Student Handbook

This handbook applies to the 2012-2013 academic year. It is in PDF format that provides an easy way to print pages and bookmarks for simple navigation.

The University reserves the right to change requirements, policies, rules and regulations without prior notice in accordance with established procedures.

The University also reserves the right to publish the handbook in this electronic version and make changes to the electronic version.
Fall Semester 2012
August 26 New Student Orientation
August 27 Residences Open for Returning Students
August 29 Classes Begin
September 6 Last Day for Add/Drop Without Petition
September 21-23 Family Weekend
October 11-12 Mid-Semester Break (residence & dining halls open)
October 18-20 Board of Trustee Meetings
November 2-4 Homecoming
November 9 Last Day to Petition to Withdraw from a Course
November 16-25 Thanksgiving Recess (after last class on 16th – dining halls closed)
December 13 Classes End
December 16-21 Final Exams
December 21 Residential Buildings Close at 5:00 p.m.

Spring Semester 2013
January 18 New Student Orientation
January 19 Residences Open at Noon for Returning Students
January 21 Classes Begin
January 29 Last Day to Add/Drop Without Petition
February 21-23 Board of Trustee Meetings
March 8-17 Spring Break (after last class on 8th – dining halls closed)
April 5 Last Day to Petition to Withdraw from a Course
April 27 Moving-Up Day
May 3 Classes End
May 6-11 Final Exams
May 16-18 Board of Trustee Meetings
May 19 Commencement, Sunday 10 a.m.
May 30-June 2 Reunion Weekend

This calendar is subject to revision by the University.
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INTRODUCTION TO ST. LAWRENCE UNIVERSITY

St. Lawrence University reserves the right to change its rules, regulations, policies and procedures at any time. Such changes will apply to everyone when made, unless otherwise noted. The policies and procedures which appear in this handbook reflect the last version available at the time of publication. However, it is the most current version of policies and procedures which applies. Students can secure the most up to date version of any policy or procedure by contacting the appropriate department or office, or, in many instances, by checking the University’s website.

About St. Lawrence – Its Mission, Character & Aims and Objectives

This information is available in the 2012-13 University Catalog, pages 4-6, and may be accessed at http://www.stlawu.edu/catalog/.

RESIDENT’S RIGHTS AND RESPONSIBILITIES

The following is a listing of your “rights” – what you are entitled as a student living in one of SLU’s residence halls and your “responsibilities” – in other words, what is expected of you as a member of a residential college.

YOU HAVE THE RIGHT to a reasonably peaceful and quiet space in which you can sleep and study;
YOU HAVE THE RESPONSIBILITY to observe quiet hours, keep your music and your voice at a reasonable volume in the residence halls, and to remind others that you expect the same of them.

YOU HAVE THE RIGHT to confront and/or report another’s behavior that infringes on your rights;
YOU HAVE THE RESPONSIBILITY to examine your own behavior when confronted by another and work toward resolving conflicts.

YOU HAVE THE RIGHT to a safe and secure residence hall space;
YOU HAVE THE RESPONSIBILITY to keep your room door and residence hall doors locked, not tamper with or prop doors open or admit strangers, and not reveal your room combination to anyone.

YOU HAVE THE RIGHT to privacy and the proportionate use of your room both in terms of space and time, and the right to be free of unwanted guests in your room;
YOU HAVE THE RESPONSIBILITY to let your roommate know of your wishes and preferences for hours of sleep, study, and visitation, and to work through any differences you may have in a peaceful manner, within the guidelines established in the Student Handbook.

YOU HAVE THE RIGHT to be respected as an individual;
YOU HAVE THE RESPONSIBILITY to act respectfully towards members of the college community, which means not participating in behaviors that are harassing, intimidating, demeaning, violent, abusive, or without consent.
YOU HAVE THE RIGHT to public space that is safe, clean, comfortable, and welcoming. Public space includes lounges, hallways, seminar rooms, and bathrooms; 
YOU HAVE THE RESPONSIBILITY to use public space so that other members of the community find it to be safe, clean, comfortable, furnished, and welcoming.

YOU HAVE THE RIGHT to offer your opinions and suggestions and to participate in dialogue about community issues; 
YOU HAVE THE RESPONSIBILITY to participate in dialogue that impacts the health of the community, and to offer your opinions and suggestions in a way that is respectful of the rights of others.

YOU HAVE THE RIGHT to the assistance of your CA, RC or other Residence Life or University staffs when you need assistance; 
YOU HAVE THE RESPONSIBILITY to notify a staff person of your problem in a timely manner and to cooperate with them as they assist you.

YOU HAVE THE RIGHT to choose your means of recreation and relaxation; 
YOU HAVE THE RESPONSIBILITY to know and abide by the St. Lawrence University Student Handbook and the laws of the State of New York, including those that pertain to alcoholic beverages and illegal drugs. 
YOU HAVE THE RESPONSIBILITY to follow the rules and regulations established to support the educational purposes of the University and to sustain a safe and comfortable living environment in the residence halls.

YOU HAVE THE RIGHT to know what behavior is acceptable and unacceptable in the residence halls; 
YOU HAVE THE RESPONSIBILITY to read the information provided for you by St. Lawrence University, the Safety and Security Department, the First-Year Program and Residence Life, which includes the Student Handbook and especially your housing contract.

STUDENT GOVERNMENT

Thelomathesian Society

The Thelomathesian Society (Thelmo), your student government, serves the student body as its united voice and plays a crucial role in highlighting campus issues and in constructing policies at St. Lawrence University. Thelmo offers a valuable opportunity for students to engage one another in productive dialogue and to work together in achieving excellence for our University and in promoting the principles of thoughtful and committed citizenship.

Thelmo exists for your benefit, so please do not hesitate to seek assistance from your student government representatives. For more information on the organization, visit http://www.stlawu.edu/thelmo/.

Remember, Thelmo is not a disconnected entity from the student body but is in essence synonymous with the student body. It is encouraged that you attend Thelmo meetings and get involved with the discussion, debate, and activities that impact your everyday life. Meetings are Wednesday at 7:00 pm in the Student Center Hannon Room.
Your elected Thelmo officers:

Executive Board
President – R. John Montgomery ’14 (rimont10@stlawu.edu)
Vice President, University Relations – Jack Holby ’14 (jfhobl10@stlawu.edu)
Vice President, Senate Affairs - Steve Cash ’14 (smcash10@stlawu.edu)
Secretary – Iris Longo ’13 (illong09@stlawu.edu)
Student Delegate, Board of Trustees – Christopher Shrope (crshro09@stlawu.edu)
SLUSAF Central Treasurer – Jack Conboy ’13 (jeconb09@stlawu.edu)
SLUSAF Assistant Treasurer – George Barrett ’14 (gcabarr10@stlawu.edu)

Your Class Council officers include:
2013 Class Council
President – Amy Callahan
Vice President – Nicole Campbell
Treasurer – Bailey Airoldi
Secretary – J. Andrew Hosmer

2014 Class Council
President – Zach French
Vice President – Peter Weatherill
Treasurer – Tammy Gould
Secretary – Bridget Shea-Gander

2015 Class Council
President – Madeline Wetterhahn
Vice President – Maggie Van Zandt
Treasurer – Ben Woodbury
Secretary – Staci Czaja

Class Council officers for the Class of 2016 will be elected during the fall semester.

Environmental Responsibility

Below is the Thelomathesian Society Environmental Resolution, ratified by the University’s Board of Trustees in spring 2006. Read the resolution carefully and make an effort to live by the principles instilled within it. Environmental citizenship is a core value of St. Lawrence University. Therefore, it is expected that you, as a Laurentian, will supply support the importance of environmental stewardship.

The Resolution: Whereas St. Lawrence University, in its curriculum within and across many academic departments, asks students through their coursework and research to explore the environmental issues we face as global citizens; and

Whereas St. Lawrence students, through this exploration, will have the foundation to understand and embrace environmental sustainability so that they personally and professionally may meet the needs of their own families, communities and career responsibilities without compromising the ability of the environment to provide for future generations; and

Whereas St. Lawrence administration is committed to procedural, procurement and building efforts aimed at reducing consumption and waste while increasing energy efficiency, efforts that will strengthen the sustainability of the physical plant and demonstrate the University’s commitment to environmental stewardship; and
Whereas the University understands the importance of both individual and institutional commitment to living and promoting a more sustainable lifestyle through daily actions as well as comprehensive decisions;

Therefore, be it resolved, that the Board of Trustees approves the adoption as one of the University’s core values, a commitment to environmental awareness, environmental education and the pursuit of environmental sustainability in its operations; and

Be it further resolved that the Board of Trustees acknowledges the thoughtful and farsighted work of the Thelomathesian Society, whose leaders and members have had the central role for the creation of this resolution and its endorsement by all governance constituencies of the University.
STUDENT CODE OF RESPONSIBILITY

St. Lawrence University Code of Social Responsibility—Preamble

St. Lawrence University consists of a community united in the common purpose of creating an educational experience for all its members. The shape and dimension of this experience is a function of the intellectual, emotional and social development of the individual. Each member of the community shares the responsibility of maintaining an environment in which this educational experience is given highest priority.

Faculty, students and administrators are mutually engaged in the educational process; each constituency contributes to the education of the others. Such learning experiences and exchanges of information represent a positive aspect of University life that should be encouraged. The University community is subdivided into these separate constituencies based upon the different roles they assume in the University and their different areas of responsibility. It is essential to their common purpose that they interact with maximum synergy.

Honesty, trust, integrity, discretion and reason are essential qualities of an environment in which we strive to achieve maximum development of each individual to full potential. Tangible evidence of a commitment to these values is the freedom of the individual and the recognition of his or her rights and responsibilities as a free person. Restrictions placed upon an individual’s freedom and right to privacy originate only from a responsibility to insure the rights and privileges of every member of the community and to maintain an environment compatible with the University’s objectives.

Under the Student Code of Responsibility, each member of the University community assumes the responsibility that his or her actions, and the actions of other community members, are in accordance with community agreements. The responsibility in every case resides with the individual community member. There is a code of honor implied in membership in a community committed to high academic and social standards: in the free exchange of ideas essential to the educational experience, in free access to learning facilities and resources, and in the recognition of the rights and responsibilities of each individual as a free person.

Standards

Shared goals and shared responsibilities require that the individuals comprising the University community abide by common agreements. These agreements are formulated on the premise that individuals are motivated to conduct themselves in accordance with high educational, social and moral standards. Standards outline general expectations in the area of personal conduct and group behavior. The place of standards in the framework of the community structure is to provide a foundation for evaluation of the actions of individual members and constituent groups of the University community. It is imperative that all constituencies share the responsibility for evaluation of their own performance. When an individual’s or group’s behavior interferes with another person or group in a way detrimental to the educational process, that behavior violates the Student Code of Responsibility. Such violations are processed by the judicial and appeals procedures outlined in this document.
Statement of Student Rights and Responsibilities

Students have a responsibility to obey the rules and regulations of the St. Lawrence community. Law guarantees a citizen's rights; a citizen who violates the law is subject to the penalties imposed by civil authority. Within this broader context, there are specific rights and responsibilities peculiar to students on a college campus. Conditions of mutual respect and trust are promoted at St. Lawrence by community-wide understanding of these rights and responsibilities. The Vice President and Dean of Student Life is the ultimate interpreter of the Student Code of Responsibility.

Section 1: Student Rights

A. Freedom of Expression:
Discussion and expression of all views are permitted within the University, subject only to the provisions of this Code (including the Public Order Policy) and restrictions imposed by local, state or federal law.

B. Campus Organizations:
1. Students may establish organizations for any purpose consistent with the University’s mission, values and rules.
2. Freedom of expression and freedom of assembly are guaranteed to all student groups, subject only to requirements of this Code, local, state and federal law, and rules governing the use of University facilities.
3. Recognized student organizations are those approved by the Thelomathesian Senate.
4. Subject to the above, recognized student organizations may assemble, hear speakers of their own choosing, plan activities, and petition the Student Activities Fund (SLUSAF) for funds.

C. Publications:
1. Any student or student organization may distribute properly attributed material on campus without approval, provided such distribution does not violate this Code or local, state or federal law.
2. Student newspapers and radio are free of censorship.
   a. the editors are not subject to disciplinary sanctions because of anyone’s disapproval of editorial policy or content.
   b. editorial freedom entails a corollary responsibility to observe the canons of responsible journalism, the regulations of the Federal Communication Commission, and this Code.

D. Campus Solicitations:
Campus solicitations are subject to the solicitation policy as stated elsewhere in this Student Handbook.

