear for the appeal meeting, the candidate shall be deemed to have abandoned his or her appeal, and the original program decision shall stand.
- C. Since all School of Education programs are professional programs, candidates are expected to be personally present at the appeal meeting, to speak on their own behalf, and to appropriately participate in the process of the appeal meeting. If the candidate elects to do so, the candidate may be accompanied by either a faculty member of the School of Education or program classmate who may observe but not actively participate in the appeal meeting, except at the Associate Dean's sole discretion. At least one day prior to the appeal meeting, the candidate shall inform the Dean's Office of the name of the support person, if any.
- D. As a general rule, the following process will be followed at the appeal meeting:
 - 1. No recording or verbatim record of the meeting is permitted.
 - 2. The Associate Dean will provide the candidate with an opportunity to explain the candidate's reasons for requesting that the program's decision be changed. The Associate Dean may then ask questions of the candidate. The Associate Dean may conclude the meeting at any time after the candidate has been heard by the Associate Dean.
 - 3. The duration of this meeting is at the sole discretion of the Associate Dean.
- E. After the conclusion of the appeal meeting, the Associate Dean will deliberate on the request for review. Such deliberation, at the Associate Dean's sole discretion, may include discussions with the candidate, the department chairperson, other decision-makers, or any others who have relevant information at times other than the appeal meeting. After deliberation, the Associate Dean will make a recommendation.
- F. The Associate Dean may take any of the following actions:
 - 1. Affirm the original decision to terminate the candidate from the program, and thus not recommend a candidate for state certification;
 - 2. Reverse the original decision to terminate the candidate from the program;
 - 3. Reverse the original decision to terminate the candidate from the program, which could be subject to the candidate meeting additional requirements; or
 - 4. Request additional information before deciding to affirm the original decision, reverse the original decision, or reverse the original decision which could be subject to the candidate meeting additional requirements.

- G. After reaching a decision, the Dean's Office will e-mail and either hand deliver or mail a letter setting out the decision of the Associate Dean of the School of Education to the candidate and the department chairperson within five class days of the review meeting whenever possible. If the Associate Dean needs additional information, the time line for notification of the decision may be extended at the discretion of the Associate Dean.
- H. A candidate may request a meeting with the Dean of the School of Education after receiving the decision letter from the Dean. At the sole discretion of the Dean, the time, place, and duration of the meeting will be scheduled by the Dean's Office
- I. The decision of the Dean of the School of Education is final and is not subject to further review or appeal within the School of Education.

Section 15. Appeal Procedure for Graduate Candidates

- A. The Office of the Dean of Graduate Studies will schedule an appeal meeting between the candidate and the Dean of Graduate Studies. The Graduate Studies Office will notify the candidate and the original decision-makers of the date, time, and place of the appeal meeting. Whenever possible, the appeal meeting should be held within 10 class days of the date the candidate's request for review was received in the Graduate Studies Office.
- B. If, without good cause as determined by the Dean of Graduate Studies, the candidate fails to appear for the appeal meeting, the candidate shall be deemed to have abandoned his or her appeal, and the original program decision shall stand.
- C. Since all School of Education programs are professional programs, candidates are expected to be personally present at the appeal meeting, to speak on their own behalf, and to appropriately participate in the process of the appeal meeting. If the candidate elects to do so, the candidate may be accompanied by either a faculty member of the School of Education or program classmate, who may observe but not actively participate in the appeal meeting, except at the Dean of Graduate Studies' sole discretion. At least one day prior to the appeal meeting, the candidate shall inform the Graduate Studies Office of the name of the support person, if any.
- D. As a general rule, the following process will be followed at the appeal meeting:
 - 1. No recording or verbatim record of the meeting is permitted.
 - 2. The Dean of Graduate Studies will provide the candidate with an opportunity to explain the candidate's reasons for requesting that the program's decision be changed. The Dean may then ask questions of the candidate. The Dean may conclude the meeting at any time after the candidate has been heard by the Dean.
 - 3. The duration of this meeting is at the sole discretion of the Dean of Graduate Studies.
- E. After the conclusion of the appeal meeting, the Dean of Graduate Studies will deliberate the request for review. Such deliberation, at the Dean's sole discretion, may include discussions with the candidate, the department chairperson, other decision-makers, or any others who have relevant information at times other than the appeal meeting.
- F. Upon review of relevant documents, the Dean of Graduate Studies may take any of the following actions:
 - 1. Affirm the original decision to terminate the candidate from the program, and thus not recommend a candidate for state certification;
 - 2. Reverse the original decision to terminate the candidate from the program;
 - 3. Reverse the original decision to terminate the candidate from the program, which could be subject to the candidate meeting additional requirements; or
 - 4. Request additional information before deciding to affirm the original decision, reverse the original decision, or reverse the original decision which could be subject to the candidate meeting additional requirements.
- G. After reaching a decision, the Graduate Studies Office will e-mail and either hand deliver or mail a letter setting out the decision of the Dean of Graduate Studies to the candidate and the department chairperson within five class days of the review meeting whenever possible. If the Dean requires additional information, the time line for notification of the decision may be extended at the discretion of the Dean.

- H. The decision of the Dean of Graduate Studies is final and is not subject to further review or appeal within the School of Education.

Professional Competencies for Teacher Education Programs

Section 1. General Professional Competencies

The professional competencies required of candidates for successful completion of the professional education programs at SUNY Oswego are based upon:

- A. the individual's educational, work, and other life experiences related to the education profession;
- B. the individual's ability to communicate and work effectively with others, including individuals from different backgrounds, individuals with exceptional needs or limitations, individuals from different racial or ethnic populations, and individuals of both genders and different sexual orientations;
- C. the individual's moral character and fitness for the profession for which he or she is training, including but not limited to any felony conviction(s) that would bar state certification;
- D. the individual's general and specific knowledge, skills, and dispositions needed to successfully complete the particular program and to function effectively in the profession for which he or she is training; and
- E. the individual's behavior in light of appropriate professional and ethical standards.

Section 2. Specific Professional Competencies.

- A. The specific professional competencies that apply to admission, retention, and completion of professional education programs at SUNY Oswego are guided by the School of Education Conceptual Framework (http://www.oswego.edu/academics/colleges_and_departments/education/about/conceptual_framework.html) and incorporate the standards of the Interstate New Teacher Assessment and Support Consortium (INTASC, http://www.ccsso.org/Projects/interstate_new_teacher_assessment_and_support_consortium/) and the School of Education Professional Dispositions (http://www.oswego.edu/academics/colleges_and_departments/education/profdispositionsbrochure04.pdf). The INTASC standards were developed by the Council of Chief State School Officers, and have been adopted by the National Council for Accreditation of Teacher Education (NCATE). The INTASC Standards represent those principles that should be present in all teaching regardless of the subject or grade level taught. The INTASC Standards have served as a national framework for the systemic reform of teacher preparation and professional development since their introduction in 1992. The School of Education Professional Dispositions describe the habits of mind and resulting behaviors that make it possible for educators to use their professional knowledge and skills to promote authentic learning for all students in socially-just school environments. They incorporate all the INTASC dispositions required of professional educators.
- B. The knowledge, skill, and dispositions associated with the following standards must be developed and demonstrated by candidates to complete a professional education program and be recommended by SUNY Oswego for New York State teacher or pupil personnel certification:
 - 1. **Knowledge of Subject Matter.** Understands the central concepts, tools of inquiry, and structures of the discipline(s) and creates learning experiences that make these aspects of subject matter meaningful for students (KNOWLEDGE, PRACTICE).
 - 2. **Knowledge of Human Development & Learning.** Understands how children learn and develop, and provides learning opportunities that support their intellectual, social and personal development (KNOWLEDGE, PRACTICE, AUTHENTIC LEARNING).
 - 3. **Adapting Instruction for Diverse Learners.** Understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners (SOCIAL JUSTICE, AUTHENTIC LEARNING, PRACTICE).

4. **Multiple Instructional Strategies.** Understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills (PRACTICE, AUTHENTIC LEARNING).
5. **Classroom Motivation, Management Skills & Rapport.** Uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation (SOCIAL JUSTICE, COLLABORATION & LEADERSHIP, AUTHENTIC LEARNING).
6. **Communication & Interpersonal Skills.** Uses knowledge of effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom (PRACTICE, COLLABORATION).
7. **Instructional Planning Skills.** Plans instruction based upon knowledge of subject matter, students, the community, and curriculum goals (PRACTICE, KNOWLEDGE, SOCIAL JUSTICE).
8. **Assessment of Student Learning.** Understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social and physical development of the learner (PRACTICE, KNOWLEDGE, REFLECTION, SOCIAL JUSTICE).
9. **Professional Commitment, Growth & Reflection.** Reflects upon and evaluates the effects of his/her choices and actions on others (students, parents, and other professionals in the learning community) and actively seeks out opportunities to grow professionally (REFLECTION, COLLABORATION & LEADERSHIP, SOCIAL JUSTICE).
10. **Partnerships.** Fosters relationships with school colleagues, parents, and agencies in the larger community to support students' learning and well-being (COLLABORATION & LEADERSHIP, SOCIAL JUSTICE).
11. **Professional Ethics & Dispositions.** Understands the ethical, moral, and legal complexities of schooling, and the professional dispositions and behaviors expected of educators as delineated by institutional, school district, state, and national standards; and has developed and acts upon a complementary set of values in relation to ethical, moral, and legal issues (KNOWLEDGE, REFLECTION, SOCIAL JUSTICE). The ***School of Education Professional Dispositions*** are:
 - a. **Commitment to authentic learning and teaching** – Educators exhibit enthusiasm, initiative, and dedication to the task of providing a safe, inclusive, equitable environment for all students* to learn at high levels; and seek effective new ideas, diverse perspectives, and relevant information to develop continuously as educators for social justice.
 - b. **Advocacy** – Educators understand how social structures and power relationships disadvantage some groups of learners; assume an effective leadership role in recognizing and challenging injustice; and act with courage and patience to ensure that all students can learn authentically at high levels in socially just schools.
 - c. **Critical reflection** – Educators exhibit self-awareness and critical inquiry into their own biases and teaching practice within a socio-cultural perspective; and seek and respond appropriately to constructive feedback from others* to improve their own practice.
 - d. **Integrity** – Educators exhibit honesty, fairness, trustworthiness; adhere to professional ethics and standards of behavior; recognize and challenge injustice in effective ways; and act in the best interest of all students and others in the learning community.
 - e. **Socially-conscious respect** – Educators demonstrate cultural sensitivity, empathy, caring, and rapport; seek to understand others; and believe all students can learn authentically at high levels.
 - f. **Socially-conscious responsibility** – Educators hold themselves accountable for authentic learning by all students; and exhibit initiative, reliability, maturity and sound judgment in implementing equitable best practice for all students and others in the learning community.
 - g. **Collaboration** – Educators listen, communicate, and work effectively with others from a variety of diverse backgrounds to provide a safe, inclusive, equitable and shared learning environment.

- * *The phrase “all students” and “others” always includes people of all races/ethnicities, genders, ages, abilities/disabilities, languages, religious beliefs, sexual preferences, family types, socio-economic classes, etc*

Section 3. Demonstrating Professional Competence

Professional behavioral and social attributes related to the professional competencies listed in Section 2B are demonstrated by behaviors in courses and field placements consistent with those described in the **Teacher Education Field Placement Policy** which includes:

- A. Participating fully in courses and field settings; prioritizing and fulfilling **socially-conscious responsibilities** on time; welcoming new ideas and using constructive criticism to improve performance; seeking assistance from instructors and supervisors when appropriate; recognizing and compensating for one’s own strengths and weaknesses through a process of **critical reflection**; displaying enthusiasm, initiative, and flexibility; and exhibiting poise and a professional appearance.
- B. Responding appropriately to interpersonal cues from others; listening to the viewpoints of others; treating individuals with **socially-conscious respect** and tact; using discretion and good judgment; exhibiting **integrity**; developing positive relationships with others; and contributing to effective **collaboration**.
- C. Exhibiting **commitment to authentic teaching and learning; advocacy for social justice**; and the physical and emotional capacity to handle the expectations of the education profession.

Section 4. Evaluating Professional Competence

The faculty of the School of Education at SUNY Oswego systematically evaluate the performance of candidates, based on the written policies, procedures, and professional competencies of each program. On occasion, faculty may determine that additional assistance is necessary beyond the normal feedback and assessment provided by courses and field experiences. Under such circumstances:

- A. Faculty member(s) may meet with a candidate to reach agreement on strategies for improving performance in the area of concern. Such an agreement must be summarized in a Candidate Consultation Report (see Section 3 of the **Candidate Consultation Policy & Procedures**).
- B. As a result of such consultation, a department may impose a period of probation, in which timely candidate progress toward sustained professional performance is carefully and frequently monitored. Such a period of probation must be described in a Candidate Consultation Report (see Section 3 of the **Candidate Consultation Policy & Procedures**) signed by the department chairperson or designee.
- C. A department may recommend to the Dean that a candidate be terminated from a program if his/her performance is unprofessional or unsatisfactory for other reasons, and additional time in the program will not result in significantly improved performance. If it is the recommendation of a department to terminate a candidate from a program, the **Fair Process Policy and Procedures** of the SUNY Oswego School of Education will be followed. This document is contained in the **SUNY Oswego Student Handbook** and is available upon request from the Dean’s Office.

Candidate Consultation Policy & Procedures

Section 1. Rationale for Evaluating Professional Competence

- A. All School of Education programs prepare candidates to serve as professionals in roles of service to pupils and clients who may be minors or individuals in circumstances of significant vulnerability. In the course of pursuing their academic programs, School of Education candidates come into direct contact with such vulnerable pupils and clients as part of their practica, student teaching, internship, clinical, and other field experiences. The School of Education has an obligation to

protect those pupils and clients and cannot tolerate candidate behavior that exploits, endangers, compromises or threatens the welfare, safety or rights of those pupils or clients.

