Includes:

Campus Information

Campus Policies and Regulations

Information Regarding the ESF Code of Student Conduct

Information Regarding Parent/Guardian Notification

Campus Safety and Security

Appendix A: Sexual Violence Information

Appendix B: Alcohol and Drug Amnesty Policy
2016-2017 Edition

(SUNY-ESF reserves the right to modify/edit as necessary)

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College of Environmental Science and Forestry
Division of Student Affairs
110 Bray Hall
Syracuse, NY 13210
Phone: 315-470-6660
studenthelp@esf.edu

Acknowledgements:

Portions of this document are attributed to the Syracuse University Student Conduct Handbook, the Ohio University Student Code of Conduct Policies and Procedures, the State University of New York at New Paltz Student Handbook, the SUNY Cortland Code of Student Conduct, the Syracuse University Student Conduct System Handbook the Binghamton University Code of Student Conduct and Student Conduct Participant Guide, and the SUNY Policies on Sexual Violence Prevention and Response, the SUNY Cortland Code of Student Conduct.
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.

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

- For students and athletics equity: Anne Lombard, Vice Provost and Dean for Student Affairs, 110 Bray Hall, 315-470-6660, aelombard@esf.edu
- For students: Mary Triano, Assistant Dean for Student Affairs, 110 Bray Hall, 315-470-6660, mttriano@esf.edu
- For employees: Marcia Barber, Director of Human Resources, 216 Bray Hall, 315-470-6611, mabarber@esf.edu
- For general inquiries, including vendors, visitors, and guests: Joseph Rufo, Vice President for Administration and SUNY-ESF Title IX Coordinator, 208 Bray Hall, 315-470-6622, jrufo@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; T: 646-428-3800; OCR.NewYork@ed.gov.
Dear Mighty Oaks:

Welcome to the College of Environmental Science and Forestry! This Student Handbook is intended to serve as a guide to the ESF student experience, whether you are new to college, transferring to ESF, or are a returning ESF student.

This Student Handbook should be used to navigate your way through your ESF experience. 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.

Much of the information you will need to answer questions about your experience at ESF can be found in this Student Handbook, and it is your responsibility to understand the policies and procedures that are contained within it. The Student Handbook is not intended to answer every question you might have, however, and, if you are unable to find the answers you seek, please stop in 110 Bray Hall to meet with a staff member in the Division of Student Affairs. We are here to assist you in this journey.

Best wishes for an outstanding and successful ESF experience!

Sincerely,

Dean Lombard

Anne E. Lombard, Ph.D.
Vice Provost and Dean for Student Affairs
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1.0 About Student Affairs at ESF

110 and 14 Bray Hall
315-470-6660 and 315-470-6658
studenthelp@esf.edu
studentinvolvement@esf.edu

Our Mission:
Student Affairs supports an inclusive community by advancing student learning, well-being, and personal and professional growth through leadership and engagement opportunities.

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 mediums 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 Motto: Explore | Engage | Excel
2.0 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, or other situations that would cause a student to leave campus for a temporary or extended period of time.

Call or stop by the Division of Student Affairs (110 Bray Hall, 315-470-6660,) so we can assist you. If you are looking immediately for a response to a specific crisis, the following resources may be helpful:

- **Report an emergency or crime**                          Dial 911 or call ESF University Police (315-470-6666)
- **Report confidentially an incident of sexual violence that occurred on or off campus** Contact the Counseling Services Office (105 Bray Hall, 315-470-4716)
- **Learn more about resources/services/interim measures available following an incident of sexual harassment or sexual violence** For students, contact Student Affairs (110 Bray Hall, 315-470-6660) (This is not a confidential reporting option.)
- **Reach a counselor or therapist**                          Contact the Counseling Services Office (105 Bray Hall, 315-470-4716)
- **Report or talk about a student incident but you’re not sure who to call** Contact Student Affairs (110 Bray Hall, 315-470-6660)
- **Need help with academically-related conflict** Contact the Office of Instruction and Graduate Studies (227 Bray Hall, 315-470-6599)
- **Need emergency medical care** Call Syracuse University Ambulance (315-443-4299 from a cell or landline or #SU (#78) from a cell) for transport or contact ESF University Police (315-470-6666)
- **Withdraw from the College** Contact Student Affairs (110 Bray Hall, 315-470-6660)
- **Report concerns about a friend** Contact Student Affairs (110 Bray Hall, 315-470-6660) or the Counseling Services Office (105 Bray Hall, 315-470-4716)
3.0 Campus Information

3.1 Historical Overview

Our heritage as an institution is founded in the field of forestry and in partnership with Syracuse University. Through a special bill signed by New York’s Governor Dix in 1911, the College was established as the New York State College of Forestry at Syracuse University. We were charged with “conduct(ing) such special research in...forestry as will throw light upon and help in the solution of forestry problems...” and to be the “institution for educational work for forestry in the State” (George Armstrong, Essays on the Growth and Development of New York State’s Forestry College, 1965).

From the early years of its existence, College leaders saw the need to respond to the broader, rather than more specific, needs of environmental professionalism. Programs were added in design, engineering, and life sciences, as well as resources management.

“Stumpy” (or “Stumpie”) was the affectionate nickname given in the early days to ESF students by their next door neighbors at Syracuse University. Today, “stumpy” is used affectionately by some older alumni of ESF.

With the formation of the State University of New York in 1948, the College became recognized as a specialized college within the state university system, having been state-supported from the very beginning. The name was changed to the State University College of Forestry at Syracuse University.

In 1972, the College’s name and focus were changed again to better reflect the tradition and grounding of forestry in the environment and the capabilities of ESF’s academic programs. By special act of the New York State Legislature, the name became the State University of New York College of Environmental Science and Forestry.

In 2011, the College opened its first residence hall. The building, Centennial Hall, is named in celebration of the milestone in the College’s history. An 84-bed addition opened in 2014. Centennial Hall is an environmentally friendly “green” building housing 536 ESF students in a combination of residence hall style rooms and student apartments.

3.11 Traditions

Through the years, a number of traditions have found their way into everyday life at ESF. Some of these include:

Walking Across the Quad: Or rather, NOT walking across the Quad. You’ll find ESF students sitting, reading, sunning, playing hacky-sack, throwing a Frisbee, and sleeping on the Quad, but you will not see them walking or “cutting” across the Quad to get to the other side. The intent is to preserve the Quad as an open green space without worn paths.
**Eustace B. Nifkin:** First appearing on campus during the 1940s, Eustace is ESF’s unofficial student. His name appears on class rosters and other official College documents (though no one seems to know how). The student lounge in Marshall Hall is commonly called Nifkin Lounge in his honor. He did receive a SUNY diploma in 1972, but evidently returned to ESF to work on a second degree. No portrait of him has ever been found, though the back of his head has appeared in several editions of the yearbook.

**Elsa S. Freeborn:** In the early 1970s, her initials (E.S.F.) were discovered all over campus, and students eventually figured out that Elsa is Eustace’s significant other. Like Eustace, her name appears from time to time on official documents, but her picture has yet to appear in the yearbook.

**Class Gifts:** As members of the senior class prepare to leave ESF, they traditionally make a gift to the College to commemorate their class. Past gifts have included portraits of founding faculty, funds to support the renovation of the Alumni (Nifkin) Lounge, the clock on the front of Marshall Hall, the welcome sign by Illick Hall, and the charging station in Moon Library.

**Plants from the Illick Greenhouse:** The greenhouse on the top of Illick Hall offers plants for sale to the community. Some student clubs also offer plants for sale during the year as fundraisers.

**Robin Hood Oak:** Legend holds that this stately tree behind Bray Hall grew from an acorn obtained by a faculty member from the mighty oak that sheltered Robin Hood and his band of Merry Men in England’s Sherwood Forest. The first tree to be listed on the National Register of Historic Trees in the United States, it is a popular shady spot on campus, and the namesake of the coveted Robin Hood Oak Award.
3.2 ESF Campuses

With almost 25,000 acres and one million square feet of facilities in 186 buildings, ESF is the largest fully utilized campus in the world. In addition to the campus in Syracuse, the College manages other campuses and field stations:

**Cranberry Lake Campus:** The 1,000-acre Cranberry Lake Biological Station is the site of the Summer Field Program in Environmental and Forest Biology. The campus is bounded by 150,000 acres of New York State Forest Preserve lands, Cranberry Lake, and isolated bogs and beaver meadows. It is readily accessible only by boat.

**Ellis International Laboratory:** Situated on magnificent Governor’s Island in the heart of the Thousand Islands-St. Lawrence River area near the village of Clayton, the Thousand Islands Biological Station is accessible only by boat. Research activities at the site include environmental monitoring of the St. Lawrence Seaway and fisheries studies.

**Lafayette Experiment Station:** Located on Lafayette Road ten minutes from the Syracuse campus, this field station supports campus academic programs.

**Newcomb Campus:** Located in the central Adirondacks near Newcomb is the Huntington Wildlife Forest. Encompassing nearly 15,000 acres, this is the largest of the regional campuses and home of the Adirondack Ecological Center where extensive studies of animal biology and ecology are pursued.

**Tully Campus:** Located 40 minutes south of the main campus, these 3,800 acres make up the Heiberg Memorial Forest and the Tully Field Station. Students in Forest and Natural Resources Management spend a significant amount of time in the fall at Tully learning about forest management.

**Tully Field Station:** Managed as part of the Tully campus, this 59-acre area is used for short-term output developed in various research projects (tree hybridization, grafting experiments, etc.) at the College.

**Wanakena Campus (The Ranger School):** Located on the Oswegatchie River 65 miles northeast of Watertown and 35 miles west of Tupper Lake in the Adirondacks are the Dubuar Memorial Forest and the Wanakena campus. The 2,800-acre Wanakena campus houses the oldest forest technician program in the country. Students participate in an intensive one-year program to obtain their Associate’s degree in Forest Technology, Land Surveying Technology, or Environmental and Natural Resources Conservation.

**Warrensburg Campus:** In the southeast Adirondack region not far from Lake George, the Warrensburg campus encompasses the Pack Demonstration Forest’s 2,800 acres of heavily forested land. The campus supports numerous research projects and is home to the NYS Department of Environmental Conservation’s Pack Forest Environmental Camp, as well as
the home office of the Greater Adirondack Resource Conservation and Development Council.

## 3.3 Partnership with Syracuse University

Our partnership with Syracuse University is strong and longstanding. From our founding, the College has contracted for courses, athletic programs, technology, and other key student services from Syracuse University. ESF students have access to dining services and student organizations, and can participate in SU’s club sports, social, cultural, religious, and other programs.

Many aspects of your academic and student life will be influenced by the partnership between ESF and Syracuse. You are in the unique position of being able to enjoy many of the benefits of a major research university alongside those of a smaller, intimate campus. It is to your advantage to learn about the services and programs, as well as the rules and expectations, which outline your responsibilities at both institutions. This information is available from the Division of Student Affairs and in publications at both ESF and Syracuse University. As an ESF student, you truly can experience the best of both worlds.

ESF student access to courses at Syracuse University (and Syracuse University student access to courses at ESF) is governed by the Accessory Instruction Agreement between the two institutions. For more information, visit the ESF Registrar’s Office, 111 Bray Hall, 315-470-6657.

Some Syracuse University services are not available to ESF students (including the Syracuse University Counseling Center and Syracuse University Health Services). If you have questions regarding your access to services, please contact the Division of Student Affairs, 110 Bray Hall, 315-470-6660, studenthelp@esf.edu.
3.4 Involvement at ESF

Involvement in activities outside the classroom can add a great deal to your education and your development as a person. Significant research about college students indicates those students who feel connected (through involvement and in other ways) on campus are more likely to be successful and are more likely to graduate.