E. Academic Freedoms:
1. Students are guaranteed the right to pursue their educational goals and to use available facilities and resources, including the right to study and sleep in their own room.
2. Students have the right to an unbiased evaluation of their academic performance.
3. Students have the right to seek interviews with organizations recruiting on campus.
4. In those courses in which discussion is appropriate, students have the right to express views on the course material.
5. Students have the right to an accurate description of course requirements at the beginning of the course.
F. Protest:
The right of peaceful protest is guaranteed within the University, subject only to this Code and local, state and federal law.

G. Campus Governance:
1. Students are guaranteed free elections to choose their representatives to campus governance.
2. Students are guaranteed channels of communication by which they may express their views on University policy.
3. Policies that affect the residential lives of students are cooperatively determined with student involvement. Students have the right to participate in the processes that determine residential policies.
4. Roles and responsibilities of students in University governing bodies are clearly defined in the appropriate constitutions.

H. Privacy:
1. Students are guaranteed rights as outlined in the Family Educational Rights and Privacy Act of 1974 and applicable additions and amendments. These rights include “the right to inspect and review any and all official records, files and data..., including all material that is incorporated into each student’s cumulative record...” A detailed description of the Family Rights and Privacy Act (FERPA) may be viewed in detail by clicking here.
2. University staff and other students respect the privacy and personal property of individuals in University residences whenever possible.
   a. premises occupied by students and their personal possessions are not searched or seized unless under circumstances warranted by law or University policy.
   b. when entry to a student’s room is necessary for maintenance purposes, the occupant receives advance notice.
   c. entry to a student’s room may be made without notice in situations when danger to safety, health, or property is reasonably feared.
   d. rooms are subject to inspection by the NYS Fire Code Enforcement Officer.
3. St. Lawrence University also complies with the Federal Trade Commission’s Safeguard Rule which requires financial institutions and colleges and universities to secure customer financial records and information. For more information regarding this rule and the University’s compliance plan, refer to the Business Office website www.stlawu.edu/policies/info_security.html.

Section 2: Academic Conflict Resolution Procedure
The Conflict Resolution Committee (faculty) shall be responsible for attempting to resolve conflicts in an academic context involving faculty, students and administrative staff and for convening hearing boards according to the provisions of these Conflict Resolution Procedures.

The following procedures are based on the premise that, in most cases, faculty will be the final arbiter of academic standards and policies in their courses. The CRC will not normally intervene in cases involving disagreement about a grade, unless it can be demonstrated that stated procedures for assessment have not been followed. Furthermore, St. Lawrence University believes that the majority of conflicts in the academic sphere can be settled through prompt and adequate communication and attention, usually obviating the need for more formal procedures.

1. Procedures governing students:
The student’s first responsibility is to discuss the matter thoroughly with the faculty or staff member. If the student continues to believe that a conflict still exists, he or she should direct the
matter to the department chair or administrative supervisor in writing within 30 days of the
conflict’s having arisen but no later than 30 days into the subsequent semester. For students in off-
campus programs, the program director shall be considered the department chair in the case of
conflicts involving program faculty; the Associate Dean of International and Intercultural studies
shall act as administrative supervisor in conflicts involving program directors. Students in direct
entry programs or consortia will be subject to the appropriate organization’s conflict resolution
procedure. Communication between parties will be facilitated by the office of international and
intercultural studies. In the event that the student believes there is a conflict of interest involving
the department chair, the student will consult with the dean of academic affairs to identify an
appropriate substitute. The faculty member also should submit his/her written account of the case
and also may choose an alternate to the department chair/administrative supervisor in the event that
he or she feels there may be a conflict of interest. These written statements will form the basis for
discussion among the department chair or administrative supervisor, the faculty member and the
student, after which the department chair or administrative supervisor will discuss the matter with
the faculty or staff member and propose an appropriate resolution to all parties in writing.

If a student continues to believe that the matter has not been resolved, he/she may direct the
matter in writing to the Conflict Resolution Committee (CRC) submitted through the associate dean
for faculty affairs. This step must be taken within 10 days of the student being notified by the
department chair/administrative supervisor of the decision. The associate dean for faculty affairs
will then convene the CRC, which will read the written accounts of the conflict. If the CRC
determines that there are not sufficient grounds to warrant further action on the issue, the
complainant will be notified of this decision. If the CRC determines that there is sufficient cause to
proceed, it will convene a hearing board composed of three faculty members, chosen from the larger
committee of twelve tenured faculty appointed by Faculty Council, on a rotating basis from all
tenured faculty members, in a manner to ensure that no member hearing the case knows either party
well. The hearing board will determine the appropriate procedures to be followed and will
communicate that to the parties at the start of the process. The hearing board will notify both
parties of its findings. If the complainant rejects the findings of the hearing board, he/she may ask
the dean of academic affairs for a final ruling on the matter.

2. Procedures governing faculty:
   A faculty member who finds him/herself in academic conflict with a student should first
   attempt a resolution through negotiation with the student and the department chair or
   administrative supervisor. That negotiation should be conducted on the basis of a written account
   by the faculty member and a response by the student submitted to the chair or supervisor within 30
days of the faculty member’s determination that no resolution is to be expected without such a
   proceeding. In the event that the student concerned believes there is a conflict of interest involving
   the department chair, the student will consult with the dean of academic affairs to identify an
   appropriate substitute. If the faculty member is dissatisfied with the outcome of this negotiation,
   he/she may ask the Conflict Resolution Committee, in writing and within ten days of being notified
   of the chair or supervisor’s decision, to convene a hearing board to adjudicate the matter. The
   Committee shall convene a board within ten working days of its receipt of the faculty member’s
   request. The hearing board will be composed of three faculty members chosen from the larger
   committee of twelve appointed by Faculty Council in order to avoid conflicts of interest. The
   hearing board will determine the appropriate procedures to be followed and will communicate that
to the parties at the start of the process. The hearing board will notify both parties of its findings.
   If the faculty member rejects the findings of the board, he/she may turn to the entire Conflict
   Resolution Committee for final redress.
Section 3: Public Order Policy

The tradition of the University as a sanctuary of academic freedom and a center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary is grounded upon the protection of individual freedoms from pressures or interference, both external and internal.

Academic freedom extends to all members of the campus community. Those who violate the norms of conduct established to protect that freedom cannot invoke it. Therefore, the president of the University, or the president’s designee, in accordance with the charter and by-laws of the University, administers the following rules and regulations.

A. Rules of Conduct:

The following acts, or conduct leading to or resulting in such acts, are prohibited:

a. interference with or interruption or obstruction of classes, lectures, ceremonies, addresses, meetings or any educational, administrative or other function of the University.

b. interference with or obstruction of the rights of others to avail themselves of the educational, administrative, recreational or other services and facilities of the University.

c. failure or refusal to comply in a respectful and timely manner with the directives of a representative of the University, acting in an official capacity.

d. theft or appropriation of or willful damage or misuse of University property, or the property of any person on the premises of the University, including theft of computer codes and software or tampering with computer systems, card access systems and room combinations. Any individual who steals, damages, or defaces an art object is referred to the Student Judiciary Board with the recommendation for immediate suspension from the university. In addition, the individual is responsible for paying for any related damage.

e. acts or threatened acts of violence which encourage or provoke a breach of public order or which encourage or provoke violence.

f. unauthorized use or possession of files, records, equipment or other property of the University or of others.

g. disruption or destruction of the residential environment in ways which violate the rights of residents.

h. violation of any federal, state, or local law.

B. Enforcement:

The University is not a sanctuary from the law. Any person, including visitors, licensees, invitees or trespassers, who violates any of the rules of conduct is subject to arrest and prosecution as provided by the law and are required to leave University property. The president of the University may apply to the court for injunctive relief or any other appropriate civil remedy.

C. Disciplinary Action:

Any student who violates any of the rules of conduct is subject to University disciplinary sanctions as described in this Student Code of Responsibility.

Section 4: Proscribed Conduct

In addition to the rights and responsibilities stated elsewhere in this Code (including specifically in the Public Order Policy), it is further understood that certain conduct is not tolerated
at St. Lawrence University, regardless of whether it happens on or off campus or even pre-matriculation.

A. **Dishonesty:** Any form of dishonesty including, but not limited to, cheating, plagiarism, knowingly furnishing false information to the University, its officials or duly constituted committees, forgery, and the alteration or use of institutional documents or identification with the intent to defraud.

B. **Abuse:**
   a. engaging in a course of action or repeatedly committing acts which alarm another person or threaten his or her wellbeing.
   b. striking, shoving, kicking or otherwise submitting another person to physical contact or attempting or threatening to do the same.

C. **Sexual Misconduct (Sexual Assault, Relationship Violence, Sexual Harassment)**
   **Sexual Assault:** Any touching of a sexual nature that is without the consent of the person touched. Sexual assault may include, but is not limited to, rape, acquaintance rape, sexual abuse, sodomy (non-consensual) and sexual misconduct as defined by New York State Law. Note: See information on filing complaints of sexual assault under Clause IX, X, and XI of the Student Judiciary Board constitution and information on what to do and to find help under Sexual Misconduct: Sexual Assault, Relationship Violence, Sexual Harassment and Stalking Procedures below.
   **Relationship Violence:** Abusive behavior, including threats, verbal and/or emotional abuse, and physical assaults between adults in an intimate and/or sexual relationship. Note: See information regarding the definition of Relationship Violence under Sexual Misconduct: Sexual Assault, Relationship Violence, Sexual Harassment Procedures below.
   **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and/or other unwelcome physical conduct of a sexual nature which interferes with a student’s performance or creates an intimidating, hostile or offensive environment (For more information consult the website at www.stlawu.edu/resources/policies.htm). Sexual harassment is a form of discriminatory harassment.

   A person’s conduct may violate St. Lawrence University’s definition of sexual misconduct (includes sexual assault, relationship violence, sexual harassment) while not violating New York State law.

D. **Stalking:** Stalking is a pattern of knowingly unwanted behavior directed towards a specific person that would cause a reasonable person to fear harm to physical, mental, or emotional health, safety, employment status, or property of such person, a member of such person’s immediate family, or a third party with whom the person is acquainted. Such behaviors include, but are not limited to: telephone calls; voice/text messages; following to residence hall, class, work, or other daily activities; letters; emails; gift giving; instant messaging; using AIM or social networking communities to collect information about person; creating shadow accounts or monitoring key strokes; taking pictures of person; and befriending person’s friends.

E. **Discrimination:** conduct which threatens the well-being of another person or persons; conduct which limits or denies equal treatment of another person or persons because of race, color, sex, sexual orientation, religion, age, disability, veteran status, marital status, national origin or ancestry.

F. **Disruptive Conduct:** any conduct that significantly disrupts the learning, living, or work environment for members of the University community, including but not limited to conduct which is physically or emotionally threatening to others.
G. Discriminatory Harassment: any demeaning, intimidating or hostile verbal, physical or symbolic behavior expressed person-to-person or by communications methods, including telephonic and electronic means, that is directed at an identifiable individual or group and is based on that individual’s or group’s race, religion, ethnicity, age, gender, national origin, disability or sexual orientation, and that has the effect of interfering with a reasonable person’s academic or work performance or of creating an intimidating, hostile or offensive situation or environment. Such behaviors include, but are not limited to, the use of slurs, epithets, gestures, demeaning jokes or derogatory stereotypes. (See policy statement on the St. Lawrence University website http://www.stlawu.edu/policies/index.html.)

H. Violation of published University regulations: Conduct which violates any published University rule or regulation, including rules governing residences and the University smoking policy.

I. Alcohol: Intoxication and/or alcohol abuse is prohibited and is not an excuse for irresponsible behavior or misconduct.

J. Firearms/Weapons: possession and/or use of firearms or other dangerous weapons.

K. Drugs: Illegal use, possession and/or sale of marijuana and/or controlled substances; possession of drug paraphernalia as commonly defined (pipes, bongs, etc.) is also prohibited. All illegal drugs, controlled substances and/or drug paraphernalia will be confiscated.

L. Fire/Life Safety:
   a. tampering with fire and/or safety equipment, including smoke detectors, fire extinguishers, fire signs, exit signs, fire doors, emergency lighting and door access systems.
   b. falsely reporting a fire, including activating a fire alarm.
   c. causing a fire intentionally, carelessly, or recklessly.
   d. interfering with or failing to follow emergency procedures, including evacuating a residence during a fire alarm or fire drill.

M. Reckless Action: Taking any action or creating or participating in the creation of any situation which recklessly or intentionally endangers mental or physical health.

N. Hazing: Conduct that intentionally or recklessly causes psychological, emotional or physical harm, or could cause such harm, to a person as part of initiation into or affiliation with any organization. Anyone who actively participates in such conduct, or who has knowledge that such conduct is taking place or is about to take place and fails to report it to University officials or otherwise take appropriate and reasonable steps to attempt to stop such conduct, is guilty of hazing.

O. Theft: Possession of, or conscious attempt to possess, another person’s property, including combinations for room locks or other locks, and including access codes for telephonic and computer systems, by an unauthorized person, is theft, and is a proscribed and punishable action.