- B. Each professional program leading to eligibility for state certification has written policies, procedures, and professional competencies that candidates must meet, satisfy, or perform satisfactorily in order to successfully complete the program and function effectively in the profession for which he or she is training. Each program provides multiple opportunities in courses and field settings for candidates to put theory into practice under the expert guidance of university faculty and educational professionals in the community. The School of Education has an obligation to (1) support the professional growth and development of candidates by providing constructive feedback on performance in academic and field settings; (2) promote realistic and reflective self-assessment of performance by candidates; and (3) provide timely and candid formal evaluation(s) of candidate progress toward meeting professional performance standards.

Section 2. Procedures for Evaluating Professional Competence

The faculty of the School of Education at SUNY Oswego systematically evaluates the performance of candidates, based on the written policies, procedures, and professional competencies of each program. On occasion, faculty may determine that additional assistance is necessary beyond the normal feedback and assessment provided by courses and field experiences. Under such circumstances:

- A. Faculty member(s) may meet with a candidate to reach agreement on strategies for improving performance in the area of concern. Such an agreement must be summarized in a Candidate Consultation Report (Section 3).
- B. As a result of such consultation, a department may impose a period of probation, in which timely candidate progress toward sustained professional performance is carefully and frequently monitored. Such a period of probation must be described in a Candidate Consultation Report (Section 3) signed by the department chairperson or designee.
- C. On rare occasions, a department may recommend to the Dean that a candidate be terminated from a program if his/her performance is unprofessional or unsatisfactory for other reasons, and additional time in the program will not result in significantly improved performance. If it is the recommendation of a department to terminate a candidate from a program, the **Fair Process Policy and Procedures** of the SUNY Oswego School of Education will be followed. This document is contained in the **School of Education Policy Handbook**, available at www.oswego.edu/~educate and upon request from the Dean's Office.

Section 3. Candidate Consultation Report

- A. The Candidate Consultation Report consists of the following parts:
 1. Name(s) of candidate, faculty member, and other professional participants, if any.
 2. Date, time, and place of the consultation meeting.
 3. Reason(s) for the consultation. This part should be completed by the faculty member(s) prior to the candidate consultation.
 4. Action(s) to be taken by each participant, with conditions and consequences (if any) and time line.
 5. Signature of candidate, date, and agreement by the candidate [] to all of the following statements that apply:
 - a. [] I have read the reason(s) for consultation and the action(s) expected from each participant, including myself. This statement must always be checked.
 - b. [] I understand and agree with all the actions to be taken as described above.
 - c. [] I understand and agree with the actions to be taken as described above, except as follows: [Exceptions to candidate actions should be completed by the candidate. The actions of other participants are unaffected by candidate exceptions or (dis)agreement.]
 6. Dated signature(s) of the faculty member(s).
 7. Dated signature of the department chairperson or designee, if appropriate.

- B. Copies of the completed Candidate Consultation Report will be given to the candidate and the faculty member(s); the original will be given to the department chairperson. Candidate Consultation Report(s) will be kept on file in the department office by the department chairperson. When the candidate completes the program, graduates from the university, or withdraws from the university, the Candidate Consultation Report(s) will be filed in either the candidate's permanent folder or student teaching/internship folder.

Fire Safety

Four fire drills will be conducted in residence halls and three fire drills in academic facilities per academic school year to familiarize students and staff with proper escape routes.

All residents must immediately evacuate the premises in response to a fire alarm and follow the directives of University personnel, the City of Oswego or Town of Oswego Fire Department personnel. Failure to evacuate during an alarm will result in referral to the Office of Judicial Affairs, and may result in a student's removal from University housing.

The following misconduct is prohibited on campus and is subject to disciplinary action:

- A. tampering with or improperly using portable fire extinguishers, elevators, fire sprinkler systems, exit lights, or any other life safety equipment is strictly prohibited.
- B. installation of tapestries, posters, and other decorations - may not cover electrical outlets, lights, lamps, or ceilings; must be hung at a minimum of two feet from the ceiling.
- C. theft or improper use of firefighting equipment (i.e. fire alarm equipment, portable fire extinguishers, smoke detectors, horn/strobes, fire hose cabinets/standpipes).
- D. falsely reporting a fire or medical emergency.
- E. intentionally setting fires on campus grounds or in campus facilities for any purpose without prior approval from University Police or the Fire Marshal.

In addition, use only one appliance per electrical wall outlet, and use only UL-approved surge protectors for multiple electrical needs. Surge protectors are limited to one per socket - do not 'daisy chain' multiple devices together.

Open burning on campus is prohibited except as authorized through an event request submitted to the Department of Campus Life. Authorized open burning must comply with the protocols set by Environmental Health and Safety.

Hazing

Oswego State recognizes that co-curricular activities can significantly enhance the campus community and the learning and development of its individual members. When students affiliate in groups with a common purpose, a "group think" or "test of loyalty" may develop that sometimes results in mistreatment.

In accordance with New York State Penal law Sections 120.16 and 120.17., Oswego State adamantly prohibits any form of hazing conducted or condoned by any member of the campus community.

- A. Hazing is defined as any act, or creation of, or participation in the creation of any situation, which endangers mental or physical health or which involves the consumption of alcohol or other drugs for purposes of initiation into or affiliation with any group or organization.

- B. Activities that may be construed as hazing include, but are not limited to:
 - 1. Activities that disrupt or interfere with an individual's pursuit of academic endeavors;
 - 2. Activities which harass or intimidate;
 - 3. Activities that expose members or prospective members to potentially dangerous or hazardous circumstances, including lockdowns or overcrowding rooms and locking exits;
 - 4. Activities that deprive individuals of sleep, edible meals, or personal hygiene; (Deprivation of sleep includes maintaining pledging or affiliation activities after midnight on school nights, Sunday through Thursday.)
 - 5. Activities which have a foreseeable potential for resulting in personal injury;
 - 6. Activities which involve illegal acts;
 - 7. Activities that involve tests of endurance; leaving a person in a location without means of identification or communication or return;
 - 8. Activities that are physically exhausting;
 - 9. Activities that involve the forced or required consumption of food, beverages, alcohol, or other drugs;
 - 10. Activities that impart pain or cause mutilation or alteration to the body; and
 - 11. Any activity which by its nature has the potential to cause severe mental anxiety, mental distress, panic, human degradation, or public embarrassment.
- C. It shall not constitute a defense to the charge of hazing that the participant(s) took part voluntarily, that they voluntarily assumed the risks or hardship of the activity, or that no injury in fact was suffered.
- D. Hazing is a violation of New York State law and is subject to criminal prosecution.

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. In order to assist students in making positive choices about personal health and wellness, the Mary Walker Health Center provides programs and services in primary health care, counseling and mental health and wellness education programs: Primary Health Care 315-312-4100; Counseling and Mental Health Care 315-312-4416; Lifestyles Center 315-312-5648 (Wellness and Alcohol and Other Drugs programs)

Health Care Services

Students seeking services at Walker Health Center must comply with the following requirements.

- 1. All students, graduate and undergraduate, part-time and full-time, must submit a completed health history form and an immunization record to the Walker Health Center in order to register for orientation, enroll in classes, reside in residence halls, and receive services from the health center.
- 2. All students must present a valid student identification card at the welcome desk in the health center, counseling center or Lifestyles Center.
- 3. All full-time students are required to provide evidence of health insurance coverage either through the student health insurance plan available from Auxiliary Services (315-312-2106) or as a dependent under a parent or guardian plan or as a subscriber to a personal insurance plan.
- 4. All graduate and undergraduate students enrolled as either part-time or full-time and registered for academic credit at Oswego State shall pay the Student Health Fee that appears on the student bill each semester (including summer courses) of enrollment. The health fee

provides the sole funding source for health services and is reviewed annually by a student advisory committee.

5. A request for a waiver of the student health fee may be submitted to the Dean of Students Office by any non-resident student who is enrolled entirely in:
 - a. distance learning / on line courses or
 - b. courses located at an extension site or branch campus or
 - c. courses at the Oswego campus that are scheduled to begin at 4:00 pm or later or
 - d. an internship or field experience outside of the Oswego vicinity.

Immunization Requirements: Measles Mumps Rubella (MMR)

1. Public Health Law 2165 prohibits students from attending classes or living in residence halls unless they comply with state mandated immunization requirements. Therefore, every undergraduate and graduate student registered for academic credit and meeting as a class or a sub-set of a class to fulfill class obligations is responsible for presenting proof of immunity to Measles, Mumps and Rubella (MMR) in accordance with New York State Public Health Law 2165. Proof of immunity is a completed Immunization Record signed by a medical practitioner and is to be submitted to the Director of Student Health Services in the Mary Walker Health Center. Certified immunization information can also be obtained by the student from their physician, their high school or from a previously attended college in New York.
2. Exemptions from the immunization requirement are persons born before 1957 and students registered for on-line course(s) that do not include group meetings in a classroom or group session during the semester, either on campus or at an alternate site. Waivers are also granted based on evidence of medical or religious reasons upon written request to the Director of Health Services at the Mary Walker Health Center on campus (315-312-4100).
3. Specifics of the MMR immunization requirement are:
 - Measles (rubeola):
 - Documented proof of two inoculations with a live virus vaccine, the first given after the first birthday, the second at least three months later or
 - physician documentation of the disease or
 - serologic (blood test) proof of immunity to rubeola
 - Mumps:
 - Documented proof of two inoculations with a live virus vaccine on or after the first birthday and the second at least three months later; or
 - Physician documentation of the disease or
 - Serologic proof of immunity to mumps
 - Rubella:
 - Documented proof of one inoculation with a live virus vaccine on or after the first birthday or Serologic proof of immunity to rubella

Immunization: Meningococcal Meningitis

Colleges in New York State are now required to maintain a record of the following for each student enrolled for at least 1 credit hour per semester:

- a receipt of meningococcal disease and vaccine information signed by the student or student's parent or guardian (which must include information on the availability and cost of meningococcal meningitis vaccine); AND EITHER
- a record of meningococcal meningitis immunization within the past 10 years, OR
- an acknowledgment of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student parent or guardian.

Welfare Check

In some cases, a student may experience increasing mental or physical stress through the onset of physical or emotional conditions. Under stressful conditions, students can experience difficulty studying, sleeping, interacting with others, or successfully completing their academic obligations, field experiences, or employment obligations. Occasionally, a student under stress may act in ways that are inconsistent with successful participation in classroom, field placement, residence hall, or other College activities.

Timely recourse to on-campus or off-campus referral services can be important to successfully addressing emotional distress, mental health, or health and personal safety issues. In cases where the student cannot focus on their studies, is disrupting class or campus activities, cannot sleep or eat properly, the student should contact the Health Center or the Counseling Center.

Likewise, faculty, staff, and students who encounter students that appear to be experiencing distress in their interpersonal interactions, daily activities, or academic performance should contact the Counseling Center, the Health Center, the Residence Hall Director, or the Compass staff to discuss their concerns in a confidential setting. Usually, the Counseling Services Center staff can advise the reporter on a specific strategy for referring the student to the counseling services, and in some cases, intervening on site to help the student.

Welfare Intervention

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. Counselors are on call and can be contacted by University Police for immediate referral, on site or in the counseling center. Less imminent but urgent concern for a student's welfare should be referred to the Dean of Students' Office at 315-312-3214.

College 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. The Dean of Students may convene a meeting of campus professionals, including the Associate Provost, for the purpose of assessing the student's academic progress, social integration, conduct and whether assistance can be provided to the student through evaluation, consultation, or establishing conditions of access to College programs, and/or, developing a plan for monitoring the student's continued enrollment. An opportunity will be provided to the student to give input to this process, if possible.

Psychological Intervention

Mandatory referrals for psychological or other health evaluations to assess a student's ability to continue enrollment at the College may be required by the Dean of Students, based upon an assessment of the nature and severity of disruption, a pattern of disruptive occurrences, the imminence of an occurrence of harm to self or others, the likelihood of an occurrence of harm, and the duration of the risk of harm.

All deliberations and information related to a student are confidential and only made available to officials of the College with a legitimate educational interest in the welfare of the student or appropriate parties to the referral of a student for evaluation and assessment purposes. Students referred by the College for psychological or other mental health evaluations, or involuntarily transported for such evaluations are required to provide releases of information so that the evaluator may speak directly to College officials regarding the student's potential for success if permitted to return to the College. In such cases, upon release from the hospital, the student must arrange a meeting with a counselor at the College's counseling center during the first business day following the day of their release. Students reporting to the counseling center under these circumstances must sign releases so that the attending therapist at the hospital and the attending counselor at the counseling center can share information.

The student's ability to fully participate in the College curricular and extracurricular programs and services will be reviewed and recommendations will be made to the Vice President for Student Affairs and Enrollment Management for a final determination. This assessment may result in conditions for continued enrollment (such as continued counseling psychological evaluation, skills development, support services, limitations in access to the campus, participation in programs, or modifications in eligibility for programs) or separation from the College. Removal from campus, residence halls, or separation from the College through medical leave, withdrawal or interim suspension may occur in circumstances where, in the view of campus officials, the student could potentially harm self or others and/or the student's potential for disrupting College activities has not been mitigated.

Students separated from the College under such circumstances may apply for readmission to the College after submitting documentation of successful compliance with specific conditions required by the College. Such documentation will be reviewed by appropriate College officials. A psychological evaluation may also be required by the College from either the Counseling Services Center or from an external provider. In such cases, the student will be required to provide releases of information to the College from the external provider and the Director of the Counseling Services Center so that a review of the student's potential to cope with both academic and social stresses of the residential College environment can be completed. The decision for readmission will be made by the Vice President for Student Affairs and Enrollment Management, or designee, and is final. Conditions for readmission may be required by the College prior to readmission. In addition, if the student was academically disqualified during the semester of their withdrawal, the student must also apply for academic reinstatement through the Dean of the college or school of their major.