There are organizations directly related to every academic program at ESF, as well as general and special interest groups. As an ESF student, you are also eligible for membership in all student groups at Syracuse University (except NCAA Division I sports). Currently, there are almost 400 groups open for membership at ESF and SU.

Many major events and programs at ESF are planned and managed by students. You can help new students during Orientation, plan December Soiree or Spring Banquet, represent student perspectives on College committees, give campus tours to visitors, and host families and friends during Alumni and Family Fall Weekend. You can gain new skills, expand your knowledge about a particular topic, and contribute to and improve life on campus. While involvement in student organizations is highly valued and encouraged, it should not impede your academic pursuits. Officers in student organizations must maintain a cumulative grade point average of at least 2.0.

You can obtain more information about involvement opportunities at ESF from the Student Involvement and Leadership Office, 110 Bray Hall, 315-470-6658. At Syracuse University, the Office of Leadership and Student Organizations is located in 231 Schine Center, 315-443-2635.

3.41 Student Activity Fees at ESF

All students pay Student Activity Fees each semester to both ESF and Syracuse University to support student organizations and programs. At ESF, money from the undergraduate student activity fee is administered by the Undergraduate Student Association (USA). The Graduate Student Association (GSA) handles the graduate student activity fee money. Student organizations receiving Student Activity Fee funding must be open to all students. At SU, the Student Association (SA) is the undergraduate representative body and the Graduate Student Organization (GSO) is the graduate representative body.

**Undergraduate Student Association (USA):** This is the umbrella organization for all funded student organizations at ESF and is a primary sponsor of student activities and programs. Founded in 1919, the USA serves as the representative voice and student government for the undergraduate student body. USA’s purpose is to unite those who wish to promote the social, academic, cultural, and professional interests of the student body. Their meeting time changes each semester so check their [website](#) for the current meeting time and location.
Graduate Student Association (GSA): GSA is the governance voice for the members of the ESF graduate student body. All matriculated graduate students who pay the student activity fee are members of the Association and can formally participate in its activities. For more information, click here.

There are over 30 ESF student organizations. For a complete listing, click here.

3.42 Student Publications at ESF

The Knothole: Published since 1938, this free newspaper is a source of campus news, calendar events, club meetings and programs, items of interest, and campus opinions. Supported by the Student Activity Fee, the Knothole is staffed by students and published monthly. The Knothole is available in the lobby of each classroom building, in Bray Hall, and in Moon Library. The Knothole office is located in Bray Space (12C Bray Hall, 315-470-6892).

The Empire Forester: The College yearbook, the Empire Forester, has been published since 1915. It is a pictorial review of the year’s events and includes candid photos of campus life and contributions from student writers, photographers, and artists. Pictures and information are included for all classes, not just graduating seniors. Section editors, photographers, and other staff positions are open each year. The Empire Forester office is located in Bray Space (12D Bray Hall, 315-470-4719).

Similar publications at Syracuse University include the Daily Orange (known as the D.O.) newspaper and the Onondagan yearbook.

3.43 Annual Events

These events are offered in the spirit of involving more people in the life of ESF. The Undergraduate Student Activity Fee supports them and most are available without an admission charge.

The All-College Welcome/Welcome Back Picnic: This is a day of outdoor fun and games, usually held on campus on the ESF Quad. Softball, volleyball, Frisbee, hacky-sack, soccer, and relaxing are some of the main attractions. All members of the ESF community are invited, and children are welcome.

Alumni and Family Fall Weekend: This weekend provides the opportunity to interact with alumni, students, families, faculty, and administrators. Campus tours, receptions, special workshops, and demonstrations are just a few of the many events that typically take place.

December Commencement: The December Commencement is a formal ceremony honoring students who complete their degree requirements in December. Featuring an academic procession and a keynote speaker, this event is usually held the last Friday before final exams begin in the fall semester.
**December Soiree:** This semi-formal dinner dance is typically held the weekend before December Commencement. Sponsored by USA and hosted by a team of student managers, the evening program includes dinner, student recognition, music, and dancing.

**Earth Week:** An annual, week-long celebration of Earth Day filled with tie-dying t-shirts, concerts, speakers, community service, and more sponsored by the Undergraduate Student Association and planned by a team of students.

**Festival of Places:** Planned by the LANDscape Club with assistance from the faculty in Landscape Architecture, USA sponsors the Festival each spring. International design projects featuring the environment, food, and culture of sites visited by the fifth-year LA students are on display. Held for one night only, this event is not to be missed.

**Spring Awards Banquet:** An annual event since 1913, this is a special occasion for the entire College. Sponsored by USA and planned and hosted by a team of student managers, the evening program includes student and guest speakers, recognition of students, faculty, and staff for excellence in academics and service, and installation of new student government officers. This semiformal affair includes dinner, music, and dancing.

**TGIFs:** Referred to most often as simply TG’s, (Thank Goodness It’s Friday!), these gatherings are sponsored by USA about once a month on Friday afternoons in the Alumni (Nifkin) Lounge. The Graduate Student Association also offers TG’s for their constituency. TG’s feature refreshments, and are well attended by students, faculty, and staff.

**Ice Cream Socials:** Held at least once each semester regardless of weather.

**May Commencement:** This ceremony recognizes the academic achievements of students completing their ESF degrees. Each graduating student is individually recognized, with special recognition given to the top students in each academic program.

### 3.44 Awards and Academic Honors

Through the Undergraduate Student Association, ESF students present a number of awards each year. Input is sought from the student body, and recipients are announced at the annual December Soiree and/or Spring Awards Banquet.

**The Distinguished Teacher Award:** This is presented to a faculty member who students feel has given most generously of time, expertise, and personal interest.

**Empire Forester Yearbook Dedication:** The yearbook staff determines the criteria for, and selects the recipient(s) of, this special recognition.

**Special Recognition Award:** This award recognizes significant service to students by a member (or members) of the College staff.
The Robin Hood Oak Award: Presented to graduating seniors, finishing graduate students, and students from the Ranger School in recognition of outstanding service to their fellow students.

The Maple Leaf Award: Given by ESF faculty and staff to graduating students in recognition of significant volunteer service to the College community.

Alpha Xi Sigma Honor Society: Membership is offered to students with one completed ESF semester whose GPA is at least 3.175. Alpha Xi Sigma notifies eligible students each semester. Induction ceremonies are held each April.

Sigma Lambda Alpha Honor Society: Founded at ESF in 1979, the student chapter of this national academic honor society formally recognizes scholastic achievements of students in Landscape Architecture. Requirements include attaining undergraduate fourth-year status with a minimum 3.2 academic average, or attaining second-year status as a graduate student with at least a 3.5 academic average.

Who’s Who Among Students in American Universities and Colleges: Nominations from the College community are sought and presented in the fall semester. Award considerations include grade point average and volunteer service to the ESF community.

President’s Award for Community Service: This honor acknowledges one faculty member, one student, and one student organization for their commitment to community service. The award recipients have been nominated by members of the ESF community and endorsed by the Undergraduate Student Association.

SUNY Chancellor’s Award for Student Excellence: This award is the highest honor bestowed upon students by SUNY and is presented each spring to graduating students who have best demonstrated and been recognized for their integration of academic excellence with other aspects of their lives such as the arts, athletics, campus involvement, career achievement, community service, and/or leadership.

Each academic department also has awards, scholarships, and honors related to academic programs of study. Ask your Advisor, Major Professor, or Department Chair for more information, or consult the Office of Financial Aid and Scholarships, 113 Bray Hall, 315-470-6670.

3.5 Campus Offices and Student Services

Both the College of Environmental Science and Forestry and Syracuse University host programs, resources, and services that are available to ESF students. You are encouraged to discover and make full use of all that is available to you at ESF and SU to help optimize your success on campus.
**Academic Support:** ESF’s Academic Success Center (ASC) offers tutoring and many other academic support services. The ASC is located in Moon Library, but is currently under renovation. The staff is temporarily located in 110 Bray Hall, 315-470-4919.

The **Syracuse University Learning Resource Center** (LRC) provides academic support. The office is located at 804 University Avenue, Room 305, 315-443-2005.

**Admissions:** The staff in Undergraduate Admissions recruits and admits undergraduates and determines the acceptance of transfer credits. The Office of Undergraduate Admissions is located in 218 Gateway Center, 315-470-6600.

Graduate students are admitted through the Office of Instruction and Graduate Studies, 227 Bray Hall, 315-470-6599.

Students who wish to register for courses as a visiting student can obtain specific information from the Office of Instruction and Graduate Studies or by clicking here.

**Alumni Association:** ESF alumni are actively involved in helping current students. A significant number of scholarships and grants are financed and supported by the Alumni Association. Alumni also visit prospective ESF students at schools and colleges, and assist students with career exploration and job placement. The Alumni Association Office is in 219 Bray Hall, 315-470-6632.

**Ambulance:** Syracuse University Ambulance (SUA) is a SU Health Services-based student operated organization that provides basic life support, transport, and rapid cardiac defibrillation as well as non-emergency transportation. SUA has been serving the Syracuse University community since 1973. SUA is operated by the members of the Student Ambulance Corps at 111 Waverly Avenue, under the guidance of the SU Health Services staff. Ambulance and emergency service is provided to the University and College communities 24 hours per day. Their emergency number is 315-443-4299.

**Archbold and Flanagan Gym (Syracuse University):** Located directly north of Illick and Bray Halls. Facilities include a pool, handball, squash and basketball courts, weights, exercise equipment, crew and fencing rooms, and a gymnastics area.

**Athletics:** As an ESF student, you can participate in all SU club and intramural sports. Because of NCAA regulations, ESF students are not eligible to participate in SU Division I sports. With a valid ESF ID card, ESF students can use any SU athletic facility during posted hours. A small fee is charged for a personal locker, laundered gym clothing, and towels.

ESF students can also compete on several ESF intercollegiate athletics teams including soccer, golf, cross country, timber sports, basketball, and track and field. The ESF intercollegiate athletics program can trace its roots back to 1912 when a student organized the Forestry Club and hosted a timber sports competition that is still an annual event. Today, ESF is a member of the United States Collegiate Athletic Association.
**Bookstore (ESF):** The Alumni Association operates the non-profit bookstore located on the first floor of the Gateway Center. You can purchase ESF-imprinted clothing and other memorabilia here. They also manage the virtual bookstore where students can purchase textbooks for ESF courses.

**Bookstore (Syracuse University):** Located in the Schine Student Center on University Place, you will find accessories, cards, posters, convenience foods, SU clothing, and gift items. Also available at the SU Bookstore are leisure books and magazines, engineering and photographic art, and stationary supplies.

**Bursar’s Office:** Manages student accounts for ESF. Visit this office to discuss billing questions, establish payment plans, make payments, or obtain any information regarding your bill, 103 Bray Hall, 315-470-6653. There are fees associated with dropping or adding courses, and ESF refund policies may impact whether a refund will be issued. Any financial questions regarding adding or dropping courses should be directed to the Bursar’s Office.

**Career Services:** These services include self-assessment and interest testing, job search workshops, study skills and decision-making workshops, and seminars on writing resumes and cover letters. Career services are available at both ESF and SU.

At ESF, the Career Services Office is temporarily located in the Old Greenhouses, 315-470-6900. You can obtain assistance with career exploration, summer jobs and internships, resumes and cover letters, and interviewing skills. A small library of resource and reference materials is also maintained.

