

*Morrisville State College*  
*Student Handbook*



**2016-2017**

Morrisville State College is a diverse community that reflects a variety of backgrounds, cultures, lifestyles, abilities and beliefs. The quality of life at our College, as anywhere else, is best served by courteous and dignified interaction, regardless of real or perceived differences among individuals. The students, administration, faculty, and staff of this College publicly declare that all members of the College community will strive to develop and demonstrate respect for one another. Civility reflects our consideration for others and our appreciation of the diversity exemplified both by Morrisville State College and our greater society.

Morrisville State College makes every effort to provide accurate, current, and comprehensive information in this handbook. Morrisville State College reserves the right to add, modify, or eliminate policies, rules, and regulations contained herein at any time and will notify students of such changes in advance, whenever possible. Please direct any questions to the Dean of Students Office. The College does not discriminate on the basis of race, color, religion, national origin, age, handicap, sexual orientation, marital or parental status in employment, admissions or the educational programs or activities which it operates.

*To search for specific information, press and hold “CTRL” and select the “F” key.*

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Dr. David E. Rogers ..... President  
Dr. Barry Spriggs ..... Provost  
Ms. Cydney Johnson ..... Chief of Staff  
Mr. Geoffrey S. Isabelle ..... Dean of Students  
Ms. Sarah G. Steele ..... Director of Human Resources/Affirmative Action and Title IX Coordinator  
Ms. Mary Ellen Burdick ..... Vice President of Administration  
Ms. Deborah Babowicz ..... Director, Student Health and Counseling Center  
Mr. Greg M. Carroll ..... Director, Athletics  
Mr. Enrico L. D'Alessandro ..... Chief, University Police  
Ms. Dacia L. Banks ..... Director, Financial Aid  
Ms. Kelly E. Gardner-Williamson ..... Alumni Relations Coordinator  
Ms. Christine A. Rudecoff ..... Director, Libraries  
Mr. Mark Grisi ..... Director of Facilities  
Ms. Robert Blanchet ..... Dean of Admissions  
Ms. Marian D. Whitney ..... Institutional Research and Effectiveness/Registrar  
Ms. Stephanie L. Lawhorne ..... Director Tutoring  
Mr. David A. Symonds ..... Disability Specialist  
Ms. Rita D. Goyette ..... Director, Student Activities  
Ms. Elizabeth Ackmann ..... Director, Residence Life  
Ms. Barbara A. Roback ..... Career Planning and Development Officer  
Ms. Jeri O'Byran-Losee ..... Director, CSTEP, and STEP  
Ms. Lisa Iannello ..... Executive Director of Advancement  
and Morrisville College Foundation  
Mr. Graham Garner ..... Executive Director of Communications and Marketing

### **Academic Administration**

Dr. Christopher L. Nyberg ..... Dean, School of Agriculture, Sustainability, Business and Entrepreneurship  
Dr. Paul F. Griffin ..... Dean, School of Liberal Arts/Associate Provost  
Dr. Joseph H. Bulzarik ..... Dean, School of Science, Technology and Health Studies  
Ms. Jeannette H. Evans ..... Dean, School of General Studies  
Mr. Jason Zbock ..... Executive Director, Norwich Campus  
Ms. Kim S. Smith ..... Dean, Nursing Division

### **College Council**

Arnold R. Fisher	Hugh R. Riehlman
Kristi Andersen	Lawrence J. Baker
Judith Gibson Noyes	Steven R. Jones
Michael P. Oot	Danielle Gauthier, SGO President
Elizabeth C. Moran	Allen Riley

### **Academic Calendar**

Please visit the College Website: ([www.morrisville.edu](http://www.morrisville.edu))

## **COMMITTEES**

### **The Student-Faculty Committee on Academic Affairs**

#### **Purpose**

To serve in an advisory capacity to the College Senate in matters relating to instruction, courses, and programs. Recommendations regarding new course proposals or curricula shall be submitted directly to the Provost, but all other recommendations shall be sent to College Senate for approval or modification before being forwarded to the President.

#### **Composition**

The committee shall consist of seven (7) faculty members, one of which shall be a librarian, elected by the librarians. Each School shall elect one member. The remaining member(s) shall be member(s)-at-large with no School having more than two members on this committee. The member-at-large elections will be supervised by the Speaker by secret ballot. The Provost shall serve as a non-voting member.

A student member from each School shall be elected or appointed by the Student Government Organization from those students having at least a 2.0 cumulative average based upon completion of not less than one semester's work on the Morrisville campus. Students will be appointed to this Committee by the School Deans, in case the Student Government Organization fails to select these students. Individual Studies shall also be entitled to one student representative.

#### **Terms of Office**

The faculty members shall serve two-year terms. The student members shall serve one-year terms.

#### **Officers**

The Committee as a whole shall elect at the beginning of each year a chairperson and a secretary.

The duties of the chairperson shall be:

- (a) To schedule meetings and give notices of such in the Faculty/Student Bulletin.
- (b) To submit the rules and procedures of the committee to College Senate for approval within the first six weeks of the academic year.
- (c) To publish, after College Senate approval, within the first eight weeks of the academic year, the following information for distribution to each member of the organization:
  1. The purpose of the Committee.
  2. The rules and procedures by which the Committee will conduct its business.
  3. The names of the Committee members.
- (d) To prepare an agenda of items submitted by members of the Committee, other faculty, students, administration, or College Senate.
- (e) To conduct meetings.
- (f) To be responsible for the preparation of recommendations to the College Senate.
- (g) To see that the committee is represented when such recommendations are considered by others.

The duties of the secretary shall be:

- (a) To take the minutes of each meeting.
- (b) To prepare and distribute copies of such to the Committee members.
- (c) To assist in the preparation of recommendations, including the final summary report of the year.
- (d) To maintain a file of all actions taken by the Committee, including copies of all reports and recommendations.

### **The Student-Faculty Committee on Student Affairs**

#### **Purpose**

To serve in an advisory capacity to the College Senate on matters involved with the betterment of campus life other than those dealing with academics.

#### **Composition**

The committee shall consist of seven (7) faculty members, one member of the Student Affairs professional staff, and one (1) student from each School. The Dean of Students shall serve as a non-voting member. Each School shall elect one faculty member. Then the remaining faculty member(s) shall be member(s)-at-large with no School having more than two faculty members on this committee. The member-at-large elections will be supervised by the Speaker by secret ballot. The Student Services member shall be elected by that group. Student members shall be elected or appointed by the Student Government Organization from those students having at least a 2.0 cumulative average based upon completion of not less than one semester's work on the Morrisville campus. Students will be appointed to this Committee by the School Deans, in case the Student Government Organization fails to select these students.

#### **Terms of Office, Officers and Their Duties**

As prescribed for the Student-Faculty Committee on Academic Affairs.

### **Committees/Boards Needing Student Participation**

Multicultural Affairs - enhances diversity and multiculturalism at College and heightens sensitivity to the needs of students of color (2 students);

Affirmative Action - is a hearing board for affirmative action matters and plans recruitment of College personnel (2 students);

Academic Affairs - hears recommendations and helps to determine academic policies of the College (4 students);

Student Affairs - addresses nonacademic issues relevant to student life (4 students);

Morrisville Auxiliary Corporation - represents the student body with any concerns or suggestions (3 students);

Intercollegiate Athletic Board - develops and recommends long-range plan for College athletic program for men and women (4 students);

College Council - determines rules and regulations concerning students and other regulations consistent with State policy (1 student);

Residence Hall Council - plans and budgets programs for respective halls (7 students);

Personal Safety - develops recommendations for College-related safety and security measures (2 students);

Student Health Advisory - reviews and makes recommendations to student health insurance plan and reviews student issues and concerns (4 students);

Community/Campus Relations - plans activities for both students and community residents (2 students);

College Judicial Board - hears charges placed against fellow students (Resident Assistants).

## **OFFICES AND SERVICES**

### **Academic Support**

The Academic Enrichment Center (AEC) provides free learning assistance services to all students at Morrisville State College. Tutoring by qualified peer and professional tutors is available in most subject areas on a walk-in or appointment basis at the AEC on the first floor of Butcher Library. A comprehensive tutoring schedule is posted in the AEC as well as on the Tutoring Services webpage of the College's website. The AEC also offers workshops entitled Student Success Seminars and handouts on such topics as time management, study skills, taking notes, and reading strategies. Students with questions about tutoring should

contact Stephanie Lawhorne, Director of Academic Support, on the first floor of Butcher Library, by phone at 315.684.6067, or by email at [LawhorSL@morrisville.edu](mailto:LawhorSL@morrisville.edu).

### **Alumni / Development**

#### **Office of Institutional Advancement**

The Morrisville State College Office of Institutional Advancement is supported by voluntary undergraduate alumni contributions. The Alumni/Development Office offers a variety of services to alumni including publication of *Momentum magazine and monthly emotion*. Each issue contains information about graduates and Morrisville State College updates.

One edition of Momentum lists the names of alumni and friends who have generously contributed to the Morrisville College Foundation during the previous fiscal year. Details about Mustang Weekend, a homecoming for alumni, family and friends of Morrisville State College, can be found in the magazine along with details about other alumni events. The Alumni/Development Office coordinates a variety of alumni programs on campus and across the country.

With regards to philanthropy, the century-year-old alumni program is responsible for a variety of scholarships and awards given each year, including Legacy Awards, Distinguished Alumni, Staff Awards and Faculty Research Grants. Every year, the alumni program sponsors two awards in each academic school and one each for a male and female athletic team. For more information about the Morrisville College Foundation or Morrisville State College Office of Institutional Advancement, call 315-684-6030.

The Morrisville College Foundation, Inc. is the tax-exempt, fund-raising and gift-receiving branch of the institution. The Foundation aids individuals and corporations that consider making gifts to the school by assisting in their philanthropy.

The Morrisville College Foundation was founded in 1976 and is directed by an executive director who meets with the Foundation Board, comprised of 24 volunteers, several times a year to discuss current board issues and College-wide efforts. Currently, the Foundation organizes the school's annual fund campaigns, capital campaigns, Foundation Scholarships, and numerous other efforts.

The Morrisville College Foundation is a proactive organization that fills the gap between what the State of New York provides and what is actually needed to adequately run the College. State funding once covered all the expenses of the College but now covers approximately 33 percent of these expenses.

The Foundation works at setting up endowed scholarships that will continue into the future and supply money to students who may not otherwise be able to afford an education. Money supplied by the Foundation also provides faculty grants for innovative projects to improve the quality of instruction and to facilitate academic excellence.

### **Athletic Board of Control**

#### **I. Introduction**

In recognition of the need for institutional control of policies governing the operation of the intercollegiate athletics program for women and men at Morrisville State College, it is advisable for the President of the College to have access to a group of students, faculty, and staff who will recommend broad policies and provide for operational guidance and decision making within established policy. In order to carry out responsibilities consistent with State University of New York Board of Trustees policies, it is important for all Athletic Department stakeholders to have direct input in establishing policies and plans affecting those programs.

#### **II. Duties and Responsibilities**

The Athletic Board of Control will have the following duties and responsibilities:

- A. To develop and recommend to the Provost a long-range plan for the continuing development of the College intercollegiate athletic program for men and women.



- B. To develop and recommend to the College President a long-range financial plan to support athletic programs (including program development and making coaching and assignment recommendations).
- C. To review existing programs and to respond to proposals which call for the establishment of new sports programs for women and men, including the monitoring of Title IX review and compliance.
- D. To develop, recommend, and implement policies and principles for the conduct of athletic events, including spectator conduct.
- E. To publicize the approved policies and principles stated in D.
- F. To advise the College President with respect to institutional relation(s) with outside athletic agencies and associations, specifically: NJCAA/NCAA rules and conference, regional and State rules and regulations.
- G. To work on an operational level as an advisory group to the Director of Athletics, and the Provost.
- H. To monitor and approve all athletic expenditures and to make recommendations to the President covering proposed changes in the policies of the intercollegiate athletic program.

### **III. Membership**

- A. Voting membership on the Athletic Board of Control shall total nine (9) and shall consist of the following:  
3 students, 3 administrators, 3 faculty
- B. The student members shall be appointed by the President of the Student Government Organization as follows:  
2 for two-year staggered terms, one of whom should be an athlete; 1 for one-year term, this person being either the Director of Budget of SGO or a designee.
- C. The faculty and administrators shall be appointed by the President of the College. Appointments shall normally be for three-year terms which may be adjusted in order to foster rotation and continuity. Faculty and administrative members are subject to recall by the President of the College.
- D. The Director of Athletics, who will be a nonvoting member of the Board.

### **IV. Officers**

#### **A. Chairperson:**

- 1. The chairperson shall be appointed annually by the College President or by his/her designee.
- 2. It is the responsibility of the chairperson to report the activities of the Board to the President, and the Provost on a regular basis. The President shall review and sign all official minutes of the Board.

#### **B. Vice-Chairperson**

- 1. The vice-chairperson shall act in the absence of the chairperson.
- 2. The vice-chairperson shall be elected by the Board members.
- 3. In the event of the chairperson's resignation or removal, the vice-chairperson shall serve as the chairperson until the College President appoints a new chairperson.

#### **V. Quorum**

- A. A quorum shall consist of fifty percent plus one member (6) of the voting membership of the Board.  
**Robert's Rules of Order** shall be followed by the Board to conduct meetings.

### **Athletics**

Athletic Director: Gregory Carroll  
Athletics Office: 315-684-6072  
[www.morrisvillestateathletics.com](http://www.morrisvillestateathletics.com)

Morrisville State College realizes that the total college experience is a balance of activity both in and out of the classroom. It is the philosophy of the college's athletic department that competitive lessons learned on the field of play are often as valuable as those learned off and the ability to apply those life lessons are only enriched through fulfilling athletic experiences. For many students participation in intercollegiate athletics provide not only the opportunity to enjoy the sports they love while becoming the best athlete they can be but also opportunities to travel to campuses across the northeast. Morrisville State encourages student athletes to seek opportunities to apply their leadership skills to other areas of the Morrisville campus and community. Athletes at Morrisville embrace the athletic experience but not at the expense of sportsmanship or ethical behavior. Members of the college's athletic teams are expected to abide by all rules and regulations of both the college and the NCAA and are held to the highest of standards. Teams throughout the year partake in a variety of community and campus service projects and recognize the importance of community service.

Morrisville State College competes as a Division III member of the National Collegiate Athletic Association (NCAA) and embraces the spirit of Division III athletics and the integration of athletics and academics. In keeping with that spirit coaching staff members at Morrisville recognize the importance of academic success and support their athletes on the field of play as well as off. Morrisville is a member of the Northeast Athletic Conference (NEAC) which consists of both state and private schools from New York, Pennsylvania, and New Jersey. Three sport teams compete in other conferences due to sponsorship limitations within the NEAC. The football team competes in the New Jersey Athletic Conference while ice hockey and field hockey compete in the State University of New York Athletic Conference.

**Intercollegiate Athletics**

<b><u>MEN'S</u></b>	<b><u>WOMEN'S</u></b>
Basketball	Basketball
Equestrian	Equestrian
Football	Lacrosse
Ice hockey	Soccer
Lacrosse	Softball
Soccer	Cross Country
Cross Country	Volleyball
Golf	Field Hockey

*\* The Riding Team competes in Region II (Western) and Region III (Hunt Seat) of the Intercollegiate Horse Show Association.*

**Campus Activities Board (CAB)**

The Campus Activities Board (CAB) is a dedicated group of students who help inform, educate and entertain their fellow students by bringing quality programs and entertainers to campus. CAB was ranked among the Top 5 Campus Activities Boards in the country. With input from their fellow students, CAB staff members bring comedy, movies, novelties, mall trips, music, dances, lectures, and much more to campus. They average over 200 events per year and are responsible for providing unique entertainment at special events including Mustang Weekend and Spring Jam. CAB welcomes all students to join. For more information please contact the Student Activities Office at 315-684-6238.

**Educational Opportunity Program (EOP)**

The Educational Opportunity Program accepts Morrisville State College applicants who meet specified academic and economic guidelines prior to admission to Morrisville State College. Students who are accepted in the EOP are eligible to receive up to six semesters of EOP support. Note: EOP services are not currently available to otherwise eligible Norwich Campus students.

When funds are available during the month of July, EOP sponsors a Pre-College Summer Program for incoming freshmen. The purpose of the summer program is to strengthen academic preparation for college work, specifically in the areas of mathematics, writing, study skills development, and +technology. It is strongly recommended that all EOP freshmen participate in the Pre-College Summer Program activities.

The EOP staff works in conjunction with other offices on the Morrisville Campus to provide support services and financial assistance to EOP students. Each student is assigned an EOP counselor who advises him or her about financial, academic, career and personal matters. Students are expected to meet with their counselor at least once a month to ensure continued support from the EOP program. The main EOP Office is located in the Library. The telephone number is 684-6075.

**Financial Aid**

The Financial Aid Office is located on the third floor of the Whipple Administration Building. Students are welcome to stop by with questions.

The Financial Aid Office awards financial aid to eligible students who have filed a Free Application for Federal Student Aid (FAFSA). Students should file the FAFSA as soon after January 1 as possible for the following academic year. Morrisville State College participates in scholarships, PELL, SEOG, Work-study, Perkins and Direct Lending (subsidized and unsubsidized), Parent loans (PLUS) and TAP (for NYS residents only).

Students must maintain satisfactory academic pursuit and progress standards as defined by College Policy in order to continue to receive financial aid. Financial aid is not processed until a student's file is complete, so it is important to get all requested information and documentation into the Financial Aid Office as soon as possible. Once a student's financial aid is processed, a financial aid award package will be available.

Refunds for excess financial aid funds are prepared after all billing items are paid on the student's account. If it is the student's aid, such as loans or grants that create the excess funds, a check will be generated for the student. If it is the parent loan that creates the excess funds, a check will be generated to the parent on the application and mailed to that parent's address. Refunds for first time borrowers will not be available until after 30 days of the beginning of the semester.

**LOSS OF STUDENT ELIGIBILITY FOR FEDERAL AID DUE TO DRUG CONVICTION**

The Higher Education Amendments of 1998 provide that a student is ineligible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a controlled substance during a period of enrollment in which federal student aid was received. Federal aid can be grants, student loans, and/or college work study. The period of ineligibility begins on the date of conviction and lasts until the end of a statutorily specified period. The student may regain eligibility early by completing a drug rehabilitation program or if the conviction is overturned.

Section 484(r), Higher Education Act of 1965, detailing the suspension of eligibility for drug-related offenses and rehabilitation, follows.

**Suspension of Eligibility for Drug-Related Offenses**

1. In general. - A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

<b>The possession of a controlled substance:</b>		
Ineligibility period is	First offense	1 year
	Second offense	2 years
	Third offense	Indefinite
<b>The sale of a controlled substance:</b>		
Ineligibility period is:	First offense	2 year
	Second offense	Indefinite

**Rehabilitation**

A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if -

- i. the student satisfactorily completes a drug rehabilitation program that – complies with such criteria as the Secretary shall prescribe in regulations for purposes of this paragraph; and
- ii. includes two unannounced drug tests; or
- iii. the conviction is reversed, set aside, or otherwise rendered nugatory.

### **Definitions**

In this subsection, the term "controlled substance" has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C.802(6)).

### **International Education Office**

The International Education Office is located in the Academic Enrichment Center which is located in Butcher Library.

The International Education Office in partnership with the Office of Admissions and the Primary designated School Official are responsible for advising international students about finances, U.S. government regulations (including immigration and tax concerns), and cross-cultural issues relating to their studies in the United States. The Registrar is the College's primary designated school official (PDSO). Academic Advisors or Academic Deans in an international student's respective school are the parties usually responsible for handling questions relating to academics.

The International Education Office provides information regarding the SUNY Health Insurance Plan for international students. **All international students must to carry the SUNY international health insurance program.**

All international students must: take a full course of study of at least 12 semester credits unless granted permission by the ISA to take a reduced load; attend an initial mandatory international student orientation program; and fill out a local address form **within the first two weeks** of each school session. In addition, all international students are required to consult with the International Student Advisor before: pursuing ANY employment; traveling outside the United States either permanently or temporarily; applying for a renewal of their U.S. visa abroad; transferring to another institution within the United States; withdrawing from Morrisville State College; changing his or her physical address within the United States including moving from one Residence Hall to another; changing to another non-immigrant or immigrant status (for example: from F-1 to "permanent resident"); dropping below 12 credits for a semester; and changing his or her academic major. In addition to the above, in order for an international student to maintain their legal F-1 immigration status, they must hold: a valid passport, Form I-94, and a Certificate of Eligibility (Form I-20) issued by Morrisville State College.

It is very important that the international students maintain ongoing communication with the International Education Office in order to comply with and to be aware of current regulatory practices in order to maintain their F-1 status. A registration hold may be placed against international students who fail to initially report to the International Student Advisor. In addition, international students may have a hold placed against their registration until they fully comply with relevant Morrisville State College, State, and Federal regulations. International students should promptly contact the PDSO in order to resolve any holds that have been placed against their registration for SEVIS purposes.

All international transfer students must meet with the PDSO for an initial intake interview within the first two weeks of their arrival at Morrisville State College.

The PDSO is Marian Whitney and she may be reached in person in the Registrar's Office, 3<sup>rd</sup> floor Whipple Administration Building, by phone at 315-684-6066, or by email at [whitnemd@morrisville.edu](mailto:whitnemd@morrisville.edu)

The International Admissions Office is located in the Admissions Office, 2<sup>nd</sup> floor Whipple Administration Building or by telephone at (315) 684-6547.

International students transferring to other schools in the United States from Morrisville State College must have the -PDSO process “transfer out” their SEVIS record to their new school. **A student must request that their SEVIS record be “transferred out” before the end of their last semester at Morrisville State College.**

International students interested in practical training (CPT) or optional practical training (OPT) should begin their inquiry into this process at least one semester before they anticipate participating in such activities.

### **Institutional Diversity Office**

Morrisville State College Institutional Diversity Office plays a crucial role in the direction of the College in the advancement of diversity and pluralism. As an institution poised for the New Millennium, the College’s mission of acceptance and promotion of diversity will:

- Enrich the educational experience. We learn from those whose experiences, beliefs, and perspectives are different from our own, and these lessons can be taught best in a richly diverse intellectual and social environment.
- Promote personal growth – and a healthy society. Diversity challenges stereotyped preconceptions, encourages critical thinking, and helps students learn to communicate effectively with people of varied backgrounds.
- Strengthen communities and the workplace. Education within a diverse setting prepares students to become good citizens in an increasingly complex, pluralistic society, fosters mutual respect and teamwork, and helps build communities where members are judged by the quality of their character and their contributions.
- Enhance America’s economic competitiveness. Sustaining the nation’s prosperity in the 21st century will require us to make effective use of the talents and abilities of all our citizens in work settings that bring together individuals from diverse backgrounds and cultures.

The Institutional Diversity Office is located in the Library. It is our goal that the learning environment at Morrisville State College truly reflects the wonderful and rich diversity of America – the beautiful mosaic which includes so many cultures.

### **John W. Stewart Activities Center (STUAC)**

The Student Activities Center is a focal point for College community life. The Student Activities Center has a variety of features that serve the interests of College students. The facility includes a gymnasium, theater, music room, food court, lounges, coffee shop, fitness center, laptop lounge, and the Student Government Organization. The facility is used for classes, intramural sports, meetings, open recreation, and special events. The theater is used for plays, speakers, movies, music programs and much more. The Mustang Alley food court is operated by the Morrisville Auxiliary Corporation (MAC). Mustang Alley meets both student and faculty needs by serving a variety of foods and beverages. The Mustang Alley food court also features Smooth Jazzy Joz a coffee and sweet shop; Field of Greens that offers made-to-order salads and Panini sandwiches; the 3<sup>rd</sup> Degree Grill offering burgers, fries, etc.; and World Fare that offers Brickyard Pizza and specials.

### **Libraries**

The Morrisville State College Library is an innovative learning environment dedicated to empowering all members of the College community to become confident and independent thinkers guided by the effective use of information resources.

#### **Donald G. Butcher Library**

**Phone:** 315-684-6055

**Chat:** [MorrisvilleLib](#)

**Text:** 315.401.7777

<http://library.morrisville.edu>

Hours of Service:

Monday-Thursday: 8 a.m. - Midnight.

Friday: 8 a.m. - 8 p.m.

Saturday: 1 p.m. - 6 p.m.

Sunday: 1 p.m. - 10 p.m.

Summer Weekdays: 8 a.m. - 4 p.m.

The Donald G. Butcher Library provides a full range of real and virtual services and an expert staff dedicated to assisting students with their information needs. Library services include reference assistance, information literacy instruction, print and electronic course reserves, -interlibrary loan, and a variety of comfortable seating options for individual and group study.

The Library's computing facilities include quick print stations on the first floor, and work stations loaded with commonly used software applications on the second floor.

Printers for student use are located on the first floor and on the second floor adjacent to the computer workstations. The Library building is wireless to support laptop and handheld device use.

Library information resources include over 80,000 books, over 200 print magazines, scholarly journals and newspapers; 2, 100 DVDs and VHS cassettes and 12,500 microfilms. The Library's online resources, accessible from on or off campus 24 hours a day, 7 days a week, include over 50 databases with full text articles from over 30,000 scholarly journals, trade and news magazines, and newspapers as well as e-book collections ranging from specialized encyclopedias and dictionaries to business and social sciences books. Reference librarians are available to help students navigate the complex world of information, and subject and course information resources guides can be accessed from the Library's Web page. We also offer online guides and in-person help with citation and manuscript formats.

The Morrisville State College student ID card functions as a library card. This card must be presented to borrow any material from the Library. Students may borrow books for three weeks and DVD's and videocassettes for one week. Unlimited renewal is allowed unless the item is requested by another patron. To check out course reserve material, students are required to leave their MSC ID card at the circulation desk; the ID card is returned upon return of the course reserve item. Print magazines and newspapers do not circulate and must be used in the Library. A scanner is available for public use.

Students are responsible for all material checked out on their library card. The fee for replacement of a lost or damaged book, DVD, videocassette, or audio cassette is the price of the item plus \$10 for processing. If the item is out of print, a flat fee of \$25 plus the processing fee will be charged.

In order to promote an atmosphere conducive to research and study, students are expected to speak quietly and act courteously while in the Library. Cell phone use should be limited to texting. Loud conversation and sound leaking from MP3 headphones are not acceptable. No food is allowed in the Library with the exception of covered drinks.

**The Everett A. Gilmour Memorial Library (Norwich Campus)**

Angela Rhodes, Librarian

Brian Tefft, Library Assistant

Phone: 607-334-5144 ext. 5057 or ext. 5053

<http://library.morrisville.edu/Norwich>

In cooperation with staff at the Morrisville Campus Donald G. Butcher Library, the Norwich Campus Library provides students with reference services, a small circulating collection, reference material for use in the Library including course support books, interlibrary loan, information literacy instruction and 24 hours a day, 7 days a week access to the Library's online resources. A computer lab with workstations loaded with commonly used software applications and two printers for student use are also located in the Library.

Wireless internet access is available in the library and throughout the Norwich Campus building. A Librarian is on duty at the Norwich Campus Library one day a week, the library assistant is available during regular work hours to assist students, and Norwich students may also contact Morrisville Campus librarians for assistance via online chat through the Library's Web page, e-mail or the telephone.

**Morrisville Auxiliary Corporation (MAC)**

Office is located in Hamilton Hall. Phone: (315) 684-6047. Office hours: 8:00 a.m.-4:30 p.m. Monday-Friday. Morrisville Auxiliary Corporation (MAC) is a not-for-profit company chartered by the State of New York. The corporation's primary function is to provide non-academic services to the College. At Morrisville, this includes:

- |                            |                                   |
|----------------------------|-----------------------------------|
| Dining Services            | Conference/Catering Services      |
| Campus Store               | Trash & Cleaning Services         |
| Vending                    | Morrisville State College IcePlex |
| Laundry                    | IcePlex Pro Shop                  |
| Computer Contracts & Sales | ID Card Services                  |
| Bus Shuttles               | Rides for Residents Program       |
| Student Employment         | Cable Television                  |
| Nelson Farms               | Morrisville Commons               |
| Copper Turret              | AT&T Cell Phones                  |
| Molly's Choice Ice Cream   | Shop 24 & Campus Vending          |

**Your Mustang ID Card**

Your College photo ID card is a new, high-tech, multipurpose identification and transaction card. Your picture is on your card for security purposes. Your card is used for:

- |                          |                                |
|--------------------------|--------------------------------|
| Mustang Money Debit Card | Meal Plans                     |
| Library Card             | Identification Card            |
| Computer Lab Access      | Residence Hall Security Access |

**Damaged Cards & Lost Cards**

Damaged or lost cards will be replaced at a fee of \$5 per card. If you want a new picture for your card, there will be a \$5 fee. Phone: (315) 684-6052. Open Monday-Friday, 8:30a.m. - 4:30 p.m.