Student Health Insurance

Students are automatically enrolled in SUNY Oswego's Accident and Sickness 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 Health Insurance Waiver Form and proof of health insurance must be submitted. The waiver form is available on: http://www.oswego.edu/administration/auxiliary_services/accounting_administration/index.html#Accident.

Coverage begins on August 20 of the current academic year. Students purchasing the insurance for both semesters will have coverage through August 20 of the succeeding year. Full-time undergraduate and graduate students will see the charge for the insurance from August 20 - January 20 on the Fall bill. This charge can be removed from your bill by returning the waiver form to Auxiliary Services no later than September 15 of the current semester. If the insurance is waived for the Fall semester, it will automatically be waived for the Spring semester. The charge for the insurance from January 20 - August 20 will be on the Spring bill if it was not waived the previous Fall semester. In order to remove the charge for the Spring semester the waiver form must be submitted to the Auxiliary Services Office no later than February 15 of the current semester.

Questions related to the Student Health Insurance Policy may be directed to Auxiliary Services, 506 Culklin Hall, 315-312-2106.

HIV (Human Immunodeficiency Virus) Testing

NYS law requires that all patients presenting to a physician's office for primary care services be offered an HIV test. This law went into effect on September 1, 2010. Therefore ALL students who come to the Student Health Service for care must sign a form confirming that they were offered an HIV test. This form must only be signed once. This does not mean that everyone has to have an HIV test, only that every patient was offered the opportunity to have an HIV test. We encourage students to have an HIV test administered. The results are available in approximately twenty minutes. Students will receive information at the time of their visits about this policy and the benefits of testing for HIV.

Acquired Immune Deficiency Syndrome

The best current medical evidence indicates that restrictions need not be placed on the employment, enrollment, or residential status of people with AIDS, whether they are symptomatic or not, as long as their health enables them to perform the duties and activities required as students or employees. Special accommodations for people who are immunologically compromised will be made on an individual basis. Students seeking accommodations shall present documentation to the College's Disabled Services Coordinator.

General principles in forming this policy are the health and safety of all individuals; the right to privacy; the need to respond flexibly on a case-by-case basis; and adherence to the recommendations of the Surgeon General of the U.S. Public Health Service and the Centers for Disease Control (CDC). Oswego State considers AIDS a medical condition falling within the definition of a disability in the Human Rights Law. Discrimination based on AIDS will not be condoned in the Oswego community.

Infectious Disease Outbreak

In the event of an infectious disease outbreak, the College contingency plan will be implemented by the Director of Student Health Services.

1. The local Oswego County Health department will be notified via telephone and file form CD 103;.
2. The College President and appropriate Vice President and the Public Affairs Office will be notified.
3. An "Infectious Disease Bulletin" regarding symptoms and the name and phone number for the County Health Department's contact will be distributed to Oswego Hospital, OCO/Family / Primary care clinics in Oswego and in Fulton, community private physicians and elementary and secondary school nurses.
4. Programs/activities such as social events, home sport contests, and academic classes will be reviewed and may be canceled or curtailed for at least one incubation period after the last reported illness.
5. Susceptible individuals who have received a waiver from the Health Center for the immunization must receive appropriate vaccination through the Health Center or public health agencies or their personal physician, or they must leave the College population for at least one incubation period after the onset of the last reported illness.
6. All suspected cases will be isolated in a facility on campus until a means for transport to home is arranged.

A. Campus Isolation – Pending Transport Off Campus

The Director of Student Health Services or designee will contact the affected student's parent or guardian and arrange for transport home to be accomplished as soon as possible. The student will remain in Walker Health Center until the parent/guardian arrives.

Prior to transport off campus,

1. a case investigation form will be completed as a means of documenting the symptoms; exposure, contacts and control measures;
2. prior vaccine histories will be verified;
3. an acute serology specimen will be drawn and a convalescent specimen will be arranged;
4. If the student is a resident student, Walker Health Center will contact the Residence Hall Director and notify them that the student's parent/guardian may be stopping to pick up necessary items from the residence hall room. Residence Hall Staff will attend to the needs/requests of the parent/guardian and/or student.
5. If the parent/guardian cannot arrive during that day, the student will be transferred to a residence hall location that provides isolation.

6. the student's specific destination and route will be obtained and the student will be informed not to take public transportation;
7. the student and his/her parents/guardians will be provided with information pertinent to disease transmission and prevention;
8. the student will contact the COMPASS and request an out of class notice and or other academic support needs;
9. the student will be advised to contact professors to obtain any work to be completed during their absence.

B. Campus Isolation – Long Term

If the student is unable to go home at all, they will be isolated in a room on campus, separate from other residents. The student will be directed not to attend classes or other campus activities, visit dining halls or go out in public. Students may be required to remain in isolation until all required test results are returned and the health center releases the student.

Before leaving the Health Center:

1. The student will sign an authorization for release of information to allow the Walker Health Center to speak with the student's parent/guardian, professors, roommate(s), or Residence Life staff.
2. The student will provide the Health Center staff with a cell phone number or an alternate method of contact.
3. If appropriate to the case, Health Center staff will determine from the student the names and contact information of persons with whom he/she had contact within the past 48 hours: roommate, suitemates, floormates, work, class, club or organization, other activities?
4. Health Center staff will review health care concerns and instructions with the student and provide appropriate prophylactics (i.e., mask) or other necessary materials appropriate to the potential disease.
5. Health Center staff will provide the student with telephone number for the Walker Health Center, telephone number for the ambulance, and the telephone number of the afterhours medical telephone consultation service.
6. Health Center staff will discuss with the student any computer / textbook needs, clothing, toiletry or other personal needs.
7. Health Center staff will contact the COMPASS (315-312-2240) and request an out of class notice and or other academic support needs.
8. Health Center staff will advise the student to contact professors to obtain any work to be completed during their isolation period.
9. The student will report to the assigned residence hall isolation area. The Residence Hall Director will complete check in procedures and show the student to the designated room and help the student get situated. The Residence Hall Director will:
 - a) Discuss Sick Tray Policy
 - b) Complete Sick Tray forms and deliver them to the Dining manager.
 - c) Advise the student that he/she will check on the student on a regular basis to ensure that the student is comfortable.
 - d) Make arrangements with the student and Dining Hall manager to have friend, RA, or himself/herself deliver the sick tray (they may get hot entrees).
 - e) Provide contact information to the student.
10. Walker Health Center staff member will call or visit the student on a regular basis to check health status.
11. Student will remain in isolation until parents can pick them up or the Health Center clears them to leave isolation.

12. If student leaves isolation without the permission of Walker Health Center, University Police will be contacted to locate the student and return the student to the designated isolation room. Student disciplinary action may be considered in such cases.
13. In the event of an emergency, i.e., fire alarm in the residence hall, the student will exit the building as appropriate to the emergency (taking the necessary precautions such as wearing a mask) and re-enter only when directed by the staff.

Housing Policy and Residency Requirement

Housing Policy

The residence life program at Oswego State is an integral part of the College's educational program. Living in a residential environment is a unique and rich experience providing the opportunity for students to live and work in close proximity to persons whose backgrounds, goals, values and lifestyles often differ from their own which is critical to preparation for the professional world of work. Students in residence benefit from ready access to opportunities for active involvement in the intellectual and social events and organizations which contribute greatly to our vibrant campus life. Success at college depends on students' ability to become engaged actively in both the academic and co-curricular aspects of campus life. Our residential community is a living/learning environment, based on specific co-curricular learning objectives adopted by the Student Affairs Division of the College which are consistent with those adopted by the Academic Affairs Division of the College. The rewards are a support network for student success and the development of a repertoire of skills, attitudes and experiences that will serve students throughout their lives in both their chosen professions and in their communities.

Residency Requirement

Consistent with its values and educational goals, the College has a residency requirement for all single, full-time undergraduate students. To the extent that facilities are available and utilized, students who enter Oswego State as freshmen must live in residence at Oswego State for four (4) consecutive semesters (fall and spring) for fall admission, or three (3) consecutive semesters for January admission. Students who enter Oswego State classified as transfers by the Admissions Office must live in residence at Oswego State for two (2) consecutive semesters (fall and spring) for fall admission, or one (1) semester for January admission. Exceptions are generally made for students who:

1. will continue to reside with their parent(s) or legal guardian,
2. will continue to reside in their official residence which is separate from that of their parent(s) or legal guardian and has been for at least three (3) consecutive months prior to acceptance to Oswego State,
3. are married, or
4. are twenty-one (21) years of age as of September 1 for fall admission and January 1 for spring admission.
5. Freshmen and sophomore students who violate this policy may be subject to College disciplinary action and as a result, may be liable for the cost of on-campus housing.

Intellectual Integrity

Intellectual integrity on the part of all students is basic to individual growth and development through college course work. When academic dishonesty occurs, the teaching/learning climate is seriously undermined and student growth and development are impeded. For these reasons, any form of intellectual dishonesty is a serious concern and is therefore prohibited. Also basic to the teaching/learning process in college course work is the authority of the course instructor to assign a grade to indicate the quality of student achievement.

Statement on Intellectual Integrity

The State University of New York at Oswego is committed to maintaining rigorous intellectual standards and the highest level of academic integrity. The production of original work by all members of the College community is an essential component of the educational experience of students. Faculty and professional staff as leaders and role models must adhere to the highest standards of academic honesty in scholarship and professional practice. Students' work must be the product of individual effort and an unambiguous reflection of the mastery of required knowledge and skills mandated within a program of study.

The College recognizes that promoting intellectual integrity in higher education is a multifaceted process. A learning climate where honest behavior is fostered by the formal and informal conventions of the institution is foundational. Students are made ready for the demands of citizenship and the assumption of roles of responsibility within the larger community by assuming personal responsibility and accepting accountability for their actions while still citizens of the more restricted, but no less demanding, community of scholars. We seek to build character not merely prescriptively but by providing students the opportunity to authentically practice intellectual honesty like the many other behaviors that are mastered here.

The pursuit of academic honesty can be organized around three guiding principles. First, all members of the College community should be held to the highest standards of honesty and personal responsibility. Secondly, the expectations for intellectual integrity should be clearly articulated, as should the consequences for violation of these standards. Finally, all members of the College community are entitled to due process when the honesty of their intellectual efforts or products is called into question.

Definitions of Intellectual Dishonesty, Cheating, and Plagiarism

- A. In an academic community, one critical outcome of intellectual dishonesty is that the instructor is prevented from knowing the truth with respect to the student's level of mastery of course content. Further facilitation of learning and accurate evaluation of student achievement is thereby jeopardized. Intellectual dishonesty can take many forms. Examples of intellectual dishonesty include making up or falsifying data, etc. It may also take the form of intellectual carelessness, which, while not intentionally deceptive, has the same outcome and may be treated as academic dishonesty.
- B. Cheating: Intellectual dishonesty may take the form of cheating when one presents as one's own work the work of another. Some examples of cheating include, but are not limited to, the following:
 - 1. copying an examination, assignment or other work to be evaluated.
 - 2. inappropriate collaboration on work to be evaluated.
 - 3. the use of "cheat sheets," etc., or electronic devices including but not limited to cell phones or PDA's. etc.
 - 4. buying/ selling examinations, term papers, etc.
 - 5. use of "ringers:" having another student take an exam; having another student write a term paper or assignment for which the student will receive credit.
 - 6. submitting work for which credit has already been received in another course without the express consent of the instructor.
- C. Plagiarism: One particular form of intellectual dishonesty is plagiarism (i.e., the representation of another's words, thoughts, or ideas as one's own). While it is expected that a student who is engaged in writing will utilize information from sources other than personal experience, appropriate acknowledgment of such sources is required. Some examples of plagiarism include:
 - 1. utilizing a direct quotation without citing the source
 - 2. paraphrasing the ideas, interpretation, expressions of an other without giving credit; and,
 - 3. representing the thought of others as their own by failing to acknowledge or document sources.

Sources of information should be credited or footnoted by following an English language style guide (e.g., Modern Language Association Style Sheet, The Publication Manual of the American Psychological Association, etc.).

- D. More information regarding intellectual dishonesty can be found at:
<http://www.oswego.edu/provost/integrity/>.

Student Responsibilities

Each student has a responsibility to assist in protecting the integrity of the degrees which this College grants by:

1. not participating, either directly or indirectly, in intellectual dishonesty in any form, and
2. actively discouraging intellectual dishonesty by others, and
3. reporting to the course instructor in a timely manner any known incidents of intellectual dishonesty.

Faculty Responsibilities

Each faculty member has a responsibility to assist in protecting the integrity of the degrees which this College grants by:

1. informing students of the intellectual dishonesty policy and of any specific interpretation of that policy particular to a given course,
2. actively discouraging cheating or plagiarism, and
3. implementing recommended procedures for dealing with intellectual dishonesty in instances where substantial evidence of misconduct exists.

