



OFFICE OF RESIDENCE LIFE

Handbook for 2018-2019

1 SUNY ADIRONDACK Residence Life Goals and Philosophy

SUNY Adirondack fosters intellectual, emotional, cultural, ethical, philosophical, social, and spiritual growth. Both classroom and out-of-class educational experiences facilitate this growth. Residence hall living is considered an integral part of a student's overall educational and personal development. The Residence Life Department focuses its energy on the co-curricular experience, which is an important and valued component of a student's development. Students are provided with opportunities to broaden their educational objectives through the living and learning process in the residence hall, as well as through participation in an assortment of student organizations and activities. The program considers students' educational and social needs, safety and health standards, and the overall educational objectives of SUNY Adirondack.

The residence hall is owned and operated by the ADIRONDACK HOUSING ASSOCIATION, LLC (AHA), a not-for-profit corporation affiliated with the Faculty Student Association (FSA). The residence hall is supervised by a team of professional staff who are assisted by a para-professional staff of Resident Assistants. Residence hall facilities and programs are provided to satisfy not only the physical needs of residents but their social, academic, and psychological needs as well.

Residence Hall staff members are here to provide a service to residential students. We take pride in SUNY Adirondack and encourage you to treat the hall and the campus with respect. Please be assured we will do our best to make sure your experience is as enjoyable and educational as possible.

1.1 The goals of the program are to:

1. Provide an atmosphere conducive to learning, refer students to appropriate academic support services, and to assist in the academic advising process in the residence hall.
2. Implement and foster a comprehensive educational component supporting students by providing programming that enhances their understanding of cultural, ethnic, gender, physical, racial, sexual orientation, and religious differences.
3. Create and maintain a residence hall community in which students take responsibility for comprehending and enriching their environment while respecting the rights and needs of others within the SUNY Adirondack community.
4. Provide students with affordable and comfortable on-campus housing accommodations.
5. Facilitate the adjustment and transition of new students to SUNY Adirondack through various programs (e.g., new student orientation).
6. Provide a disciplinary structure promoting and encouraging student accountability and responsibility.
7. Provide value-based educational programming to raise student awareness of social, emotional, mental and physical health, substance abuse, and responsible sexual behavior.
8. Stimulate and encourage student participation in campus and community organizations.
9. Strengthen recruitment and selection procedures in order to attract a high quality and diverse professional and paraprofessional staff.

10. Provide a comprehensive training and developmental program for professional and paraprofessional staff.
11. Have professional staff stay abreast of trends in higher education by keeping pace with student development theory through publications, attendance at conferences, and participation in professional organizations.
12. Provide a comprehensive ongoing evaluation/assessment of the housing and residence life operation including its personnel, programs, and procedures.

1.2 Philosophy of Residence Life

Congratulations! You have just become a member of the residence hall community at SUNY Adirondack – a community composed of individuals with diverse academic interests, backgrounds, cultures, races, lifestyles, and experiences. As a member of this community, you have both rights and responsibilities.

You have the right to:

- Study, sleep, and socialize in your room.
- Live in a supportive and stimulating community where your individuality is valued, respected, and appreciated.
- Involve yourself and others in promoting the health, safety, and security of all residents.
- Enjoy access to a variety of facilities and services provided by SUNY Adirondack.

You have the responsibility to:

- Consider the needs of other residents and balance them with your own needs. Just as you expect other community members to be considerate of your needs, you are responsible for demonstrating consideration for their needs.
- Promote care of the physical facilities, equipment, and services provided by the program.
- Communicate with other residents and staff members. Communication is an important aspect of building relationships with others and in seeking assistance to address academic and personal issues.
- Let other residents know when they are disturbing you. When other people infringe upon your rights, you are responsible for asking them to alter their behavior out of respect for you. If others do not respond to your request, you should ask other staff members for help and they will assist you.
- Demonstrate a commitment to the SUNY Adirondack community by getting involved.
- Get to know other residents. Participating in activities and joining the Residence Hall Association are ways to have fun and make your mark at SUNY Adirondack.
- Promote campus safety and security by locking your room and suite doors at all times, reporting missing or stolen keys, un-propping outside doors, walking with other people at night, and reporting suspicious people and activities to staff members.
- Demonstrate respect for all individuals and enjoy the benefits of meeting people who are similar to and different from you.
- Be aware of your behavior and emotions at all times. Expect that differences will arise, and to deal with those differences in a mature and responsible manner.
- Take precautions for your safety and those around you.
- Use laundry facilities and all furnishings properly. Please ask if you are unsure about how to use any machine or appliance.
- Understand and follow all SUNY Adirondack and Residence Life rules and represent SUNY Adirondack responsibly when off campus.

1.3 Prosocial Community Standards

The Residence Hall is a unique community within the greater campus community and society as a whole. As members of the Residence Hall and campus community, residents are encouraged to create and engage in the environment in a positive and responsible manner.

Prosocial behaviors are encouraged in the residence hall. Prosocial behavior is characterized by a concern about the rights, feelings and welfare of other people. Behaviors that can be described as prosocial include feeling empathy and concern for others and behaving in ways to help or benefit other people. Residents are encouraged to live with a prosocial mindset to create a more positive residential experience for all students. All residents, students, guests, faculty, and staff should feel comfortable in the residence hall.

2 The Suites and Rooms

2.1 Security Deposit– Students are required to pay a \$250 security deposit prior to being assigned a room in the residence hall.

1. This deposit is part of the process but does not guarantee a room. At the start of the semester, the deposit will be refunded if you are not offered a room in on-campus housing.
2. The deposit is on record for the full academic year from the fall semester move-in date to the spring semester move-out date.
3. When you move in, you sign a contract with housing for the academic year.
 - a. You may be released from your obligation under this contract only with the written permission of AHA's Director of Residence Life. As stated above, the license to live agreement is for the entire academic year. Students who break the Residence Hall License to Live agreement are subject to a \$500 agreement cancellation fee.
 - b. All requests for release must be submitted in writing to the Director of Residence Life. You must present compelling reasons for the requested release (i.e., marriage, activation for military duty, significant medical reasons, financial hardship).
 - c. The decision as to approve or deny any such request shall lie at the discretion of the Director of Residence Life.
 - d. Your housing deposit will not be refunded if you are released mid-year as you would be breaking your housing contract.
4. Room damages[1] beyond normal wear and other administrative penalties will be charged against the deposit.
5. Students who would like to return to the Residence Hall for an additional academic year may rollover their deposit from their current contract year to the next contract year if they are in good standing academically, socially and financially with the College and the AHA.

- a. A deposit rollover will not require any additional payment if no damage is due to the room and/or there are no outstanding financial obligations. This will secure student placement in the building for the next academic year.
 - b. Once the deposit is rolled to the next academic term, any bills for damage, cleaning, keys, improper checkout, or prior balances will become immediately due and must be paid in order to remain a student for the next term. Failure to pay would result in the loss of their room and their security deposit.
 - c. Once a student authorizes to rollover their deposit, it is no longer refundable if that student later changes his or her mind about living on campus for the following academic year or later chooses to not return to SUNY Adirondack.
6. Students who are not intending to return for the next academic year, will be refunded their deposit IF they have no financial obligations (outstanding bill, damages, etc.), have not broken the Residence Hall Contract, and have indicated their request via a completed and signed intent form at the end of the academic year prior to student move-out.
7. If the residence hall contract is broken for any reason, the security deposit will not be refunded.

