



2018-2019 Student Handbook



State University of New York
College of Environmental Science and Forestry
Division of Student Affairs
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Acknowledgements:

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

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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 the above laws, regulations, and policies prohibiting discrimination may be directed to:

- For general inquiries, including vendors, visitors, and guests: SUNY-ESF Title IX Coordinator, 221 Baker Laboratory, 315-565-3012, or titleix@esf.edu

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



Dear Mighty Oaks:

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!

Regards,

A handwritten signature in black ink that reads 'Anne E. Lombard'. The signature is written in a cursive, flowing style.

Anne E. Lombard, Ph.D.
Vice Provost and Dean for Student Affairs

Division of Student Affairs at ESF

esf.edu/students/

315-470-6660 and 315-470-6658

studenthelp@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 Promise: Committed to creating an outstanding student experience

Crisis Help

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

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:

Issue	Resource
Report an emergency or crime/obtain emergency medical care	Dial 911 or call ESF University Police (315-470-6666)
Report <i>confidentially</i> an incident of dating/domestic violence, stalking, or sexual assault that occurred on- or off-campus	Counseling Services Office (110A Bray Hall, 315-470-4716) Vera House, (315-468-3260, verahouse.org) Hendricks Chapel (315-443-2901)
Learn more about resources/services/interim measures available following an incident of dating/domestic violence, stalking, or sexual assault	Title IX Coordinator (221 Baker Laboratory, 315-565-3012, titleix@esf.edu) Student Affairs (110 Bray Hall, 315-470-6660, studenthelp@esf.edu) (These are not <i>confidential</i> reporting options.)
Reach a counselor or therapist	Counseling Services Office (110A Bray Hall, 315-470-4716)
Report or talk about a student incident but you're not sure who to call/ Report concerns about a friend	Title IX Coordinator (221 Baker Laboratory, 315-565-3012, titleix@esf.edu) Student Affairs (110 Bray Hall, 315-470-6660 studenthelp@esf.edu) Counseling Services Office (110A Bray Hall, 315-470-4716)
Need help with academically-related conflict	Office of Instruction and Graduate Studies (227 Bray Hall, 315-470-6599)
Withdraw from the College	Student Affairs (110 Bray Hall, 315- 470-6660)

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 complainant/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](#), 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.

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

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

Clery 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 University Police officers. For the purposes of upholding this Handbook, this

includes those Centennial Hall staff employed on behalf of the College Foundation.

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

Conduct Hearing Board is defined as a group of people authorized by the 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 who, with very few exceptions, are confidential resources to those willing to disclose sexual violence. Such resources are defined by law and include licensed medical professionals, licensed mental health counselors, and clergy.

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

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

Harassment is defined as unwelcome behavior directed against a person that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with,

denies, or limits someone's ability to participate in or benefit from the College's educational program and/or activities, and is based on power differentials, the creation of a hostile environment, or retaliation. It may include: threatening or intimidating a person while creating a rational fear within that person; engaging in a course of conduct or repeatedly committing acts directed at another person which would seriously annoy a rational person; creating a condition which endangers or threatens the health, safety, or welfare of another person; and/or physically restraining or detaining another person, or removing any person from any place where he or she is authorized to remain.

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

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 official ESF website, the *ESF Student 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 assault, dating/domestic violence, and stalking. It asks whether it is "more likely than not" that a violation occurred. This standard of proof does not require that one side or the other prove that something happened. It is less adversarial and requires less of a burden than the criminal standard of beyond a reasonable doubt. If the evidence presented meets the preponderance standard, the respondent should be found responsible.

Privacy may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more

than is necessary to comply with the New York State and other laws, including informing appropriate College officials. (See also Confidential Resources.)

Reporting Individual encompasses the terms victim, survivor, complainant, complainant, 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.

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 federal law (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).

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.

ESF Campus Offices and Services

Academic Support: ESF's Academic Success Center (ASC) offers tutoring and many other academic support services. The ASC and staff are located in 109 Moon Library, 315-470-4909.

Athletics: ESF students can compete on several ESF intercollegiate athletics teams including soccer, golf, cross country, timber sports, basketball, bass fishing, and track and field. The ESF intercollegiate athletics program traces its roots back to 1912 when a student organized the Forestry Club and hosted a timber sports competition that is still an annual event. ESF is a member of the [United States Collegiate Athletic Association](#).

Bookstore: 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.

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

and in 110 Bray Hall, 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.

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 syr.edu 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, 110A 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.

Financial Aid and Scholarships: 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 Café offers light breakfast, lunch, dinner, and snacks. Managed by Morrisville Auxiliary Corporation (MAC), the Trailhead Café 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.