Procedures for Dealing with Intellectual Dishonesty

- A. Students suspected of intellectual dishonesty shall be so informed and are entitled to an opportunity to reveal their understanding of cheating/plagiarism in a private discussion with the course instructor prior to the assessment of any penalty. The instructor or the student may choose to have a witness present for the discussion without impairing the privacy of the discussion.
- B. Instructors who determine that a student has engaged in an act of intellectual dishonesty may impose an academic penalty, including that of a failing grade for the course, on that student. The instructor may choose an alternative procedure and pursue disciplinary action through the administration of the Code of Student Rights, Responsibilities and Conduct (refer to the Student Handbook, particularly sections 46.A). Before taking any action, instructors shall consult with their department chairs and appropriate dean to discuss an appropriate penalty before informing the student of the decision in writing.
- C. The instructor shall notify the student of the decision to impose an academic penalty and the basis for that decision. The instructor shall carbon-copy that notification to their dean along with the following information: the class and semester, a copy of the assignment, due date of the assignment, the work submitted by the student and evidence to support the charge of intellectual dishonesty.
- D. The Dean's Office will notify the student's academic advisor in broad terms and ask that the advisor follow-up with a meeting with the student to discuss academic integrity.
- E. The Dean's Office will forward this material to the Office of the Provost who will maintain all such material for a period of time of at least one year beyond the student's graduation or permanent separation from the College.
- F. A student who thinks the penalty assigned by the instructor is inappropriate may appeal the penalty using the following academic appeal process:
 1. first, to the instructor involved;
 2. then, to the chair of the department in which the course is offered;

3. and finally, using the Judicial Affairs Office, the student may appeal to the appropriate academic Dean.
The Judicial Affairs office will work with the student to prepare the final appeal and will submit the appeal on behalf of the student.
- G. An instructor may not impose an academic penalty and pursue disciplinary action against a student for the same act of academic dishonesty. However, when a student is involved in repeated breaches of academic integrity, disciplinary action may be initiated against that student by the appropriate Dean.
- H. In situations where these procedures cannot be followed, it is essential that the spirit of these procedures be met (e.g., extended e-mail discussion in lieu of face-to-face meetings would be an appropriate response to distance learning classes where meetings between instructor and student could not take place).

Academic and Judicial Options

The individual faculty member has the right and the responsibility to assign student grades, including academic penalties. The academic appeal process terminates in the appropriate academic dean's office. However, if disciplinary action is initiated through the Dean of Students' office it is a judgmental procedure. Thus, final authority for the determination of any penalty to be invoked for cheating through the disciplinary process rests with the Dean of Students' office.

Lakeside Activities on Campus

On occasion, members of the College community desire to hold group activities along the shoreline of Lake Ontario. Such lakeside activities should be held in the space provided for group activities at the north end of parking lot #1 next to Walker Health Center or north of the Lakeside Dining Hall.

The lakeside spaces may be reserved on-line at:

http://www.oswego.edu/student/services/campus_life/operations/event_form.html

Bonfires are permitted at the north end of parking lot #1 within the fire pit provided and when weather conditions are calm. The College complies with local ordinances limiting open burning and therefore, a fire pit is provided for this purpose.

Wood for bonfires should be obtained from retailers and not foraged from the community or the College. Wood for bonfires may be available through the College's Facilities and Maintenance Department at 312-3300 during business hours (8 am to 4 pm). Bonfires are limited to the fire pit provided at the location described above and must be constantly attended until the fire is extinguished. Charcoal fires are limited to contained charcoal grills. Charcoal lighter fluid is the only accelerant permitted.

Students are expected to clean the area of their debris after their activity has concluded. The lakeshore is beautiful and we do need to keep the areas we use clean.

University Police may periodically check on lakeside activity. Students are reminded that the use of alcoholic beverages and illegal drugs is not permitted on the grounds of the College without authorization from the College.

Late-Night Party/Dance Policy

SUNY Oswego encourages the production of co-curricular activities that contribute positively to the social development of registered student organizations and their members. It is the responsibility of the College to take reasonable precautions to protect the safety and overall well being of the College community and College facilities. This policy has been developed in an effort to achieve both of these objectives while allowing registered student organizations the freedom to plan large-scale late-night social activities that help to achieve the goals of their organizations. The provisions of this policy define specific expectations and requirements of host organizations and those methods by which the College will assist host organizations in the planning and management of their large-scale late-night parties and dances. Procedures related to implementing this policy are available from the Department of Campus Life, 135 Campus Center.

Large-Scale Late-Night Party/Dance Policy

A. Definitions

Within the context of this policy, the following definitions will apply:

1. Party (including a dance) - shall mean a planned gathering whose primary purpose is for attendees to mix socially with one another through the use of music or music and dancing.
2. Attendee – shall mean a person in attendance at a party including, but not limited to, members of the host organization(s), other members of the College community, invited guests, entry monitors, and event monitors.
3. Host Organization(s) - shall mean a registered student organization(s) who, having reserved College facilities for a party, provides financial support for the production of the party, and/or receives a portion of any admission fee to the party. Only a student organization that is registered with the College.
4. Host – shall mean a member of the College community who extends a specific invitation to a guest(s) to attend the party.
5. Invited Guest – shall mean an attendee who, is not a member of the College community and, has received a specific invitation to attend the party from a member of the College community or host organization.
6. Party Liaison – shall mean the designated representative of the host organization(s) who will be the liaison between the host organization(s) and the Department of Campus Life throughout the party planning and implementation processes.
7. Entry Monitor – shall mean a member of the host organization(s) or a volunteer from the College community who will assist in implementing the admittance process for the party.
8. Event Monitor – shall mean a member of the host organization(s) or a volunteer from the College community who will assist in monitoring the party.
9. College Community – shall mean those students who are enrolled at SUNY Oswego, faculty who are employed by the College and staff who are employed by the College, Auxiliary Services, the Student Association, the Oswego College Foundation, the Alumni Association or the Newman Center.
10. Capacity Limit – shall mean the maximum capacity of a space(s) as determined by the intended configuration of the space(s) to be used for an event, the nature of the event, and state fire code.
11. Attendance Limit – shall mean the maximum number of attendees permitted at a party not to exceed the capacity limit of the space. The attendance limit shall be determined by the Department of Campus Life in collaboration with the host organization(s).
12. Party Venue – shall mean the building in which the party will be held.
13. Party Location – shall mean the designated space within the party venue in which the party will be held.
14. Valid Photo ID – shall mean an unexpired and unaltered school ID, driver license or state ID that includes a picture of the person presenting the identification.

15. Contraband – shall mean alcohol, other drugs, weapons or dangerous materials (as defined in the Weapons of Dangerous Materials policy), a backpack, a bag, beverages, or any other item banned in advance of the party by University Police, the Department of Campus Life or the host organization(s).
- B. General Provisions
Compliance with the provisions of this policy is required if a party will continue after the normal closing time of the building in which it is held and it includes one or both of the following circumstances:
1. will exceed 100 attendees; or
 2. will include invited guests.
- C. Alcohol, Other Drugs and Tobacco
The party shall be alcohol-free, drug-free and tobacco-free.
- D. Planning Requirements
A party is a complex event that requires significant planning and coordination between and among College units and the host organization(s) in order to be successful. For this reason reservation requests for party venues must be submitted by the party liaison to the Department of Campus Life at least 40 business days prior to the desired date of the party. The first planning meeting will be scheduled by the Department of Campus Life and must occur at least 30 business days prior to the scheduled date of the party. Multiple planning meetings may be necessary depending upon the complexity of the proposed party and established planning deadlines. The primary purpose of planning meetings is to:
- review the host organization(s) tentative plans for the party;
 - assess the need for SUNY Oswego support services;
 - review host organization(s) responsibilities;
 - review third-party contracts and technical riders;
 - assist the host organization(s) in planning for the party; and
 - establish deadlines for the receipt of additional event details from the host organization(s).
- A final planning meeting will be scheduled by the Department of Campus Life and must occur at least 5 business days prior to the scheduled date of the party. The party liaison must attend all planning meetings and adhere to all planning procedures and established deadlines.
- E. Party Locations and Party End Time
Parties may be held in the Ballroom of Hewitt Union or other spaces approved by Campus Life for a specific event. Parties must end no later than 3:00 a.m. Only one party may be held per night.
- F. Maximum Attendance
Attendance at a party may not exceed the attendance limit for the party location. The host organization(s), the Department of Campus Life, and University Police will be responsible for monitoring and enforcing the attendance limit.
- G. Support through the Department of Campus Life
Planning and implementing a party should be a positive and productive learning experience. Toward that end, the Department of Campus Life will provide general guidance and information to registered student organizations related to: scheduling College facilities, services, and equipment; adhering to deadlines; risk management requirements; understanding and negotiating contracts and technical riders; and planning, implementing, and monitoring a party.
- H. General Responsibilities of Host Organization(s)
Host organization(s) shall be responsible for:
1. Planning a safe and entertaining event in compliance with this policy and procedures, other College policies, the Code of Student Rights, Responsibilities and Conduct, and local, state and federal laws. (refer to section D)
 2. Completing the facility reservation process (refer to section D)
 3. Providing the Department of Campus Life with a Certificate of Insurance for the party by the established deadline (refer to section N)

4. Providing the Department of Campus Life with copies of all third-party contracts and technical riders by the established deadline (refer to section M)
 5. Compliance with publicity requirements (refer to section P)
 6. Compliance with host organization staffing requirements (refer to section I)
 7. Compliance with signage requirements (refer to section V)
 8. Informing attendees of the policies and procedures governing the party. (refer to section O)
 9. Insuring that their invited guests are made aware of expectations for conduct governed by the Code of Student Rights, Responsibilities and Conduct and the Regulations and Procedures for Maintaining Public Order on Campuses of the State University of New York. (refer to section Q)
 10. Managing and monitoring the party in accordance with the established pre-party, admittance, exit, and closing procedures.
- I. Host Organization Staff
- The general role of the host organization(s) staff is to plan the party, monitor the party, implement the pre-party, admittance, exit, and closing procedures and enforce the attendance limit. The host organization(s) shall be responsible for providing the following staff:
1. Party Liaison – a member of the host organization who will serve as the liaison between the host organization(s) and the Department of Campus Life throughout the party planning and implementation processes. Responsibilities include:
 - a. complete the facility reservation process to secure a party location;
 - b. regular and timely communication with the Department of Campus Life;
 - c. adhere to established deadlines;
 - d. attend all planning meetings;
 - e. recruit Entry and Event Monitors;
 - f. oversee the pre-party, admittance, exit, and closing procedures;
 - g. attend Entry Monitor and Event Monitor training;
 - h. supervise the Entry and Event Monitors;
 - i. sign Attendance Roster as “host” for all invited guests of the host organization(s);
 - j. enforce guest and attendance limits;
 - k. monitor party venue exits to prohibit reentry;
 - l. report problems to the Building Managers and/or University Police;
 - m. make announcement that party will end in 5 minutes;
 - n. end the party;
 - o. clear the party venue at the conclusion of the party; and
 - p. submit Attendance Roster(s) to the Building Manager at the conclusion of the party.
 2. Entry Monitor – a member of the host organization(s) or a volunteer from the College community who will assist in implementing the admittance process for the party. Responsibilities include:
 - a. attend Entry Monitor training;
 - b. implement admittance procedures;
 - c. monitor party venue exits to prohibit reentry;
 - d. enforce guest and attendance limits;
 - e. clear the party venue at the conclusion of the party; and
 - f. report problems to the Party Liaison, the Building Managers or University Police.

A minimum of four (4) Entry Monitors will be required throughout the duration of the party. Entry Monitor coverage may be provided in shifts. All Entry Monitors are required to attend the scheduled Entry Monitor training prior to the start of the party.
 3. Event Monitor - a member of the host organization(s) or a volunteer from the College community who will assist in monitoring the party. Responsibilities include:
 - a. attend Event Monitor training;
 - b. monitor party venue exits to prohibit reentry;
 - c. make rounds in party venue;
 - d. clear the party venue at the conclusion of the party; and
 - e. report problems to the Party Liaison, the Building Managers or University Police.

A minimum of one (1) Event Monitor will be required per party venue exit throughout the duration of the party. A minimum of two (2) Event Monitors per 300 attendees will be required to make rounds in the party venue throughout the duration of the party. Event Monitor coverage may be provided in shifts. All Event Monitors are required to attend the scheduled Event Monitor training prior to the start of the party.

J. Building Managers

The general role of the Building Managers is to respond to building operations concerns and requests and to assist the host organization(s) and University Police in the general monitoring of the party.

1. A minimum of two Building Managers will be required to work during a party.
2. The Building Managers will be stationed near the entry to the party venue. As circumstances permit, one of the Building Managers will make rounds throughout the party venue.
3. Building Managers for the party will begin their shift one hour before the scheduled start time of the party and end their shift one hour after the end time of the party or when the building is closed and cleanup after the party is complete—whichever occurs first.
4. Depending upon the party location, there may be a charge to the host organization(s) for Building Manager support. Should circumstances related to the party require the Building Managers to work beyond the scheduled end time of their shift, the host organization(s) will be responsible for paying all fees related to the additional time worked.

K. University Police Staffing

All professional security forces must be provided by University Police. The level of police staffing is determined on an event by event basis by the Chief of University Police or his/her designee, and is based on the following criteria:

1. Number of persons attending the party;
2. History of safety issues with similar events;
3. Indications that safety issues may develop during the party;
4. Level and type of attendee involvement;
5. Presence of money or other valuables at the party;
6. Level of security and safety support to be provided by the host organization(s);
7. Facility issues:
 - a. Number of entrances and exits;
 - b. Lighting levels;
8. Other criteria that may impact safety of attendees or have the potential to damage College property.

Costs for police staffing will be based on an average per hour reimbursement rate for University Police services and will be the obligation of the host organization(s) unless other arrangements are made between the host organization(s) and the Chief of Police.

L. Additional College Support Services

Certain circumstances may require College support services in addition to those provided by the Department of Campus Life and University Police. Additional support services may include, but are not limited to, custodial, building trades, and parking. When it becomes apparent that circumstances require additional support services, the host organization(s) will be notified by the Department of Campus Life in a timely manner. The host organization(s) may be responsible for fees for additional support services. Host organization(s) will be provided with an estimate of all applicable support services fees as soon as possible in advance of the scheduled date of the party.