P. Obstruction of University Employees: Conscious interference with, or obstruction of, any University employee in the performance of their duties, or harassing or retaliatory behavior directed at employees in the course of or as a result of performance of duty, is a proscribed and punishable action.

Section 5: Sexual Misconduct (Sexual Assault, Relationship Violence, Sexual Harassment) and Stalking Procedures
The University’s complete discrimination policy can be found at www.stlawu.edu/resources/policies.htm. Included within the University’s prohibition against
discrimination is a prohibition against sexual harassment, including sexual assault, relationship violence and stalking.

**Sexual Harassment Policy:**

It is the policy of St. Lawrence University that all our employees and students should be able to enjoy a work and educational environment free from all forms of discrimination, including sexual harassment.

It is expressly against University policy for any employee, student, vendor or visitor to engage in sexual harassment directed at a member of the St. Lawrence community. Sexual harassment is defined as any unwelcome sexual advancement, request for sexual favors, or other physical or verbal conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; or
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive employment, education, or living environment.

Conduct that is harassing to students, employees or visitors to campus will not be tolerated. Any employee or student will be subject to disciplinary action for violation of this policy, up to and including termination or expulsion; appropriate action will also be taken against any vendor or visitor to campus found to have engaged in prohibited harassment. Sexual harassment is illegal under both state and federal law. Some cases may be susceptible to prosecution under criminal law. (www.stlawu.edu/resources/policies.htm).

Sexual assault is a crime of violence. New York state law defines sexual assault as any type of overt, forced sexual contact with someone who does not consent to the act, or who is physically helpless, or who is under the influence of drugs or alcohol. Men and women must learn to understand that unless the sexual activity is voluntary and consensual, one party may face a charge or criminal complaint of sexual misconduct. A person’s conduct may violate St. Lawrence University’s definition of sexual misconduct while not violating New York State law. Sexual activity may be deemed to be nonconsensual if either party is determined to be unable to give consent due to use of drugs or alcohol. Explicit, not implied, consent from a party whose judgment is not questionable due to drug or alcohol consumption should be obtained by anyone proceeding with sexual activity. Yes means yes: anything less than yes may not be consent.

Relationship violence can be defined as abusive behavior, including threats, verbal and/or emotional abuse, and physical assaults between adults of any gender or sexual preference in an intimate and/or sexual relationship. The “intimate” relationship may be characterized as a series of sexual encounters, dating, “hooking up”, or similar interactions. Examples of abusive actions range from physical acts like hitting, shoving, or restraining to threats designed to control the victim’s behavior. Some examples of threatened actions would be turning friends against the victim or committing suicide or hurting pets.

New York Penal Law Title 14, section 130, defines different terms as they apply to sex crimes. Under the category of sexual misconduct, the crimes of rape and sodomy are defined and include those offenses in the first, second and third degrees. For example, the New York State definition of first degree rape is: “A male is guilty of rape in the first degree when he engages in sexual intercourse with a female (1) by forcible compulsion, or (2) who is incapable of consent by reason of being physically helpless. Physically helpless is defined as a person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act. Any employee or
student may be subject to disciplinary action for offenses of sexual misconduct, up to an including termination or expulsion.

**What can I do if I have been a victim of sexual assault, relationship violence or stalking?** If you have been sexually harassed, sexually assaulted, involved in relationship violence or stalked, you should seek immediate help: Contact an advocate (an advocate is a volunteer who serves as support for victims of sexual harassment, assault, relationship violence or stalking. Seek medical assistance and consider campus disciplinary options as well as New York State legal options. The counseling center will provide assistance and information. Stalking survivors are encouraged to create a record of all incidents with the accused. Stalking logs can be found at [www.stlawu.edu/advocates](http://www.stlawu.edu/advocates). Survivors and/or their friends are encouraged to submit a confidential Anonymous Incident Report through the Advocates Program website ([http://www.stlawu.edu/advocates/index.php/](http://www.stlawu.edu/advocates/index.php/)). Students should contact the office of the Associate Dean of Student Life for information on complaint procedures and advice.

**TELL SOMEONE!! ALL CALLS ARE CONFIDENTIAL**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Number</th>
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<tbody>
<tr>
<td>SLU Sexual Violence Hotline</td>
<td>244-5466</td>
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<tr>
<td>Reachout Hotline</td>
<td>265-2422</td>
</tr>
<tr>
<td>Renewal House</td>
<td>379-9845</td>
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<tr>
<td>Safety and Security</td>
<td>229-5555</td>
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<tr>
<td>Counseling Services</td>
<td>229-5392</td>
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**St. Lawrence University Advocates Program—2012-2013**

Sexual Violence Hotline: 244-5466

(Advocates Program website at [http://www.stlawu.edu/advocates/index.php](http://www.stlawu.edu/advocates/index.php))

Names and contact numbers for Advocates will be available within the first week of the semester online at the Advocates' website, in the Advocates Booklets accessible via CAs, FYP professors and Student Life staff.

Any student having a complaint of sexual harassment, sexual assault, relationship violence or stalking is urged to speak to the Associate Dean of Student Life or to the Vice President for Community and Employee Relations, who serves as the University's equity officer, for advice and information on the complaint procedure.

The Associate Dean of Student Life or the equity officer will investigate complaint allegations and make referrals to appropriate individuals or bodies for action. No student shall be subjected to any discipline or adverse treatment because the student in good faith made a complaint of sexual harassment, sexual assault, relationship violence or stalking. All appropriate confidences shall be maintained.

The Associate Dean of Student Life has the authority to investigate possible violations of the St. Lawrence University Code of Conduct, including those related to sexual misconduct, and other appropriate cases, and to review any charges that have been filed. Specifically in the event of formal filed charges involving sexual misconduct, he/she can determine whether there is sufficient merit in them to warrant proceeding before the Special Hearing Board or otherwise. Formal complaints of alleged sexual harassment, sexual assault, relationship violence and stalking involving matriculated student on student conduct may be heard by the Special Hearing Board; other instances of such conduct (i.e., not involving matriculated student on student interaction) may be heard, as appropriate, by the Discriminatory Harassment Hearing Board, which is described on the St. Lawrence University website under Policies [http://www.stlawu.edu/policies/index.html](http://www.stlawu.edu/policies/index.html), or Human Resources, depending on the status of the
parties involved. In the case of a stalking complaint, the Associate Dean of Student Life and a representative of the Special Hearing Board may jointly agree to refer the matter to one of the University’s other procedures for handling misconduct (e.g., the Student Judiciary Board). In other cases, he/she may elect to file charges himself/herself so that a matter may proceed.

The Associate Dean of Student Life also receives informal complaints of alleged sexual misconduct which generally are not forwarded to the Special Hearing Board. An informal complaint is a written report of alleged sexual misconduct for which the student complainant has elected not to seek formal action. If a student is interested in seeking an informal resolution, the appropriate office will work with the individual towards that end where otherwise appropriate. Informal resolution of complaints is purely voluntary and a complaining party may discontinue informal resolution attempts at any time. The University may determine that some conduct, such as sexual assault, is not amenable to informal resolution.

Retaliatory action of any kind (such as, but not exclusive to adverse action vis-à-vis standing in employment or student status, adverse decisions re: salary, job performance or student performance, or adverse action taken re opportunity for advancement for an employee or student) taken by any employee (e.g., department head, supervisor, and co-worker) or student against any other employee or student as a result of that person’s seeking redress through an appropriate means, including under the procedures of the DHHB, cooperating in any appropriate inquiry in the matter, or otherwise participating in any proceedings under the procedures of the DHHB is prohibited. Any such retaliatory action can be the basis for a separate complaint.

For more information about the DHHB or other venues for complaints contact Lisa M. Cania, vice president for community and employee relations, Vilas 14, lcania@stlawu.edu, 315 229-5567, fax 315 229-7430.

Further information on all of these procedures is also available from the Associate Dean of Student Life, ext. 5551.

Section 6: Conflict Resolution and Disciplinary Procedures

Each student is responsible for trying to resolve conflicts directly with those involved. That failing, the student is encouraged to seek assistance from the Associate Dean of Student Life, residential staff, Greek advisor and/or theme house coordinator.

Violations of the St. Lawrence University Student Code of Responsibility are administered according to the Student Judiciary Board Constitution.

Student Judiciary Board Constitution—

Clause I: Jurisdiction of the Vice President and Dean of Student Life

Section 1: The Vice President and Dean of Student Life’s designee, the Associate Dean of Student Life, supervises the student judicial system. The Associate Dean of Student Life is vested with the responsibility to monitor judicial proceedings for the purpose of insuring that such proceedings are conducted in a manner that is consistent with University policy. The Associate Dean’s responsibilities in this regard include: to ensure that students’ due process and students’ rights and responsibilities are upheld, and to sit in on judicial hearings. The Associate Dean of Student Life has the authority to investigate possible, and charges of, violations of the St. Lawrence University Student Code of Conduct and, in the event of filed charges, determine whether there is sufficient merit in them to warrant proceeding to the next step of the hearing. The Associate Dean of Student
Life may provide for designated administrative staff members to hear certain disciplinary cases if deemed appropriate and if the student charged agrees to an administrative agreement. The Chief Justice of the Student Judiciary Board maintains the right to continually define which types of cases are appropriate for an administrative agreement and may require all cases to be heard by the Student Judiciary Board.

**Administrative Agreement:** Students found in violation of the Student Code of Responsibility for infractions that do not hold the potential for suspension or expulsion can have the charges resolved at the administrative level. An administrative agreement is completed only when the student charged agrees that the sanction(s) imposed are reasonable and fair. Should the student not accept responsibility for the charges, or not accept the proposed sanction(s), the matter is referred to the Student Judiciary Board. All administrative agreements will be brought to the attention of, and be approved by, the Student Judiciary Board.

**Dean’s Hearing:** In cases involving allegations of extreme violence, repeat offenders or the sale of narcotics, the Vice President and Dean of Student Life, after consultation with the Chief Justice of the Student Judiciary Board, may determine that the matter is best handled by a Dean’s Hearing. This procedure involves a hearing before a three member panel, selected by the Vice President and Dean. During the academic year, the Chief Justice, if otherwise available, will be one of the three panel members. The procedures in Clause 5, available for a hearing before the Student Judiciary Board, will apply in a Dean’s Hearing, except that recommendations of the panel will become final unless appealed to the Vice President and Dean within the time limits set forth for appeals in Clause 5. Appeal to the Board of Appeals is not available in these cases and the determination of the Vice President and Dean is final.

**Section 2:** When a violation of the St. Lawrence Student Code of Responsibility may also violate federal, state or local law, the Associate Dean of Student Life may decide to either proceed with the case or stay University proceedings pending resolution of any potential or actual external charges (a decision to stay proceedings can be reconsidered at any time).

**Section 3:** The Vice President and Dean of Student Life or the Vice President’s designee may suspend a student from the University or take other appropriate action whenever the student’s alleged actions constitute a danger or hazard to members of the University community or to the University. Such actions may include a threat of danger or injury to others, a threat of disruption of the educational or living environment. Before a suspension can exceed seven (7) calendar days, the student (to be) suspended shall be given the opportunity to speak directly to the Vice President and Dean.

**Section 4:** The Vice President and Dean of Student Life reviews appeals when the Board of Appeals is not in session.

**Section 5:** The Vice President and Dean’s designee, the Associate Dean of Student Life, shall have jurisdiction for student judicial problems when the Student Judiciary Board is not in operation. When practicable, the Associate Dean of Student Life shall act in consultation with the Chief Justice of the Student Judiciary Board.

**Clause II: Jurisdiction of the Student Judiciary Board**

**Section 1:** The Student Judiciary Board hears charges involving students, groups of students, or student organizations (including but not limited to recognized organizations, theme houses and floors, etc.) charged with violations of the Student Code of Responsibility, except for those charges which fall under the jurisdiction of the Special Hearing Board (Clause IX-XI).

**Section 2:** The Student Judiciary Board operates from the first day of fall semester first-year orientation to the last day of classes of the spring semester. The Associate Dean of Student Life conducts hearings when the student Judiciary Board is not in session.
Section 3: The student judicial system supersedes any internal supervision by student organizations or residence halls when violations of the Student Code of Responsibility occur.

Section 4: Any person or group from the University community may present allegations to the student judicial system through the Associate Dean of Student Life who determines whether to permit charges to proceed.

Clause III: Responsibilities of the Student Judiciary Board

Section 1: The Student Judiciary Board conducts hearings and determines appropriate sanctions. Determinations are based on the weight of evidence presented; that is, is it more likely than not that a charge against a student or group is correct.

Section 2: The Student Judiciary Board conducts hearings within a reasonable length of time after receipt of charges, normally within ten days.