2.2 Suite layout and size – All housing is suite style, and each suite has a living room and at least one bathroom. Most suites feature double occupancy bedrooms, while there are a few triple occupancy bedrooms available. Single bedrooms are only available when occupancy is not to capacity or due to medical reasons. The Director of Residence Life in consultation with the Director of Accessibility Services must approve exceptions based upon medical necessity for single bedrooms. The layout and size of each room varies, but the average double occupancy bedroom size is 150 sq. ft. The residence hall has a fitness center, a multi-purpose room, four classrooms, a bicycle storage room, and study areas.

2.3 Suite Amenities – Only SUNY Adirondack-provided furniture is permitted in the residence hall. The Director of Residence Life in consultation with the Director of Accessibility Services and Dean for Student Affairs must approve exceptions based upon medical necessity. Each suite comes fully furnished with the following:

§ Living Room – couch, chair, end table, TV stand, and kitchen table with two chairs

§ Bedrooms – twin-size bed, which are 80 inches by 36 inches, wardrobe, desk, and one chair per person

§ Kitchenette – **One microwave (900 watts maximum) per suite and one micro fridge unit (3 cubic feet) per bedroom is allowed.** These items are optional and are to be provided by the resident, they do not come as a part of the room furnishings.

§ Most suites have two (2) full bathrooms with showers.

§ **Cable and Internet** services are provided at no additional cost.

- Cable Television: Standard basic cable television, which provides approximately 60 channels, is provided to each living room and bedroom as part of the room costs.
- Internet Connection: All bedrooms have their own First Light cable modem. You will need both a computer with a properly configured Ethernet card, as well as an Ethernet cable. Internet use is provided as a privilege and is intended to support your academic experience on campus. Illegal use, or activity that negatively affects the performance of the network, is prohibited.

2.4 Prohibited Items- Being mindful that this handbook and conduct standards promote healthy and respectful behavioral choices, the following are expressly prohibited in and around Residence Hall property

§ Air conditioners

§ Alcohol paraphernalia (for example: beer taps, funnels, kegs, empty or full alcohol containers, etc.)

§ Animals (including fish) with the exception of approved emotional support animals and service animals.

§ Candles/incense

§ Collection or display of empty or refilled alcohol containers

§ Cooking devices including; electric griddles, hot pots, slow cooker, George Foreman grills, roasting pans and similar cooking items.

§ Culinary Arts knives (must be kept in Culinary Arts building)

§ Dart boards with sharp point darts

§ Drug-related paraphernalia, illegal drugs, non-prescribed narcotics, and/or drug-related devices

§ E-Cigarettes and charging devices for e-cigarettes

§ Furniture (unless medically required and pre-approved)

§ Halogen light bulbs

§ Hover boards should not be used or stored in the Residence Hall

§ Lava lamps

§ Live Christmas/holiday trees

§ Multi-arm floor lamps

§ Multi-plug outlets or extension cords unless they are UL approved and have a surge protector

§ Nails and foam backed adhesive tape

§ Possession and/or use of weapons or firearms of any kind including, but not limited to; bows, arrows, archery equipment, air guns, pellet guns, dart guns, paintball guns, stun guns, chukka sticks, ammunition, CO2 cartridges, laser pointers, fireworks, firecrackers, explosives or dangerous chemicals of any kind, and display weapons.

§ Safes

§ Space heaters

§ Tapestries or any items hung from the ceiling

§ Wall units to mount a television

§ Waterbeds and any other items imposing unreasonable structural stress

§ Any other item deemed dangerous for on campus housing by the Director of Residence Life.

NOTE: Property (renters) Insurance; the AHA, FSA and SUNY Adirondack do not accept responsibility for students' personal property in the event of theft, fire, steam, flood, insufficient heat, loss or surges of electricity, the actions of a third person, or any other acts of nature resulting in the interruption of service or damage to personal belongings. **Students are recommended to carry private insurance either by being included in their parents' home owners' policy, or by purchasing renters insurance to protect themselves against loss.** Information on an optional plan for personal property insurance coverage is available in the Office of Residence Life.

2.5 SUNY Adirondack Residence Addresses – U.S. mail is delivered to mailboxes in the residence hall. Packages arriving by UPS or Federal Express are delivered to the Office of Residence Life and may be picked up during business hours with your ID card. The address is:

YOUR NAME
ROOM #
SUNY Adirondack
28 College Drive
Queensbury, NY 12804

3 Residence Life and SUNY Adirondack Services

3.1 Alcohol and Drug Education and Counseling Services – The Counseling Program is available to all SUNY Adirondack students and is free of charge. Small group educational sessions, short-term counseling, and/or referrals are offered to help students make healthy, safe choices related to the use of legal substances. Students involved in alcohol or drug related conduct violations are often required to participate in these services. Information and appointment scheduling is available in the Counseling Office at 518-743-2278.

3.2 Disability Accommodations – Students with medical issues or disabilities who may require modification of any policy or procedure in order to have equal access to the residence hall must complete the Housing

Accommodation Request Form. The completed application along with appropriate documentation should be sent to the Office of Residence Life, SUNY Adirondack or faxed 518-832-7786. Call 518-832-7785, if you have any questions. The Director of Accessibility Services, in consultation with the Director of Residence Life, will make a determination of what reasonable accommodation will provide the student with equal access to the residence hall, its programs, services, and activities. The request form and documentation guidelines can be found at: <http://www.sunyacc.edu/student-housing/special-housing-consideration>.

3.3 Laundry – The laundry room has washers and dryers **for resident use only**. Washing machines and dryers each cost \$1.25 per load. Students may either pay by coin or add money to their SUNY Adirondack ID Card in the form of Timberbucks.

3.4 Lockout Services – All residents are expected to carry their own keys and SUNY Adirondack ID Card with them **at all times**. Residence hall staff members are available to open doors for students on **rare occasion and emergency situations**. Please refer to “Lockout Policy” in section 5.18 for additional information.

3.5 Mail delivery – All residential students receive their mail in locked mailboxes within the residence hall. Mailboxes are provided for each suite, **not individual students**. Packages from UPS and Federal Express are delivered to the Office of Residence Life where residents may pick them up with proof of identity. Please refer to Your Address in section 2.4 for the correct mailing address. Outgoing stamped mail can be dropped in the mailbox in the Office of Residence Life. The Office of Residence Life serves as the package pickup location. Packages can be picked up Monday through Friday from 1pm-4pm.

3.6 Maintenance – Students can report maintenance concerns through the maintenance work order system. Work orders are reviewed and prioritized each working day. Maintenance staff members are authorized to enter the suite to address the concern at any time between 8 a.m. and 4 p.m. Maintenance personnel may be required, and are authorized, to enter a suite at any time to perform emergency repairs when health and safety issues are involved. Students may be required to assist by removing personal property if it interferes with access to the area to be maintained. Fire, broken water pipes, and other maintenance problems, which could lead to structural damage or constitute a threat to the health and safety of students, are considered emergencies. Residents with immediate concerns or situations can contact the Office of Residence Life Monday through Friday from 8 a.m. to 4 p.m. at 518-832-7785. The RA on duty can be contacted weekdays after 4 p.m. and throughout the weekend at 518-415-7654. Janitorial, security, professional staff, and maintenance personnel may be on the floors daily at any hour to perform tasks. Please dress accordingly.

3.7 Parking – Parking is available for residents. Please refer to the “Parking Policy” in section 5.21. If students do not wish to park on campus, they must complete a parking waiver in Banner.

3.8 Resident Assistants (RAs) – Resident Assistants (RAs) are student staff who reside in the residence hall. Their general responsibilities are to:

§ Advise students on academic, administrative, personal, and social matters within the limits of the Resident Assistant's experience and capabilities, or to refer students to appropriate services both on and off campus.