M. Third-Party Contracts and Technical Riders

Third-party support services provided by non-College services providers (e.g., entertainment, sound, lighting, staging, and decorations) can enhance a party. Third-party service providers typically require that specific conditions be met in preparation for the delivery of the contracted support service. These specific conditions are outlined in the service provider's contract and

technical rider. For this reason, the College requires the host organization(s) to provide copies of signed contracts and technical riders a minimum of 10 business days in advance of the party. The Department of Campus Life will review the specific conditions outlined in contract and technical rider to determine whether or not the College can meet the conditions contained therein. This review is most effective if done before the host organization(s) sign contracts and technical riders. Host organizations that are funded by the Student Association should also have contracts and technical riders reviewed by the Director of Finance before the contract is signed. A host organization may not contract with a third-party for support services that are provided by the College (e.g., professional security, custodial, building trades, building managers, catering).

N. Risk Management & Insurance

Overall safety and the prevention of accidents should be a high priority when planning any event. Many risks can be minimized and most accidents avoided through careful planning. However, accidents do happen. General liability insurance is a way to protect the host student organization(s) and the College from claims of negligence resulting in property damage and/or bodily injury during a party. For this reason, the College requires each host organization to provide a certificate of insurance a minimum of 7 business days in advance of the party. To be acceptable, the certificate of insurance must reflect the following detail:

- The certificate must name SUNY Oswego and the State of New York as the certificate holders.
- The certificate must name SUNY Oswego and the State of New York as additional insureds, with the exception of Workers' Compensation.
- The limit of liability must be no less than \$1,000,000 per occurrence.
- The policy will be in effect during the date of the party.
- The date of the party must be listed in the description portion of the certificate.
- The cancellation portion of the certificate must state 10 to 30 days written notice.

Host organizations who are funded by the Student Association should request a certificate of insurance from the Student Association. Host organizations that are not funded by the Student Association should request a certificate of insurance from their parent organization or purchase insurance coverage through an insurance broker of their choice.

Host organizations shall be responsible for the costs to repair any property damage that occurs to the party venue that cannot be directly attributed to a specific individual(s).

O. Invited Guests

A party is a private event which is not open to the general public. An attendee must be a current member of the College community, an invited guest of a current member of the College community, or an invited guest of the host organization(s).

Each member of the College community may host a maximum of five (5) invited guests. Host organization(s) collectively may host a maximum number of invited guests that is equal to 25% of the attendance limit.

P. Publicity and Promotional Materials

A party is a private event which is not open to the general public and should not be publicized to the general public. Promotional materials for the party may only be directed toward members of the College community and their invited guests and must state that "a SUNY Oswego ID or a Valid Photo ID is required for entry."

Q. Responsibilities of Attendees

All attendees shall be responsible for adhering to the Code of Student Rights, Responsibilities and Conduct (the Code) and the Regulations and Procedures for Maintaining Public Order on Campuses of the State University of New York (Regulations for Public Order). Attendees who are members of the College community shall also be responsible for insuring that their invited guests are made aware of expectations for conduct governed by the Code and the Regulations for Public Order.

R. Tickets

Attendance limits for a party will be controlled, in part, through the use of tickets. Host organizations are required to make arrangements for the sale or distribution of tickets through the Campus

Center Box Office. The maximum number of tickets to be sold or distributed for a party shall not exceed the attendance limit. Ticket sales or distribution must end at least one hour before the scheduled conclusion of the party or when the number of tickets sold or distributed is equal to the attendance limit—whichever occurs first.

S. Entry/Exit

Entry into a party venue will be limited to a single entrance of the venue that is best suited for implementing the Admittance Procedures. Once admitted to the party venue, attendees shall not be permitted to exit and re-enter. Entry into the party venue will stop at least one hour prior to the end time of the party. At the conclusion of the party, exit from the party location will be limited to those exits that lead directly outdoors.

Before, during and after a party, attendees are not permitted to loiter in areas adjacent to the party venue, outside buildings, or in parking areas.

T. Entry Requirements

The host organization(s) Entry Monitors will be responsible for determining whether a person seeking entry into the party venue has met all of the requirements for entry into the party venue. Only those persons who meet the following requirements will be permitted entry into the party venue:

- The person does not appear to be impaired by alcohol or any other drug;
- The person is a member of the College community, an invited guest(s) of a member of the College community, or an invited guest(s) of the host organization(s);
- The person presents an unused ticket to the party;
- The person presents the proper form of photo ID depending upon his/her affiliation with the College community;
- The person enters his/her name, the name of his/her host (invited guests only), and his/her signature on the Attendance Roster;
- The person successfully passes a pat-down and an electronic screening—when required.

As part of the party planning process, University Police in collaboration with the host organization(s) will determine, on an event by event basis, whether a successful pat-down and electronic screening will be a requirement for entry into the party venue.

U. Contraband

Any contraband brought to the entrance of the party venue or discovered inside the party venue will be confiscated and will not be returned to the owner. University Police will be responsible for taking possession and disposing of the contraband.

V. Signage

The following types of signage will be provided by the Department of Campus Life and must be posted in required locations throughout the duration of a party:

Type of Sign	Required Locations
1. Welcome	The Party Venue Entrance
Type of Sign	Required Locations
2. Valid Photo ID Required	The Party Venue Entrance <u>and</u> those Party Venue Exits that may be mistaken as entrances
3. Prohibited Items	The Party Venue Entrance <u>and</u> those Party Venue Exits that may be mistaken as entrances
4. Emergence Exit Only / No Re-entry	All Party Venue Exits

The host organization(s) may provide and post additional signage for the party provided that the additional signage does not contradict the required signage.

W. Cancellation by the College

The party may be cancelled for cause by the University Police Chief, the Director of Campus Life or their designee(s) at any time prior to the start of the party. Causes for cancellation may include, but are not limited to:

1. non-compliance with the provisions of this policy;
2. non-compliance with established planning procedures and deadlines;
3. credible and foreseeable safety and security risks that the College determines cannot be adequately addressed when planning the party or in the established admittance procedures;
4. breaches in the established admittance procedures.

Notice of cancellation shall be made in writing to the Party Liaison and the host organization(s) and will include the cause(s) for cancellation. Should the party be cancelled for cause within 72 hours or less of the scheduled start time, the host organization(s) shall be responsible for all costs incurred and/or obligated by the College in preparation for the party. Should the party be cancelled for cause more than 72 hours in advance of the scheduled start time, the host organization(s) shall not be responsible any costs incurred and/or obligated by the College in preparation for the party.

X. Cancellation by the Host Organization(s)

A party may be cancelled by the host organization(s) at any time prior to the start of the party. Cancellations shall be made in writing and directed to the Department of Campus Life. The host organization(s) shall be responsible for all expenses incurred and/or obligated by the College in preparation for the party.

Y. Termination of the Party by the College

The party may be terminated for cause by the University Police Chief at any point prior to the established end time for the party. Causes of termination may include, but are not limited to:

1. non-compliance with the provisions of this policy by the host organization(s), Entry Monitors and Event Monitors during the party;
2. criminal activity at the party;
3. the potential for property damage or bodily injury;
4. a fire alarm; and
5. non-compliance by the host organization(s), Entry Monitors, or Event Monitors with the established admittance procedures.

The decision to terminate the party shall be made by the University Police Chief or designee. Where appropriate and as time permits, University Police will consult with the Department of Campus Life and the Party Liaison regarding a decision to terminate the party. In the event of an emergency—such as a fire where it may be necessary to clear the building immediately—it may not be possible for such consultation to occur. When consultation is not possible, a debriefing will be held among University Police, the Department of Campus Life and the host organization(s) as soon as practical following the resolution of the emergency.

Should the party be terminated for cause, the Party Liaison and the host organization(s) shall assist University Police and the Department of Campus Life in ending the party and conducting an orderly exit process. The host organization(s) may be responsible for all costs incurred and/or obligated by the College for the party.

Z. Related College Policies located in this handbook:

- Code of Student Rights, Responsibilities and Conduct
- Regulations for Maintaining Public Order
- Disabilities Accommodations
- Identification Cards
- Posting Promotional Materials
- Smoking
- Student Organization Procedures
- Fundraising by Student Organizations
- Alcohol and Other Drugs
- Facilities Reservations and Use
- Weapons and Dangerous Materials

Library Use

Penfield Library provides a central place on campus for the College community to assemble to study research, share ideas, and learn. 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.

For more information on library policies and full policy statements, please refer to <http://www.oswego.edu/library/geninfo/index.html#policies>.

- A. Study areas in Penfield Library. Based on students request, the library maintains both quiet and group study areas. The library will be successful in maintaining its quiet and non-quiet study areas only with student support. If there are problems, inform the librarian at the Information Desk, who is authorized to resolve such issues. Currently, the primary quiet study area in the library is the third floor. There are many group study areas available, primarily on the first and second floor. For details see our webpage on Library Study Areas, <http://www.oswego.edu/library/geninfo/groupstudy.html>
- B. Computer use: The library has many computer stations available for student use, primarily on the first floor. We also loan laptops for in-library use. The library's wireless service is available throughout most of the building. Electrically wired tables are also available. Computer use should conform to Campus Technology Services Acceptable Use policies.
- C. Food and drink. Personal servings of food or drink are permitted in the library. Food should not be stored in the library and spills should be reported as soon as possible. Beverages should be in lidded containers. No food or beverages are allowed in the computer lab, per CTS policy. Food with strong smells or group meals should be consumed in the Lake Effect Cafe.
- D. Borrowing materials. SUNY Oswego undergraduates are allowed a 42 day loan period for items in the general circulating collection. Items in other collections such as media or browsing are loaned according to the policies for those collections. Students may borrow a maximum of one hundred (100) items at one time. Students may renew circulating items three (3) times. Borrowed items are subject to recall by users after 28 days.
- E. Overdue materials incur a fine of \$0.25 per item per day for normal circulating materials. Items in other collections incur fines at varying rates. Overdue materials that have been recalled are subject to higher fines. Lost or damaged materials will incur replacement and processing fees. Delinquent borrowers will have a hold placed on their accounts at the Registrar's Office; no library holds will be removed until borrowers address these responsibilities satisfactorily. A full statement of Penfield overdue and fine policies can be found at <http://www.oswego.edu/library/circ/overdue.html>

Lost, Stolen or Damaged Personal Property

Oswego State 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 Oswego State 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 the Department of University Police. Items found should be surrendered to the Department of University Police. Members of Oswego State 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 312-5555.

Missing Persons

Most reports of missing college 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 College 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 College 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 his or her residence". All reports of missing students should be made to University Police 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 College will assist those agencies in their investigation wherever possible.

Parking

All motor vehicles (including motorcycles) that park on Oswego State 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 him/herself of the information regarding the parking rules and regulations at Oswego State and to comply with the parking regulations. Information regarding parking rules is available at the University Police website at <http://www.oswego.edu/administration/parking/index.html>.

Personal Safety and Campus Crime

New York State Education Law Article 129-a

The College publishes the "Annual Security Report: Your Guide to Personal Safety". The report outlines College 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 College to inform students about personal health and safety issues.

Oswego State 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 and/or the appropriate administrative staff or department chair.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as the Clery Act), the annual security report includes campus crime statistics. Any member of Oswego State community who has a concern about Oswego State's compliance with provisions

of the Federal Campus Security Act may address their concern to the Office of the Dean for Student Affairs, 711 Culkin Hall, 315-312-3214, SUNY Oswego, 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 www.ope.ed.gov/security/search.asp.

Notice to students, staff, and visitors to campus of procedures related to Article 129-a is made available through the publication of "Annual Security Report: Your Guide to Personal Safety", disseminated widely on campus on an annual basis, the SUNY Oswego Student Handbook, updated and published annually, and through presentations at each new student orientation program. Offices of responsibility for updating related information are:

- Advisory Committee on Campus Security: Assistant Dean of Students for Judicial Affairs and the campus Personal Safety Committee;
- Sexual Assault Prevention: Assistant Dean of Students for Judicial Affairs and the Campus Personal Safety Committee;
- Campus Crime Reporting and Statistics: Assistant Dean of Students for Judicial Affairs and Chief of University Police;
- Investigation of Violent Felony Offenses: Chief of University Police;
- Bias Related Crime Prevention: Assistant Dean of Students for Judicial Affairs and Assistant Provost for Multicultural Affairs;
- Prohibition of the Marketing of Credit Cards: Director of Campus Life and Campus Purchasing Officer.

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.

Prospective students, parents, current students, and employees may inquire about campus safety or the annual report and may request a copy of the annual security report from the Office of the Dean for Student Affairs, 711 Culkin Hall, 312-3214. The Personal Safety Report is also available at the University Police Website www.oswego.edu/administration/police.

Programs that promote campus safety are presented at New Student Orientation and on campus throughout the year. The Personal Safety Committee under the guidance of the Assistant Dean of Students for Judicial Affairs is the campus organization charged with coordinating the campus response to Section 129-A of the NYS Education law. Members of the Oswego State community are invited to serve on the Personal Safety Committee and for more information, may contact the Office of Judicial Affairs, 503 Culkin Hall.

Political Canvassing

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

- A. 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.
- B. 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.

- C. 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.
- D. Political canvassing activities in non-residential facilities and on Oswego State grounds must be properly registered and the reservation of space approved, in advance, by the Department of Campus Life in accordance with all policies and procedures for such use.
- E. Political canvassing activities shall not disrupt or interfere with the educational, administrative, or operational activities of Oswego State, the maintenance of Oswego State property, or the free flow of traffic and persons.

Posting Promotional Materials on Campus

Informing the Oswego State community about events, programs, and services is a necessary and important part of ensuring the success of those activities. In recognition of this need, Oswego State has designated suitable areas throughout the campus for the purpose of posting and distributing promotional materials. The intent of this policy is to set forth procedures for the orderly posting and distribution of promotional materials primarily by registered student organizations and students. This policy also provides requirements in terms of the time, place, and manner for posting and distributing promotional materials on campus which the College reserves the right to determine.