Section 3: When a student suspended for disciplinary reasons requests re-enrollment at the University, the Vice President and Dean of Student Life and the Associate Dean of Student Life, in consultation with the Chief Justice of the Student Judiciary Board, determines whether or not the student is to be readmitted and, if so, under what conditions.

Section 4: Students and staff of a residence hall may establish internal procedures for minor community infractions so long as they do not conflict with University policies. The residence life staff maintains a written record of infractions and the sanctions involved. A student who repeatedly violates community standards is referred to the Student Judiciary Board, which will consider the written record in determining appropriate sanctions. If a student feels that sanctions imposed by residential staff are inappropriate that student may bring the matter before the Student Judiciary Board for adjudication.

Clause IV: Qualifications and Appointments

Section 1: The Student Judiciary Board consists of eight justices and student advocates (number determined by Chief Justice) appointed by the Committee of Selection, which consists of the outgoing senior class justices of the Student Judiciary Board, the president of the Thelomathesian Senate or his/her designee, and two graduating members of Omicron Delta Kappa, each having one vote.

Section 2: The Committee of Selection chooses the Chief Justice of the Student Judiciary Board.

Section 3: The Student Judiciary Board is composed of three seniors, three juniors and two sophomores.

Section 4: If a vacancy occurs on the Student Judiciary Board, the new justice is appointed by the Committee of Selection.

Section 5: All members of the Student Judiciary Board must be in good academic and disciplinary standing and are selected and ratified on the basis of suitable character and maturity.

Section 6: The Associate Dean of Student Life acts as an advisor to the Student Judiciary Board.

Section 7: Student advocates will advise students how to best engage with the University’s judicial process.

Clause V: Procedures

Section 1: A student or an organization notified to appear before the Student Judiciary Board is made aware of his/her/their rights at the time he/she/they receives notice of charges. These rights include:

a. the right to receive notice of charges in writing, to include the time and place of the alleged violation (to the extent available) and time and place of the Student Judiciary Board hearing.
b. the right to a fair and impartial hearing.
c. the right to offer witnesses and testimony, and to challenge evidence and testimony presented against him/her/them (such challenges do not include the right to direct cross examination of any witness). However, the Student Judiciary Board may establish a reasonable limit on the number of witnesses and the relevancy of any proffered evidence.
d. the right to be accompanied by another individual from the St. Lawrence community whose role will be advisory only. Students/organizations may not be represented by attorneys at disciplinary hearings or meetings relevant to the complaint.
e. the right to make the meeting public through prior consultation with the Chief Justice.
f. the right to remain silent without sanction.
g. The right of five days written notice in advance of the hearing that can be waived by agreement between the student/organization and the Chief Justice. This written notice is placed in the student’s or organization leader’s campus mailbox a minimum of five calendar days before the scheduled meeting.
h. The right to appeal within seven (7) calendar days after receipt of sanction.

**Section 2:** The Student Judiciary Board may call witnesses and make recommendations based upon all evidence presented. The Student Judiciary Board is also empowered to resolve any procedural issues which might arise in the course of a proceeding, provided that resolution is not inconsistent with the express provisions contained herein.

**Section 3:** If a student/organization fails to appear for a hearing as required by the Student Judiciary Board, that case will be heard in absentia unless the chief justice determines that extenuating circumstances warrant an exception.

**Section 4:** The Student Judiciary Board recommendations are sent to the Associate Dean of Student Life for consideration. Within seven days the Associate Dean of Student Life either confirms the recommendation(s) or returns the recommendation(s) with comment to the Board for reconsideration. If the Associate Dean of Student Life confirms the recommendation(s) of the Board, the decision is sent to the student charged. If the Associate Dean of Student Life returns the recommendation(s) with comment to the Board and the Board reaffirms its original recommendation, the recommendations are sent to the Vice President and Dean of Student Life who will determine the issue. Students who violate sanctions imposed by the Board or by the Vice President and Dean of Student Life are subject to further disciplinary action up to and including termination from the University, which discipline can be imposed directly by the Vice President and Dean of Student Life, provided the student is first given the opportunity to meet with the Vice President.

**Clause VI: Responsibilities of the Board of Appeals**

**Section 1:** The Board of Appeals does not re-hear Student Judiciary Board proceedings but rather ensures that student rights have not been violated, that appropriate procedures are followed, and sanctions are reasonable.

**Clause VII: Qualifications and Appointments—Board of Appeals**

**Section 1:** The Board of Appeals is composed of two faculty members, two members of the University administration, and four students. If student vacancies occur, the Committee of Selection makes re-appointments. Faculty vacancies are filled by Faculty Council. The President fills administrative vacancies.
Clause VIII: Procedures of the Board of Appeals

Section 1: Appeals may be filed by the accused student by submitting a letter of appeal to the Convener of the Judicial Appeals Board, relying on the following grounds:
   a. that the sanctions imposed by the Student Judiciary Board were unreasonable.
   b. that the student’s procedural rights were violated.
   c. that new evidence which could have substantially affected the decision first became known after the initial hearing.

Section 2: The Board of Appeals meets promptly to consider an appeal, normally within ten days.

Section 3: The Chief Justice of the Student Judiciary Board is invited to attend meetings of the Board of Appeals.

Section 4: Recommendations from the Board of Appeals are sent to the Vice President and Dean of Student Life, who then makes the final decision and notifies the student charged and the Chief Justice of the Student Judiciary Board.

Section 5: The President of the University is informed in cases of suspension or expulsion.

Clause IX: Responsibilities of the Special Hearing Board

Section 1: The Special Hearing Board conducts hearings in formal complaints of alleged student on student sexual misconduct (including sexual assault, relationship violence, sexual harassment and stalking), involving matriculated students, forwarded to it by the Associate Dean of Student Life.

The Special Hearing Board will make appropriate recommendations based upon a preponderance of information presented in complaints of alleged sexual misconduct: sexual assault, relationship violence, sexual harassment, and stalking.

Section 2: The Special Hearing Board conducts hearings as soon as possible after referral of the complaint from the Associate Dean of Student Life. A victim or any member of the University community may file a complaint within six months of the alleged incident. In extraordinary circumstances, the Associate Dean of Student Life or Special Hearing Board may decide to proceed with a complaint filed after six months of the alleged incident. Hearings are scheduled as determined by the reasonable availability of the parties involved, witnesses, members of the Special Hearing Board, and the Associate Dean of Student Life (or a designee appointed by the Associate Dean of Student Life), but are held normally within 14 calendar days of referral to the Special Hearing Board.

Clause X: Qualifications and Appointment—Special Hearing Board

Section 1: The Special Hearing Board consists of twelve members of the St. Lawrence University community plus the Associate Dean of Student Life (or a designee appointed by the Associate Dean of Student Life). Three members of the Board will serve as the Special Hearing Board for each individual complaint. The Vice President and Dean of Student Life, the Associate Dean of Student Life and the Thelomathesian President collaborate in identifying faculty and staff members interested in working with the Special Hearing Board. The recommendations for faculty membership are then forwarded to the Vice President and Dean of Academic Affairs and on to Faculty Council for approval. The role of the Associate Dean of Student Life is to assure that all administrative and procedural requirements are met, to collect information, and to perform other administrative duties and otherwise assist the Board as needed. The Associate Dean of Student Life attends meetings of the Special Hearing Board but is not a voting member of the Board.

Clause XI: Procedures—Special Hearing Board

Section 1: When infractions of the St. Lawrence Student Code of Social Responsibility/Sexual Misconduct may also violate federal, state or local law, the Associate Dean of Student Life may decide to either proceed with the case or temporarily stay University proceedings. A decision to stay
proceedings can be reconsidered at any time and the University need not stay proceedings at all based on external charges or investigations.

Section 2: The Special Hearing Board calls witnesses and make recommendations based upon a preponderance of information presented.

Section 3: The complainant is made aware of his or her rights before the hearing. These rights are:
   a. the right to have a St. Lawrence University student, staff, or faculty member accompany him/her throughout the hearing process. The complainant is not entitled to have an attorney-at-law or a non-community member present at the hearings or meetings with the Associate Dean of Student Life in preparation for the hearings.
   b. the right to make his/her statement without directly confronting the party charged in the hearing.
   c. the right to provide a personal statement of events.
   d. the right not to have his or her past sexual history discussed during the hearing (although information concerning a student's involvement in prior formal complaints may be considered by the Special Hearing Board if considered by it to be relevant).
   e. the right to ask that witnesses relevant to the case be called to testify at the hearing. However, the Special Hearing Board may establish a reasonable limit on the number of witnesses and to also place reasonable restrictions on the introduction of any proffered evidence.
   f. the right to appeal.
   g. the right to identify one member of the Board who is asked to recuse himself/herself and is replaced by another member.
   h. the right to decline to answer a question. However, the Board proceeds based on the information provided. Failure to cooperate with the Special Hearing Board may be considered by the board in its hearing of the complaint.

Section 4: The party charged is made aware of his or her rights before the hearings. These rights are:
   a. the right to be informed of the charges in writing, the time and place of the offense and his or her accuser.
   b. the right to have a St. Lawrence University student, staff, or faculty member accompany him or her throughout the hearing process. The party charged is not entitled to have an attorney-at-law or a non-community member present at the hearings or meetings with the Associate Dean of Student Life in preparation for the hearings.
   c. the right to ask that witnesses relevant to the case be called to testify at the hearing. However, the Special Hearing Board may establish a reasonable limit on the number of witnesses and to also place reasonable restrictions on the introduction of any proffered evidence.
   d. the right not to have his or her past sexual history discussed during the hearing.
   e. the right to appeal.
   f. the right to provide a personal statement of events.
   g. the right to ask one member of the Board to recuse himself/herself who is replaced by another member.
   h. the right to decline to answer a question. However, the Board proceeds based on the information provided. Failure to cooperate with the Special Hearing Board may be considered by the board in its hearing of the complaint.

Section 5: The Special Hearing Board may subpoena witnesses to appear and testify before the Board. Failure to appear or cooperate with the Board is a punishable offense.
Section 6: After having heard from each party and relevant witnesses as determined by the Board, and prior to rendering its final decision, a summary of relevant, conflicting information received by the Board will be provided each party, who will then have one final opportunity to respond, either in writing or in person, as determined by the Board. In the course of this process, the identification of witnesses will normally remain confidential unless such identification is reasonably necessary to a party’s ability to respond.

Section 7: The Special Hearing Board with the assistance of the Associate Dean of Student Life will issue a written report to the Vice President and Dean of Student Life within a reasonable time, normally within seven (7) working days of the conclusion of its proceedings. The Special Hearing Board report will detail the complaint, identify the parties involved, and present the Special Hearing Board’s recommendations with rationale. The Vice President and Dean is free to discuss the hearing with the hearing panel and the Associate Dean of Student Life. Within a reasonable time, normally within seven (7) working days, the Vice President and Dean will either confirm the recommendation(s) or return the complaint with commentary to the Special Hearing Board for reconsideration or further proceedings. The Special Hearing Board will thereafter forward its final report after reconsideration to the Vice President and Dean of Student Life.

Section 8: The Vice President and Dean of Student Life will convey the final decision in writing to the complainant and the party charged within a reasonable time, normally within seven (7) calendar days after receiving the final report from the Special Hearing Board.

Section 9: An appeal of the decision must be made in writing to the Vice President and Dean of Student Life within seven (7) calendar days.

Section 10: Grounds for an appeal are limited to: improper procedures, new evidence or unreasonable penalties.

Section 11: The Vice President and Dean of Student Life issues a decision responding to the written appeal within a reasonable time, normally ten (10) calendar days after receipt of the appeal (or a response by the other party, if solicited). The Vice President and Dean of Student Life does not rehear Special Hearing Board complaints but ensures that students’ rights are protected, appropriate procedures are followed, and penalties are reasonable.

Section 12: Students who violate sanctions imposed by the Vice President and Dean of Student Life shall be subject to further disciplinary action up to and including expulsion from the University which discipline can be imposed directly by the Vice President and Dean of Student Life, provided the student is first given the opportunity to meet with the Vice President and Dean.

Section 13: In those cases where, in the opinion of the Vice President and Dean or his/her designee, the continued presence of an individual on campus constitutes a threat of danger or injury to others or a threat of disruption of the educational or living environment, the Vice President and Dean of Student Life or his/her designee may immediately suspend the individual from the University or take other appropriate action as provided in Clause I, Section 3.

Section 14: No meeting of the Special Hearing Board shall be recorded in any way other than the individual notes taken by those present and the report detailed in Section 6.

Section 15: Failure to cooperate with requests of the Special Hearing Board or directives of the Associate Dean of Student Life by either party or persons acting on a party’s behalf may be dealt with by appropriate disciplinary action and may be considered by the Board in its hearing of the complaint.