**The Campus Store**

The Morrisville Auxiliary Corporation operates two Campus Stores, one at the Morrisville Campus and one at the Norwich Campus. The Campus Stores carry a wide selection of clothing and College logo items for the entire family. The Campus Stores provide students with textbooks and course supplies necessary to complete college course work. The Morrisville Campus Store is located on the lower level of the Library building. The Norwich Campus Store is located in the Roger W. Follett Hall atrium. You may visit the stores online at bookstore.morrisville.edu

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GOODS & SERVICES OFFERED AT THE CAMPUS STORE

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- |                                   |                         |
|-----------------------------------|-------------------------|
| Gift Items                        | Art and School Supplies |
| Dorm Supplies                     | Greeting Cards          |
| Posters                           | Class Rings             |
| Computer Software                 | Computer Accessories    |
| Shortline Bus Tickets & Schedules | Computer Software       |
| Western Union Money Transfer      | General Interest Books  |
| Special Orders Accepted           | Gift Cards              |

Services vary by location

**Return Policies for Campus Store**

**Textbooks:** Textbooks may be returned within one week of the beginning of each semester *with a valid cash register receipt*. One hundred percent of the textbook cost will be refunded, or credited if charged, if

books are in brand new condition. Books showing signs of wear or damage as determined by bookstore and publisher standards will be refunded or credited based on *Used Textbook* pricing. Books bought from the store as Used Textbooks will be refunded or credited at 100% of the original purchase price.

**Supplies & General Merchandise:** Non-text materials may be returned within five days of purchase if: 1) You have a valid cash register receipt, 2) The merchandise is in its original packaging, 3) The merchandise is in new condition.

**The Following Items Are Not Refundable:** Computer software, food & beverages, health & beauty aids, magazines & newspapers, and other items as designated.

CAMPUS STORE: (315) 684-6073

NORWICH STORE: 607-334-5144 ext. 5075

### **Technology Center Cell Phones**

Each Morrisville State College resident student is issued an AT&T cell phone for their use while they are a residential student. The AT&T cell phone includes free domestic calling, unlimited domestic mobile to any mobile, unlimited domestic text messaging, voicemail, caller ID and call waiting. The cost of the cell phone, local phone plan, and cell phone services is incorporated in the dorm service fees. For more information, stop- in to -The Technology Center, located in Hamilton Hall, contact by phone at (315) 684-6422, or email to [techcenter@morrisville.edu](mailto:techcenter@morrisville.edu).

### **ThinkPad University**

ThinkPads are available for purchase or licensing through Morrisville Auxiliary Corporation. These are available to students in required and non-required curriculums. If you are interested in a Lenovo ThinkPad, please contact the Technology Center Office at (315) 684-6422 or email to [techcenter@morrisville.edu](mailto:techcenter@morrisville.edu).

### **Mustang Money**

The Mustang Money system is based on a declining balance account right on your student ID. Open a Mustang Money account by placing money on your card through the MAC College ID Office. To access your money, you simply present your Morrisville ID Card at any food or retail outlet that accepts Mustang Money and the amount of your purchase is automatically deducted from your balance. Purchases are taxable. No cash advances. Mustang Money is accepted by many merchants in the village of Morrisville where the Mustang Money sign is displayed. Mustang Money is also accepted in vending machines located in the IcePlex, Galbreath Hall, STUAC, Crawford Hall, Auto Tech Center, and Mohawk, Onondaga, South, West, and Cayuga Residence Halls as well as at the Shop24s. Additional deposits may be made by mail, online at [www.mac.morrisville.edu](http://www.mac.morrisville.edu), or in person at the ID Office located in the Campus Store. Call (315)684-6052 with any questions.

### **Dining Plus**

Dining Plus is a cashless card system that allows you to buy **food only** using your Morrisville State College ID Card. All purchases made with Dining Plus are NON-TAXABLE and any remaining balance is nonrefundable. Dining Plus may be used in Shop24 for food purchases only. Balances may be rolled over from fall to spring semester. Deposits can be made at any time by mail, on line at [Morrisville.managemyid.com](http://Morrisville.managemyid.com) or in person at the ID Office located in - the Campus Store. Call (315) 684-6052 with any questions.

### **Dining Service Facilities**

Resident meal plans provide students with 17, 14, 12, or 10 meals per week. Breakfast, lunch, and dinner are available Monday through Thursday. Friday breakfast and lunch are served and Sunday brunch and dinner are served.

### **Off-campus Groups**

Arrangements for incoming groups requesting use of academic space should be made with the Conference Office.



The arrangements for Athletic areas should be made with the Athletic Department and the School of Ag is the contact for all arena events.

**Seneca Dining Center** features balanced, healthy and hearty menus. You can choose from freshly made deli sandwiches, hot entrees, starches, soups, vegetables, salad bar, grill items, dessert specials, and hot specials. Payment: Cash, Credit Card (Visa, MasterCard, Discover), Mustang Money, Dining Plus Points, Meal Plan Equivalency.

**Mustang Alley** is a food court located in STUAC and operated by the Morrisville Auxiliary Corporation (MAC). Mustang Alley meets both student and faculty needs and serves a variety of foods and beverages. The Mustang Alley food court features:

**Field of Greens** – made-to-order salads sandwiches and soups. Payment: Cash, Credit Card (Visa, MasterCard, Discover), Mustang Money, Dining Plus Points, Meal Plan Equivalency.

**3<sup>rd</sup> Degree Grill** – burgers, fries, etc. Payment: Cash, Credit Card (Visa, MasterCard, Discover), Mustang Money, Dining Plus Points, Meal Plan Equivalency.

**World's Fare** –daily specials with an international flair. Payment: Cash, Credit Card (Visa, MasterCard, Discover), Mustang Money, Dining Plus Points, Meal Plan Equivalency.

**Brickyard Pizza** – pizza made fresh daily.

**Smooth Jazzy Joz** – a coffee and sweet shop. Payment: Cash, Credit Card (Visa, MasterCard, Discover), Mustang Money, Dining Plus Points. **The Pit Stop** is a convenience store selling sandwiches, salads, drinks, snacks and more. Payment: Cash, Credit Card (Visa, MasterCard, Discover), Mustang Money, Dining Plus Points

**Stix** is located at the IcePlex and features pizza, subs, and novelty ice cream products. Payment: Cash, Credit Card (Visa, MasterCard, Discover) Mustang Money, Dining Plus Points, Meal Plan Equivalency.

\*A meal plan equivalency is good for a \$5. 75 credit towards a meal. Additional amounts must be paid in cash, Mustang Money, or Dining Plus.

**Copper Turret Restaurant** is a tavern & fine dining establishment that features local products on both the tavern and dinner menus while welcoming guests into a warm and inviting atmosphere. Payment: Cash, Credit Card (Visa, MasterCard, Discover), Dining Plus Points, Mustang Money, \$6.00 Meal Plan Equivalency.

### **Resident Student Dining Plans**

The MAC Board of Directors has established the following resident student meal prices for the 2016-2017 academic year. Prices for resident and nonresident meal plan costs are subject to change.

- **17 Meal Plan \$2,695 per semester; 17 meals per week** + \$500 Dining Plus Points and 5 Guest Meals.
- **14 Meal Plan \$2,695 per semester; 14 meals per week** + \$625 Dining Plus Points and 5 Guest Meals.
- **12 Meal Plan \$2,695 per semester; 12 meals per week** + \$730 Dining Plus Points and 5 Guest Meals.
- **10 Meal Plan \$2,695 per semester; 10 meals per week** + \$860 Dining Plus Points and 5 Guest Meals.

### **Non-Resident Student Dining Plans**

Designed for students living off campus and in apartment style residences, these plans offer the flexibility and convenience demanded by the busy student. Prices are subject to change.

- **7 Meal Plan \$1,445 per semester** provides 7 meal opportunities per week. Plan includes \$350 in Dining Plus points that may be used for additional food purchases on campus.
- **5 Meal Plan \$1,095 per semester** provides 5 meal opportunities per week. Plan includes \$300 in Dining Plus points that may be used for additional food purchases on campus.
- **Dining Plus Account \$675 per semester** in a declining balance account. This plan is good for **food purchases only** at any MAC facility on Campus. Purchases are nontaxable; the balance remaining at the end of the semester is non-refundable.
- **Commuter Plan \$575 per semester.** This plan is a Mustang Money declining balance debit account for purchases at all MAC locations including Campus Stores, snack bars, vending machines, dining halls and select downtown merchants. Purchases made with Mustang Money are taxable; balance is refundable at the end of the academic year.

### **MAC Dining Facility Regulations**

Students using MAC dining facilities are expected to conduct themselves in a reasonable and mature manner. Behavior that is inconsiderate or creates a hazard for other diners, or which hampers the operation or function of a facility, may result in disciplinary action. This may consist of loss of meal privileges, financial restitution, Campus Probation, or a combination of sanctions as decided by the College Judicial Board, or the Dean of Students or designee. Rules and regulations for the maintenance of order within the dining halls and snack bar areas are as follows:

No Person Shall:

1. Enter the dining facility without proper authorization (valid College ID or meal card) or without the expressed permission of a dining services manager or the ID checker.
2. Allow the misuse of a meal card or allow other persons to use a meal card that is not theirs.
3. Fail to produce the ID card when required to do so by an authorized person (management, door checker, or dining room monitor).
4. Refuse to leave the facility after being asked to do so by an authorized person (management, ID checker, or dining room monitor).
5. Jeopardize the sanitary condition of self-service foods by introducing foreign objects or materials.
6. Remove property, unauthorized food, or supplies from the facilities unless authorized to do so. (Ex: sick meals)
7. Compromise the safety of others by throwing food, paper, or liquids.
8. Possess or consume alcoholic beverages or controlled substances or be obviously intoxicated in any facility.
9. Use personal audio devices without headphones in dining halls.
10. Be inconsiderate of the rights of others by loud, rude, or abusive language, behavior, or gesture. Behavior will be considered inappropriate when indicated as such by management.

Meal contracts provide meal opportunities when classes are in session. Individual locations will post their last meal served before any vacation period. The 17, 14, 12 and 10 meal plans and point balances are nontransferable. There are no refunds for non-taxable debit points (Dining Plus) in compliance with NYS Sales Tax Law. Taxable debit balances are refundable by written request at the end of the academic year (Mustang Money). No meal plan refund will be issued to a student where a College Housing License is terminated due to disciplinary action.

### **Refuse/Recycling**

Madison County requires that we separate the recyclable material from our garbage. You will be required to deal with your own trash. To help you, we will have recycling rooms open in each Residence Hall.

It is very easy to recycle! There are only a few categories to separate:

- Cans, bottles, and some containers
- Cardboard (broken down flat)
- Paper, newspaper, boxboard (cereal boxes, toothpaste boxes, etc.)

Watch for flyers in the Residence Halls as to the hours and days that the recycling rooms will be open. You are required to use the recycling rooms! You may be fined for not properly dealing with your trash!

### **Laundry**

In each Residence Hall there is a laundry room. Use of the cold water washers and the dryers is free. If you would like to use warm or hot water to wash, it will cost you twenty-five cents. Cold water will clean your clothes if you use a detergent that is made for cold water. Should you have a problem with a washer or dryer, call the Morrisville Campus complaint line at 684-6324 or tell your Residence Director. This number is connected to an answering machine. Leave the location and type of problem and the repairs will be made within a day or so. If you don't call it in, there is no way to recognize we have a problem!

### **Vending Machines**

There are vending machines on both College Campuses. If you have problems with them, call the complaint line at 684-6324. This number is connected to an answering machine. Leave the location and type of

problem, and the repairs will be made within a day or so. Please call so repairs or replacements can be made. Should you need a vending refund, you may get one from the College ID office.

### **Cable Television**

The College operates the cable TV system. To take full advantage of this system, you need to have a “cable ready” television set that receives the new 256 QAM signal. If you do not have a cable ready television, you will need to buy a conversion box from electronics store (like Radio Shack) and bring it with you, or you can purchase one at the campus store.

- Should you have problems with the cable system, you need to call the complaint line at 315- **684-6324**. This number is connected to an answering machine. Leave the location and type of problem and the repairs will be made within a day or so.

The most common problem is that you don’t receive all the channels. This is almost always because you don’t have a cable ready television or that your cable ready television is not set to the cable setting. If you have a “newer” television, it is probably cable ready and you will need to access the menu for the television and make sure that you turn off the antenna setting and turn on the cable setting. You can find instructions in your owner’s manual.

### **Morrisville State College IcePlex**

The Morrisville State College IcePlex offers two multi-use ice arenas open to the Morrisville State College community and the general public. The IcePlex is dedicated to providing the best sports facility entertainment in the area. It is home to the Morrisville State College Mustang Hockey Team and Blue Line Hockey School. Center State Speed Skating and Figure Skating Clubs offer skating programs at the IcePlex. Learn to Skate and Learn to Play programs are also available. A variety of times are available for Open Skate and Skate and Shoot. Additional information on all programs is available at the IcePlex. Payment for all activities in the IcePlex may be made using cash or Mustang Money. Hours listed may be subject to change.

#### **Programs Available**

Open Skate Programs	Youth and Adult Hockey Leagues
Figure Skating School and Camps	Home of Morrisville State College Mustangs
Speed Skating Programs	Learn to Skate Programs
Stampede Youth Hockey	School Fundraising Programs
Birthday Parties	Hockey Schools and Camps
Educational Gym Classes	Home to Cazenovia Varsity Hockey

For more information call: (315) 684-6425 or visit: [iceplex.morrisville.edu](http://iceplex.morrisville.edu).

### **The Center Skate Figure Skating Club**

Call (315) 684-6425 for more information or visit: [iceplex.morrisville.edu](http://iceplex.morrisville.edu)

FEATURES: Lessons, Testing, Competitions, Ice Shows

### **IcePlex Pro Shop**

The Pro Shop carries hockey equipment, team jerseys, sweatshirts and T-shirts, and duffle bags. Special orders are available. For more information and hours call (315) 684-6630.

### **MAX: Morrisville Area Xpress**

MAX, Morrisville Area Xpress is a campus shuttle service specifically designed to support the commuting needs of Morrisville State College students, faculty, and staff. MAX is comprised of a variety of services including, but not limited to, daily, after hours, and weekend shuttles. Shop N Ride trips, the Rides for Residents program, and transportation for academic field trips and to nursing clinicals. All MAX Shuttle

services are funded by Morrisville State College's transportation fee and are available to students at no additional charge.

MAX Campus shuttle services are available Monday through Friday, 6:00 a.m. to 10:00 p.m. and weekends from 4:30 p.m. to 8:30 p.m. Service runs throughout the fall and spring semesters, with the exception of the college breaks and holidays.

#### Shop'-N-Ride

MAX Shop'-N-Ride shuttles provide students with scheduled trips throughout the academic year to area retailers, malls, shopping centers and to various local recreation and entertainment outlets. MAX offers transportation to neighboring Oneida and Utica on select evenings throughout the week. MAC Shop'N Ride also schedules special weekend trips to Destiny USA in Syracuse during the academic year. The shuttle departs campus at 11:00 a.m. from the STUAC bus stop and departs from Destiny USA at 6:00 p.m. Preference will be given to those who have not recently attended a weekend shopping trip. Open seats due to rider absence will be offered to any student waiting at the STUAC bus stop at 10:45 a.m. on the day of the shopping trip; there is no waiting list.

#### MAX /Rules

- No smoking is allowed on the bus.
- Beverages must have screw-on lids. No drinks with straws allowed.
- Shirts and shoes must be worn on the bus.
- Safety concerns are at the discretion of the driver.
- Profanity (swearing or cursing) is not allowed.
- No weapons of any kind allowed.
- No boisterous or unruly behavior allowed.
- No littering in or on buses, or at bus stops is allowed.

**Violation of these rules may result in driver not permitting passenger to board the bus.**

#### Rides for Residents

Morrisville Auxiliary Corporation Transportation department provides "Rides for Residents," This free service provides transportation to scheduled non-emergency appointments with a health care providers or other professional. Transports are authorized and coordinated by the Student Health and Counseling Services Center, the Office of Disability Services, MSC Trainer or University Police. Service is provided during the academic year and may be suspended or withheld at the discretion of the Dean of Students.

#### Nelson Farms

Nelson Farms, a state-of-the-art facility is designed to bring your recipe to the marketplace. Three specialty kitchens are equipped with all necessary tools: aroma free kitchen, organic/gluten free kitchen, and a general purpose kitchen where most culinary needs may be met. Nelson Farms assists its customers from the development phase to distribution. This one-stop shop minimizes risk and increases opportunity for success in moving your recipe out of the kitchen and into retail outlets.

#### Morrisville Commons

Enjoy living with friends in an apartment, all on the edge of campus! Each Commons includes full kitchens, living rooms, bedrooms and full bathrooms. Convenient billing and meal plan options make this an attractive choice for the returning student. All features are included in your room rate which will be added to your college bill. Residency in the Commons is by College Housing License. Features include: Fully air conditioned, parking spaces for all residents(available for standard campus parking fee), Sprint cell phone, cable TV, wired and wireless internet connections, fully furnished, laundry facilities, sprinkler system, live-in apartment manager, a smoke free environment, shuttle service to STUAC and the Horse barn, and secured access.

#### Office of Residence Life

As a College of Agriculture and Technology, Morrisville State College is a unique educational institution combining technical, academic offerings in a residential campus setting. Students may live in one of the

residence halls or apartments located on the Morrisville campus. Living on campus provides an opportunity for autonomy and community affiliation in a supportive environment and serve as centers for organized social, cultural and educational activities.

Our approach to on campus living provides residential students with numerous learning opportunities where students from similar curriculums interact with students with diverse interests and backgrounds. The Office of Residence Life actively solicits student input regarding housing and roommate preferences with the Housing Preferences form online via the Web for Students. A professional Residence Director/Building Manager staffs each Residence Hall with a student staff of Resident Assistants and Night Hosts.

Students who live in Morrisville State College housing must accept a housing license and hold a residential meal plan as required by MAC. The College does not provide married/family student housing. Freshmen admitted in the fall are required to sign the housing license and are liable for that entire academic year (both fall and spring semesters). All freshmen and sophomores are required to live in college housing. Exceptions to the housing requirement include students who transfer to Morrisville State College and are designated above sophomore status based on credits accepted, those who can commute from their permanent address within a 30-mile radius from the College, married/partnership, are a military veteran, are in financial distress and those 21 years of age or older. Any student who qualifies for one of these exemptions but who decides to live in college housing anyway will be expected to meet the terms of the housing license, including living in college housing for both the fall and spring semesters. Students who wish to be exempt or released from the housing license must apply for exemption or release with the Office of Residence Life. Students may or may not be released from their license and should not move out of college housing or enter into any off-campus housing agreement until their application is reviewed and a decision is reached by a committee. If the committee grants a request to move out of college housing during a current semester, the student may be charged a mandatory administrative processing fee equivalent to one month's room rent [all calculations will be performed by the Business Office]. If a residential student is academically suspended/ expelled from the college and that decision is changed by the college they will remain bound by the housing license signed before the suspension/expulsion decision.

### **Open Recreation and Intramurals**

The Athletic Office offers a comprehensive program of intramural sports, with leagues, tournaments, and events available for all students, regardless of their athletic ability or residential status. These activities are funded by the Student Government Organization and offer interested students the opportunity to put away the books for a while, get some exercise, and socialize with friends. Activities including men's basketball, co-ed soccer, co-ed volleyball, broom ball, dodge ball, hockey and much more, are supported by facilities including two gymnasiums, the fitness center, the IcePlex ice arena, playing fields, tennis courts, and a 400-meter synthetic track, and a recreational building housing indoor tennis courts and a jogging track.

### **Student Activities**

The Student Activities Office offers a variety of academic, cultural, recreational, community service, and social programs, leadership training, and more. The Student Activities Office offers students the opportunity to build a Co-Curricular Transcript (CCT) that can serve as a valuable supplement to the academic transcript, which can be used when seeking scholarships, awards, and future job searches. The CCT is an official record that is verified by either an advisor or supervisor listing the various developmental activities outside the classroom including leadership development, awards, club and organization participation, community service, intercollegiate athletics, peer advising and much more. Morrisville State College does not support Greek life.

Student Activities promotes college events and maintains on on-line an Activities Calendars in addition to developing and participating in many of the programs and services that occur throughout the school year including Welcome Days and Mustang Weekend. With over 30 Clubs, 10 Organizations, Intramurals, Open Recreation, Theater and Music programs, the Student Government Organization (SGO) and the Campus Activities Board (CAB).

There is always something to do at Morrisville State College and weekends and evenings are definitely worth staying around for! The mandatory Student Activity Fee to support safe, fun, alcohol/drug free opportunities for students to make friends, learn and grow. Enjoy concerts, movies, sports tournaments, dances, performers, game shows, plays and much more. Contact the Student Activities Office at 684-6238 or stop by the office on the lower level of STUAC to find out how to get involved.

**Student Government Organization (SGO)**

SGO is an integral part of student life at Morrisville State College, serving the entire student body through programming that is funded by the student activity fee. Officers are elected and appointed to serve by the student body. All executive board positions are paid positions. The SGO Assembly is comprised of the executive board and representatives from clubs and members at large. Assembly meetings are held weekly and all students are encouraged to attend. For more information please contact the Student Government Organization Office at 315- 684-6246.

**Welcome from the Student Government Organization President**

Dear Students,

I would like to take this opportunity to welcome you to the student body of Morrisville State College. The Student Government Organization (SGO) consists of students who are concerned about issues that affect every student, both on and off campus. SGO publishes the Alternative Housing List and sponsors a variety of programs. Participation is encouraged for all, whether they are studying on a part-time or a full-time basis. Students from diverse backgrounds are encouraged to join SGO and get involved to help students fully engage in their college experience, enjoy all that Morrisville State College has to offer, and make their time here successful and memorable. On behalf of the executive board, I wish you success in your academic and social endeavors. If you have any questions or suggestions, please feel free to voice them to me or any other member of the SGO.

Sincerely,  
*SGO President*

**Student Government Officers and Advisor**

President .....	Danielle Gauthier
Vice President/Club & Organization Contact .....	Tabitha Haney
Director of Budgets .....	Matthew Keicher
Secretary .....	Gina DiFrisco
Public Relations Director .....	Stephanie Forte
Campus Activities Board Chairperson .....	Miranda McFeeley
Advisor .....	Rita Goyette

**Membership in SGO**

Students are encouraged to seek membership in the following ways:

1. A student may seek member-at-large status by completing a membership application/petition with the signatures of 20 current students. The SGO Assembly must approve this type of membership status.
2. All recognized clubs and organizations must send one representative to the SGO meetings to serve as a voting member of the Assembly. Representatives must complete a membership application/petition with the signatures of 20 current students. The SGO Assembly must approve this type of membership status.

Any member or club of the SGO Assembly who misses two consecutive or three nonconsecutive meetings in one semester may be dismissed from the Assembly that semester, unless they report to the SGO Secretary before the meeting takes place. The mandatory student activities fee is disbursed by SGO and funds: music and theater, intramurals, all clubs and organizations, College radio station and television stations, yearbook, Campus Activities Board, and a variety of special events. While most programs and events sponsored by SGO are free, an admission charge may be levied at times to help cover expenses.

**SGO Clubs & Organizations**

African Student Union Black Alliance (ASUBA)	International Food Service Executive Association (IFSEA)
Agricultural Engineering	Intramurals/Open Rec
Agronomy	Latino American Student Organization(LASO)
Alpha Delta Mu	Massage Therapy Club)
Arcadian/Yearbook	Mo’Pride
Architecture Club	Music Department
Automotive Club	Norwich SGO
Bachelor of Science Nursing Assoc.	Outdoor Recreation Club (ORC)
Brothers and Sisters in Christ (BASIC)	Pagan Alliance
Campus Activities Board (CAB)	Renewable Energy Club (REC)
Caribbean American Student Union (CASU)	Residence Hall Association (RHA)
Casino Management Org. (CMO)	Resident Assistant Association (RAA)
Chimes Newspaper	Society of Manufacturing Engineers (SME)
Collegiate FFA (CFFA)	Sports Nutrition Fitness Management (SNFM)
Conservation Tri-Society Club	Student Government Organization (SGO)
Criminal Justice Club	Student Nurses Association (SNA)
Engineering Science Society (ESS)	Theater Department
Friars’ Drama Club	WCVM
Future Teachers of America (FTA)	Writer’s Club
Gaming Guild	Mustang Outreach & Volunteer Efforts (MOVE)
Information Technology Club	

The Student Government Organization meets weekly and all students are encouraged to attend meetings, voice opinions, and observe the student government organization in action. For more information please contact the Student Government Organization Office at 684-6238.

**Banned Organizations**

Affiliating with any group that has been permanently banned by the College is prohibited. For this purpose, affiliation is defined as joining, rushing, pledging, or being involved in any activity that would normally be associated with being a member of an organization. In addition, residing in facilities that are owned or controlled by a banned organization is considered affiliation.

**Club Athletics**

All team sports fall under the guidelines of the Athletic Board of Control and there are no “club” teams at Morrisville State College for liability reasons. No students may use the College name, the College facilities

or money collected by the College business office for the purpose of engaging in intercollegiate activities, without approval from the Athletic Board of Control.

### **Student Health and Counseling Services Center**

The Matthias Student Health and Counseling Services Center, located south of the John W. Stewart (STUAC) building, provides primary health care, health education, and personal counseling services. Specific health services provided include examination, diagnosis and treatment of illness and injuries, follow-up care for health, PAP smears and STD testing, and initiation of birth control. Health education related to medical visits is provided at the time of the visit through pamphlets, handouts, and review with health care professional. Referrals may be made by the Student Health and Counseling Services Center staff to appropriate agencies as needed. Counseling services include individual, couple and group counseling sessions, outreach programming and consultation assistance.

A limited number of diagnostic tests are done at the Student Health and Counseling Services Center at no additional charge. Lab tests are sent out and x-rays are done at a local hospital at the expense of the student and/or their insurance carrier. Normally, these fees are billed to the student's health insurance company. Some medications such as pain relievers and generic antibiotics are available at the Student Health and Counseling Services Center at no cost. Otherwise, a prescription may be written by a provider and taken to the local pharmacy. These prescriptions will be billed to the student and/or their insurance carrier.

Medical Services are provided on an appointment only basis. Hours of operation are from Monday through Friday, 8:00 a.m. to 4:30 p.m. A nurse practitioner, physician's assistant or physician is available for consultation and appointment as deemed necessary by staff. Emergencies are referred to the Emergency Room at Community Memorial Hospital in Hamilton, NY, or by calling University Police at 684-6410. **Students must have documentation of immunization at the time of registration.** Students are also required to have a completed physical examination on file at the Student Health and Counseling Services Center at the time of registration. Students without a medical record (physical) at the Student Health and Counseling Services Center may not be treated.

Counseling services are free to all enrolled students. Services are completely confidential and information is shared only upon your written request or in instances when students are thought to be harmful to themselves or others, or as mandated by law. Counseling can help you develop a better understanding of yourself, your goals, your relationships with others and your environment. Counseling has been proven to be helpful with personal, social, emotional, academic and drug/alcohol related concerns. Counselors offer a number of workshops, information tables and other activities on campus each semester. Consultation services include providing information and materials regarding important mental health topics, available community services, and accessible referral resources. Counseling services are provided by appointment, Monday through Friday 8:30 – 4:30 pm, by calling the health center at 315-684-6078.

### **Students with Disabilities**

The office of the Coordinator of Services for Students with Disabilities is located in the Butcher Library on the 2<sup>nd</sup> floor. The Norwich Campus Office for Students with Disabilities is located on the 1<sup>st</sup> floor of Roger W. Follett Hall, room 133. Any student who is attending the Norwich Campus should send all documentation to this location. All services for students with disabilities are coordinated through the Students with Disabilities office at Morrisville or at Norwich. Students with a documented disability who wish to utilize services and/or academic accommodations should contact the Coordinator for their respective campus before or at the start of each semester. David Symonds is the Coordinator and can be reached at 315-684-6349 or [symondda@morrisville.edu](mailto:symondda@morrisville.edu). Patricia Davis is the Coordinator for the Norwich Campus and can be reached at 607-334-5144 or [davispm@morrisville.edu](mailto:davispm@morrisville.edu).

### **The Children's Center**

The Children's Center at Morrisville State College, Inc. is a licensed, nationally accredited child care facility located on the Morrisville State College main Campus. The Center programs are available for children 6



weeks of age to 5 years. Children from age 5 to 12 are offered before and after-school care at the School-Age Program, which is located in the Edward R. Andrews Elementary School (part of the Morrisville-Eaton Central School district). The curriculum for childcare provides opportunities for the development of social and emotional skills, gross and fine motor skills, perceptual and cognitive readiness, and sound health and good nutritional practices. Through teacher/child interaction, children learn language and problem solving skills as well. Children will be offered a program rich in assorted activities in order to give them the opportunity to make choices. Children are grouped according to age and developmental ability. Activities alternate between quiet and active play both indoors and outdoors.

The program runs 7:00 a.m.-5:30 p.m. Monday through Friday while classes are in session. Care is offered from 7:30 a.m. to 4:30 p.m. during both summer sessions and the winter term. Scholarships are available for student parents that qualify. For more information on cost of care and the application process, please feel free to contact the director Jennifer Britton at 684-6400.