A. Internal Groups

Within the context of this policy, internal groups are defined as registered student organizations, campus governance units, academic units, campus departments/offices, and Oswego State committees. Internal groups may place promotional materials (e.g., posters, notices, flyers, announcements) on outdoor kiosks, Oswego State bulletin boards, and general-purpose bulletin boards **only**, in accordance with the following requirements:

1. No promotional materials shall be affixed upon any other surface (interior or exterior), including but not limited to, buildings, doors, windows, interior walls, elevators, classroom bulletin boards, classroom chalkboards, trash receptacles, cigarette butt receptacles, light poles, telephone poles, posts, pillars, trees, shrubs, building signs, retaining walls, fountains, sidewalks, roadways, vehicle windshields, any other areas of a building whether inside or outside, any other area of the campus, or any object on the campus. The only exceptions to this section of the policy are:
 - a. Banners may be posted on the walls directly outside the entrance doorways to Residential Dining Centers.
 - b. The hand-to-hand distribution of promotional materials is permitted only when such activity does not disrupt or interfere with the educational, administrative, or operational activities of Oswego State, the maintenance of campus property, or the free flow of traffic and persons. Reasonable efforts shall be made by the sponsoring Oswego State group to prevent litter as a result of the group's hand-to-hand distribution of promotional materials.
2. The use of tape, paint, or other substances used to convey a message on sidewalks, roadways, buildings, grounds (including snow and ice), or any other campus property is prohibited. The only exception to this section of the policy is sidewalk chalking (see the Sidewalk Chalking policy in this handbook).
3. The use of department, office, or organization bulletin boards or surrounding area shall be in accordance with the policies, procedures and established practices within each department, office or organization.
4. Only academic or student affairs postings are permitted on classroom bulletin boards.
5. Only academic chalkings are permitted on classroom chalkboards.
6. Promotional materials for events, programs, or services open to the general public shall include the following ADA Accommodations Statement: **"Persons with disabilities seeking**

accommodations to attend this event should contact [Name] at [Telephone Number] in advance.” Assistance in arranging reasonable accommodations for persons with disabilities is available from Oswego State’s ADA Coordinator, 183 Campus Center. The cost of providing reasonable accommodations will be paid by Oswego State in accordance with policies and procedures for such arrangements.

B. Individuals and External Groups

Within the context of this policy, external groups are defined as those groups which are not registered student organizations, campus governance units, academic units, campus departments/offices or Oswego State committees. Individuals and external groups are permitted to place promotional materials (e.g., posters, notices, flyers, announcements) on outdoor kiosks and general-purpose bulletin boards **only**, in accordance with the following requirements:

1. Promotional materials for commercial purposes shall pertain only to personal grooming, academic support and other services to students, and food.
2. No promotional materials shall be affixed upon any other surface (interior or exterior), including but not limited to, buildings, doors, windows, interior walls, elevators, classroom bulletin boards, classroom chalkboards, trash receptacles, cigarette butt receptacles, light poles, telephone poles, posts, pillars, trees, shrubs, building signs, retaining walls, fountains, sidewalks, roadways, vehicle windshields, any other areas of a building whether inside or outside, any other area of the campus, or any object on the campus.
3. The use of tape, paint, or other substances used to convey a message on sidewalks, roadways, buildings, grounds (including snow), or any other campus property is prohibited.

C. General Requirements

1. Promotional materials shall not include references to the sale or consumption of alcohol or other drugs.
2. Promotional materials shall not promote or condone behavior that violates College policies or local, state or federal law.
3. Outdoor kiosks are located at the west entrance of Hewitt Union and in the Academic Quad on the south side of Lanigan Hall.
4. Oswego State bulletin boards are located in all campus buildings.
5. A general-purpose bulletin board is located in the Campus Center and is designated as such.
6. Access to posting space on outdoor kiosks, Oswego State bulletin boards, and general-purpose bulletin boards is available on a first come first served basis.
7. Promotional materials (other than banners) shall be made of paper or similar medium as appropriate for posting on a kiosk or bulletin board. The preferred size is 8.5" by 11" or smaller. Promotional materials shall not exceed 17" by 22".
8. Each piece of promotional material is limited to one per outdoor kiosk, Oswego State bulletin board, or general-purpose bulletin board.
9. The advertisement or processing of applications for credit cards, except those offered by the Oswego Alumni Association is prohibited.
10. The posting of promotional materials shall be performed by the sponsor. Likewise, the sponsor shall also be responsible for the prompt removal (within 24 hours) and proper disposal of all promotional materials upon the conclusion of an event, program, or service.
11. The distribution or posting of promotional materials within campus residences shall be in accordance with Residence Life and Housing policies, found in this handbook, and shall be approved, in advance, by the Director of Residence Life and Housing, or designee, 303 Culkin Hall.
12. The door-to-door distribution of promotional materials in residence halls is not permitted.
13. The use of table tents in campus Dining Centers shall be approved by the General Manager of Auxiliary Services, or designee, 507A Culkin Hall.

- D. Oswego State reserves the right to address concerns or make suggestions related to the content of promotional materials in an effort to reinforce the educational mission of Oswego State.
- E. Individuals, internal groups or external groups, student organizations, and athletic teams, distributing or posting promotional materials in violation of this policy, may be subject to disciplinary or legal action.

Digital Signage

Digital Signage is a visual communications medium that informs students, faculty, staff and visitors about the happenings at SUNY Oswego. Several large LCD screens are placed in strategic locations in campus buildings that display digital slides and digital video. The Digital Signage system also provides up-to-date weather information, television feeds, and serves as a means of emergency communication.

- A. Only registered student organizations, campus governance units, academic units, campus departments/offices, and College committees are permitted to display content (digital slides and digital video) on the Digital Signage system.
- B. The creation of content for display on the Digital Signage system is the responsibility of the group presenting the information to the campus community. See Content and Format Requirements for helpful information about creating digital slides and digital video.
- C. Content must be submitted electronically to signage@oswego.edu a minimum of five (5) business days prior to the first date the content is to be displayed on the Digital Signage system. Content submissions must include the first name, last name, and phone number of the submitter, the date the content should start running on the Digital Signage system, and the digital slide or digital video file as an attachment to the e-mail.
- D. Campus Life reserves the right to address concerns or make suggestions related to Digital Signage content in an effort to reinforce the educational mission of the College.
- E. Digital Signage content that promotes or advertises the occurrence of a series of regularly scheduled meetings, activities or events will not be approved for display.
- F. Digital Signage content that includes references to the sale or consumption of alcohol or other drugs will not be approved for display.
- G. Digital Signage content that promotes or condones behavior that violates College policies, or local, state or federal law will not be approved for display.
- H. Advertisement of commercial products or services on the Digital Signage system is prohibited.
- I. Digital signage content that infringes on the copyrighted or trademarked works of others will not be approved for display. Copyrighted and trademarked material may include, but is not limited to: logos, digital images, photographs, paintings, movies, videos, and written works. For an overview of Copyright and Fair Use topics, visit: http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview.
- J. The use of solid red backgrounds in digital slides and digital video is reserved for Emergency Communications only. Digital Signage content submitted with a solid red background will not be scheduled for display.
- K. To optimize the management of Digital Signage content, Campus Life reserves the right to determine what content is displayed at which Digital Signage location(s) and determine the duration, dates, and times content is displayed.
- L. Content that violates Digital Signage Policy or does not meet the minimum Digital Signage Content Requirements will not be approved for display.

The most current version of this policy and the content and format requirements can be found on the College's website at: <http://www.oswego.edu/campuslife/dsignage.html>

Sidewalk Chalking

Informing the Oswego State community about events and programs is a necessary and important part of ensuring the success of those activities. In recognition of this need, Oswego State has designated suitable

areas throughout the campus for the purpose of displaying chalked messages. The intent of this policy is to set forth procedures for the orderly display of chalked messages.

A. Oswego State Groups

Chalk may be used by students, faculty, and staff for creating promotional messages on approved exterior horizontal surfaces of Oswego State campus in compliance with the following requirements:

1. All such chalked messages by students, faculty, and staff shall only be for events or programs which occur on the campus and are sponsored by a registered student organization, campus governance, an academic unit, a campus department/office, or a Oswego State committee.
2. Messages shall be written in chalk that is water soluble. Approved water soluble chalk includes commercially manufactured "sidewalk chalk" but does not include spray chalk or artist pastels.
3. Chalked messages shall only be written on flat horizontal surfaces of sidewalks.
4. No chalked messages shall be written on vertical surfaces (interior or exterior) including, but not limited to, trash receptacles, cigarette butt receptacles, light poles, telephone poles, posts, pillars, trees, building signs, buildings, doors, retaining walls, fountains, or any object on the campus.
5. Only academic related messages are permitted on classroom whiteboards and chalkboards.
6. No chalked messages shall be written on walkways other than sidewalks. Such prohibited areas include, but are not limited to, stairs, steps, ramps, landings, building entry ways, porches, and loading docks.
7. Chalked messages shall not deface decorative symbols or sculptures located on walkways.
8. Chalked messages shall not include references to the sale or consumption of alcohol or other drugs.
9. Chalked messages shall not promote or condone behavior that violates policies of Oswego State or local, state or federal law.

B. Individuals and Non-Oswego State Affiliated Groups

Chalk may not be used by individuals and non-Oswego State affiliated groups for creating messages on Oswego State property.

C. Individuals or groups creating chalked messages in violation of this policy may be subject to disciplinary action.

Sexual Discrimination, Assault and Violence

New York State Education Law Article 129-A and Title IX of Higher Education Law

Oswego State encourages students, faculty, staff, and visitors who experience sexual discrimination, assault, harassment or any form of sexual violence or exploitation to report these instances to the College so that the College can investigate. The reason for this is that sexual discrimination, exploitation, harassment, and sexual violence are particularly harmful to the victims and create a hostile learning environment. Therefore, the College encourages reporting incidents of sexual discrimination, harassment, violence, and exploitation so that the College can respond and maintain a safe learning environment through both prevention education and vigorous pursuit of a resolution to such a report.

Definitions

Sex discrimination includes all forms of: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties against employees, students, or third parties. Students, College employees, and third parties are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the College campus and whether or not the incidents occur during working hours.

Sexual harassment is unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Sexual violence is physical sexual act perpetrated against a person's will or where a person is incapable of giving consent. Such acts include, but are not limited to, rape, sexual battery, and sexual coercion.

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- Prostituting another student
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;
- Exposing one's genitals in non-consensual circumstances;
- Inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

Confidentiality

The College will protect the privacy of all parties to a complaint or other report of sexual harassment and sexual violence to the extent possible. Certain staff are obligated by law to maintain confidentiality, including the Counseling Center, located in Walker Health Center, 315-312-4416 and the local Abuse and Assault Hotline at 315-342-1600 or on campus, 312-7777. When the College receives complaints of sexual assault, harassment or sexual violence, the College has an obligation to respond in a way that limits the effects of the sexual harassment and sexual violence and prevent its recurrence. Information will be shared as necessary in the course of an investigation with people who need to know, such as investigators, witnesses, and the accused. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them.

Complaint Process

1. If you experience or observe an incident of sexual discrimination, harassment, violence or exploitation on or off campus, report the incident to:
 - University Police (24/7) at 315-312-5555; University Police Officers have received specialized training to attend to the needs and concerns of victims of sexual offenses and relationship violence. OR
 - Senior Title IX Coordinator, Howard Gordon, at 315-312-2213, howard.gordon@oswego.edu, who is responsible for monitoring overall Title IX implementation for the institution and coordinating compliance within all areas and departments covered under Title IX regulations; OR
 - Title IX Investigator Human Resources Manager, Marta Santiago, at 315-312-2230, marta.santiago@oswego.edu who is responsible for providing information on available options and processes and for investigating the complaint. OR

- Assistant Dean of Students for Judicial Affairs, Lisa Evaneski, at 315-312-3378, lisa.evaneski@oswego.edu who will provide information on the campus judicial process.
2. You will be asked to make a written acknowledgement describing (1) the College employee or representative who spoke to or worked with you as well as the date; (2) which options you would like to pursue, if any including the criminal justice system and the student judicial system; and (3) that you received information about resources (medical, counseling, environmental relief).
 3. If you file a complaint, you have a right to adequate, reliable and impartial investigation of your complaint, the right to present evidence and witnesses, the right to appeal the conclusions of investigators or hearing officers. If you do not file a complaint, the College is obligated by federal mandate to investigate the incident in order to seek further understanding for the protection of recurrences.
 4. The College will issue a “cease all contact” order to the accused (with a copy to you) that prohibits any contact – personal, written, electronic – by the accused or his/her associates acting on behalf of the accused with or without their knowledge.
 5. The College can address conditions in your living, learning or working environment to reduce the level of hostility in your environment, such as room assignment changes, class changes, work location changes, or limits on access for the accused.
 6. You will be notified of the time frame within which the College will conduct a full investigation related to the report or complaint.
 7. The College will decide outcomes of the complaint, the sanctions imposed upon the accused, and all aspects of the complaint that relate to you and may affect your learning, living or working environment.
 8. You will be notified of the outcome of a complaint that you submit and any conditions of the outcome that may affect you.
 9. If you or your witnesses are subjected to retaliation (pressure, intimidation, or coercion by the accuser or his/her associates, with or without the accuser’s knowledge), you should immediately report the incident so the College can investigate and take action.
 10. You may opt for a voluntary informal method of resolving the complaint (i.e., mediation, alternative dispute resolution, etc.) if the College deems the incident to warrant an informal approach. You may choose to end such informal resolution methods at any time and choose to proceed with formal stages of this complaint process.