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, 315-741-3067, 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.

International Students: The Office of International Education (housed in 13 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.

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.

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:

- Monday through Thursday 8 AM until 11:30 PM
- Friday 8 AM until 7 PM
- Saturday 11 AM until 6 PM
- Sunday 11 AM until 11:30 PM

Summer and holiday hours vary, and extended hours are offered during Final Exams 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 in Room 109; 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.

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

Moving? Moved?: If your local address has changed, update your information through the [myESF portal](#). You can also 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.

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 portal](#) to verify all of your information on record 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 also 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](#).

Student Health

Health Insurance: The [ESF Health Insurance Policy](#) states that all full-time ESF students are required to have health insurance by the first day of class. Students who are not covered by a family or individual health insurance policy will be required to purchase coverage through the mandatory ESF student health insurance plan. This plan is serviced by United Healthcare, and is managed by ESF's insurance broker, [Haylor, Freyer, & Coon, Inc.](#) All full-time students will be billed in fall semester (or spring semester for new and returning January students) for the mandatory ESF student health insurance plan. 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. Those students [waiving out](#) of the mandatory ESF student health plan annually must do so by September 30 (for students beginning classes in the fall) and February 15 (for students beginning classes in the spring). Students may buy into or waive out of the ESF student health insurance plan by visiting the College's health website [here](#). Part-time students as well as spouses and children/dependents of ESF students are also eligible to purchase the ESF student health insurance plan. Failure to waive the plan by the deadline will result in students being responsible for the full cost of the plan.

If you are an international student, you will be automatically enrolled in the SUNY International Health Insurance Plan. F-1 Visa holders who hold a

Graduate, Teaching, or Research Assistantship may be eligible and/or required to enroll in their assistantship insurance. For any international students who opt into assistantship insurance, they will be eligible to waive out of the SUNY International Health Insurance Plan. To do so, they must provide a copy of their assistantship insurance card to the Cashier's Office (102 Bray Hall). Students may also waive out of the SUNY International Health Insurance Plan for (a) approved religious objections, or (b) having an approved comparable coverage plans. To submit this waiver, students should submit a request via the SUNY waiver site at: <http://hthworldwide.force.com/SUNY>. These waivers will be handled on an individual basis in consultation with Crouse Medical Practice and GeoBlue Insurance. Either waiver process must be completed prior to September 30th for the fall semester or February 15th for the spring semester. For further information on international health requirements, please review: <http://www.esf.edu/international/health.htm>. All international students who are granted waivers from enrolling in the SUNY International Health Insurance Plan will still be auto-enrolled in the supplemental Medical Evacuation and Repatriation Insurance. This insurance is non-waivable. Information is available through the Office of International Education, 13 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) at 739 Irving Avenue, Suite 300, 315-766-1628, 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 <http://www.esf.edu/health/cmp.htm> or <https://crousemed.com/>.

Immunizations: It is New York State law that proof of immunization must be on file prior to your starting classes at ESF. Students must complete the required [ESF Student Health Form](#) which includes providing proof of immunizations. Any student who believes they should be exempt for religious or medical reasons should contact Crouse Medical Practice at esfhealthservices@crousemed.com. The required immunizations do not apply to students who take online classes and do not visit or enter any of ESF's campuses. If this proof of immunizations is not received by the first day of classes, students risk strict administrative consequences including the cancellation of classes, the inability to register for classes, and/or

suspension of ID card services. Please see the [ESF Immunization Policy for further information](#).

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.

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.

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. Students residing in Centennial Hall receive mail addressed to 142 Oakland Street, Syracuse, NY 13210 and may send prepaid mail from the front desk. 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.

Syracuse University Offices and Services

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.

Bookstore: 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.

Career Services: 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.

Athletic Facilities: Your ESF ID will provide access to Flanagan Gym, Manley Field House, and the Women's Building, for use of the equipment and facilities.

Carrier Dome: 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.

Disability Services: Students with disabilities (i.e. learning disabilities, PTSD, ADHD, anxiety, depression, etc.) 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 (i.e. broken leg, concussion, mononucleosis) should also be reported so appropriate interim accommodations may be provided.

Legal Services: All full-time undergraduate students are eligible to use SU Student Legal Services, 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: 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.

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.

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 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. It is strongly recommended that you plan your trips to campus very carefully during these events. On-campus student parking during Syracuse University football games is not allowed.

An ESF vehicle registration sticker or ID will allow vehicle access 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 SU, parking permits, and similar concerns can be obtained from SU Parking Services, 621 Skytop Road (South Campus), 315-443-4652, parking.syr.edu.