Section 16: Issues and questions that are not specifically addressed in the above are resolved by a majority vote of the available members of the Special Hearing Board assigned to a case following a recommendation by the Associate Dean of Student Life.
Clause XII: Responsibilities of the President of the University

Section 1: The President of the University is informed by the Vice President and Dean of Student Life of all cases resulting in suspension or expulsion. The President is also informed of all decisions to restrict membership or remove recognition from a group or organization.

Clause XIII: Removal of Members—Student Judiciary Board and Board of Appeals

Section 1: Grounds for removal of a Student Judiciary Board member are violation of confidentiality, lack of good behavior, failure to complete duties, and/or failure to remain in good academic standing. Any member of the St. Lawrence University community may initiate a petition for removal of a board member.

The petition, bearing at least 20 signatures from full-time students, is submitted to the Vice President and Dean of Student Life. The petition is forwarded to a review committee consisting of the Executive Committee of the Thelomathesian Senate and three members of Omicron Delta Kappa selected by the president of Omicron Delta Kappa. Acceptance of a recommendation for a removal must be verified by a 2/3 vote of this review committee.

Section 2: Grounds for removal of a Board of Appeals member are betrayal of trust or lack of good behavior. Any member of the St. Lawrence University community may initiate a petition for removal of a Board of Appeals member. The petition, bearing at least 20 constituent signatures, shall be filed with the electing or appointing body. That body shall institute appropriate hearings and render a decision.

Clause XIV: Sanctions

The following sanctions may be imposed by any appropriate body when the evidence establishes a violation of any University policies whether it is the one specifically charged or not, provided the accused had adequate notice of and opportunity to respond to the underlying allegations. The following list of sanctions is not exhaustive. Sanctions may apply to groups as well as students. The Student Judiciary Board, administrative hearing officer, or other body may impose a single sanction or a combination of sanctions. When determining sanctions, the Student Judiciary Board, hearing officer, or other body may consider a student’s or group’s past disciplinary record.

Should a student take a leave of absence or withdraw from the University with disciplinary sanctions pending, he/she is expected to complete the sanctions upon his/her return. Failure to comply with imposed sanctions will result in additional discipline.

- Dismissal of charges—All charges are dropped.
- Disciplinary Warning—Formal notice that a student’s or group’s behavior is inappropriate and that the student or group is on notice for a specified length of time. This sanction may include disciplinary service and/or a fine. Further violations of the Student Code of Responsibility while on disciplinary warning will result in more serious sanctions.
- Fine—A fine may range from $25 to $500 depending on the violation.
- Social Probation—Probation for a specified period of time during which a student cannot receive a leave of absence, cannot apply or participate in any off-campus program, and may not apply for off-campus housing. Social probation may include disciplinary service hours and/or fine. This probation also may include specific restrictions on social privileges. Sanctions will apply to groups including theme living organizations, athletic teams, and Greek organizations as well as individual students in regard to violations of the student code of responsibility. Further violations of the Student Code of Responsibility while on social
probation will result in more serious sanctions. It should be noted that the University may inform parents or guardians of a student’s social probation status.

- Disciplinary Probation—Probation for a specified length of time during which a student cannot receive a leave of absence, cannot apply or participate in any off-campus program, and may not apply for off-campus housing. Disciplinary probation may include disciplinary service hours and/or a fine. This sanction further precludes the individual and/or group from representing the University in any official capacity such as intercollegiate athletics, student government office, rushing or pledging a Greek organization, residence in theme cottage, student abroad/exchange programs, and may also include specific restrictions on social privileges. Further violation of the Student Code of Responsibility while on disciplinary probation will result in more serious sanctions, including but not limited to loss of housing assignment priority, suspension or expulsion. It should be noted that the University may inform parents or guardians of a student’s disciplinary probation status.

- Residential Hall Restriction—Loss of priority in the housing assignment process.

- Restitution—Compensation for damages done or payment for expenses incurred as a result of the student’s behavior. In most cases, this sanction is imposed in conjunction with another sanction.

- Restricted Contact—Directive that the sanctioned student must avoid contact with other student(s) and may not in any way communicate or interact with specified student(s).

- Restricted Activities—Directive restraining the sanctioned student from certain acts, activities or places.

- Disciplinary Service/Learning/Educational Projects—Assignment of tasks or projects to be completed in a specified period of time. Tasks may include service hours with a specific agency or group, letters of apology and explanation, and participation in educational projects and/or programs.

- Membership Restrictions—Prohibits a group from accepting new members for a specific period of time.

- Removal of Recognition—Loss of recognition by a campus group or organization. During the loss of recognition, which may be for a specific period of time or permanently, the group cannot exist on the St. Lawrence campus.

- Suspension—Separation from the University for a specified period of time during which a student has no access to the St. Lawrence University campus. Readmission may be gained upon the approval of the Vice President and Dean of Student Life in consultation with the Chief Justice of the Student Judiciary Board. Disciplinary suspension is noted on a student’s permanent record.

- Expulsion—Permanent dismissal from the University. Expulsion is noted on a student’s permanent record.

Clause XV: Amendment—Judicial System

Section 1: Proposed amendments to the Student Judiciary Board Constitution must be made jointly by the Student Judiciary Board and Board of Appeals and presented in writing to the president of the Thelomathesian Senate for consideration.

Section 2: Amendments are adopted upon approval by a 2/3 vote of the members of the Thelomathesian Senate present and voting, provided a quorum is present, and upon approval of the Vice President and Dean of Student Life.
Appendix 1: Community Responsibility

St. Lawrence University values and has affection for the special relationship we share with the Canton community. To this end, we are committed to ensuring that St. Lawrence University students conduct themselves in an appropriate manner both on and off campus. Any acts of vandalism, harassment, public disturbances or general misconduct that disturb the quality of life for our Canton neighbors will not be tolerated. The consequences for inappropriate behavior could include suspension and permanent separation from the University.

Appendix 2: Off-Campus Arrests

When a student is arrested off campus, the University may receive notification of that arrest. If the charge is deemed to be minor and the probable penalty is a fine, work detail or suspended sentence, the student may be called before the Vice President and Dean of Student Life, or the Vice President and Dean’s designee, to explain his or her behavior. If further action is required, such as judicial proceedings, alcohol or personal counseling, the student will be referred.

If the charge is deemed to be major, and a jail sentence or criminal record is probable, the Vice President and Dean of Student Life, or his or her designee, will decide whether to proceed with consideration of charges or defer consideration until after a decision has been reached in the courts. The Vice President and Dean will notify the student of which course he or she will pursue and that the student may be subject to suspension or expulsion from the University when the matter is considered. In such cases, the chief justice of the Student Judiciary Board shall be fully informed.

If the student’s continued presence at the University represents a clear and present danger, the Vice President and Dean of Student Life will immediately suspend the student.

RESIDENCE LIFE

As a four-year residential university, St. Lawrence considers the residential experience to be an integral component of the educational process. Living in residence affords students the opportunity to demonstrate individual and social responsibility, develop a deeper knowledge and understanding of differences and use their residential experience as an extension of their academic experience. The residential program seeks to provide an educational environment conducive to the personal growth of each student.

The Office of Residence Life joins the rest of the St. Lawrence community in its commitment to celebrating the rich diversity of people who live and work within our community. All of our activities, programs, and everyday interactions are enriched by our acceptance of one another, and the knowledge we gain when we learn from each other in an atmosphere of positive engagement and mutual respect.

The residence life experience requires each of us to be thoughtful in our speech and actions so as to make this learning environment personally supportive and educationally valuable to all who live and work here. As a member of the living-learning community, you will be expected to contribute to an atmosphere of encouragement and mutual respect by giving to others the respect that all students, staff and faculty deserve.

Departmental Staff

The Office of Residence Life includes 60 student staff members and 7 professional staff members who are here to help you have a meaningful and productive experience living on campus.
Should you have any questions about the residential living experience, or should you encounter any problems or difficulties with your St. Lawrence experience, our departmental staff is available to assist you. The staff with whom students have the most contact include the Community Assistants and the Residential Coordinators.

**Community Assistants (CAs)**

The Residence Life staff with whom residents have the greatest amount of contact are the Community Assistants, otherwise known as CAs. Community Assistants are undergraduate student staff who live in the residence halls and suites in order to help build positive residential communities, which complement and extend classroom learning. Accordingly, CAs assume many responsibilities. For example, they help students understand how their choices and actions impact themselves and the community. In addition, they provide programming and other opportunities for students to explore and clarify their interests, values and attitudes. Community Assistants also provide personal and academic mentoring and referral. One of the most important roles that CAs perform is developing positive living environments that enhance student academic success.

**Residential Coordinators (RCs)**

Residential Coordinators are professional, live-in members of the Office of Residence Life. Residential Coordinators have primary responsibility for the student development, management and supervision of a residential area. Community Assistants are supervised by Residential Coordinators.

**Housing Information**

St. Lawrence University has a variety of housing types. First-year students live in FYP Learning Communities in traditional style residence halls.

Traditional style residence halls include Gaines, 62 Park, Sykes, Priest, Reiff, Rebert, Lee, Whitman, and Dean Eaton. Residential suites include Hulett and Jencks. On-campus Greek houses include Kappa Delta Sigma. There are also 15 theme cottages including The Annex, Artist’s Guild, Black Student Union, Coffee (Java) House, Commons College, Greenhouse, Habitat for Humanity, Hope House, The Hub, La Casa Latina, Living Inspirationally Growing Healthy Together, Outdoor Alternatives, Ray Ross House, Women’s Resource Center and Zanadu. Non-theme housing includes 13 University Ave., 25 College St., 62 Park St., and 48 Park St. Housing options exclusively for seniors are the Steiner Senior Townhouses, 38 E. Main St. and 40 E. Main St.

One option available to upper-class students is “theme community housing” in which a group of students are housed in a cottage, suite or residence hall floor based on a common theme, vision, goal or attribute. In return for the privilege of residing in a theme community, members of theme housing groups are expected to make programmatic contributions to the St. Lawrence and/or Canton communities. Theme community selection and placement decisions are made in the spring semester prior to the room draw process. Information about how to propose a theme community is disseminated in the spring semester.

**Housing Assignments**

At the beginning of the spring semester, all enrolled students receive information from the Residence Life office about the various housing options available for the next academic year. Housing assignments are made through a multi-phased process that includes Senior Townhouse selection, theme housing, learning community housing, and the general room draws. Students who are 24 years old or more may not be allowed to live on campus. Detailed information about each process is disseminated at the beginning of the spring semester.
For the 2012-2013 academic year, the rate for all University-owned single rooms (including spaces in the Senior Townhouses) is $3,777.50 per semester and the cost for all other rooms is $3,077.50 per semester. If a student moves to a more or less expensive room type in the middle of the semester, the additional cost or credit will be prorated based on the date of the move.

Students planning to study abroad during the fall semester should complete their housing agreement in the prior spring semester. Students are expected to reside in University or Greek housing upon their return. Housing placements are made during winter break for the spring semester.

Students who are studying abroad for a full year will be assigned to a housing space during the housing assignment process conducted in the spring semester prior to their return. They should complete a housing preference form prior to their departure and have another student serve as their proxy in the assignment process.

Due to the limited number of housing spaces on campus, the Office of Residence Life works closely with all Greek houses to ensure that they are full. Fraternity or sorority members may not reside in a location other than their chapter house if their house is not full.

Senior Townhouses

Students are selected to reside in the Steiner Senior Townhouses based on the quality of contributions that they have made to the St. Lawrence University community throughout their time here. A judicial check will take place for all applicants, before they are approved to live in the townhouses.

Room Changes

The Office of Residence Life reserves the right to initiate changes in housing assignments, and to change or alter living arrangements in residential buildings. Students may be required to move for reasons pertaining to health, safety and issues related to the Student Code of Conduct. Failure to abide by university regulations, particularly with respect to health and safety, may result in disciplinary measures or the revocation of the housing agreement.

Since a principle philosophy of the Residence Life office is that residential living is a living and learning experience, students may be asked to participate in measures to open up communications between roommates before a room change can be requested. Room changes are possible throughout the year, after an initial two-week waiting period at the beginning of each term. Students wishing to make a room change must meet with and submit paperwork to the Residential Coordinator for their building. Before a room change can take place, the Associate Director of Residence Life for Housing must approve it. Students who change rooms without proper authorization may be subject to administrative reassignment and disciplinary action, and a fine of $100.

