

MESSAGE FROM THE DEAN OF STUDENTS

Dear Mighty Oaks,

This Student Handbook is intended to serve as a guide to the ESF student experience, whether you are a new, transfer, or returning ESF student. The Division of Student Affairs updates this Handbook on at least a yearly basis to ensure that the information is current and accurate.

Our mission in the Division of Student Affairs is to support an inclusive community by advancing student learning, well-being, and personal and professional growth through leadership and engagement opportunities. Our staff are committed to assisting you in creating an outstanding student experience. We are available in a variety of offices throughout the ESF campus or are only a click, tap, or phone call away. Please reach out to a staff member in the Division of Student Affairs, via email at students@esf.edu, by phone at (315) 470-6660, or visit [our webpage](#) to find the answers you seek. Other resources you may find useful include the [ESF Academic Catalog](#), the [ESF Schedule of Classes](#), the [Syracuse University Student Handbook](#), the [Syracuse University Course Catalog](#), and any reference materials distributed by your academic department.

As an ESF student it is your responsibility to understand and abide by the policies and procedures that are contained and referred to within this Student Handbook. ESF is committed to upholding a high degree of integrity in its students, both while you are here and within the communities you join after you leave the College. The Code of Student Conduct and other College policies are intended to encourage the development of that integrity as well as maintain a safe and secure environment in which all members of the ESF community can achieve success.

It is my sincere hope that you have a successful and enriching ESF experience! The staff in the Division of Student Affairs looks forward to assisting you along the way.

Regards,

Renée McNamara
Dean of Students

OUR MISSION

We achieve our mission through six key goals:

- Promoting student development through individual and group coaching, advising, and mentoring;
- Providing social and educational programming to expand individual knowledge, enhance skill development, and encourage a dedication to lifelong learning and ethical decision making;
- Creating and disseminating accurate and timely communications across various media to provide purposeful information;
- Facilitating holistic, student-centered support services, policies, and procedures to promote a safe and inclusive campus community;
- Developing sustainable partnerships with staff, faculty, and off-campus constituencies to help students foster personal and professional networks, connections, and resources; and
- Delivering effective and efficient administrative systems and processes to support College functions, mission, and goals.

Our Promise

Committed to creating outstanding student experience.

CRISIS HELP

Occasionally students encounter crisis situations while at ESF. Some of these situations might include the death of a family member, a serious accident, physical or mental illness that requires hospitalization, sexual assault, domestic/dating violence, or other situations that would cause a student to leave campus for a temporary or extended period of time.

Students may call or stop by the Division of Student Affairs (110 Bray Hall, 315-470-6660,) for assistance. Students looking for an immediate response to a specific crisis may find the following resources helpful:

Issue	Resource
Report an emergency or crime/obtain emergency medical care	Dial 911 or call ESF University Police (315-470-6666)
Report confidentially an incident of dating/ domestic violence, stalking, or sexual assault that occurred on- or off-campus	Counseling Center (110A Bray Hall, 315-470-4716) Vera House , (315-468-3260) Hendricks Chapel Chaplaincies (315-443-5171)
Learn more about resources/services/interim measures available following an incident of dating/domestic violence, stalking, or sexual assault	Title IX Coordinator (220 Bray Hall, 315-565-3012, titleix@esf.edu) Student Affairs (110 Bray Hall, 315-470-6660, students@esf.edu) (These are not confidential reporting options.)
Reach a counselor or therapist	Counseling Center (110A Bray Hall, 315-470-4716)
Report or talk about a student incident/report concerns about a friend	Student Affairs (110 Bray Hall, 315-470-6660 students@esf.edu) Counseling Center (110A Bray Hall, 315-470-4716) Title IX Coordinator (220 Bray Hall, 315-565-3012, titleix@esf.edu)
Seek help with academically related conflict	Office of Academic Administration (227 Bray Hall, 315-470-6599) The Graduate School (227 Bray Hall, 315-470-6599)
Withdraw from the College	Student Affairs (110 Bray Hall, 315-470-6660 students@esf.edu)

DEFINITIONS

Alleged or Alleged Individual is defined as a person accused of a violation of ESF's Code of Student Conduct who has not yet entered ESF's student conduct process.

Advisor is defined as any individual who provides a respondent or a complainant with support, guidance, and/or advice throughout the student conduct process and in related hearings and/or meetings.

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 necessarily 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. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop.

Amnesty - 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. ESF 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. ESF strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to ESF officials. A bystander or a reporting individual acting in good faith who disclosed any incident of domestic violence, dating violence, stalking, or sexual assault to ESF officials or law enforcement will not be subject to ESF's Code of Student 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. ([ESF's Alcohol and Drug Amnesty policy](#) is distinct from this amnesty statement.)

Business day is defined as a day in which the administrative offices of ESF are officially open for business. During the academic year, ESF business hours are 8:00 AM until 4:30 PM, Monday through Friday, except for posted Federal holidays. During the summer, business hours are Monday through Friday, 8:00 AM until 4 PM, as posted on the [ESF Administrative Updates webpage](#).

Bystander is defined as a person who observes a crime, impending crime, conflict, or unacceptable behavior.

Complainant is defined as the person/entity bringing forth the formal allegation(s) of violation of *ESF's Code of Student Conduct*.

Clery Act - The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute (20 U.S.C. §1092(f)) is a consumer protection law that aims to provide transparency around campus crime policy and statistics. It requires colleges and universities that participate in federal financial aid programs to keep and disclose statistics about crime on or near their campuses. Compliance is monitored by the U.S. Department of Education. The College's Clery Reports can be found on the [University Police webpage](#).

Code, as defined throughout this Handbook and in other College publications, refers to the College of Environmental Science and Forestry's Code of Student Conduct, for which changes are subject to the approval of the College's Board of Trustees.

College is defined as the State University of New York College of Environmental Science and Forestry.

College Official includes faculty and staff of the College, student employees, and paraprofessionals who are carrying out assigned work responsibilities, and University Police officers. For the purposes of upholding this Handbook, this includes those Centennial Hall staff employed on behalf of the College Foundation.

College Premises includes all land, buildings, facilities, and other property in the possession of, owned by, associated with, used, or controlled by, the College (including adjacent streets and sidewalks).

Conduct Hearing Board is defined as a group of people authorized by the Dean of Students (or designee), in consultation with the President, to determine whether a student has violated the ESF Code of Student Conduct and to impose sanctions when a student is found responsible for a Code of Student Conduct violation.

Confidential Resources are defined as individuals who, with very few exceptions, are confidential resources to those willing to disclose sexual violence. Such resources are defined by law and include licensed medical professionals, licensed mental health counselors, and clergy.

Dating Violence is defined as any violent act or acts committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. The existence of a social relationship of a romantic or intimate nature with the victim is determined based on the reporting party's statement, the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence is defined by the State of New York as: **A pattern of coercive tactics, which can include physical, psychological, sexual, economic, and emotional abuse, perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.** It is a crime of violence committed by any of the following individuals: current or former spouse or intimate partner of the victim; or a person with whom the victim shares a child in common; or a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or a person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Harassment is defined as unwelcome behavior directed against a person that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the College's educational program and/or activities, and is

based on power differentials, the creation of a hostile environment, or retaliation. It may include: threatening or intimidating a person while creating a rational fear within that person; engaging in a course of conduct or repeatedly committing acts directed at another person which would seriously annoy a rational person; creating a condition which endangers or threatens the health, safety, or welfare of another person; and/or physically restraining or detaining another person, or removing any person from any place where they are authorized to remain.

Hazing is defined as any act which endangers the mental, physical, or emotional health or safety of a student, including, but not limited to, making physical contact or requiring physical activity of such student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. As a guiding principle, any activity required of new members that is not required of more senior members is likely to constitute hazing under this definition.

Policy is defined as the written regulations of the College found in College published documents including, but not limited to, the official ESF website, the ESF Student Handbook, Ranger School policies, parking rules and regulations, State University of New York policies, and policies pertaining to advertising on campus, Centennial Hall, use of campus facilities, student organizations, smoking, and Board of Trustees' policies.

Preponderance of the Evidence is the standard of proof in all cases alleging violation of ESF's Code of Student Conduct, including sexual assault, dating/domestic violence, and stalking. It asks whether it is "more likely than not" that a violation occurred. This standard of proof does not require that one side or the other prove that something happened. It is less adversarial and requires less of a burden than the criminal standard of beyond a reasonable doubt. If the evidence presented meets the preponderance standard, the respondent should be found responsible.

Privacy may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than is necessary to comply with the New York State and other laws, including informing appropriate College officials. (See also Confidential Resources.)

Reporting Individual encompasses the terms complainant, and any other term used to reference an individual who brings forth a report of a violation.

Respondent is defined as a person accused of violation(s) of ESF's Code of Student Conduct who has entered ESF's student conduct process.

Retaliation is defined as adverse action against another person for reporting a violation or for participating in any way in the investigation or conduct process. Retaliation includes harassment and intimidation, including but not limited to violence, threats of violence, property destruction, adverse educational or employment consequences, and bullying. Reports of retaliation should be directed to the Division of Student Affairs or the College's [Title IX Coordinator](#). All allegations of retaliation will be thoroughly reviewed and may result in administrative and/or student conduct action.

Sex Discrimination is defined as all forms of sexual harassment, sexual assault, and other sexual violence by employees, students, or third parties against employees, students, or third parties. Students, employees, and third parties are prohibited from harassing others whether or not the harassment occurs on ESF's campus or whether or not it occurs during work hours. Sex discrimination can be carried out by other students, by College employees, or by third parties. All

acts of sex discrimination, including sexual harassment and sexual violence, are prohibited by law and by College policy.

Sexual Assault is defined as a physical sexual act or acts committed against another person without consent. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as “rape” (including what is commonly called “date rape” and “acquaintance rape”), fondling, statutory rape, and incest. For statutory rape, the age of consent in New York State is 17 years old.

Sexual Harassment is defined as unwelcome, gender-based verbal, non-verbal, or physical conduct that is sexual in nature and sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from the College’s educational program and/or activities, and is based on power differentials, the creation of a hostile environment, or retaliation.

Sexual Violence is defined as a physical sexual act or acts perpetrated against a person’s will or perpetrated where a person is incapable of giving consent. Several different acts fall into the category of sexual violence including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Stalking is defined as engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for their safety or the safety of others or causes that person to suffer substantial emotional damage. Examples include, but are not limited to, repeatedly following such person, repeatedly committing acts that alarm, cause fear, or seriously annoy such other person and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person in a manner to intimidate, annoy, or alarm them.

Student is defined as an individual who has been accepted to or who is taking courses through the College on a full-time or part-time basis. Persons who are not officially enrolled for a particular term but who have been previously enrolled and have a continuing relationship with the College or who withdraw after an alleged violation of the ESF Code of Student Conduct are considered students for the purpose of adjudication through the College student conduct process.

Student Conduct Officer is defined as any person authorized by the Dean of Students (or designee) to conduct a meeting or conference with a student(s) to discuss allegations of misconduct. This includes professional staff members within the Division of Student Affairs and Centennial Hall.

Student organization is defined as any group of students who have complied with the formal requirements for College recognition.

Violence Against Women Act (VAWA) is federal law providing coverage for all victims of domestic violence, dating violence, stalking, and sexual assault.

Weapon is defined as any instrument, device, or object capable of inflicting physical harm or death and designed or specifically adapted for use as a weapon, or possessed, carried, or used as a weapon.

Witness is defined as anyone with direct information regarding an alleged violation of the ESF Code of Student Conduct.

ESF POLICIES AND REGULATIONS

In addition to the ESF Code of Student Conduct, which outlines the behavioral expectations for ESF students, the College has a variety of other [policies](#) with applicability to students. Violations of these policies may lead to charges of a violation of section 15 of the ESF Code of Student Conduct.

Academic Policies

Refer to the current [Academic Catalog](#) for more information about academic policies and procedures.

Advertising on Campus

Notices, flyers, bulletins, posters, etc., which advertise events and information may be posted on the numerous bulletin boards in each building consistent with the College's [Campus Posting](#) policy. These must be removed after the event is over or the information is outdated. Items posted anywhere but on authorized bulletin boards will be removed.