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.

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.

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

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

1. [Alcohol and Other Drug Use Policy](#) (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)
3. [Alcohol and Drug Amnesty Policy](#)

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

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.

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.

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 College's Title IX Coordinator and Affirmative Action Officer at (315) 565-3012 or consult the [Bias Reporting process](#) for further options. **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](#).

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 11 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. 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 education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office regarding alleged failures by the institution to comply with the Act. 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](#).

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](#).

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, including Centennial Hall 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.

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

Student Rights and Responsibilities

ESF is an academic community in which all persons—students, faculty, administration, and staff—share responsibility for its growth and continued welfare. As members of the College community, students can reasonably expect that all College offices, programs, employees, and organizations will respect the following rights:

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 to not 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. An expanded definition of student's due process rights in the student Conduct Process is included [below](#).

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.

Additionally, all students are granted the following rights as it pertains to sexual assault, domestic/dating violence, and stalking:

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;

- Make a decision about whether or not to disclose a crime or violation and participate in the student conduct process and/or criminal justice process free from pressures from the institution;
- 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.

Due Process in the ESF Student Conduct Process

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 specific charges that indicates the date, time, and place of the hearing, together with possible sanctions. 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. A student's College-issued syr.edu email address is the official means of notification used by the College. Note: **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. See [Advisors](#) for more information.
- To continue to attend classes until the student 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 that does not have a conflict of interest.
- 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 complainant 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 five (5) business days after the hearing.
- To appeal the case, if responsibility has been determined and/or if a sanction has been imposed.

ESF 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.

ESF considers the following behavior, or attempts thereof, by any student or student organization, whether acting alone or with any other persons, to violate the *Code of Student Conduct*:

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 of any weapon including firearms, BB-guns, air rifles, explosive devices, fireworks, or any other dangerous, illegal, or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material.

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*, Centennial Hall 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.

ESF College Conduct System Procedures and Protocols

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 determine 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 consistent 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). In incidents involving sexual assault, domestic/dating violence, or stalking, students have the right to the process running concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten (10) days except when law enforcement specifically requests and justifies a longer delay.
7. The College may notify local and federal authorities when a serious violation of a criminal nature has occurred. Such notification will not modify the College's responsibility to adjudicate the alleged misconduct through its own conduct process. In cases involving sexual assault, domestic/dating violence, or stalking, and pursuant to New York State law, students have the right to make the decision as to whether or not to report a criminal violation or to pursue the conduct process.
8. The health and safety of every student at the College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs

may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to College officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will not be subject to ESF *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.

9. Abuse of alcohol and/or other drugs can create life-threatening situations that require an immediate response from emergency services personnel. In all instances of alcohol and /or other drug intoxication, the College is concerned that those in need receive prompt medical attention. The College cannot guarantee immunity from consequences associated with violations of local, state, and federal law. However, students who request immediate assistance for students in need of medical attention for alcohol and/or drug intoxication will not be subject to sanctions associated with alcohol and/or drug offenses through the College's conduct process. 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.
10. 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.
11. 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.
12. 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.
13. 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.

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

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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 Title IX Coordinator/ Affirmative Action Officer via email at titleix@esf.edu or via the [Bias Reporting Form](#).

The Student Conduct Process

Overview

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. The [SUNY ESF Incident Report Form](#) may be used to submit an official report.

Complainants and respondents are responsible for presenting their case and may be asked to identify and present 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.

Complainants are permitted to withdraw their complaints subsequent to filing if the Vice Provost and Dean for Student Affairs (or designee) is satisfied that the complainant's decision has not been influenced by pressure or intimidation. In the event that the complainant has been influenced by pressure or intimidation, or in other extenuating circumstances, or where the College's interests would be served by continuation of the case, the Vice Provost and Dean for Student

Affairs (or designee) may act as the complainant and continue the case.

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.

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.

The Vice Provost and Dean for Student Affairs (or designee) will notify the accused student within five (5) business days of the conclusion of the student conduct hearing of the outcome in a disposition letter emailed to the student's College syr.edu email address. Complainants will receive simultaneous notification of the outcome of the hearing.

[Appendix A: Sexual Violence Information](#) of this Handbook is an additional resource for ESF students involved in the ESF student conduct process specifically related to allegations of sexual assault and interpersonal violence (including dating/domestic violence) and stalking.

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.

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 complainant/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, Marshall Square Mall, 720 University Avenue, 315-443-4532. Students may also consult the private attorney of their choice (at the student's expense).