Residential Facilities Opening and Closing

The closing and re-opening dates for winter recess are announced well in advance of that break period. Occupancy of residences, including cottages and University-owned Greek houses is prohibited during this break period and no student is allowed to enter buildings before the announced opening time. Students who enter residential buildings during this recess period are considered trespassing and will be subject to disciplinary action and/or arrest. International students should meet with the Associate Director of Residence Life for Housing to talk about living arrangements for the winter break.
The buildings do not officially close for the fall break at Thanksgiving or for spring break. However, if a student needs to be here for either of those break periods, they must communicate that information to the Office of Residence Life at least two weeks prior to the break. Please note that there is no food service scheduled for these break periods. In addition, non-overseas international students needing to remain on campus will be charged $27.50 per day or $100 per week whichever is less for each break period that they are on campus.

It is important to note that University personnel conduct safety inspections of each residential room at the beginning of each break period. At the end of the semester, students may occupy their rooms for 24 hours after their last scheduled exam or until the official closing time of the residential buildings, whichever comes first. Students who remain past the semester closing deadline without prior permission of the Office of Residence Life are subject to a fine of up to $250 and disciplinary action. (Fines will increase with each additional hour students remain on campus.) Students on campus during senior week, without permission, may lose the privilege to remain on campus during their senior week. Those students who terminate enrollment before the end of the semester must leave within 24 hours. Failure to leave and remove all personal belongings from a room in a timely manner may result in a fine and/or referral to the judicial board.

Residential Access Control/ID Cards

Students may use their campus ID card to access their residential building at any time that the university is in session. Access to our main residence halls is as follows: During the day, from 7:00 am to 11:00 pm, students will have access to all the main residence halls on campus. During quiet hours, access will be limited to the residents of the building. Access in the theme houses, 62 Park, 48 Park, 13 University, or 25 College is limited to the students living in these residential spaces at all times. Campus ID cards are valid for the entire time a student is enrolled at St. Lawrence University and are not reissued annually. Lost cards should be reported immediately to the Safety and Security Office. The first replacement card is free; there is a $20 charge for additional campus ID card replacement. Campus ID cards are not transferable. There is a fine for misuse of campus ID cards.

Room Regulations

Approved Items

The following list of appliances is approved for use in student rooms as long as they are UL approved:

- Curling irons/Hair straighteners
- Extension cords (heavy duty)
- Heating pads
- Popcorn poppers
- Radios/Stereos
- Televisions
- Electric blankets
- Hair dryers
- Personal Computers
- Power Strips
- Small microwave ovens
- VCR/DVD players

Cable television is available in all residential rooms. Accordingly, TV or radio antennas are not permitted to be placed on any part of a University building, tree or structure.

Refrigerators – one refrigerator per room is permitted but it is limited to a size of no more than 3.2 cubic feet.

Tapestries/Wall Hangings -- fire-retardant tapestries are permitted to be hung in rooms, attached only to the walls. Tapestries are limited to two per room and cannot be within 12” of wall outlets,
heaters, or other electrical appliances. Wall decorations are not permitted to cover more than 50% of the wall space.

**Prohibited Items**

The following are prohibited or restricted in residential rooms and buildings:

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<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Air conditioners</td>
<td>Bars</td>
<td>Candles</td>
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<tr>
<td>Ceiling fans</td>
<td>Darts and dart boards</td>
<td>Dimmer switches</td>
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<tr>
<td>Electric Frying Pans</td>
<td>Extension cords (lightweight)</td>
<td>Fireworks</td>
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<tr>
<td>Fog machines</td>
<td>Grills (charcoal, gas and</td>
<td>Halogen lamps</td>
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<td></td>
<td>electric tabletop grills)</td>
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<tr>
<td>Hookahs/Bongs</td>
<td>Hot plates</td>
<td>Hot Tubs/Spas/Pools</td>
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<tr>
<td>Immersion coils</td>
<td>Incense/Potpourri burners</td>
<td>Medusa Lamps</td>
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<tr>
<td>Multi Outlet/Octopus Plugs</td>
<td>Natural Holiday Trees</td>
<td>Public Street Signs</td>
</tr>
<tr>
<td>Space heaters</td>
<td>Sun lamps</td>
<td>Toasters/Toaster ovens</td>
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<td></td>
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<td></td>
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<tr>
<td>Waterbeds</td>
<td>Weapons</td>
<td>Wireless router/access point</td>
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Please note that residence life staff or security will confiscate any of the prohibited appliances.

**Banners/Posters**

Consult with the Residential Coordinator prior to hanging any banner/poster in a public area regarding guidelines for hanging banners on or in University residential buildings.

**Combination Access for Residential Rooms**

Students are provided with a combination for their room door locks upon check-in. **DO NOT SHARE YOUR ROOM DOOR LOCK COMBINATION WITH ANYONE.** The Office of Residence Life may change the door lock combination at any time at the expense of the resident if it is documented that the student has shared the combination with non-residents of their room. Because safety is of paramount importance to us, students who share their door combination with others may face disciplinary action. The fee is $25 to change a room combination. **THE UNIVERSITY IS NOT RESPONSIBLE FOR PERSONAL PROPERTY LOST, STOLEN OR DAMAGED.** Accordingly, students should keep their doors locked at all times.

**Cooking in Residential Buildings**

Students who reside in buildings that have kitchens are only permitted to cook in the kitchen within their residential facility. Students must clean up after themselves when they are finished cooking. This is not the responsibility of housekeeping staff. Kitchens that are not kept clean may be closed for use at the discretion of the Residential Coordinator. With the exception of using a small microwave oven, students are not permitted to cook in their rooms. Students are not permitted to store or use barbeque grills within 10 feet of a building. Violations of this policy may result in a fine and disciplinary action.

**Energy Conservation**

Energy conservation should be a prime concern of every resident student. We ask that you turn off lights, all electrical appliances and close windows when leaving your room. However, it is NY State law that hallway lights must remain on at all times for safety reasons.
**Guests/Visitors Policy**

Each student assigned to a residence hall room has primary rights to occupy that room (i.e., the right to sleep and/or study in the room). St. Lawrence University respects the right of students to have visitors in their rooms at any time, but does not allow students or non-students to live in a room to which they have not been assigned. St. Lawrence University does not condone cohabitation. There is a 72-hour limit within each 7 day period on the time a guest may visit a student on campus. Repeated 72-hour visits may be questioned and visitation denied by Residential Coordinators or the Director of Residence Life. (Guests are not permitted to sleep overnight in any common spaces including residential lounges.)

Students are responsible for the actions of their guests while the guests are on campus. Guests are subject to all rules of the campus community as outlined in the Student Handbook. Hosts are billed for damages or fines as a result of a guest’s behavior and may be referred for disciplinary action. In cases of guests visiting but not staying overnight, care must be taken to allow for the primary rights of roommates to their room. Students are expected to respect the rights of their roommates or suitemates whenever guests/visitors are present.

Student Life staff may remove a guest from campus immediately for disruption of the community, infringement of rules and regulations, harassment of staff, or other safety or community concern.

**Hall Sports**

Playing games or sports in hallways of residential buildings is prohibited. Games such as frisbee, hockey, skate-boarding, roller blading, lacrosse, soccer, water fights, water guns, etc. can cause injury or set off false alarms, and often damage property. Violations are cause for disciplinary action, including fines.

**Insurance**

The University is not responsible for the loss or damage of personal property. Residents are responsible for carrying their own insurance to cover personal possessions. St. Lawrence University has contracted with Sallie Mae Insurance Services to provide a relatively inexpensive student personal property insurance policy for those who might be interested. Complete details on the Student Personal Property Insurance are available on-line at [http://www.salliemaeinsurance.com/renter](http://www.salliemaeinsurance.com/renter) or by calling Sallie Mae Insurance at 800.625.1569 or email at info@salliemaeinsurance.com.

**Lofts**

Privately purchased loftable beds or student-made lofts are not permitted in residential buildings. Loftable beds are available for many residential areas—see custodial or residential staff for more information.

**Lounge and Common Areas**

Furniture in lounges and common areas of University buildings is for the use and comfort of all students and must not be removed from the building. Students found with lounge/outdoor furniture in their rooms may be fined up to the replacement cost. Students who damage common areas are charged and are subject to disciplinary action.

For health and safety reasons, lounges, kitchens and hallways must be kept clean at all times and free of personal items and property. St. Lawrence reserves the right to remove and dispose of
personal items that obstruct hallways and stairwell landings. Overnight sleeping in common spaces including residential lounges is not permitted.

University furniture may not be removed from buildings. Violators are subject to disciplinary action. When lounge furniture, or other University furnishings are missing, residents will be given a 24-hour notice prior to a room search. The repair or replacement cost of damaged or missing items from lounge areas or damage not charged to an individual will be charged equally to all residents of the building.

**Pet Policy**

No pets except fish are permitted in University-owned student rooms or other campus buildings. Students who are found with pets, whether visiting or owned by the student, are subject to an initial fine of $100, community service hours and a continuing fine of $50 a day per pet. Students receive written notice when the fine goes into effect. If, one week from the date of written notice, the pet is not removed, the student is referred to the Student Judiciary Board.

This policy does not apply to the use of trained service animals for those individuals with documented disabilities.

**Privacy and Personal Property**

University staff and students must respect the privacy and personal property of individuals in residence. The University reserves the right for staff to enter and inspect University residences for the following reasons: emergency; fire safety and health standards; safety of personal property; proper evacuation procedures during fire alarms and drills; general maintenance and repair; and inspection of furnishings (i.e., for stolen University property). Staff members will knock and identify themselves and their purpose for knocking. Failure to respond cooperatively and in a timely manner can be cause for the staff member to let him/herself in and could be cause for disciplinary action.

When possible and appropriate, advance notice will be given.

**Confiscation:** The University reserves the right to remove any item in “plain sight” which does not conform to University policies or New York State law. “Plain sight” is defined as something in open, plain view, which can be seen without moving other items.

**Room Searches:** A formal search, as distinguished from an inspection, involves a thorough examination of a student residential hall room. For this to occur, a warrant must be obtained from the chief justice or, in his or her absence, another justice of the Student Judiciary Board (“J-Board”). If no justice is available, the University’s associate dean of student life may issue the warrant. The request for a warrant should be signed by the vice president and dean of student life. The warrant should describe with as much particularity as practicable the objects being searched for and the premises to be searched. The warrant should be supported by sufficient information to evidence that there is a reasonable basis to believe the described objects will be located on the premises to be searched.

While every effort should be made to ensure that one or more of the persons occupying the premises to be searched are present for the search, where circumstances support a search even in the absence of the occupants, the chief justice (or person acting in his or her stead) may so authorize. A neutral student representative (Thelmo or J-Board representative or, if none are available, another student) should be present during a search. Subject to the rules on “plain view,” evidence uncovered during a search which does not support the stated purpose of the search is not normally used against the student. Exceptions can be made by the Student Judiciary Board (or such other body hearing a case) when considered appropriate.
**Safety Inspections:** All residential rooms are inspected at Thanksgiving, between semesters, and at Spring break to insure that safety systems are functioning and that residents are maintaining their space in a manner which is safe for themselves and other students. Disciplinary action will be taken when violations are found during room inspections.

If a room door is open it is assumed that observations of behavior or objects by staff have been made with permission of the occupants.

The University is not responsible for personal property left behind by students at the end of the year or after the date of their withdrawal, transfer, departure, suspension or dismissal from any room or suite in University housing.

**Property Use and Maintenance**

In order to maintain a safe and comfortable atmosphere within University housing, residents must abide by the following policies.

- Fire escapes should be used only in case of emergency.
- Screens must remain intact and may not be removed.
- No roofs of University buildings may be used for sunbathing or any other purpose. Potential for falls are both a safety risk and an insurance risk. Any person found on a roof is subject to a fine and disciplinary action.
- Items may not be thrown from or through windows. Violators are subject to disciplinary action and a fine.
- Hallways and stairwells must be kept free of obstruction in order to allow people to pass through at all times. This is of special concern during building evacuations.
- Students must properly dispose of their garbage in their designated recycling room. Garbage in hallways is a safety/health hazard for everyone.

**Quiet Hours/Noise**

Residential buildings must maintain an atmosphere that supports the academic mission of the University. Consideration for others and mutual respect for persons and property are among the most important components for successful residence hall living. Noise levels that negatively affect study, sleep or other activities are not tolerated regardless of the time of day. All residents are expected to be considerate of others so that an environment conducive to academic success and personal happiness is maintained. Students who violate quiet hours are subject to disciplinary action and community service work.

Minimum quiet hours in all campus residences are 11:00 p.m. to 8:00 a.m. Sunday through Thursday. Quiet hours on Friday and Saturday nights are 1:00 a.m. to 8:00 a.m. During final examinations, quiet hours are in effect 24 hours a day. Students who violate quiet hours during finals week are subject to a fine of $25 for each violation.

It is important to note that although there are posted quiet hours, all times of the day and night are considered “courtesy hours” during which residents are expected to maintain noise levels that neither disturb neighbors nor prohibit other students from their right to have quiet for study and rest.