**The Norwich Campus**

Roger W. Follett Hall

20 Conkey Avenue, Norwich, NY 13815-1752

607.334.5144

[www.morrisville.edu/Norwich](http://www.morrisville.edu/Norwich)

**NORWICH CAMPUS MISSION:** To offer a quality, personalized education with an emphasis on associate degree programs, career preparation, training, transfer opportunities, and lifelong learning.

Serving Chenango County and contiguous counties in south-central New York since 1969, the College's Norwich Campus offers associate degree career and transfer programs at a state-of-the-art facility, Roger W. Follett Hall. The Campus, located adjacent to the Eaton Center in downtown Norwich, is a center for higher education, professional development, continuing education, employee training, and cultural enrichment for the region. The Campus offers students the option of full-time or part-time study and flexible daytime and evening course schedules.

Students enrolled at the Norwich Campus are subject to the rules and regulations of the College as outlined in the College Catalog and this Student Handbook. Procedures unique to the Norwich Campus are available upon request at the Norwich Campus Administrative Office.

Norwich Campus students may earn an Associate Degree in one or more of the following majors by meeting all program requirements:

Accounting (AAS, AS)	Business Administration (AAS, AS)
Computer Information Systems (AAS)	Liberal Arts and Sciences/Humanities and Social Science (AA)
Computer Systems Technology (AAS)	Criminal Justice (AAS)
Individual Studies (AA, AAS, AS)	Office Technology (AAS)
First Year Nursing (AAS)	Early Childhood (AAS)
Human Services (AAS)	

Students may also take courses at the Norwich Campus that can be applied to Morrisville bachelor degrees or to other programs not available at Norwich. Students wishing to do so are encouraged to discuss their educational and career goals with an Academic Advisor.

Norwich Campus staff and faculty work closely with the various academic and administrative offices at the Morrisville Campus to ensure that students receive quality instruction, services, and support during their studies at the College. Services include academic advising, student support (tutoring and disability services), financial aid, career services, internships, student activities, library services, laptop support, bookstore, food services, and more. Questions or comments about these services may be directed to any Norwich Campus staff or faculty member or Student Government representatives.

### **The Office of Career Services**

Career Services provides a range of services and resources to assist students and alumni in defining and achieving their unique post-graduate goals. Students and alumni engage with the office for guidance on any aspect of the career planning and development process, from identifying and exploring career options to developing resumes, cover letters, and portfolios; mastering the art of networking; strategizing on and conducting internship and job searches; preparing for interviews; and negotiating job offers. Career Services also advises on applying to additional degree programs.

Students and alumni can connect with the office in individual advising appointments, campus-wide and class-specific workshops, walk-ins at satellite locations around campus, and events such as the Networking and Recruitment Series and the annual Job & Internship Expo. To complement in-person services, resources specifically for Morrisville students and alumni can be accessed through the Career Services website; Career Services is located in Crawford Hall, 3<sup>rd</sup> Floor.

### **The Registrar's Office**

The Registrar's office can assist students with any of the following:

- Enrollment Verification for the following:
  - Unemployment Verification
  - Employment
  - New York State Housing Authority
  - Health Insurance
  - Bank Loans
  - Other as Requested
- Veterans Educational Enrollment Certification
- Tuition Assistance Program Waiver Approvals
- Name Changes
- Permanent Address Changes
- Transcript Requests (see policy below)

#### **Transcript Request Policy**

Your academic transcript is composed of all credit-bearing coursework you attempted or completed at Morrisville State College as well as any degree(s) conferred. Transcript requests should be made in writing to the address below. Telephone or e-mail requests cannot be accepted.

- Each student is entitled to one free copy of the transcript. Each additional transcript ordered requires a \$5.00 transcript fee.
- Each transcript must be requested in writing either in person or by sending a written request (pursuant to regulations issued by the State University of New York and the Family Educational Rights and Privacy Act of 1974).
- All financial obligations to the College must be met and the \$5.00 transcript fee must be paid at the time of the request. Payment can be made by personal check, money order, or cash.
- Faxed requests are accepted, but prepayment of the fee is still required. Our fax number is 315-684-6421. If requesting a transcript by fax you must make payment via credit card by calling the Student Accounts Office at 315-684-6069.
- Telephone or e-mail requests will not be accepted.
- Each request must include:
  1. Full name and address of requestor.
  2. Your name when enrolled (if different).
  3. Your birth date.
  4. Your Morrisville State College M number or social security number.
  5. Approximate last date of attendance at Morrisville.
  6. Full name and address of person or place receiving transcript.
  7. **Your signature.**

**SEND WRITTEN REQUESTS TO:**

Office of the Registrar  
Morrisville State College  
PO Box 901  
Morrisville, NY 13408

Requests are generally processed within 48 working hours of receipt, except during the registration or final grading periods of each semester. We will fax transcripts for you, but please note that faxed transcripts are not considered official transcripts and may not be legible due to our use of safety paper.

**The Student Accounts Office**

**Institutional Charges, Fees, and Refunds**

1. Payment of Charges – All charges are due and payable to Morrisville State College prior to the beginning of each semester. Other charges that may arise during the semester are due and payable as they occur. These charges may occur due to changes in course load, changes in Residence Hall, parking fines, lost or damaged equipment, library books, etc. Note: A student will not receive grades, transcripts, a diploma, and/or may be unable to register for future classes until all bills are paid in full.
  - a. TUITION – mandatory for all students based on the number of credit hours you are registered for. Students are considered full-time if enrolled for 12 or more credits.
  - b. ACTIVITY FEE – mandatory for all full-time and part-time students.
  - c. ATHLETIC FEE – mandatory for all full-time and part-time students.
  - d. HEALTH SERVICES FEE – mandatory fee for all full-time and part-time students, providing some medications and laboratory procedures at no additional cost.
  - e. TECHNOLOGY FEE – assessed to all students providing access to various computer services.
  - f. TRANSPORTATION FEE- assessed to all students at the main campus for use of campus shuttle services.
  - g. STATE UNIVERSITY FEE – mandatory for all full-time and part-time students.
  - h. ORIENTATION FEE – mandatory for all first-time freshmen.
  - i. MEDICAL INSURANCE – all students enrolled for 12 or more credit hours are required to have health insurance. Waiver of insurance (proof of insurance) must be completed online on their Web for Students by the end of the first day of class to have this fee removed from their account.
  - j. FITNESS CENTER FEE – voluntary fee to use the Fitness Center. Students must contact the Student Accounts Office by the end of the first week of classes to have the fee removed from their account.
  - k. ALUMNI –mandatory fee for all students. This fee supports Mustang Weekend, as well as Grad Finale and other campus events throughout the year.
  - l. CAREER SERVICES –mandatory fee for all students This fee supports career option assistance, preparing/creating/editing resume, cover letter, portfolio, internship and/or job search, networking, and more.
  - m. DIPLOMA FEE – mandatory for all students expected to graduate. It is a one-time fee charged prior to the semester of graduation.
  - n. MEAL PLANS – mandatory for all Residence Hall students. Various optional plans available for commuting students and those living in apartments.
  - o. DORMITORY SERVICES CHARGE – mandatory for all Residence Hall students.
  - p. ROOM – mandatory for all Residence Hall students, varies by Residence Hall and room occupancy.
  - q. ADMINISTRATIVE LATE PAYMENT FEE – onetime fee charged to all students who do not prepay (settle their bill) by the scheduled deadline.
  - r. LATE REGISTRATION FEE – charged to everyone who registers on the first day of classes.
  - s. LATE PAYMENT FEE – charged at each billing after the initial billing.
  - t. DROP/ADD FEE – charged for any changes to schedule made after the first week of classes.
  - u. LAPTOP FEE – charged to all students in mandatory laptop programs or students that choose to participate that are in non-mandatory programs.

2. Refunds – Academic and Disciplinary Expulsions – A student who is expelled for academic or disciplinary reasons prior to the end of an academic term shall be liable for all tuition, fees and room charges for that term.
3. Refund Exchange Checks – A student may pick up his/her refund check from the Student Accounts Office with a photo ID only. No exceptions will be given.
4. Withdrawal from College Policy – Students withdrawing from the College must complete a separation form with their school dean and obtain signatures from each of the offices listed. Please note that disciplinary expulsions or suspensions result in 100% liability for all semester charges.

The following policies shall apply to tuition liability and refunds.

LENGTH OF TERM	LIABILITY DURING INDICATED WEEK	
Semester	First Week	0
	Second Week	30%
	Third Week	50%
	Fourth Week	70%
	Fifth Week	100%

5. Title IV Aid Recipients – Title IV refunds apply only to students who received Federal Title IV assistance, namely: Stafford Loans, Unsubsidized Stafford Loans, PLUS Loans, Perkins Loans, Pell Grants, and SEOG Grants.

Reduction of charges for Title IV aid recipients follows the above percentage schedule. However, Title IV policy determines the amount of aid a student is eligible to retain that can be applied to his/her obligation. A percentage is calculated based on days attended vs. total days of instruction. Title IV aid is then multiplied by this percentage to determine how much Title IV aid can be used to meet the student’s overall obligation. **(NOTE: Title IV aid reductions apply to all withdrawals before the end of the -tenth week of classes or prior to completing sixty percent of the semester.)**

### University Police

NYS University Police is the law enforcement arm of the State University system. Personnel are trained to provide the maximum amount of service to the College population, emphasizing crime prevention programs and encouraging students to develop lifelong habits of compliance with rules governing community behavior.

The Rules of the Morrisville State College Council Regulating Student Conduct and Behavior, in addition to Federal and State statutes prohibiting unlawful behavior, are enforced. Each employee is a sworn police officer possessing the authority to make arrests and execute warrants or arrests for violations of law committed on College owned/operated property. The College is patrolled on foot, bicycle, and in mobile units with personnel available to provide a prompt response to requests for assistance. Escorts are available during the hours of darkness to and from the parking lots and Residence Halls. A modern communication system permits access 24 hours daily by telephoning (315) 684-6410. Students may contact NYS University Police for all their medical emergencies.

Students must register all motor vehicles operated at College in order to provide increased personal safety and for identification purposes. Required parking decals are issued for a fee at the department office in Brooks Hall. Failure to comply will result in penalties, including vehicle removal from the College at the operator’s expense.

An “Adopt-a-Dorm” program has been established for the Residence Halls. Each officer is assigned a Residence Hall as a resource officer for that community. Through this program, floor and hall-wide information programs are presented to residents by the officer.

A “blue light” emergency telephone system is located throughout the Campus. The telephone system provides a direct/automatic link to NYS University Police. In addition, with the introduction of AT&T cell phones as part of the Campus infrastructure, students have an additional personal direct link to NYS University Police by dialing #87 or #UP on their AT&T phone no matter where they are on Campus.

Operation Mo-Watch is an initiative developed by the NYS University Police at Morrisville State College to promote awareness amongst the student body of the importance of the role they play in preserving the peace on campus, as well as protecting themselves and others, by storing the emergency numbers for the NYS University Police in their personal cell phones in case of an emergency. The AT&T phones provided to residential students on campus come with the emergency numbers for the NYS University Police already programmed. This ensures that students have the means to contact NYS University Police promptly should the need arise, be it through their personal or school issued cell phones.

The NYS University Police work closely with other student service departments on Campus as well as other law enforcement agencies to provide a safe and secure environment in which all community members may continue to grow and learn.

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## **College Policies**

### **Affiliation**

Morrisville State College condones student affiliation with organizations or groups that maintain responsible activities associated with joining, rushing, pledging, affiliating and disassociating. The College recognizes the Student Government Organization as providing a responsible framework for student affiliation amongst clubs and organizations which are consistent with College identity and goals. Consistent with the College's authority to regulate student conduct, organizations or groups may be permanently banned if they are deemed to be operating in an unsafe or unreasonable manner or engage in repeated or very serious violations of College Policy or law. It is a violation of College affiliation policy for students to affiliate with permanently banned organizations or groups.

### **Affirmative Action**

The College is committed to the principles of nondiscrimination and equality of opportunity in all aspects of its procedures and practices. The College is committed to fostering a positive environment for learning, and to ensuring the safety, rights, and dignity of every member of the campus community. Harassment that is sufficiently severe, pervasive, or persistent that it interferes with or limits the ability of an individual to participate in or benefit from the educational institution's resources or opportunities. Protected characteristics include but are not limited to: age, ancestry, color, disability, family medical/genetic information, marital status, national/ethnic origin, political affiliation, race, religion, sex [including pregnancy], sexual orientation, or veteran status will be handled in accordance with the procedures and policies published by the college.

### **Alcohol**

The College engages in a continuing program to educate and inform its members concerning the use and abuse of alcohol. Student involvement with alcohol is a matter of College concern. Students are advised of the following provision of New York State law:

1. Persons under the age of 21 are prohibited from possessing any alcoholic beverage with intent to consume the beverage. Violators are subject to a fine of up to \$50 per offense. Authorized law enforcement officials, University Police officers and Residence Life staff, may seize alcoholic beverages involved in alleged violations of this law. Disposal and destruction of the seized alcoholic beverages are also authorized but cannot be carried out until three days after the initial appearance date, unless otherwise ordered by a court.
2. Persons under the age of 21 who present falsified or fraudulently altered proof of age for the purpose of purchasing or attempting to purchase alcoholic beverages are guilty of a violation, punishable by a fine of up to \$100.00 and a community service requirement of up to thirty (30) hours.

3. A person under the age of 21 who presents an altered New York State driver's license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver's license for up to ninety (90) days and may also be required to apply to the Department of Motor Vehicles for a restricted use driver's license following the suspension.

Students and their guests are not to possess, purchase, sell, distribute, or use alcohol on college property or property or event operated for the benefit of the college with the exception of students/guests of age (21-years or older) who live in/visit MAC-operated residences, patron the College Restaurant, and with authorization from the College President or designee. Those meeting the exceptions must fully abide by the individual alcohol expectations for those particular residences/locations. Those failing to meet expectations are subject to legal and college disciplinary action.

#### **Alcohol Policy in Apartments**

Persons of legal age (21 or older) are permitted to possess and consume alcoholic beverages within all Morrisville Commons suites and bedrooms, providing all consumers of a given room are of legal age. Alcohol paraphernalia (e.g., kegs, wine coolers, flasks, taps, funnels, bottle cap collections) are not permitted in Morrisville Commons. Collection of bottles/cans for display is also not permitted. Alcohol promotional/decorative items (beer signs, lamp shades, etc.) are not permitted in any windows, displayed on the outside of room doors, or in public lounges. No possession or consumption of alcohol is permitted by any guest in the Commons suites where any of the assigned residents are less than 21 years of age, regardless of whether the guest is of legal drinking age. Behavior that encourages or contributes to excessive alcohol consumption by another student is prohibited. Binge drinking is strictly prohibited. Individuals of legal drinking age may not provide alcohol to underage roommates, suitemates, visitors or guests. Drinking games and other activities that may promote the irresponsible use of alcohol are prohibited. Residents may not consume or have in their possession an open container (seal broken) of alcoholic beverage in hallways, lounges, or other public areas. At no time are residents or guests over the age of 21 to possess more than one six pack of beer (6-12 oz. containers) or equivalent amounts of the following: malt liquor (about three 16-ounce containers), wine (about one liter) hard liquor (250 milliliters) per person in any room/suite. Empty containers must be recycled promptly. In suites where some assigned residents are 21 years of age and older and others are under 21, no alcoholic beverages shall be left in common areas or appliances.

#### **Description of Applicable Sanctions**

**Legal:** The unlawful possession or use of any drug in any degree may result in arrest. Civil authorities will handle instances involving the sale of any illegal drug(s). Students are subject to all local and State laws concerning the use, possession, sale and transportation of alcoholic beverages. Students violating laws may face civil and criminal action.

**Institutional:** The unlawful possession or use of any drug in any degree may result in sanctions as outlined in Article VI of the Student Handbook. Incidents are reviewed individually and students may be held accountable by both University Police and College Judicial Affairs for violations. Depending on severity and the circumstances of a case, College Judicial Affairs staffs have some discretion and options. Using their knowledge of a case and judgment, sanctions assigned are generally consistent with this progression:

- **First** offense. Student Development Module - A student may be directed to complete one or more development modules by a specific deadline. Campus Probation - Campus Probation jeopardizes housing privileges [residency and visitation in Residence Halls]. The sanction emphasizes that future violations may result in more serious disciplinary action including expulsion from the Residence Halls or the College.
- **Second** offense. Extended Campus Probation or College Probation. College Probation jeopardizes continued attendance at Morrisville State College. Again, the sanction emphasizes that future violations may result in more serious disciplinary action including expulsion from the Residence Halls or the College. Referral for Alcohol Assessment and Education Services (RAAES) and/or Referral for Drug Assessment and Education Services (RDAES), by a specific deadline. Such referrals require a student to report to the Student Health and Counseling Services Center for a consultation with a counselor regarding substance use.
- **Third** offense. Residence Hall Expulsion and/or College Probation. Residence Hall Expulsion carries a ban from all Residence Halls and no refund of housing charges.

Sanctions can be assigned together and may deviate from this progression. Morrisville State College reserves the right to furnish written notification disclosing any violation involving the use or possession of alcohol or drugs to the parents and/or guardians of students who are under the age of 21 at the time of such notification.

**Description of Health Risks**

Substance abuse can be acute or chronic, with serious health risks and harmful effects resulting. The risks associated with substance abuse cannot be easily summarized. The information provided in this document is by no means exhaustive, but meant to illustrate the importance of thinking before using such substances.

Examples of acute problems resulting from a simple episode of drug use are:

Unwanted sexual contact/rape	Violence
Sexually transmitted diseases (STDs)	DWI, automobile crashes
Sudden heart failure (cocaine)	

Examples of chronic problems result from long-term drug use are:

Blackouts (memory loss)	Infections, cancer
Decline in academic/job performance	Loss of relationships with family/friends, anxiety
Liver damage	Brain damage

**Where To Go For Help**

The College encourages students to seek assistance if they or a friend have alcohol or other drug-related problems or questions from the following resources. \* = Confidential assistance available.

College:

* Student Health and Counseling Services Center 315-684-6078	Residence Life Staff - 315-684-6043
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Beyond College:

* Alcoholics Anonymous (AA) - St. Joan of Arc 315-684-9551	* Narcotics Anonymous (NA) - St. Joan of Arc 315-684-9551
* Madison County Council on Alcoholism: Substance Abuse - 315-697-3947	* Madison County Mental Health Dept. (ADAPT Program) 315-363-2327

**Annual Security Report**

Morrisville State College fosters safe learning environments and trusting partnerships with students, employees, visitors, guests, conference groups, and event attendees on both the Morrisville and Norwich campuses. This communication is one part of the ongoing education and enforcement program related to drug and alcohol use, bias behavior, hazing, harassment, violence, sexual misconduct, and overall personal safety. Morrisville State College makes security information available to the community in electronic and print mediums including View Books, the Student Handbook, the Faculty/Staff Handbook, and the College computer network. The Annual Security Report [ASR] contains crime statistics, prevention and reporting policies, disciplinary procedures, and personal safety tips. The information can be viewed online by visiting the New York State University Police at Morrisville State College webpage. If you have questions, want to pick up a hard copy of the ASR, or request that a copy be mailed to you, please call (315) 684-6070 or visit the Dean of Students Office at Morrisville State College, which is located in the Helyar Hall Building, Morrisville, NY 13408. Orientation and ongoing programming efforts touch upon the topics described above as central to our education and enforcement program. In addition, our Library collection includes video materials which are highly recommended by the Clery Organization, Inc. A variety of resources and services are available to the College community through the EAP program, the Office of Institutional Diversity, the Student Health and Counseling Services Center, and University Police. Contact information for these and other offices can be found on the Morrisville State College Website at <http://www.morrisville.edu> or by calling the College switchboard at (315) 684-6000.

**Appropriate Attire**

Proper attire, including shirt and shoes, must be worn by students and guests at all public areas of campus (i.e. Lobbies, laundry rooms, food service areas, elevators, etc.).

### **Behavioral Intervention Team (BIT)**

The health, safety and well-being of individuals who make up the Morrisville State College community are of the highest priority. Procedures are in place to address student problems and concerns that interfere with successful engagement in campus life.

The Morrisville State College Behavioral Intervention Team (BIT) was established to make behavioral threat assessments and intervention strategies. These activities do not replace the college disciplinary process, faculty classroom management, or responses of University police. To report an incident or a situation of concern, you can contact New York State University Police at (315) 684-6410 or the Dean of Students Office at (315) 684-6070. Conduct violations will be handled in accordance with the procedures outlined in The Morrisville State College Student Code of Conduct which can be reviewed at <http://www.morrisville.edu/studenthandbook/>.

The Behavior Intervention Team (BIT) is comprised of administrators and staff who work closely with students who may be struggling. The BIT coordinates resources and assists students who may exhibit maladaptive behavior, or show signs of potentially being a danger to themselves or others here. The team develops intervention plans based on the problems and concerns identified. Typical issues which may be reported include: socially inappropriate behavior; alcohol or drug abuse; significant health concerns that interfere with daily functioning; sudden, alarming changes in behavior.

### **BIT Composition**

- Dean of Students
- Assistant to the Dean of Students
- New York State University Police Chief - Morrisville
- Student Health and Counseling Services Center Representative
- Director of Residence Life
- Others as appropriate

### **BIT Procedures**

- University Police, Dean of Students, Residence Life Staff, or trusted faculty/staff can serve as the initial contact when concerns arise about a student's behavior or when a member of the community learns of a major life change or incident that is affecting a student's ability to function appropriately or productively in the college environment.
- If someone believes there is an immediate threat of self-harm or harm to others, they should call University Police at 315-684-6410.
- Students may be identified for follow-up by the BIT team or by faculty, staff or others.
- The BIT will consider the information provided and make decisions about appropriate follow-up that might seem appropriate.
- If the team determines the student needs intervention, the student will be contacted by an assigned member of the team to initiate follow-up to assist the student.
- Student Health and Counseling Services Center representatives may be on the team or consulted, but they may not always be able to comment on specific student matters for privacy and confidentiality reasons. In such cases, they can serve as resources for the team in determining general intervention strategies and providing professional mental and physical health perspectives.

### **Bias Related Crime**

It is a New York State (NYS) University Police Department mandate to protect all members of the Morrisville State College community by preventing and prosecuting bias or hate crimes that occur within the College jurisdiction. Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude toward or against an individual or group based on perceived or actual personal characteristics, such as race, color, religion, national origin, sex, sexual orientation, age, or individuals with disabilities. Hate/bias crimes have received ongoing attention, including the passage of the Federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the relevant New York State law are available in the office of the NYS University Police Department. Penalties for 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 College judicial



affairs disciplinary procedures where sanctions including expulsion are possible. In addition to trying to prevent and prosecuting hate/bias crimes, the NYS University Police Department assist in addressing bias-related activities that do not rise to the level of crime. These activities referred to as bias incidents and defined by the NYS University Police Department as acts of bigotry, harassment, or intimidation directed at a member of a group within the Morrisville State College community based on race, color, religion, national origin, sex, sexual orientation, age, or individuals with disabilities may be addressed through the State University’s Discrimination Complaint Procedure or the College judicial system. Bias incidents can be reported to the Director of Human Resources/ Affirmative Action and Title IX Coordinator, Sarah G Steele, located in the Human Resources Office, 1st floor of the Whipple Administration Building, Morrisville State College, Morrisville, N.Y. 13408, 315-684-6038 or via email at steelesg@morrisville.edu. If you are a victim or witness to a hate/bias crime at the College, report it to the NYS University Police Department immediately by calling (315) 684-6410, by using a blue light phone or any available telephone, or stop by the University Police Office in Brooks Hall. The NYS University Police Department will investigate and follow the appropriate procedures. Victims of bias crime or bias incidents can avail themselves of counseling and support services from the College or receive information regarding resources available in the community, by calling the Student Health and Counseling Services Center at (315) 684-6078. Information on security procedures and crime statistics is available by contacting the NYS University Police Department at (315) 684-6410 or on their website.

**Bulletin Board/Posting Policy**

Bulletin boards are available throughout the College for use by students, faculty, and staff to provide information relevant to the Morrisville State College community. Clubs, organizations, and individuals wishing to publicize programs, events, or items of interest throughout the College should receive prior permission from the Student Activities Office. Approved notices will be stamped and dated. Approved materials may be posted for up to one month. Posted materials should bear the name of the sponsoring party. In academic and administrative buildings, materials may be posted on general use bulletin boards only. Items may not be posted on departmental bulletin boards, walls, windows, displays, etc. In Residence Halls, materials may be displayed by Residence Life Staff in public areas with the approval of the appropriate Residence Hall Director or Building Manager. Examples of appropriate displays include holiday decorations, emergency notices, etc. Items not posted on bulletin boards should be secured with masking tape only. Solicitation and leafleting by off-campus commercial enterprises is prohibited. Unapproved or outdated materials will be removed by appropriate College personnel responsible for facilities. In order to post information targeted to specific audiences in certain locations, please also obtain permission from the appropriate offices listed below:

Student Activities, Athletic Facilities (Student Activities or Intramural/Open Recreation Offices)	
Residence Halls (assigned Residence Hall Director)	Academic Buildings (School Dean’s Office)
Administration Building (Human Resources Office)	Dining Halls, Campus Store, Arena (Managers)
Library (Librarian)	Norwich Campus (Administrative Office)

**Campus Security Authorities**

Recent amendments to the Campus Security Act, a federal law that requires colleges and universities to annually compile and publish crime statistics for their campuses and certain other areas, require that “campus security authorities” report crime statistics for inclusion in the college’s Annual Security Report. “Campus security authorities” include faculty advisors to student organizations, athletic team coaches, members of the University Police department, the Dean of Students, Instructional Support Services, the Vice President for Administration, the Executive Director of the Norwich campus, the Director of Residence Life and all Residence Life Staff including ACs, RDs, and RAs, the Coordinator of Intramurals, and the Director of Athletics.

Examples of crimes that should be reported (but are not limited to) are:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Sexual Assault
- Dating Violence
- Domestic Violence

Stalking  
Robbery  
Aggravated assault  
Burglary  
Motor vehicle theft  
Arson  
All hate crimes involving bodily injury  
All liquor, drug, or weapons law violations resulting in an arrest

### **Credit Card Marketing**

Morrisville State College prohibits the advertising, marketing, or merchandising of credit cards on campus to students, unless expressly authorized and registered by the Vice-President for Administrative Services. Registrants will be limited to specified dates and areas and are prohibited from offering gifts to a student in exchange for completing a credit card application.

### **Cyber-bullying**

The use of digital media which is intended to, or has the effect of, embarrassing, harassing, disturbing or otherwise harming another individual will not be tolerated. 'Digital media' includes social networking sites cell phone text messaging and other related forms of electronic communication. Students who take sides in cyber-bullying cases will be considered participants and investigated for misconduct. An example of taking sides is hitting the thumbs-up 'like' button on Face book in reaction to an inappropriate remark, but other ways of being a participant may exist and will be investigated. Students that are involved with cyber-bullying will be charged for Harassment under the Student Code of Conduct violations.

### **Directory Information**

***Family Educational Rights and Privacy Act [FERPA]:*** FERPA regulations define “directory information” as information contained in an education record of a student “that would not generally be considered harmful or an invasion of privacy.” At Morrisville State College, directory information includes student’s name, permanent and/or, local or Residence Hall address, permanent and/or local telephone number, electronic mail address, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, photographic/electronic images, degrees, honors and awards received and the most recent educational agency or institution attended. Any student attending Morrisville State College has a right to opt out of having their directory information disclosed. If a student opts out of having directory information disclosed, this information shall not be shared with any outside individual or agency except those in accordance with FERPA guidelines. If you wish your directory information be held confidential and not released to any outside agency except those in accordance with FERPA guidelines, you must sign a waiver form in the Registrar’s Office, located on the 3rd floor, Whipple Administration Building. Should you have questions, please contact the Registrar’s Office at (315) 684-6066 or visit U.S. Department of Education website <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

### **Disciplinary Records**

This policy conforms to the *Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)*.

#### **1. Definitions**

- a) The term student refers to any person who has completed the registration process for any semester at Morrisville State College and for whom the College had developed an education record.
- b) Education records are not collections of personally identifiable information pertaining to students; these records are maintained by the College or by personnel acting for the College. This includes computer files and written materials contained in a file folder in a traditional manner. As stipulated in the Buckley Amendment, the following files are not considered educational records and are not available to students.
  - i) Records maintained by University Police, the Student Health and Counseling Service Center;
  - ii) Employment files (i.e., applications for resident assistants and job-related materials);
  - iii) Records developed and maintained by faculty and staff which serve their individual record-keeping purposes, and which remain exclusively in their possession.

- c) Student disciplinary records are maintained in either the Dean of Students Office, located in Helyar Hall, 1<sup>st</sup> floor. Phone number 315-684-6070 or in the Office of Residence Life, Crawford Hall, 1<sup>st</sup> floor, Phone number 315-684-6043. Student disciplinary records may contain:
  - i) letters of charges to student;
  - ii) relevant hearing information (all available to student);
  - iii) follow-up letter to student on disposition of the case;
  - iv) case incident reports.