Academic Integrity

As an institution of higher education, SUNY-ESF is committed to the highest standards of integrity. You are a student here because you have demonstrated an intellectual capacity and a commitment to contribute to society's knowledge base. At ESF, you are afforded many unique opportunities to engage in research and scholarship that will ultimately help to realize ESF's vision of "a better world through environmental discovery."

The foundation of scholarship in all academic disciplines is honesty. At ESF, it is expected that you will pursue your educational aspirations with passion and integrity, honestly completing each assignment, every problem, and all exams and papers.

Please understand that the College's commitment to academic integrity is steadfast and clear. Many students transfer to ESF from institutions that may not have clearly communicated expectations while other students join us from abroad who are studying in the United States for the first time. Expectations and practices vary.

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 the ESF *Code of Student Conduct* 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 Dishonesty/Integrity:

1. If an instructor believes that an academic integrity violation has occurred:
 - a. Instructor contacts the student to discuss the potential violation.
 - b. Instructor completes the [Academic Integrity Report](#) online.
 - c. Coordinator of Student Conduct checks for previous academic integrity violations by the student and sends a notification of charges letter to the student, copied to the instructor.

2. In the event of a first potential offense:
 - a. Instructor responds by communicating with the student to determine responsibility.
 - i. If determined "not responsible" then no violation and current case file is destroyed.
 - ii. If determined "responsible" instructor offers a course-related resolution (sanction), up to and including course failure. The instructor may require additional or alternative work in substitution for rejected work, but has no obligation to do so.
 1. If the student accepts the resolution offered, the instructor will send a follow up email to the student describing the circumstances and disposition of the matter to the student within six business days of its disposition. The instructor will also send a copy of the email to the Coordinator of Student Conduct (or designee). The Coordinator of Student Conduct sends a follow-up letter to confirm the outcome.
 2. If the student does not accept the resolution offered by the instructor, the instructor refers the case, via email, to the Coordinator of Student Conduct (or designee) for further adjudication.
3. In cases where a student does not accept resolution to an academic integrity violation or in cases of repeat violations, the instructor refers the matter to the Coordinator of Student Conduct (or designee) for adjudication. The Coordinator of Student Conduct (or designee) refers the case to the Committee on Academic Honesty.
4. The Committee on Academic Honesty (COAH) is comprised of one faculty member, one faculty and/or staff member, 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. At least one member of any COAH must be a faculty member.
5. COAH Process:
 - a. The Coordinator of Student Conduct (or designee) contacts the student and offers the option of providing a written statement or appearance in front of the COAH.
 - b. Documented instructor charges are provided to the COAH, including the initial incident and any supplemental information available.
 - c. COAH reviews the case to determine whether a violation occurred and levies sanction(s), if appropriate.

- i. If determined “not responsible” then there is no violation and the current case file is destroyed.
 - ii. If determined “responsible” then COAH offers a resolution (sanction).
 - iii. The Coordinator of Student Conduct (or designee) communicates results to the student with a copy to the instructor.
 - iv. If student accepts the resolution, the case is closed.
 - v. If student does not accept the resolution, the [appeal process](#) is enacted.
6. Resolution of an academic integrity violation occurs when:
 - a. The student accepts responsibility for the alleged violation(s) OR
 - b. When the instructor or COAH determines no violation has occurred OR
 - c. When the COAH determines a violation has occurred, and when an appropriate sanction is levied.

For more information regarding the manner of notification, hearing processes, and additional discussion of rights in the student conduct process, please see the next section.

Process for cases involving allegations of Behavioral Misconduct

Procedures:

Students alleged to have violated the ESF *Code of Student Conduct*, to be referred to as respondents, 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.

Respondents will receive electronic notice via their College (@syr.edu) 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.**

Respondents 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. 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.

Respondents and complainants are permitted to have an advisor of their choice present during the entirety of the student conduct process and any related meetings or hearings. (See also [Advisors](#)).

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 elects for the case to be referred to the College Hearing Board rather than 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.

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.

All student conduct-related meetings and Board hearings are closed proceedings. Only those who have a direct role in the meeting/hearing (the complainant, the respondent, their respective advisors, witnesses, the members of the Board, and the Board Advisor) are permitted in the room while the hearing is in session.

Recording Hearings:

All student conduct-related meetings and Board hearings will be audio recorded (excluding the deliberation phase of a Hearing Officer/Board) 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 complainant and/or respondent to review a recording in the presence of a Student Affairs staff member for the purpose of preparing an appeal or request a transcript of the hearing be created, at their own cost, per the method described below. No other recording of hearings by any other party is permissible. These recordings will be retained for a period of up to 5 years. The complainant and/or 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 party requesting the transcript by the Student Affairs staff when the court reporter indicates to the College that the payment by the student has been made.