At SU, you can utilize a variety of services that are not available at ESF. Visit or call SU Career Services, 235 Schine Student Center, 315-443-3616.

**Carrier Dome (Syracuse University):** The site of SU football, basketball, and lacrosse games, and athletic, music, and other major events. Tickets for Dome events can be obtained from the Ticket Office at Gate B, 315-443-2121. Student tickets for SU intercollegiate athletic events can be purchased at a discount; season tickets can also be purchased.

**Child Care:** Onondaga County has many resources available for childcare, and offers a free referral service to people seeking childcare options. Trained referral counselors are available through Child Care Solutions, 315-446-1220, 8:30 AM to 4:30 PM, Monday through Friday. Counselors can answer questions and provide individualized information.

Additionally, the SUNY Upstate Child Care Center (315-464-4438) can accommodate children from 8 weeks to 5 years of age, and welcome children of ESF students on a space available basis.

**Community Service:** Volunteering to improve the quality of life locally, nationally, and globally is an invaluable way to develop your skills, take on greater responsibility, meet new people, and gain perspective into the diverse nature of our world. Each semester ESF hosts a
Campus Day of Service that is publicized to students via e-mail. ESF students may contact the Division of Student Affairs, 315-470-4909, 110 Bray Hall, to organize or find a volunteer activity.

**Computing:** The use of computing technology is essential to the educational experience at ESF. ESF Computing and Network Services (CNS) maintains computing labs for general campus use. Labs contain PCs, printers, and software used by ESF academic programs.

In addition to these ESF computing resources, ESF students can also access public computer labs managed by Syracuse University's Information Technology and Services.

All ESF students are assigned electronic mail accounts through Syracuse University for their email needs. *Your syr.edu email address is used by both ESF and SU as the official means of communication to students.* You are responsible for checking your College email address regularly and for all information received at this email address.

**Counseling Services:** ESF provides short-term mental health counseling on campus in the Counseling Services Office, 105 Bray Hall, 315-470-4716. You may receive a referral by meeting with a staff member in the Division of Student Affairs, 110 Bray Hall, 315-470-6660 or you may contact Counseling Services directly. Counseling is provided by trained professionals who can assist you with concerns you have or refer you to other services and/or support.

Counseling and support is also available from the chaplains and clergy staff at Syracuse University’s Hendricks Chapel, 315-443-2901.

**Disability Services (Syracuse University):** Students with disabilities of any kind may contact the Division of Student Affairs, 110 Bray Hall, 315-470-6660, for assistance or may contact the Syracuse University Office of Disability Services (ODS) directly at 315-443-4498. Services for students with disabilities are provided by both ESF and Syracuse University depending on the type of assistance needed. They provide services to promote and insure that no student with a disability is denied benefits of, excluded from participation in, or otherwise subjected to discrimination in educational programs and activities. Short-term disabilities such as a broken leg should also be reported so appropriate interim accommodations may be provided.

**Financial Aid and Scholarships, Office of:** This office provides information about scholarships, grants, loans, and other means of financing the cost of your education. Assistance available to you includes counseling; information about entitlement; state, federal, and community aid sources; College aid sources; and loan/debt management. To determine your eligibility for any sort of financial aid, visit the Office of Financial Aid and Scholarships, 113 Bray Hall, 315-470-6706. This office also manages the Federal Work-Study Program (FWSP) and the ESF Job Locator Service.

**Food Service:** On the ESF campus, the Trailhead Cafe offers light breakfast, lunch, dinner,
and snacks. Managed by Morrisville Auxiliary Corporation (MAC), the Trailhead Cafe is located on the first floor of the Gateway Center. MAC also manages The Treehouse, located in the basement of Marshall Hall. Prepared foods, coffee and other beverages, and snacks are available in The Treehouse during the academic year.

At SU, there are small snack bars at the Law School, Slocum Hall, and Huntington-Beard-Crous (HBC) Hall. Hendricks Chapel offers People’s Place. Major dining facilities are located in the Schine Student Center, and in Brewster-Boland, Graham, Haven, Kimmel, Sadler, and Shaw residence halls. You can eat in these dining halls on a cash or meal plan basis.

More specific information about meal plan options is available here. Information about the SUpercard food and debit card is available from the Office of Housing, Meal Plan, and I.D. Services, 206 Steele Hall, 315-443-1870.

**Goldstein Student Center (Syracuse University):** Facilities include state-of-the-art athletic equipment and dining, laundry, and bookstore facilities.

**Health Insurance:** All full-time ESF students are required to have health insurance. Students who are not covered by a family or individual health insurance policy will be required to purchase coverage through the mandatory ESF student health insurance plan. This plan is serviced by Aetna, and students can purchase the plan through ESF’s insurance broker, **Haylor, Freyer, & Coon, Inc.** Students who are covered under an existing family or individual health insurance plan are able to waive the costs associated with automatic enrollment in the mandatory ESF student health insurance plan by providing their current health insurance policy information. Students must waive out of the mandatory ESF student health plan annually, and the deadline to waive out is September 30 in the fall and January 30 (for students beginning classes in the spring). Students may buy into or waive out of the ESF student health insurance plan by visiting the Haylor, Freyer, & Coon, Inc. website. Part-time students as well as spouses and children of ESF students are also eligible to purchase the ESF student health insurance plan.

If you are an international student, you are required to have the SUNY-approved health insurance coverage. Information is available through the Office of International Education, 110 Bray Hall, 315-470-6691.

**Health Services:** ESF does not provide on-campus health services to students but there are several health care providers within walking distance of the Syracuse campus. Crouse Medical Practice (CMP) is ESF’s preferred health care provider. ESF and CMP have a health care and pharmacy services agreement, and CMP accepts the mandatory ESF student health insurance plan. Students may choose to use CMP if interested (and if their insurance is usable there) but are not required to use CMP, and may opt for a different health care provider. For more information about CMP, visit [https://crousemed.com/](https://crousemed.com/).

**Housing:** First-year students are expected to live on campus in Centennial Hall unless commuting from home. Limited space is available in Centennial Hall for transfer and upper-
class students.

Your contract with Centennial Hall is binding for the academic year. Contact the Centennial Hall Office, 142 Oakland Street, 315-471-3067, for more information.

If you are interested in living off-campus, the SU Office of Off-Campus and Commuter Services is a useful resource, 754 Ostrom Avenue, 315-443-5489.

**Identification (ID) Card:** This identifies you as a member of the ESF community and should be carried at all times. Your ID card is also needed when borrowing materials from Moon Library at ESF, Bird, SciTech, and Carnegie Libraries at SU, using athletic facilities, and obtaining other ESF or SU student services.

If you lose your ID card, obtain a replacement as soon as possible from the Syracuse University Office of Housing, Meal Plan, and I.D. Services, 206 Steele Hall, 315-443-1870. There is a replacement fee.

You may also have a separately issued Trailhead Dining Card for use in the Trailhead Café in the Gateway Center and the Treehouse in the basement of Marshall Hall.

**Immunizations:** It is New York State law that proof of immunization must be on file prior to your starting classes at ESF. If this is not received, students risk strict administrative consequences including the inability to register for classes and/or suspension of ID card services.

**Information:** The general information number at ESF is 315-470-6500. At SU, call: 315-443-1870.

**International Students:** The Office of International Education (housed in 110 Bray Hall, 315-470-6691) provides immigration advising, support, and cultural counseling for international students and scholars. Programs, socials, workshops, and seminars of special interest to international students are offered on a regular basis, and are open to the entire community.

To assist new international students in becoming acclimated to life in the United States, Syracuse, and the College community, a special orientation program is offered at the beginning of each semester for all newly arrived international students. It is important for international students to keep ESF informed of address changes, academic changes, travel plans, and career plans once you complete your degree.

**Job Locator Service:** If you wish to work during the academic year but are not eligible for the Federal Work-Study program, or if you have other (visa-related) restrictions, contact the College’s Job Locator Service through the Office of Financial Aid and Scholarships. The Service is a clearinghouse for employers to list their part-time and seasonal employment needs. Register with the Service in 113 Bray Hall. Eligibility for financial aid is not necessary to use the Job Locator Service.
Legal Services: All full-time undergraduate students are eligible to use SU Student Legal Services, 760 Ostrom Avenue, 315-443-4532. You can obtain advice and consultation from attorneys on legal problems and court appearances. Legal representation up to and including all stages of trial will be provided in certain types of cases, such as landlord-tenant problems, consumer matters, disciplinary and housing problems, certain felonies and misdemeanors, and traffic violations. Disputes between students typically are not undertaken by Student Legal Services. You may also consult the private attorney of your choice (at your expense).

If Student Legal Services is unable to provide full service, or if you are a graduate student, you will be referred to the Onondaga County Bar Association Lawyer Referral Service, 315-471-2690, to help you find qualified attorneys.

Libraries: At ESF, the F. Franklin Moon Library provides a wide array of information services in support of learning and research activities.

Hours during the academic year are:
- 8 AM until 11:30 PM Monday through Thursday
- 8 AM until 6 PM Friday
- 1 PM until 6 PM Saturday
- 3 PM until 11:30 PM Sunday

Summer and holiday hours vary, and extended hours are offered during Final Exam time.

Research assistance is available weekdays at the Service Desk. There are a number of guides describing library services and resources. You can also take ESF 200: Information Literacy, a one-credit course offered each semester in basic library research techniques. Moon Library provides Interlibrary Loan services, a Digital Repository, and access to over 65,000 full text journals.

Moon Library houses ESF’s primary print collections, computers, scanners, and other tools which complement your coursework and research. The library also houses the College Archives and Special Collections, including the Fletcher Steel Manuscript Collection and the photographic archives of the Roosevelt Wildlife Station. Photocopy machines and scanners are also available to library users. Assigned readings for many courses are kept on reserve at the Service Desk. There are additional print collections at the Ranger School, Cranberry Lake, and the Adirondack Ecological Center. All electronic resources are available remotely through the catalog and e-journal locator service. Moon Library is also the place to check out a bicycle using the ESF Bike Library – a student designed and managed program.

Moon Library is a true Information Commons. Although the following offices are not part of Moon Library, they are housed within the library building: the Academic Success Center (part of the Division of Student Affairs) is located in Room 109 (but is currently undergoing renovation) and the Writing Department faculty members have offices in Room 105. There is a computer lab in Room 14; Instructional Technology Services is located in Room 8; the Writing Support Center and Public Speaking Lab are located in Room 13; and the US Forest
Service has offices in Room 5.

You also have access to the library services, collections, and other information at academic and public libraries on the Hill and throughout the Syracuse University neighborhoods. Check the library website for further information.

**Lost and Found:** Contact ESF University Police, 19 Bray Hall, 315-470-6667.

**Manley Field House (Syracuse University):** Near South Campus, the round building on the corner of Comstock Avenue and Colvin Street. Primarily a track and field house, this is also the location of SU’s intercollegiate athletics offices.

**Meal Plans:** There are options to fit your budget and your appetite. For more information, click here. See also Food Service (page 19) and ID Cards (page 21).

**Moving? Moved?:** If your local address has changed, notify the Registrar’s Office, 111 Bray Hall, so that College records can be updated. Failing to let us know where to locate you may cause serious difficulties in notifying you about important academic information or in the event of an emergency.