Alcohol and Other Drug Policies

The College of Environmental Science and Forestry is committed to providing a safe and healthy environment for all members of the community. These policies are intended to articulate, affirm, and maintain community-wide norms that support abstinence and encourage low-risk choices regarding alcohol and other drugs; choices that will not compromise positive living, learning, and working experiences for each member of our community. These policies provide a framework for the College's approach to prevention and intervention and define unacceptable behaviors regarding alcohol and other drugs; and events/activities when the use of alcohol is permitted.

There are three policies at the College of Environmental Science and Forestry that specifically address alcohol and other drugs:

1. [Alcohol and Other Drug Use Policy](#)
2. [Policy Governing the Use and Distribution of Alcoholic Beverages](#) on Campus, on ESF-Owned and/or Associated Properties, and in ESF-Designated Housing Facilities
3. [Alcohol and Drug Amnesty Policy](#)

Animals on Campus

Service animals are allowed on campus as permitted by law. Students residing in Centennial Hall may request Emotional Support Animals be permitted in their personal residence through the [Housing Accommodation](#) process.

Computing

Users must adhere to ESF's Code of Student Conduct and follow the [Use of ESF Computing and Network Resources Policy](#), Syracuse University's [Information Technology Policies](#) and the [Digital Millennium Copyright Act \(DMCA\)](#). Pirating software purchased by ESF is illegal.

Non-Discrimination Policy

Pursuant to State University of New York policy, ESF 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 College 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.

ESF'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 Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence. Any alleged discrimination should be referred to the Title IX Coordinator or Affirmative Action Officer via email at titleix@esf.edu or via the [Bias Incident Reporting Form](#).

Inquiries regarding the application of the above laws, regulations, and policies prohibiting discrimination may be directed to:

- SUNY ESF Executive People Officer, 220 Bray Hall, 315-565-3012, or titleix@esf.edu

Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; 646-428-3800; OCR.NewYork@ed.gov.

Parking

Vehicles must be registered with ESF University Police in order to access on-campus parking during designated hours. An ESF ID card, driver's license, and the vehicle registration are required to register a vehicle. First-year students are not permitted to have cars on campus or at Centennial Hall. Additional parking rules and regulations, including ticketing and fines, are available on the [University Police webpage](#).

For a per semester fee, students may obtain a parking pass to park in one of the lots operated by Syracuse University; the cost varies according to location. The lot used by most ESF students is the Standart Street lot which is located across the street from Centennial Hall on Standart Street and Stadium Place.

City street parking near campus is limited. Syracuse City Police is vigilant regarding parking tickets and tow zone violations.

Photo Release

ESF faculty and staff members, and representatives of partner institutions, may take photographs, and video or audio recordings of ESF students involved in academic, research, service, or recreational activities, or various aspects of campus life/student activities. These photos, videos, and audio recordings may be used for news, social media, recruitment, advertising, or advancement purposes.

Registration as a student and attendance at or participation in classes and other campus and College activities constitutes an agreement by the student to the College's use and distribution (both now and in the future) of the student's image or voice in photographs, videotapes, electronic reproductions, or audiotapes of such classes and other campus and College activities. Anyone wishing not to be photographed or recorded may remove themselves from the area or notify the individual photographing at the time of the event.

Release of Information

Annually, ESF informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act, also referred to as "the Buckley Amendment," was established to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office regarding alleged failures by the institution to comply with the Act. [ESF policy](#) explains, in detail, the procedures used by the College for compliance with the provisions of the Act.

FERPA allows students to review their College records, except for teacher recommendations submitted before January, 1975. Students can request a review of Student Affairs-related records from the Division of Student Affairs, 110 Bray Hall and more general records can be requested from the Registrar's Office, 111 Bray Hall. No one, including parents/guardians, can review College records without written permission of the student. [Full policy](#).

- **Parent/Guardian Notification:** ESF is committed to insuring the well-being of students. Parents/guardians may be informed, to the extent reasonably practicable and permissible by FERPA, in cases involving students under the age 21 as follows:
 - **Emergency:** In the case of incarceration or hospitalization due to a life safety issue,
 - **Alcohol/Drugs:** In the case of alcohol and drug policy violations.
 - **Status Change:** For students who are financially dependent on parents/guardians, notification will be given in situations in which the student's status at the College may be impacted (loss of housing, interim suspension, suspension, or expulsion).

Rules for Maintenance of Public Order

Since 1969, the New York State Legislature has required colleges and universities to adopt rules for the maintenance of public order (Education Law, Section 6430). The State University adopted and later amended the Public Order Rules. (See Official Compilation Codes, Rules and Regulations of the State of New York, Title 8, Cat. 535).

In the event circumstances warrant use of the [Rules for the Maintenance of Public Order](#), at the discretion of the College President (or designee), those involved will be notified and copies of the rules will be made available.

Student Health Policies

Health Insurance

[ESF Health Insurance Policy](#) states that all full-time ESF students are required to have health insurance by the first day of class. Students who are not covered by a family or individual health insurance policy will be required to purchase coverage. Students may buy into the ESF Student Health Insurance Plan by visiting the [Haylor, Freyer, & Coon student portal](#). Part-time students

are also eligible to purchase the ESF Student Health Insurance Plan. All students are required to attest annually that they understand the health insurance requirement and that they have health insurance.

Graduate Students

ESF provides a health insurance benefit to students with a Graduate Assistant (GA) or a Research Assistant (RA) position. Enrollment information is provided as part of the Human Resources onboarding process.

International Students

SUNY policy requires international students to enroll in the SUNY International Student Health Insurance Plan, and international students will be automatically enrolled in it.

F-1 Visa holders who hold a Graduate Assistant (GA) or Research Assistant (RA) position may be eligible and/or required to enroll in their assistantship insurance. For any international students who opt into assistantship insurance, they will be eligible to waive out of the SUNY International Health Insurance Plan. To do so, they must provide a copy of their assistantship insurance card to the Cashier's Office (102 Bray Hall). Students may also waive out of the SUNY International Health Insurance Plan for (a) approved religious objections or (b) having an approved comparable coverage plan. To submit this waiver, students should submit a request via [the SUNY waiver site](#). These waivers will be handled on an individual basis

For further information on international health requirements, please review: [Office of International Education Medical](#). All international students who are granted waivers from enrolling in the SUNY International Health Insurance Plan will still be auto enrolled in the supplemental Medical Evacuation and Repatriation Insurance. This insurance is non-waivable. Information is available through the [Office of International Education](#), 315-470-6691. Either waiver process must be completed prior to September 30th for the fall semester or February 15th for the spring semester.

Immunizations

New York State law, SUNY policy, and Syracuse University policy direct the MMR, meningococcal meningitis, and COVID-19 requirements for ESF students.

- **MMR (measles, mumps, and rubella):** All students born after January 1, 1957, who are registered for six (6) or more credits must demonstrate proof of immunization for measles, mumps, and rubella. Students are required to upload their MMR documentation through the ESF Wellness Portal before the first day of new student orientation.
- **Meningococcal meningitis:** All students must acknowledge that they have received information about meningitis vaccinations and have made an informed decision to receive or decline an immunization against meningitis. Students are required to upload their meningococcal meningitis documentation through the ESF Wellness Portal before the first day of new student orientation.
- **Tuberculosis:** All international students are required to be screened/tested for tuberculosis (TB), and the results must be uploaded through the ESF Wellness Portal before the first day of new student orientation.

Students may request the following exemptions from MMR:

- **Online or Fully Remote Exemption:** Available to students whose program of study is fully remote/online.

- **Medical Exemption:** Available to students who are unable to receive MMR vaccination for medical reasons. Supporting documentation from their personal physician should accompany this request.
- **Religious Exemption:** Available to students with sincerely held religious beliefs that prohibit vaccination. A personal statement outlining how receiving the MMR vaccination conflicts with their sincerely held religious belief or practice should accompany this request.

Any student who believes they should be exempted from the MMR requirements must apply for and be granted an exemption by uploading their request and supporting documentation through the [ESF Wellness Portal](#) before the first day of new student orientation.

If this proof of immunizations is not received by the first day of classes, students risk strict administrative consequences including the cancellation of classes, the inability to register for classes, and/or suspension of ID card services. Please see the [General Immunization Information](#) site for additional information.

Sexual Harassment, Assault, and Violence Prevention Policy

ESF is committed to maintaining a learning environment free from all forms of harassment, discrimination, and/or intimidation including those of a sexual nature. To help ensure that this type of environment is present at ESF, the College has developed the [Sexual Harassment, Assault, and Violence Prevention Policy](#).

Title IX Policy

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The College has established the [Title IX Grievance Policy](#) to address complaints of this nature.

Tobacco and Smoke Free Policy

The use of all tobacco products and electronic cigarette/electronic aerosol delivery devices is prohibited everywhere within the perimeter on all SUNY-ESF property, both indoors and outdoors, as well as in College-owned vehicles, and in any vehicle on SUNY-ESF property. The use of said products is prohibited at all ESF-sponsored off-campus events, including, but not limited to, athletic events and commencement-related activities. Syracuse University is also a tobacco-free and smoke-free campus.

Weapons

Firearms and other dangerous weapons as defined in [Article 265.00](#) of the New York State Penal Law are not permitted on a state-operated campus of the State University of New York without the written authorization of the chief administrative officer of the campus. This rule applies to those who have permits to carry firearms in the State of New York and/or any other jurisdiction.

STUDENT RIGHTS AND RESPONSIBILITIES

ESF is an academic community in which all persons—students, faculty, administration, and staff—share responsibility for its growth and continued welfare. As members of the College community,

students can reasonably expect that all College offices, programs, employees, and organizations will respect the following rights:

Speech/Expression/Press

Students have the right to express themselves freely on any subject provided they do so in a manner that does not violate the ESF Code of Student Conduct. Students, in turn, have the responsibility to respect the rights of all members of the College to exercise free expression.

Non-discrimination

ESF 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. Students have the responsibility to not discriminate against others in their individual roles or as members of student organizations.

Assembly/Protest

Students have the right to assemble in an orderly manner and engage in peaceful protest, demonstration, and picketing which does not disrupt the function of the College, threaten the health or safety of any person, or violate the ESF Code of Student Conduct, the SUNY Rules for the Maintenance of Public Order, or local, state, or federal law.

Religion/Political Association

Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice provided they do so in a manner that respects the rights of other members of the community, complies with the ESF Code of Student Conduct, and is consistent with State University of New York policies on use of facilities for religious and political purposes. Students have the responsibility to respect the rights of other members of the College community to freely exercise their religious convictions and to freely associate with organizations of their choice.

Privacy/Search/Seizure

Students have the right to privacy and to be free from unreasonable searches or unlawful arrest on College property and within their on-campus residences. Students have the responsibility to respect the privacy of other members of the College community in their person and in their place of residence.

Academic Pursuits

Students have the right to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors and reasonable access to those instructors. Students have a right to a productive learning environment and the responsibility to attend class and know their appropriate academic requirements.

Quality Environment

Students have the right to expect a reasonably safe environment supportive of the College's mission and their own educational goals. Students have the responsibility to protect and maintain that environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.

Governance/Participation

Students have the right to establish representative governmental bodies and to participate in College and State University of New York governance in accordance with the rules and regulations of the College. Students who accept representative roles in the governance of the College have the obligation to participate responsibly.

Due Process

Students have the right to due process before and after formal disciplinary sanctions are imposed by the College for violations of the ESF Code of Student Conduct as provided in the published procedures of the Code of Student Conduct or other official College publications. No change in the status of any student shall occur for disciplinary reasons until after the student has been given written notice of, and opportunity for, a formal hearing—except in instances in which the student's conduct constitutes a threat to persons or property. An expanded definition of student's rights in the student conduct process is included below.

Confidentiality

Students have the right to access and to control access to their education records as provided by the federal Family Education Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment. These include the rights to view and challenge the content of specific records, to control the release of personal and academic information to third parties, and to suppress all or some information categorized as "directory information" by legislation.

STUDENT BILL OF RIGHTS

Per New York State's Enough is Enough law, all students are granted the following rights as it pertains to cases involving sexual assault, domestic/dating violence, and stalking:

- Make a report to local law enforcement and/or state police,
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously,
- Make a decision about whether or not to disclose a crime or violation and participate in the student conduct process and/or criminal justice process free from pressures from the institution,
- Be treated with dignity and receive from the institution courteous, fair, and respectful health care and the Counseling Center, where available,
- 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,
- Describe the incident to as few College representatives as practicable and not be required to unnecessarily repeat a description of the incident,

- 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 College,
- Access to at least one level of appeal of a determination,
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused individual, or respondent throughout the student conduct process, including during all meetings and hearings related to such processes, and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or student conduct process of the College.