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.

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

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, Direct Messages or any contact through Facebook or any other social media, or having others do any of the above on their behalf. Failure to comply with the directive may result in more serious conduct consequences including suspension or expulsion from ESF.

The Vice Provost and Dean for Student Affairs can issue a NCO as a preventative measure when in receipt of reports alleging certain violation(s) of the ESF *Code of Student Conduct*. A 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 a 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 315-470-6666 or Syracuse City Police at 911.

When the situation involves both ESF and SU students, the institutions will work collaboratively to put the NCO into place. The duration of a NCO is determined by the Vice Provost and Dean for Student Affairs.

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

Should either party wish to appeal or modify the parameters of a No Contact Order, they must do so in writing to the Vice Provost and Dean for Student Affairs (or designee) within five (5) business days of the receipt of the NCO. The decision of the Vice Provost and Dean for Student Affairs (or designee) is final.

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

No Trespass Directives

A No Trespass Directive is a written directive from the Vice Provost and Dean for Student Affairs (or designee) to a student prohibiting the individual from accessing Centennial Hall and/or the ESF campus 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).

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

Withdrawal from ESF Prior to Conduct Resolution

A student who withdraws from ESF prior to conduct resolution shall not be exempt from the proceedings described herein and a notation of "conduct charges pending" will be placed on that student's official College transcript. The enforcement process shall be followed with the accused student receiving due notice of hearing. Any resulting sanction of suspension or expulsion will replace the "withdrawal" or "conduct charges pending" status on the official College transcript. Lesser sanctions shall be kept on file in the permanent academic record for reference if the student applies for re-admission. 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. Additionally, Syracuse University will be notified of the withdrawal and may exercise their discretion as to access to the Syracuse University campus and facilities.

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.

College Hearing Board

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 Vice Provost and Dean for Student Affairs, in consultation with the Provost and Executive Vice President, and who have received annual training relative to the student conduct process. For cases involving sexual assault, domestic violence, dating violence, and stalking, a select group of board members will receive further training on federal/state laws, the effects of trauma, and other issues related to 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, will preside at each meeting of the Board. The Board will not include individuals with a conflict of interest based on Board member disclosure and consent of the respective parties. Also present is the Coordinator of Student Conduct (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 complainant and other involved parties in advance of the hearing.

The format of the hearing generally includes:

- Complainant statement (optional)
- Witness(es) presented by the Complainant (optional)
- Respondent statement (optional)
- Witness(es) presented by the Respondent (optional)
- Questions by the Board
- Complainant 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 complainant and/or respondent choose not to participate in the hearing, the hearing will proceed as scheduled and the Board will hear from the party who has chosen to participate in the process, if applicable.

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 Responsible 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 respondent's failure to appear.

Any decisions that result from a conduct hearing shall be sent to the complainant and respondent in writing (via email to the respective College syr.edu email addresses), 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 respondent.

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 complainant and the respondent have the right to submit an impact statement for consideration by the Board during the sanctioning phase. The impact statement(s) should be submitted in writing in a sealed envelope to the Chair of the Board within 48 hours of the hearing conclusion. 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 complainant 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. The student's official transcript will contain a notation regarding the suspension for violation of the *Code of Student Conduct*. See [Transcript Notation](#) for more information. Appropriate College offices, as well as Syracuse University, will be notified of this change in student's status once it is confirmed as final.
- **Expulsion:** This action results in the termination of a 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. The student's official transcript will contain a permanent notation regarding the expulsion for violation of the *Code of Student Conduct*. See [Transcript Notation](#) for more information. Appropriate College offices, as well as Syracuse University, will be notified of this change in student's status once it is confirmed as final.
- **Educational Project:** The primary goal of the student conduct process is education. Respective boards and hearing officers may design sanctions that are specific to an individual case when it is determined that educational value may result and the interests of the College community

are maintained. In addition to one of the statuses listed above (except in cases of expulsion), students will be asked to complete an additional educational activity at the discretion of the Hearing Officer/Hearing Board. Examples of such activities include, but are not limited to: reflection papers, community restitution, drug/alcohol evaluations, and workshop attendance.

The complainant and respondent have the right to know the sanction(s) that may be imposed based upon the outcome of ESF's student conduct process proceeding as well as the reason for the actual sanction imposed. The Hearing Board may impose sanctions up to and including expulsion from the College, and may impose sanctions that are educational and/or remedial specific to the facts of a given case.