Steps To Take If You or a Friend are the Victim of Sexual Assault

1. It is recommended that you DO NOT:
 - change clothing, comb hair or brush teeth;
 - disturb the area where the crime occurred until medical or police investigation can be accomplished.
2. If you want to report the crime, notify the police immediately at 312-5555 or call 911. Reporting the crime can help you regain a sense of personal control and can also help to ensure the safety of other potential victims.
3. Call a friend, family member, or someone else you trust and ask her or him to stay with you.
4. Preserve all physical evidence of the assault. Do not shower, bathe, douche, or brush your teeth. Save all of the clothing you were wearing at the time of the assault and do not wash it. Place each item of clothing in a separate paper bag. Do not use plastic bags. Do not disturb anything in the area where the assault occurred.
5. Go to a hospital emergency department for medical care and evidence gathering. You or University Police can contact our local Services to Aid Families (SAF) sexual assault advocate to meet you at the hospital emergency room. Even if you think that you do not have any physical injuries, you should still have a medical examination and discuss with a health care provider the risk of ex-

posure to sexually transmitted diseases and the possibility of pregnancy resulting from the sexual assault. Walker Health Center can also provide follow up health care and support.

6. If you suspect that you may have been given a date rape/predatory drug, ask the hospital or clinic where you receive medical care to take a urine sample immediately. Date rape/predatory drugs, such as Rohypnol, GHB, and Ketamine are more likely to be detected in the urine than in the blood.
7. Write down as much as you can remember about the circumstances of the assault, including a physical description of the assailant.
8. Talk with a counselor who is trained to assist rape victims about the emotional and physical impacts of the assault. You can contact the Counseling Services Center in Walker Health Center at 315-312-4416 for help and support.

How to Avoid Unwanted Sexual Contact

1. Know your values and personal limits related to consensual sex and communicate them properly.
2. Trust your instincts about situations and people.
3. Be clear and responsible in your communications with others.
4. Be firm and assertive.
5. Remember, silence is not consent. Say no loudly and repeatedly.
6. Accept the idea that you may have to make noise, yell, physically defend yourself, or be rude to remove yourself from a possible bad situation.
7. Alcohol and other drugs affect your judgment and control. Over 90% of sexual assault cases involve the use of alcohol on both parties part.
8. Watch your beverages and other foods to insure that no tampering has occurred.
9. Do not assume that if you are with a friend or an acquaintance, nothing bad will happen. In over 90% of cases of sexual assault, the victim knew the assailant.
10. Devise an action plan in advance in case you are in a situation of possible sexual violence.
11. Remove yourself from the area at the first sign that you feel uncomfortable or unsafe.

Sexual Discrimination, Exploitation, Harassment, or Sexual Violence and the Law

New York State Education Law and Penal Law contain the following legal provisions defining the crimes related to sexual harassment and violence:

NYS Education Law Article 129-A

Section 6432 - Sexual Assault Prevention Information. Each college shall inform incoming students about sexual assault prevention measures and available resources and services.

NYS Penal Law Article 130

Section 130.20 – Sexual Misconduct. This offense includes sexual intercourse without consent and deviate sexual intercourse without consent. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.

Section 130.25/.30/.35 – Rape. This series of offenses includes sexual intercourse with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Section 130.40/.45/.50 – Criminal Sexual Act. This series of offenses includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes oral or anal sexual conduct with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Section 130.52 - Forcible Touching. This offense involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. Forcible touching includes the squeezing, grabbing, or pinching of such other person's sexual or other intimate parts. The penalty for violation of this section includes imprisonment for a period of up to one year in jail.

Section 130.55/.60/.65 – Sexual Abuse. This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

Section 130.65-a/.66/.67/.70 – Aggravated Sexual Abuse. This series of offenses occurs when a person inserts a finger or a foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is under the age of consent. The level of this offense is enhanced if the insertion of a finger or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not to exceed 25 years.

Section 130.90 - Facilitating a sex offense with a controlled substance. This offense occurs when a person knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance without such person's consent and with intent to commit against such person a sexual offense as defined in Article 130. Facilitating a sex offense is a class D felony punishable by a period of up to seven years.

Sexual Assault Resources

University Police	312-5555
Counseling Services Center	312-4416
SAF (Services To Aid Families)	342-1600 or 312-7777
Office of Judicial Affairs	312-3378
Jeanne Clery / Personal Safety Report	http://www.oswego.edu/administration/police/annrep.html
Judicial Affairs	http://www.oswego.edu/administration/judicial.html
Office of Civil Rights	http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html

Smoking

Health risks associated with smoking are well documented. Since 1990 when SUNY Oswego first restricted smoking, additional studies have indicated that exposure to environmental tobacco smoke (second hand smoke) is a significant risk for the non-smoker. The College 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.

Smoking is strictly prohibited in ALL of the College's buildings and facilities, at outdoor events and in all vehicles and equipment owned, leased or operated by the SUNY Oswego, Auxiliary Services or the Oswego College Foundation. Doorways and loading docks are considered part of a building and the prohibition extends to a minimum of 20 feet from buildings and air intakes.

Sale of tobacco products on campus is prohibited. Concerns regarding this policy may be directed to the Director of Human Resources or the Dean for Student Affairs.

Compliance

This policy relies on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers for success. It is the responsibility of ALL members of the College community to observe the policy and to remind

others, including visitors, of their responsibility to comply with this policy. Any person who fails to comply with the requirements of this policy may be in violation of Article 13E of the New York State Public Health Law as amended July 24, 2003. Complaints regarding individual violations of this policy should be referred to the appropriate Academic Dean, Vice President or the Dean for Student Affairs. If a determination is made that a violation of the policy has occurred, a warning will be issued to the individual in violation of the policy. Should continued violations occur, the matter will be referred to the Office of Human Resources (faculty and staff) or the Judicial Affairs Office (students) for disciplinary action.

Education, Cessation and Support

SUNY Oswego recognizes that tobacco is an addictive substance; that use of tobacco adversely affects physical health and productivity; that ceasing the use of tobacco may be difficult; and that persons wishing to cease the use of tobacco often need support. The prevention of tobacco use provides positive health and community benefits. Prevention is best served through organized and consistent programming across the entire campus community. SUNY Oswego is committed to providing access to cessation services and prevention programming for all members of the campus community.

Students- Tobacco cessation services and prevention programming are offered for students during the fall and spring semester. Prevention programming occurs through active and passive methodologies. Students interested in cessation programs are encouraged to contact the Lifestyles Center at lifestyle@oswego.edu or 312-5648.

Faculty and Staff- Tobacco cessation services and prevention programming are offered for faculty and staff on a year-round basis. Prevention programming occurs through active and passive methodologies. Faculty and staff interested in cessation programs are encouraged to contact the Employee Assistance Program at 312-5546 or the Office of Human Resources at 312-2230.

Solicitation

Generally, the College does not permit the use of the campus for solicitation of students by any external entities as they interfere with the educational purposes and activities of the College. However, the Director of Campus Life, acting on behalf of the College where appropriate, and in consultation with College 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 College.

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 Oswego State; or
3. provides an informational session or presentation by any individual or group which is not directly affiliated with Oswego State.

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

1. Products and services that compete directly with those already offered on the Oswego State 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 Oswego State grounds must be properly registered with the Department of Campus Life in accordance with all policies and procedures for such use and the reservation for space approved, in advance.
5. Solicitation activities and materials shall not interfere with the programs, services, and activities of the College and shall not occur concurrently with programs and services of the College.
6. Solicitation activities shall not disrupt or interfere with the educational, administrative, or operational activities of Oswego State, 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 Oswego State are prohibited.
9. The posting and distribution of promotional materials (e.g., posters, notices, flyers, announcements) and the display of chalked messages are regulated by Oswego State's policies on "Posting and Distributing Promotional Materials" and "Sidewalk Chalking" in this handbook.
10. Violation of this policy or any other Oswego State policy may result in the immediate cancellation of the solicitation activity, the denial of future requests to conduct solicitation activities on Oswego State property, and/or disciplinary action.

Student Organization Procedures

Any student organization desiring to take advantage of privileges afforded by Oswego State must register with Student Involvement at The Point, 131 Campus Center, 312-5420. Students interested in registering a student organization should contact the Assistant Director of Campus Life for Student Involvement for specific information on the registration process. All student organizations which meet Oswego State requirements for registration will be permitted to register.

A. General Policy

1. 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 Oswego State as provided in Section 18 of the Code of Student Rights, Responsibilities and Conduct in this handbook.
2. Student Involvement 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.
3. 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.
4. Standard registration privileges are granted to all student organizations that annually complete the registration process. These standard privileges include:
 - a. use of Oswego State facilities and grounds;
 - b. use of Oswego State services;
 - c. sponsorship of events;
 - d. advertising or posting on Oswego State bulletin boards;
 - e. on campus fundraising activities;
 - f. use of the phrase "at Oswego State";
 - g. assistance from student involvement staff.

5. Registration does not generate a contractual relationship between Oswego State and the student organization nor does it imply Oswego State approval of the student organization or its activities.
 6. 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 Student Rights, Responsibilities and Conduct, all College policies and local, state, and federal law.
 7. Registrations are only valid from the first day of each fall semester until the last day of the subsequent summer session.
 8. The president of each registered student organization shall be the official contact person for the organization and shall be accountable to Oswego State for all actions and financial commitments of the organization.
 9. 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, The Point, 131 Campus Center.
 10. A competitive sport club is a student group who organizes for the purpose of furthering their members' common interest in a specific athletic sport and to compete with other sport clubs in one or more competitions.
 11. All references to "in writing" herein refer to communications delivered via either a printed letter and/or an e-mail.
- B. Registration of Student Organizations
1. Creating a New Organization
 - a. Students desiring to form a new student organization will need to meet with the Assistant Director of Campus Life for Student Involvement or his designee to receive and discuss the "New Student Organization Kit".
 - b. While completing the New Student Organization Kit questions, checklist requirements and the writing of the student organization's constitution, the student forming the newly proposed student organization may seek advisement and support from the Assistant Director of Campus Life for Student Involvement and designees until a faculty/staff advisor is selected by the organization.
 2. Initial Registration
 - a. To be considered for registration, a student organization must meet certain registration requirements, including:
 - 1) The submission of the following registration documents:
 - a) a completed New Student Organization Kit;
 - b) a completed "Student Organization Registration Form;"
 - c) a copy of the organization's constitution and bylaws;
 - d) where applicable, a copy of the organization's charter issued by its parent organization;
 - e) where applicable, a copy of the current constitution and bylaws of its parent organization.
 - 2) All registered student organizations are required to have an adviser who is directly affiliated with the College 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 adviser selection should contact the Assistant Director of Campus Life for Student Involvement.
 - 3) The following additional registration criteria may be required of Greek letter social organizations:
 - a) successful completion of all requirements for expansion as outlined in the Greek Expansion Agreement;
 - b) proof of liability insurance naming the College, its employees and the State University of New York (SUNY) as additionally named insureds;

- 4) The following additional registration criteria may be required of competitive sport clubs:
 - a) proof of liability insurance naming the College, its employees and the State University of New York (SUNY) as additionally named insureds.
 - b) Competitive sport clubs are required to retain a coach/instructor who will be present at all practices, scrimmages, and competitions held on Oswego State grounds and facilities. It is recommended that each competitive sport club select a coach/instructor, preferably from College faculty and staff, who has the appropriate training/credentials as determined by the governing body of its league/association.
 - 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) may be required to attend an information session(s) that explains specific risk management issues relevant to the selective nature of the organization.
 - 6) Within five (5) class days of receipt of all completed registration documents and additional registration requirements are met, the newly registered student organization will be added to the on-line Directory of Registered Student Organizations.
3. Criteria for Denial of Initial Registration
- a. No student organization will be registered with Oswego State if the Assistant Director of Campus Life for Student Involvement determines that:
 - 1) the student organization has not filed all required sections of the New Student Organization Kit;
 - 2) the student organization has filed incomplete or inaccurate registration documents;
 - 3) additional registration criteria have not been met;
 - 4) the officers of a selective membership organization have not attended required information session(s) on risk management;
 - 5) the student organization is not in compliance with this policy on registered student organizations, the Code of Student Rights, Responsibilities, and Conduct, or other written College policies and procedures;
 - 6) the student organization's activities are incongruent with the educational mission of Oswego State;
 - 7) where applicable, the student organization has not received official affiliation with its parent organization;
 - 8) the purpose of the organization is similar to one already registered; or
 - 9) the student organization has been suspended or expelled from continuing registration at the College.
 - b. If registration is denied by the Assistant Director of Campus Life for Student Involvement, the president and adviser of the applying student organization shall be notified of the decision in writing.
 - c. The applying student organization may appeal, in writing, to the Director of Campus Life within five (5) class days from the date of the notice of denial. The decision of the Director of Campus Life is final.
 - d. If registration is denied by the Assistant Director of Campus Life for Student Involvement, the organization must wait one calendar year from the date of denial to apply for registration by submitting a completed "New Organization Kit" to the Assistant Director of Campus Life for Student Involvement.
4. Annual Renewal
- In order to maintain continued registration, a registered student organization shall comply with the requirements outlined below. Registration will be suspended or withdrawn, along with all standard privileges, until such time as these requirements are met.
- a. The student organization must file the following registration documents with the Assistant Director of Campus Life for Student Involvement, within the first ten (10) class days of the fall semester each year:

- 1) a completed "Student Organization Registration Form;"
 - 2) a copy of the organization's current constitution and bylaws;
 - 3) where applicable, a copy of the organization's charter issued by its parent organization;
 - 4) where applicable, a copy of the current constitution and bylaws of its parent organization.
- b. All registered student organizations are required to have an adviser who is directly affiliated with the College 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 adviser selection should contact the Assistant Director of Campus Life for Student Involvement.