In incidents involving sexual assault, domestic/dating violence, or stalking, students have the right to the process running concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten (10) days except when law enforcement specifically requests and justifies a longer delay.

STUDENT CODE OF CONDUCT

ESF considers the following behavior, or attempts thereof, by any student or student organization, whether acting alone or with any other persons, to violate the Code of Student Conduct. Responsibility is not diminished for acts in violation of this Code that are committed in ignorance of the Code or while under the influence of alcohol, illegal drugs, or the improper use of controlled substances.

1. Academic dishonesty, including, but not limited to, plagiarism and cheating, and other forms of academic misconduct. This includes misuse of academic resources or facilities, or misuse of computer software, data, equipment, or networks.
2. Physical harm or threat of physical harm to any person or persons, including, but not limited to assault, sexual abuse, or other forms of physical abuse.
3. Harassment, whether physical, verbal, or electronic, oral, written, or video, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as "fighting words," and/or likely to cause an immediate breach of the peace.
4. Conduct, whether physical, verbal, or electronic, oral, written, or video, which threatens the mental health, physical health, or safety of any person or persons including defamation, hazing, drug or alcohol abuse, bullying, and other forms of destructive behavior.
5. Intentional disruption or obstruction of lawful activities of the College or its members including their exercise of the right to assemble and to peaceful protest.
6. Theft of or damage to personal or College property or services and illegal possession or use of the same.
7. Forgery, alteration, fabrication, or misuse of identification cards, records, grades, diplomas, and College documents, or misrepresentation of any other kind to a College office or official.
8. Unauthorized entry, use, or occupation of College facilities and properties that are locked, closed, or otherwise restricted as to use.
9. Disorderly conduct including, but not limited to, public intoxication, lewd, indecent, or obscene behavior, libel, slander, and illegal gambling.
10. Illegal manufacture, purchase, sale, use, possession, being in the presence of, or distribution of alcohol, drugs, or controlled substances and/or violation of the ESF Alcohol and Other Drug Use Policy. ESF complies with the policies and sanctions of the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226).
11. Failure to comply with the directives of College officials who are performing the duties of their office, especially as they relate to the maintenance of safety or security.
12. Unauthorized possession or use of any weapon including firearms, BB-guns, air rifles, explosive devices, fireworks, or any other dangerous, illegal, or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material.

- 13Interference with or misuse of fire alarms, blue safety lights, elevators, or other safety and security equipment or programs.
- 14Violation of any federal, state, or local law which has a negative impact on the well-being of the College of Environmental Science and Forestry or its individual members. Students are expected to comply with all government regulations and College policies regarding environmental health and safety, including, but not limited to, those outlined in the ESF Laboratory Safety Guide and Chemical Hygiene Plan. In the interest of public health and safety, all members of the College community and visitors/guests must wear shoes and shirts in all campus buildings.
- 15Violation of College policies, rules, or regulations that are published in ESF's Student Handbook, Centennial Hall Handbook, Ranger School Addendum, or other official College publications or agreements pertaining to the educational mission of the institution.

STUDENT RIGHTS IN THE CONDUCT PROCESS

Students should expect that disciplinary proceedings will be handled fairly. Students charged with any violation of the ESF Code of Student Conduct are granted the following due process rights:

- To receive written notice of the specific charges that indicates the date, time, and place of any meeting or hearing, together with possible sanctions. Proper notification is defined as delivery of information via electronic communication to a student's College-issued syr.edu email address. Email is the official means of notification used by the College. Other means of notification include delivery of mail to a student's residence hall mailbox, hand-delivery by a College official, and/or delivery by the U.S. Post Office to a student's off-campus address of record. Note: **Students are responsible for the contents of email or mail for which they have refused receipt.**
- To receive a redacted copy of the written report(s) upon written request stating the circumstances and allegations involved.
- To have an advisor of their choosing present at conduct-related meetings and/or hearings. See Advisors for more information.
- To be presumed not responsible and have determination of responsibility following the student conduct process as described in the ESF Student Handbook.
- To continue to attend classes until the student conduct process is completed unless the Dean of Students (or designee), in consultation with the College President (or designee), determines an interim suspension is appropriate.
- To a hearing by an unbiased student conduct officer and/or hearing body that does not have a conflict of interest.
- To object to a conduct body member or student conduct officer. The Dean of Students (or designee) will determine the validity of the objection.
- To not present information against themselves.
- To hear and respond to all information presented against themselves. This includes the right to question all parties involved with the complainant and witnesses.
- To present information and witnesses on their own behalf¹.
- To receive written notification of the results of the student conduct conference or hearing no later than five (5) business days after the conference or hearing.
- To appeal the case, if responsibility has been determined and/or if a sanction has been imposed.

¹Respondents requesting to present or question witnesses will be referred to a hearing before the College Hearing Board.

STUDENT CONDUCT AT ESF

ESF is an institution of higher learning where growth and development are fostered, excellence is pursued, and the highest standards of integrity are expected in all areas of life. The College is committed to providing a safe and secure environment where the individual rights of all persons are respected, and the highest quality education is provided to all students.

ESF's Code of Student Conduct outlines the behavior that is expected of all students at the College. The College considers this Code of Student Conduct to be the minimum expectations and seeks to foster a commitment to the highest standards of ethical behavior by the coherent, consistent, and fair way it enforces its rules and regulations. As a condition of enrollment, all students are required to review the Code of Student Conduct and sign a statement acknowledging that they have read and understand the provisions of the Code of Student Conduct.

Each student is responsible for their conduct from the time of admission to the College of Environmental Science and Forestry through the awarding of a degree, even though misconduct may occur before classes begin or after classes end, as well as during official breaks in the academic year (See also Withdrawal from ESF Prior to Conduct Resolution.)

Students who host non-ESF guests are responsible for informing their guests of the ESF Code of Student Conduct and may be held responsible for the actions of their guests who violate the Code of Student Conduct. Student hosts must be present during any and all guest visits. Students are responsible for violations committed by others that occur in their College-designated housing facilities unless another ESF student takes responsibility for the violation.

Violations of the Code of Student Conduct by any student or student groups/organizations recognized administratively or by student government and/or their officers may lead to College administrative actions and/or College disciplinary action and will be adjudicated through the College's student conduct process. The student conduct process includes distinct processes for behavioral, academic, and sexual misconduct, as described in the following pages. These processes are designed to reflect and support the educational mission of the College and to ensure the fair and equitable treatment of all individuals charged with or reporting student misconduct. Additionally, these processes are intended to result in the growth and personal understanding of individual responsibilities for all parties.

Jurisdiction of the ESF Code of Student Conduct extends to alleged misconduct that takes place:

On College-owned and/or associated properties;

On property close to the College campus including student neighborhoods;

Off-campus having an adverse effect on the College community or the interests and mission of the College; and/or

At any College-sponsored event

All matters pertaining to the ESF Code of Student Conduct are under the purview of the College President and are administered by the Executive Officer for Student Affairs and Enrollment Management through the Dean of Students (or designee). The Dean of Students (or designee) develops policies and procedural rules for the administration of the student conduct system including, but not limited to, the conduct of hearings to adjudicate cases of alleged violations of the ESF Code of Student Conduct, determining the composition of College conduct bodies

(College Hearing Board, Committee on Academic Honesty, College Appeals Committee) and which conduct body or student conduct officer shall be authorized to hear a case.

In addition to College actions, students and student groups may face criminal arrest when the incident is also a violation of local, state, and/or federal law. The College may notify local and federal authorities when a serious violation of a criminal nature has occurred, except for cases involving sexual assault, domestic/dating violence, and stalking as discussed below. Such notification will not modify the College's responsibility to adjudicate the alleged misconduct through its own conduct process. Proceedings under the ESF Code of Student Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Dean of Students (or designee), except for sexual assault, domestic/dating violence, and stalking as discussed below.

STUDENT SUPPORT IN THE CONDUCT PROCESS

Students involved in ESF's student conduct process may need additional support and are encouraged to seek support from their parents/guardians, family members, and other trusted advisors. There are staff members in the Division of Student Affairs whose specific role is to assist in securing this support.

The staff in the Division of Student Affairs will generally speak only to the students involved unless they have received written permission allowing them to speak with others. A release form can be obtained from the Division of Student Affairs in 110 Bray Hall. The full policy regarding the Release of Information can be found in this Handbook.

Accommodations

Students requiring accommodations to effectively participate in ESF's student conduct process, including the provision of interpretive services or translators, are strongly encouraged to contact the Division of Student Affairs, 315-470-6660, 110 Bray Hall, students@esf.edu, to discuss their needs at least one (1) business day prior to a student conduct conference or hearing. The Division of Student Affairs can assist the student with getting connected to the Syracuse University Center for Disability Resources (CDR) for disability-related accommodations.

Advisors

All ESF students involved in the student conduct process, including complainants, respondents, and witnesses, may be advised by one (1) advisor of their choice. This includes a member of the College community such as faculty, staff, or another student as well as an individual from outside the ESF community (including a family member, an attorney, an advocate, etc.) Participation of the advisor in any proceeding is governed by federal law and ESF's Student Handbook.

The role of the advisor in ESF's student conduct process is to assist and advise students throughout the student conduct process and in related hearings and/or meetings. An advisor may not speak for or represent their respective party (except to conduct cross examination in a Title IX Grievance process) and is expected to provide advice and support to their respective parties in a quiet, non-disruptive manner. Any advisor who fails to conform to these standards may be removed from the proceedings at the discretion of the student conduct officer and barred from acting as an advisor in future ESF student conduct process proceedings.

Title IX Advisors:

As described in the ESF Title IX Grievance Policy, cases involving an alleged Title IX violation require the advisor for the respective party to conduct cross examination of any other party presenting testimony at a live hearing. If a party does not have an advisor, ESF will provide one for them. The ESF Title IX Grievance Policy includes rules of decorum that must be followed by advisors participating in a Title IX Grievance hearing.

Attorneys

Students facing legal proceedings in addition to student conduct action are urged to consult an attorney about their situation. All full-time undergraduate and graduate students are eligible to use Syracuse University Student Legal Services, Marshall Square Mall, 720 University Avenue, 315-443-4532. Students may also consult the private attorney of their choice (at the student's expense).

PROCESS FOR ALLEGED BEHAVIORAL MISCONDUCT

Allegations against any student for a violation of the ESF Code of Student Conduct must be made in writing by any ESF or SU faculty member, staff member, or student. ESF University Police, SU Public Safety, and/or city, state, or federal police officers may also submit allegations. The SUNY ESF Incident Report Form may be used to submit an official report of behavioral misconduct. The process described in this section does not apply to cases involving alleged violations as described in the Title IX Grievance Policy or Sexual Harassment, Assault, and Violence Prevention Policy. Title IX grievances follow the process as documented in said policy. Cases involving sexual harassment, sexual assault, domestic/dating violence, or stalking that do not meet the threshold of Title IX will follow the Process for Alleged Sexual and Interpersonal Violence.

Complainants are permitted to withdraw a complaint after filing if the Dean of Students (or designee) is satisfied that the complainant's decision has not been influenced by pressure or intimidation. In the event that the complainant has been influenced by pressure or intimidation, or in other extenuating circumstances, or where the College's interests would be served by continuation of the case, the Dean of Students (or designee) may proceed with the case, providing all pertinent information to the complainant.

Upon receipt of an initial evaluation of the contents of a report, the Office of the Dean of Students will send electronic notice of alleged violations of the Code of Student Conduct to a respondent via their College (@syr.edu) email address utilizing the Maxient student conduct management system. The College uses email as the official means of communication with students. The notice of allegations will also include the date, time, and location of a student conduct conference with a Division of Student Affairs student conduct officer to review ESF's student conduct process and to discuss the specific allegations. Every effort will be made to schedule the student conduct conference as soon as is practical following receipt of the alleged violation(s), while also providing a respondent with adequate notice to prepare for the student conduct conference. A respondent charged with a violation just prior to the termination of a semester or during the summer or other College breaks shall be provided a student conduct conference as soon as is reasonably feasible. The College may utilize a virtual meeting service to allow for a student conduct conference to occur remotely. A respondent who leaves the Syracuse area is responsible for transportation and other expenses related to the respondent's right to be present at a student

conduct conference in person as scheduled. Any request for a virtual student conduct conference must be made at least 24 hours in advance of the scheduled meeting.