§ Be aware of student's progress and attempt to identify academic and personal problems before they hinder the student's success at SUNY Adirondack.

§ Develop a tradition of student responsibility contributing to the residence hall community and environment.

§ Provide programs for their floor and hall through educational, recreational, and social activities.

§ Help develop SUNY Adirondack's community, self-government, and resident involvement.

§ Provide opportunity for student input, disseminate official SUNY Adirondack information, and explain administrative policies at regularly scheduled floor meetings.

§ Supervise operations, including enforcement of the residence standards and regulations, and make disciplinary referrals through the judicial process when appropriate.

§ Be responsible for the overall supervision/administration of his/her area.

3.9 Residence Directors – Residence Directors (RDs) are professional staff members who live and work in the residence hall. They provide a professional presence in the hall at all times by serving on duty whenever students are living in the residence hall. The RDs supervise the RAs in their work. They serve as a resource for students, serve as hearing officers in the judicial system, and meet with students around policy violations, and ensure a safe and welcoming community.

3.10 Residence Hall Association – The Residence Hall Association (RHA) is the governing body for all residence hall students and provides students with an opportunity to play an active role in developing their living environment. RHA is made up of the executive board and student representatives from each of the residence hall floors. The duties of RHA consist of reviewing, recommending, and/or establishing policies/procedures relating to the welfare of residence hall students. RHA is also involved with the development/planning of social and educational programs for students living in the residence hall.

3.11 RA and Student Activities Programs – Residence Life will provide ongoing programming. Educational and social programming will happen throughout the year. Students are encouraged to attend all programming events. Resident Assistants (RAs) will post announcements of upcoming programs and the Office of Residence Life will send program information by e-mail. SUNY Adirondack is proud to offer a variety of academic, social, cultural, and recreational opportunities to enhance your student life experience. We encourage you to become involved in student life however you choose – by simply attending our variety of on-campus programs or assuming a leadership position in a club or with the Residence Hall Association.

3.12 Roommates and Roommate Contracts – The majority of the suites house 4 students. Students have the ability to make requests for roommates and specific housing. The residence life staff will do their best to honor such requests. **ALL requests must be sent via email to reslife@sunyacc.edu by BOTH parties.**

Requests are not guaranteed. As students will often arrive not knowing their roommates, Resident Assistants will visit each suite at the start of each semester to work with the group. Should a roommate conflict arise, one possible solution is to complete a roommate contract. This contract will help residents talk about issues such as cleaning the suite, guests in the suite, noise, etc. Students who experience roommate difficulty after completion of this form should consult with their Resident Assistant and/or Residence Director on next steps.

3.13 Student Health Services – Close to campus are a few urgent care facilities that will accommodate walk-ins and are open daily. Please see section 8.1 for contact information. **Students are responsible for their own transportation to and from the urgent care centers, as well as payment for medical services provided.** In the case of an emergency, please dial 911.

*SUNY Adirondack has formed a partnership with Husdon Headwaters to help students obtain better access to healthcare services. Information in regards to services is available in the Residence Life Office.

3.14 Transportation, van trips, local taxi, and bus services – Free bus service is provided by the Greater Glens Falls Transit. You can find information at www.agftc.org/ggft/index.asp. **Students can take two GFGT bus lines free of charge by showing a valid SUNY Adirondack ID card.** Local taxi service can be found by an internet search for Glens Falls, NY Taxi Services.

3.15 Trash – Students are responsible for bagging and placing all refuse in the dumpsters located outside next to the residence hall. Students found leaving garbage in their suite or in public areas will be subject to disciplinary action or cleaning charges.

4 Campus Security Information

4.1 Fire Regulations

1. Law requires fire evacuation drills to be held periodically in the residence hall. All residents **must** evacuate the halls as per instruction provided by the residence hall staff. Failure to evacuate will result in disciplinary action, which may include fines.
2. Fire safety inspections will occur at sporadic times throughout the semester by the residence life staff. The purpose is to educate students about how the condition of the suite could be a threat to the safety of themselves and others. Corrections will be mandated, with failure to make corrections considered a violation of the housing license.
3. Students are responsible for taking the proper precautions to prevent unnecessary fire alarms by not smoking in the rooms, not burning candles, potpourri, or incense in the rooms, and by not burning food in the microwave oven. The use of multi-outlet plugs is prohibited, except for those with built-in surge protectors.
4. Each suite should have proper access to doors in their suite. Suites must be kept in a clean and orderly fashion to avoid issues related to egress.
5. Cooking with unapproved cooking devices (as outlined in this handbook) in the residence hall is prohibited.
6. Smoking devices of any kind are prohibited. Interior spaces of the residence hall are designated as smoke-free.

7. A student found tampering with fire safety equipment of any kind, (including smoke alarm, fire alarm, emergency lighting, sensor equipment, and exit signs, for example) and/or pulling false alarms is subject to immediate suspension from the residence hall and criminal prosecution.
8. The residence hall is equipped with smoke detectors and sprinkler units in every residence space.

4.2 Health and Safety Inspections

1. The Director of Residence Life and his/her designee reserve the right to inspect all or any suites. In addition, all suites are inspected during times of closedown (Thanksgiving break, winter break, and spring break).
2. Students will be charged for trash removal and/or cleaning of common areas if such services are necessary to ensure the health and welfare of other students.
3. **No notice is necessary when it is reported or suspected that a dangerous condition exists within the suite/room.** In addition, AHA, is entitled to enter and conduct an unannounced inspection of any residence hall room if it has cause to reasonably believe illegal activity is or may be occurring in such room, or that any of the policies or conditions of occupancy either in the residence hall license or handbook is or may be occurring therein. Public Safety officers may be asked to assist staff or to conduct these inspections in their absence.
4. Window screens are not to be removed at any time. Individuals are not permitted to enter or exit via room windows. Nothing is to be thrown from windows. Students found responsible for throwing trash or items out of residence hall windows or entering and exiting or permitting access through residence hall windows will be subject to residence hall dismissal.

4.3 Office of Public Safety – Campus police activities are provided by the Office of Public Safety. Public Safety (Peace) Officers are sworn officers and have full arrest powers.

Foot and vehicle patrols are conducted on campus and in the residence hall area 24 hours per day, 365 days per year. The Office of Public Safety's objective is to provide a safe environment and protect the lives and property of students, employees and visitors, pursued within the framework of the College's policies, rules and regulations, and all local, state, and federal laws.

Public Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. Campus peace officers have the authority to enforce state and local laws including: Vehicle & Traffic, Alcohol Beverage Control, and Penal Law violations; enforce college policies and rules such as those found in the Student and Resident Handbooks; and issue College parking tickets, which are billed to financial accounts of students, faculty, and staff. The phone number to contact the Office of Public safety is 518-796-1344. Residents are required to comply with instructions provided by Public Safety Officers.

4.4 Security Alarms – The front and rear entrances to the building are to be used to enter and exit the building. All other doors are for **emergency exit only** and have alarms on them. It is a violation of residence

hall regulations to exit an alarm-equipped door. However, during a fire or in an emergency, students must exit through the **nearest door immediately**.

4.5 Security Doors – The residence hall is secured 24 hours per day. Residents are issued a SUNY Adirondack ID Card that will admit them into the residence hall through either of the main entrances. All side doors are kept locked and are for emergency exit purposes only. Students will not prop open any doors at any time.

4.6 Solicitation – Solicitation in the residence hall for non-SUNY Adirondack/residence life-related services or programs is not permitted. Students are not permitted to run a business from their residence hall suite.