**Orientation:** The Orientation program for new undergraduate students takes place in conjunction with SU’s Orientation program at the beginning of each semester. Managed by the Division of Student Affairs with help from student Orientation Leaders, the program is designed to help you quickly adjust to life at ESF, meet fellow students, and inform you about the resources available at both ESF and SU. For more information, contact the Division of Student Affairs, 110 Bray Hall, 315-470-6660 or 315-470-6658.

**Registrar’s Office:** The Registrar’s Office manages all ESF student course registrations, schedule adjustments, add/drop procedures, and other functions related to student academic records. It is vitally important that you check your records on the MyESF student portal and update your address and anticipated expected graduation as needed. You should also review your class schedule for accuracy. Any questions regarding your schedule should be addressed as quickly as possible. If you are eligible for benefits under the GI Bill, contact the Registrar’s Office. Copies of your ESF academic transcript are requested from this office, 111 Bray Hall, 315-470-6655.

The 1974 Family Education Rights and Privacy Act (also referred to as FERPA or the Buckley Amendment) allows you to review your college records, except for teacher recommendations submitted before January, 1975. You can request a review of your records from the Registrar’s Office, 111 Bray Hall. No one, including your parents/guardians, can review your college records without your written permission. The full policy is available here.

**Religious Services:** Information about services, organizations, activities, sponsored programs, or counseling related to religious affiliation is available from Syracuse University’s Hendricks Chapel, 315-443-2901.
Reserve Officers Training Corps (ROTC): Many students are eligible to participate in the US Army and Air Force training and academic courses. ROTC students attend either a four- or six-week summer camp between their sophomore and senior years. They receive travel pay plus an allowance for summer camp. ROTC students receive uniforms and textbooks, and are eligible to compete for two- or three-year ROTC scholarships. For more information, contact the staff in Air Force ROTC, 303 Archbold North, 315-443-2461, or Army ROTC, 308 Archbold, 315-443-2462.

Student Affairs: The Division of Student Affairs is located in 110 Bray Hall, 315-470-6660 or 315-470-6658, and houses several functions including the Dean for Student Affairs, Academic Success, Athletics, Career Services, Community Service, Counseling Services, Student Diversity and Inclusion, the EOP and C-STEP programs, Student Conduct, Student Involvement and Leadership, and Student Support. The Office of International Education is also housed in this space. It is an excellent place to obtain information and answers.

Students with Disabilities: See also Disability Services (Syracuse University) (page 19).

Student Organizations: For information about joining or starting a club on campus, contact the Student Involvement and Leadership Office, 110 Bray Hall, 315-470-6658.

Student Lounge: Located in the basement level of Marshall Hall, the Alumni Lounge (also known as Nifkin Lounge) is open to all students, faculty, and staff. A prime hangout and program space on campus, it is available to reserve for various College-related events.

Transportation: SU provides free bus service between the main campus, South Campus, and the greater University area about every twenty minutes. Show your ESF ID card to the driver when you board the bus.

The city bus system, Centro, is an excellent way to get around Syracuse. It’s an affordable and easy way to commute. Schedules are available outside ESF University Police for most city routes.

Many ESF students rely on their bicycles for fast, convenient transportation. There are bike racks around the Quad, behind Moon Library, and near Baker Lab. Bicycles are not allowed inside ESF buildings, and they may not be locked to stair railings, fences, trees, etc. Violators will be ticketed. In cases where the placement of a bike creates a hazard or obstruction, ESF University Police will seize the bike.

ESF’s location next to the Carrier Dome is complicated due to Dome event traffic. Syracuse City Police literally puts a traffic cordon around the University Hill area before an event, and strictly controls access to the areas surrounding the Dome. A listing of Dome events, starting times, and special changes to the ESF parking rules and regulations is available from ESF University Police. We strongly recommend you plan your trips to campus very carefully during these events. On-campus student parking during Syracuse University football games is not allowed.
Your ESF vehicle registration sticker or ID will allow you to get a vehicle through the cordon up to one hour before game time, but on-campus parking will be very difficult to find. Parking on side streets near campus will be restricted, and when the sign says “Tow Zone” – they mean it. Towing companies do a brisk business during Dome events.

Information about parking at ESF can be obtained from the ESF University Police Department, 19 Bray Hall, 315-470-6667. Information about parking at SU, parking permits, and similar concerns can be obtained from SU Parking Services, 621 Skytop Road (South Campus), 315-443-4652. See also Parking at ESF (page 28).

**Women’s Building (Syracuse University):** Behind the “Mount Olympus” hill on the corner of Euclid and Comstock Avenues, and open to all students. Facilities include a pool, gym, tennis area, exercise rooms, and equipment.
4.0 Campus Policies and Regulations

**Academic Grievance Policy:** Assignment of course grades is at the discretion of the Instructor of Record. However, assignment of grades must not be arbitrary or prejudicial, and must be in accordance with the grading policies articulated in the course syllabus. For information about the grade grievance/appeal process, click [here](#).

**Academic Policies:** Refer to the current [Academic Catalog](#) or click [here](#) for more information about academic policies and procedures.

**Alcohol and Other Drug Policy:** The College of Environmental Science and Forestry is committed to providing a safe and healthy environment for all members of the community. This policy is 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. This policy provides a framework for the College’s approach to prevention and intervention, and defines unacceptable behaviors with regard to alcohol and other drugs; and events/activities when the use of alcohol is permitted.

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

1. [Alcohol and Other Drug Use Policy](#) (Document ID#: ADM.005)
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 (Document ID#: ADM.004)

**Advertising on Campus:** Notices, flyers, bulletins, posters, etc., which advertise events and information may be posted on the numerous bulletin boards in each building. These must be removed after the event is over or the information is outdated. Only the boards in the basement of Bray Hall and Marshall Hall are to be used for Wanted and For Sale information. Items posted anywhere but on authorized bulletin boards will be removed. Items posted on campus bulletin boards are expected to be in good taste.

**Audit Form:** This is a verification form that lists your name, local address, telephone, class standing, and your current schedule of classes. You will be asked to check this form each semester to verify that all information is correct. Your Audit Form is accessible via the Registrar’s Office website and you will receive notification each semester to update the needed information.

**Business Hours:** During the academic year, ESF business hours are 8:00 AM until 4:30 PM. During the summer, the business hours are Monday through Thursday, 8:00 AM until 4 PM and Friday from 8:00 AM until 12 NOON.
**Code of Student Conduct:** The ESF *Code of Student Conduct* outlines the behavioral expectations for ESF students and is outlined in this Handbook beginning on page 33.

**Computing:** Users must adhere to ESF’s *Code of Student Conduct* and follow Syracuse University’s Computing and Electronic Communications Policy. Pirating software purchased by ESF is illegal.

**Dogs (and other pets) on campus:** Dogs must be kept on a leash and remain outside of campus buildings (with the exception of service animals). Dogs and other pets are not allowed to run loose on any of ESF’s campuses, and cannot be tethered to trees, bike racks, railings, etc. Onondaga County law requires that all dog owners have a license for their dog. An Animal Control Officer will remove unlicensed dogs from campus.

**Harassment:** 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.

If you think that you are being or have been harassed by a member of the ESF community, or know of incidents involving harassment, notify the Office of Human Resources (to report harassment by College employees), 216 Bray Hall, 315-470-6618 or the Division of Student Affairs (to report harassment by students), 110 Bray Hall, 315-470-6660 so that appropriate action may be taken.

**New York State Residency:** If you have lived on your own in New York State for at least 12 months prior to arriving at ESF, you **may** be qualified to pay the in-state tuition rate. Questions can be directed to the Director of Business Affairs, and additional information and application forms are available from the Business Office, 102 Bray Hall.

**Parent/Guardian Emergency Notification:** ESF is committed to insuring the well-being of students. Parents/guardians will be informed, to the extent reasonably practicable and permissible by the Family Educational Rights and Privacy Act (FERPA), in cases involving students under the age of 21 as follows:

- **Emergency:** In the case of incarceration or hospitalization due to a life safety issue, parents/guardians will be notified.
- **Alcohol/Drugs:** Parents/guardians will be notified 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 institution may be impacted (loss of housing, interim suspension, suspension, or expulsion).

See also Release of Information (page 29).

Parking at ESF: If you wish to drive on campus or you require parking accommodations, you are required to register your vehicle with ESF University Police in 19 Bray Hall, Monday through Friday, 8 AM to 4 PM. Bring your ESF ID card, driver’s license, and the vehicle registration with you, and obtain a copy of the parking rules and regulations. First-year students are not permitted to have cars on campus or at Centennial Hall.

Due to very limited space, student parking simply isn’t available during the day. With an ESF-registered vehicle, students are welcome to park on campus weekdays, 5 PM to 2 AM and weekends, 7 AM to 2 AM. If you plan to use the library or other facilities at night, be aware of when events are being held at the Carrier Dome. If you require parking accommodations, contact ESF University Police directly.

In the event that you do get an ESF parking ticket, don’t ignore it; pay the fine or appeal the ticket. Parking ticket appeals are held monthly. Contact ESF University Police, 315-470-6667 for the place and time. Appeal forms are available in 19 Bray Hall. Failure to deal with your parking ticket(s) may prevent you from registering for classes or obtaining a transcript or your diploma, and can seriously jeopardize future parking privileges.

Parking in Syracuse University Parking Lots: For a per semester fee, you may park in one of the lots operated by SU; the cost varies according to location. Parking permits are available for purchase from Manley Field House on the SU campus during the first week of classes each semester. 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. Street parking near campus is limited, and it’s risky in terms of availability, weather, odd-even side limitations, and safety (for both you and your vehicle). Syracuse City Police is vigilant regarding parking tickets and tow zone violations. This is not recommended as a daily option.

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 him/herself from the area or notify the staff member involved 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 educational 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. Local policy explains, in detail, the procedures used by the institution for compliance with the provisions of the Act. The full policy is available [here](#).

**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 insure that this type of environment is present at ESF, the College has developed the Sexual Harassment, Assault, and Violence Prevention Policy. The full text of the policy is available [here](#).

**Smoking:** Per SUNY and ESF policy, smoking (including e-cigarettes and similar) and the use of tobacco is prohibited in all College-owned and/or associated buildings and vehicles. Doorways and loading docks are considered part of the building. Smoking is also prohibited in any outdoor area where flammable substances or combustible materials are used or stored. People choosing to smoke or use tobacco on campus may do so outdoors no closer than 25 feet from building openings such as doors, windows, air intakes, loading docks, etc. Syracuse University is a tobacco-free and smoke-free campus.

**Student Lockers:** There are small lockers in the basement of Marshall Hall and Moon Library that commuting students may use during the academic year. Keys can be signed out with a $2 deposit from the Division of Student Affairs in 110 Bray Hall or at the Library Director’s Office in Room 101, Moon Library. A $5 deposit is required for a combination lock in Moon Library. The deposit is refunded when the locker is cleared out and the key returned prior to the end of classes each academic year.

**U.S. Mail:** The College mailroom is located in the basement of the Physical Plant Building. This service delivers official College mail only. Note: the College will not forward any personal mail addressed to you in care of ESF. Use only your residential address for personal mail. A U.S. mailbox is located near the Irving Avenue entrance to the College. The nearest U.S. Post Office is located in the Marshall Square Mall on Marshall Street.

**Veteran’s Benefits:** If you have veteran’s benefits related to paying your educational costs, you can obtain information and assistance from the Registrar’s Office, 111 Bray Hall, 315-470-6655.

**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.
5.0 Rules for the 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 President (or designee), those involved will be notified and copies of the rules will be made available.