Recording

All student conduct-related meetings and Board hearings will be audio recorded (excluding the deliberation phase of a Conduct Board Hearing) for the purpose of retaining a verbatim record of the hearing in the event of an appeal. This record shall be the exclusive property of the College and will be retained for a period of up to 7 years. No other recording of hearings by any other party is permitted.

The Division of Student Affairs will give the complainant and/or respondent reasonable access to listen to the recording of the hearing in the presence of a Student Affairs staff member for the purpose of preparing an appeal. The College does not maintain a written transcript of hearings. If a party wishes to have their own transcript of a hearing made, the following terms apply:

- The party requesting the transcript may choose any licensed court reporter in Onondaga County or an adjoining county.
- The party requesting the transcript is solely responsible for all associated costs, payable in advance.
- The court reporter must contact the Division of Student Affairs to come to the College within a reasonable timeframe to make the transcript of the hearing on site at the College.
- To ensure accuracy, the reporter will provide two copies to the College (only), one of which will be delivered to the party requesting the transcript by the Division of Student Affairs staff when the court reporter confirms receipt of payment from the requesting party.

Student Conduct Conference

The student conduct conference is an opportunity for the respondent to discuss the student conduct process and review the allegations with a student conduct officer.

In addition to a review of information related to the case, a respondent will also be offered the opportunity to provide relevant information as it pertains to the case. A respondent shall be afforded a full opportunity for explanation, contradiction, or defense of the allegations. Please note that complainants and witnesses will not be present at a student conduct conference and the respondent will not have an opportunity to ask questions of those parties. Should a respondent wish to ask questions of a complainant or witnesses, or present witnesses on their own behalf, the case will be referred to a College Hearing Board for further adjudication as described below. Following an accounting of information relevant to the case, a respondent may choose to accept responsibility for any/all of the allegations outlined in the charge letter and the sanctioning phase will be conducted by the student conduct officer.

If the respondent elects for the case to be referred to the College Hearing Board rather than attend the student conduct conference or the student and the student conduct officer are unable to reach resolution of the charges, the case will be referred to the College Hearing Board for adjudication. A student conduct officer, in consultation with the Dean of Students (or designee), may also refer the case directly to a College Hearing Board.

College Hearing Board

The Dean of Students (or designee) appoints members of the College's faculty/staff and student body to the College Hearing Board (the Board). Board members receive annual training relative to the student conduct process. For cases involving sexual assault, domestic violence, dating

violence, and stalking, a select group of Board members receive further training on federal/state laws, the effects of trauma, and other issues related to allegations of sexual violence.

The Coordinator of Community Standards, in consultation with the Dean of Students (or designee), will determine the composition of a respective Board, by selecting from the pool of trained Board members. Each individual hearing Board is comprised of three (3) voting members, one of which may be a student at the same level of study as the respondent (i.e., undergraduate or graduate.) The Board will not include individuals with a conflict of interest, as determined by Board member disclosure or recusal and with the consent of the respective parties.

The Coordinator of Community Standards (or designee) serves as the Administrative Hearing Officer and will preside at each meeting of the Board to ensure that all College policies and processes are followed. The Administrative Hearing Officer does not contribute to the Board's deliberations, other than to ensure process is followed and to share any prior violations if a respondent is found responsible for a violation in the case before the Board.

The members of the Board will have the opportunity to thoroughly review all documentation submitted by the complainant, respondent, and any other involved parties in advance of the hearing.

Hearing Procedures

The format of the hearing will generally be conducted as follows:

- Introduction of Board, Complainant and Respondent
- Complainant statement
- Witness(es) presented by the Complainant
- Respondent statement
- Witness(es) presented by the Respondent
- Questions by the Board
- Complainant closing statement
- Respondent closing statement

Hearings shall be conducted by the Board according to the following guidelines:

- All student conduct-related meetings and Board hearings are closed proceedings. Only those who have a direct role in the meeting/hearing (the complainant, the respondent, their respective advisors, witnesses (when called), the members of the Board, and the Administrative Hearing Officer) are permitted in the room while the hearing is in session. Admission of any person to the hearing shall be at the discretion of the Board in consultation with the Administrative Hearing Officer.
- If the case involves more than one respondent, the Board may permit the hearings to be conducted separately for each respondent.
- Complainants and respondents are responsible for presenting their case and will be asked to identify and present any witnesses or witness statements prior to the hearing. The College is not authorized to compel the appearance of any witness at a College student conduct process proceeding. Similarly, neither complainants and respondents, nor their representatives, are authorized to compel or attempt to compel the appearance of any person at a College student conduct process proceeding. Parties should submit the names of witnesses at least 24 hours prior to a hearing.
- Board members reserve the right to ask questions at any point throughout the hearing.

- The parties may ask questions indirectly through the Board subject to reasonableness and relevance, as determined by the Board, in consultation with the Administrative Hearing Officer.
- Pertinent witnesses, records, exhibits, and/or written statements may be accepted as evidence for consideration by a Board at the discretion of the Board. The Board may determine the relevance of, and may place restrictions on, any witnesses or information presented.
- A hearing shall not be bound by technical rules of evidence, and the Board may hear and receive any testimony or evidence which is relevant to the issues presented by the charge(s) and which will contribute to a full and fair disposition of the charge(s). All members of the Board must be present during the hearing and at all deliberations.
- The respondent may provide the Board with character statements, though character witnesses are not permitted in person at the hearing. The Board will not generally accept statements aimed at defaming the character of any party involved in the hearing. The Board may also set limits regarding the number of character statements it will consider.
- Procedural questions are subject to the final decision of the Board, in consultation with the Administrative Hearing Officer.
- The Board may impose time limits on any stage of the hearing including, but not limited to, the duration of breaks.
- If any party repeatedly disrupts a hearing (including, but not limited to, shouting, repeatedly interrupting others, or verbally or physically threatening individuals involved in the hearing), the Administrative Hearing Officer has the right to remove the disruptive individual(s) from the hearing after they fail to heed a warning from the Administrative Hearing Officer. The hearing shall continue in the absence of any removed disruptive party.
- In cases where the complainant and/or respondent choose not to participate in the hearing, the hearing will proceed as scheduled and the Board will hear from the party who has chosen to participate in the process, if applicable. The respondent will be assumed to have entered a claim of Not Responsible to each allegation. The party not in attendance will forfeit their ability to present information on their behalf. Findings and sanctions (if applicable) will be based on the evidence and not upon any party's failure to appear.
- The complainant and the respondent have the right to submit an impact statement for consideration by the Board during the sanctioning phase. The impact statement(s) should be submitted in writing to the Coordinator of Community Standards within 48 hours of the hearing conclusion. The impact statement(s) will only be viewed by the Board in the event that the respondent is determined to be responsible.

Board Findings:

At the conclusion of the hearing, the Board will convene for closed deliberation to determine the outcome. Based on the information contained in the incident report (or other documentation), any written statements, witness information provided to the Board, and information received during the Board hearing, the Board will determine using the preponderance of the evidence standard whether it is more likely than not that the respondent violated ESF's Code of Student Conduct. Decisions of the Board are made by a majority vote of the members.

The Board will render a decision on all alleged violations of the ESF Code of Student Conduct listed in the charge letter and will draft a disposition letter to include the findings of the Board, rationale for the Board's decision, the sanction(s) (if applicable), and sanction rationale within five (5) business days of confirmation of the Board's decision. The Dean of Students (or designee) will simultaneously notify the respondent and the complainant of the outcome with the disposition letter emailed to the official College email address. The disposition letter will also include pertinent information regarding the appeals process. A copy of the disposition letter shall be kept

on file in the Division of Student Affairs. The file may be used as a disciplinary record in any future proceedings involving the respondent.

PROCESS FOR ALLEGED SEXUAL AND INTERPERSONAL

Violence/Misconduct

It is the responsibility of the College to prevent sexual and interpersonal violence where possible, to address it when it occurs, and to take appropriate action against alleged behavior that falls under the Title IX Grievance Policy or the Sexual Harassment, Assault, and Violence Prevention Policy.

Reporting

In accordance with the New York State Enough is Enough Student's Bill of Rights, reporting individuals 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:

- To disclose confidentially an incident to one of the following officials, who by law maintain confidentiality, and who can assist in obtaining services:
 - i. ESF Counseling Center, 110A Bray Hall, 315-470-4716
 - ii. Syracuse University Hendricks Chapel Chaplaincies, 315-443-5171
- To disclose confidentially an incident and obtain services from the Vera House, 315-468-3260. Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages or by calling 1-800-942-6906. New York State or county hotlines. Assistance and contact information for resources can also be obtained through SUNY SAVR website.
- To disclose an incident to one of the following ESF officials who can offer privacy and provide information about remedies, accommodations, evidence preservation, and how to obtain resources. These officials will also provide the information contained in the Students' Bill of Rights, including the right to choose when and where to report, to be protected by the College from retaliation, and to receive assistance and resources from the College. These College officials will disclose that they are private and not confidential resources and that they may be required by law and College policy to inform one or more College officials about an incident, including, but not limited to, the Title IX Coordinator. They will notify reporting individuals that the criminal justice process uses different standards of proof and evidence than internal processes and that questions about the penal law or criminal process should be directed to law enforcement or the district attorney.
 - i. Title IX Coordinator, 315-565-3012, 220 Bray Hall, titleix@esf.edu
 - ii. ESF University Police, 315-470-6667, 19 Bray Hall

ESF shall ensure that, at the first instance of disclosure by a reporting individual to a College representative, the following information shall be presented to the reporting individual: "You have the right to make a report to University Police, local law enforcement, and/or State Police or choose not to report; to report to the College; to be protected by the College from retaliation for reporting an incident; and to receive assistance and resources from the College."

- To file a criminal complaint with ESF University Police and/or with local law enforcement and/or State Police:
 - i. ESF University Police, 19 Bray Hall, 315-470-6667
 - ii. Syracuse Police Department Abused Persons Unit, 511 S. Main Street, 315-435-3016
 - iii. Onondaga County Sheriff's Office, Abused Persons Unit, 315-435-3092
 - iv. State police 24-hour hotline to report sexual assault on a NY college campus: 1-844-845-7269
- To receive assistance from the Title IX Coordinator in initiating legal proceedings in family court or civil court.
- To file a report of sexual assault, domestic violence, dating violence, and/or stalking and/or talk to the College's Title IX Coordinator (or designee) for information and assistance. Reports will be investigated in accordance with College policy and the reporting individual's identity shall remain private at all times if the reporting individual wishes to maintain privacy.
- When the accused is a student, to file student conduct charges against the accused. Conduct proceedings are governed by the procedures set forth in this Handbook as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions. Reporting individuals may withdraw their complaint or involvement from the College process at any time.
- When the accused is an employee, a reporting individual may request that one of the above referenced confidential or private employees assist in reporting to the Title IX Coordinator. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the College, College officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a Persona Non Grata letter, subject to legal requirements and College policy.
- Even ESF offices and employees who cannot guarantee confidentiality will maintain privacy to the greatest extent possible. The information provided to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution. The ESF Division of Student Affairs is not a confidential reporting option for individuals wishing to disclose an incident of or file a formal complaint related to allegations of sexual violence. When Student Affairs receives a report of sexual violence, it is required to report the incident to the College's Title IX Coordinator. Information shared will be limited to information needed for investigation, safety, and appropriate follow-up.
- 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. ESF 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. ESF strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to ESF officials. A bystander or a reporting individual acting in good faith who disclosed any incident of domestic violence, dating violence, stalking, or sexual assault to ESF officials or law enforcement will not be subject to ESF's Code of Student 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.

Process Determination

When the College receives a formal complaint alleging sexual harassment, sexual assault, dating/domestic violence, or stalking, the College's Title IX Coordinator will be notified, and an investigation may be launched. Allegations of sexual violence will be investigated in an unbiased, thorough, and prompt fashion in order to ensure the rights of all involved. The College's primary

goal is the facilitation of a fair and transparent process for all involved parties that gathers the facts and results in appropriate decisions.

Due to a 2020 change in federal regulations regarding the enforcement of Title IX of the Education Amendments of 1972, the College has adopted the Title IX Grievance Policy to address sexual harassment and discrimination on the basis of sex. To qualify as a Title IX case, the incident of harassment has to meet parameters as outlined in the Title IX Grievance Policy and will be investigated and adjudicated per that policy.