For **Academic Integrity** violations, the following chart shows the recommended sanctions:

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

The Hearing Officer/Hearing Board will render a decision on all alleged violations of the ESF *Code of Student Conduct* listed in the charge letter. The complainant and respondent will receive simultaneous notification via their College syr.edu email address of the outcome of the Hearing Officer/Board Hearing, including the sanction(s) and rationale for the Hearing Officer/Hearing Board's decision, within five (5) business days of receipt and confirmation of the Hearing Officer/Hearing 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.

Appealing an Outcome

A complainant and/or respondent 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 five (5) 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(s) and must be based on one or more of the above criteria to be considered. The written appeal must detail the grounds for the appeal. Appeals are reviews of the record (written and, when determined by the College Appeals Committee to be appropriate, the audio recording). The Committee reserves the right to meet or not meet with the parties involved as well as to listen (or not) to the audio recording of the original hearing.

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 (based on the respondent's undergraduate or graduate standing) selected from a pool of members who have received training in the College's student conduct process, and will not include individuals with a conflict of interest. The 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 Error**, the Committee will order a new hearing only if the error is found to be substantial enough to have changed the outcome of the hearing.
- In considering appeals based on **New Evidence**, the Committee will order a new hearing only if the new evidence was not available at the time of the original hearing **and** is found to be substantial enough to change the outcome of the original hearing.

The Committee shall render a written recommendation outlining the factual basis for its decision, together with its opinion of the sanction, to the Vice Provost and Dean for Student Affairs. If the recommendation is not unanimous, a written minority opinion may become part of the record.

The Vice Provost and Dean for Student Affairs may amend or revise the recommendation of the Committee. The complainant and respondent shall be informed simultaneously by the Vice Provost and Dean for Student Affairs 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.

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 after a determination of responsibility is made. College Hearing Board shall have no information about previous conduct violations or sanctions prior to the determination of responsibility for a violation of the *Code of Student Conduct*. 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 one year after a student graduates or 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.

Transcript Notation

A notation will be made on the transcript of a student who is suspended or expelled from ESF. After a period of one year, a student suspended may petition to the Vice Provost and Dean for Student Affairs to have the transcript notation removed. All petitions for transcript notation removal should be submitted in writing. A transcript notation for expulsion shall be permanent.

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.

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 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 and are governed by [this policy](#). 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.

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 complainant and the respondent when classes are not in session, during the summer session, when safety and security issues so demand, when special expertise is needed to ensure fairness, or in other circumstances where, in the College's sole discretion, the procedures described herein are deemed insufficient to meet the objectives of educating and protecting members of the College community. Any modification to the processes shall provide students with required elements of fundamental fairness and due process.

Campus Safety and Security

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.

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 - 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 sessions.

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 Syracuse campus, major criminal investigations are turned over to them. Crime reports and related statistical information are also entered into the SUNY Campus Crime Information System for statistical purposes.

It is the policy of the ESF University Police Department to respond to all calls for service alleging potential penal law crimes possibly occurring and all calls involving a potential concern for public safety at the Centennial Hall facility (owned by Abby Lane Housing Corporation, a subsidiary of the ESF College Foundation, Inc., located at 142 Oakland Street, Syracuse, New York, 13210). It is also the policy of the ESF University Police Department to respond to Centennial Hall when requested by 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.

Appendix A: Reporting, Investigating, and Adjudicating Sexual Assault, Dating/Domestic Violence, or Stalking

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 (dating/domestic violence) and stalking.

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Introduction

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. 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, sexual coercion, dating/domestic violence, and stalking. 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.

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 can be found [here](#).

Important Note about Confidentiality

Even ESF offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution. The ESF Division of Student Affairs is **not** a *confidential* reporting option for individuals wishing to disclose an incident of or file a formal complaint related to allegations of sexual violence. When Student Affairs receives a report of sexual violence, it is required to report the incident to the College's Title IX Coordinator. Information shared will be limited to information needed for investigation, safety, and appropriate follow-up. See [Reporting Options](#) for information regarding your options.

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 insure 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.

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, 110A Bray Hall
 - ii. Syracuse University Hendricks Chapel, 315-443-2901
- To disclose *confidentially* an incident and obtain services from the [Vera House](http://www.verahouse.org) 315-468-3260.