Playing musical instruments (electric guitars, drums, etc.) is not generally permitted. While there is no desire to prohibit students from enjoying music, limits must be observed which allow students to study or sleep without being disturbed. Abuse of the privilege to use a stereo, disc player, radio, etc. will lead to restrictions or withdrawal of the privilege to keep the equipment in a residential room.
**Room Configuration and Maintenance**

Although in many of our rooms movable furniture can be reconfigured, for fire and life safety reasons, there must be direct access to the door and windows. The door must be able to freely open and have 24” clearance from any furniture or obstructions.

Each room is provided with a bed, desk, desk chair, dresser, and closet space for each possible occupant. Students must keep university-owned furniture items in their designated student room. Furniture, including lounge furniture, may not be moved outside. Personal furniture items may only be added if they do not pose a fire hazard.

Occasionally, even in the cleanest of buildings, we have insects drop in for a visit. If you happen to see a problem related to the presence of insects, you should inform your Residential Coordinator. Facilities Operations contracts with a commercial pest control company. In order to minimize the recurrence of problems, keep all food in closed containers and properly dispose of garbage.

Students may personalize their rooms within acceptable practices. However, painting or defacing walls/ceilings is prohibited. Room decorations must be hung in a manner which does not mar the walls or furniture. Since they often leave glue or marks that are hard to remove, decals and stickers should not be placed on doors, windows, walls, or ceilings. Nothing may be hung from the ceiling, light fixture, or water pipes. Likewise, nothing may be placed on the outside windowsills.

Special care should be taken at holiday times, as decorations can be a fire hazard. All decorations must be fireproof. Christmas tree lights must be UL approved.

**Room Damages**

Students are responsible for damage to their rooms. Students complete a room condition report when a student moves into the room and again when the room is vacated. It is the resident’s responsibility to make sure the inventory is accurate. The Office of Residence Life bills damaged or missing furniture to residents.

Charges are assessed if extra custodial service is needed to clean rooms or remove excess items such as extra furniture, cement blocks, lofts, etc. upon a resident(s) leaving the room. Room mattresses are checked at the end of each year. Students are responsible for complete replacement costs if the mattress is soiled or damaged.

Students are not permitted to make their own repairs or install fixtures.

**Procedures for Reporting a Problem**

Room maintenance problems should be reported via the on-line work request system ([http://www.stlawu.edu/facilities/workorder.htm](http://www.stlawu.edu/facilities/workorder.htm)). If emergency conditions arise (flooding, broken window, loss of power, temperature under 58° F after 11 pm, safety/security concerns) after-hours, the condition should be reported to Facilities Operations or Security immediately.

**Room Responsibility**

Whether present or not, occupants of a room are held accountable for any and all unacceptable behavior or unacceptable conditions until responsibility is determined otherwise. Occupants are also responsible for any object thrown or dropped from the window of the room, or for any inappropriate/unacceptable verbal comments coming from the room. It is therefore your responsibility to maintain a secure room, prevent unauthorized use, and to be in your room when visitors are present.
**Fine and Damage Assessment**

During the academic year, students are notified by campus e-mail regarding fines and damages for individual and small group charges. Assessments for fines and damages are entered on the student’s university bill and should be paid by the due date as shown on the bill.

**Fines**

Students will be assessed mandatory fines for certain violations of University or Residence Life policy including infractions of fire safety policies (open flames such as candles/oil lamps, incense, tampering with fire safety devices or equipment), keeping a pet, firecrackers, possession of residential lounge furniture, presence of non-University loft, trash/recycling in common areas, alcohol infractions. Mandatory fines will also be imposed for non-abatement of fire code violations.

Fines are also levied for the following:

- Any violation of the Motor Vehicle Policy
- Sanction of the Student Judiciary Board
- Library fines for overdue books or library assessments for the replacement cost of unreturned materials.
- Infractions of Dining Services policy (lost or transferred meal tickets or taking food or equipment)
- Students found on roofs or fire escapes.

In addition to the above, residence life staff and Residential Coordinators are authorized to assess fines and/or creative sanctions for excessive noise, hall sports, waterbeds, smoking in public areas, and other safety hazards or infringements on the rights of students.

A fine of up to double the replacement cost will be assessed for taking University property (i.e., residential common area furniture, outdoor furniture) for private use or using indoor furniture for outdoor use.

A mandatory fine of $250 will be assessed for tampering with fire safety systems or tampering with the integrity of ACCESS Control Systems including vandalism and external door propping.

A fine of $250 will be assessed for unauthorized use of or lending ID Cards.

A fine of up to $250 plus costs for damages or cleaning will be assessed to individuals that check out improperly at break and end-of-the-year closings.

A fine of up to $100 plus costs for damages or cleaning will be assessed to each resident of a building if common areas are left improperly at break and end-of-the year closings.

**Damages**

Damages will be assessed for deliberate or careless acts beyond normal wear and tear which result in destruction of property and/or extraordinary clean-up charges. The residence life and/or facilities operations staff shall determine the amount of damage.

The billing amounts are finalized by residence life staff, in collaboration with Facilities Operations, prior to charging individual student accounts for damages, labor or fines. Students have 30 days to file a written appeal for a billing for damage done to personal rooms. Appeals should be submitted to the residence life office.

When necessary all residents of a wing, floor, cottage, Greek house or hall may be billed an equal portion of fines and the cost of a damaged item or accumulation of damaged items for a period of time not greater than one academic year. For example, all members of Sykes Residence “A” wing may be billed an equal portion of damages that occurred on the 2nd floor of Sykes Residence where responsible individuals were not identified.
Custodial Operations

Students are responsible for cleaning the interiors of their rooms/apartments/suites/townhouses. Many common spaces (including lounges, common bathrooms, laundry rooms, and hallways) within residence halls are cleaned regularly by the custodial staff. However, students are responsible for maintaining an environment that is healthy and safe and does not require excess cleaning. The schedule for custodial cleaning provided in theme houses varies dependent upon the size of the house.
UNIVERSITY POLICIES

Acceptable Use of Computing Resources Policy

Use of the University’s network system or any of its components renders the user subject to, and constitutes the user’s agreement to abide by, this policy.

The University’s network system and all its components (including hardware, software, web access and voice mail) exist to support the University’s academic mission. Access to the network is a privilege that should be exercised responsibly, ethically and lawfully. Acceptable use is governed by the following broad principles: the enhancement of the University’s academic mission, the academic freedom of users, the privacy of users, and the maintenance of the integrity of computer resources. Follow this link to view the Acceptable Use of Computing Resources Policy in its entirety http://infotech.stlawu.edu/node/90.

Alcohol Policy

The St. Lawrence University Aims and Objectives statement is the basis for understanding the goals and philosophy of the University policy for alcohol and other drugs. These objectives include “commitment to the students’ intellectual development, viewing students as whole persons, providing an environment that encourages the students’ physical and emotional well-being, and providing opportunities for ethical, social and spiritual, and aesthetic growth.”

The St. Lawrence University alcohol policy is designed to maintain a residential environment that facilitates the achievement of educational goals. The policy considers the requirements of the law, the legal obligations of individuals and the University, the quality of residential life, and the aims and objectives of St. Lawrence University. The University provides an environment that supports student development and autonomy. However, autonomy and freedom of choice exist with the expectation that students will obey New York State law and Canton village ordinances, and will respect the intellectual, physical and emotional health of self and others. Accordingly, students of legal drinking age may consume alcoholic beverages, in a responsible manner and in concurrence with the policies in the St. Lawrence University Student Handbook.

These goals in conjunction with New York State law and Canton village ordinances provide the foundation from which the following polices are derived.

1. New York State Penal Law Guidelines

   - Legal Minimum Age: No person shall sell, deliver or give away or cause or permit or procure to be sold, delivered or given away any alcoholic beverages to any person, actually or apparently, under the legal age of purchase (21 years old). This is a Class B Misdemeanor. Anyone under 21 is prohibited from possessing alcohol if they intend to consume it.
   - Selling or Giving Alcohol to an Intoxicated Person: No person shall sell, deliver, give away, permit, or procure to be sold, delivered or given away, any alcoholic beverages to any intoxicated person or any person under the influence of alcohol. Violators may be faced with a fine up to $50, up to five days in jail, or both.
   - Dram Shop Liability: Any person who shall be injured in person, property, means of support, or otherwise by an intoxicated person, or by reason of the intoxication of any
person, whether resulting in his death or not, shall have a right of action against any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor for such intoxicated person, have caused or contributed to such intoxication; and in any such action such person shall have a right to recover actual and exemplary damages.

- **Social Host Liability:** Creates civil liability for anyone who knowingly furnishes alcoholic beverages to any intoxicated person under the legal age of purchase if the intoxication results in injury or damages to a third party.

- **Using False Identification (ID):** Any person under the legal age of purchase who is found to have presented or offered false or fraudulent written identification of age for the purpose of purchasing or attempting to purchase alcoholic beverages may be assigned probation for a period of one year and assessed a substantial fine.

- **New York State Alcoholic Beverage Control Board:** In accordance with New York State law, it is illegal to sell alcoholic beverages or to accept donations at any event where alcoholic beverages are served without obtaining the appropriate license through the New York State Alcoholic Beverage Control Board.

2. **Canton Village Ordinances**

   No person shall have in his possession any open bottle or container containing or which previously contained liquor, beer, wine, or other alcoholic beverage while such person is on any public highway, public street, public sidewalk, or public place except those premises duly licensed for sale and consumption of alcoholic beverages on the premises, within the village of Canton, St. Lawrence County, New York, with the intent of the possessor or another person to consume any such beverage in such vehicle or public place or to perform any independently unlawful act.

   Such an open bottle or open container in any vehicle shall be presumptive evidence that the same is in possession of all occupants thereof and in violation thereof.

   Possession by any person of an open bottle or container which contains or previously contained liquor, beer, wine, or other alcoholic beverage shall be presumptive evidence of the consumption of such beverage by such person and of the intent of such person to consume such beverage.

   The public consumption or attempted public consumption of such beverage from such open container shall be presumptive evidence that the same was possessed with the intent to consume such beverage.

**Health Risks**

Alcohol is toxic and, if used and abused, can have serious consequences to health. Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses significantly impair the judgment and the coordination required to drive a vehicle safely, increasing the likelihood that a driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including personal abuse, as well as dangerous risk-taking behaviors. Moderate to high doses of alcohol impair high mental functions, severely altering a person’s ability to learn and remember information. Very high doses can cause respiratory depression and death.

If combined with other depressants of the central nervous system, much lower doses of alcohol can be fatal.

Alcohol-related automobile accidents are the number one cause of death among people ages 15 to 24. Approximately 50 percent of all youthful deaths from drowning, fires, suicides, and homicides are alcohol-related.
Division for Student Life Notification

Repeated intoxication, antisocial behavior or an inability to pursue one’s own education may result from problem drinking and may indicate chemical dependency. Students are encouraged and may be required to resolve their drug or alcohol problems with a professional counselor on or off campus. The vice president and dean of student life or his/her designee may notify the parents or guardian of a student’s alcohol or drug problem. In some instances, a student may be required to withdraw from school and will not be permitted to return until successful resolution of the substance problem is documented to the satisfaction of the University.

A student who is transported to the hospital for endangerment due to alcohol intake will be required to attend an alcohol intervention meeting with a member of the Student Life staff. A summary of the incident may be sent to the student’s parents or guardian.

St. Lawrence University Student Alcohol Policy
A. General Regulations
1. **Intoxication:** Intoxication and/or alcohol misuse (including drinking contests, such as but not limited to Flip Cup, Beer Pong, Kings, Funnels, which promote high risk drinking, and all related materials associated with drinking games or contests such as tables, cups, etc. being used as a component of a drinking game/contests) are prohibited and do not constitute an excuse for irresponsible behavior or misconduct. Disorderly conduct, property destruction, intimidation or other infringements on the rights of others as a result of alcohol are prohibited.
2. **Kegs, Bars, and Mini Kegs:** Kegs, bars, and mini kegs are not permitted on or in University property or in the possession of recognized University organizations except when used by licensed caterers operating with proper University authorization.
3. **Funding:** No St. Lawrence University organization may use organizational funds to purchase alcoholic beverages.
4. **Medical Attention (Good Samaritan):** The health and safety of students is a top priority. No punitive or disciplinary action will be taken against students as a result of them seeking treatment or other medical attention for themselves or for another student who takes ill as a result of alcohol consumption.