Per the Title IX Grievance Policy, “[ESF] retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the Non-Title IX Sexual Misconduct Policy through a separate grievance proceeding.” Cases alleging sexual violence which do not fulfill the parameters of the Title IX Grievance Policy may proceed under the Sexual Harassment, Assault, and Violence Prevention Policy. The Title IX Coordinator will turn over the report of any alleged sexual misconduct to the Division of Student Affairs for investigation and, if appropriate, adjudication.

The College should seek consent from reporting individuals prior to conducting an investigation. Before an investigation begins, every effort will be made to meet with the reporting individual to discuss their options and resources within the College and the local community. In cases where the allegation is received from a third party such as a friend, roommate, or faculty/staff member, notification will be sent to the person about whom the allegations refer that a report has been received to allow for that person to serve as the reporting individual.

Under the Sexual Harassment, Assault, and Violence Prevention Policy, the College does not limit the timeframe for filing a formal complaint of sexual violence. Complaints may be submitted at any time following an incident. However, the College’s ability to act may be limited by the matriculation/employment of the accused and/or the availability of information. ESF’s student conduct process extends only to currently enrolled students.

When a reporting individual does not wish to move forward with a formal complaint through ESF’s student conduct process, every consideration will be given to their wishes. Honoring a request to not investigate may limit the institution’s ability to pursue conduct action against an accused individual. Declining to consent to an investigation shall be honored unless the College determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to the reporting individual and/or other members of the community. The College is committed to providing a reasonably safe and non-discriminatory environment and will take the action it believes is appropriate to protect the community.

Factors that will be used to determine whether to honor such a request include, but are not limited to:

- a. Whether the accused has a history of violent behavior or is a repeat offender,
- b. Whether the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior,
- c. The increased risk that the accused will commit additional acts of violence,
- d. Whether the accused used a weapon or force,
- e. Whether the reporting individual is a minor, and
- f. Whether the institution possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.

If ESF determines that an investigation is required, it shall notify the reporting individual(s) and take immediate action as necessary to provide support to them. ESF will also provide notification

to the respondent that a report has been filed and will be given written notice of the allegations, including possible sanctions. These allegations generally include the date, time, location, and name of the reporting individual as well as a list of the College policies that are alleged to have been violated. The respondent will also be informed that the College will be moving forward with an investigation.

Investigation Process

The College will designate an investigator from a pool of trained investigators to investigate allegations of sexual assault, dating violence, domestic violence, or stalking involving students as the accused/ respondent. Allegations against faculty or staff members, either by a student or another employee, will be investigated by the Title IX Coordinator (or designee) as described in the Title IX Grievance Process.

At a minimum, the investigation will include an interview with the complainant and respondent. Both parties will have equal opportunity to present relevant witnesses and information, and to obtain assistance from the advisor of their choice, at any stage in the investigative and/or student conduct process. The investigator will attempt to seek other relevant information as well. This may include, but is not limited to, interviewing any other individuals who may have information relevant to the situation, and the gathering of any available physical and/or medical evidence. Both the reporting and responding parties reserve the right to review any evidence contained in the case file.

All investigative meetings will be audio recorded. Please see Recording for more information.

An investigation will typically be completed within 60 days of the time of the report, but this timeframe may be extended as necessary to achieve a thorough and reliable gathering of the relevant facts. Certain periods of the academic year, such as during break periods, exam periods, and the summer, make resolution of an investigation more challenging. Information gathered during the investigation will be used to evaluate the appropriate course of action, provide for the safety of the individuals involved and the College community, and impose remedies as necessary to address the effects of the alleged misconduct.

Both the reporting individual and the respondent have the right to have a student conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays of a maximum of (10) ten days as requested by external municipal entities while law enforcement gathers evidence. The decision to delay rests with the Dean of Students (or designee). Both parties may also request a respective single delay in writing, not to exceed 5 business days, during the student conduct process.

The investigator will prepare a written report detailing the relevant content of the interviews and the documentation materials that have been gathered. Both the reporting individual and the respondent will be given the opportunity to review the report and submitted evidence. Both the reporting individual and the respondent may provide written responses to the investigator within three (3) business days. Both the reporting individual and the respondent will receive a copy of the final investigative report and any written responses.

In non-Title IX investigations of sexual misconduct, the investigator will provide the written investigative report to the Division of Student Affairs, along with a recommendation on how to proceed. The Dean of Students (or designee) will review the report received from the investigator. Following the review, the Dean of Students (or designee) will either prepare a charge letter for the respondent, copied to the complainant outlining the specific alleged violation(s), or notice to the

reporting party and the respondent that the College is not moving forward to the student conduct process.

Adjudication Process

Any charge letter will include information about the student conduct process. All letters sent by the College as part of the ESF student conduct process will be sent via email to the student's College (syr.edu) email address as this is the method the College uses for official communication with students. All charges related to sexual assault, domestic/dating violence, and stalking will be adjudicated by a College Hearing Board. College Hearing Board proceedings are governed by the procedures set forth in this Handbook as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.

Both parties will receive electronic notice via their College (syr.edu) email address of any meetings or hearings they are eligible to attend, including an optional pre-hearing meeting with a staff member in the Division of Student Affairs to review ESF's student conduct process.

Both parties have the right to present evidence and testimony during the Board hearing. Both parties have the right to ask questions of the Hearing Board and via the Board, request responses from other parties and other witnesses. Both parties have the right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.

All parties have the right to exclude prior sexual history with persons other than the other party in the conduct process or exclude their own mental health from admittance during the stage where responsibility is determined.

Both the reporting individual and the respondent will be notified of the outcome of any subsequent student conduct hearings simultaneously and in writing and will have equal opportunity to Appeal any outcomes. If an appeal is filed by either party, both parties will be notified in writing of the outcome of the appeal. The appeal process is described elsewhere in this Handbook.

In all cases, individuals including the complainant, respondent, advisors to the parties, and any witnesses participating in an investigation, or the ESF student conduct process are urged to maintain the privacy of the process in order to assist the College in conducting a thorough, fair, and accurate investigation and student conduct process.

Retaliation

Retaliation against any person involved in an investigation, including the complainant/reporting individual, accused/respondent, witnesses, hearing board or appeals committee members, advisors, or investigators, is strictly prohibited. Failure to abide by this could result in disciplinary action.

PROCESS FOR ALLEGED ACADEMIC MISCONDUCT

1. If an instructor believes that an academic integrity violation has occurred based on either personal observation or on the report of another party (student, teaching assistant, other instructor, etc.):
 - a. Instructor completes the Academic Integrity Report online.
 - b. Coordinator of Community Standards checks for prior academic integrity violations by the student and sends a notification of charges letter to the student, copied to the instructor.
2. In the event of a first potential offense:
 - a. Instructor communicates with the accused student to determine responsibility.
 - i. If the accused student is determined “not responsible”, the current case file is destroyed, and no further action is taken.
 - ii. If the accused student is determined “responsible”, the instructor offers a course-related resolution (sanction), up to and including course failure. The instructor may require additional or alternative work in substitution for rejected work but has no obligation to do so.
 - i. If the student accepts the resolution offered, the instructor will send a follow up email to the student describing the circumstances and disposition of the matter to the student within five (5) business days of its disposition. The instructor will also send a copy of the email to the Coordinator of Community Standards (or designee). The Coordinator of Community Standards will send a follow-up letter to confirm the outcome.
 - ii. If the student does not accept the resolution offered by the instructor, the instructor refers the case, via email, to the Coordinator of Community Standards (or designee) for further adjudication.
3. In cases where a student does not accept resolution of an academic integrity violation or in cases of repeat violations, the instructor refers the matter to the Coordinator of Community Standards (or designee) for adjudication by the Committee on Academic Honesty.

Committee on Academic Honesty

The Committee on Academic Honesty (COAH) is comprised of one faculty member, one faculty and/or staff member, and one student from the same level of study as the respondent (i.e. undergraduate or graduate) selected from a pool of members who have received training in the College’s student conduct process. At least one member of any COAH must be a faculty member.

COAH Process

1. The Coordinator of Community Standards (or designee) contacts the student and offers the option of providing a written statement or appearance in front of the COAH.
2. Documented instructor charges are provided to the COAH, including the initial incident and any supplemental information available.
3. COAH reviews the case to determine whether a violation occurred and levies sanction(s), if appropriate.
 - a. If determined “not responsible” then there is no violation and the current case file is destroyed.
 - b. If determined “responsible” then COAH determines a resolution (sanction).
4. The Coordinator of the Community Standards (or designee) communicates results to the student with a copy to the instructor.
 - a. If student accepts the resolution, the case is closed/resolved.
 - b. If student does not accept the resolution, the appeal process is enacted.

An academic misconduct case is considered resolved when:

- a. The student accepts responsibility for the alleged violation (s) OR
- b. When the instructor or COAH determines no violation has occurred OR
- c. When the COAH determines a violation has occurred, and when an appropriate sanction is levied, and any appeal process is completed, if applicable.

SANCTIONS

For ESF Code of Student Conduct violations, a variety of sanctions may be considered. The complainant and respondent have the right to know the sanction(s) that may be imposed based upon the outcome of ESF's student conduct process proceeding as well as the rationale for the actual sanction imposed. Student conduct officers or the College Hearing Board may impose sanctions up to and including expulsion from the College and may impose sanctions that are educational and/or remedial specific to the facts of a given case. A respondent's prior conduct history shall be considered in the determination of appropriate sanctions.

- **Educational Project:** The primary goal of the student conduct process is education. Respective boards and student conduct officers may design sanctions that are specific to an individual case when it is determined that educational value may result and the interests of the College community are maintained. In addition to one of the statuses listed below (except in cases of expulsion), respondents will be asked to complete an additional educational activity at the discretion of the student conduct officer or hearing board. Examples of such activities include, but are not limited to: reflection papers, community restitution, drug/alcohol evaluations, and workshop attendance.
- **Disciplinary Reprimand:** In instances of less serious deviations from the Code of Student Conduct, the respondent(s) may be formally warned of the possible consequences of continuing such behavior. Additional educational projects may be imposed at the discretion of the student conduct officer or hearing board.
- **Disciplinary Probation:** This action constitutes a change in status between good standing and suspension or expulsion from the College for a designated period of time as outlined in the disposition (outcome) letter. The student or student organization is permitted to remain enrolled at or retain recognition by the College under stated conditions, depending upon the nature of the violation and upon the potential learning value that may derive from specific restrictive measures. Additional conditions or restrictions may also be imposed, including, but not limited to, removal of access to Centennial Hall or other College facilities or programs. Further violations may result in suspension or expulsion from the College.
- **Suspension:** This action results in the involuntary withdrawal of the respondent from the College, or in loss of recognition for a student organization, for a specific period of time and/or until specific conditions have been met. A suspended respondent or student organization is prohibited from any presence or activity on College-owned and/or associated property and from participation in any class or program offered by the College. The respondent's official transcript will contain a notation regarding the suspension for violation of the Code of Student Conduct. See Transcript Notation for more information. Appropriate College offices, including Syracuse University, will be notified of this change in student's status once it is confirmed as final.
- **Expulsion:** This action results in the termination of a respondent or student organization's status at ESF and the respondent or student organization is permanently separated from the College and is prohibited from any presence or activity on College-owned and/or associated property and from participation in any class or program offered by the College. The respondent's official transcript will contain a permanent notation regarding the expulsion for violation of the Code of Student Conduct. See Transcript Notation for more information.

Appropriate College offices, including Syracuse University, will be notified of this change in respondent's status once it is confirmed as final.
For Academic Integrity violations, the following chart shows the recommended sanctions:

1st Offense	2nd Offense	3rd Offense	4th Offense
Assignment/Exam Failure -and/or- Course Failure Reflection Paper	Disciplinary Probation for Remainder of ESF Tenure Assignment/Exam Failure -and/or- Course Failure Educational Project	Suspension (full semester minimum)	Expulsion

A range of sanctions are available for cases involving **domestic violence, dating violence, stalking, and sexual assault**:

- For students who are found responsible for domestic violence, the available sanctions are disciplinary probation with additional requirements, suspension with additional requirements, and expulsion.
- For students who are found responsible for dating violence, the available sanctions are disciplinary probation with additional requirements, suspension with additional requirements, and expulsion.
- For students who are found responsible for stalking, the available sanctions are disciplinary probation with additional requirements, suspension with additional requirements, and expulsion.
- For students who are found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion.