2. Access

- a) The essence of these guidelines and the Family Educational Rights and Privacy Act of 1974 is that all students have the right to inspect their own educational records, irrespective of age or economic dependence upon parents, with the exceptions listed above.
- b) Although the College is not required to release records maintained by the Student Health and Counseling Services Center, on written request by the student, information maintained in these files must be released to the appropriate professional of the student's choice. All materials included after January 1, 1975, are available for student inspection unless there is written evidence in the folder that the student has waived the right to review a particular item.
- c) A written request to inspect a file should be made directly to the office holding the file. Access to the file is during normal business hours in the office holding the file.
- d) . Copies maybe obtained by subpoena only at the requesters expense.
- e) Parents and legal guardians maybe granted access to their dependent's records if the student is a dependent in the Internal Revenue Service definition of the term, or if the student has given prior written consent. Thus, it is the parents' or guardians' responsibility to present evidence of dependency (certified copy of the current year's Federal tax return) before a student record may be released. If such evidence is presented, the student is notified.
- f) Student records are accessible to school officials whose primary job responsibilities require access to some or all of the information included in a particular file and to school officials with a legitimate educational need to review a student's file.
- g) Each student's file must contain a list of individuals who have requested or gained access to the records, excluding the student, school officials, and those with written consent from the student.

3. Right of Challenge

- a) A student who discovers what he or she may feel to be inaccurate, misleading, or incomplete recording of information in their personal record may request that a change be made by the appropriate submitting office.
- b) If the request for change is denied, the student may request that a hearing be conducted within a reasonable period by a person who is not directly involved in the issue, appointed by the Dean of Students and preferably approved by the student.
- c) Students who differ with the decision rendered in the hearing are entitled to include a statement explaining their dissent in their file.
- d) Questions related to conduct of a FERPA hearing or these guidelines may be directed to the U.S. Department of Education at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

4. Release of Information of Records

- a) There is to be no oral or written release of personally identifiable information from any student educational record without the signed and dated consent of the student, except to:
  - i) authorized College personnel defined by the person responsible for the file as having a reasonable need to know;
  - ii) State and Federal education authorities to whom information must be made available by statute and/or for the audit of Federal programs;
  - iii) organizations and educational agencies involved in testing, administering financial aid, or improving instruction, provided the information is presented anonymously;
  - iv) accrediting agencies;
  - v) parents and legal guardians of students regarded as dependent by the IRS definition of the term, if dependency is demonstrated (inspect only access on site);
  - vi) situations of compliance with court-order subpoena, in which case an attempt is made to notify the student in advance;

- vii) appropriate persons in the case of emergency;
- viii) College counsel.
- b) Information may be released in a way that does not infringe on any individual's right to privacy. One acceptable way is to remove all personally identifiable information.
- c) When any personally identifiable information is released from a student record in an authorized fashion, the party to whom the information is given must be notified that there is to be no release of that information to a third party.

5. Expunging

- a) Student records should be free of extraneous data which no longer serves the purpose(s) for which they were gathered. Therefore, systematic attempts should be made to expunge extraneous materials in student records or to purge files on an ad hoc basis in the review given each file before the student inspects it.
- b) Judgments concerning the relevance of materials should be made by the person who is responsible for the particular file.

**Drugs**

The College engages in a continuing program to educate and inform its members concerning the use and abuse of drugs. Student involvement with illicit drugs is a matter of College concern. The sale, purchase, distribution, possession and/or use of drugs constitute a violation of College regulations as well as State and Federal laws. The College does not condone such conduct, nor will it provide sanctuary for those who engage in such conduct. Drugs are defined as, including but not necessarily limited to: sedatives (tranquilizers, barbiturates), stimulants (amphetamines), LSD, mescaline, and other hallucinogens, DMT, narcotics, marijuana, and inhalants. All of these are illegal, except if taken under a doctor's prescription. The unlawful possession or use of drugs in any degree may result in College Judicial action and arrest by New York State University Police or other agencies. College resources are available to assist students to constructively deal with issues including involvement with illegal drugs. Any student who is involved with drugs is encouraged to consult staff of the Student Health and Counseling Services Center for help. Information given to a College health care provider or counselor is privileged; the provider or counselor will not voluntarily disclose it to anyone. Other members of the staff or other students may also help with drug problems; however, students should realize they are not necessarily bound by confidentiality.

**Description of Health Risks**

Substance abuse can be acute or chronic, with serious health risks and harmful effects resulting. The risks associated with substance abuse cannot be easily summarized. The information provided in this document is by no means exhaustive, but meant to illustrate the importance of thinking before using such substances.

Examples of acute problems resulting from a simple episode of drug use are:

Unwanted sexual contact/rape	Violence
Sexually transmitted diseases (STDs)	DWI, automobile crashes
Sudden heart failure (cocaine)	

Examples of chronic problems result from long-term drug use are:

Blackouts (memory loss)	Infections, cancer
Decline in academic/job performance	Loss of relationships with family/friends, anxiety
Liver damage	Brain damage

**Where To Go For Help**

The College encourages students to seek assistance if they or a friend have alcohol or other drug-related problems or questions from the following resources. \* = Confidential assistance available.

College:

* Student Health and Counseling Services Center 315-684-6078	Residence Life Staff - 315-684-6043
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Beyond College:

* Alcoholics Anonymous (AA) - St. Joan of Arc 315-684-9551	* Narcotics Anonymous (NA) - St. Joan of Arc 315-684-9551
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* Madison County Council on Alcoholism: Substance Abuse - 315-697-3947	* Madison County Mental Health Dept. (ADAPT Program) 315-363-2327
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**Electronic & Video Monitoring**

The College is committed to enhancing the quality of College life, to protecting the safety and property of the College community, and deterring crime by integrating the best practices of policing with state-of-the-art technology. A critical component of a comprehensive security plan is electronic and video monitoring of public areas. Such monitoring at Morrisville State College is conducted in a professional, ethical, and legal manner. Any information obtained is used exclusively for security and law enforcement purposes and may only be released when authorized by the College Records Officer. To maintain an informed College community, the NYS University Police Department at Morrisville State College will semiannually disseminate materials describing the purpose and location of indoor and outdoor monitoring devices.

**Emergency Notification**

When a current registered student is known to have been involved in an emergency [as determined by the College] on property owned or controlled by the College, the institution will attempt to notify the student's specified emergency contact in a timely manner. In cases where such specific information is unavailable, other sources may be utilized to notify a contact. If non-directory information is needed to resolve an emergency, the college may release that information if it is determined "necessary to protect the health or safety of the student or other individuals." Factors considered in making a decision to release such information include: (1) the severity of threat to health or safety; (2) the contact's need for information; (3) the time required to deal with the emergency; (4) the ability of the contact to assist in dealing with the emergency. The College may disclose known information without student consent in order to communicate the student's location, and how communication with the student might be achieved. During and after emergencies, entities from and beyond the College with specific knowledge of the emergency may also ask a student to sign a "Consent for the Release of Information form" before releasing information.

**Ex-Offender Board**

Morrisville State College may require supplemental information from applicants who have answered "yes" to question 20a or b on the SUNY Application for Admissions, have been convicted of a felony, have a pending felony charge or have been suspended or expelled from another college for disciplinary misconduct. This information will be reviewed by the Ex-Offender Board and an interview may be required. The Board may deny admission to applicants if it feels the admission "would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public" (Corrections Law, section 752). The Committee may also recommend the applicant be admitted with or without special conditions related to major selection, course scheduling, and involvement in campus activities or campus housing.

**Fire Safety**

All students and guests are prohibited from intentionally or maliciously setting fires; falsely reporting a fire (a felony); discharging fire extinguishers without cause; tampering with safety or fire-fighting equipment; failing to immediately vacate a building at the sound of a fire alarm; hampering fire evacuation or investigation procedures; fastening stair doors, exit doors, or area doors in an open position; failing to keep corridors, stairwells, and public areas free of obstacles; using or possessing candles, oil warmers, incense, flammable liquids or other items that produce burning embers or flames; using or possessing space heaters or halogen bulbs/lamps; using or possessing electrical appliances or tools with an open or exposed heating element other than those provided by MAC in apartments; using or possessing - amplifiers or an excessive number of speakers, portable air conditioners or any, electrical devices lacking a UL (Underwriters Laboratories, Inc.) ratings; using electrical equipment in a manner other than the designed use; hanging items such as decorations from doors, windows or their frames in a manner that may impede exit; covering greater than 25% of any wall within a bedroom or common area; hanging objects from the ceilings; covering fire system equipment, bringing "live cut" trees or shrubs (such as Christmas trees) or combustible decorations into residential facilities. Curtains must be flame resistant (per NFPA 701). Upholstered furniture must be flame resistant (labeled CAL 133). Extension cords, multi-plug adapters and plugging one power strip into another one ("piggy-backing") are prohibited. Power strips must be UL approved, grounded, 3-prong, 12 or 14-gauge, and equipped with an over current surge protector. Residents are permitted to have personal refrigerators in their bedrooms, provided the appliance is in good working condition with a capacity of 6

cubic feet or less, 110 volts, and 1.75 amperes or below. Cooking is prohibited in all student rooms/common areas other than in kitchen areas of Commons apartments where cooking is permitted under the following conditions: All appliances provided by MAC or brought in by residents are only to be used for their intended purposes. Stove, ovens and microwaves should NEVER be used when unattended. Residents who don't use appliances in an appropriate manner may lose the use of MAC-furnished appliances or they may be directed to remove certain appliances. If the building manager/other College official deem any outside appliance or other item in a building to present a danger, residents may be asked to remove it immediately. The number of occupants at any time in a double-occupancy in any campus bedroom may not exceed 8. The number of occupants at any time in any single bedroom including those in apartments may not exceed 3. The number of occupants at any time in any bedroom or suite may not exceed the number of residents assigned to that living unit, plus two guests each.

### **Good Samaritan Policy**

Abuse of alcohol and other drugs can create life-threatening situations that require immediate response from emergency services personnel. If you see someone who needs help, please DO THE RIGHT THING, BE A GOOD BYSTANDER. Call New York State University Police at Morrisville State College (315) 684-6410 for help. While the College cannot eliminate consequences resulting from violations of the Student Code of Conduct or state and federal law, efforts will be made to lessen sanctions for students who act as Good Samaritans and summon aid.

### **Guests**

All guests on Campus at any time must conform to all College regulations. Those who do not will be required to leave. In the event of law violation or noncompliance with a request to leave, he/she shall be considered a trespasser and University Police will be notified. A residence hall guest is any person other than a registered resident of the building in which that person is located [for any period of time] at all Morrisville State College residences. Guests must enter and exit college residences at the designated main door only. Guests must have a valid form of picture ID (driver's license, school ID, etc.) in their possession while in any college residence. Permission must be secured from each resident of a room/apartment before a guest may remain. All guests must be registered after 11 PM regardless of whether they are staying overnight. An "overnight guest" is any person who is not a resident of residence hall and who visits/remains in the building between midnight and 7 AM regardless of whether they plan to sleep during the stay. Approved overnight guests must be registered in the staff Night Host Log and remain in possession of a properly issued guest pass for the duration of their stay. All overnight guests must complete their registration before midnight. Host and guests can seek a Resident Assistant or Resident Director to register an overnight guest in advance if they prefer. All non-residents must be escorted by a building resident at all times. At no time is a non-resident allowed to walk through any hallways, lounges, or other public areas of the building without being in the company of the host he/she is visiting. Overnight guests may not stay longer than two consecutive nights or five nights per month in the traditional residence halls, unless authorized by the Residence Director. In apartments, each guest is limited to two overnight visits with a resident within a 7-day period. The maximum number of overnight guests in any individual student room is limited to two. Guests under 16 years of age must be directly related to their host and must obtain permission from the Residence Director/ building manager prior to their arrival. At no time is it acceptable that a resident be deprived of sleep, privacy or study accommodations due to the presence of another's guest. Students who are banned from Morrisville State College are not allowed to be on college property or any property owned or operated by the college, including residence halls. Residence Hall Directors/ building managers have full authority to limit guests in a room, reject guests, or evict guests, if in their judgment, the health and safety of students is being jeopardized and/or reasonable standards of behavior are being violated.

### **Harassment**

Morrisville State College, in its continuing effort to seek equity in education and employment and in support of Federal and State anti-discrimination legislation, has adopted a complaint procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of age, ancestry, color, disability, family medical/genetic information, marital status, national/ethnic origin, political affiliation, race, religion, sex [including pregnancy], sexual orientation, or veteran status. Harassment is one form of unlawful discrimination on the basis of the above-protected categories. Any oral, written, graphic, or physical conduct relating to an individual's protected characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the

institution's programs or activities will be handled in accordance with the procedures and policies published by the college.

Under Title IX all parties involved have the right to have any complaints of discrimination or sexual harassment directed to the Director of Human Resources/ Affirmative Action and Title IX Coordinator, Sarah G Steele, located in the Human Resources Office, 1st floor of the Whipple Administration Building, Morrisville State College, Morrisville, N.Y. 13408, 315-684-6038 or via email at [steelesg@morrisville.edu](mailto:steelesg@morrisville.edu).

### **Investigation of Violent Felony Offenses/Missing Students**

Chapter 22 of the Laws of 1999 of the State of New York establishes certain requirements for investigation of violent felonies and reporting of missing students on college campuses in New York State.

"Missing Student" means any student of the College subject to the provisions of Section 355(17) of the New York State Education Law, who resides in a facility owned or operated by the College and who is reported to the College as missing from his or her residence.

"Violent Felony Offense" means a violent felony offense as defined in Section 70.02(1) of the Penal Law of the State of New York.

### **Response and Investigation:**

#### **Missing Student**

When a report of a missing student is received by the College or the municipal police department, the receiving department will conduct a preliminary investigation in order to verify the complaint and to determine the circumstances which exist relating to the reported missing student. If the student's absence is verified, the incident will be reported and shared between departments. Both departments will continue the investigation to locate the missing student. If, after further investigation, the missing student is not located, both departments will determine the most efficient manner of continuing the investigation. In any event, information relating to any report of a missing student shall be shared by both parties no later than twelve (12) hours from the time of the initial report. If the missing student is located or returns to the College at any time after the matter has been reported, each party shall notify the other immediately.

### **Lost, Found, and Confiscated Property**

This Residence Hall-specific procedure is in accordance with New York State Personal Property Law, Civil Code [Article 7-B] concerning Lost and Found Objects, and the Morrisville State College Council Policy concerning confiscation. The safekeeping of student property is the responsibility of each individual student and no reimbursement can be expected from the College for the loss or theft of any property for any cause. Rooms should remain locked and valuables secured at all times. Upon termination of a College Housing License or when a student vacates a Residence Hall, any property left behind becomes the immediate property of the College. Such property will be disposed of according to this published "Lost, Found, and Confiscated Property" Policy. In no event will the College be held responsible for any objects determined to be missing, lost, or stolen from an area where Lost, Found and Confiscated Property is placed for any amount of time. Students are urged to register their possessions under their family homeowner policy or make other arrangements for insurance coverage. Students are urged to report any thefts to University Police staff immediately.

#### **1. Confiscation**

- a) University Police and Residence Life staffs are authorized to confiscate illegal or prohibited items, substances and related paraphernalia.
  - a. University Police will dispose of illegal materials.
  - b. Residence Life will process other confiscated items.
- b) Confiscated items [other than illegal items] will be registered by the staff member responsible for the confiscation. The staff member will record the following relevant information in their duty log as soon as possible:
  - a. A brief description of the object (i.e., type, shape, and color).
  - b. The date & time it was confiscated.
  - c. The location where the object was confiscated.
  - d. Once logged, the object should be bagged [if possible] and tagged [any tagging method is acceptable].

- e. The tag should be affixed to or written upon the closed bag or the item itself.
- f. The tag should bear the reporting staff member's name and the date.
- g. The object will then be deposited in Lost, Found and Confiscated property area for disposal.

2. Reclaiming a Confiscated Object

- a) Confiscated objects must be properly reclaimed and removed by a claimant when they are leaving for scheduled Residence Hall closing. Confiscated objects will not be returned unless the object will be immediately removed from the Residence Hall system. The claimant must reclaim their property before the next scheduled closing of the Residence Hall system. If an object is not reclaimed before the next scheduled closing of the Residence Hall system, it will be considered "overdue" and subject to disposal [as detailed below]. To reclaim a confiscated object, a claimant must perform the following actions:
  - a. Provide the Residence Hall Director with a valid College Identity Card or establish date of birth through another government issued identity card (i.e., driver's license, health insurance card, birth certificate, or citizenship card)
  - b. Complete and sign a property claim record [A voluntary statement form can be used with a description of the transaction, signed by both parties, and a copy of the NCR form given to each]
  - c. The Residence Hall Director will:
    - i. Sign and retain a copy of the property claim record
    - ii. Remove and retain the tag from the object [if available]
    - iii. Release the object to the claimant
    - iv. Attach the tag to the staff copy of the property claim record

3. Finding Unattended/Unwanted Property

If unattended property is found within or directly outside a Residence Hall room which is reasonably determined to be vacant or outside the Residence Hall itself:

- a) An individual should attempt to locate the owner by interviewing nearby people, telephoning the occupant(s) of the room, and finally sending notification of found property to the resident(s) address of record with the assistance of a College staff member. A staff member can use a voluntary statement form, document a description of the unattended property, give instructions for where to retrieve the property, and finally sign the form along with the finder. A copy of the form can be mailed to the owner and another maintained by the holder of the property or the building administrator.
- b) If the owner can't be determined or located, they should note the location where the item(s) was found, bag and tag the item, secure it in their office, register the item in the appropriate staff log, and relay the information to their supervisor.
- c) Whenever there is evidence of a suspicious package (i.e. explosive device) contact University Police immediately.

4. Submission

If someone other than College staff finds unattended property:

- a) They should turn it in to a College staff member.
- b) The staff member should ask that person where the object was found and under what circumstances it was found.
- c) The staff member should then follow the procedure described in "Founding an Object."

5. Registration

When an object is registered, the staff member should record it in their duty log as soon as possible and include relevant information such as:

- a) The location where the object was found or reportedly found.
- b) The date and time it was found or produced.
- c) A brief description of the object (i.e., type, shape, and color).



- d) Once logged, the object should be bagged [if possible] and tagged [any tagging method is acceptable].
- e) The tag should be securely affixed to the closed bag, written on the bag or the item itself.
- f) The tag should be clearly marked with the reporting staff member's name and the date
- g) The object will then be deposited in a Lost, Found, and Confiscated property area.

6. Searching

Anyone looking for a lost object should perform the following tasks:

- a) Prepare and offer a precise written description of the object including the time frame during which it would have been lost and the possible locations.
- b) Present University Police staff with this documentation and ask the staff member to review their log to determine if any object fitting the description has been registered.
- c) If the sought object isn't registered, repeat the process with staff in the other possible locations.
- d) If the sought object is registered, ask to have the tagged item displayed to you to confirm whether it is your object.
- e) If the displayed object does not correspond to your description, the staff member will retain it and contact their supervisor.

7. Claiming an Object

Anyone claiming ownership of an object should be prepared to perform the following actions to register their claim:

- a) Provide the Residence Hall Director with a valid College identity card or establish date of birth through another government issued identity card (i.e., driver's license, health insurance card, birth certificate, or citizenship card).
- b) Complete and sign a property claim record [a voluntary statement form will suffice].
- c) The Residence Hall Director will:
  - i. Sign and retain a copy of the property claim record.
  - ii. Remove and retain the tag from the object.
  - iii. Release the object to the claimant.
  - iv. Attach the tag to the staff copy of the property claim record.

8. Contesting a Claim

If any person contests a claim made by another, they should immediately contact the Director of Residence Life.

9. Purging of Objects

Residence Hall Directors periodically inventory objects observed in a holding area for Lost, Found or Confiscated Property and work with Maintenance staff to purge the objects. Purging of objects will generally occur at the end of the academic year or whenever an area needs to be cleared.

10. Disposal of Objects

Maintenance staffs are authorized to dispose of unclaimed lost and found and confiscated objects at their discretion.

**Mandatory Child Sexual Abuse Reporting and Prevention Policy**

Any employee or student of or volunteer for the State University of New York who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on State University property or while off campus during official State University business or University-sponsored events, shall have an affirmative obligation to report such conduct to the relevant University Police Department immediately. Such report should include the names of the victim and assailant (if known), other identifying information about the victim and assailant, the location of the activity, and the nature of the activity. Upon receiving such a report, the applicable University Police Department shall promptly notify the Commissioner of University

Police at SUNY System Administration who shall report such incidents to the Chancellor for periodic reporting to the Board to Trustees.

In addition, to aid in the prevention of crimes against children on property of the State University of New York and/or during official State University business at events sponsored by the State University of New York, relevant employees should be trained on the identification of such crimes and proper notification requirements. Vendors, licensees, or others who are given permission to come onto campus or to use University facilities for events or activities that will include participation of children shall ensure that they have in place procedures for training, implementation of applicable pre-employment screening requirements and reporting of child sexual abuse.

For purposes of this policy, the applicable policy definitions of child sexual abuse are those used in the NYS Penal Law in Articles 130 and 263 and Section 260.10; and “Child” is defined as an individual under the age of 17.

### **Medical Withdrawal**

The College maintains a Student Health and Counseling Services Center to serve physical and emotional needs of students. Students whose needs are beyond the resources of the Student Health and Counseling Services Center may be referred to available off-campus facilities and service providers. Students who cannot adequately be aided by such resources may choose to seek a Medical Withdrawal. Students are encouraged to consult with their Academic Dean when making such a decision to determine educational options that might be available.

### **Meningitis**

New York State Public Health Law 2167 mandates that all full-time college students are made aware of the meningitis vaccine. Students need to provide written proof to the Student Health and Counseling Services Center confirming they have either been immunized against meningitis or are aware of its risks and decline to have the vaccine. Meningitis information can be found on the Matthias Student Health and Counseling Services Center website at <http://www.morrisville.edu>. Call (315) 684-6078 or stop by the Student Health and Counseling Services Center in the Matthias Building to obtain meningitis information and fill out the appropriate paperwork.

### **Motor Vehicles**

All motor vehicles and cycles parked in the campus parking lots and areas outside/nearby college residences, including the Morrisville Commons, must be registered with University Police. Guests should contact University Police to secure a visitor’s pass. Parking in any service drive or other restricted area is prohibited.

### **Nondiscrimination Policy**

Morrisville State College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The College’s policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence. Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Sarah Steele, Director of Human Resources and Affirmative Action/Title IX Coordinator, Whipple Administration Building, 1st floor, Morrisville State College, Morrisville, NY 13408, (315) 684-6829, email: [steelesg@morrisvile.edu](mailto:steelesg@morrisvile.edu) Inquiries may also be directed to

the United States Department of Education's Office for Civil Rights, 32 Old Slip 26<sup>th</sup> floor, New York, NY 10005-2500; (646) 428-3800; e-mail [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

### **Personal Safety/Campus Security Committee**

Pursuant to the NYS Educational Law Article 129-A, section 6431 the Personal Safety & Campus Security Committee reviews current campus security policies and procedures and makes recommendations for their improvement. The committee specifically reviews current policies and procedures for:

- educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault.
- educating the campus community about personal safety and crime prevention
- reporting sexual assaults and dealing with involved individuals during investigations
- referring complaints to appropriate authorities
- counseling involved individuals
- responding to inquiries from persons concerned about campus safety

The committee consists of a minimum of six members, at least half of whom are female, two students appointed by Student Association, two faculty members appointed by the Faculty Congress, and two individuals appointed by the President. The committee reports in writing, to the college President or chief administrative officer on its findings and recommendations at least once each academic year, and such reports shall be available upon request. For more information regarding the Personal Safety/Campus Security Committee, please contact the Chief of University Police at (315) 684-6410.

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

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

### **Sexual Assault Response Policy**

The State University of New York and Morrisville State College are committed to providing options, support and assistance to victims/survivors of these crime and violations regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, or criminal convictions, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad. We are committed to providing a safe and secure environment in which all members are treated with dignity and respect. To that end, the college takes the strongest possible stance against sexual misconduct in all its forms, including sexual harassment, sexual assault, sexual violence or the use of coercion, intimidation or exploitation of others for sexual purposes. The college is actively engaged in educating its members about these vital issues and in providing timely support and assistance to victims of sexual assault.

**Sex Offenses, Lack of Consent:** Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without consent of the victim. Definitions relating to this policy are below:

**Affirmative Consent** - Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.”

- Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- When consent is withdrawn or cannot be given, sexual activity must stop.
- Consent cannot be given when a person is incapacitated. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

**Burden of proof** in all cases is “the preponderance of the evidence standard” – whether it is “more likely than not” that the violation occurred. If the evidence presented meets this standard, then the accused must be found responsible.

**Sexual assault** - New York State does not specifically define sexual assault. However, according to the Federal Regulations, sexual assault includes offenses that meet the definitions of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.

**Rape** - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** - Sexual intercourse with a person who is under the age of consent in New York State (17 years is the age of consent in New York State.)

**Sexual harassment** - unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe or pervasive to effectively alter or deny the individual reasonable access to University resources or that such conduct creates an intimidating, hostile or sexually offensive environment for learning, working or living on campus.

### **Students’ Bill of Rights**

The State University of New York and Morrisville State College are committed to providing options, support and assistance to victims/survivors of these crime and violations regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, or criminal convictions, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad. Can also be viewed on the website at: [http://www.morrisville.edu/student\\_life/judicialaffairs.aspx](http://www.morrisville.edu/student_life/judicialaffairs.aspx).

#### **All students have the right to:**

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;

5. Be treated with dignity and to receive from the institution courteous, fair and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident.
8. Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal Justice, or judicial conduct process of the institution.

In accordance with the above Students' Bill of Rights, reporting individuals shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

#### I: Reporting

- Resident Assistants and Resident Hall Directors.
- New York State University Police, Morrisville State College at: (315) 684-6410.
- Sarah Steele, Director of Human Resources and Affirmative Action/Title IX Coordinator, Whipple Administration Building, 1st floor, Morrisville State College, Morrisville, NY 13408, (315) 684-6829, email: [steelesg@morrisville.edu](mailto:steelesg@morrisville.edu).
- Geoffrey Isabelle, Dean of Students, Helyar Hall, Morrisville State College, Morrisville, N.Y., 315-684-6070; [isabelgs@morrisville.edu](mailto:isabelgs@morrisville.edu)
- New York State Police Troop D-Morrisville at 315-684-9550.
- Madison County Sheriff's at 315-366-2311.

#### II- Resources:

- Be notified of existing campus and community-based medical, counseling, mental health and student services for victims of sexual assault whether or not the assault is formally reported to campus or civil authorities;
- Have access to campus counseling;
- Be informed of and assisted in exercising:
  - Any rights to confidential or anonymous testing for sexually transmitted infections, HIV, and pregnancy,
  - Any rights to preventive measures such as emergency contraception or HIV prophylaxis,
  - Any rights that may be provided by law to obtain the communicable diseases test results of sexual assault suspects;
- Be informed of the possible availability of crime victim assistance compensation through the New York State Crime Victims Board;

#### III- Protection and Accommodations:

- Be given notice describing options to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the Morrisville State College's disciplinary process, or to pursue both processes simultaneously;
- Reports of sexual assault will be investigated and evaluated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported;
- Victims shall receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities;
- Victims shall receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination

when it is necessary to preserve evidence of the assault; “No contact” orders ( e.g., Cease and Desist orders) shall be issued promptly and in writing to all parties to a reported sexual assault after the Morrisville State College receives notice of a complaint;

- Campus personnel shall take reasonable and necessary actions to prevent further unwanted contact by victims’ alleged assailants;
- Victims shall be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available (The campus will promptly review existing interim measures or accommodation. The parties can submit evidence to support their request.

**Assistance for Survivors of Sexual Assault, Dating Violence, Domestic Violence, Rape, or Stalking**

You have control of the choices you can make. You don’t have to report the assault to anyone if you don’t want to. You can report it to a select group of confidential resources like counselors, rape crisis centers, or clergy. If you report it to another college employee, they have an obligation to contact University Police to officially record that a report was received. The matter will be investigated sufficiently to develop a thumbnail sketch of the reported situation to determine if there could be serious risk of further harm to you or members of the community.

The following are recommendations to assist you:

- Do not blame yourself. Sexual assault is *never* the survivor’s fault.
- Go to a safe location.
- If you are injured, seek medical attention immediately.
- Do *not* shower, bathe, or douche. The only way medical evidence can be collected is if it is left intact.
- Contact one or more of the resources listed in the table.

If a friend has been assaulted or raped:

- Listen and be supportive.
- Let your friend make her or his own choices.
- Encourage your friend to immediately contact one of the sexual assault resources listed below.
- Stay with your friend during interviews and examinations if she or he wants you to do so.
- Take care of yourself. You may need to talk with someone about how this has affected you.