Students may not take a roommate, assign, subcontract, lease, or otherwise transfer their interest under this contract, or permit anyone not duly assigned or approved by the Director of Residence Life to share any part of the room or suite.

4.7 Tips Line – (518) 743-8477: Effective 9/6/16 SUNY Adirondack Office of Public Safety has established a confidential TIPS LINE as a means by which individuals can relay valuable information in an anonymous manner. Our goal is to obtain information that leads to individual accountability regarding incidents that violate the standards of good conduct and or public law. **We ask for your help and cooperation because safety is everyone’s business.**

This tip line has been established for the campus community to report a crime or criminal activity to the Office of Public Safety anonymously. All calls are recorded to a voice mail box monitored by department officials for evaluation and action if necessary. There is no way of identifying or contacting the caller unless they leave that information in their recorded message. The Office of Public Safety personnel will check the voice message system periodically and thoroughly evaluate and distribute the information according to departmental procedures for investigating cases.

When leaving a message consider the following:

§ Who (description of each suspect, one at a time)

§ What (happened, did you see, was suspicious)

§ When (date, time)

§ Where (location of incident, direction suspect was headed)

§ Additional information that would be helpful to individuals investigating the report.

If you are reporting an emergency please call Public Safety at 743-7233 or dial 911. Emergency or crisis information, or situations needing an immediate response **should not be left on the tip line.**

5 Policies

Living on campus presents numerous opportunities and challenges. The following rules and regulations are implemented to help ensure the peaceful enjoyment of suites in a safe and clean environment. Violators of any portion of this handbook or the Residence Life housing license will be referred for disciplinary action with the possibility of termination of their housing license.

5.1 Alcohol

1. No student or his/her guest(s), regardless of age, may possess, consume, store, distribute, or be in the presence of alcoholic beverages within the residence hall or on the property. This includes empty alcohol containers.
2. Any student or his/her guest(s) under the influence of alcohol who brings attention to himself or herself by making noise or general disruption or publicly displaying intoxication is in violation of this policy.
3. Any alcohol found on the property will be turned over to the residence hall staff and discarded immediately.
4. Repeated violation of the alcohol policy, including providing alcohol to minors, is grounds for dismissal from the residence hall.

5.2 Abandoned Property – Any personal property that remains in a room upon termination of the license shall be deemed abandoned and may be disposed of by AHA at its sole discretion. AHA may, in its discretion, make efforts to notify student and/or student’s parent or guardian that property has been found in room. Neither the AHA, the FSA, SUNY Adirondack, or their agents or contractors assume any responsibility for any such property at any time, regardless of any course of action taken.

5.3 Emotional Support Animals – With the exception of service animals and emotional assistance animals approved by the Office of Accessibility Services, no animals or pets of any kind are permitted in the residence hall. This includes goldfish, hamsters, gerbils, cats, rabbits, reptiles, etc.

5.4 Appliances

1. The only permitted cooking devices in the residence hall are; coffee maker (with automatic shut off), toasters, toaster ovens, and microwaves. Cooking devices are to be used in the kitchenette area of the student’s suite only. All appliances must be UL approved.
2. The following items are **NOT permitted** in the residence hall; air conditioners, electric griddles, hot pots, George Foreman grills, roasting pans, space heaters, halogen lamps, and multi-bulb ‘octopus’ lamps. If you have a question about an item you are looking to bring or purchase, please consult with Residence Life staff prior to bringing the item to your suite.
3. Appliances should not be left unattended while in use.

5.5 Attendance/Student Success – Residence Life students are expected to be actively pursuing a full-time academic schedule (minimum 12 credit hours). This expectation not only includes attending classes, but also the preparation needed to be successful in the coursework. Students experiencing difficulty are encouraged to take advantage of the several tutoring or learning support opportunities on campus or talk with a Counselor. Please refer to “Academic Success Policies and Resources” in section 7.1 for additional information.

The Office of Residence Life may remove students from housing who are not actively attending classes or are registered for less than 12 credit hours. Students who fall below full-time status during the year are required to contact the Director of Residence Life to discuss their individual housing situation. If a student is not able to register for a minimum of 12 credit hours prior to the start of the semester due to academic program or academic status, they may request, in writing, approval by the Director of Residence Life for a reduced course load. Students will only be considered if they are in good social standing, and the decision is at the discretion of the Director of Residence Life based upon the individual circumstances presented.

NOTE: The federal government views financial aid as being “earned” by attending class over the course of the semester. If a student drops or withdraws, stops attending, or never attends one or more courses for any reason during the course of a semester, financial aid eligibility may change. By law, “unearned” funds must be RETURNED by SUNY Adirondack to the appropriate source (federal, state, or lending institution). It then becomes the student's responsibility to pay the SUNY Adirondack bill **directly with personal funds**.

5.6 Bicycles – Bicycles are not permitted inside the residence hall or suites. They must be stored in the bicycle storage room. Residence Life and AHA are not responsible for damage or theft.

5.7 Check-In/Check-Out – Established check-in and check-out procedures must be followed by each student. At the beginning of each semester, each new student must check-in at the designated location as indicated in the room assignment letter. Students will then receive keys and sign a completed room condition form. Students will have the opportunity to take a receipt of the room condition form to further assess the room. All damages not noted on the Room Condition form or receipt will be at the responsibility of the student. Failure to hand in keys will result in a lock change charge. Failure to hand in room condition forms will result in an administrative charge for improper check-out. These check-in and check-out procedures are to be followed during the academic year as well.

5.8 Complaints – Issues concerning housing should be brought to the attention of the Resident Assistant (RA), and if not resolved, should be brought to the attention of the Residence Director (RD) or the Director of Residence Life.

5.9 Damages to Property

1. All residents will pay a security deposit as stipulated in the current license and outlined in section 2.1 of this handbook. This is to ensure the upkeep of the property, and to pay for damages discovered at the end of the license term.
2. Upon arrival, each student will receive a Room Condition Form (RCF), to be completed and returned to the Office of Residence Life.
3. Each student is responsible for the condition and upkeep of their bedroom and, collectively with other suite mates, is responsible for the condition of the common living room, hallway, and bathroom.

4. At the end of the year, or whenever a student leaves the room, the room will be checked for cleanliness and damages, and an inventory of furniture will be done, with the expectation that the room has been made ready for the next resident.
5. Students residing within the residence hall will be held accountable for any costs of repairs or replacements to the physical structure, fixtures, equipment and furnishings of areas/rooms which are reasonably determined to be caused by intentional, willful, malicious, negligent, or careless/unjustified damage or destruction to said facilities. The charge will include material, labor and administrative costs. Damage charges are not limited to the amount of the security deposit. Students are required to notify the Office of Residence Life when damage occurs.
6. When there is damage to common areas and it cannot be ascertained which student(s) are responsible for damage, assessments will be made against all suite residents, corridor residents, and/or all building/hall residents, depending on the situation.
7. Students may be referred for disciplinary action when damage is discovered. The damage will be repaired, and the students will be billed.
8. All repairs are to be made by the Office of Residence Life and/or its designee.
9. Students will be billed either through the disciplinary process or through an administrative damage review process at the time of damage or at the end of each semester. Damage will be added to the responsible student account and a hold will be placed on the account until the damage is paid in full.
10. Students may appeal administrative damage charges in writing by completing the damage appeal form and clearly explaining why the damage charge should not have been billed to them. The appeal must be received within 30 days of the damage bill being applied to the student account.
11. Damage bills are paid to the “Adirondack Housing Association” at the Faculty-Student Association office located in the Student Center via cash, check, money order, or credit card (fees will apply).