In cases where the outcome is suspension or expulsion or where privileges and/or access are restricted, Syracuse University also receives notification of the outcome. It is the practice between ESF and Syracuse University to jointly uphold student conduct decisions. ESF students who are restricted in any way from either being on campus and/or from any activities, etc. will also be restricted from the same at Syracuse University.

Sanctions shall be considered effective immediately after the written decision is made available unless specifically noted in a disposition (outcome) letter. If an appeal is filed, the sanction shall be suspended until the appeal process is completed. No transcript notation or change in student status will occur until such time that the decision is final.

Financial Responsibility

Any student receiving suspension or expulsion shall be liable for all tuition and fees due for the term during which the student was separated from the College and shall not receive academic credit for the semester in which the suspension or expulsion occurred.

Transcript Notation

Upon final resolution of a case, a notation will be made on the transcript of a student whose suspension or expulsion occurred as the result of a violation of the Code of Student Conduct. After a period of one year from the term in which the student is permitted to return to ESF, a suspended student may petition to the Dean of Students (or designee) to have the transcript notation removed. All petitions for transcript notation removal should be submitted in writing. Submissions must include: a brief description of the incident and the sanction imposed; reflection on the actions that resulted in the sanction and how the incident have impacted the respondent as well as others; what impact, if any, has the transcript notation had on the respondent; and, why the respondent is requesting the notation be removed. A transcript notation for expulsion shall be permanent.

Withdrawal from ESF Prior to Conduct Resolution

A student who withdraws from ESF prior to conduct resolution shall not be exempt from the proceedings described herein and a notation of “conduct charges pending” will be placed on that student’s official College transcript. The enforcement process shall be followed with the accused student receiving due notice of hearing. Any resulting sanction of suspension or expulsion will replace the “withdrawal” or “conduct charges pending” status on the official College transcript. Lesser sanctions shall be kept on file in the permanent academic record for reference if the student applies for readmission. The completion of any assigned conditions of sanction outlined in the disposition (outcome) letter will be considered in all applications for readmission to the College following a period of suspension or withdrawal.

A student who withdraws under the circumstances above is not permitted to enter onto ESF owned and/or associated, operated, or controlled property nor to participate in any class or program offered by ESF until the pending matter is resolved. Additionally, Syracuse University will be notified of the withdrawal and may exercise their discretion as to access to the Syracuse University campus and facilities.

Appealing an Outcome

A complainant and/or respondent dissatisfied with the determination of a Committee on Academic Honesty, a student conduct officer, or a College Hearing Board may appeal by completing and returning a Petition to Appeal. Appeals must be submitted within 5 days of being notified of the decision. All appeals must be authored and signed by the submitting party. Appeal statements as attached to the appeal form must not be more than ten (10) pages, double-spaced, using 12-point font and 1-inch margins (not including supporting documentation and/or evidence).

Appeals must be based on one or more of the following criteria:

- New evidence not reasonably available at the time of the original hearing, the absence of which can be shown to have had a detrimental impact on the outcome of the hearing,
- Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing,
- Errors in the interpretation of College policy so substantial as to deny either party a fair hearing; and/or
- Grossly inappropriate sanction having no reasonable relationship to the charges.

An appeal by one party will be forwarded by the Office of the Dean of Students to the other party. When an appeal has been filed, the other party will be permitted to respond in writing, specifically addressing the issues raised in the appeal, within three (3) business days after the appeal has been made available. Responsive submissions must not be more than ten (10) pages, double-spaced, using 12-point font and 1-inch margins (not including attachments.) Any responsive document will be forwarded by the Office of the Dean of Students to the appealing party.

During the appeal period, (implementation of) sanctions will be deferred, unless concern for campus safety necessitates immediate implementation of sanctions.

Appeals are not a rehearing of the original allegation(s) and must be based on one or more of the above criteria to be considered. The written appeal must detail the grounds for the appeal. Appeals are reviews of the record (written and, when determined by the College Appeals Committee to be appropriate, the audio recording). The Committee reserves the right to meet or not meet with the parties involved as well as to listen (or not) to the audio recording of the original hearing. The appeal process is an administrative one, and in most cases, the parties involved will not be asked to meet with the Committee.

Appeals are considered in a fair and impartial way by the College Appeals Committee (the Committee). The Dean of Students (or designee) will determine the composition of the Committee. The Committee is generally comprised of three members of the faculty/staff and/or student body (based on the respondent's undergraduate or graduate standing) selected from a pool of members who have received training in the College's student conduct process and will not include individuals with a conflict of interest.

The Committee will determine whether the grounds for appeal have been satisfied and will either grant or deny the appeal by a majority vote. If the appeal is granted, the Committee may recommend upholding a sanction, changing a sanction, or ordering a new hearing.

- In considering the change, the Committee will do so only in the clear abuse of discretion by the hearing authority.
- In considering appeals based on a Procedural Error, the Committee will order a new hearing only if the error is found to be substantial enough to have changed the outcome of the hearing.
- In considering appeals based on New Evidence, the Committee will order a new hearing only if the new evidence was not available at the time of the original hearing and is found to be substantial enough to change the outcome of the original hearing.

The Committee shall render a written recommendation outlining the factual basis for its decision, together with its opinion of the sanction, to the Dean of Students (or designee). If the recommendation is not unanimous, a written minority opinion may become part of the record.

The Dean of Students (or designee) may amend or revise the recommendation of the Committee. The complainant and respondent shall be informed simultaneously by the Dean of Students (or designee) of the final decision within five (5) business days of the decision being rendered.

In cases where decisions are rendered when classes are not in session, this timeframe may be altered as needed.

After an Appellate Decision is Made

Both the reporting individual and the respondent have the right to choose whether to disclose or discuss the outcome of the student conduct process. Additionally, students have the right to have all information obtained during the student conduct process be protected from public release until the Dean of Students (or designee) makes a final determination unless otherwise required by law.

However, this does not allow students to unreasonably share private information in a manner intended to harm or embarrass another individual or in a manner that would recklessly do so regardless of intention. Sharing in this way may be viewed as retaliation and this may result in separate, additional student conduct charges.

OTHER COLLEGE ACTIONS

Interim Suspension

The status of a respondent will not be changed while a conduct case is pending against them unless the Dean of Students (or designee), in consultation with the College President, determines that an interim suspension is required to promote the safety and well-being of the College community. The College may temporarily separate a student who presents a threat to the community and/or to an individual. A student on interim suspension is prohibited from any presence or activity on College-owned and/or associated property and from participation in any class or program offered by the College, without express permission from the Dean of Students (or designee).

Where an interim suspension is imposed in a case involving the arrest of the accused student, the College may proceed with its student conduct process prior to civil or criminal proceedings, or it may require the associated criminal matter to be resolved in full prior to the pending student conduct case being heard on its merits.

Should the complainant and/or respondent wish to appeal or modify the parameters of an interim suspension, they must do so in writing to the Dean of Students (or designee) within five (5) business days of the receipt of the interim suspension. The decision of the Dean of Students (or designee) is final. The respective parties will be notified of both the submission of the request to appeal or modify the interim suspension and the final decision regarding the appeal.

A student on interim suspension who voluntarily withdraws or attempts to withdraw from ESF prior to conduct resolution shall not be exempt from the proceedings described herein and a notation of "conduct charges pending" will be placed on that student's official College transcript. The enforcement process shall be followed with the accused student receiving due notice of hearing. Any resulting sanction of suspension or expulsion will replace the "withdrawal" or "conduct charges pending" status on the official College transcript. Lesser sanctions shall be kept on file in the permanent academic record for reference if the student applies for readmission. The completion of any assigned conditions of sanction outlined in the disposition (outcome) letter will be considered in all applications for readmission to the College following a period of suspension or withdrawal.

A student who withdraws under the circumstances above is not permitted to enter onto ESF owned and/or associated, operated, or controlled property nor to participate in any class or program offered by ESF until the pending matter is resolved. Additionally, Syracuse University will be notified of the withdrawal and may exercise their discretion as to access the Syracuse University campus and facilities.

No Contact Orders

A No Contact Order (NCO) is a written directive from the Dean of Students (or designee) to a student prohibiting the individual from contacting another student through any means including, but not limited to, face-to-face contact, calling or texting, leaving messages, sending e-mail, Direct Messages or any contact through Facebook or any other social media, or having others do any of the above on their behalf. Failure to comply with the directive may result in more serious conduct consequences including suspension or expulsion from ESF.

The Dean of Students (or designee) can issue an NCO as a preventative measure when in receipt of reports alleging certain violation(s) of the ESF Code of Student Conduct. An NCO can be issued even in cases where the respondent has not been formally charged with and/or found responsible for violating College policy. A student requesting an NCO does not have to file formal charges against the student named in the NCO to request that one be put in place. The NCO can be issued when there is reason to believe that an order would be in the best interest of all involved parties and the community for promoting peace and civility. Generally, the Dean of Students (or designee) will also direct the requesting student to have no further contact with the respondent.

No Contact Orders are not similar to court-imposed restraining orders/orders of protection and do not guarantee that the designated parties will avoid sightings and passing interactions on the campus or in the local community. In some circumstances, a No Contact Order may restrict a student from parts of the campus where they would not have to engage in required academic activities. Students who are concerned about personal safety should contact the ESF University Police Department at 315-470-6666 or Syracuse City Police at 911.

When the situation involves both ESF and SU students, the institutions will work collaboratively to put the NCO into place. The duration of an NCO is determined by the Dean of Students (or designee).

Students interested in requesting an NCO should contact the Division of Student Affairs (110 Bray Hall, 315-470-6660).

Should either party wish to appeal or modify the parameters of a No Contact Order, they must do so in writing to the Dean of Students (or designee) within five (5) business days of the receipt of the NCO. The decision of the Dean of Students (or designee) is final. All NCOs will be reviewed at the end of the term in which they are issued. Should the Dean of Students (or designee) determine the need for continuing the NCO, a new NCO will be issued.

Pursuant to section 2225 of VAWA, ESF will comply with and give full faith and credit to any court ordered restraining order or order of protection from any other state or territory.

No Trespass Directives

A No Trespass Directive is a written directive from either the Chief of ESF University Police (or designee) or the Dean of Students (or designee) to a student prohibiting them from accessing the

ESF campus (including Centennial Hall) for an articulated period of time. A No Trespass Directive can be issued as a preventative measure when in receipt of reports alleging certain violation(s) of the ESF Code of Student Conduct. A No Trespass Directive can be issued even in cases where a student has not been formally charged with and/or found responsible for violating College policy.

When the situation involves both ESF and SU students, the institutions will work collaboratively to put the No Trespass Directive into place. The duration of a No Trespass Directive is determined by the Dean of Students (or designee).

Students interested in requesting a No Trespass Directive should contact the University Police (19 Bray Hall, 315-470-6667) or the Division of Student Affairs (110 Bray Hall, 315-470-6660).

Should either party wish to appeal or modify the parameters of a No Trespass Directive, they must do so in writing to the Dean of Students (or designee) within five (5) business days of the receipt of the directive. The decision of the Dean of Students (or designee) is final.

DISCIPLINARY RECORDS

The Office of the Dean of Students maintains disciplinary records and a disciplinary tracking system that includes, but is not limited to, the accused student's name and related information, description of the incident, parties involved, Code of Student Conduct violations, sanctions, and other data deemed relevant by the Office of the Dean of Students. This information is maintained in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended.

A respondent's disciplinary records shall be made available to student conduct officers, hearing bodies, and College officials designated in the ESF Student Handbook and related documents as necessary after a determination of responsibility is made. College Hearing Board members shall have no information about a respondent's previous conduct violations or sanctions prior to the determination of responsibility for a violation of the Code of Student Conduct. The Office of the Dean of Students may share disciplinary record information with institutions in which a student seeks or plans to enroll.

Access to disciplinary records will not be provided without the express written permission of students except in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. FERPA allows for parental/guardian notification in cases where students under the age of 21 are found responsible for alcohol and/or drug violations and/or when there is a change in a student's status such as the loss of housing, interim suspension, suspension, or expulsion as the result of student conduct action.

The Office of the Dean of Students retains disciplinary records as outlined in the SUNY Records Retention and Disposition Schedule, Document 6609. Disposition (outcome) letters outlining sanctions of Written Reprimand and/or Disciplinary Probation, and corresponding incident files are retained one year after a student graduates or two years after the date of last registration. Disposition (outcome) letters outlining sanctions of suspension and/or expulsion are retained in the permanent academic record and in the Office of the Dean of Students.