Resources listed in this section are available for you. This is not an exhaustive list:

<b>COMMUNITY RESOURCES</b>	
<b>Morrisville State College and Town of Morrisville</b>	
Fire/Ambulance	911
New York State University Police at Morrisville.	315- 684-6410
Mathias Student Health & Counseling Service Center	315- 684-6078
Community Memorial Hospital [Hamilton]	315-824-1956, ER315- 824-1100
Title IX/Affirmative Action Officer	315-684-6038
<b>Madison County</b>	
Madison County Sheriff	315- 366-2311
New York State Police: Troop D-Morrisville	315-684-9550
Domestic Violence Hotline	1-800-942-6906
Liberty Resources: Victims of Violence/Sexual Assault 24-hr hotline (collect calls accepted)	315-366-5000

**Smoking**

Morrisville State College has established a smoke-free work environment. Smoking is prohibited in all College buildings as well as all College/MAC vehicles. Smoking is prohibited in all College buildings including all residence halls, all College/MAC vehicles, and within a 20 foot perimeter of all buildings. It is the responsibility of all members of the College community to observe this smoking policy. The effectiveness of the policy relies upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers for

its success. The College community should be aware of this policy and the College's obligation to enforce it. Informal counseling, formal written counseling, and appropriate discipline can be applied as necessary to ensure the College's compliance with the New York State Clean Indoor Air Act and to avoid an assessment of penalty for noncompliance.

### **Standard of Conduct**

Morrisville State College, in a compliant effort with the 1989 Drug-Free Schools and Community Amendment Act (U.S. Public Law 101-226), is committed to an environment that supports the academic success and the health of all students. The sale, purchase, distribution, possession and/or use of illicit drugs (defined below) or alcohol (except as permitted) is a violation of College regulations as well as State and Federal laws. Students and their guests are not allowed to possess or consume alcoholic beverages on College property or property operated for the benefit of the College. Exception to this policy is granted to the Morrisville Auxiliary Corporation. Upon approval by the College President, Vice President, or Dean of Students, alcohol may be served at College sponsored events or specifically approved student functions in the College restaurant, the Copper Turret. These functions must be serviced by the Auxiliary Corporation and operated in accordance with Federal, State and local laws under the license obtained by the Auxiliary Corporation.

### **Title IX Rights**

Any complaints of discrimination or sexual harassment should be directed to the Director of Human Resources/ Affirmative Action and Title IX Coordinator, Sarah G Steele, located in the Human Resources Office, 1st floor of the Whipple Administration Building, Morrisville State College, Morrisville, N.Y. 13408, 315-684-6038 or via email at [steelesg@morrisville.edu](mailto:steelesg@morrisville.edu). Additional Title IX contacts include: Geoffrey Isabelle, Dean of Students, Helyar Hall, Morrisville State College, Morrisville, N.Y., 315-684-6070; [isabelgs@morrisville.edu](mailto:isabelgs@morrisville.edu); Patricia Davis, Student Services Advisor, the Norwich Campus, Roger W. Follett Hall, 20 Conkey Avenue, Norwich, N.Y. 13815, 607-334-5144, [davispm@morrisville.edu](mailto:davispm@morrisville.edu); and Timothy Penix, Vice President of the Syracuse Educational Center, 100 New Street, Syracuse, NY 13202, 315-472-0130, [penixtc@morrisville.edu](mailto:penixtc@morrisville.edu).

### **Transcript Notation**

Students that are found responsible and suspended or expelled for serious violations of the Student Code of Conduct may receive a permanent transcript notation. Campuses must make a notation on the transcripts of students found responsible for crimes of violence including but not limited to sexual assault and conduct which lead to the death or serious physical injury to another person. Notations shall read "Disciplinary Suspension," or "Disciplinary Expulsion." Transcript notation for expelled students is permanent. Transcript notation for suspended students is also permanent unless the student submits a written request to remove the notation. The transcript notation will be removed one year after the suspension period ends. If a student withdraws from the college while a disciplinary matter is pending, a hold will be placed on the student's record until adjudication of the disciplinary matter.

### **Violent Felony Offenses**

When any report of an on-campus violent felony offense is received by the College or when a report of a violent offense involving a college student is received by the municipal police department, the recipient shall notify the other police department as soon as possible. The police departments will carry out appropriate investigative procedures and will determine the most efficient manner of continuing the investigation and shall provide mutual assistance when requested.

## **Statement of Student, Faculty and Staff Responsibility for Morrisville State College**

The opportunity to gain a College education and a skill for lifelong advancement is significant. Approximately 30 percent of the U.S. adult population has completed a College degree. You have been afforded a wonderful opportunity. Yet, this opportunity requires responsibility.

Responsibility is one of the common threads we require of everyone within the College community. Each individual is responsible for his or her actions as they relate to every other person and to the College community. In this regard, Morrisville State College has created a Statement of Responsibility for students,

faculty, and staff of the College. Each person must take responsibility for his or her actions as they contribute to or hinder the success of the overall College community.

It is anticipated that by carefully articulating these responsibilities and by sharing them widely, each person of Morrisville State College will gain a better understanding of their responsibilities. Students should expect the College to be a “home away from home,” whether in the classroom or in the Residence Halls.

The following are general statements of responsibility.

### **Morrisville State College**

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*Faculty* members are responsible to the College community, central administration, and the citizens of the State of New York in their roles as teachers. In this light, they will provide a classroom demeanor that encourages students to learn and personally set an example of conduct.

Characteristics such as the following are important aspects of this demeanor:

- Prompt attendance at stated times/holding classes for their stated lengths.
- Preparation for the day’s activities.
- Motivating students to reach their full potential.
- Maintaining positive classroom decorum where non-topic related discussions are held to a minimum, student attendance is required, class preparation and evaluation are required, and where on-topic dialogue is expected.
- Office hours are held when stated.
- Willingness to assist students’ when/where they need help.
- Acting as mentors as well as teachers, recognizing that faculty members are a major reason students remain in College.
- Promoting out-of-class study.
- Maintaining civility in the classroom.
- Being professionally objective in the conduct of their classes.

Morrisville State College *students* are expected to be responsible for their actions as they relate to in-class and out-of-class activities.

It is expected and it is the student’s responsibility in classes to:

- Arrive at the class/laboratory on time and enter with respect for others.
- Remain attentive in class.
- Prepare for each class. This means preparation of assignments as well as preparation for participation.
- Attend all classes (legitimate excuses are understood). (Letting the faculty member know of the absence prior to class is good business on the part of the student.)
- Refrain from non-topic, side conversation.
- Be prompt in meeting scheduled times (class time, due date of report, etc.)
- Work with others as assigned to complete an assignment and carrying out his or her portion of the assignment to its fullest.
- Be respectful of the faculty member(s) and the other students in one’s acts and deeds.
- Assist faculty by indicating to them understanding or lack of understanding of a concept, assignment, etc.

Outside of the classroom, it is expected and it is the responsibility of students to:

- Be respectful of others.
- Maintain the procedures and policies as expressed in the Rules, Regulations & Expectations section of the Handbook (for example: maintenance of quiet hours, respect and value others’ time and space, work positively to enhance living conditions, etc.)
- Maintain academic honesty (i.e., citing work of others when it is used, use computers as academic tools, not as entitlements, etc.)
- Observe the Student Code of Conduct as expressed in the Rules, Regulations & Expectations section of the handbook.



Morrisville State College *administrators and staff* are responsible for their actions as they relate to supporting the learning process, maintaining facilities and operating the College. It is expected and it is the responsibility of administrators to:

- Create a class schedule that meets students' needs.
- Support faculty in their role as educators.
- Maintain a "home" atmosphere for students in the Residence Halls.
- Provide quiet, appropriate study space.
- Beautify the College.
- Be prompt in addressing issues.
- Be creative in setting plans and goals.
- Share important information as it becomes available.
- Work collaboratively to build a strong, positive College community.

**Morrisville State College may decide to charge a student under the Student Code of Conduct or the SUNY Board of Trustees Rules for the Maintenance of Public Order. Morrisville State College charges students under the Student Code of Conduct unless otherwise specified.**

### **The Student Code of Conduct**

Morrisville State College (MSC) is a community established for educational purposes, and like any community, depends upon rules for its orderly existence. Individuals are expected to assume responsibility for their academic progress, their conduct, and for the actions of groups to which they belong. The State University Board of Trustees Rules for the Maintenance of Public Order and the Rules of the Morrisville College Council Regulating Student Conduct and Behavior, outline what is considered inappropriate conduct. Students may be disciplined for misconduct under these rules or the Student Code of Conduct. In this Student Handbook, the College Catalog, and the Housing License you will find additional policies, rules and expectations for Morrisville State College Students. It is the expectation of the College that students familiarize themselves with these through the College website. Any questions regarding College policies should be directed to the Dean of Students or your school office.

#### **Judicial Affairs**

The welfare of the entire campus community is the highest importance to Morrisville State College. There will be times when people, both on and off campus, may be in critical need of assistance from medical or other professional personnel. Morrisville State College encourages these people in need to seek help and encourages everyone, particularly bystanders to assist others in need. Morrisville State College wants to minimize any hesitation individuals might have in reporting problems and obtaining help for themselves or others, due to concern that their own behavior might be a violation of college policy.

While policy violations cannot be overlooked, the Dean of Students will take into consideration the positive impact that assisting others and reporting problems has when determining the appropriate response to policy violations. Morrisville State College encourages everyone to report problems in order to put those in need in touch with professional helpers.

The purpose of the Student Code of Conduct is to outline behavioral expectations, and to provide an explanation of the process involved for responding to allegations of student misconduct, as well as detailing what actions the College shall take in dealing with policy violations. All students attending Morrisville State College agree to be governed by this Student Code of Conduct, as well as other College policies. The College, through the Judicial Affairs System, maintains authority to impose sanctions for behaviors that violate the

Student Code of Conduct. All students at Morrisville State College have access to the Student Code of Conduct which is contained in the Student Handbook. The Student Code of Conduct is available upon request in the Dean of Students Office and is accessible on the College website, from which copies can be printed.

**Definitions**

1. The terms “judicial officer” or “hearing officer” refer to any person who is authorized by the College to conduct disciplinary meetings where student conduct is reviewed to determine whether a student has violated the Student Code of Conduct and to impose sanctions when necessary.
2. The term “judicial body” means any person or persons authorized by the College to conduct disciplinary meetings where student conduct is reviewed to determine whether a student has violated the Student Code of Conduct and to impose sanctions when necessary.
3. The term “complainant” means any person or persons who have filed disciplinary charges against a student.
4. The term “accused” means any student who has had disciplinary charges filed against them.
5. The term “investigation” means inquiry undertaken to verify whether an allegation merits further inquiry or disciplinary action.

**The Judicial Affairs System**

The Dean of Students Office has been delegated the responsibility to administer the college judicial system. Responsibilities of the office include but are not limited to:

1. Reviewing complaints and determining charges to be filed pursuant to the Student Code of Conduct.
2. Investigating cases and conducting disciplinary meetings.
3. Determining which judicial body shall hear each case.
4. Interviewing and advising parties involved in disciplinary proceedings.
5. Training and advising of all judicial bodies.
6. Reviewing the decisions of all judicial bodies.
7. Making appropriate notifications.
8. Resolving disputes and contested issues that arise out of cases of alleged student misconduct.
9. Maintaining student disciplinary records resulting from enforcement of the Student Code of Conduct.
10. Collecting and disseminating data concerning student judicial system actions.

**Judicial Affairs System Staff**

The Judicial Affairs system functions with faculty, professional, and student staff including but not limited to:

The President	The Dean of Students
The Provost	The Executive Director of the Norwich Campus
Judicial Board members	Appellate Board members
Director of Residence Life	Residence Directors/Building Managers
College Judicial Board Advisors	Secretaries

**Judicial Authority**

1. The President and designees are authorized to conduct disciplinary meetings and assign sanctions when, in their judgment, student behavior is deemed to be dangerous, disruptive, or in violation of the behavioral guidelines set forth by the SUNY Board of Trustees or the Morrisville State College Council, and as published in electronic and printed versions of the Student Handbook, College Housing License, and the College Catalog.
2. The Dean of Students shall develop procedures for the administration of the judicial program, including rules for the conduct of judicial board hearings.
3. The Dean of Students shall determine the hearing officers, composition of judicial boards and appellate boards, and determine which judicial body, hearing officer, or appellate board shall hear a case.
4. Decisions made by an authorized staff member or a judicial board shall be final, pending the appeal process.

**Jurisdiction**

Students are expected to assume responsibility for their behavior and for that of the groups to which they belong. Students are also expected to abide by local, State and Federal laws. The College will provide no sanctuary for those who violate such laws. While most College Judicial action will be the result of violations of the Student Code of Conduct or other College Policy on College-owned or operated property, the institution reserves the right to discipline members of its student body for infractions of local, State, or Federal laws which occur beyond College-owned or operated property if it is determined by the Dean of Students that the individual(s) allegedly involved in such incidents pose a potential threat to safety of others or to the integrity of the educational function of the College. Without regard to the status of civil litigation in court or criminal arrest and prosecution, college judicial proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. When a student is charged by Federal, State, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of her/his status as a student. College judicial action does not preclude prosecution by authorities in other jurisdictions.

### **Judicial Board Mission Statement**

Morrisville State College expects that each member of the community will regard other members with civility and mutual respect. Students, faculty, and staff are expected to exercise their own rights in a way that does not deny or infringe upon the rights of others regarding the safety of people, property, and/or intellectual development.

A primary goal of any judicial system is to promote fairness and due process, while striking a balance between community standards and individual behavior. A judicial process is maintained in order to provide students with a representative voice in the regulation of their actions, and to encourage their understanding of the administration of justice. The adjudication process and any resultant action serve to assist people in recognizing and correcting behavior that is incompatible with the norms of the college community, and to deter others from making inappropriate decisions.

When community standards are violated, an appropriate sanction may be imposed through a judicial process which demonstrates due process with regard to the person's rights as an individual, including the right to a hearing before an impartial student-involved hearing, and the right to appeal disciplinary decisions. Due process is emphasized in the effort to ensure that every person, whether the alleged victim, perpetrator, or witness, receives equitable and judicious treatment.

### **College Judicial Affairs Policies**

#### **Charges and Hearings**

1. Any member of the College community may file charges against a student for misconduct.
2. Charges shall be prepared in writing and directed to the Dean of Students and/or her/his designee, who is in turn responsible for administering the student judicial program.
3. The Dean of Students and/or her/his designee conducts investigations and contacts students who were apparently involved in order to investigate an incident, to determine if witnesses or statements are available, to determine if charges have merit, and to select the staff member or hearing body to hear a case.
4. In cases where an accused student is not likely to be suspended or expelled from the College if found responsible for a violation, one of the following staff members may hear the case administratively at the discretion of the Dean of Students: Dean of Students, Assistant to the Dean of Students, Executive Director of the Norwich, Director of Residence Life or a Residence Hall Director.
5. In cases when an accused student may be suspended or expelled from the College if found responsible for a violation of College Policy and/or the Student Code of Conduct, they are entitled to a College Judicial Hearing, where both finding and sanction decisions are made. The Dean of Students or designee determines when an administrative hearing or judicial board hearing will be conducted to adjudicate a case. A Summary Action Agreement may be used to establish mutual consent of the parties involved to hold a hearing sooner or later than the minimum 10-day time limit.
6. Upon request, any time before or at a hearing, a student charged shall be furnished a redacted (Personally identifiable information removed) copy of statements to be used in the hearing for review in the Dean of Students Office or hearing room. Names of witnesses who will be produced at a

hearing in support of the charges will be provided, but shall not preclude the testimony of witnesses who were unknown at the time names are provided.

7. Hearings shall be conducted by a judicial body according to the following guidelines:
  - a) Hearings shall be closed to the public.
  - b) Admission of any person to the hearing shall be at the discretion of the judicial body.
  - c) In hearings involving more than one accused student, the judicial officer, at her/his discretion may permit the hearings concerning each student to be conducted separately.
  - d) All parties have the right to be assisted by one advisor of their choice, at their own expense. (Ex: advisors may be a parent, attorney, etc.) Faculty/staff advisors are available as schedules permit to assist a student and guide them through the College judicial process. The complainant and/or the accused student are responsible for presenting her/his own case. A student can quietly confer with their advisor during the hearing provided it does not interfere with the process. A student may request one 10 minute recess to speak with their advisor in private. Advisors may not actively participate in the hearing or interfere with the process. Should an advisor interfere after being warned, the board chair will direct the advisor to immediately leave the hearing room.
  - e) Conduct meetings below the judicial board level may be conducted without an advisor.
  - f) The complainant, the accused student, and the judicial body shall have the privilege of requesting witness participation and all are, subject to questioning by the judicial body.
  - g) Pertinent records, exhibits, and/or written statements may be accepted as evidence for consideration by a judicial body at the discretion of the judicial body.
  - h) All procedural questions are subject to the final decision of the judicial body.
  - i) After a hearing, the judicial body shall determine by majority vote, whether the student has violated the Student Code of Conduct as charged.
  - j) The judicial body shall deliberate and reach its finding in closed executive session. The judicial body's determination shall be made on the basis of whether or not there is a preponderance of evidence which supports the finding of a violation, indicating that it is more likely than not that the accused student violated the Student Code of Conduct.
  - k) At the Judicial Board and Appellate Board level, there shall be a single, verbatim record of a hearing, such as a recording. Only college judicial affairs staff may record judicial meetings or proceedings. No other recordings are permitted. Such recordings often contain personally identifiable and sensitive information about participants. Deliberations are not recorded. Judicial recordings shall be the exclusive property of the College. The Dean of Students Office shall establish a policy for an accused student to have access to the recording for filing an appeal. If any party disrupts a hearing (by shouting, repeatedly interrupting others, or verbally or physically threatening individuals involved in the hearing, etc.), the presiding hearing officer has the right to remove the disruptive individual from the hearing after he or she fails to heed a warning. The hearing may continue in the absence of any removed party, or it may need to be rescheduled at the discretion of the Dean of Students.
  - l) If a student accused of violating College Policy fails to attend a scheduled hearing, the hearing may be held in the student's absence, and the student will be assumed to have entered a claim of Not Responsible to each charge, but forfeited her/his ability to present information or otherwise participate on her/his behalf. Findings and sanctions, if applicable, will be based on the evidence and not upon the accused student's failure to appear. If the judicial officer learns that the student's failure to appear is for good cause, the judicial officer may grant a new hearing. Otherwise, the decision of the hearing shall stand.
  - m) Except in the case of a student charged with failing to obey the summons of a judicial body or hearing officer, no student may be found to have violated another part of the Student Code of Conduct solely because the student failed to appear before the judicial body.
  - n) An accused student who withdraws from the college shall not be exempt from the disciplinary process for violations which took place prior to withdrawal. The judicial process may be initiated regardless of a student's current enrollment status. This includes conduct which occurs before classes begin or after classes end as well as during the academic year and during periods between terms of actual enrollment. A hold may be placed on the student's account while the disciplinary review is pending. If a student leaves or attempts to withdraw from the College, the College may still proceed with disciplinary action. Should suspension or expulsion take place following the disciplinary process, these sanctions supersede a withdrawal from the College. Please note that disciplinary expulsions or suspensions result in 100% liability for all semester charges.

- o) In all cases, the evidence in support of the charges shall be presented and considered.
- p) Sanctions commence and terminate as specified by the assigning judicial body. The judicial body has flexibility to determine when the sanction is to begin and end within reason. Students who are separated (temporarily suspended, suspended for a period of time, or expelled permanently) from the College through the college judicial process have lost their student status for the time specified, unless their student status is restored through the college judicial process. Separated students are not permitted to build their co-curricular transcript, travel on any college related trips, participate in intercollegiate athletics or intramurals, and to attend any events held on college property or property operated for the benefit of the college. While students who are separated by the college judicial process may be eligible to transfer earned credits to another institution, they are not permitted to complete coursework or transfer credits back to Morrisville State. At the discretion of the assigning college judicial body, separated students who are eligible to receive earned credits at the time of separation, may be permitted to complete coursework and/or receive earned credits. Separated students are not permitted to transfer credits back to Morrisville State College. Should a student who has completed degree requirements be charged with a violation of the Student Code of Conduct prior to commencement or the conferral of the degree, they are ineligible to graduate until the college judicial process is completed.

### **Due Process**

Students should expect that disciplinary proceedings will be handled fairly. All Morrisville State College students accused of violating the Student Code of Conduct shall be granted the following due process rights:

1. A student has the right to have an advisor present at a hearing.
2. A student has the right to receive written notification of the time and place of a hearing at least ten (10) days before the hearing, unless the student charged waives the 10-day minimum notification period. Whenever possible, written notification will be accomplished by “personal delivery” by a staff member. Methods of delivery may also include one or more of the following: handing a notice to the student, delivery to the campus mailbox, e-mail as an attachment to the student’s college e-mail account.
3. A student has the right to request a one-time delay that, if reasonable, will be granted by the Dean of Students or designee and to allow delays mutually agreed upon by all parties. In all instances of a delay being granted, written notification of the delay and the reason for the delay will be given to the complainant and respondent.
4. A student has the right to review a copy of the written report(s) in redacted form, supporting the allegations involved. This information shall be made available for review in the Dean of Students office or hearing room upon request of students involved in a hearing.
5. A student with good reason has the right to object to a judicial board member or hearing officer who is serving in the capacity of judicial body. The Dean of Students will determine the validity of the objection.
6. A student has the right not to present information against her/himself.
7. A student has the right to hear and respond to information presented against her/him. This includes the right to appropriately question all available parties in person or through appropriate technology.
8. A student has the right to present information and witnesses on her/his own behalf.
9. A student has the right to written notification of the results of a hearing after the hearing.
10. A student has the right to appeal the outcome of a hearing. Appeal decisions are final. In cases of sexual assault/harassment both the accused and the complainant have the right to appeal the outcome of a hearing. Appeal process will be followed and all appeal decisions are final.

### **Violations of the Student Code of Conduct**

Residents and guests are considered to have committed a “violation” if they fail to abide by the policies and expectations found in the *Morrisville State College Student Handbook*. Violations are documented when observed by, reported to, or when they otherwise come to the attention of college officials. Violations are categorized by (Category I-III), then by type (Personal, Civility and Public Order, and Substances), in alphabetical order under each type. Category **I** violations are generally considered less severe when compared to Category **II** violations. Category **III** violations are generally the most severe and may result in suspension or expulsion from the Residence Hall system or the College.

### Category III Violations

#### Personal Violations

##### • **Assault, Abuse, Fighting**

Includes threatening or abusive conduct such as but not limited to the use of physical means to initiate or resolve conflict in retaliation or response to verbal provocation when retreat or withdrawal is a viable option, intentionally or recklessly causing physical harm to a person, intentionally or recklessly threatening or causing reasonable apprehension of such harm, the use of self-defense spray in an offensive manner, and holding someone against his or her will.

##### • **Dating Violence (sub category to Assault, Abuse, Fighting under CLERY ACT)**

This occurs when a person who is or has been in a social relationship of a romantic or intimate nature with the victim **AND** where the existence of such a relationship can be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

##### • **Domestic Violence (sub category to Assault, Abuse, Fighting under CLERY ACT)**

Includes felony or misdemeanor crimes of violence committed by a person who is:

- A current or former spouse of the victim
- A person with whom the victim shares a child in common with
- Cohabiting with or has cohabitated with the victim as a spouse, or person similarly situated as the spouse under the domestic or family violence laws of the jurisdiction in which it occurs
- By law, prohibited from the victim under the domestic or family violence laws of the jurisdiction in which it occurs
- By law, prohibited from the victim under the domestic or family violence laws of the jurisdiction in which it occurs

##### • **Bias / Hate Behavior**

Includes but is not limited to conduct (ex: electronic, graphic, oral, physical, or written) committed against an individual because of a belief or perception regarding an individual’s protected characteristics, which is sufficiently severe, pervasive, or persistent that it interferes with or limits the ability of an individual to participate in or benefit from the educational institution’s resources or opportunities. Protected characteristics include but are not limited to: age, ancestry, color, disability, family medical/genetic information, marital status, national/ethnic origin, political affiliation, race, religion, sex [including pregnancy], sexual orientation, or veteran status.

- **Harassment**

Includes but is not limited to conduct (ex: electronic, graphic, oral, physical, or written) committed against an individual which is sufficiently severe, pervasive, or persistent that it interferes with or limits the ability of an individual to participate in or benefit from the educational institution's resources or opportunities.

- **Sexual Assault (Please refer to the sexual violence response policy)**

If a student is found responsible it will result in suspension for a minimum of the remainder of the semester or a maximum of the remainder of the semester + 2 semesters or expulsion from Morrisville State College. It is assumed that the victim/survivor did not give affirmative consent.

- **Sexual harassment**

Unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe or pervasive to effectively alter or deny the individual reasonable access to University resources or that such conduct creates an intimidating, hostile or sexually offensive environment for learning, working or living on campus.

- **Stalking**

No person shall engage in any course of conduct directed at a specific person that would cause reasonable person to fear for their safety, the safety of others, or that would make a reasonable person suffer substantial emotional distress.

### **Civility & Public Order Violations**

- **Aiding and Abetting**

Knowingly assisting in the violation of a local, state, or federal law or College Policy.

- **Disorderly Conduct**

Any disruptive conduct which interferes with the rights of any member of the College community or threatens the mental or physical health or safety of another, one's guest or self, including intoxication or use of illegal drugs. No person shall engage in any disorderly behavior with intent to disrupt the College's academic environment or the provision of College services. No person shall recklessly create a public inconvenience or disturbance. Prohibited behavior includes, but is not limited to, fighting, littering, making unreasonable noise, disturbing a lawful meeting, obstructing pedestrian or vehicle traffic, or creating a hazardous or physically offensive situation by an act which serves no legitimate purpose.

- **Endangerment**

No person shall threaten to take or actually take any action, create or participate in the creation of any situation, which recklessly or intentionally endangers mental or physical health, or creates a substantial risk of serious injury to self or others.

- **Failure to Comply**

Failure to comply with the reasonable and lawful directives of College officials, student staff, or law enforcement officers performing the duties of their office, especially as they are related to the enforcement of College Policy or the maintenance of safety and security.

- **Falsification/Misrepresentation of Information**

Conduct including but not limited to plagiarism, cheating, multiple submissions, unauthorized collaboration, bribery, providing false identification, oral or written dishonesty to faculty, staff, law enforcement officers, College officials or a hearing body, use of forgery, alteration or misuse of College records including those commonly associated with admission, financial aid, administrative and academic affairs.

- **Health**

Students may be suspended for a period of time or be dismissed from the College when they fail to comply with immunization requirements or when they have a health condition that may endanger the health of other students or themselves.

- **Hazing**

Any violation or suspected violation of the hazing policy should be reported immediately to College officials including, but not limited to, University Police. No person, either alone or in concert with others, shall take any action, create or participate in the creation of any situation that recklessly or intentionally endangers mental or physical health, regardless of the person's willingness to participate in order to be initiated or affiliated with a group. Hazing activities include kidnapping or confining a person, subjecting a person to cruel and unusual psychological conditions, requiring or encouraging a person to consume alcohol, drugs, foreign or unusual substances, disrupting or impairing a person's ability to perform academically or to fulfill obligations under the Student Code of Conduct, depriving a person of sufficient sleep, and/or taking other actions which could reasonably be expected to humiliate, degrade, abuse, or endanger. Recognized organizations that are found in violation of this policy may be subject to loss of recognition, distinct and apart from any sanctions to which its members are subject.

- **Insubordination/Obstruction**

Interfering with, or hindering the efforts of, College officials, student staff, or law enforcement officers performing the duties of their office, especially as they are related to the enforcement of College Policy or the maintenance of safety and security.

- **Repeated Violations**

Repeated violations of College Policy, which by themselves would not warrant suspension or expulsion, but collectively indicate that further attendance by the student is not in the best interest of the College community.

- **Retaliation**

No student shall take any adverse action against another person for reporting a violation or for participating in any way in an investigation or conduct process. Retaliation includes harassment, intimidation, including but not limited to violence, threats of violence, property destruction, adverse educational or employment consequences, and bullying.

- **Student Identification**

Students are required to carry their Morrisville State College identification card with them at all times. Failure to produce proper identification upon request by faculty, staff, or student staff in the performance of their duties is prohibited.

- **Theft**

Removal, displacement, possession or use of property or services belonging to another person or entity Without consent of the owner (ex: Unauthorized use of another student's identification card to make purchases.) Furnishings, fixtures, equipment, and supplies of college buildings and any property in the possession of the College, shall be considered College property. No sanction assigned by the College shall preclude the necessity for repair, replacement, or restitution for involved property or services.

- **Trespassing/Unauthorized Use of a College Facility**

Knowingly entering, or occupying any College facility or utilizing a service without proper authorization, including entering a facility or area that has been designated off limits by a college official or through judicial action.

- **Vandalism**

No person shall take deliberate or reckless action to damage the property of another person or entity. Furnishings, fixtures, equipment, and supplies of college buildings and any property in the possession of the College, shall be considered College property. No sanction assigned by the College shall preclude the necessity for repair, replacement, or restitution for involved property.

