

## 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 These must be removed after the event is over or the information is outdated.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](mailto: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](mailto: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](mailto: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.