- c. The following additional registration criteria may be required of Greek letter social organizations: proof of liability insurance;
 - d. The following additional registration criteria may be required of competitive sport clubs:
 - 1) proof of liability insurance.
 - 2) Competitive sport clubs are required to retain a coach/instructor who will be present at all practices, scrimmages, and competitions held on Oswego State grounds and facilities. It is recommended that each competitive sport club select a coach/instructor, preferably from College faculty and staff, who has the appropriate training/credentials as determined by the governing body of its league/association.
 - e. The officers of student organizations that engage in selective membership practices (organizations not open to all students or organizations that have selective membership levels) may be required to attend an information session(s) that explains specific risk management issues relevant to the selective nature of the organization.
 - f. Greek letter social organizations are to provide "Bid Lists" to the Student Involvement Coordinator within the first week of their starting affiliation (pledge) programs. The "Bid List" will include the names of new members and contact information for them. Within a week of the completion of their affiliation programs, organizations should notify the Student Involvement Coordinator of the completion of their program and make any appropriate changes to their "Bid List" to identify anyone who did not complete the program.
 - g. 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 Student Involvement Coordinator 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 Student Involvement Coordinator to review the Greek Life and Hazing policies with members and pledges.
 - h. Greek letter social organizations must abide by the freshman deferment, grade point average, and expansion policies.
5. Suspension of Continued Registration
- a. 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.
 - b. The registration of a student organization, and all registration privileges, may be suspended by the Director of Campus Life, or designee, due to the following, or as a result of a College disciplinary hearing:
 - 1) the student organization has not filed all required registration documents within the first ten (10) class days in the fall semester;
 - 2) the student organization has filed incomplete or inaccurate registration documents;
 - 3) additional registration criteria have not been met;
 - 4) the officers of a selective membership organization have not attended required information session(s) on risk management;

- 5) the student organization has not provided timely notification of a change in officer(s), adviser, constitution, or bylaws; or
 - 6) the student organization is not in compliance with this policy on registered student organizations, the Code of Student Rights, Responsibilities, and Conduct, or other written College policies and procedures;
 - 7) a statement of charges alleging misconduct by members of the organization, or sponsored by the organization (pledging, etc..) is pending.
 - 8) 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.
- c. The president of the registered student organization and its adviser shall be notified in writing by the Director of Campus Life, 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.
 - d. A student organization may be found responsible, through the College's judicial 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. Expulsion from Continued Registration
 - a. 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.
 - b. The student organization may be expelled from continued registration should Oswego State determine that:
 - 1) the student organization is not in compliance with this policy on registered student organizations, the Code of Student Rights, Responsibilities, and Conduct, or other written College policies and procedures;
 - 2) the student organization's activities are found to be incongruent with the educational mission of Oswego State;
 - 3) where applicable, the student organization has lost its official affiliation with its parent organization; or
 - 4) the student organization is found responsible, through the College's judicial process, for misconduct where a sanction of expulsion has been imposed.
 7. Withdrawal of Continued Registration
 - a. Registered student organizations that wish to withdraw their registration with Oswego State may do so in writing to the Assistant Director of Campus Life for Student Involvement.
 - b. Upon withdrawing their registration with the college, the student organization, along with its officers and members, will lose all of the privileges provided to registered student organizations.
 - c. Withdrawn student organizations may reapply for registration by complying with the Initial Registration procedures and satisfying any outstanding judicial sanctions and/or additional registration requirements requested of them to return as a registered student organization.
 - d. Organizations that withdraw from registration cannot operate on campus, hold events or activities on campus, recruit members on campus, and post, advertise or communicate through campus networks.

C. Violations and Reporting

Violations of Oswego State policy or the Code, 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, will determine the procedure for adjudication and appropriate sanction(s). A violation may be referred to and investigated by the Office of Judicial Affairs, University Police, the Director of Campus Life, the Assistant Director of Campus Life for Student Involvement, the Student Association, or any other appropriate department/office. Each infraction will be considered, providing due process, and sanctions will be determined accordingly as described in these procedures and as provided in Sections 46 and 47 of the Code of Student Rights, Responsibilities and Conduct in this handbook.

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 College.

D. Standards for Registered Student Organizations

1. Changes in Officer(s), Adviser, Coach, Constitution, or By-laws

Notification of any change in officer(s), adviser, coach, constitution, or bylaws shall be filed with the Assistant Director of Campus Life for Student Involvement, 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, "College community" shall mean the students, faculty, and staff of Oswego State 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 College Community and 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 College 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, affectional orientation, marital status, or disability, except in the cases of designated 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 College does not acknowledge secondary or special status memberships (honoraries, 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 pledging programs to students who have completed 12 credit hours at SUNY Oswego and maintained a Grade Point Average of 2.0 or higher. Transfer students who have matriculated at another institution of higher education 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.
- 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 Campus Life for Student Involvement and/or the Student Association's Supreme Court.
- h. Only constituents of the College 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 College facilities and services to benefit student organizations that have been denied registration will be considered in violation of the Code of Student Rights, Responsibilities, and 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 Advisers
- a. All registered student organizations are required to have an adviser who is directly affiliated with the College 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 adviser selection should contact the Assistant Director of Campus Life for Student Involvement.
 - b. The general purpose of an organization adviser 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 adviser serves.
 - d. As a general rule, the adviser should counsel the organization in the exercise of responsibility, be familiar with the organization's programs and be familiar with College policies and procedures. Advisers do not have authority to control the policies of an organization.
 - e. Specific written duties or expectations of an adviser shall be mutually agreed upon by the adviser and the student organization. These responsibilities may include, but are not limited to:
 - 1) provide continuity for the student organization by assisting with the transition of officers;
 - 2) be reasonably informed of the purpose and activities of the student organization;
 - 3) assist the student organization in complying with this policy, on registered student organizations, the Code of Student Rights, Responsibilities, and Conduct, and other written College policies and procedures;
 - 4) accompany and/or assist, as needed, organization officers in their dealings with Oswego State or outside public on behalf of the organization;
 - 5) be reasonably informed of the student organization's financial matters;
 - 6) assist the student organization in setting goals and objectives;
 - 7) be available to the organization's officers and members for consultation;
 - 8) provide constructive feedback;
 - 9) review and sign the student organization's "Student Organization Registration Form;"
 - 10) assist in other responsibilities mutually agreed upon between the adviser and the student organization.
 - f. Advisors to registered student organizations involved in campus governance are appointed by the Dean for Student Affairs after consultation with the organization's student officers and other interested parties, as appropriate. Other registered student organizations may select a new adviser as the need arises. Notification of a change in adviser shall be filed with the Assistant Director of Campus Life for Student Involvement, The Point, 131 Campus Center, by the president of the student organization within five (5) class days after such change takes effect.
 - g. In carrying out their responsibilities, organization advisers shall be protected from liability in accordance with the Public Officers Law of the State of New York.

Fund Raising by Student Organizations

Oswego State has established the following requirements to ensure that student fund raising activities that occur on campus are conducted in accordance with Oswego State policies.

- A. 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.
- B. Fund raising 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.
- C. 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 fund raising activities on Oswego State property.
- D. Student groups may use Oswego State facilities and grounds to conduct fund raising activities only when those activities are conducted in accordance with policies and procedures for such use.
- E. Student groups shall not engage in fund raising activities that promote or condone behavior that violates Oswego State policies or local, state, or federal law.
- F. Products and services offered through a fund raising activity that compete directly with those sold by Auxiliary Services will not be permitted.
- G. Student groups may contract with commercial vendors for the purpose of fund raising activities in accordance with the following provisions:
 - 1. Student groups are not permitted to coordinate or support the advertisement or processing of applications for credit cards on Oswego State property.
 - 2. All vendors must be approved, in advance, by the Department of Campus Life.
 - 3. Fund raising activities must be conducted in accordance with Oswego State's policy on Solicitation found in this handbook.
 - 4. A member of the sponsoring student group must be present with the vendor at all times while the vendor is on campus.
- H. Student groups who register with the NYS Racing and Wagering Board and obtain NYS Racing and Wagering Board ID number may conduct raffles on Oswego State property. Other forms of charitable gaming are not permitted. Charitable gaming information, requirements, and forms can be found at: <http://www.racing.state.ny.us/charitable.php>
- I. Each student group must display the following at all times while conducting a fund raising activity:
 - 1. the name of the student group conducting the fund raising activity;
 - 2. the purpose for which the funds raised will be used.
- J. Student groups should maintain accurate records of funds raised and how they were spent.

Use of Oswego State Name and Registered Trademarks

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

- A. No student shall indicate or imply that he/she has a relationship with the State University of New York at Oswego or the State University of New York beyond that of his/her 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 Oswego State or, in any way, make binding commitments on behalf of Oswego State.
- C. The use of the registered trademarks of the State University of New York at Oswego without prior written permission from the Oswego College Foundation, Inc. is strictly prohibited.
 - D. Requests for permission to use any registered trademark of the State University of New York at Oswego shall be directed to the Director of Finance, Oswego College Foundations, Inc.

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 Oswego State, without the written authorization of Oswego State. 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, 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 paint ball 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 Oswego State.

In order to provide for the legitimate use by students of weapons for sporting purposes off Oswego State property as permitted by law, the Department of University Police has 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 College's Intramural and Recreation program for student organization recreation al 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 the Department of University Police when they are brought on Oswego State property. After such firearms are withdrawn from the Department of University Police, students are required to transport them immediately to the boundaries of Oswego State property. Members of the Department of 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), Oswego State 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 College 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.

Winter Weather

Winter storms may cancel classes

Classes at SUNY Oswego's main campus in Oswego may be canceled due to winter weather. When classes are canceled at the College, faculty and commuting students are advised not to come to campus. Although Oswego is a residential college, severe weather typical of this region can make it difficult to clear campus roadways and parking lots.

SUNY Oswego cancels classes when the entire campus of thousands of students and faculty are affected. Since weather conditions can vary greatly at any given location in central New York and along Lake Ontario, we encourage faculty and commuting students to decide for themselves if it is safe for them to travel to campus. When it is not safe to travel, commuting students should promptly call or e-mail their professors to advise them of their situation, particularly if an examination is scheduled for class on that day.

Classes will proceed as scheduled unless official announcements of class cancellations are made.

To find out if classes are canceled, members of the campus community have several options: check www.oswego.edu, call 312-3333, the SUNY Oswego Information Line, or listen to television or radio.

Radio stations:

WRVO Stations	(FM 89.9 to 91.9 throughout central upstate New York)
WSYR/WYYY	(Clear Channels FM 94.5, AM 570 in Syracuse)
WHAM	(AM 1180 in Rochester)

Television stations:

WSTM	Channel 3 (Syracuse)
WTVH	Channel 5 (Syracuse)
WSYR	Channel 9 (Syracuse)
News10 Now	Channel 10 (Syracuse)
WWTI	Newswatch 50 (Watertown)

Members of the campus community may also sign up for campus alerts, through NY-Alert, and receive direct notification of campus-wide class cancellation. For information, see oswego.edu/newyorkalert.

The public announcement of class cancellations only occurs when the entire campus of thousands of students and faculty are affected. Individual class cancellations do not require radio broadcast across Central New York.

Day classes begin at 8 am. Evening classes begin at 4:30 pm. Classes beginning before 4:30 pm are day classes, regardless of when they end. Campus officials try to decide by 5:30 am about cancelling day classes and by 2 pm for cancellation of evening classes, though this is not always possible.

For classes not held on the main Oswego campus or at the Phoenix site, faculty should follow the weather closing policy governing the class site and inform students accordingly (e.g., if Baldwinsville schools were closed that day, a college class scheduled at the middle school that evening is also canceled — a separate radio announcement is unnecessary).

State of Emergency Declarations

Cities and counties in Central New York may declare a state of emergency in order to qualify for state or federal aid. They may also declare states of emergency that require the public to cease normal activities such as parking in city streets or possibly even driving on streets and highways. It is important for commuters to determine if a "state of emergency" is aimed at prohibiting their travel or not.

Campus Closing

Under the state's regulations, only the governor has the authority to close a state agency such as Oswego State. Individual employees and supervisors do not have the authority to direct other employees to leave or stay away from work. Employees who choose not to come to work or to leave work before the end of their shift are required to charge their time. The only exception is for instructional faculty when classes have been canceled.

Snow Removal in Resident Student Parking Lots

Plowing of student lots requires the full cooperation of all students. Students can generally expect their lot to be plowed three to four days after a heavy snow storm. Emergency snow removal signs indicating the date and time that certain lots will be plowed will be posted on the **main doors** of the residence halls. Students are expected to move their cars to a designated lot before the time of plowing. University Police will assist students who are at their cars and have difficulty starting them. Unattended cars will be towed - at the owner's expense - at the hour of plowing. After plowing, students must move their cars back to their original lot. Failure to do so will result in towing. If a student is unavailable to move his/her car during the announced time, he/she should make arrangements to have a friend move it for him/her. Students going away for the weekend should leave their keys with a friend to avoid possible towing costs.

Snow Removal on Campus

The Facilities staff at SUNY Oswego is experienced with snow removal and when it is snowing, keeping roadways and walkways safely cleared for both pedestrians and vehicular traffic is a priority. Staff and students who see walkways or roadways that are difficult to traverse where snow is quickly and deeply drifting back in, please contact the Maintenance Office at 312-3200 and report the location to them.

Winter Hazards: Lake Ontario and Glimmerglass Lagoon

Lake Ontario is temperamental, powerful, unpredictable, and at all times, deserving of our respect. At no time is this more true than during winter. The lake is not a vehicle for recreation or entertainment during the winter months 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.**

Regardless of how pleasant the weather might become, admire the lake from a distance. Do not walk out onto the ice floes or breakwalls. 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. Should someone venture too close to the lake when winter conditions prevail, a fatal accident is apt to be the outcome, as it was, unfortunately, a few years ago.

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

Projectiles on Campus

Members of the College 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 Student Rights, Responsibilities and Conduct and may be subject to a disciplinary hearing which may result in suspension from the College.**