- **Weapons**

The use of any object with intent to harm another is prohibited. Morrisville State College prohibits the use of chemical or pepper aerosol spray in an offensive manner and the possession or keeping of weapons on College property or property operated for the benefit of the College (including in any vehicle). Examples include but are not limited to: guns or simulations capable of hurling a projectile with propelling force (ex: from a tension band or spring, compressed air, or CO2), ammunition, slingshots, bows and arrows, tasers,



stun guns, explosives, explosive devices, blackjacks and clubs. Knives are not prohibited on campus with the exception of areas where such tools are authorized by faculty or staff to support activities such as instruction, food preparation or dining.

### **Substance Violations**

The purchase, possession, distribution, or use of alcohol by students or their guests on College property or property operated for the benefit of the College is prohibited.

#### **• Alcohol (Major)**

Unauthorized possession, purchase, sale, distribution, or use of alcohol in large quantities by students or their guests on College property or property operated for the benefit of the College. A “large quantity” will be determined by College staff in cooperation with University Police when necessary, and may include but is not necessarily limited to kegs, large or multiple containers of alcohol.

#### **• Drugs (Major)**

The possession, purchase, sale, distribution, or use of illicit drugs in large quantities by students or their guests on College property or property operated for the benefit of the College. A “large quantity” will be determined by College staff in cooperation with University Police when necessary.

### **Housing Violations**

#### **• Duplication/Sharing Keys/Cards**

Unauthorized fabrication, duplication, or sharing of any College key or Morrisville State College ID Card by students or their guests. All students found in possession of such items or who intentionally impede recovery by the owner or College officials, will be considered as knowingly participating in the production, possession and use of these unauthorized items. Students must surrender College keys before leaving for summer recess or at any time during the semester should the student withdraw or be permanently departing from the college. Students must surrender College ID Cards and keys when separated from the College for disciplinary reasons.

#### **• Fire Regulations – Prohibited Acts**

Violation of the Fire Safety Policy.

#### **• Restricted Access - Residence Hall**

Entering any Residence Hall without authorization, registration, or a properly issued and programmed Morrisville State College ID card. When students visit another Residence Hall, they must be escorted at all times by a resident of the hall and register with the Residence Hall staff according to MSC guest policy.

#### **• Restricted Access - Residence Hall Room**

Entering any Residence Hall room without permission or supervision from the occupants. Having more than eight people in a Residence Hall room at one time. Changing Residence Hall room assignments without permission from the Resident Director(s) of the Residence Hall(s) involved.

## **Category II Violations**

### **Civility & Public Order Violations**

#### **• Facility Expectations**

Facilities at Morrisville State College are designated for orderly and specific activities (ex: dining halls, library, gymnasiums, etc.). Reasonable standards of conduct are expected in order to support the purpose of each facility, to protect the rights of patrons, and to safeguard facility property. College staff is empowered to enforce compliance with rules supporting the appropriate use of each facility.

### **Substance Violations**

The purchase, possession, distribution, or use of alcohol by students or their guests on College property or property operated for the benefit of the College is prohibited.

#### **• Alcohol**

The possession, purchase, sale, distribution, or use of alcohol by students or their guests on College property or property operated for the benefit of the College without authorization.

#### **• Alcohol - In the Presence of**

Students or their guests found on college property or property operated for the benefit of the college, where alcohol is present without authorization.

#### **• Alcohol - Paraphernalia**

The possession of alcohol paraphernalia by students or their guests on College property or property operated for the benefit of the College without authorization. Paraphernalia includes, but is not limited to: empty kegs, cans, bottles, funnels, shot glasses, etc.

#### **• Alcohol - Suspicion**

All students or their guests found in rooms on College property or property operated for the benefit of the College, where alcohol is reasonably believed to be present or in use without authorization.

#### **• Drugs**

The possession, purchase, sale, distribution, or use of illicit drugs by students or their guests on College property or property operated for the benefit of the College

#### **• Drugs - In the Presence of**

All students or their guests found on College property or property operated for the benefit of the College where illicit drugs are present.

#### **• Drugs - Paraphernalia**

The possession of illicit drug paraphernalia by students or their guests on College property or property operated for the benefit of the College. Paraphernalia includes but is not limited to: hypodermic needles, hookahs, resonated roach clips, bowls, pipes, bongs, and other items modified for the use of or to conceal the use of illicit drugs.

#### **• Drugs - Suspicion**

All students or their guests found on College property or property operated for the benefit of the College where illicit drugs are reasonably believed to be present or in use.

### **Housing Violations**

#### **• Guests**

Failure to adhere to the Guest Policy as published above.

## **Category I Violations**

### **Civility & Public Order Violations**

#### **• Prohibited Activities**

For the protection and safety of people and property, any physical actions/activities that may result in injury or damage to personal or College property is prohibited in and around the Residence Halls and other College buildings. Such activities include but are not limited to: squirt guns, swimming in or skating on the pond, throwing darts, and snowball throwing. Unauthorized use of the College computer network or computer use that is counter to the "Code of Conduct for Computer Use" is prohibited. To obtain a copy of the Code of Conduct for Computer Use, please contact the Computer Center at 315-684-6053 or their webpage.

## **Housing Violations**

### **• Appliances/Cooking**

Violation of the published Fire Safety policy. Student must recognize the College's concern with energy consumption and fire prevention and limit the number of electrical appliances/devices brought into the Residence Halls.

### **• Furniture**

Morrisville State College supplies approved fire-rated furnishings within the Residence Halls and does not allow dormitory furniture to be removed from its assigned location without permission from the Residence Hall Director. Lounge furniture may not be removed or placed into student rooms. Students may be billed \$25 per piece of furniture should staff need to remove any lounge or personal furniture from the student's room. Lofts, waterbeds, and furniture from other locations are prohibited in the Residence Halls. Furniture may be rearranged (not stacked) within a student room and all broken furnishings within the facility should be brought to the attention of Residence Hall staff immediately. Couches, futons, and/or wooden furnishings of any kind which are not provided by the college are not allowed in traditional residence hall rooms unless approval is granted in advance by the Director of Residence Life. In MAC-operated residence, students should consult the building manager before bringing any personal furniture into a suite or bedroom. Students must immediately remove any outside furniture that is considered by the manager to be a risk or hazard to students or building.

### **• Pets**

Students are not permitted to have animals except typical household fish (one small tank per resident, not to exceed 5 gallons), in the Residence Halls at any time.

### **• Quiet Hours/ Courtesy Hours/Sound**

In and around all residence halls, each student's right to quiet study, sleep, and privacy at any hour is of paramount importance to the college. Courtesy Hours are in effect 24-hours a day and at no time should noise reach a level that disturbs roommates, other residents, or members of the community. Speakers and other sound producing equipment are not to be played out windows and should not be readily audible at a distance outside of and residence hall. Quiet Hours are designed to limit noise to the confines of individual student rooms/apartments when noise should not be audible outside the main door of the room/suite. Quiet Hours are: Sunday - Thursday, 10 p.m. through 10 a.m. and Friday - Saturday, Midnight through noon. During these hours, residents must take additional measures to ensure they do not disturb others. If a resident is asked to be quiet, the request must be respected. In effort to maintain an atmosphere conducive to preparing for finals, 24-hour quiet hours will be established and posted in the final weeks of each academic semester. Strict enforcement of courtesy and quiet hours should be expected.

### **• Room Cleanliness, Conditions, and Decorations**

Students are responsible for maintaining sanitary and orderly conditions in their Residence Hall rooms to prevent pests and fire hazards. Limited quantities of food may be kept in student rooms (in closed containers or refrigerators). If a student room becomes a health or sanitation problem (determined by the College), the offending students may be relocated. Students may not use nails or adhesives on walls, doors, or furniture for affixing decorations or pictures, bulletin boards or other items. Paint, ink, pencils, or other marking devices may not be used to mark surfaces in a College facility. Residents will be held financially responsible for the condition and cleanliness of their Residence Hall, room, furnishings, and for loss or damage (beyond normal wear) that occurs during their occupancy. Damage and loss will be determined through comparative inspections conducted by residence hall staff. Violators will be assessed for any extra cleaning or pest control measures necessitated by improper facility care.

### **• Solicitation**

Door to door soliciting or leafleting by individuals or groups in the Residence Halls and on Campus is prohibited. The appropriate College official must approve fundraising by College organizations.

• **Smoking**

Morrisville State College has established a smoke-free work environment. Smoking is prohibited in all College buildings including all residence halls, all College/MAC vehicles, and within a 20 foot perimeter of all buildings. Smoking is defined as the carrying or use of a lighted cigarette, cigar, hookahs, or other smoking device.

• **Trash / Recycling**

Morrisville State College is environmentally conscious. Students are expected to recycle their trash responsibly in designated rooms and at designated times. Student trash should be collected in the student's room prior to disposal in the designated Residence Hall recycling room. Improper disposal or commingling of trash and recycling products inside or outside the Residence Halls is prohibited and will minimally result in a \$10 per bag fee. Students who leave trash or perishables in the rooms/suites during college breaks may be billed for removal/cleaning.

• **Windows**

Students are prohibited from removing window screens or windows from their tracks or frames and to do so is considered damage to State property. Students will be assessed replacement costs for removing window screens. Students are not permitted to drop or throw solid objects or liquids in or out of windows, climb in or out of windows, sit on windowsills, lean out of windows, or store or hang objects including antennae and aerials outside of windows.

**Sanctions for Violating the Student Code of Conduct**

**Interim Sanctions**

In rare cases when a student must be separated from the college prior to a college judicial board hearing, the Dean of Students in consultation with the Provost, may lift the separation prior to the judicial board hearing. Students are not permitted to withdraw while charges of the Student Code of Conduct are pending resolution in a college judicial board hearing.

In certain circumstances, the Dean of Students or designee may impose an interim sanction including but not limited to: Residence Hall relocation, Residence Hall suspension, college suspension and other restrictions prior to a hearing before a judicial body. Interim sanctions will be imposed:

1. To protect the safety and wellbeing of members of the community or preservation of College property.
2. If the student poses a direct threat of interference with the normal operations of the College.

For ease of reference, specific sanctions are offered in detail below. Sanctions are categorized by Level I, Level II, and Level III. **Level I** sanctions are generally considered less restrictive and punitive when compared to **Level II** sanctions. **Level III** sanctions are quite restrictive and punitive by comparison and include sanctions such as suspension and expulsion from the Residence Hall system and the College. Level I and Level II sanctions can be assigned by Residence Hall Directors and the Director of Residence Life. The Dean of Students, the Executive Director of the Norwich Campus and the Provost can assign all sanctions except Level III college suspension and expulsion. Sanctions are generally used incrementally (increasing in severity depending on the frequency and seriousness of violations). Sanctions may be applied in combination and remain in force unless termination dates are specified. Failure to complete sanctions as specified, or continued violations, may result in the application of additional and more serious sanctions, which could include expulsion from the Residence Hall system or the College. Students suspended or expelled from the Residence Halls or the College for disciplinary reasons **are not eligible for a refund and may be subject to the permanent Transcript Notation policy.**

**Level III**

• **College Expulsion (No Refund, No Grades for the Semester, Possible Transcript Notation)**

A student expelled from the College is designated "persona non grata," meaning that they may not attend classes or be on College property or property operated for the benefit of the College for any reason after a specified date. If they are found on College property, they will be subject to arrest for trespassing as

appropriately defined in Article 140 through 140.17 of the New York State Penal Law. No refunds are allowed for a student who has been disciplinarily expelled.

• **College Suspension (No Refund, No Grades for the Semester, Possible Transcript Notation)**

A student suspended from the College is designated “persona non grata,” meaning that they may not attend classes or be on College property or property operated for the benefit of the College for any reason for a specified period of time. If they are found on College property, they may be subject to arrest for trespassing as appropriately defined in Article 140 through 140.17 of the New York State Penal Law. Students who are suspended are not allowed to build their co-curricular transcript, travel on any college related trips, participate in any type of athletic practice or competition, including intramurals, and are not allowed to attend any campus events or events held on campus. No refunds are allowed for a student who has been disciplinarily suspended.

• **Stayed College Expulsion**

A student may be placed on stayed college expulsion for a specified period of time and must not be found responsible for violations of the student code of conduct during the specified period of time. The student may be subject to immediate activation of the sanction if found responsible.

• **Stayed College Suspension**

A student may be placed on stayed college suspension for a specified period of time and must not be found responsible for violations of the student code of conduct during the specified period of time. The student may be subject to immediate activation of the sanction if found responsible.

**Level II**

• **College Probation**

A student placed on College Probation has jeopardized their privilege of attending Morrisville State College.

• **Stayed Residence Hall Expulsion**

A student may be placed on stayed residence hall expulsion for a specified period of time and must not be found responsible for violations of the student code of conduct during the specified period of time. The student may be subject to immediate activation of the sanction if found responsible.

• **Guest Privileges Revoked**

A student whose guest privileges are revoked has permanently lost the privilege of hosting guests in the Residence Hall system.

• **No Contact Order (With another Person[s])**

A student who has been issued a No Contact Order is not to have any form of contact or communication with a specified student or students for any reason. Prohibited contact includes but is not limited to: electronic, oral, or written to include email, texts, etc. The campus will promptly review existing no contact orders at a party’s request, including requests to modify the terms or of discontinue the order. If the campus finds it appropriate, it can even make a schedule for parties who seek to use the same facilities without running afoul of the no contact order.

• **Residence Hall Ban (From a Specific Residence Hall or Portion Thereof)**

A student whose privileges to enter a specific Residence Hall (or portion thereof) have been revoked is no longer permitted to live in or enter that facility (or portion thereof) for any reason. If they violate this directive, they will be subject to arrest for trespassing as appropriately defined in Article 140 through 140.17 of the New York State Penal Law.

• **Residence Hall Ban (All But Current Residence Hall)**

A student is only allowed to enter the Residence Hall in which they live. They are not permitted to enter any other Residence Halls without authorization from the Office of Residence Life. If they are found responsible for violating this sanction, they may be subject to arrest for trespassing as appropriately defined in Article 140 through 140.17 of the New York State Penal Law.

- **Residence Hall Ban (Entire Residence Hall System)**

A student who is banned from the Residence Hall system is not permitted to live in or enter any Residence Hall without authorization from the Office of Residence Life. If they are found responsible for violating this sanction, they may be subject to arrest for trespassing as appropriately defined in Article 140 through 140.17 of the New York State Penal Law.

- **Residence Hall Expulsion**

A student who is expelled from the Residence Hall system is not permitted to live in or enter any Residence Hall without authorization from the Office of Residence Life. If they are found responsible for violating this sanction, they may be subject to arrest for trespassing as appropriately defined in Article 140 through 140.17 of the New York State Penal Law. Students expelled from the Residence Halls for disciplinary reasons are not eligible for a refund.

- **Residence Hall Relocation**

A student who is relocated to another Residence Hall is not permitted to live in or enter their former Residence Hall after relocation without authorization from the Office of Residence Life.

- **Residence Hall Suspension (No Refund for the Semester)**

A student who is suspended from the Residence Halls is not permitted to live in or enter the Residence Hall system for a specified period of time. If they are found responsible for violating this sanction, they may be subject to arrest for trespassing as appropriately defined in Article 140 through 140.17 of the New York State Penal Law.

- **Temporary College Suspension**

A student may be temporarily suspended from Morrisville State College pending a College Judicial Board hearing. Temporary suspension means that they are banned from College property, or property operated for the benefit of the College, until disposition of the charges against them. They are to contact the Dean of Students (315-684-6070) with questions about College rules, regulations, and the hearing process within three (3) days. A student who has been temporarily suspended is responsible for contacting faculty/staff regarding any absence, commitments on Campus, or course work. Students who are suspended are not allowed to build their co-curricular transcript, travel on any college related trips, participate in any type of athletic practice or competition, including intramurals, and are not allowed to attend any campus events or events held on campus. In rare cases when a student must be separated from the college prior to a college judicial board hearing, the Dean of Students in consultation with the Provost, may lift the separation prior to the judicial board hearing. Students are not permitted to withdraw while charges of the Student Code of Conduct are pending resolution in a college judicial board hearing. The campus will promptly review existing temporary suspensions at a party's request, including requests to modify the terms or discontinue it. Parties can submit evidence to support their request.

### Level I

- **Apology Letter**

A student may be required to complete a letter of apology by an imposed deadline.

- **Behavioral Contract**

A student may be required to abide by a behavioral contract with specific behavioral restrictions, requirements, and a completion deadline.

- **Campus Probation**

A student placed on Campus Probation has jeopardized their privilege of living in the Residence Hall system. Subsequent violations may lead to removal from all or portions of the Residence Hall system (including the Commons).

- **Community Service**

A student may be required to abide by a community service assignment with specific service requirements and completion deadline.

- **Financial Restitution**

A student may be required to make reimbursement for damages by a specified deadline.

- **Guest Privileges Suspended**

A student whose guest privileges are suspended has lost the privilege of hosting guests in the Residence Hall system for a specified period.

- **Letter of Warning**

A student placed on letter of warning has been officially warned that their behavior was inconsistent with College rules and regulations.

- **No College Judicial Action**

After review of the relevant facts in a given case, the reviewer(s) may decide to pursue formal College Judicial action or decide that no College Judicial action is necessary. A case may remain open or under investigation until such a time as new information comes to light or the students involved are available to allow investigation and review of facts to proceed.

- **Pending College Judicial Action**

When students depart from the College with a College Judicial case pending, the case may remain “open” or under investigation and the student may not be allowed to return to the College until the charges have been adjudicated through the College Judicial system.

- **Referral for Alcohol Assessment and Education Services**

Students who violate the alcohol policy may be encouraged to seek assessment and education services at the Student Health and Counseling Services Center. Referrals for such services may be recommended or required and students may be referred more than once. Minor offenses (as determined by the judicial affairs staff member or judicial board) or first offenses, may result in a recommended referral where seeking services is voluntary. Serious or repeat offenses may result in a mandatory referral, where a student is required to attend a consultation with a counselor by a specified deadline. With mandatory referrals, the referring party will be notified of a student’s attendance. The Student Health and Counseling Services Center will not disclose information regarding conversations or the nature or number of ongoing contact(s) between their staff and referred students. Confidentiality for all students is assured.

- **Referral for Drug Assessment and Education Services**

Students who violate the drug policy may be encouraged to seek assessment and education services at the Student Health and Counseling Services Center. Referrals for such services may be recommended or required and students may be referred more than once. Minor offenses (as determined by the judicial affairs staff member or judicial board) or first offenses, may result in a recommended referral where seeking services is voluntary. Serious or repeat offenses may result in a mandatory referral, where a student is required to attend a consultation with a counselor by an established deadline. With mandatory referrals, the referring party will be notified of a student’s attendance. The Student Health and Counseling Services Center will not disclose information regarding conversations or the nature or number of ongoing contact(s) between their staff and referred students. Confidentiality for all students is assured.

- **Student Development Module**

A student may be directed to complete development modules by a specific deadline. A student may be billed for access to and use of the educational materials contained within the modules. A student will be expected to pay the bill as directed by the Business Office. Failure to comply with instructions for completion and payment may result in additional disciplinary action and collection.

- **Verbal Warning**

A student may receive a verbal warning at the discretion of staff when their behavior is inconsistent with College rules and regulations but not deemed serious enough to warrant further action.

**Judicial Affairs Appeals**

Students found responsible for a violation of the code of conduct may submit an appeal request **only** when they believe one or more of the criteria for appealing exist. In cases involving alleged sexual misconduct,

both the accused student and the complainant have the right to outcome results and to submit an appeal based on the same criteria.

Except as may be necessary to explain the basis of a “new evidence” (Type B.) appeal, appeals bodies may limit their review to the original case materials, verbatim record of the proceeding and information that is available at the time a request for an appeal is received: Reasons for appeal are limited to:

- A. A procedural error occurred: A request for consideration on grounds that a student found responsible believes that a procedural error occurred that was so substantial it effectively denied them a fair hearing.
- B. New information: A request for consideration on grounds that a student found responsible believes new information is now available (not brought out at the original hearing because it was not known to the person appealing) might be sufficient to alter the decision.
- C. The sanction imposed was overly severe: A request for consideration on grounds that a student found responsible believes that the sanction(s) imposed was overly severe for the violation they were found to have committed.

Appeal forms can be secured from the Residence Life Office and the Dean of Students Office. All appeals must be submitted in writing within 5 days of receipt of original results. While an appeal is being considered or a scheduled appeal hearing is pending, the original sanctions imposed remain in effect. The chairperson of a Judicial Board or Board Member (if the chair is unavailable) that rendered a decision under appeal, may be asked to attend an appeal hearing. A student who appeals is not required to attend, but is entitled to attend and be accompanied by an advisor. Notification of appeal decisions shall be communicated within 48 hours after the conclusion of a hearing. Outcomes shall be disclosed in writing.

After reviewing an appeal regarding an individual staff member’s administrative decisions, the designated staff member hearing the appeal may decide to **a.** deny the appeal and uphold the original decision or **b.** grant the appeal and change the original decision.

After reviewing an appeal regarding a Judicial Board’s decision, an Appellate Board may decide to **a.** deny the request and uphold the decisions of the original Judicial Board, or **b.** grant the appeal and direct the case to be heard by a college judicial board again. In cases where the substance of a request causes the Appellate Board to believe such action is warranted, members of the original board may be replaced or an entirely new board may convene to hear the case. All decisions made by the Appellate Board are final. Presidential power remains.

1. Appeals of decisions by Residence Hall Directors must be submitted in writing to the Director of Residence Life within 5 days of receipt of the original results. The Director of Residential Life or designee will hear the appeal.
2. Appeals of decisions by the Director of Residence Life must be submitted in writing to the Dean of Students within 5 days of receipt of the original results. The Dean of Students or designee will hear the appeal.
3. Appeals of decisions by the Dean of Students must be submitted in writing to the Provost within 5 days of receipt of the original results. The Provost or designee will hear the appeal.
4. Appeals of decisions by a College Judicial Board must be submitted in writing to the Dean of Students Office within 5 days of receipt of the original results.

### **Between Semesters**

During the period between the spring and fall semesters, pending cases involving alleged violations will be handled as described below.

1. Conduct reports will be reviewed to determine whether disciplinary charges are warranted. For cases where College suspension or expulsion would not likely be an outcome if the student were found responsible, the Dean of students may determine what violations are alleged, determine the finding (responsible or not), and any sanctions that are merited.
2. Notification of the decisions will be sent to the student’s permanent address, unless it is known by the College that the student is residing at another location. The student shall have the option to accept the decision or file an appeal with the Dean of Students within 5 days of receipt of the notification letter and



request a hearing. Should an accused student accept the decision or fail to appeal within 5 days, they will be expected to comply with the sanctions assigned.

3. In the event the Dean of Students believes that College suspension or expulsion could be an outcome, a Judicial Board Hearing will be convened at the earliest possible time. Should it not be possible to resolve a case between semesters, a College Judicial Board hearing may be held as soon as possible during the following semester.

#### **Student's Rights to Review Discipline Records**

Students have the right to review their discipline record within 45 days of the day the Dean of Students receives a request for access. Students should submit a written request that identifies the record(s) they wish to inspect. The Dean of Students or her/his designee shall arrange for access and notify the student of the time and place where the records may be inspected.

#### **Student Discipline Records**

Records over which a student may exercise rights to review include the student discipline records maintained in the Office of Residence Life and the Dean of Students Office. **Exception:** Institutional records which are in the sole possession of the maker, and which are not accessible to any other person except a substitute.

#### **Amendment of Discipline Records**

Students may ask the Dean of Students to amend a record that they believe is inaccurate or misleading. They should identify the part of the record they wish to have changed and provide justifications. If the Dean of Students or designee decides not to amend the record as requested by the student, the student will be notified and advised of their right to a supervisory administrative hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the hearing.

#### **Release of Student Disciplinary Records**

Release of records to a third party is prohibited unless student consent is given in writing and is on file except to the extent that FERPA authorizes disclosure without consent. **Exceptions:**

1. School officials, central administration, and other SUNY Colleges who have been determined to have legitimate educational interests, i.e., necessary to fulfill her/his professional responsibility. A school official is employed by the college in an administrative, supervisor, academic or research, or support staff position (including law enforcement unit personnel and health staff, a person or company with whom the college has contracted), a person serving on the Board of Trustees, or a student serving on an official committee such as a disciplinary committee or assisting another school official in performing her/his tasks.
2. Officials of other schools in which the student seeks to enroll provided the student is given a copy of the record if he or she desires.
3. Authorized representatives of certain State and Federal agencies where such access is necessary to evaluate federally funded programs and the collection of personally identifiable data is specifically allowed by federal law
4. In connection with student's application for, or receipt of, financial aid.
5. Research organizations conducting studies for the educational institution in relation to predictive tests, administering student aid programs, or instruction, if the records are destroyed when no longer needed in the research and identification of students or parents by persons outside the research organization is not permitted.
6. Accrediting organizations, solely to carry out their accrediting functions.
7. Parents of dependent students if the students are listed as deductible dependents for income tax purposes.

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### **Academic Information**

All degree candidates must satisfy entrance requirements and conform to the following general regulations:

### **Requirements for Graduation**

To graduate, a degree candidate must complete required course work within the program chosen at the time of matriculation into the program and must meet the minimum total number of semester hours required for the relevant degree.

Each program curriculum listed in the college catalog includes both the general and technical components necessary for completion of degree requirements.

Certain minimum requirements which may differ from program to program must be met in the liberal arts and sciences. Please refer to specific programs for more information.

### **Interim and Final Grades**

Both interim and final grades are available to students on their Web for Student accounts. Interim grades are available online during the sixth week of classes each semester. Final grades are available online shortly after the end of each semester.

### **Graduation Dates**

- Morrisville State College will graduate students and issue diplomas in May, August and December.
- Students graduating from a program of study must be enrolled in that curriculum by the end of the administrative add/drop period in the semester they plan to graduate.
- Students receiving an "I" grade on a course required for graduation are eligible to graduate in the semester the "I" changes to a grade.
- Students using transfer credits to complete degree requirements shall be graduated and issued diplomas according to the following schedule:
- Transcripts received on campus between September 16 and January 15 will result in a December degree.
- Transcripts received on campus between January 16 and June 15 will result in a May degree.
- Transcripts received on campus between June 16 and September 15 will result in an August degree.

### **Scholarship Standards-Marking**

- A signifies a superior knowledge of a body of material, its function and interpretation.
- B signifies above-average knowledge of a body of material and its function.
- C an average knowledge of a body of material
- D a minimum knowledge of a body of material
- F failure to attain a minimum knowledge of a body of material
- X course dropped
- W withdrawal from college
- WP withdrawal from college - passing
- WF withdrawal from college - failing
- P pass
- NP not pass
- I incomplete (This rating indicates that the student has not completed all of the work of the course and becomes an automatic F unless completed within the following semester).
- S satisfactory

### **Grade Points**

- A 4 for each credit hour
- A- 3.67 for each credit hour
- B+ 3.33 for each credit hour
- B 3 for each credit hour
- B- 2.67 for each credit hour
- C+ 2.33 for each credit hour

- C 2 for each credit hour
- C- 1.67 for each credit hour
- D+ 1.33 for each credit hour
- D 1 for each credit hour
- F 0 for each credit hour

Grades X, W, I, P, NP, or S do not yield grade points.

**Computing Grade Point Average**

The grade point average is determined by multiplying the point rating for each letter grade by the number of credit hours for the course, adding the results and dividing the total by the number of credit hours attempted. A student must earn a cumulative average of 2.0 in all work toward a degree to graduate.

**Academic Warning and Expulsion**

A student with a cumulative or semester grade point average (GPA) of less than 2.0 may be issued an academic warning or expelled from the college. The decision to warn or dismiss will be made by an academic review committee within each school after considering the student’s record, using the following criteria:

<b>Semester Cumulative GPA</b>		<b>Action</b>
First	Less than 1.0	Expulsion
	1.0-1.6	Expulsion or academic warning
	1.7 to 1.99	Academic warning
Second	Less than 1.5	Expulsion
	1.5 to 1.99	Expulsion or academic warning
Third & above	Less than 2.0	Expulsion or academic warning

Students may not be allowed to continue in a specific academic program if prerequisite courses are not satisfactorily completed. Academic warning and honors lists are issued at the end of each semester.

**Right to Appeal**

A student may appeal an academic decision by following the College’s academic grievance procedure which follows:

**Academic Grievance System**

The student academic grievance system provides responsible institutional alternatives for the student who has a legitimate complaint to make against a member of the faculty. The grievance system is intended primarily to safeguard the rights of students, but also to protect the faculty from complaints that are unsupported or insubstantial. The grievance system is not intended to change existing academic or College Policy or to persecute, penalize or in any way diminish the academic freedom of individual faculty members.

**Section I - Scope**

- A. For the purposes of this proposal, a grievance shall be a complaint of the following:
  - 1. A violation, misinterpretation or inequitable application of an academic rule, regulation, or policy of the College, school, or curriculum.

AND/OR

- 2. Unfair or inequitable treatment by reason of any act or condition which is contrary to established policy or practice governing or affecting a student of this College.

AND/OR

- 3. Prejudiced, capricious, or manifestly unjust academic evaluation.