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. New York State or county hotlines: <http://www.opdv.ny.gov/help/dvhotlines.html>

Assistance and contact information for resources can also be obtained through: response.suny.edu

- 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 question about the penal law or criminal process should be directed to law enforcement or the district attorney.
 - i. Title IX Coordinator, 315-565-3012, 221 Baker Laboratory, titleix@esf.edu
 - ii. ESF University Police, 315-470-6667, 19 Bray Hall

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 Coordinator in initiating legal proceedings in family court or civil court.
- To file a report of sexual assault, domestic violence, dating violence, and/or stalking and/or talk to the College's Title IX Coordinator (or designee) for information and assistance. Reports will be investigated in accordance with College policy and the reporting individual's identity shall remain private at all times if the reporting individual wishes to maintain privacy.
- To file student conduct charges against the accused. Conduct proceedings are governed by the procedures set forth in this Handbook as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions. Reporting individuals may withdraw their complaint or involvement from the College process at any time.
- When the accused is an employee, a reporting individual may request that one of the above referenced confidential or private employees assist in reporting to the Title IX Coordinator. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the College, College officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a Persona Non Grata letter, subject to legal requirements and College policy.

What to Expect When a Formal Complaint is Filed

When the College receives a formal complaint alleging sexual assault, dating/domestic violence, or stalking, 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. 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.

If ESF determines that an investigation is required, it shall notify the reporting individuals and take immediate action as necessary to protect and assist them. The College should seek consent from reporting individuals prior to conducting an investigation. Declining to consent to an investigation shall be honored unless the institution determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to the reporting individual and/or other members of the community. Honoring such a request may limit the institution's ability to meaningfully investigate and pursue conduct action against an accused individual. Factors that will be used to determine whether to honor such a request include, but are not limited to:

- a. Whether the accused has a history of violent behavior or is a repeat offender;
- b. Whether the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior;
- c. The increased risk that the accused will commit additional acts of violence;
- d. Whether the accused used a weapon or force;
- e. Whether the reporting individual is a minor; and

f. Whether the institution possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.

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.

Amnesty

The health and safety of every student at ESF 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 domestic violence, dating violence, stalking, or sexual assault to College officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of domestic violence, dating violence, stalking, or sexual assault to ESF officials or law enforcement will not be subject to ESF *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.

Retaliation

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

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.

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/employment 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 of a maximum of (10) ten days as requested by external municipal entities while law enforcement gathers evidence. The decision to delay rests with the 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.

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, including possible sanctions. These allegations generally include the date, time, location, and name of the reporting individual as well as a list of the College policies that are alleged to have been violated.

The College has designated the Coordinator of Student Conduct as the investigator of allegations of sexual assault, dating violence, domestic

violence, or stalking involving students as the accused/ respondent. Allegations against faculty or staff members, either by a student or another employee, will be investigated by the Title IX Coordinator. 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.

All investigative meetings will be audio recorded. Please see [Recording](#) for more information.

An investigation will typically be completed within 60 days from the time of the report, 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 investigator 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.

How Charges are Determined

The investigator will provide the written investigative 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 (syr.edu) email addresses as this is the method the College uses for official communication with students.

The Hearing Process

While significant elements of the adjudication process for student conduct cases related to sexual assault, domestic/dating violence, and stalking mirror the behavioral misconduct processes, additional aspects specific to sexual and interpersonal violence cases are noted here.

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

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, and request responses from other parties and other witnesses.

For more information about the format of College Hearing Board hearings, see [Procedures](#).

Both the reporting individual and the respondent have the right to submit an impact statement within 48 hours of the completion of the hearing for consideration by the Board during the sanctioning phase. The impact statement(s) should be submitted in writing to the Division of Student Affairs. The impact statement(s) will only be opened in the event that the respondent is determined to be responsible.

All 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.

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

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

Possible Outcomes/Sanctions:

All 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 (syr.edu) 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.

Appealing an Outcome:

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 five (5) business days of receiving notification of the hearing outcome.

For a complete description of the appeals process, including a description of the four appeals criteria, refer to [Appealing an Outcome](#).

After an Appellate Decision is Made:

Both the reporting individual and the respondent have the right to choose whether to disclose or discuss the outcome of the student conduct process. Additionally, students have the right to have all information obtained during the course of the student conduct process be protected from public release until the Vice Provost and Dean for Student Affairs 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.

Appendix B: Alcohol and Drug Amnesty Policy

This appendix 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 the 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 as an assisted student 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.

Appendix C: Academic Success and Integrity Information

Student Responsibilities Relative to the Educational Experience

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

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

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

Achieving Academic Success

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

Manage Your Time

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

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

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

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

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

Study Smarter

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

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

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

Study the most difficult things first and stay organized.

Be Healthy

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

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

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

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

Ask For Help

Use office hours ESF faculty members and instructors provide this opportunity and they expect you to use it. Ask questions about assignments,

seek their advice about your career options, discuss their research, etc. They are experts in their fields of study and are willing to share their know-how and resources with you. Teaching assistants are also a great resource for students to assist with assignments, and provide guidance and advice.