5.10 Dangerous Materials – Firearms and other weapons are not permitted on campus or in the residence hall at any time, not even for display purposes.

Weapons are defined as, but are not limited to, hunting rifles, hand guns, paint ball guns, BB guns, air soft guns, stun guns, realistic looking toy guns or replicas, switchblades, gravity knives, bows and arrows, stun guns, self-defense spray devices, ammunition of any kind and any martial arts weapons (ex. chukka sticks, throwing stars, etc.), fireworks, firecrackers, explosives or dangerous chemicals of any kind.

Use of any object against another person will be considered a serious breach of the housing license, and is probable cause for removal from housing and/or suspension from the college.

5.11 Decorations – For your comfort, you are encouraged to decorate your suite. We ask that you take care in the decoration of the suite as well as in the removal of those decorations. Please do not use nails. Use

thumbtacks, tape, funtac and 3M products sparingly to hang decorations on walls. Nothing is permitted to be on the ceiling. We do not allow students to paint walls. Charges will be assessed if the decorations cause damage to the walls, doors, windows, or furnishings. TVs are not allowed to be mounted on the walls.

5.12 Dismissal – Serious and/or repeat violations of the housing rules and policies can result in removal from the residence hall. Students receiving an order to vacate as a result of a disciplinary hearing may have as few as 24 hours to vacate their suites. In such cases, no refunds will be granted, the security deposit will be forfeited, and students will have full liability of their housing costs. Students will also be banned from the residence hall and the property grounds, with threat of arrest for violators. **If a student is deemed to be a potential threat to the community, a temporary suspension may be issued by the Director in consultation with the Dean requiring the student to vacate immediately and remain out of the building until which point a disciplinary hearing can be held and a final determination regarding suspension/dismissal is made.**

5.13 Diversity – The Office of Residence Life will not discriminate on the basis of race, ethnicity, gender, gender identity, disability, religion, sexual orientation, or age. We are committed to providing an open environment, free from discrimination, harassment, and prejudice. Part of the SUNY Adirondack experience is allowing members of the community to be respected and valued for who they are. The Office of Residence Life is a SAFE ZONE.

5.14 Drugs – No student or his/her guest may possess, consume, distribute, or be in the presence of illegal or un-prescribed drugs anywhere on the premises. Any drug or smoking paraphernalia (pipes, hookahs, rolling papers, scales, etc.) found in student rooms will be viewed as a violation of this policy. In addition, any student, under the influence of illegal or un-prescribed drugs, who brings attention to himself or herself by general disruption or publicly displaying that they are under the influence of drugs, is in violation of this policy. The Office of Residence Life will work closely with law enforcement officials in all drug-related matters. Possession of illegal drugs is grounds for immediate dismissal from the residence hall and the violator may be subject to arrest.

5.15 Guests and Visitors

1. Definitions

a. A residence hall **guest** is a person who intends to stay overnight(**past 11:45PM**) in the residence hall and is not a resident of the residence hall. All guests must register (sign-in) with hall staff. Guests are permitted to stay for a period **not to exceed 48 hours** within a seven-day period. A seven-day period begins at the date of sign in.

b. A residence hall **visitor** is a person who does not plan to stay overnight and must **vacate and sign-out by 11:45 PM** on the night they sign-into the building.

2. No overnight guests will be permitted during the first and last week of classes each semester, and again during final exam week.

3. Students may begin signing in their guests and visitors at 7:00 PM with a Resident Assistant on duty at the main desk. Guests and visitors who arrive prior to 7:00 PM must go to the desk at 7 PM to be signed in at that time. Guests, visitors, and their host will be subject to conduct related discipline if the visitor does not sign out.
4. Guests and visitors must be with their host resident and carry ID with them at all times.
5. It is the residents' responsibility to inform their guests of the rules and regulations and to ensure their compliance. Residents will be held responsible for the behavior and any damage caused by their guests and visitors. Guests or visitors who violate the rules and regulations will be asked to leave the property and, if necessary, be banned from entering the premises. In the event of law violation or non-compliance with a request to leave, s/he shall be considered a trespasser and appropriate law enforcement authorities will be notified. Resident hosts of such guests/visitors will be held responsible for those violations. Residents who host persons that have been banned from the property are in violation of the housing license.
6. Residents are expected to be sensitive to the needs of their roommates before inviting or allowing guests to visit.
7. There should not be more than 10 individuals in a suite at a time due to fire code regulations. More than 10 will result in judicial charges for those individuals present.
- 8. Minors under the age of 18 are not permitted to be overnight guests in the residence hall.**

5.16 Harassment and Assault – Any action intended to annoy, threaten, alarm, or harm any other member of the residence hall community is considered a serious breach of the housing license and will not be tolerated. **This includes, but is not limited to, texts, emails, Facebook posts, other social media outlets, etc.** Any student who harasses or threatens another student will be referred for disciplinary action and subject to removal from the residence hall. Disagreements and conflicts will occur at times, but it is expected that all residents defuse or handle those disagreements in a mature, non-threatening, and non-violent manner and seek help from staff members or SUNY Adirondack community members whenever necessary. Fighting in any area of the residence hall or on campus is not tolerated. Harassment and Assault are crimes under NYS law. In addition to the college imposed sanctions, violators may be subject to arrest.

5.17 Holiday Closings and Break Housing – All students must vacate their suites during breaks. All students must follow correct closing procedures posted by their RA. Students with academic-related reasons may request to stay. If approved, these students may be charged a fee. The following dates are in effect for 2017-2018:

Thanksgiving: 10 a.m. Wednesday, November 21, 2018 – 12 p.m. Sunday, November 25, 2018

Winter Break: 10 a.m. Friday, December 21, 2018 – 9 a.m. Friday, January 18, 2018

Spring Break: 10 a.m. Saturday, March 9, 2019 – 12 p.m. Sunday, March 17, 2019

End of Year: 4 p.m. Friday, May 10, 2019

NOTE: Unless approved for academic-related reasons, students must vacate the building by the dates and times outlined above and may not return prior to the published opening time/date. Departures and arrivals outside of the established timeline may result in additional financial or conduct related charges.

5.18 Lock Outs – All residents are expected to carry their own keys and SUNY Adirondack ID Card with them at all times. **Residence hall staff is available to open doors for students on rare occasions and for emergencies.** The first three lock outs of each semester are free of charge. The fourth lock out is \$5.00, the fifth \$10.00, the sixth and all thereafter is \$20.00. All lock out charges will be added to a student's bill. Students who get locked out and attempt to break into the suite will be in violation and held financially responsible for any damage occurring. Students can only be let into their own rooms. Residence life staff and public safety staff do not have the authority to key someone into another person's room without the direct written consent from the person assigned to that room.

5.19 Non-Compliance with a Reasonable Request – In the performance of their duties, the Resident Assistants, Residence Directors, the professional residence life staff, and/or the Director of Residence Life, Public Safety, and other College employees, may make reasonable requests of the residents in order to ensure the safety and security of the community at large. All residents and their guests are expected to comply with such reasonable requests and will be found in violation of the housing license for failure to comply or behaving inappropriately towards the staff member making the request.

5.20 Parking – All students must register their cars with the Facilities Office in Warren Hall and with Residence Life upon arrival to campus and will receive a sticker for their vehicle. Reserved spaces are for Faculty and Staff. Only cars with proper registration and stickers can park in student designated areas. All cars must park between the white lines. If there are no white lines, it means there is no parking.

Students must be prepared to move vehicles as directed during bad weather situations or they will be subject to being towed at the student's expense. Please refer to "Snow Removal" in section 5.24 for additional information.