- B. To facilitate this procedure the following general guidelines are provided:

- 1. A grievance complaint must be initially presented within 21 calendar days of the alleged grievance excluding any intercession and/or vacation.
- 2. A grievance complaint must be initiated by the individual affected.

3. Any student may present a grievance complaint, subject to these guidelines.
4. If any grievance complaint originates at the department level or higher, an informal settlement should be attempted at the level with subsequent appeals to be made in accordance with the procedures outlined below.

## **Section II - The Grievance Structure**

### **A. Step 1 - The Department Level**

1. In the case of a grievance a student has with an instructor, the student should attempt an informal settlement with the instructor. There may be instances when the student chooses to involve the advisor or department chairperson in a specific case.
2. If no mutually satisfactory informal settlement can be reached with the instructor, then the student may file a written statement of the grievance with the chairperson of the department in which the grievance occurred. The chairperson shall hold an informal meeting with the student and the instructor, and make a decision within one week after the meeting.
3. If either party is dissatisfied with the decision made by the chairperson, it should be the responsibility of the chairperson to inform both parties of the next possible recourse, namely to appeal the decision to the dean of the school in which the curriculum is located. Intent to appeal should be filed, in writing, in the office of the school dean within 10 days after receipt of the department chairperson's decision.
4. If the grievance is initially with a department chairperson, then the student should attempt an informal settlement with that individual. If no mutually satisfactory decision can be reached, then the grievance should be filed with the school dean as outlined above.

### **B. Step 2 - The School Level**

1. Should either party be dissatisfied with a decision at the department level, the grievance may be brought, in writing, to the office of the school dean in which the grievance occurred, within 10 days after receipt of the department chairperson's decision. The chairperson should make available all information relating to the case, his/her decision regarding the case and reasons for this decision, and forward statements, arguments, etc., from both parties involved in the case.
2. The school dean should convene a special hearing for the case with all involved parties present, within 10 days of the written presentation of the grievance, subject to the availability of the parties involved. There may be cases when it is mutually agreeable to both parties involved to have a less formalized settlement than a hearing such as this. If this is the case, the grievance should be handled in some other mutually acceptable manner. It shall be the responsibility of the school dean to make these alternatives known to all parties involved in the case.
3. Either party involved in a grievance case may have someone (such as a student's advisor or a faculty member's colleague) present to provide assistance. Choice of assistance of this type would be left to the individual parties involved, but he or she must be a member of the Morrisville State College community.
4. After hearing all facts and opinions relevant to the case, the school dean shall make a decision regarding the specific grievance. He/she shall notify, in writing, all parties involved within one week.
5. A copy of the decision and all pertinent materials shall be kept in the student's file in his/her school dean's office at least one year after the student has graduated or left school.
6. It is the responsibility of the school dean to make known to all parties involved the next step (should either of them be unhappy with the decision). In this case, the next step is to appeal to the Academic Grievance Tribunal.

### **C. Step 3 - The Academic Grievance Tribunal**

1. Should either party be dissatisfied with the decision at the school level, the grievance shall next come before the Academic Grievance Tribunal.
2. Notice of intent to appeal should be filed in the office of the Provost within one calendar week after receipt of the decision of the school dean.
3. Composition
  - a. Faculty - There shall be three faculty members chosen by the faculty member involved in the dispute from a list of 20 faculty members supplied by the Provost.

- b. Students - There will be three student members chosen by the student involved in the dispute from a list of 20 students supplied by the Provost.
  - c. Administrator - The Provost shall be the administrative representative and shall also serve as chairperson of the Tribunal. The chairperson will have a tie-making or breaking vote.
4. Procedures
- a. In all cases arising from an appeal, the appellant shall submit written arguments within ten days of filing a notice to appeal.
  - b. A copy of said arguments shall be filed with the Provost and a copy sent to the respondent.
  - c. The respondent then may file written arguments within ten days of the receipt of the appellant's arguments, one copy to be submitted to the Provost and one copy to the appellant.
  - d. Upon being notified by the Provost of a pending appeal, the school dean shall forward all records of findings and recommendations, and the reasons for the decisions, to the Provost.
  - e. The Provost shall invite both the appellant and the respondent to choose the faculty and the student membership for the Academic Grievance Tribunal. Both the appellant and the respondent shall have the opportunity to challenge any member of the Tribunal and to have that individual removed from the Tribunal if cause can be established. The Provost shall determine whether or not cause has been established in each case.
  - f. Once the appellant and the respondent agree upon a seven-member Tribunal, the Provost shall schedule the hearing within two weeks.
  - g. At said hearing, both the appellant and the respondent shall be given the opportunity to make any oral arguments. Either party may again have someone present to provide assistance, as described in Section II, B-3. Provision shall be made for other regular hearing procedures (e.g., calling and cross-examining of witnesses, etc.) and other provisions as found necessary by this Tribunal in its operations.
  - h. In cases involving charges of discrimination on the basis of race, color, national origin, religion, age, sex, sexual orientation, disability, veteran status, or marital status, the College Affirmative Action Officer shall sit with the Tribunal in an advisory capacity during the review and deliberations.
  - i. The Tribunal shall then render its decision which shall be final. In the event of a tie, the grievance shall be submitted to the President of the College whose decision shall be final. Copies of the decision shall be sent to the appellant, the respondent, and the Provost within one week of the decision. The /Provost will be responsible for this decision being carried out.
  - j. Copies of the decision and all pertinent materials shall be kept in the student's file located in his/her school dean's office for at least one year after the student has graduated or left school.

#### **Suitable Academic Progress**

Suitable academic progress toward graduation is defined as completion of at least 12 credit hours each semester within the framework of current warning and expulsion policies. A student on academic warning is considered to be making suitable academic progress. A full-time student completing fewer than 12 credit hours in any semester will be considered for retention or expulsion by the appropriate academic review committee, regardless of cumulative grade point average. A part-time student will be subject to the same review as each 12 hours is completed.

#### **Residence Hall Occupancy**

Living in college housing requires student status. Students who live in college housing are expected to remain actively engaged in activities that lead to satisfactory academic progress. Such activities may include but are not limited to, regular class attendance and the completion of assigned work. Satisfactory engagement and academic progress is determined by faculty and Academic Deans and may be evaluated at any time. The Director of Residence Life reserves the right to remove students from campus housing when they are deemed not to be actively engaged and making satisfactory academic progress.

#### **President's and Dean's List**

Students who earn a semester grade point average of 4.0 and complete a minimum of 12 semester hours of course work will be placed on the President's list.

Students who earn a minimum semester grade point average of 3.0 and complete a minimum of 12 semester hours of course work will be placed on the Dean's list.

The 12 semester hours of course work must be graded A-F and not include imputed credit courses or courses graded P/NP or S/F.

- Grades of “I” (incomplete), “NR” (not recorded) or “F” (failing) in courses graded A-F, and A-F imputed and P/NP or S/F, will disqualify a student from the list.
- A grade of “A” in all courses graded A-F, and A-F imputed is necessary to qualify a student for the President’s List.
- Part time students are eligible after each 12 credit hours accumulated.

An “I” or “NR” grade which is subsequently changed may qualify the student for Dean’s list status. At this time, a retroactive Dean’s list letter will be issued by the Dean’s office upon receipt of a new transcript for the affected student from the Registrar’s office.

An “I” or “NR” grade which is subsequently changed may qualify the student for President’s list status. A retroactive President’s list letter will be issued by the President’s office upon receipt of a new transcript for the affected student. The transcript is to be forwarded to the President’s office by the Dean’s office upon receipt from the Registrar.

### **Academic Honors Designation**

Morrisville State College graduates will receive an honors designation on their diploma and transcript for recognition of superior academic achievement with the following cumulative GPA ranges.

Recognition of baccalaureate graduates is given using the following designations:

Summa cum laude (3.80 to 4.00 GPA)

Magna cum laude (3.65 to 3.79 GPA)

Cum laude (3.50 to 3.64 GPA)

Recognition of associate graduates is given using the following designations:

Highest honors (3.80 to 4.00 GPA)

High honors (3.65 to 3.79 GPA)

Honors (3.50 to 3.64 GPA)

### **Withdrawal from College**

Students may withdraw from the college through the last day of classes.

- Students are not allowed to withdraw from the current semester after the final day of classes
- Student withdrawing prior to the drop deadline for courses will receive a grade of W for all courses
- Students withdrawing after the drop deadline for a course will receive grades of WP (withdraw passing) or WF (withdraw failing) as assigned by the faculty
- Any student withdrawing after the 10<sup>th</sup> week of the semester will be unable to attend Morrisville the following semester unless the Vice President for Academic Affairs approves readmission.
- Students who withdraw from the college shall not be exempt from disciplinary proceedings for behavioral infractions, which took place prior to withdrawal. Campus disciplinary procedures shall be followed with the accused student receiving due notice of hearing. Please note that disciplinary dismissals or suspensions result in 100% liability for all semester charges. No refunds will be issued.

### **Awarding of Dual Major/Dual Degree**

Morrisville State College will award dual degrees if two degrees of the same type are sought, i.e. two A.S. degrees, then one diploma with two majors will be granted. If two degrees of different types are sought, i.e. and A.A. degree and an A.S. degree, then two separate diplomas will be granted, assuming in both cases that all program requirements are met in both areas. Conferral of a second degree “should be reserved as a means of recognizing competency in two essentially different areas” (New York State Education Department, September 10, 1971).

- This policy applies to the associate level only.
- More than four semesters of work must be presented.
- The cumulative number of semester credit hours must be 80 or greater.
- All program requirements, whether for a dual degree or a dual major, must be satisfactorily met, as

- approved by the department chair or program coordinator in each program area.
- Students must meet Morrisville State College residency requirements. In addition, certain programs may require students to take certain courses in residence at Morrisville to satisfy program requirements
- Dual degree/major agreements must be submitted no later than the beginning of the student's fourth semester. (Or equivalently, the completion of 48 credits).
- Dual degrees/majors will require approval of the relevant faculty, Deans and the Vice President for Academic Affairs. Requests for approval should be made on the appropriate Dual Degree/Major Agreement form.
- Individual Studies may not be used as a dual degree or a dual major.

### **Additional Degree**

The awarding of an additional, consecutive degree is allowed provided that the significant requirements for both degrees have been satisfied in each program and that a significant amount of course work has been completed beyond that of the initial degree. Without being overly specific, a significant amount of additional course work should be 30 or more credit hours taken at Morrisville which, in most instances, requires an additional year of study.

- This policy applies to the awarding of associate degrees only.
- This policy applies to students that wish to pursue an additional, consecutive degree. In instances in which a student wishes to pursue a dual degree/major concurrently, Policy #6103 applies.
- An additional degree may be of differing types (i.e. an A.A.S., A.S., A.A., etc.) or may be differing majors of the same degree type.
- To obtain an additional degree, the student must comply with Morrisville's statute of limitations on degree completion. That is, degree requirements may be satisfied by taking courses within a seven (7) year period after initial matriculation at Morrisville. The courses that are to be applied to the degree requirements of the additional degree shall have prior approval by the appropriate Academic Dean.
- A student not completing the requirements for an additional degree within the seven-year period may have to enroll in additional course work due to changes in the curriculum. This determination shall be made by the Academic Dean in consultation with appropriate faculty.

The awarding of an additional, consecutive degree is allowed provided that the significant requirements for both degrees have been satisfied in each program and that a significant amount of course work has been completed beyond that of the initial degree. Without being overly specific, a significant amount of additional course work should be 30 or more credit hours taken at Morrisville which, in most instances, requires an additional year of study.

### **Residency Requirement – Associate Degree**

All students in two-year programs shall complete a minimum of 30 credit hours at Morrisville.

- The following types of successfully earned credits shall contribute toward a student's residency requirement:
  - Any Morrisville credits earned from courses taught on-or off- the campus
  - Any distance learning courses originating or received at Morrisville
- The following types of credits will not contribute toward a student's residency requirement:
  - Credits transferred from another institution
  - Credit awarded for successful completion of a course examination
- Specific program majors may require up to 15 of the 30 credits in selected Morrisville courses
- Students entering the RN program with previous LPN status are required to complete a minimum of 21 credit hours at Morrisville.

### **Residency Requirement – Bachelor Degree**

All students shall complete 30 credits of upper-division course work at Morrisville.

- The following types of successfully earned credits shall contribute toward a student's residency requirement:
  - Any Morrisville credits earned from courses taught on or off the campus
  - Any distance learning courses originating or received at Morrisville
- The following types of credits will not contribute toward a student's residency requirement:

- Credits transferred from another institution
- Credit awarded for successful completion of a course examination
- Upper division courses include 300 to 400 level designated courses

### **Statute of Limitations on Degree Completion**

Return after an Absence from the College: Any student may return to the college to satisfy degree requirements within a seven-year period after matriculation in a degree program. The student may need to enroll or re-enroll in additional course work to complete degree requirements and must satisfy residency requirements set forth in policies #6201 and/or #6202. In particular, in the event that the requirements for a program change while a student is separated from the college, the student may be required to enroll in course work that satisfies the new program requirements, subject to the approval of the Academic Dean after consultation with the appropriate faculty.

Transfer Courses from Another College: A student may satisfy degree requirements at Morrisville State College by taking courses at another college and transferring those credits back to Morrisville within a seven (7) year period following matriculation at this college (subject to residency requirements). The courses to be transferred shall have prior approval of the appropriate academic dean. Further, any student not completing his/her prescribed degree program within seven years after matriculation at Morrisville State College may need to enroll or re-enroll in additional course work because of changes in the curriculum, subject to the approval of the Academic Dean after consultation with the appropriate faculty.

### **Athletic and Music Credit**

A student may earn physical education credit by participating in the intercollegiate athletic program at Morrisville State College. Students are scheduled into these course sections by the registrar's office from lists submitted by the director of athletics at the beginning of each term. All physical education courses will be graded S (satisfactory) or F (failing) and will not be calculated in the cumulative grade point average.

A maximum of four (4) hours of physical education credits can be applied towards degree requirements.

A student may also earn credit for participating in a music ensemble. The ensemble director shall provide a list of ensemble participants to the registrar at the beginning of each term. A student must be scheduled into a different ensemble course each term. A student cannot receive credit more than once for the same course.

The Registrar's Office shall submit a list to each dean and faculty advisor including information regarding credit load and conditional semester status prior to the athletic and music credits being added to the student's schedules.

### **Final Exams**

The last exam in a course must be given during finals week. A last unit/hour exam may be given during the last week of class provided a comprehensive final is given in finals week. Courses without a comprehensive final will schedule the last unit/hour exam during finals week. This policy shall not apply to exams where special facilities are required, i.e. lab practicals, horse riding evaluations, etc. These unique cases should continue to be scheduled as facilities permit, adhering to the above whenever possible. Each school dean will submit final exam requests to the Registrar's Office.

### **Transfer Credit**

Transfer credit will be granted on a course-for-course basis. A grade of "C" or better is generally required to receive transfer credit. Transfer credits shall not be computed in the Morrisville grade point average. Students transferring between schools within the college transfer grades and grade points for courses which become part of the overall average.

### **Special Projects**

Students taking "Special Project" courses may earn up to three credit hours for courses designated as Special Projects in their associate degree and an additional three hours credit for Special Projects in their baccalaureate program.

A total of six special project credits may be awarded in a baccalaureate program with three credits coming at



the lower division level and three from the upper division level. Students at the associate's level will not be given credit for upper division level Special Projects.

### **Student Standing**

Student "academic standing" shall be based on the following credit hour accumulation levels:

First year: 0-30 credit hours

Second year: 31-60 credit hours

Third year: 61-90 credit hours

Fourth year: 91 - above credit hours

Student "financial aid standing" shall be based on the following credit hour accumulation levels:

First year: 0-27 credit hours

Second year: 28-61 credit hours

Third year: 62-93 credit hours

Fourth year: 94 - above credit hours

### **Dropping Courses**

A student may add or delete courses during the first four class days of each semester without prejudice. Changes after the fourth day of classes will be subject to a fee. A course may be dropped at any time by the last day of the tenth week of classes. A course drop form must be obtained from the registrar's office or any school office and all requirements stipulated thereon must be met in order for the course to be officially dropped. The student transcript will then show a grade of "X," signifying that the student dropped the course. "X" grades are not included in grade point average calculations.

### **Class Attendance**

Students are expected to attend all scheduled classes and laboratories. However, special circumstances such as illness, religious holidays, travel difficulties, family emergencies and participation in college sponsored events may make certain absences unavoidable. In such instances, students should notify instructors of these special circumstances.

Each instructor will distribute an attendance policy statement, defining excessive absences, the first week of classes each semester. These will be approved by the appropriate Dean to assure no conflict between individual attendance policies and college policy; copies will be on file in the instructor's school office. Students are responsible for understanding the attendance policy (including procedures for making up missed work) of each of their instructors.

When, in the opinion of the instructor, absences have placed a student in potential academic jeopardy, the instructor will notify the student's dean, who will issue a warning to the student. An instructor may initiate discussion to determine the advisability of the student's dropping or continuing the course in which excessive absences have occurred.

A faculty member can suspend a student from class or laboratory for disruptive behavior, that is, for actions which interfere with the orderly conduct of the session or which threaten bodily harm to others. All such cases must be referred immediately to the student's dean with a full report. If the student cannot be reinstated in the class or laboratory within one week of the day of suspension, the case must be referred to the Vice President for Academic Affairs for resolution.

Extended, unavoidable absences will usually result in student withdrawal from college. However, in unusual situations where the student indicates a desire and an ability to complete the course work even though away from campus, she/he may petition her/his dean for permission to continue academic work. The dean will then consult with the student's instructors and, on the basis of these consultations, advise the student to withdraw from college, to drop courses, or to finish courses under the supervision of consenting instructors.

Although regular class attendance will not guarantee passing grades, irregular attendance will usually have an adverse effect upon them. Because final student evaluation is based upon measurable academic achievement, however, instructors will not lower final grades solely on the basis of absences.

### **Course Scheduling**

At mid-semester, students consult their faculty advisors to discuss and select their courses for the coming semester. Students then enter their schedules on line using the web-based information system.

### **Registration**

All students register before they can receive an official course schedule. Registration means paying all student charges (tuition, room, board, and fees), paying for or waiving student health insurance, and submitting the student data card included with your bill. The registration process can be completed by paying your bill by mail or in person by the dates indicated in your billing packet. If you do not prepay your bill, you must attend the registration session prior to the start of the semester and pay a late fee.

After your bill has been paid, your official course schedule will appear on the web for students with classroom locations.

Please remember to be “REGISTERED” and lock in your course schedule. You **MUST** return your bill even if you have a zero balance due. To be considered registered you **MUST** also return the Student Data Card and Health Insurance Waiver Form or health insurance payment along with your bill.

### **Late Registration Fee**

If a student is unable to register at the scheduled time, they must notify their school office. Failure to do so will result in a late registration fee being added to the College bill for that semester. Students who register late must report to the Bursar’s Office, 4th Floor, Whipple Administration Building.

### **Students Unable Because of Religious Beliefs to Attend Classes on Certain Days**

As required by Section 224-A New York Education Law:

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/she is unable, because of his/her 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 institute 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/her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he/she 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 4 p.m. 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 administration officials of each institution of higher education 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. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent

from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she 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 such student such equivalent opportunity.

8. 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.

### **Academic Advisement**

Academic advising is an integral and necessary part of the higher education process. Each student is assigned a faculty or professional advisor who will assist with any academic problems and monitor student progress toward meeting graduation requirements.

The academic advisor represents the first line in a network of support services available to the students at Morrisville State College.

### **Permission to Carry Extra Course**

Any student who wishes to carry more than 18 credit hours during any one semester must receive prior approval from the school dean. The student should have demonstrated ability to achieve better than minimal (2.0) average work with no failing grade in the previous semester.

### **Pass/Not Pass Option**

A student may select one course of 4 credit hours or less in which to be graded on a Pass/Not Pass basis each semester. A “P” grade will earn credits toward the graduation requirements, an “NP” will not. Neither grade will yield grade points to be calculated in the cumulative grade point average. To exercise the option, a student must obtain a Pass/Not Pass Option form from the school office, fill out, sign and submit it to the advisor or school dean before the 20th day of instruction.

### **Unit of Academic Credit**

A credit is a unit of measure assigned to courses or course-equivalent learning. One college credit is based on the learning expected from the equivalent of 15 50-minute periods of classroom instruction, with credits for such things as laboratory instruction, internships, and clinical experience, determined by the institution based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours.

### **Elective Courses**

Electives are courses not specifically required within a student’s program, but which may be selected from general studies or from the student’s field of interest subject to the approval of the advisor.

### **Curriculum Outlines**

The outlines for curricula in the catalog are designed to provide the student with a sound theoretical and practical education in a particular subject area. In each case, the curriculum outlined is a suggested one and it should be emphasized that each program must show the required distribution of courses in the liberal arts for the degree awarded.

### **Curriculum/Course Changes**

The college reserves the right to make curriculum changes at any time. Courses listed may be withdrawn without notice. Other changes in courses, lecture and laboratory hours, times for and duration of class, lecture and laboratory meetings may be made when it is in the interest of the college to do so.

### **College Catalog**

Catalogs for student use can be found online at [www.morrisville.edu/College\\_Catalog](http://www.morrisville.edu/College_Catalog). The catalog contains all College courses and course descriptions, major curriculum course requirements, and hours needed, and elective courses and hours needed by the student for Bachelor Degrees, Associate Degrees and Certificates.

## **ACADEMIC INTEGRITY POLICY**

### Responsibilities.

The Code of Academic Integrity promotes the academic and professional success of the student. Maintenance of the academic integrity of the learning experience at Morrisville State College is the responsibility of all members of the college community. Integrity in the form of academic honesty is necessary for learning and is a condition for all classroom/laboratory activities, learning experiences, and evaluations. All forms of academic dishonesty, including unauthorized collaboration, copying, cheating, fabrication, and plagiarism as well as the facilitation of any of these are violations of the Code of Academic Integrity and the Student Code of Conduct. Academic dishonesty may result in penalties as severe as a failing grade in the class or even dismissal from the college.

### Plagiarism.

Any submitted course assignment, whether orally presented or in written or digital formats, must be of original authorship and follow prescribed citation guidelines. It should also follow any additional integrity guidelines unique to the course as explained in assignment instructions or the course syllabus (e.g., use of papers written for other courses, alteration to standard citation guidelines, etc.). Representation in any form of another's work as a student's own shall constitute plagiarism and be a violation of this code. Any charge of plagiarism must be substantiated by a direct correlation in wording, ideas, and/or organization between the original and plagiarized copy

### Examination Process.

All examinations must be taken according to prescribed procedures as determined by the Instructor in charge of the course or learning experience. Failure to follow these procedures in a way suggesting the intent to cheat shall constitute a violation of this code.

Any form of unauthorized written or electronic material used by a student or evident on his/her person or electronic device during or directly following an examination shall be deemed to be evidence of intent to cheat and constitute a violation of this code.

### Other Instances of Dishonesty.

1. Unless specifically allowed by the instructor in charge of the course or learning experience, any unauthorized correspondence between/among students during any examination or during the preparation of submitted work, which can be substantiated by physical proof or eye-witness verification shall constitute a violation of this code.
2. In cases where infractions of the code appear to have occurred, but where the specific violator(s) cannot be determined, the instructor may require all involved student(s) to be retested, or to resubmit a comparable assignment with proof of its originality.
3. The listing in this code of ways to cheat or to otherwise engage in academic dishonesty are not meant to exclude forms of dishonesty that are not listed or which may become possible in the future. It is the intention of this code to encourage students to engage in ethical and professional behavior that will reflect positively on them and the College.

### Procedures in the Event of Violations of the Code of Academic Integrity.

#### Reporting Violations.

1. Violations of the code shall be determined by the instructor in charge of the course or learning experience in which the alleged violation reportedly occurred and shall be reported at his/her discretion.
2. Copies of the evidence, or of other supporting materials, as well as the names of student(s) involved in a violation of the code, shall be forwarded to the student's academic dean. When possible, the instructor will first discuss the violation of the code with the student(s) prior to this notification.

3. Upon notification of a violation, the dean of the student's School will discuss the case with the instructor.
4. If the dean agrees that a violation has occurred, the School office will officially notify the student that a violation of the Code of Academic Integrity has occurred and that a sanction, as determined below, is being imposed. The student will also be notified of their specific rights to appeal as laid out below. This notification shall be sent to the student's local address and via electronic mail to the student's campus e-mail account.
5. The instructor will also receive a copy of the letter officially notifying the student of the violation.
6. Faculty Appeal Procedure: Should the dean disagree with a faculty member that a violation of the code has occurred, the faculty member may appeal in writing to the provost within ten business days of being notified that the violation will not be pursued. The provost will make the final determination as to whether the case will be officially pursued. The faculty member should be aware that should the student appeal the violation, the dean has final say on whether the violation occurred in the case of the first and second official violations of the code.

#### The First Violation of the Code.

1. The penalty for the first violation of the code shall be the total loss of credit (a '0') for the assignment, project, or examination or similar penalties for any other type of learning experience(s). This penalty may result in a student failing the course or other learning experience(s).
2. Student Appeal Procedure: A student wishing to challenge the sanction shall be entitled to make a written appeal to their dean within ten business days from the date of notification of the decision. The dean will review the appeal in consultation with the instructor in charge of the course or learning experience in which the violation occurred. The dean will respond in writing to the student's challenge of the sanction within ten business days. The dean has the final right of determination in this matter.

#### The Second Violation of the Code.

1. The penalty for a second violation of the code shall be the earning of a grade of 'F' in the appropriate course or similar penalties for other learning experiences. The second violation of the code need not happen in the same course or learning experience. Students will not be allowed to drop the course to avoid this penalty.
2. Student Appeal Procedure: A student wishing to challenge the sanction shall be entitled to make a written appeal to their dean within ten business days from the date of notification of the decision. The dean will review the appeal in consultation with the instructor in charge of the course or learning experience in which the violation occurred. The dean will respond in writing to the student's challenge of the sanction within ten business days. The dean has the final right of determination in this matter.

#### Subsequent Violations of the Code.

1. The penalty for subsequent violations of the code shall be the earning of a grade of 'F' in the appropriate course or similar penalties for other learning experiences. Reported violations of the Code of Academic Integrity beyond the second become a serious breach of the Student Code of Conduct.
2. Upon receiving a report of any violations of the code beyond the second, the student's academic dean shall forward the case including all supporting information and the names of the student(s) involved to the Dean of Students for review by the College Judicial Board in accordance with published College

Judicial procedures. For review of these violations, the Dean of Students will assemble a Board consisting of faculty only to hear the case.  
Student Appeal procedure: Student appeal of subsequent violations will follow Judicial Board appeal guidelines.

**Imputed Credit Courses**

The following courses have been approved for “imputed credit” only:

SKLS 087	Reading Essentials	SKLS 091	Math Essentials
SKLS 088	Writing Essential	SKLS 097	Advanced ESL
SKLS 089	ESL		

Imputed credit means that the course credits count toward full-time status (12 credit hours attempted) for financial aid and veteran’s benefits, but do not count toward graduation or toward GPA.

**Early Expulsion For Poor Academic Progress**

**Policy Statement**

*A student may be dismissed from the College, without refund, for poor academic progress.* Poor academic progress is defined as:

1. Having a mid-semester GPA or 0.5 or less. **OR**
2. Having a pattern of excessive absences in a majority of the courses a student is currently taking.

**Policy Intent**

This policy is designed to enhance the academic and social climate of Morrisville State College. This will be achieved by removing those students from College who no longer have a reasonable chance of success, and who may be distracting others desiring to do well. This policy is not intended to be used in a punitive way or as another disciplinary option for violations of other College policies.

**Operating Procedure**

Information concerning operating procedures can be found in the Dean’s Office for each school.

## **Appendix A Rules of the Morrisville State College Council**

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### **Rules of The Morrisville State College Council** **Regulating Student Conduct And Behavior**

Pursuant to Section 356 of the Educational Law of the State of New York, the Council of the State University College of Agriculture and Technology at Morrisville (Morrisville State College) adopts the following Student Code of Conduct.

#### **ARTICLE I. Definitions**

1. "Conduct or Action" shall include, but not be limited to, failure or refusal to act.
2. "Employee" means any person employed by Morrisville State College, and including independent contractors, and organizations that exist for the benefit of the college. i.e. MAC
3. "College" means Morrisville State College.
4. "Faculty" mean members of the faculty of Morrisville State College.
5. "Student" means a person currently and duly enrolled at Morrisville State College.
6. "Officer of the College" means an administrative officer of Morrisville State College.

#### **ARTICLE II. Student Government**

**Section 1.** The Council recognizes the Student Government Organization as an elected governing body representing the entire student body of the College.

**Section 2.** The Student Government Organization is authorized to formulate and operate extracurricular activities, prepare an annual budget, and determine the annual student activity fee, subject, however, to approval by the President of the College and the College Council.

**Section 3.** The Student Government Organization shall prepare an annual budget to support its planned activities, subject to the approval of the President of the College. The established student fee will be collected at registration time and placed in the Student Association account. The record of the financial affairs will be kept by the College Financial Officer and all vouchers for payment from the student fund must be countersigned by the President of the College or designee. This fund will be audited by State Auditors.