The text of the full policy can be found here.
6.0 Student Policies and Regulations

6.1 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:

1. **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.

2. **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 not to discriminate against others in their individual roles or as members of student organizations.

3. **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.

4. **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.

5. **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.

6. **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
competent 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.

7. **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.

8. **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.

9. **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* 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.

10. **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.
6.11 ESF Code of Student Conduct

6.111 Philosophy of the Code of Student Conduct

The College of Environmental Science and Forestry 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 to be the minimum expectations and seeks to foster a commitment to the highest standards of ethical behavior by the coherent, consistent, and fair manner in which it enforces its rules and regulations. As a condition of enrollment, all students are required to review the ESF Code of Student Conduct and sign a statement acknowledging that they have read and understand the provisions of the Code.

Violations of the ESF Code of Student Conduct will be adjudicated through the College’s student conduct process, which is 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 victimized by student misconduct. This process is a learning experience which is intended to result in the growth and personal understanding of individual responsibilities for all parties.

6.112 Code of Student Conduct

ESF’s Code of Student Conduct is outlined below.

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.

   Examples of violations of this section might include inflicting bodily harm upon another person, taking any action for the purpose of inflicting harm upon another person, threatened use of force upon another person, and/or subjecting another person to unwanted physical contact, including that of a sexual nature, without their consent.

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.
Examples of violations of this section might include attempting or threatening to subject another person to unwanted physical contact; stalking any person by means including electronic, oral, written, or video means; and/or persistent, pervasive, or severe bullying behaviors such as theft or destruction of personal property, public humiliation, and/or intimidating or threatening behavior.

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.

Examples of violations of this section might include creating a drunken disturbance; threatening or harassing people, or causing property damage while intoxicated; intoxication or other substance abuse-related behavior posing a substantial risk to the health and well-being of self and/or others; transport to a healthcare facility due to intoxication; and/or directing new members of an organization to undertake behavior as a condition of continued membership in the group.

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 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.

13. Interference with or misuse of fire alarms, blue safety lights, elevators, or other safety and security equipment or programs.

14. Violation 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 in the area of 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.

15. Violation of College policies, rules, or regulations that are published in ESF’s Student Handbook or other official College publications or agreements pertaining to the educational mission of the institution.

Culpability 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.
6.12 Definitions

**Accused or Accused 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 or Conduct Advisor** is defined as any individual who provides the accused individual/respondent or the claimant/victim/survivor/reporting individual 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. (See **Appendix B**, beginning on page 76 of this Handbook, for ESF’s Alcohol and Drug Amnesty policy.)

**Business day** is defined as a day in which the administrative offices of ESF are officially open.
for business.

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

**Bystander Intervention** is defined as a bystander’s safe and positive actions to prevent harm or intervene when there is a risk posed to another person. Bystander intervention includes recognizing situations of personal harm, identifying safe and effective intervention options, and taking action to intervene.

**Claimant** 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)) which 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.

**Clergy Coordinator** is not an official title, but informally used to reference the individual, office, or group of individuals or offices tasked with collecting data for the Annual Security Report and submission to the U.S. Department of Education.

**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 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 College police officers, including those Centennial Hall staff employed by EdR 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 Vice Provost and Dean for Student Affairs (or designee), in consultation with the Provost and Executive Vice President, to determine whether a student has violated the ESF *Code of Student Conduct* and to recommend sanctions that may be imposed when a student is found responsible for a rules violation.
Confidential resources are defined as individuals that, 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 frequency of interaction between the persons involved in the relationship.

Domestic Violence is defined as a felony or misdemeanor 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 cohabited 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.

Hazing* is defined as any action taken or situation created involving prospective or new members of a group, or as a condition of continued membership in a group (fraternity, sorority, team, club, or other association or organization whether officially sanctioned by the College or not), which would be perceived by a reasonable person as likely to produce mental or physical discomfort, harm, stress, embarrassment, harassment, or ridicule. This definition of hazing applies whether or not the participant(s) consents to such activity or perceives the behavior as voluntary. The determination of whether a particular activity constitutes hazing will depend upon the circumstances and context in which the activity is occurring. Some examples of conduct that may constitute hazing when used to mistreat or humiliate the participant(s) include:

   a. Consumption of alcohol
   b. Paddling in any form, or any other physical brutality
   c. Creating excessive fatigue
   d. Degrading or humiliating games or activities
   e. Forced or excessive participation in physical activities
   f. Psychological shock or abuse
g. Engaging in public stunts or buffoonery
h. Inappropriate scavenger hunts or road trips
i. Wearing apparel/items likely to subject the wearer to embarrassment/ridicule
j. Activities that would unreasonably interfere with a participant’s other activities or obligations (academic, extracurricular, religious, family, etc.)
k. Activities that violate College policy, or federal, state, or local law
l. Any other activity devoid of legitimate educational value that subjects the participant(s) to humiliation

*No definition of hazing can be so precisely written as to address all possible situations. When this definition does not address a specific behavior, student organizations, teams, and groups are expected to conduct themselves and their activities in the spirit of this definition and with respect for the dignity and well-being of others. 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.

**Hearing Officer** is defined as any person authorized by the Vice Provost and Dean for Student Affairs (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.

**Policy** is defined as the written regulations of the College found in College published documents including, but not limited to, the *Student Handbook*, the *Academic Integrity Handbook*, 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 violence cases. It asks whether it is “more likely than not” that the sexual violence occurred. If the evidence presented meets this standard, the respondent should be found responsible.

**Reporting Individual** encompasses the terms victim, survivor, complainant, claimant, and witness with victim status, 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.

**SaVE Act** See Violence Against Women Act (VAWA).
**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 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. A number of 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 his/her 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 him/her.

**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 organization** is defined as any number of persons who have complied with the formal requirements for College recognition.
Victim/survivor is defined as the person who experienced personal, physical, and/or psychological injury. (People interacting with victims/survivors are encouraged to ask each individual disclosing or reporting sexual violence how that person wants to be identified – whether as victim, survivor, witness, or another term.)

Violence Against Women Act (VAWA) is a federal law initially passed in 1994 and reauthorized three times, most recently in 2013 (Title IV, sec. 40001-40703 of the Violent Crime Control and Law Enforcement Act of 1994, H.R. 3355). VAWA’s initial focus has expanded from domestic violence and sexual assault to also include dating violence and stalking. The Act provides funding for investigation and prosecution of violent crimes against women, imposes mandatory restitution by those convicted, and allows civil remedy in certain cases. The Act created the Office on Violence Against Women within the U.S. Department of Justice. While the title of the law refers to women victims of violence, the actual text is gender-neutral, providing coverage for all victims of domestic violence.

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 the allegation(s).

6.13 College Conduct System Authority

1. All matters pertaining to the College of Environmental Science and Forestry Code of Student Conduct are under the purview of the Provost and Executive Vice President, and are administered by the Vice Provost and Dean for Student Affairs (or designee).
2. The Vice Provost and Dean for Student Affairs (or designee) shall determine the composition of College conduct bodies (College Hearing Board and College Appeals Committee) and determines which conduct body or hearing officer shall be authorized to hear each case.
3. The Vice Provost and Dean for Student Affairs (or designee) shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearings, which are not inconsistent with the provisions of the ESF Code of Student Conduct.
4. Violations of the ESF Code of Student Conduct by any student may lead to College administrative actions and/or College disciplinary action.
5. Student groups and organizations recognized administratively or by student government and/or their officers may be charged with, and held responsible for, violations of the ESF Code of Student Conduct.
6. 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. 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 Vice Provost.
and Dean for Student Affairs (or designee).

7. The College may notify local and federal authorities when a serious violation of a criminal nature has occurred, but such notification will not modify the College’s responsibility to adjudicate the alleged misconduct through its own conduct process.

8. Abuse of alcohol and/or other drugs can create life-threatening situations that require an immediate response from emergency services personnel. In all instances, the College is concerned that those in need receive prompt medical attention. The College cannot guarantee absolute immunity from sanctions associated with violations of the ESF Code of Student Conduct and/or local, state, and federal law. However, efforts will be made to mitigate sanctions associated with alcohol and/or drug offenses for students who contact assistance for students in need of medical attention. These considerations apply only to the individual(s) who may have contributed to or participated in the use/abuse of alcohol and/or other drugs but summoned aid. The full text of the Alcohol and Drug Amnesty policy can be found in Appendix B of this Handbook (page 76).

9. Each student is responsible for his/her conduct from the time of application for 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 the academic year. The ESF Code of Student Conduct applies on all ESF campuses, on ESF-owned and/or associated properties, and in ESF-designated housing facilities. The Code applies even if the student withdraws while a disciplinary matter is pending. The Code also applies to those who are not officially enrolled for a particular term but who have a continuing relationship with the College.

10. 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. Student hosts must be present during any and all guest visits.

11. 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.

12. Jurisdiction of the College student conduct system extends to alleged misconduct that takes place on College-owned and/or associated properties, on property close to the College campus, including the Greek chapter houses or student neighborhoods, or at ESF outlying properties. This also includes alleged misconduct that takes place at any College-sponsored event.

13. Jurisdiction will be applied to off-campus misconduct, as defined by the ESF Code of Student Conduct, which adversely affects the College community or the interests and mission of the College.

14. Decisions made by a College conduct body and/or hearing officer shall be final, pending the normal appeals process.

6.14 Principles Governing Coordination of the Conduct Processes 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 hall services. The following principles define the relationship between ESF students and Syracuse University with regard to 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

1. 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.”

2. 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.

3. 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

1. 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 Vice Provost and Dean for Student Affairs (or designee).

2. 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 Vice Provost and Dean for Student Affairs (or designee).

3. 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.

### 6.15 Jurisdiction in Matters Involving Proscribed Discrimination

Because of specific state and federal regulations pertaining to discrimination and/or harassment for reasons of 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, it will be necessary to refer any violations to the Vice Provost and Dean for Student Affairs (for students and athletics inquiries), to the Director of Human Resources (for employees), and to the Vice President for Administration (for general inquiries, including vendors, visitors, and guests).

### 6.2 The Student Conduct Process

#### 6.21 Overview

A student alleged to have violated the ESF *Code of Student Conduct* shall be afforded a full opportunity for explanation, contradiction, or defense of these allegations in a student conduct hearing. The student may waive this student conduct hearing or may decline to answer questions during the discussion. Such action shall not be considered prejudicial at any later hearings. The student must attend such hearing, or waive it in writing within three (3) business days of the charge letter being sent.

The Vice Provost and Dean for Student Affairs (or designee) will notify the accused student within three (3) business days of the conclusion of the student conduct hearing of the outcome in a disposition letter emailed to the student’s College email address.
Appendix A: Sexual Violence Information beginning on page 63 of this Handbook is an additional resource for ESF students involved in the ESF student conduct process specifically related to allegations of sexual and interpersonal violence.

6.22 Academic Integrity Violations

Academic dishonesty is a serious breach of the trust that exists among a student, one’s fellow students, and the instructor. Academic dishonesty is a major violation of ESF policy and can result in sanctions ranging from failure of a specific assignment to suspension or expulsion from ESF. Examples of academic dishonesty include, but are not limited to, actions defined below:

- Plagiarism or presenting as one’s own—or failing to attribute or give credit for—the words, ideas, data, or products of another. When the works of another author are cited, it is standard procedure in the academic establishment to attribute or give full acknowledgement by means of proper documentation, including footnotes, endnotes, or bibliographic documentation. Plagiarism also applies to references and materials used from the Internet.
- Fabricating facts, statistics, or other forms of evidence in papers, laboratory experiments, or other assignments.
- Writing, or attempting to write, an examination paper, computer work, or other material for another student; allowing someone else to take one’s examination.
- Possessing examinations or test materials without permission of the instructor.
- Using “cheat sheets” or notes or books; looking at another’s paper; or talking to someone other than the instructor or proctor during an examination, without the instructor’s permission.
- Failing to follow the rules of conduct for taking an examination as stipulated by the instructor prior to the examination or as stated by the instructor in a written course syllabus.
- Presenting work for credit for which credit has been received or will be received in another course. If the student feels the presentation of such work is justifiable, the student shall seek permission from the receiving instructor.