Vehicles parked in areas designated as no parking, handicapped, or staff parking may be ticketed and/or towed at the expense of the owner of the vehicle. Students who have been found in violation of the residence life drug policy or have committed a violent offense are subject to having their vehicles searched under "probable cause" to ensure the safety of other students. The Director of Residence Life and the Office of Public Safety reserve the right to remove parking privileges temporarily or permanently for persons who drive recklessly/dangerously, park illegally, and/or speed in the parking lots.

Cars that are inoperable must be tended to or removed within 48 hours. Unregistered vehicles cannot be stored in the residence hall parking lots. Students are responsible for insuring their vehicles.

AHA shall not be liable, directly or indirectly, for any loss or damage to vehicles.

5.21 Payment and Failure to Make Payment- Students residing in the Residence Hall must have either paid their bill in full, be on a payment plan, or have proof of pending financial aid no later than the end of

the first week of classes or they will be subject to a meal plan suspension. Any students who have not resolved these issues by the end of the second week of classes may be removed from housing. Any students who have a change in their financial aid status or payment plan status will be reviewed on an ongoing basis throughout the academic year and may be removed if they are not in good financial standing. Any balance due at the end of the semester will be deducted from the security deposit when applicable and place the student's account on hold with the college until the outstanding bill is paid in full.

5.22 Quiet Hours

1. **Quiet hours:** 10:00 p.m. to 8:00 a.m. on Sunday, Monday, Tuesday, Wednesday, Thursday and from 1:00 a.m. to 10:00 a.m. on Friday and Saturday. During quiet hours, no noise should be heard beyond a student's closed room window or door. At Final Examination times, 24-Hour Quiet Hours begin the Sunday before final exams begin and extend through the entire period of Final Examinations.
2. **Consideration Hours:** At all times noise is to be kept to a level which will not disturb other residents or other community members in the building and adjacent parking lots. This means that at no time will music (including stereos) or other noise-producing activity be loud enough to be heard outside the student's room or the Residence Hall. Residents and staff should feel comfortable to speak with other members of the community regarding their noise level at any point of the day.
3. Students are not permitted to put music equipment in the windows. Drums or amplified instruments are not permitted in the residence hall. Students are expected to refrain from any activity that might cause a disturbance in the community. This includes, but is not limited to, yelling out the window or down the hallway, and playing loud music or television in the buildings.

5.23 Room Changes –

1. **All room changes must be approved by a member of the residence life professional staff.**
2. At the beginning of each semester, there is a freeze on room changes in order to give students the chance to get to know each other. The Resident Assistants can assist with any conflicts that may arise.
3. Fourteen days from the day classes begin, residents may submit a room change request form for review by the Office of Residence Life.
4. There is also a room freeze during the final two weeks of each semester. This can be a busy time for students preparing for and taking finals, therefore only emergency changes are allowed.
5. Any change made without prior consent from a member of the residence life professional staff will result in an administrative charge and possible disciplinary action.
6. Any room change may result in cleaning fee.

7. The Office of Residence Life reserves all rights concerning assignment and/or reassignment of all students. Requests for change will be considered but not necessarily approved.
8. The Office of Residence Life has the right to administer room changes in order to settle disputes, consolidate rooms for new incoming students and occupancy purposes, and as a disciplinary sanction.
9. In the event of vacancies, the Office of Residence Life will require the lone student in a room either to find a roommate of his/her own choosing or to relocate to another room, if time permits; or to accept another student who is on the priority list or is in a tripled situation; or to pay for single occupancy. Empty beds are rental possibilities for the AHA. Students may not refuse another student equal use of the room to which he/she has been assigned. Penalty incurred may be disciplinary action and/or assessment of full rent for that bed.

5.24 Skateboarding, skating, sledding and snow fights – Use of hover boards, scooters, skateboards, skates, etc. are prohibited in the residence hall and on residence life property. Sledding and snowball/ice fights are not permitted on residence life property.

5.25 Snow Removal – Students must be prepared to move vehicles as directed during bad weather situations in order to ensure proper snow (and ice) removal. On the day of an impending snow storm, students and staff must move their vehicles to the main/east parking lot (near the woods) behind the residence hall no later than 10 p.m. so that the south lot can be cleared. The following night, students and staff are to move their vehicles to the south lot (near the soccer fields and gymnasium) no later than 10 p.m. so that the east lot can be cleared. Students will typically receive a reminder e-mail and notices will be placed throughout the building; however, it is the student's responsibility to pay attention to the weather and move their vehicles accordingly. Vehicles that are not moved as directed will be subject to being towed at the student's expense.

5.26 Tobacco Use – Tobacco is defined as smoking, the use of e-cigarettes, and/or the use of smokeless tobacco products. The use of tobacco products is not permitted anywhere inside the residence hall or on campus. Possession of smoking devices is also prohibited within the residence hall and on residence hall property. Violations of the tobacco-free policy by a student are subject to disciplinary sanctions.

5.27 Room/Suite Accountability – Students are responsible for the proper use of residence hall facilities. Any damages to student rooms are the responsibility of the occupants and will be billed accordingly. Please refer to the damage section of this handbook for details related to damage charges. All suites will be inspected at each break period. If common areas are left dirty to a point of causing a health hazard or creating an environment where a new student could not be placed, those areas will be cleaned by a housekeeping staff and all residents will be charged for that cleaning. Whenever damage occurs in a student's room or to any equipment within the hall, it should be reported immediately to the Resident Assistant, Residence Director or other professional staff members and an incident report should be filed. All damages to common areas caused by misuse, abuse, or vandalism will be assessed against the student population of the appropriate building, floor or area.

5.28 Restricted Areas – Students are not permitted to be in restricted areas on campus or in the residence hall without permission. Such areas include the ropes course, classroom spaces, the RA desk, etc. Students will adhere to the hours of operation of all facilities as posted.

5.29 Sexual Misconduct – **SUNY Adirondack strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking.** In-depth information on reporting, resources available for support, and the College Conduct process regarding Sexual Misconduct can be found in the Student Handbook. Any student(s) charged with Sexual Misconduct will be adjudicated through the College Code of Conduct.

6 Judicial System

All SUNY Adirondack residential students, are responsible for their own behavior on the campus and within the residence hall. All residential students are encouraged to live within the guidelines established by the campus and residential code of conduct which includes fostering an environment of positive social interaction.

6.1 Community Expectations and Standards – Residents are expected to adhere to community standards as rules and guidelines for responsible living. To this end, it is the responsibility of the student to know and follow the Residence Life handbook, the housing license, and the SUNY Adirondack code of conduct, and accept the consequences of their actions.

The judicial process serves as an educational mechanism by which students are confronted with regard to harmful or insensitive behaviors, held appropriately accountable, and offered an opportunity to modify behaviors. Through the judicial process, students are expected to learn the importance of accepting personal responsibility for behavior that violates community standards. In some instances of misconduct the Director of Residence Life, or his/her designee, in accordance with the procedures for adjudication, reserve the right to remove any resident from housing without reimbursement of housing charges or deposit. This extends to resident behaviors both on and off campus, as outlined in the Student Code of Conduct. Procedures used to enforce standards should contribute to teaching appropriate individual and group behaviors, as well as, protecting the rights of individuals and the campus community from disruption and/or harm.

6.2 Categories of Misconduct – The following provides examples, but does not define all types of misconduct for which students may be held accountable. Because residents also are full-time SUNY Adirondack students, the College will hold students accountable to all policies within the SUNY Adirondack Code of Conduct as well. This can apply to behaviors on and off campus. The influence of drugs or alcohol will not in any way mitigate the consequences of inappropriate behavior or minimize the responsibility of individuals charged through the disciplinary process. A student attending an off-campus College function or event is subject to the same standards of conduct expected on campus. Likewise, students are responsible for the behavior and actions of their guests at all times.