#### **ARTICLE III. Student Rights**

Morrisville State College students possess specific individual and group rights and responsibilities, which help the College in making decisions concerning the welfare and behavior of its students. These rights carry with them reciprocal responsibilities on the part of the individual to ensure these same rights for other students. The following statements define minimal expectations regarding these rights and responsibilities.

- Students have the right to free speech and assembly insofar as it does not infringe on the rights of others or cause disruption to the educational mission of the institution.
- Students have the right to be free from intimidation and harassment in any form.
- Students have the right to express themselves within established guidelines.
- Students have the right to direct access of faculty and staff who can provide assistance, guidance and support as needed.
- Students have the right to equitable treatment when behavior is in question.
- Students have the right to enjoy individual freedoms without regard to race, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- Students have the right to participate in student governmental bodies and other opportunities which are part of the College program.
- Students have the right to individual and group educational and developmental opportunities.
- Students have the right to written copies of College policies, rules, and regulations or individual building policies which govern individual and group behavior.

- Students have the right to the respect and safety of personal property. The College reserves the right to require residents to remove materials from publicly visible surfaces of College property (ex: exterior door surfaces, windows).
- Students have the right to seek group recognition from the College by following published procedures for such recognition.
- Students have the right to be treated as adults responsible for their own behavior in areas such as housing, financial aid, and academics.
- Students have the responsibility to ensure that their behavior does not infringe on the above rights of others in the College community.

#### **ARTICLE IV. Student Conduct**

**Section 1.** The Morrisville College Council believes in responsible personal freedom for students.

**Section 2.** The administration and faculty of Morrisville State College are responsible for maintaining an atmosphere of law and order conducive to educational achievement and Morrisville State College Council holds the College President responsible for the conduct of the student body.

**Section 3.** Free speech and assembly with responsibility shall be encouraged, but free speech and assembly without responsibility shall be discouraged. No student may speak or act officially for the College or for a College organization without written authorization by the College President or Council.

**Section 4.** College officials shall cooperate with legal authorities in the solution of cases when local, State or Federal laws have been broken.

**Section 5.** The purchase, possession, distribution, or use of alcohol by students or their guests on College property or property operated for the benefit of the College is prohibited. Exception to this policy is granted to the Morrisville Auxiliary Corporation. Upon approval by the College President, Vice President, or Dean of Students, alcohol may be served at College sponsored events or specifically approved student functions in the College restaurant, the Copper Turret. These functions must be serviced by the Auxiliary Corporation and operated in accordance with Federal, State and local laws under the license obtained by the Auxiliary Corporation. All students found in rooms where alcohol is served are subject to College Judicial action. Alcoholic beverage containers (including but not limited to empty cans, bottles, kegs) are not permitted in Residence Halls with the exception of apartments and only as permitted by the college's alcohol policy. Residence Life Staff is authorized to confiscate any alcoholic beverages found in Residence Halls and dispose of it in cooperation with University Police. **STUDENTS ARE SUBJECT TO ALL STATE AND LOCAL LAWS CONCERNING THE USE, SALE OR TRANSPORTATION OF ALL ALCOHOLIC BEVERAGES.** Morrisville State College reserves the right to furnish written notification disclosing any Student Code of Conduct violation, involving the use or possession of alcohol or drugs, to the parents and/or guardians of students who are under the age of 21 at the time of the incident.

**Section 6.** There will be no gambling (beyond the approved academic setting) at Morrisville State College.

**Section 7.** No illicit drugs shall be brought onto College-owned/operated property or used by any student. The College will continue to cooperate with health and law enforcement agencies regarding the use or possession of these illegal substances, and will provide no sanctuary for those who violate drug laws.

**Section 8.** Students who live in Morrisville State College residence halls and apartments must sign the College Housing License that is binding for a full academic year and hold a residential meal plan. Students living in residence halls who take occupancy in the fall semester are liable for that academic year (fall and spring semester), students living in residence halls who take occupancy in the spring semester are liable for that spring semester. All freshmen and sophomores are required to live on Campus. Exceptions to the housing requirement are possible for students who transfer to Morrisville State College (and are designated above sophomore status), those who can commute from their permanent address within a 30-mile radius from the College, married, veteran status, have children or those over the age of 21. Should students, who would otherwise be exempt from the housing requirement (for reasons previously stated), choose to live in the residence halls or apartments, they will be expected to meet all conditions of the College Housing License. Students who wish to be released from their College Housing License must apply for release in the Office of Residence Life. Students may or may not be released from their license and should not move off campus or enter into any non-college housing agreement until their application is reviewed and a decision is reached by committee. If the committee grants a request to move out of College housing, the student will be charged a mandatory administrative processing fee equivalent to one month's room rent (all calculations will be performed by the Business Office). The College does not provide married/family student housing. Any student is subject to expulsion from the residence halls/apartments or College for misconduct or violation of the College Housing License. Students who are academically dismissed, move out of the dorms and then are



reinstated, will remain contractually bound by the College Housing License they signed prior to their expulsion. College Residence Life Staff reserves the right to terminate the license and take possession of a room whenever violation of regulations warrants such termination. Where the termination of a license results from College Judicial action, no refund is allowable. Residence Life Staff reserves the right to reassign the occupant(s) or terminate the license when in the College's judgment it is in the best interest of the Residence Halls. By signing the license, a student agrees to abide by all regulations of Morrisville State College and particularly those listed in the College Housing License "Rules of the Morrisville State College Council Regulating Student Conduct and Behavior," and "Student Code of Conduct." The College Housing License is subject to changes as deemed necessary by the College. Students who wish to live off Campus are responsible for finding their own housing. The College is not a party to any arrangements students make with any non-College landlords.

**Section 9.** Students shall be permitted to use private automobiles for transportation to and from Morrisville State College as long as they use their automobiles in a reasonable manner. Students not complying with the driving and parking regulations of the College and of the Village of Morrisville will be requested to leave their automobiles at home.

**Section 10.** Any student group seeking official recognition by the College shall furnish its written objectives and its proposed constitution and by-laws to the President of the College. These will be considered by the President and College Council and a decision made whether recognition shall be granted. No student or student group may use the name of the State University of New York or Morrisville State College, or identify their association with either of the above bodies, unless specifically authorized to do so by the College Council. Students holding an elected or appointed office position in any club or organization must maintain a 2.0 grade point average.

**Section 11.** Rules for the use of College buildings shall be formulated by the College President and changed from time to time as necessary. In general, the Morrisville State College Council believes that the buildings should be used to full advantage by students and by the general public without charge. However, a charge will be made to any group seeking to use the College building for activities designed to make a profit.

#### **ARTICLE V. Student Code of Conduct**

Morrisville State College is a College community established for educational purposes and like any other community depends upon rules for its orderly existence. Students may be disciplined for failing to abide by the Student Code of Conduct. Individuals are expected to assume responsibility for their behavior and for that of the groups to which they belong. Students of the Morrisville State College community are expected to abide by local, State and Federal laws. The College will provide no sanctuary for those who violate such laws. While most College Judicial actions are the result of violations to the Student Code of Conduct or other College Policy on College-owned/operated property, the institution reserves the right to discipline members of its student body for infractions of local, State or Federal laws which occur beyond College-owned/operated property, if it is determined by the Dean of Students that the individual(s) allegedly involved in such incidents pose a potential threat to safety of others or to the integrity of the educational function of the College.

#### **The Following List Offers General Descriptions of Student Code of Conduct Violations**

1. The unauthorized sale, purchase, distribution, possession and/or use of alcohol or illicit drugs by students on College property.
2. Harassment. Actions, verbal or physical, directed at a specific individual(s), which interfere with their personal liberty or may lead to injury, emotional distress, humiliation or discomfort.
3. Failure to comply with the directives of College officials performing the duties of their office, especially as they are related to the enforcement of College Policy or the maintenance of safety and security.
4. Any disruptive or disorderly conduct which interferes with the rights of any member of the College community or threatens the mental or physical health or safety of another, or one's guest, including intoxication or use of illicit drugs.
5. Use of physical means (restraint, assault, or otherwise) to resolve conflict.
6. Theft, damage or defacement of personal or College property and illegal use or possession of the same.
7. Possession of weapons including but not limited to knives except as permitted as food utensils or academic tools, clubs, firearms, ammunition, fireworks, bows and arrows, air guns, slingshots or any weapon capable of hurling a projectile.
8. Unauthorized removal or displacement of books and/or materials from College facilities (i.e., library, Residence Halls, gym, dining halls, offices). Students who have such material in their possession will be considered as knowingly participating in the use of stolen property.

9. Use or trespass of any College property/facilities including classrooms without prior approval, and failure to comply with an official request to discontinue use of such facilities.
10. Plagiarism, cheating or any form of academic dishonesty or academic misconduct (Includes misuse of academic resources including facilities, computers, networks or data).
11. Falsification/misrepresentation of information on College records or providing false information regarding self to the College or a College official.
12. Setting fires, initiating false alarms, tampering with safety or firefighting equipment or failure to adhere to fire evacuation procedures.
13. Door to door soliciting or leafleting by individuals or groups in the Residence Halls is prohibited. The appropriate College official must approve fundraising by College organizations.
14. Bias behavior. Defined as personally abusive epithets directed at an individual, which, in the context used, and as a matter of common knowledge, inherently are likely to provoke a violent reaction, whether or not they actually do. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability or other personal characteristics.
15. Repeated violations of College Policy, which by themselves would not warrant suspension or expulsion but collectively, indicate that further attendance by the student is not in the best interest of the students or the College.
16. Violation of the College Housing License or any other published College Policy.
17. Knowingly assisting in the violation of any College Policy.
18. The use of self-defense sprays in an offensive manner or as a disruption to an individual or group.

#### **ARTICLE VI. Sanctions**

College Judicial affairs staff may impose sanctions when a student is found to have violated the Board of Trustees Rules for the Maintenance of Public Order, College Council Rules, or policies published in the College Housing License, Student Handbook, or College Catalog.

#### **ARTICLE VII. Suspension or Expulsion of a Student for Non-Academic Reasons**

##### **Section 1. Grounds**

[As discussed in The SUNY Board of Trustees Rules for the Maintenance of Public Order (9f)] Temporary suspension from all or part of the institution's premises or facilities may be ordered by the Dean of Students or designee for a nonacademic reason where the conduct of the student has been unlawful or in violation of rules and regulations of Morrisville State College, or in the event that a student who has been accused of a violation fails to respond to the Dean of Students when asked to do so. The Dean of Students or designee shall grant a hearing as soon as possible upon the request of any student so removed with respect to the basis of the action.

##### **Section 2. Hearing**

The College Judicial Boards have been established to hear cases in which a student is facing possible suspension or expulsion. A student will receive written notification of the time and place of a hearing at least ten (10) days before the hearing, unless the student charged waives the 10-day minimum notification period. Whenever possible, written notification will be accomplished by "personal delivery" by a staff member. Methods of delivery may also include one or more of the following: handing a notice to the student, delivery to the campus mailbox, e-mail as an attachment to the student's college e-mail account. If the student cannot be found at College with reasonable diligence, delivery may be accomplished by sliding the notice under the door of the student's on-campus room, or through the U.S. mail to the student's off campus address. Phone calls, voice mail messages and fax transmissions are occasionally used to reinforce the notification process. These methods will be considered reasonable and sufficient methods of providing notification. Students are responsible for effectively monitoring their college e-mail account and mailbox. The technical rules required by court procedures need not be followed. Hearings will be held in such a way as to afford those accused of violations and their accusers the opportunity to present fair and reasonable evidence. The student(s) accused of a violation shall represent themselves. The Dean of Students or designee shall represent the College community interest. The accused shall be entitled to be accompanied by an advisor of his/her choice. An advisor shall be a member of the faculty, staff, student body, parent/legal guardian, or an attorney. Students accused of violating a college policy are entitled to be accompanied by an advisor of his/her choice. An advisor can be a member of the faculty, staff, parent/legal

guardian, or an attorney. Advisors may not actively participate in the hearing or they may be asked to leave. A pamphlet to acquaint advisors with their role is available in the Dean of Students Office. The Dean of Students shall keep record of the substance of the hearing. Only college judicial affairs staff may record judicial meetings or proceedings. No other recordings are permitted. Such records often contain personally identifiable and sensitive information about participants. Recordings may be destroyed after the appeal deadline has passed according to record retention policy. MSC does not automatically duplicate or share recordings or written transcripts of hearings. Students charged in a hearing may review a recording during business hours in the Dean of Students office. Such review will not include rerecording or transmission to others and efforts may be made to avoid sharing personally identifiable information of others. A redacted transcript can be shared upon request. The Dean of Students may report the findings to the College community without revealing personally identifiable information.

### **Section 3. College Judicial Board**

This College Judicial Board will hear disciplinary cases referred by the Dean of Students or designee as a result of violations which could result in suspension or expulsion from the College. The College Judicial Board is comprised of presidential appointees representing the College community. The College Judicial Board has the following responsibilities: hears cases referred; hears available evidence related to the case in question; seeks answers to questions pertaining to statements and evidence presented; reaches a finding regarding responsibility for charges against the student after full discussion of the case in closed session; and presents the findings to the Dean of Students within 24-hours after the hearing concludes, or the next business day if the hearing concludes on a Friday.

### **Section 4. Appeal Process**

A *Request for an Appeal Hearing* may only be submitted when the accused student (or in cases of sexual misconduct when the complainant) believes:

- a. A procedural error occurred during the process.
- b. That new information that was not available at the time of the College Judicial Board hearing has come to light.
- c. The sanction imposed is unfair or inappropriate.

All decisions made by the Appellate Board are final. Presidential power remains. See Judicial Affairs Appeals section for more details.

### **Section 5. Default**

The failure of a student to attend a College Judicial Board Hearing, an Appellate Board Session, or an Appeal Hearing after being given due notice will be considered to be in a state of default, resulting in the determination of the case in their absence.

## **ARTICLE VIII. Other Rules and Regulations**

The President of the College may make other rules and regulations not inconsistent herewith.

## Appendix B Board of Trustees Rules for the Maintenance of Public Order

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### **State University Board of Trustees** **Rules for the Maintenance of Public Order**

Rules and regulations for the maintenance of public order on premises of State-operated institutions of State University of New York, heretofore, adopted by this Board of Resolution 69-179, dated June 18, 1969, and amended by resolution 69-226, dated July 10, 1979, and on September 24, 1980, comprising part of Chapter V of Title 8 of the official compilation of codes, rules and regulations of the State of New York be, and the same hereby are amended in accordance with the following section of this resolution:

#### **1. Statement of Purpose**

The following rules are adopted in compliance with section 6450 of the Education Law and shall be filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that section. Said rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the Commissioner of Education and Board of Regents within 10 days after adoption. Nothing herein is intended, nor shall it be construed, to limit or restrict the freedom of neither speech nor peaceful assembly. Free inquiry and free expression are indispensable to the objectives of a higher educational institution. Similarly, experience has demonstrated that the traditional autonomy of the educational institution (and the accompanying institutional responsibility for the maintenance of order) is best suited to achieve these objectives. These rules shall not be construed to prevent or limit communication between and among faculty, students, and administration, or to relieve the institution of its special responsibility for self-regulation in the preservation of public order. Their purpose is not to prevent or restrain controversy and dissent, but to prevent abuse of the rights of others and to maintain that public order appropriate to a college or university campus without which there can be no intellectual freedom and they shall be interpreted and applied to that end.

#### **2. Application of Rules**

These rules shall apply to all State-operated institutions of the State University except as provided in Part 550 as applicable to the State University Maritime College. These rules may be supplemented by additional rules for the maintenance of public order heretofore or hereafter adopted for any individual institution, approved and adopted by the State University Trustees, and filed with the Commissioner of Education and Board of Regents, but only to the extent that such additional rules are not consistent herewith. The rules hereby adopted shall govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized upon the Campus of any institution to which such rules are applicable and also upon or with respect to any other premises or property, under the control of such institution, used in its teaching, research, administrative, service, cultural, recreational, athletic, and other programs and activities, provided, however, that charges against any student for violation of these rules upon the premises of any such institution other than the one at which he is in attendance shall be heard and determined at the institution in which he is enrolled as a student.

#### **3. Prohibited Conduct**

No person, either singly or in concert with others shall:

- (a) Willfully cause physical injury to any other person, nor threaten to do so;
- (b) Physically restrain, detain, or remove any other person from any place where he is authorized to remain.
- (c) Willfully damage or destroy property of the institution or under its jurisdiction, nor remove or use such property without authorization.
- (d) Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member.
- (e) Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such a manner as to obstruct its authorized use by others.

- (f) Without authorization, remain in any building or facility after it is normally closed.
- (g) Refuse to leave any building or facility after being required to do so by an authorized administrative officer.
- (h) Obstruct the free movement of persons and vehicles in any place to which these rules apply.
- (i) Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers.
- (j) Knowingly have in his possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the chief administrative officer whether or not a license to possess the same has been issued to such person.
- (k) Willfully incite others to commit any acts herein prohibited with specific intent to procure them to do so.
- (l) Take any action, create or participate in the creation of any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

#### **4. Freedom of Speech and Assembly; Picketing and Demonstrations**

- (a) No student, faculty or other staff member, or authorized visitor shall be subject to any limitation or penalty solely for the expression of his views or for having assembled with others for such purpose. Peaceful picketing and other orderly demonstration in public areas, grounds or buildings will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.
- (b) In order to afford maximum protection to the participants and to the institutional community, each State-operated institution of the State University shall promptly adopt and promulgate, and thereafter continue in effect as revised from time to time, procedures appropriate to such institution for the giving of reasonable advance notice to such institution of any planned assembly, picketing or demonstration upon the grounds of such institution, its proposed locale and intended purpose, provided, however, that the giving of such notice shall not be made a condition precedent to any such assembly, picketing or demonstration and provided, further, that this provision shall not supersede nor preclude the procedures in effect at such institution for obtaining permission to use the facilities thereof.

#### **5. Penalties**

A person who shall violate any of the provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall:

- (a) If he is a licensee or invitee, have his authorization to remain upon the Campus or other property withdrawn and shall be directed to leave the premises; in the event of his failure or refusal to do so, he shall be subject to ejection.
- (b) If he is a student, be subject to expulsion or such lesser College Judicial action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning.
- (c) If he is a faculty member having a term of continuing appointment, be guilty of misconduct, be subject to expulsion or termination of his employment or such lesser College Judicial action as the facts may warrant including suspension without pay or censure.
- (d) If he is a staff member in the classified service of the civil service, described in Section 75 of the Civil Service Law, be guilty of misconduct and be subject to the penalties prescribed in said section.
- (e) If he is a staff member other than one described in Subdivisions (c) and (d), be subject to expulsion, suspension without pay, or censure.

#### **6. Procedure**

- (a) The chief administrative officer or his/her designee shall inform any licensee or invitee who shall violate any provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) that his license or invitation is withdrawn and shall direct him to leave the Campus or other property of the institution. In the event of his failure or refusal to do so, such officer shall cause his ejection from such Campus or property.
- (b) In case of any other violator who is neither a student nor faculty nor other staff member, the chief administrative officer or his/her designee shall inform him that he is not authorized to remain on Campus or other property of the institution and direct him to leave such premises. In the event of

- his failure or refusal to do so, such officer shall cause his ejection from such Campus or property. Nothing in this subdivision shall be construed to authorize the presence of any such person at any time prior to such violation or to affect his liability to prosecution for trespass or loitering as prescribed in the Penal Law.
- (c) In the case of a student, charges for violation of any of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be presented, shall be heard and determined in the manner hereinafter provided in Section 9 of this Part.
  - (d) In the cases of a faculty member having a continuing or term appointment, charges for misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined in accordance with Title D or Part 338 of the policies of the Board of Trustees.
  - (e) In the case of any staff member who holds a position in the classified civil service, described in Section 75 of the Civil Service Law, charges of misconduct in violation of these rules (or if the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined as prescribed in that section.
  - (f) Any other faculty or staff member who shall violate any provision of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be dismissed, suspended or censured by the appointing authority prescribed in the policies of the Board of Trustees.

#### **7. Enforcement Program**

- (a) The chief administrative officer shall be responsible for the enforcement of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he shall designate the other administrative officers who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.
- (b) It is not intended by any provision herein to curtail the right of students, faculty or staff to be heard upon any matter affecting them in their relations with the institution. In case of any apparent violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) by such persons, which, in the judgment of the chief administrative officer or his/her designee, does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented. In so doing, such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises of the institution where their continued presence and conduct is in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules).
- (c) In any case where violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) does not cease after such warning and in other cases of willful violation of such rules, the chief administrative officer or designee shall cause the ejection of the violator from any premises which he occupies in such violation and shall initiate College Judicial action as herein before provided.
- (d) The chief administrative officer or designee may apply to the public authorities for any aid which he deems necessary in causing the ejection of any violator of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he may request the State University counsel to apply to any court of appropriate jurisdiction for any injunction to restrain the violation or threatened violation of such rules.

#### **8. Communication**

In matters of the sort to which these rules are addressed, full and prompt communication among all components of the institutional community, faculty, students and administration, is highly desirable. To the extent that time and circumstances permit, such communication should precede the exercise of the authority, discretion and responsibilities granted and imposed in these rules. To these ends, each State-operated institution of the State University shall employ such procedures and means, formal and informal, as will promote such communication.

#### **9. Notice, Hearing and Determination of Charges Against Students**

- (a) The term chief administrative officer, as used in these rules, shall be deemed to mean and include any person authorized to exercise the powers of that office during a vacancy therein or during the

absence or disability of the incumbent and for purposes of this section shall also include any designee appointed by said officer.

- (b) Whenever a complaint is made to the chief administrative officer of any State-operated institution of the University of a violation by a student or students of the rules prescribed in this Part (or of the rules of any individual institution supplementing or implementing these rules) or whenever he has knowledge that such a violation may have occurred, he shall cause an investigation to be made, statements of the complainant taken, and depositions from other persons having knowledge of the facts. If he is satisfied from such investigation and statements that there is reasonable ground to believe that there has been such a violation, he shall prepare or cause to be prepared charges against the student or students alleged to have committed such violation, which shall state the provision prescribing the offense and shall specify the ultimate facts alleged to constitute such offense.
- (c) Such charges shall be in writing and shall be served on the student or students named therein by delivering the same to him or them personally, if possible, or, if not, by mailing a copy of such charges by registered mail to such student or students at his or their usual place or places of abode while attending college and also to his or their home address or addresses, if different.
- (d) The notice of charges so served shall fix a date for hearing thereon not less than 10 nor more than 15 days from the date of service which shall be the date of mailing where necessary to effect service by mail. Failure to appear in response to the charges on the date fixed for hearing, unless there has been a continuance for good cause shown, shall be deemed to be an admission of the facts stated in such charges and shall warrant such action as may then be appropriate thereon. Before taking such action, the hearing committee, hereinafter referred to, shall give notice to any student who has failed to appear in the manner prescribed in Subdivision (c), of its proposed finding and recommendations to be submitted to the chief administrative officer and shall so submit such findings and recommendations 10 days thereafter unless the student has meanwhile shown good cause for his failure to appear, in which case a date for hearing shall be fixed.
- (e) Upon demand at any time before or at the hearing during normal business hours onsite, the student charged, or his representative duly designated, shall be furnished a copy of the statements taken by the chief administrative officer in relation to such charges and with the names of any other witnesses who will be produced at the hearing in support of the charges, provided, however, that this shall not preclude the testimony of witnesses who were unknown at the time of such demand.
- (f) The chief administrative officer or designees may, upon the service of charges, suspend the student named therein from all or part of the institution's premises or facilities pending the hearing and determination thereof whenever, in his judgment, the continued presence of such student would constitute a clear danger to himself or the safety of persons or property on the premises of the institution or would pose an immediate threat of disruptive interference with the normal conduct of the institution's activities and functions; provided, however, that the chief administrative officer shall grant an immediate hearing on request of any student so suspended with respect to the basis for such suspension.
- (g) There shall be constituted at each State-operated institution a hearing committee to hear charges against students of violation of the rules for maintenance of public order prescribed by or referred to in this Part. Such committee shall consist of three members of the administrative staff and three members of the faculty, designated by the chief administrative officer, and three students who shall be designated by the members named by the chief administrative officer. Each such member shall serve until his successor or replacement has been designated. No member of the committee shall serve in any case where he is a witness or is or has been directly involved in the events upon which the charges are based. In order to provide for a case where there may be such a disqualification and for cases of absence or disability, the chief administrative officer shall designate an alternate member of the administrative staff and an alternate member of the faculty, and his principal designees shall designate an alternate student member to serve in such cases. Any five members of the committee may conduct hearings and make findings and recommendations as hereinafter provided. At any institution where the chief administrative officer determines that the number of hearings which will be required to be held is, or may be, so great that they cannot otherwise be disposed of with reasonable speed, he may determine that the hearing committee shall consist of six members of the administrative staff and six members of the faculty to be designated by him and of six students who shall be designated by the members so designated by him. In such event, the chief administrative officer shall designate one of such members as chairman who may divide the membership of the committee into three divisions each to consist of two members of the

administrative staff, two faculty members and two students and may assign charges among such divisions for hearing. Any four members of each such division may conduct hearings and make recommendations as hereinafter provided.

- (h) The hearing committee shall not be bound by the technical rules of evidence, but may hear or receive any testimony or evidence which is relevant and material to the issues presented by the charges and which will contribute to a full and fair consideration thereof and determination thereon. A student against whom the charges are made may appear by and with representatives of his choice. He may confront and examine witnesses against him and may produce witnesses and documentary evidence in his own behalf. There may be present at the hearing: the student charged and his representative and witnesses; representatives of the institutional administration; and, unless the student shall request a closed hearing, such other members of the institutional community or other persons, or both, as may be admitted by the hearing committee. A transcript of the proceedings shall be made.
- (i) Within 20 days after the close of the hearing, the hearing committee shall submit a report of its findings of fact and recommendations for disposition of the charges to the chief administrative officer, together with a transcript of the proceedings, and shall at the same time transmit a copy of its report to the student concerned or his representative. Within 10 days thereafter, the chief administrative officer shall make his determination thereon. Final authority to dismiss the charges or to determine the guilt of those against whom they are made and to expel, suspend, or otherwise discipline them shall be vested in the chief administrative officer. If he shall reject the findings, which must be based on substantial evidence in the record and shall include them in the notice of his final determination, which shall be served upon the student or students with respect to whom it is made.

#### **10. Organizations**

- (a) Organizations which operate upon the Campus of any State-operated institution or upon the property of any State-operated institution used for educational purposes shall be prohibited from authorizing the conduct described in Subdivision (a) of Section 3 herein.
- (b) Procedure. The chief administrative officer at each State-operated institution shall be responsible for the enforcement of this section, and, as used herein, the term chief administrative officer shall include any designee appointed by said officer.
  - 1. Whenever the chief administrative officer has determined on the basis of a complaint or personal knowledge that there is reasonable ground to believe that there has been a violation of this section by any organization, the chief administrative officer shall prepare, or cause to be prepared, written charges against the organization which shall state the provision proscribing the conduct and shall specify the ultimate facts alleged to constitute such violation.
  - 2. Such written charges shall be served upon the principal officer of the organization by registered or certified mail, return receipt requested, to the organization's current address and shall be accompanied by a notice that the organization may respond in writing to the charges within ten (10) days of receipt of said notice. The notice of the charge so served shall include a statement that the failure to submit a response within ten (10) days shall be deemed to be an admission of the facts stated in such charges and shall warrant the imposition of the penalty described in Subdivision (c) herein. The response shall be submitted to the chief administrative officer and shall constitute the formal denial or affirmation of the ultimate facts alleged in the charge. The chief administrative officer may allow an extension of the ten (10)-day response period.
  - 3. Upon written request, by an authorized representative of an organization, the chief administrative officer shall provide the representative organization an opportunity for a hearing. A hearing panel designated by the chief administrative officer shall hear or receive any testimony or evidence which is relevant and material to the issues presented by the charge and which will contribute to a full and fair consideration thereof and determination thereon. The organization's representative may confront and examine witnesses against it and may produce witnesses and documentary evidence on its behalf. The hearing panel shall submit written findings of fact and recommendations for disposition of the charge to the chief administrative officer within twenty (20) days after the close of the hearing.
  - 4. Final authority to dismiss the charges or to make a final determination shall be vested in the chief administrative officer. Notice of the decision shall be in writing, shall include the reasons supporting each decision, and shall be served on the principal officer of the organization by



mail in the manner described in paragraph (2) above with a reasonable time after such decision is made.

- (c) Penalties. Any organization that authorizes the prohibited conduct described in Subdivision (1) of Section 3 shall be subject to the rescission of permission to operate upon the Campus or upon the property of the State-operated institution used for educational purposes. The penalty provided in this subdivision shall be in addition to any penalty which may be imposed pursuant to the Penal Law and any other provision of law, or to any penalty to which an individual may be subject pursuant to this Part.

**Morrisville State College reserves the right to add, modify, or eliminate policies, rules, and regulations contained herein at any time and will notify students of changes in advance if possible. Please direct questions to the Dean of Students Office.**