MODIFICATION OF PROCEDURES

The College of Environmental Science and Forestry reserves the right to modify its conduct and appeal processes with written notice to the complainant and the respondent when classes are not in session, during the summer session, when safety and security issues so demand, when

special expertise is needed to ensure fairness, or in other circumstances where, in the College's sole discretion, the procedures described herein are deemed insufficient to meet the objectives of educating and protecting members of the College community. Any modification to the processes shall provide students with required elements of fundamental fairness and due process.

Coordination of the Conduct Process of ESF and Syracuse University

Under a contract between Syracuse University and the State of New York College of Environmental Science and Forestry, Syracuse University provides instruction, student support services, and computer services to ESF students. ESF students may also contract individually with Syracuse University for dining services. The following principles define the relationship between ESF students and Syracuse University regarding academic and personal conduct, and the jurisdiction of ESF and SU student conduct processes. In all cases involving ESF and Syracuse University student conduct processes, open and full communication between the two campuses shall be pursued to promote the equitable and timely disposition of any ESF *Code of Student Conduct* violations.

1. **Academic Misconduct:** ESF students enrolled in Syracuse University courses are subject to the jurisdiction of the Syracuse University Code of Student Conduct. All cases of academic dishonesty involving ESF students in SU courses are handled by Syracuse University. Certain sanctions, e.g., an F on an exam or in a course or prohibition from further registration at Syracuse University, can be administered directly by Syracuse. For more serious violations, the sanctions of suspension or expulsion can be recommended by Syracuse but can be enacted only through the student conduct process at ESF.
2. **Behavioral Misconduct**
 - a. **Guiding Principles**
 - i. The relationship between ESF and Syracuse University is contractual, as well as collegial, in nature. Pursuant to the agreement between the institutions, ESF students are subject to the jurisdiction of both the ESF student conduct process and the Syracuse University student conduct process. The jurisdiction of the ESF student conduct process arises from the enrollment agreement between ESF and its students. The jurisdiction of the Syracuse University student conduct process arises from the Agreement between ESF and Syracuse University. This Agreement states in relevant part that: "...Syracuse University may, for disciplinary, medical, or other similar reason, decrease, terminate, suspend, or prevent access to such services [provided by the Agreement] to any student of...[ESF]...on the same basis and pursuant to the same procedures as Syracuse may do with respect to any student of its own."
 - ii. The academic progress of students is of paramount concern to ESF and Syracuse University, even when disciplinary charges are pending. Nonetheless, both institutions recognize that their responsibilities for educating and protecting students and their respective communities include the potential for students to be separated from their educational pursuits under appropriate circumstances.
 - iii. While ESF students are subject both to the ESF and the Syracuse University student conduct processes, in most cases disciplinary consequences will not be imposed by both institutions but rather through a coordinated process between institutions. Only where the institutions are unable to reach consensus on sanctions or other actions, despite appropriate consultation, will each institution determine its sanction(s) independent of the other.
 - b. **Procedures**
 - i. Incidents arising on ESF Property: ESF Code of Student Conduct violations occurring on ESF owned and/or associated, operated, or controlled property will be adjudicated

- by the ESF student conduct process. Incidents involving Syracuse students will be adjudicated by the Syracuse University student conduct process in consultation with the ESF Dean of Students (or designee).
- ii. Incidents arising on SU Property: Syracuse University Code of Student Conduct violations occurring on SU owned, operated, or controlled property will be adjudicated by the Syracuse University student conduct process in consultation with the ESF Dean of Students (or designee).
 - iii. Incidents occurring on property other than that owned by ESF or SU: ESF Code of Student Conduct violations occurring on property other than that owned and/or associated, operated, or controlled by ESF or Syracuse will be adjudicated by the ESF student conduct process.

APPENDIX A: CAMPUS SAFETY AND SECURITY

Emergency Notification

In the event a critical incident occurs on either the ESF or SU campus students will be notified by both campus' mass notification systems: SUNY-NY Alert and Orange Alert. These systems send alerts via several messaging gateways: cell, or landline telephone, SMS text messaging, email, and fax. ESF students are in the unique position of being covered by two mass notification systems that will provide them with critical information regarding a life-threatening event and instructions on how to keep themselves safe. Students have the responsibility to ensure that all contact information is up to date.

ESF University Police

The staff members in the ESF University Police Department are highly trained professionals whose job is to protect and serve the campus community. Officers will be seen walking through campus buildings, checking on students working late in classrooms, labs, or studios, and stopping in at campus events. Feel free to call them for help and information.

Emergency Numbers

The ESF University Police non-emergency number is 315-470-6667. The emergency number is 315-470-6666. The office is located in 19 Bray Hall. The office is staffed 24 hours a day. SU's Department of Public Safety can be reached at 315-443-2224. They are located in the basement of Sims Hall. It is recommended that these numbers be saved in a phone in a way that they can be quickly retrieved in times of duress.

ESF University Police operates an escort service within campus property every day. Call ESF University Police at 315-470-6667 to request an on-campus escort. Syracuse University Department of Public Safety operates an escort service during the late evening hours of the academic year. Students may call the SU Department of Public Safety at 315-443-SAFE (7233) or toll-free at 1-855-443-7233, to give them a location and destination, and wait for the escort to arrive.

Visit both the ESF University Police and Syracuse University Public Safety websites for additional personal safety information.

Reporting Criminal Incidents and Other Emergencies

Emergency calls to report a crime or serious incident can be made by calling ESF University Police, 315-470-6666. The ESF University Police Department's Communication Center is staffed 24 hours a day and is located in 19 Bray Hall.

There are always officers on foot and/or vehicle patrol. Officers are in radio contact with the Communications Center at all times. The Center also answers the emergency phones (located in all College elevators) and the Blue Light communications system sites throughout the campus. The ESF Blue Light system allows for two-way communications between the caller and the ESF University Police communicator.

Navigating around ESF and SU campus grounds and classroom buildings, will reveal the locations of the many Help/Blue Light Talk A Phones. These are part of ESF's and SU's communication network on campus. The blue light system found on the ESF campus is directly linked to the ESF University Police Department. Simply push the button and speak into the Help Phone after the dispatcher responds to let ESF University Police know what the situation is. When a Help Phone is activated, its location is identified to each department's communications staff. If the caller is unable to speak, an officer will be sent to that location.

Syracuse University also has a Blue Light system, with over 100 locations across North and South Campus. There is voice contact and an audible alarm sound at the site of the activation. A SU Public Safety Officer will be dispatched to the location. The ESF Help Phones are designed both for emergency use and for communication with ESF University Police after regular business hours (for example, to request re-entry to a building).

The University Hill area consists of several facilities that have their own law enforcement forces. The incidents that affect one facility tend to affect the broader community. To assure the rapid transfer of information and the best usage of available resources, Hillnet Radio System was formed.

The Hillnet system links the ESF University Police Department with the Public Safety Department at Syracuse University, Veterans Administration Hospital, Crouse Irving Hospital, SUNY Health Science Center, Sheraton University Hotel, and the Hutchings Psychiatric Center as well as the 911 Center. Information about criminal activity is immediately broadcast to all Hillnet participants so they can take preventive measures.

Criminal offenses, except for sexual assaults and domestic violence, are investigated by ESF University Police for future prosecution. Further, the campus community is notified of situations that pose a threat to the safety and well-being of the community through the following methods of communication:

1. SUNY-NY Alert – ESF is one of many State University campuses that have adopted an emergency messaging service offered through the State Emergency Management Office (SEMO) and the State University of New York (SUNY). The system will allow ESF to communicate on matters of critical emergencies with all members of the College community. The system allows e-mail, phone, and text messages to be sent automatically to all members of the campus community who have provided their contact information.
2. Crime Alert Bulletins are distributed to all staff and posted on all bulletin boards.
3. The SU daily newspaper, The Daily Orange, publishes news and tips regarding crime.
4. Crime prevention tips are discussed at student and employee orientation sessions.

Enforcement Authority of SUNY University Police

The ESF University Police Department is the fully empowered law enforcement agency for the campus. The department consists of sworn police officers who are vested with full law enforcement and responsibilities identical to the local police in other communities.

Officers are trained at local regional municipal police academies. They receive specialized training and in-service training in first aid, defensive tactics, legal updates, and other law enforcement topics. With certain exceptions, the law enforcement authority for ESF University Police is limited to the campus and adjoining roadways. ESF University Police officers are armed.

ESF University Police forwards crime incident information to the New York State Police Intelligence System (NYSPIN) for state and national distribution. The department has a close working relationship with the Syracuse City Police and given the infrequency of serious criminal activity on the Syracuse campus, major criminal investigations are turned over to them. Crime reports and related statistical information are also entered into the SUNY Campus Crime Information System for statistical purposes.

It is the policy of the ESF University Police Department to respond to all calls for service alleging potential penal law crimes possibly occurring and all calls involving a potential concern for public safety at the Centennial Hall facility (owned by Abby Lane Housing Corporation, a subsidiary of the ESF College Foundation, Inc., located at 142 Oakland Street, Syracuse, New York, 13210). It is also the policy of the ESF University Police Department to respond to Centennial Hall when requested by Greystar management staff for the purposes of collecting information regarding an emergent student issue. Additionally, students residing in Centennial Hall may need to be referred to the Syracuse City Police for assistance.

Crime Statistics Availability Statement

A copy of the State University of New York College of Environmental Science and Forestry campus crime statistics as reported annually to the U.S. Department of Education will be provided upon request by the ESF University Police at 315-470-6667. Information can also be obtained from the U.S. Department of Education website.

Self-Conducted Security Procedures

The Physical Plant maintains buildings and grounds with a concern for safety and security. It inspects campus facilities and makes repairs on safety and security hazards such as broken windows and locks. Any safety or security hazard can be reported to ESF University Police at 315-470-6667.

ACADEMIC SUCCESS AND INTEGRITY INFORMATION

Student Responsibilities Relative to the Educational Experience

Demonstrate Academic Honesty: Students must avoid dishonest practice, including plagiarism and cheating, and other forms of academic misconduct.

Know Policies and Expectations: It is each student's responsibility to be familiar with College regulations and to abide by them.

Report Academic Integrity Violations: Dishonest actions, by even one individual, erode the very foundation of ESF's integrity as an institution. All members of the ESF community must take action when the College's collective honor is threatened or compromised. Violations of academic integrity can be reported directly to instructors or to the Coordinator of Community Standards.

Achieving Academic Success

There is no denying that academic work at ESF is rigorous. ESF faculty members have high expectations, and you are better for it! While challenge is high, so is the support. The rigor of the curricula may sometimes become overwhelming. The temptation to "cut corners" may also increase. Don't do it—you'll risk violating the academic integrity policy and, more importantly, you'll let yourself down. Here are some tips that might help you avoid this situation.

Manage Your Time

Schedules and Lists! Make them and use them! Start with a semester calendar. Take the important dates and assignments from the syllabus of each class and put them on one calendar—this is a great way to see the big picture! From there, make a weekly schedule and follow it! This could also involve daily to-do lists that prioritize your requirements and assignments. SET DEADLINES AND MEET THEM!

Get Moving! Don't waste that "spare" time between classes. Review notes, read for tomorrow's lecture, or work on an assignment. You'll see many ESF'ers with homemade "flash cards"; a great study tool and easy to use while doing other things.

Get it done! Don't put off that dreaded or boring assignment. Attack it and get it over with so you can concentrate on other things. Remember, one thing at a time with short breaks is the most effective way to tackle the load.

Make class time your best study time! Really prepare for class and be attentive to the content. If you play this one right, this could be your best strategy for success!

Morning, noon, or night? When's your best study time? Figure it out and capitalize on it! Find a place to study that isn't distracting. Turn off the cell phone and X-box and FOCUS!

Study Smarter

Pay attention and engage in class. You'll get more out of each class if you're active.

Sit in the front of the classroom or sit with different people. Something this simple could make a huge difference. Put yourself in the best position to learn!

Take and review notes. Too often students try so hard to write everything down that they miss the most important points. The goal of notes is not to record every word, but to get the major concepts and ideas. Listen to what's being said, write down the important information, and review your notes every day. Did you know that you'll forget almost half of what you hear within 24 hours if you don't review it? If you review each day, you'll remember more and you won't have to cram just before the exam.

Study the most difficult things first and stay organized.