6.3 Misconduct Subject to Disciplinary Action – The following offenses may be assigned to a Residence Director or the Director of Residence Life for adjudication within the campus judicial system. Sanctions vary from educational and/or punitive in nature to fines, community service, suspension, or dismissal from the

residence hall or the college. The staff member assigned to the case will make every effort to see the sanction is relevant to the offense.

1. Violation of quiet hours.
2. Violation of visitation/guest policies.
3. Appropriation of common or public furniture in student suites.
4. Littering in a public area or on campus grounds.
5. Unauthorized/unapproved room change.
6. Engaging in sport activities in the residence hall or unauthorized spaces
7. Skateboarding, skating, use of hoverboards in and around the residence hall, sledding or throwing snow/ice.
8. Parking violations.
9. Health and Safety violations including, but not limited to: use of any heating elements such as hotplates, heating units, candles, incense or potpourri; air conditioners, halogen lamps, multiple light lamps with plastic bulb covers; unclean room/apartment that can cause health issues, possession of waterbeds, more than 10 people in a suite, etc.
10. Possession of any animal other than an approved emotional support animal.
11. Violation of the terms of any disciplinary sanction imposed in accordance with this code.
12. Failure to comply with the directions of residence life staff acting in the performance of their duties and/or harassment of residence life staff.
13. Use, possession, or storage of tobacco products and/or smoking devices in the residence hall or on College property.
14. Use or possession of fireworks.
15. Indecent conduct including, but not limited to, streaking, profanity, lewd or obscene expressions, racial or ethnic slurs, disrespectful behavior or statements toward college personnel or students.
16. Verbal harassment defined as abusive or threatening language or behavior that intentionally or recklessly abuses, ridicules, or puts down a person and adversely affects his or her living, working or learning environment. This shall include texts, emails, Facebook posts, and other social media outlets.
17. Unauthorized entry, propping of doors, presence in, or use of residence hall premises, facilities or property.
18. Reckless causing of physical harm to any person (including oneself), or intentional or reckless causing of reasonable apprehension of such harm.
19. Intentional or reckless misuse or damage of fire safety equipment.
20. Stigmatizing or disparaging statements related to race, gender, ethnicity, sexual orientation, religious preference, age, or people with disabilities.
21. Any comment designed to incite violence.
22. Theft or possession of stolen property.
23. Destruction or defacing of property.
24. Intentional or reckless interference with the freedom of expression of others.
25. Dishonesty, such as the known falsification of official records or the giving of false information.
26. Forgery, unauthorized alteration, or unauthorized use of any document or instrument of identification.
27. Misuse or abuse of the telephone, computer system, security system, or elevators.
28. Tampering with campus mail.
29. Refusing to show or surrender a College ID card upon request by residence life staff or employees acting in the performance of their duties.
30. Violations related to alcohol policy:
 - a. Possession, consumption, or distribution of any alcoholic beverages or possession of empty alcoholic beverage containers anywhere on the property. This includes being in the presence of alcoholic beverages and empty alcoholic beverage containers.

- b. Alcohol sponsored events including but not limited to; keg party, serving or selling alcoholic beverages to others on premises; promoting at-risk drinking behaviors.
 - c. Empty alcohol containers, alcohol paraphernalia, and any alcohol related products.
 - d. Public intoxication.
31. Disruption of teaching, research, or other activities taking place within the residence hall.
 32. Disorderly conduct/disturbing the peace.
 33. Possession, manufacture, distribution, or use of any un-prescribed drug and/or drug paraphernalia, including being under the effects of any un-prescribed drug within the residence hall. This includes being in the presence of any un-prescribed drug and/or drug paraphernalia.
 34. Physical harassment. Any action or situation producing physical discomfort of an individual or group, or placing the individual or group in danger of physical injury including, but not limited to, punching, kicking, scratching, biting, pushing, slapping, etc., or the threat thereof. Students are expected to handle conflict appropriately. In the event of physical threat, students should pursue every means possible to avoid physical retaliation.
 35. Use, possession, manufacture, or storage of any weapon.
 36. Engaging in acts or deeds violating existing federal, state, county, or local laws or ordinances.
 37. Intentional or reckless initiation of any false report (including the activation of fire alarms for non-emergency, non-administrative reasons), warning or threat of fire, explosion, or emergency.
 38. Sexual Misconduct – SUNY Adirondack strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student(s) charged with Sexual Misconduct will be adjudicated through the College Code of Conduct.
 39. Subletting residence hall room or residence hall space for short-term or temporary rental arrangements including, but not limited to, those offered through peer-to-peer accommodation services.
 40. Any other act which is determined to be detrimental to the residential community.

Any other action deemed inappropriate by the residence life staff. Violation or actions not covered in the list above will be sent to the Director of Residence Life for determination of severity and the appropriate category of the offense to proceed with a correct course for adjudication.

Appeals to imposed sanctions may be filed to the next higher level no later than 72 hours following a decision. The appeals process will be explained to the student at the time the sanctions are imposed.

Offenses of a criminal nature as defined in New York State Law also subject the student to possible arrest and incarceration.

Removable offenses are listed below. Residents involved in the following activities should expect to be removed and banned from the residence hall, and in addition to being subject to arrest, can also be subject to student conduct consequences. These include, but are not limited to:

1. Any form of physical assault or harassment.
2. Possession of, or distribution of, any un-prescribed or illicit drug.
3. Possession of a weapon.
4. Multiple alcohol or drug offenses, or singular drug or alcohol offenses with extenuating circumstances.
5. Breaking and entering into another student's apartment or bedroom.
6. Sexual misconduct.

6.4 Hearing Procedures – The following are the rights of residents accused of violations. They are designed to ensure decisions in disciplinary cases will meet essential standards of fairness and of equal importance that involved parties will be assured their case has been processed in a fair and judicious manner.

1. Students against whom allegations have been made shall be considered not responsible until given an opportunity to be heard.
2. Students accused of violating policies and regulations shall be notified of the specific charge before the case is considered. Subsequently, the accused shall be notified of the time and place where the case is to be heard.
3. The accused shall have an opportunity to prepare a defense.
4. Generally, the accused shall be free of disciplinary sanction, pending conclusion of the hearing; however, where the nature of the case indicates that there is a danger to the immediate well-being of the community or the accused student, appropriate interim measures may be taken by the Director of Residence Life and/or the Dean for Student Affairs. This includes, but is not limited to, a requirement to stay away from particular individuals or areas of campus, temporary residence suspension, temporary college suspension, etc.
5. The accused shall have an opportunity to present evidence on his or her behalf.
6. The accused shall have his or her case heard within a reasonable amount of time.
7. The accused shall receive the final decision within a reasonable amount of time after the hearing.
8. Finally, all students should have the right to expect an appropriate level of confidentiality in disciplinary proceedings. No conduct officer will discuss the evidence, testimony, deliberations, decisions, or sanctions that make up the hearing process with anyone outside the hearing itself except in cases where harm to self and others is discussed or threatened, or in cases where the accused provides written permission to the conduct officer.
9. Students who fail to attend their scheduled meeting will be considered as accepting responsibility for the alleged conduct violation. The conduct officer will adjudicate the violation in the student's absence. The conduct officer will follow up with an outcome notification to the student in writing.

Students should know that disciplinary records are kept in the Office of Residence Life and are managed according to federal legislation guidelines of the Family Educational Rights and Privacy Act [FERPA].