Process for cases involving allegations of Academic Integrity Violations:

- Course instructors will deal with first offenses.
- If resolution between the respondent and the course instructor does not occur, the case will be referred for adjudication by a three-person Committee on Academic Honesty (COAH) for resolution. The COAH is comprised of two members from the faculty and/or staff and one student from the accused student’s representative student organization (either the Undergraduate Student Association (USA) or the Graduate Student Association (GSA)) selected from a pool of members who have received training in the College’s student conduct process.
- Repeat offenses will be referred to the Committee on Academic Honesty (COAH) for adjudication.
- Resolution occurs when:
The student accepts responsibility for the alleged violation(s) OR
When the instructor or COAH determines no violation occurred OR
When the COAH determines an infraction has occurred, and when an appropriate sanction is levied.

More information about the Academic Integrity Policy and expectations are available here.

### 6.23 Behavioral Violations

**Procedures:**
Students alleged to have violated the ESF *Code of Student Conduct* have the right to a prompt response to any formal complaint and to have their complaint investigated and adjudicated in an impartial and thorough manner. Both the investigation and the conduct process will be conducted in a manner that recognizes the legal and policy requirements of due process and will not be conducted by individuals with a conflict of interest.

Students will receive electronic notice via their College email address of charge letters as well as any meetings or hearings they are required to or are eligible to attend. **This is the official means of communication the College uses with students.**

Students will be scheduled for a conduct hearing with a Student Affairs hearing officer to review ESF’s student conduct process and to discuss the specific allegations in a charge letter. The respondent may waive his/her right to this hearing in writing within three (3) business days of the charge letter being sent.

The student is permitted to have an advisor present during the entirety of the student conduct process and any related meetings or hearings. (See also Advisors, page 52)

At the initial hearing, the student may choose to accept responsibility for any/all of the allegations outlined in the charge letter. Should this occur the sanctioning phase will be conducted by the Hearing Officer. If the student chooses not to attend the initial hearing and/or the student and the Hearing Officer are unable to reach resolution of the charges, the case will be referred to the College Hearing Board (the Board) for adjudication. At certain times of the year (such as summer and breaks), it is difficult to convene the College Hearing Board. In certain cases and at the discretion of the Vice Provost and Dean for Student Affairs (or designee), the College may hear these cases using a single Hearing Officer rather than using a Board.

Every effort will be made to schedule the initial hearing as soon as is practical following notice of the alleged violation(s). The student will be provided with adequate notice in order to prepare for the meeting/hearing.
All student conduct-related meetings and Board hearings are closed proceedings. Only those who have a direct role in the meeting/hearing (the claimant, the respondent, their respective advisors, witnesses, the members of the Board, and the Board Advisor) are permitted in the room while the hearing is in session.

The Vice Provost and Dean for Student Affairs (or designee) will determine the composition of the College Hearing Board. The Board is generally comprised of three (3) voting members of the College’s faculty/staff, and/or student body who have been appointed by the Provost and Executive Vice President and who have received annual training relative to the student conduct process as well as sexual violence, the effects of trauma, and other issues related to sexual assault, domestic violence, dating violence, and stalking (for cases involving allegations of sexual violence). A Chairperson, who is appointed by the Vice Provost and Dean for Student Affairs in consultation with the Provost and Executive Vice President from within the Board, will preside at each meeting of the Board. The Board will not include individuals with a conflict of interest. Also present is the Vice Provost and Dean for Student Affairs (or designee) as Board Advisor to insure that all College policies and processes are followed. The Board Advisor does not participate in any of the Board’s deliberations.

The members of the Board will have the opportunity to thoroughly review all documentation submitted by the claimant and other involved parties.

The format of the hearing generally includes:

- Claimant statement (optional)
- Witness(es) presented by the Claimant (optional)
- Respondent statement (optional)
- Witness(es) presented by the Respondent (optional)
- Questions by the Board
- Claimant closing statement (optional)
- Respondent closing statement (optional)

The Board may impose time limits on any stage of ESF’s student conduct process including, but not limited to, the duration of breaks. The Board may determine the relevance of, and may place restrictions on, any witnesses or information presented. In cases where the claimant 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.

**Recording Hearings:**
Board hearings will be audio recorded (excluding the deliberation phase) 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.
The Division of Student Affairs will allow the respondent to review a recording in the presence of a Student Affairs staff member for the purpose of preparing an appeal. No other recording of hearings by any other party is permissible. These recordings will be retained at least through the expiration of any appeals process. The respondent will be given reasonable access to listen to the recording of the hearing. The College does not maintain a written transcript of hearings. If a student wishes to have his/her own transcript of a hearing made, the student must adhere to the following terms:

- The student may choose any licensed court reporter in Onondaga County or an adjoining county.
- The student 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 time frame 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 student by the Student Affairs staff when the court reporter indicates to the College that the payment by the student has been made.

**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 whether it is more likely than not that the respondent violated ESF’s *Code of Student Conduct* using the preponderance of the evidence standard. ESF’s student conduct process is separate and distinct from the legal process, and rules of evidence and criminal standards of proof do not apply. Decisions of the Board are made by a majority vote of the members.

If the respondent is found to be responsible for any of the alleged violations, the Board will continue to the sanctioning phase. Whenever possible, this will occur on the same day.

The claimant 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 in a sealed envelope to the Chair of the Board at the time the hearing concludes. The impact statement(s) will only be opened in the event that the respondent is determined to be responsible.

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 either the claimant or the
respondent. The Board may also set limits regarding the number of character statements it will consider.

Possible Outcomes/Sanctions:
For ESF Code of Student Conduct Academic Integrity and Behavioral violations, the potential penalties are:

- **Written Reprimand:** In instances of less serious deviations from the College norms of conduct, the student(s) may be formally warned of the possible consequences of continuing such behavior. Additional conditions may be imposed such as community restitution or a reflection/research paper.

- **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 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 may be imposed such as community restitution or a reflection/research paper. Further violations may result in suspension or expulsion from the College.

- **Suspension:** This action results in the involuntary withdrawal 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 student 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.

- **Expulsion:** This action results in the termination of a student’s or student organization’s status at ESF and the student 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.

For **Academic Integrity** violations, other potential penalties include:

- Assigning a grade of “0” for the test or assignment in which the offense occurred.
- Assigning a grade of “F” for the entire course in which the offense occurred.

The respondent has 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 reason for the actual sanction imposed. The 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.

The Board will render a decision on all alleged violations of the ESF Code of Student Conduct listed in the charge letter. The student will receive electronic notification via his/her College email address of the outcome of the Board hearing, including the
sanction(s) and rationale for the Board’s decision within 3 business days of receipt and confirmation of the Board’s decision. The notification, called the disposition letter, will also include pertinent information regarding the appeals process.

In cases where the outcome is suspension or expulsion or where privileges and/or access are restricted, Syracuse University also receives notification about 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.

6.24 Appealing a Decision

A student dissatisfied with the determination of the Committee on Academic Honesty, the Hearing Officer, or the College Hearing Board may appeal by completing and returning a Petition to Appeal (included with all disposition letters or available from the Division of Student Affairs, 110 Bray Hall) within three (3) business days of receipt of the outcome letter to the Division of Student Affairs, 110 Bray Hall.

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.

**NOTE:** Appeals are not a rehearing of the original allegation 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 with the parties involved as well as to listen (or not) to the audio recording of the original hearing.

Appeals are considered in a fair and impartial way by the College Appeals Committee (the Committee). The Vice Provost and Dean for Student Affairs (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 (from the accused student’s representative student organization (either the Undergraduate Student Association (USA) or the Graduate Student Association (GSA)) 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 appeals process is an administrative one, and in most cases, the parties involved will not be asked to meet with the Committee.
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 Defect**, the Committee will order a new hearing only if the defect 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 Provost and Executive Vice President. If the recommendation is not unanimous, a written minority opinion may become part of the record.

The Provost and Executive Vice President may amend or revise the recommendation of the Committee. The student shall be informed by the Provost and Executive Vice President of the final decision within fifteen (15) business days of the decision being rendered. In cases where recommendations are rendered when classes are not in session, this timeframe may be altered as needed.

### 6.25 Student Rights Under the ESF Code of Student Conduct

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

- To receive written notice of the charges that indicates the time and place of the hearing. Proper notification is defined as delivery of mail to a student’s residence hall mailbox, hand-delivery by a College official, delivery of information via electronic communication to a student’s College email account, and/or delivery by the U.S. Post Office to a student’s off-campus address of record. **Students are responsible for the contents of email or mail for which they have refused receipt.**
- To receive a copy of the written report(s) stating the circumstances and allegations involved.
- To have an advisor of their choosing present at conduct-related meetings and/or hearings.
- To continue to attend classes until the conduct process is completed unless the Vice Provost and Dean for Student Affairs (or designee), in consultation with the College President, determines an interim suspension is appropriate.
- To a hearing by an unbiased hearing officer and/or hearing body.
• To object to a conduct body member or hearing officer. The Vice Provost and Dean for Student Affairs (or designee) will determine the validity of the objection.
• To not present information against himself/herself.
• To hear and respond to all information presented against him/her. This includes the right to question all parties involved with the claimant and witnesses.
• To present information and witnesses on his/her own behalf.
• To receive written notification of the results of the student conduct hearing no later than three (3) business days after the hearing.
• To appeal the case, as described above, if responsibility has been determined and if a sanction has been imposed.

6.27 Advisors

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. All ESF students involved in a case, including the claimant/reporting individual, respondent, and all witnesses, may be advised by an advisor of their choice. This includes members of the College community such as faculty, staff, or another student as well as an individual from outside the ESF community. Participation of the advisor in any proceeding is governed by federal law and ESF’s Code of Student Conduct.

Advisors (and attorneys where applicable) may not speak for or represent their respective parties. Advisors are expected to provide advice and support to their respective parties in a quiet, non-disruptive manner. Any advisor, including attorneys, who fails to conform to these standards may be removed from the proceedings at the discretion of the College and barred from acting as an advisor in future ESF student conduct process proceedings.

Students who may also be facing legal proceedings are urged to consult an attorney about their situation. All full-time undergraduate students are eligible to use Syracuse University Student Legal Services, 760 Ostrom Avenue, 315-443-4532. Students may also consult the private attorney of their choice (at the student’s expense).

6.28 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. 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” 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 letter will be considered in all applications for readmission to the College following a period of suspension.

A student who withdraws under these circumstances 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.

A student who is charged with a violation of the ESF Code of Student Conduct just prior to the termination of a semester or during the summer or other College breaks shall be provided a hearing as soon as is reasonably feasible. Said student who leaves the Syracuse area is responsible for transportation and other expenses related to the student’s right to be present at the hearing as scheduled.

Failure to appear in response to the charge(s) on the date fixed for a hearing, unless there is a continuance for good cause approved by the Vice Provost and Dean for Student Affairs (or designee) prior to the hearing, shall result in a decision being rendered based on the evidence presented. The hearing shall be held and a determination of sanction shall be made.