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

Use the Academic Success Center (ASC)

The Academic Success Center's mission is to provide a variety of academic support services for students to help them realize their educational goals. The ASC offers peer tutoring, drop-in writing support, success resources, a computer lab, and graduate school preparation resources. The Academic Success Center is located in 109 Moon Library and staff members can be reached by phone at (315) 470-4919 or by email at aghoffma@esf.edu.

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

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

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

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

Graduate School Preparation Resources: Students can begin the process of searching for graduate schools using one of the ASC's graduate

preparation materials, including test (GRE, GMAT, etc.) study guides and resources specific to the process.

Doing Honest & Original Work

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

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

It may seem a bit contradictory:

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

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

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

Violations of Academic Integrity

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

Plagiarism

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

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

Inappropriate Collaboration

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

Cheating

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

Facilitating Academic Dishonesty

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

Avoiding Academic Dishonesty

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

Citing Sources

Citing sources is what allows one individual to use the words or ideas of another. If you quote a source, you must use quotation marks and you must cite it. If you paraphrase or summarize from a source, you must cite it. In writing a paper you show, in the body of the paper, the source of your

information (using an appropriate format) and you provide detailed information about the sources in a bibliography or footnote (again, using appropriate formatting). In a formal presentation, you acknowledge the work of others and the source on your exhibit (slide, graph, chart, etc.).

Citing sources serves many functions: It demonstrates that you have completed your research, it gives credit to the work completed by others, and it provides additional information to others for their research and/or additional questions. You should always cite printed materials, electronic (Internet) sources, recorded materials, the spoken word, and images.

Special note regarding the Internet: Everything printed on the Internet has been written by someone and the information should be cited as you would print sources. Be aware, however, that anyone can post on the Internet and not all information is valid or reliable. If you cannot find an author's name and credentials, or the sponsoring organization isn't credible, do not use the information.

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

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

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

Quoting and Paraphrasing

QUOTING*:

- Quoting the words of an expert or authority is only recommended when the message is particularly clear or expressive—quotes should be reserved for those instances in which the words are particularly powerful.
- Quotes should be used when exact wording is needed for accuracy, when the message of another lends weight to an argument, and/or when the language is especially descriptive.

- Authors show that they are quoting when: they name the source in an introductory phrase, use quotation marks or indent long quotes, and cite sources appropriately. IF YOU DON'T DO THESE THINGS, IT IS PLAGIARISM!

PARAPHRASING*:

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

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

Original Source	Accurate Quoting	Plagiarism	Paraphrase
<p>Because of their unique perspective, Americans fear globalization less than anyone else, and as a consequence they think about it less than anyone else. When Americans do think about globalization, they think of the global economy as an enlarged version of the American economy.</p> <p>Thurow, L. (1993). <i>Fortune Favors the Bold</i> (p. 6). New York: Harper Collins.</p>	<p>Lester Thurow (1993) asserts that the American reaction to globalization is different from that of the rest of the world in that “Americans fear globalization less than anyone else, and as a consequence think about it less than anyone else” (p. 6).</p> <p>Why is this accurate?</p> <p>The writer has introduced the quotation with his/her own words and has indicated where exact words of the source begin and end. S/he has also named the source in an introductory phrase.</p> <p>(Complete Thurow reference appears in bibliography)</p>	<p>The American view of globalization is unlike that of the rest of the world.</p> <p>Because of their unique perspective, Americans fear globalization less than anyone else, and therefore think about it less than anyone else (Thurow, 1993).</p> <p>Why is this plagiarism?</p> <p>Although the writer has identified the source, s/he has not put quotation marks around his words, thereby allowing the reader to think the words are the writer’s, not Thurow’s.</p>	<p>Lester Thurow (1993) maintains that because Americans see globalization simply as a bigger form of their own economy, they are less concerned about it than is the rest of the world.</p> <p>Why is this acceptable?</p> <p>The writer has kept the meaning of the original passage without copying words or structure. Words like <i>globalization</i> and <i>Americans</i> are generic terms (i.e., terms that are commonly used for the concept they illustrate – it is difficult to find synonyms for them). Thus you may use these words without placing them in quotation marks.</p> <p>(Complete Thurow reference appears in bibliography)</p>

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

Common Knowledge

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

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

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

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

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

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

Source: Populi, December 1998, p. 3

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

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

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

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

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

Collaboration

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

Additional Resources

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

SUNY ESF Writing Center Resources: <http://www.esf.edu/writingprogram/wrc.htm>

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

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

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