In minor disciplinary cases, the guidelines listed above will be implemented with a minimum of formality. But in all cases, it is essential that steps to promote fairness should govern procedures, providing the accused with an opportunity for defense against the charge of misconduct.

6.5 Burden of Proof –The burden of proof in all alleged violations of the Residence Life Handbook is “the preponderance of the evidence” – whether it is “more likely than not” that the violation occurred. If the evidence presented meets this standard, then the respondent will be found responsible.

6.6 Sanctions – Sanctions are established based on the minimum sanction guidelines and are imposed on a case by case basis depending on the conduct history of the student being found in violation of the code. Potential sanctions include but are not limited to; community service, counseling referral, disciplinary probation, dismissal, Judicial Educator (educational modules), parental notification (for substance related violations of underage students), reflection papers, restitution, substance contracts, and written warnings.

6.7 Sexual Misconduct Cases – Procedures for cases of alleged dating violence, domestic violence, sexual assault, and stalking. In addition to the policies listed above the following procedures for disciplinary action apply directly to cases involving alleged dating violence, domestic violence, sexual assault and stalking cases. These cases will be adjudicated through the College Code of Conduct.

1. Time Frames for the Review Process:

- a. The College will conduct a timely review of all complaints of domestic violence, dating violence, and/or stalking. Absent extenuating circumstances, review and resolution is expected to take place within sixty (60) calendar days of receipt of the complaint.
 - b. The preliminary review of all complaints, including any necessary interviews to be conducted and any necessary interim measure to be put in place will usually be completed within thirty (30) of receipt of the complaint.
 - c. The subsequent, comprehensive review and investigation of the complaint, including interviews with all involved parties and gathering of evidence, is usually completed within thirty (30) days of receipt of the complaint.
 - d. Results of the complaint are typically issued within five (5) days after a formal hearing.
 - e. An appeal of the results must be submitted within seven (7) days of receipt of the written results. Absent extenuating circumstances, decision on appeals are typically issued within ten (10) days after a formal hearing.
2. **Evidence** - Evidence to be presented by complaint(s) and respondent(s) during any hearing on the charges related to dating violence, sexual assault, and stalking cases must be shared with the opposing party at least two (2) business days in advance of the scheduled hearing.
3. **Parties Right to Advisors-** The respondent and complainant may be assisted during disciplinary hearings and related meetings (on charges related to dating violence, sexual assault, and stalking cases) by an advisor of their choice. Advisors may speak privately to their advisee during the proceeding, but may not speak to anyone else in the room. Advisors for the respondent and complaint may not present evidence, question witnesses or speak to any hearing officers. Either party may request a brief recess to consult with their advisor which will be granted at the discretion of the Dean for Student Affairs.
4. **Notification of Findings-** In the case of sexual misconduct and violations involving dating violence, domestic violence, sexual assault, or stalking, both the complainant and respondent shall receive simultaneous notice of results and sanctions imposed (and the rationale for the results and sanctions), as well as notice of the appeal procedures available, any possible changes to the result that may occur before it becomes final, and when the results becomes final.
5. **Sanctions-** The College considers dating violence, domestic violence, sexual assault, and stalking as extremely serious violations and subject to SUSPENSION and/or DISMISSAL from the College. In such cases, a Temporary Suspension by the Dean for Student Affairs also may be invoked until the review process is concluded.
6. **Retaliation-** No member of the College community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a complaint, serves as a witness, or assists or participates in a code of conduct proceeding in any manner. Participants who experience retaliation should report the incident to Public Safety office.

7 Academic Success Policies and Resources

7.1 Study Hours – In an effort to support the academic success of students in the residence hall, we have set up a study lounge on the second floor of the building across from the laundry rooms. All students are welcome to

use the study lounge and its services; however, there are a few groups of students who are required to do so. Study lounge hours to complement the hours of the Scoville tutoring center will be posted each semester.

1. Students who are on Academic Probation and those students who drop below 12 credits during the semester will be ***required*** to use the residence hall study lounge or tutoring services located in Scoville for four (4) hours per week.

2. Students who receive an Academic Alert will be made aware of the study lounge services and encouraged to attend for two (2) hours per week.

7.2 Housing Appeals – Continuing students who are dismissed from the College due to academic reasons will lose eligibility for housing and sacrifice their housing deposit. If the student submits an appeal and this is granted, they may request to live on campus and have their housing deposit reinstated. If a student submits an appeal and this is denied, they may request a refund of their deposit.

8 Emergency and Contact Information

8.1 Emergencies – If you have a medical emergency, **call 911 immediately.**

If you have the following symptoms call 911 immediately:

§ Difficulty breathing (i.e. chest injury, asthma)

§ Injuries or suspected injuries to the spine, neck, head, back

§ Severe lacerations

§ Signs or symptoms of a possible cardiac emergency (i.e. chest pain etc.)

8.2 Urgent Medical Protocol – If you have an urgent, but not emergency medical situation, you can call or walk in to these facilities. Most insurance is accepted.

Adirondack Urgent Care, 959 Rout 9, Suite O, Queensbury, NY, 518-223-0155

Convenient Medical Care, 319 Bay Road, Queensbury, NY, 518-792-2181

Queensbury Family Health, 14 Manor Drive, Queensbury, NY, 518-798-6400

Hudson Headwaters Health Network, 9 Carey Rd, Queensbury, NY 12804, 518-761-0300

If you have the following symptoms, you should make arrangements to seek medical attention at one of the facilities listed above.

- Dislocation of a joint, sprain or minor break of a bone
- Debilitating chronic stomach or digestive system pain
- Minor lacerations

8.3 Emergency Phone Numbers

Ambulance/Fire: 911

Public Safety: 518-743-7233

8.4 Resources Available for Support – After an allegation that an act of sexual violence has occurred, including any act of dating violence, domestic violence, sexual assault, or stalking, the college offers students a range of protective measures. A medical exam is also an important way for a health provider to properly collect and preserve evidence

The following offices are available to help support victims of sexual violence

- Public Safety: 518-743-7233 (For Immediate Assistance)
- Residence Life: 518-832-7785
- Dean for Student Affairs: 518-743-2277
- Counseling Office: 518-743-2200 ext. 2278 (For Ongoing Assistance)
- College Title IX Coordinator: 518-743-2319
- Warren County Sheriff's Office: 911

8.5 Residence Life Bereavement Policy and Procedure

Any person made aware of the death of a student from a reliable source should notify the Dean of Student Affairs. A reliable source can include, obituaries, newspaper reports, etc. Upon request from the Dean of Student Affairs, Residence Life Staff will coordinate with the bereaving family to collect the personal belongings of passing student in a timely manner.

8.6 Residence Life Grievance Procedure

When a student thinks his or her rights and freedoms as a residential student have been violated, or thinks that there has been a violation, misinterpretation or inequitable application of any of the regulations of the Residence Life Handbook, he or she should follow these steps in a timely manner:

1. Speak to a Residence Director or the Office Specialist. *If this interaction does not produce an appropriate solution,*
2. Discuss the matter with the Director of Residence Life. *If this interaction does not produce an appropriate solution,*
3. Appeal, in writing, to the Dean for Student Affairs.

In all matters concerning Residence Life inquiries, all parties involved should show respect, restraint, and responsibility in their efforts to resolve grievances. Every effort should be made to expedite solutions to the situation. It is incumbent upon all parties to arrange and attend all meetings and conferences in good faith and to communicate all decisions as promptly as possible. No party will be discriminated against in any way for having filed or responded to a good faith inquiry.

[1] There is a separate section regarding damages and the damage process in section 5.9 of this handbook.