6.3 Other Information

Allegations against any student for any behavioral or academic integrity violation of the ESF Code of Student Conduct may be made in writing by any ESF or SU faculty member, staff member, or fellow student; SU Public Safety, ESF University Police, or city, state, or federal police officers.

It is the responsibility of students to investigate, prepare, and present their cases. This responsibility includes identifying and presenting any witnesses or witness statements. The College is not authorized to compel the appearance of any witness at a College student conduct process proceeding. Similarly, neither students nor their representatives are authorized to compel or attempt to compel the appearance of any person at a College student conduct process proceeding.

Claimants are permitted to withdraw their complaints subsequent to filing if the Vice Provost and Dean for Student Affairs (or designee) is satisfied that the claimant’s decision has not been influenced by pressure or intimidation. In the event that the claimant 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 Vice Provost and Dean for Student Affairs (or designee) may act as the claimant and continue the case.

Hearings shall be conducted by the hearing officer/hearing board according to the following guidelines:

- Admission of any person to the hearing shall be at the discretion of the hearing officer/hearing board and/or the Board Advisor.
- If the hearing involves more than one respondent, the hearing officer/hearing board may permit the hearings to be conducted separately for each respondent.
- Pertinent records, exhibits, and/or written statements may be accepted as evidence
for consideration by a hearing officer/hearing board at the discretion of the hearing officer/hearing board.

- Procedural questions are subject to the final decision of the hearing officer/chair of the hearing board, in consultation with the Board Advisor. Hearings may be conducted without a Board Advisor present.
- A conduct hearing shall not be bound by technical rules of evidence, but 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 College hearing boards must be present during hearings and the disposition of charges.
- 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 Board Advisor has the right to remove the disruptive individual(s) from the hearing after he/she fails to heed a warning from the Board Advisor. The hearing shall continue in the absence of any removed disruptive party.
- If the respondent chooses not to attend a scheduled hearing, the hearing will be held in the student’s absence. The respondent will be assumed to have entered a claim of Not in Violation to each allegation but forfeited his/her ability to present information on his/her behalf. Finding and sanctions (if applicable) will be based on the evidence and not upon the accused student’s failure to appear.

Any decisions that result from a conduct hearing shall be sent to the student in writing (via email to the student’s College email), and 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 student.

ESF shall release information pertaining to individual cases in strict accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

**6.31 Modification of Procedures**

The College of Environmental Science and Forestry reserves the right to modify its conduct and appeals processes with written notice to the claimant 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.

**6.32 Interim Suspension**

The status of an accused student will not be changed while a conduct case is pending against him/her, unless the Vice Provost and Dean for Student Affairs (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 suspend temporarily a student who presents a threat to the community and/or to an individual.

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.

6.33 No Contact Orders

A No Contact Order (NCO) is a written directive from the Vice Provost and Dean for Student Affairs (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, Instant Messages (IM), 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 Vice Provost and Dean for Student Affairs 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 Vice Provost and Dean for Student Affairs 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 he/she would not have to engage in required academic activities. Students who are concerned about personal safety should contact the ESF University Police Department at 315-470-6660 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 Vice Provost and Dean for Student Affairs.

Students interested in requesting an NCO should contact the Division of Student Affairs (110 Bray Hall, 315-470-6660).
6.34 No Trespass Directives

A No Trespass Directive is a written directive from the Vice Provost and Dean for Student Affairs (or designee) to a student prohibiting the individual from accessing Centennial Hall for an articulated period of time. The Vice Provost and Dean for Student Affairs can issue a No Trespass Directive 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 the respondent 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 Vice Provost and Dean for Student Affairs.

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

6.35 Violations of the ESF Alcohol and Other Drug Policy:

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

1. Alcohol and Other Drug Use Policy (Document ID#: ADM.005)
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 (Document ID#: ADM.004)

6.4 Disability Accommodations

Students requiring accommodations to effectively participate in ESF’s student conduct process are strongly encouraged to contact the Division of Student Affairs, 315-470-6660, 110 Bray Hall, studenthelp@esf.edu, to discuss their needs. The Division of Student Affairs can assist the student with getting connected to the Syracuse University Office of Disability Services.

6.5 Student Support

Students involved in ESF’s student conduct process often need additional academic and emotional support. There are staff members in the Division of Student Affairs whose specific role is to assist in securing this support.

Involving parents/family in the student conduct process can also provide students with valuable support. Students involved in ESF’s student conduct process are encouraged to seek support from their parents, family members, and other trusted advisors. 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. The full policy regarding the Release of Information can be found in this Handbook beginning on page 29.

6.6 Parent/Guardian Notification

Except in unusual circumstances, parents/guardians will be informed, to the extent reasonably practicable and permissible by the Family Educational Rights and Privacy Act (FERPA). For additional information, see also the Parent/Guardian Notification (page 27) and Release of Information (page 29).

6.7 Disciplinary Records

The Division of Student Affairs 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 Division of Student Affairs. This information is maintained in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended.

Disciplinary records shall be made available to student conduct hearing officers, hearing bodies, and College officials designated in the ESF Student Handbook and related documents as necessary. The Division of Student Affairs may share disciplinary record information with institutions in which the 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 Vice Provost and Dean for Student Affairs retains disciplinary records as outlined in the SUNY Records Retention and Disposition Schedule, Document 6609. Disposition letters outlining sanctions of Written Reprimand and/or Disciplinary Probation and corresponding incident files are retained until one year after a student graduates or until two years after the date of last registration. Disposition letters outlining sanctions of Suspension and/or Expulsion are retained in the permanent academic record and in the Office of the Vice Provost and Dean for Student Affairs for a period of seven (7) years following the end of the academic year in which the sanction was levied.

A permanent notation will be made on the transcript of a student who is suspended or
expelled from ESF.

6.8 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.
7.0 Campus Safety and Security

7.1 Emergency Notifications

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.

7.2 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. You’ll see officers 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. Save these numbers in your 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. Call the SU Department of Public Safety at 315-443-SAFE (7233) or toll-free at 1-855-443-7233, give them your location and where you would like to be escorted to, and wait for your escort to meet you.

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.

As you navigate around ESF and SU campus grounds and classroom buildings, observe 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 sounds at the site of the activation. An 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 a number of 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 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-SUNY-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 ESF monthly student newspaper, The Knothole and the SU daily newspaper, The
Daily Orange, publish news and tips regarding crime.

4. Crime prevention tips are discussed at student and employee orientation classes.

Facility Security and Access

ESF provides 24 hour-a-day vehicle and foot patrol protection to campus properties owned by the College. Most campus facilities are open to the public during the day and evening hours when classes are in session. The general public can attend cultural and recreational events on campus, with their access limited to the facilities in which these events are held.

At night, and during the times that the College is officially closed, College buildings are locked and only faculty, staff, and students with proper authorization and identification are admitted.

Campus employees with assigned offices are issued keys and are responsible for reporting missing and stolen keys.

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 your community.

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 main 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 SUNY-ESF 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 Centennial Hall facility (owned by Abby Lane Housing Corporation, a subsidiary of ESF College Foundation, Inc., located at 142 Oakland Ave, Syracuse, New York, 13210). It is also the policy of the SUNY-ESF Police Department to respond to Centennial Hall when requested by Education Realty Trust (EdR) 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 and can be found here. 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.
8.0 Appendix A: Sexual Violence Information

This Appendix is a resource for College of Environmental Science and Forestry students involved in the ESF student conduct process specifically related to allegations of sexual and interpersonal violence.

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8.1 Introduction

There has been significant discussion on individual campuses, within the State University of New York (SUNY), and in the New York State and federal governments about sexual and interpersonal violence on college and university campuses. In December 2014, SUNY developed a uniform sexual assault prevention and response policy for its 64-member campuses. SUNY’s leadership in adopting a uniform policy across the university system serves as an example for other institutions and systems across the country. In June 2015, Governor Andrew Cuomo signed the sexual and interpersonal violence prevention bill. The standards and expectations contained in this law apply to all public and private colleges and universities in New York.

This Appendix is intended to provide students and others with information regarding ESF’s policies and processes specifically related to allegations of sexual and interpersonal violence.* It is not designed to cover every detail and question that individuals may have. This Appendix should be used in conjunction with the ESF Student Handbook. Specific information about student policies and regulations, including ESF’s student conduct process begins on page 33 of this Handbook.

Staff members in the Division of Student Affairs are available to help students and others with additional questions. Contact the Division of Student Affairs at 315-470-6660, 110 Bray Hall, or studenthelp@esf.edu to speak with someone.

*Sexual violence, as used in College policy, the ESF Student Handbook, and this Appendix, refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of providing affirmative consent (as defined herein). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual and interpersonal violence can be carried out by other students, by College employees, or by third parties. All such acts of sexual violence are forms of sex discrimination prohibited by law and by College policy.

8.2 Important Note about Confidentiality

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. Every effort is made to maintain the privacy of any individual involved in the grievance and/or student conduct processes. Information shared will be limited to information needed for investigation, safety, and appropriate follow-up. For a listing of Reporting Options, see pages 66-68 of this Appendix.
8.3 Sexual Harassment, Assault, and Violence Prevention Policy

The College of Environmental Science and Forestry is committed to maintaining a learning and working environment free from all forms of harassment, discrimination, and/or intimidation, including those of a sexual nature. Every member of the College community should be aware that the College does not tolerate sexual harassment and that such behavior is prohibited by law and by the College.

To help insures that this type of environment is present at ESF, the College has developed the Sexual Harassment, Assault, and Violence Prevention Policy. Alleged violations of this policy will be fully investigated and resolved. The full text of the policy is available here. It is the responsibility of the College to prevent sexual harassment if possible, to address it when it occurs, and to take appropriate action against behavior that is a violation of this policy. The scope of this policy applies to all students, employees, applicants in the admission or employment processes, the Board of Trustees, and visitors.

8.4 Students’ Bill of Rights

The State University of New York and the College of Environmental Science and Forestry are committed to providing options, support, and assistance to victims/survivors of sexual assault, domestic violence, relationship/dating violence, and/or stalking to ensure that they can continue to participate in College-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

All students have the right to:

- 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;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and receive from the institution courteous, fair, and respectful health care and counseling services, 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.

8.5 Reporting Options

In accordance with the Students’ 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 maintains confidentiality, and who can assist in obtaining services:
   i. ESF Counseling Services, 315-470-4716, 105 Bray Hall
   ii. Syracuse University Hendricks Chapel, 315-443-2901

• To disclose confidentially an incident and obtain services from New York State or county hotlines: http://www.opdv.ny.gov/help/dvhotlines.html. Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: http://www.opdv.ny.gov/help/index.html or by calling 1-800-942-6906. Assistance can also be obtained through:
   i. SurvJustice: http://survjustice.org
   ii. Legal Momentum: https://www.legalmomentum.org/
   iii. NYSCASA: http://nycasa.org
   iv. NYSCADV: http://www.nyscadv.org/
   vi. GLBTQ Domestic Violence Project: http://www.glbtqdvp.org/
   vii. RAINN: https://www.rainn.org/get-help
   viii. Safe Horizons: http://www.safehorizon.org

Note: These hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms. The disclosure on a call to a hotline does not provide any information to ESF. Reporting individuals are encouraged to additionally contact an ESF
confidential or private resource so that the College can take appropriate action in these cases.