Be Healthy

Eat right. The more balanced your diet, the better you'll feel and the better you'll perform academically. Make the effort - it's important!

Brain function is tied to sleep. The more you get, the better you'll do! Typically, a person needs 7-8 hours of sleep a night. Too often students "sacrifice" sleep in the name of studying; this is a bad decision; make the time!

Exercise reduces stress! Take ½ hour each day to visit the gym or to go for a walk or run. Your body and brain need the break!

Alcohol and drug use has a negative impact on learning and grades.

Ask For Help

Use office hours ESF faculty members and instructors provide this opportunity, and they expect you to use it. Ask questions about assignments, seek their advice about your career options, discuss their research, etc. They are experts in their fields of study and are willing to share their know-how and resources with you. Teaching assistants are also a great resource for students to assist with assignments and provide guidance and advice.

Academic advisor At ESF every student is assigned an academic advisor. This is the person who will help you get through all the red tape of registration, adds/drops, petitions, and degree requirements. It is important that you get to know your advisor so that they can get to know you and your interests. If you do it right, your academic advisor could become your mentor, an influential force in your professional life.

Use the Academic Success Center (ASC)

The Academic Success Center's mission is to provide a variety of academic support services for students to help them realize their educational goals. The ASC offers peer tutoring, drop-in writing support, success resources, a computer lab, and graduate school preparation resources. The Academic Success Center is located in 009 Moon Library and staff members can be reached by phone at (315) 470-4919 or by email at aomara@esf.edu.

Peer Tutoring: Peer tutors may be available to ESF students who feel a need for academic support in meeting the demands of ESF courses in which they are currently enrolled. Priority for tutoring is given to the lower division undergraduate courses. Requests for tutoring in more specialized classes are dealt with on a case-by-case basis.

Writing Resource Center (WRC): The Center offers students the opportunity to drop-in for assistance with writing papers, lab reports, and written homework assignments. The WRC helps students with all facets of the writing process, including skills such as brainstorming, outlining, organizing, and overcoming writer's block.

Success Resources: Throughout the semester, workshops are offered to help students with study skills, time management, and test preparation. Space is available for groups to study using whiteboards and computers. In addition, the "Success at ESF" website offers a one-stop shop for proven advice about what it takes to succeed at ESF.

Computer Lab: Students can use ASC computers for heightening academic performance. These computers are available for tutoring sessions, group study, and independent work. Schedules for use are posted in the Center.

Graduate School Preparation Resources: Students can begin the process of searching for graduate schools using one of the ASC's graduate preparation materials, including test (GRE, GMAT, etc.) study guides and resources specific to the process.

Doing Honest & Original Work

Adapted from: Academic Integrity at Massachusetts Institute of Technology: A Handbook for Students. Retrieved July 6, 2007 from <http://web.mit.edu/academicintegrity/>

Perhaps one of the most challenging aspects of academic work is to take what has already been discovered, argued, or written and create original work from it. At ESF, you will be required to do research, solve complex scientific problems, and write scholarly papers. Most of these assignments will necessitate your use of books and journals, electronic media, and various other sources. You will then need to take the information you've found and incorporate it into your own work.

It may seem a bit contradictory:

While you are required to find what is written on a topic and report it, you must write about it in an original way.

You must present the opinions and viewpoints of experts, but you mustn't simply report them. You must analyze, critique, and argue the commentary.

"Academic writing is a challenge. It demands that you build on work done by others but create something original from it. The foundation of good academic work – in research and in writing – is honesty. By acknowledging where you have used the ideas, work, or words of others, you maintain your academic integrity..." (MIT Academic Integrity Handbook, p. 3).

Violations of Academic Integrity

Adapted from: Academic Integrity at Massachusetts Institute of Technology: A Handbook for Students. Retrieved July 6, 2007 from <http://web.mit.edu/academicintegrity/>

Plagiarism

In an academic environment, "intellectual property" is a prized commodity. Individuals' words and ideas belong to them, and they cannot be used by others without credit and acknowledgement. It is important to note that, while in other cultures, it is acceptable to copy other's work without the use of quotation marks, it is not an acceptable practice here. Whether it is with or without intention, if you present another person's work as your own, it is considered plagiarism. Plagiarism is:

- Copying ideas or taking exact wording from published sources without using quotation marks and indicating where the words came from.
- Paraphrasing from sources without citation.
- Copying someone else's work and submitting it as your own.
- Buying a paper or having someone else write it for you.

Inappropriate Collaboration

Working with others is an important skill to learn; one we work to teach here at ESF. The amount of collaboration varies from class to class and from project to project. Be sure that you understand from your instructors how much collaboration is acceptable. Before working with others on assignments, it is imperative that you are clear about what is considered collaboration and what could be considered academic dishonesty.

Cheating

Cheating takes many forms, and, in most cases, it is the form of academic dishonesty with which we're most familiar. Such acts include using materials not permitted by the instructor during exams or assignments. This includes stored information on electronic devices. Also inappropriate is copying answers from other students (on exams or assignments) or altering graded exams or assignments and submitting them to get a better grade.

Facilitating Academic Dishonesty

While you may not be the student who actively cheats, if you allow another individual to cheat, you, too, are guilty of academic dishonesty. Students facilitate academic dishonesty when they allow another student to copy an assignment that was given as individual work, when they allow another to copy exam answers, or when they take exams or complete assignments for another student.

Avoiding Academic Dishonesty

Adapted from: Academic Integrity at Massachusetts Institute of Technology: A Handbook for Students. Retrieved July 6, 2007 from <https://integrity.mit.edu/>

Citing Sources

Citing sources is what allows one individual to use the words or ideas of another. If you quote a source, you must use quotation marks and you must cite it. If you paraphrase or summarize from a source, you must cite it. In writing a paper you show, in the body of the paper, the source of your information (using an appropriate format) and you provide detailed information about the sources in a bibliography or footnote (again, using appropriate formatting). In a formal presentation, you acknowledge the work of others and the source on your exhibit (slide, graph, chart, etc.).

Citing sources serves many functions: It demonstrates that you have completed your research, it gives credit to the work completed by others, and it provides additional information to others for their research and/or additional questions. You should always cite printed materials, electronic (Internet) sources, recorded materials, the spoken word, and images. A special note regarding the Internet: Everything printed on the Internet has been written by someone and the information should be cited as you would print sources. Be aware, however, that anyone can post on the Internet and not all information is valid or reliable. If you cannot find an author's name and credentials, or the sponsoring organization isn't credible, do not use the information.

Note: Every discipline has a preferred formatting style. Ask your instructors about their preferences. Styles include: Modern Language Association Style (MLA); American Psychological Association Style (APA); Chicago Manual of Style (CMS); and Council of Editors Style (CBE).

For a complete guide on how to cite sources (including electronic sources), refer to ***Doing Honest Work in College: How to Prepare Citations, Avoid Plagiarism, and Achieve Real Academic Success, Second Edition (2008)*** by Charles Lipson.

ESF 200, Information Literacy, a one-credit course offered each semester by the Library faculty covers plagiarism and proper citing. Whether or not you enroll in this course, librarians can help with these issues.

Quoting and Paraphrasing

QUOTING*:

- Quoting the words of an expert or authority is only recommended when the message is particularly clear or expressive quotes should be reserved for those instances in which the words are particularly powerful.
- Quotes should be used when exact wording is needed for accuracy, when the message of another lends weight to an argument, and/or when the language is especially descriptive.
- Authors show that they are quoting when: they name the source in an introductory phrase, use quotation marks or indent long quotes, and cite sources appropriately. IF YOU DON'T DO THESE THINGS, IT IS PLAGIARISM!

PARAPHRASING*:

- Paraphrasing is using your own words to restate the words of another.
- Using synonyms, changing sentence structures, and modifying the tense and parts of speech are strategies for paraphrasing.
- Even if you use the above strategies, you must still cite your source. IF YOU DO NOT, IT IS PLAGIARISM!
- Note: You should follow these same guidelines for summarizing.

Here is one example of the difference between accurate quoting, paraphrasing, and plagiarism*:

Original Source	Accurate Quoting	Plagiarism	Paraphrase
Because of their unique perspective, Americans fear globalization less than anyone else, and as a consequence they think about it less than anyone else. When Americans do think about globalization, they think of the global economy as an enlarged version of the American economy.	Lester Thurow (1993) asserts that the American reaction to globalization is different from that of the rest of the world in that "Americans fear globalization less than anyone else, and as a consequence think about it less than anyone else" (p. 6).	The American view of globalization is unlike that of the rest of the world. Because of their unique perspective, Americans fear globalization less than anyone else, and therefore think about it less than anyone else (Thurow, 1993).	Lester Thurow (1993) maintains that because Americans see globalization simply as a bigger form of their own economy, they are less concerned about it than is the rest of the world.
Thurow, L. (1993). <i>Fortune Favors the Bold</i> (p. 6). New York: Harper Collins.	Why is this accurate? The writer has introduced the quotation with their own words and has	Why is this plagiarism? Although the writer has identified the source, they have not put quotation marks	Why is this acceptable? The writer has kept the meaning of the original passage without copying words or structure. Words like globalization and

	<p>indicated where exact words of the source begin and end. They have also named the source in an introductory phrase.</p> <p>(Complete Thurow reference appears in bibliography)</p>	<p>around his words, thereby allowing the reader to think the words are the writer's, not Thurow's.</p>	<p>Americans are generic terms (i.e., terms that are commonly used for the concept they illustrate – it is difficult to find synonyms for them). Thus you may use these words without placing them in quotation marks.</p> <p>(Complete Thurow reference appears in bibliography)</p>
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*Source: Academic Integrity at Massachusetts Institute of Technology: A Handbook for Students. Retrieved July 6, 2007 from <https://integrity.mit.edu/>

Common Knowledge

Any specific information, such as facts and statistics, must be cited. However, there is some information that is considered “common knowledge”. Examples of common knowledge include general information most people know (e.g. water freezes at 32 degrees Fahrenheit); information shared by a culture (e.g. holidays); and knowledge shared by individuals in a particular field (e.g. HIV/AIDS has significantly impacted population growth). When the information is likely known by the average, educated reader and it is unlikely that the information would be challenged, it need not be cited. NOTE: If in doubt, always cite!

Common Knowledge Test: Which of the statements below would need to be cited?

The growth of the human population has long been of concern to environmental scientists.

Answer: No, citation is not needed as the information is widely known.

Global population reached six billion on October 12, 1999 and, according to a 1998 study, it is expected to reach seven billion in 2013.

Answer: Yes, citation is needed because of the specific reference to a 1998 study and the average person would not be aware of the statistics.

Source: Populi, December 1998, p. 3

Almost all of the projected growth will take place in the less developed countries.

Answer: Yes, citation is needed as most people would not be aware of exactly where population growth is projected to take place.

Source: People and Place, vol. 7, no 2, p. 11

As an intergovernmental agency, the United Nations facilitates dialogue on world-wide issues such as global population and its impact on human rights and economic development.

Answer: No, citation is not needed as the information makes sense and likely would not be challenged.

Collaboration

As previously stated, at ESF we believe that collaboration skills are important. However, there are instances in which working with others is inappropriate. Every instructor and every assignment varies on this point. Find out from your instructors how much collaboration is acceptable for each project. Again, be aware of the difference between acceptable collaboration and what would be considered inappropriate (and therefore cheating!).

Additional Resources

Doing Honest Work in College: How to Prepare Citations, Avoid Plagiarism, and Achieve Real Academic Success, Second Edition (2008) by Charles Lipson.

SUNY ESF Writing Center Resources: <https://www.esf.edu/wrc/wrc.php>

Syracuse University Library Resources: <https://library.syr.edu/help/citing.php>

MIT Resources: <https://web.mit.edu/academicintegrity/handbook/handbook.pdf>

Purdue University Resources: <https://owl.english.purdue.edu/owl>

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ACKNOWLEDGEMENTS

Portions of this document are attributed to the Ohio University *Student Code of Conduct Policies and Procedures*; the SUNY New Paltz *Student Handbook*; the Syracuse University Student Conduct System Handbook; the Binghamton University *Code of Student Conduct* and *Student Conduct Participant Guide*; the SUNY *Polices on Sexual Violence Prevention and Response*; *Academic Integrity at Massachusetts Institute of Technology: A Handbook for Students*; the SUNY Geneseo *Code of Student Conduct*; and the SUNY Cortland *Code of Student Conduct*.

STUDENT HANDBOOK