- 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: Joseph Rufo, Vice President for Administration, 315-470-6622, 208 Bray Hall
  ii. ESF University Police, 315-470-6667, 19 Bray Hall
  iii. Additional ESF Contacts

ESF shall ensure that, at a minimum, 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 Office, 208 Bray Hall, 315-470-6622 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.

- To file student conduct charges against the accused. Conduct proceedings are governed by the procedures set forth in this Handbook beginning on page 44 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 also report the incident to ESF’s Office of Human Resources (216 Bray Hall, 315-470-6611) or may request that one of the above referenced confidential or private employees assist in reporting to Human Resources. 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.

8.6 What to Expect When a Formal Complaint is Filed

When the Division of Student Affairs receives a formal complaint alleging sexual violence, the College’s Title IX Coordinator will be notified and an investigation may be launched. 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. Students involved in this process will have equal opportunity to present relevant witnesses and information, and to obtain assistance from the advisor of their choice, at any stage in ESF’s student conduct process. 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.

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. In these cases, the College’s ability to investigate and respond to the allegations may be limited due to the lack of participation of the reporting individual. When considering a request from a reporting individual to not move forward with the formal conduct process, the College will consider this in light of the entire College community. However, the College reserves the right to move forward with cases should it determine that it is in the best interest of the College community. The College is committed to
providing a reasonably safe and non-discriminatory environment and will take action it believes appropriate to protect the community.

In cases where the allegation is received from a third party such as a friend, roommate, or faculty/staff member, the reporting individual will be notified that a report has been received. Before an investigation begins, every effort will be made to meet with the reporting individual to discuss his/her options and resources within the College and the local community.

In all cases, individuals 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.

8.7 Retaliation

Retaliation against any person involved in an investigation, including the claimant/victim/survivor/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. 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.

8.8 Timeframe

All students have the right to file student conduct charges against the accused. Student conduct proceedings are governed by the procedures set forth in ESF’s Student Handbook as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions. Additional rights are outlined in ESF’s Code of Student Conduct beginning on page 51 of this Handbook.

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 take action may be limited by the matriculation of the accused and/or the availability of information. ESF’s student conduct process extends only to currently enrolled students.

When a disclosure or formal complaint is received by the College, every effort is made to complete the investigative phase within 60 days of receipt of the report. The time to resolution can be affected by many things including the details of the specific case and when the incident occurred. Certain periods of the academic year, such as during break periods, exam periods, and the summer, make resolution of a student conduct case more challenging.
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 as requested by external municipal entities while law enforcement gathers evidence. The decision to delay rests with the Vice Provost and Dean for Student Affairs (or designee). Both parties may request a single delay, not to exceed 5 business days, during the student conduct process.

### 8.9 Investigation

Allegations of sexual violence will be investigated in an unbiased, thorough, and prompt fashion in order to insure the rights of all involved. In most cases, the accused will be notified that a report has been filed and will be given written notice of the allegations. 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 College may designate an investigator of its choosing. Typically, a member of ESF University Police will serve in this role. The first step of an investigation is generally a preliminary interview with the reporting individual and the accused. Both parties have the right to offer evidence during the investigation and to review relevant evidence in the case file. The investigator will attempt to seek other relevant information as well. This may include, but is not limited to, interviewing the accused and any other individuals who may have information relevant to the situation, and the gathering of any available physical and/or medical evidence. An investigation may also include consideration of prior allegations of, or findings of responsibility for, sexual misconduct by the accused.

An investigation will typically take one to three weeks, but this time frame may be extended as necessary to achieve a thorough and reliable gathering of the relevant facts. 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.

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

### 8.10 How Charges are Determined

The investigator will provide the written report to the Division of Student Affairs, along with any alleged violations of ESF’s *Code of Student Conduct*. The Vice Provost and Dean
for Student Affairs (or designee) will review the report received from the investigator and will prepare a charge letter for the accused outlining the specific alleged violations, if applicable. This letter will also 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 students’ College email addresses as this is the method the College uses for official communication with students.

8.11 The Hearing Process

8.111 Procedures:
Both the reporting individual and the respondent have the right to a prompt response to any formal complaint and to have their complaint investigated and adjudicated in an impartial and thorough manner. Both the investigation and the conduct process will be conducted in a manner that recognizes the legal and policy requirements of due process and will not be conducted by individuals with a conflict of interest.

Both parties will receive electronic notice via their College email address of any meetings or hearings they are required to or are eligible to attend. The reporting individual will be invited to participate in an optional pre-hearing meeting with a staff member in the Division of Student Affairs to review ESF’s student conduct process should they wish to participate.

The respondent will be scheduled for a conduct hearing with a Student Affairs hearing officer to review ESF’s student conduct process and to discuss the specific allegations in the charge letter. The respondent may waive his/her right to this hearing in writing within three (3) business days of receipt of the charge letter.

Both parties are permitted to have an advisor present during the entirety of the student conduct process and any related meetings or hearings. (See Advisors on page 52 of this Handbook for more information.)

At the initial hearing, the respondent may choose to accept responsibility for any/all of the allegations outlined in the charge letter. Should this occur the sanctioning phase will be conducted by the Hearing Officer. If the respondent chooses not to attend the initial hearing and/or the respondent and the Hearing Officer are unable to reach resolution of the charges, the case will be referred to the College Hearing Board (the Board) for adjudication. At certain times of the year (such as summer and breaks), it is difficult to convene the Board. In certain cases and at the discretion of the Vice Provost and Dean for Student Affairs (or designee), the College may hear these cases using a single Hearing Officer rather than using a Board.

Every effort will be made to schedule the initial hearing as soon as is practical following the conclusion of the investigation. Both the reporting individual and the respondent will be provided with adequate notice in order to prepare for the meeting/hearing.
All student conduct-related meetings and Board hearings are closed proceedings. Only those who have a direct role in the meeting/hearing (the reporting individual or respondent, their respective advisors, witnesses, the investigator, the members of the Board, and the Board Advisor) are permitted in the room while the hearing is in session.

For more information about the format of College Hearing Board hearings, see **Procedures** beginning on page 46 of this Handbook.

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.

Both parties have the right to present evidence and testimony during the Board hearing. Both parties have the right to ask questions of the decision maker and via the decision maker, request responses from other parties and other witnesses. This is generally done in writing through the Chairperson.

The Board may impose time limits on any stage of ESF’s student conduct process including, but not limited to, the duration of breaks. The Board may determine the relevance of, and may place restrictions on, any witnesses or information presented. When the reporting individual or respondent is not able to be present for the hearing or to honor requests for separation of the parties, arrangements will be made for any or all parties to participate using alternate/electronic means including, but not limited to, conference calls or other forms of video conferencing or closed circuit television.

In cases where the reporting individual 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.

Board hearings will be audio recorded (excluding the deliberation phase) 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. For more information about **Recording** see page 47 of this Handbook.

**8.112 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 investigator’s report, any written statements, witness information provided to the Board, and information received during the Board hearing, the Board will determine whether it is more likely than not that the respondent violated ESF’s **Code of Student Conduct** using the preponderance of the evidence standard. ESF’s student conduct process is separate and distinct from the legal process, and rules of evidence and criminal standards of proof do not apply. Decisions of the Board are made by a majority vote of the members.
If the respondent is found to be responsible for any of the alleged violations, the Board will continue to the sanctioning phase. Whenever possible, this will occur on the same day.

Both the reporting individual 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 in a sealed envelope to the Chair of the Board at the time the hearing concludes. The impact statement(s) will only be opened in the event that the respondent is determined to be responsible.

Both parties 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 either the reporting individual or the respondent. The Board may also set limits regarding the number of character statements it will consider.

Both 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. Past findings and conduct history may be admissible during the sanctioning phase.

### 8.113 Possible Outcomes/Sanctions:

Both parties have the right to know the sanction(s) that may be imposed on the respondent based upon the outcome of ESF’s student conduct process proceeding as well as the reason for the actual sanction imposed. The 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 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.

The Board will render a decision on all alleged violations of the ESF *Code of Student Conduct* listed in the charge letter.
Both parties will receive simultaneous electronic notification via their College email address of the outcome of the Board hearing, including the sanction(s) and rationale for the Board’s decision within 24 hours of receipt and confirmation of the Board’s decision. The notification will also include pertinent information regarding the appeals process.

8.114 Appealing a Decision:
Both the reporting individual and the respondent have the right to appeal the decision of the Board or to provide a statement of support for the decision to the College. A written appeal must be submitted to the Division of Student Affairs within three (3) business days of receiving notification of the hearing outcome.

Board hearings will be audio recorded (excluding the deliberation phase) 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.

See page 47 for more information about Recording Hearings.

For a complete description of the appeals process, including a description of the four appeals criteria, refer to Appealing a Decision, beginning on page 50.

8.115 After a 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 course of the student conduct process be protected from public release until the Provost and Executive Vice President 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.
9.0 Appendix B: Alcohol and Drug Amnesty Policy

Appendix B contains the full text of the Alcohol and Drug Amnesty Policy, as passed by the ESF Board of Trustees on February 02, 2016.

Purpose
The purpose of this policy is to promote the health, safety, and well-being of the College of Environmental Science and Forestry (ESF) student population. This policy is designed to increase students’ willingness to seek medical attention for others (or themselves) who may need it due to the consumption of alcohol and/or other drugs. In doing so, this policy empowers students to take an active role in protecting themselves and others. This document enumerates the policy that effectively eliminates disciplinary consequences for students seeking assistance. It should be noted that amnesty granted through this policy extends only to the ESF Student Conduct Process.

Policy
When a student assists another individual under the influence of alcohol and/or other drugs in securing medical attention, that student will be granted amnesty from disciplinary action for violation(s) of the Alcohol and Other Drug Use Policy. This Alcohol and Drug Amnesty Policy does not release a student(s) from the possibility of external legal action.

The student(s) providing assistance will be required to meet with a staff member in the Division of Student Affairs to discuss the incident. The staff member may require the student(s) to participate in an educational program depending upon their involvement and/or the severity of the situation.

- Participation in any program as a result of this policy will not be noted on the student’s ESF student conduct record.
- The Alcohol and Drug Amnesty Policy does not excuse the student(s) from disciplinary action from other potential behavior or repeated violations of College policy.
- The Alcohol and Drug Amnesty Policy may be used more than once. However, it is intended for those who do not flagrantly or repeatedly violate College policy. If a pattern develops, the student may be subject to ESF student conduct action.

The assisted student will be granted amnesty from ESF Student Conduct Process action for violation(s) of Alcohol and Other Drug Use Policy.
- The assisted student will be required to meet with a staff member in the Division of Student Affairs to discuss the incident. The staff member may require the student to participate in educational activities such as alcohol or other drug assessment programs, or other treatment programs depending on the level of staff concern for the mental/physical health and safety.
• If parental/guardian notification of medical assistance was not already initiated, the student and the Student Affairs staff member will discuss how to conduct this notification.
• Participation in any program as a result of this policy will not be noted on the student’s ESF student conduct record.
• The assisted student must agree to a timely completion of any required educational activities, and if s/he does not follow these stipulations, s/he may be subject to ESF student conduct action.
• No individual may receive amnesty under this section more than one time.

Procedure
Upon receiving a report that a student needs medical assistance, responding officials (EMS, ESF University Police, etc.) will use standard procedures for documenting the situation and collecting information of all persons involved to enable the necessary follow-up.
• This does not preclude other ESF student conduct action such as causing/threatening physical harm, sexual assault, damage to property, hazing, etc. or possession of drugs that meets state criteria for intent to sell.