B. Alcohol in Residential Areas
1. **First-Year Colleges:** The possession or consumption of alcoholic beverages is prohibited at all times in the public areas of first-year colleges (common areas, TV lounges, study areas, hallways).
2. **Student Rooms:** Individuals under 21 years of age are not permitted to possess or consume alcoholic beverages in rooms.
3. **Excessive empty alcohol bottles and cans** will be reviewed on a case by case situation following a first warning.
4. **Upperclass Residence Halls, Theme Cottages, Greek Houses:** Individuals who are 21 years or older are permitted to consume alcoholic beverages in a responsible manner in the lounges of these residential buildings in accordance with the St. Lawrence Alcohol Policy. All parties in public spaces must be registered. (See Section D below—Procedures and Regulations for Organizational Events, Specific Guidelines.) When unauthorized alcohol and its paraphernalia are found, they will be confiscated and disposed of, and disciplinary consequences will follow.
C. Academic, Administrative Buildings, Athletic Facilities (on & off campus), Dining Facilities, Libraries, Student Center, and Campus Grounds

1. The possession or consumption of alcoholic beverages is prohibited at all times in and around any academic, administrative building, athletic facility (on & off campus), dining facilities, libraries, or student center (unless part of a University sanctioned event approved by the President of the University).

2. Open containers are allowed outside on the campus grounds in areas designated for a registered or catered event or approved by the University. For the purposes of this policy, the Quad, Creasy Commons, the BBQ pit, and the immediate outside perimeter of upperclass residence halls (Theme and Greek Houses, Townhouses, Sykes, Dean-Eaton, Hulett and Jencks) are approved areas for of-age students.

D. Procedures and Regulations for Organizational Events

General Guidelines

1. All gatherings of 10 or more persons where alcohol is consumed must be registered and approved in advance by the Office of Student Activities and Leadership.

2. Alcohol at registered events must be limited to beer and/or wine.

3. Times available to host an event are Friday 5 p.m. through Sunday 2 a.m.

4. An event is limited to a maximum of 4 hours.

5. Individuals 21 years and older must bring their own alcohol if they wish to consume alcohol. The University may regulate the amount of alcohol which will be permitted.

6. Persons at least 21 years old are eligible to consume alcoholic beverages and must be identified by a marking system, and only those individuals are permitted to consume and/or possess alcohol in accordance with New York State law.

7. No social event shall include any form of alcohol misuse such as drinking contests—which include, but is not limited to, Flip Cut, Beer Pong, Kings, and Funnels—which promote high risk drinking, and all related materials associated with drinking games or contests such as tables, cups, mini kegs, etc. being used as a component of a drinking game/contest.

8. The responsibility for a party rests with the sponsoring organization and/or individual(s). Social hosts must be TIPS (Training for Intervention Procedures) trained.

Specific Guidelines

1. Events
   a. Events must be registered in the Office of Student Activities and Leadership two (2) weeks prior to the event, including those at which alcohol is served and are defined as special events.
   b. The maximum number of individuals permitted shall be guided by the applicable fire code regulations and under the advisement of the Director of Security & Safety.
   c. An approved party must have trained individuals to supervise the events. These monitors must be TIPS (Training for Intervention Procedures) trained and certified by the Office of Student Activities and Leadership. The Office of Student Activities and Leadership will determine the number of outside monitors. Training will include knowledge of state, local and University alcohol regulations. Alcohol consumption by monitors prior to and during the event is prohibited.
   d. Social hosts may not consume alcohol prior to and during the event.
   e. Reasonable amounts of solid food and non-alcoholic beverages must be available. The Office of Student Activities and Leadership in conjunction with Dining Services will determine reasonable amounts.
   f. When unauthorized alcohol and its paraphernalia are found, they will be confiscated and disposed of, and disciplinary consequences will follow.
2. Special events
   a. **Definition** – Outdoor events and/or guest lists greater than 100 students (including organization members).
   b. An outdoor party shall be so defined when the main area of entertainment is on the grounds, or in common outdoor spaces on campus; i.e. the Quad, behind Whitman, etc. It shall be the duty of the leader of each organization to notify the neighbors of any forthcoming outdoor parties. Sponsoring organizations are reminded that neighbors should be considered when music levels are established.
   c. Special events must be registered with the Office of Student Activities and Leadership at least two (2) weeks in advance.
   d. The sponsoring individual and/or organization must work in conjunction with the Office of Student Activities and Leadership and the Director of Security to create a safe and secure environment for the event.

E. Enforcement
   1. **Administration:** Primary responsibility for administration of the University Alcohol Policy rests with the Student Activities and Leadership staff, Residence Life staff, community assistants, Greek house officers, theme house coordinators, security, and the vice president and dean of student life although all students and members of the St. Lawrence University community have a responsibility to support New York State laws, Canton Village ordinances and University policy.
   2. **Violations:** A violation of the University’s alcohol policy may be handled in several ways. A first time, minor violation typically will be referred to the Residence Life office. A second or third violation will typically be referred to the Student Judiciary Board (if a matter is referred to the Student Judiciary Board, the Board will be given access to information regarding prior violations by the student). A fourth violation typically will result in removal from campus, suspension and/or expulsion imposed by the vice president and dean of student life. However, in any given case, the vice president and dean of student life may decide that, based on the circumstances, a different course of action (e.g., referral to the Student Judiciary Board or suspension for a first offense, etc.) is warranted, and that course of action will be taken.
      In cases of violations by student organizations or groups, both the student organization and the individual student leaders of the organization will be subject to disciplinary sanctions.
   3. **Penalties:** Possible penalties for violations of the St. Lawrence Alcohol Policy include, but are not limited to: formal warnings, fines, social or disciplinary probation, required disciplinary service, and suspension or expulsion from St. Lawrence University, or any other penalty provided for under clause XIV of the Student Judiciary Board Constitution.

**Discriminatory Harassment Policy**

It is the policy of St. Lawrence University that all our employees and students should be able to enjoy a work and educational environment free from all forms of discrimination and discriminatory harassment, including sexual harassment. The St. Lawrence University Nondiscrimination, Discriminatory Harassment and Sexual Harassment Policies is located in the University’s web site [http://www.stlawu.edu/policies/index.html](http://www.stlawu.edu/policies/index.html).

Formal complaints of alleged discriminatory harassment are heard by the Discriminatory Harassment Hearing Board, which is described in the SLU website [http://www.stlawu.edu/policies/index.html](http://www.stlawu.edu/policies/index.html) (Hearing Board for complaints of Discriminatory
Harassment – DHHB). For more information about the DHHB or other venues for complaints contact Lisa M. Cania, vice president for community and employee relations, Vilas 114, lcania@stlawu.edu, 315-229-5567, fax 315-229-7430.

**Student Reported Bias-related Incidents**

**What is a Bias-related Incident?**

Bias-related incidents are defined as behavior that constitutes an expression of hostility against the person or property of another because of the targeted person’s race, religion, sexual orientation, ethnicity, national origin, gender, age, marital status, political affiliation, or disability. They may or may not constitute a criminal offense.

- Examples of bias-related incidents include, but are not limited to verbal or written use of degrading language or insults motivated from a belief or perception about a person’s race, religion, sexual orientation, ethnicity, national origin, gender, age, marital status, political affiliation, or disability regardless of whether the belief or perception is correct.

**How to report a Bias-related Incident:**

- Contact your Community Assistant, Residential Coordinator, or Safety & Security

**A. Statement of Purpose:** St. Lawrence University seeks to provide all students with a safe and secure learning environment that is free of crime and/or policy violations motivated by discrimination, sexual and bias-related harassment, and other violations of rights.

The St. Lawrence University Division of Student Life recognizes and values the similarities and differences among students and recognized student organizations. Discrimination, sexual and bias-related harassment, and other violations of rights disrupt the educational process and will not be tolerated. As members of the University community, students can reasonably expect that the following rights will be respected by all University offices, programs, employees, and organizations.

**B. Statement of Student Rights:** NON-DISCRIMINATION

Students have the right not to be discriminated against by any agent or organization of St. Lawrence University for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion, or sexual orientation. Students who feel they have been discriminated against for any of the above reasons may contact the Office of Judicial Affairs at 229-5550, 238 Student Center; or the Vice President and Dean of Student Life at 229-5311, 234 Student Center; or Safety and Security, 229-5555, ground floor of The Diana B. Torrey ’82 Health & Counseling Center, 76 Park St.

The University has adopted and makes public in several ways its Discriminatory Harassment Policy and its Sexual Harassment Policy, both designed to assure the climate of safety, tolerance and pluralism.

**C. Definitions:**

- Hate crimes and bias-related incidents involve behavior that is motivated by **hostility against a person’s race, religion, sexual orientation, ethnicity, national origin, gender, age, marital status, political affiliation, or disability.**

- Bias-related incidents include those actions that are motivated by bias, but do not meet the necessary elements required to prove a crime. Hate crimes are also motivated by bias, however, accompany crime such as threats of violence, property damage, personal injury and other illegal conduct.

- Bias-related incidents include but are not limited to: non-threatening name calling and using degrading language or slurs directed toward a person because of his or her membership (or perceived membership) in a protected class.
A person commits a hate crime when he or she commits a specified criminal offense and either: (1) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or (2) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, marital status, political affiliation, disability or sexual orientation of a person, regardless of whether the belief or perception is correct. See New York Penal Law 485.05. Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic communication), physical assaults, vandalism, destruction of property, and fire bombings.

All bias-related incidents shall be considered confidential. Any personal information obtained during the investigation or adjudication of the matter will be subject to disclosure only to the extent required by law.

**Drug Policy (illegal drugs)**

**A. Use**

St. Lawrence University prohibits the use and possession of controlled substances/illegal drugs and/or marijuana. St. Lawrence University campus is not a sanctuary, and University authorities will cooperate fully with law enforcement agencies.

The possession, use, sale, or transfer of controlled substances/illegal drugs and/or marijuana, as defined under New York State Penal Law, is incompatible with the University expectations of student responsibility and is therefore prohibited.

Any student found to be in violation of the above is subject to the decision of the St. Lawrence University Student Judiciary Board and/or the vice president and dean of student life.

**Present New York State statutes referent to illegal drugs states in part:**

1. Use and possession of controlled substances/illegal drugs is a misdemeanor and/or a felony and is therefore prohibited.
2. Possession of small quantities of marijuana is a violation and punishable by a fine.
3. Sale and/or gift of marijuana is a misdemeanor and punishable by not more than 3 months in jail or a fine.
4. Possession of larger amounts of marijuana is punishable by possible jail sentences.

**B. Sales**

Students who sell or otherwise make illegal drugs available adversely affect the lives of those around them. When the vice president and dean of student life has reason to believe a student is selling or otherwise making available to others illegal drugs, she/he may immediately suspend that student. The case may then be reviewed by the Student Judiciary Board within 30 days of the date of suspension or be referred to civil authority.

**C. Health Risks Associated with Drug Use**

Drugs interfere with the brain’s ability to take in, sort, and synthesize information. They distort perception which can lead users to harm themselves or others. Drug use also affects sensation and impairs memory. In addition to these general effects, risks associated with particular types of drugs are discussed below:

**Cocaine/Crack:** Cocaine stimulates the central system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the
Injecting cocaine with contaminated equipment can cause HIV infection, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly, thus leading to higher and higher doses to produce the desired effect.

Crack or freebase rock is a purified form of cocaine that is smoked. Crack is far more addictive than heroin or barbiturates. Repeated use of crack can lead to addiction within a few days. Once addicted, many users have turned to stealing, prostitution, and drug dealing in order to support their habit. The effects of crack are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia and seizures. Continued use can produce violent behavior and psychotic states similar to schizophrenia.

Cocaine in any form, but particularly as crack, can cause sudden death from cardiac arrest or respiratory failure.

Marijuana: Marijuana use causes a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, increased appetite, and may impair short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that motivation and cognition may be altered, making learning difficult. When marijuana contains two percent THC, it can cause severe psychological damage, including paranoia and psychosis. Since the early 1980s, most marijuana has contained from four to six percent THA-two or three times the amount capable of causing serious damage. Marijuana smoke contains more cancer-causing agents than tobacco smoke. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system.

Long-term users of marijuana may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

Narcotics: Narcotics such as heroin, codeine, and morphine initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death.

Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as HIV infection, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

Amphetamines/other Stimulants: Amphetamines (speed, uppers), methamphetamines, and other stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. Extremely high doses of amphetamines can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse.

In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia.

Barbiturates/other Depressants: Barbiturates (downers), methaqualone (Quaaludes), tranquilizers (Valium), and other depressants have many of the same effects as alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering, and altered perception. Very large doses can cause respiratory depression, coma,
and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks.

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety, to convulsions and death.

Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

**Hallucinogens:** Phencyclidine (PCP, Angel Dust) interrupts the functions of the part of the brain that controls the intellect that keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP are unpredictable and can vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Mood disorders, depression, anxiety, and violent behavior also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, as well as heart and lung failure.

Lysergic acid (LSD, Acid), mescaline, and psilocybin (mushrooms) cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

**Designer Drugs:** “Designer drugs” are produced by underground chemists who attempt to avoid legal definitions of controlled substances by altering their molecular structure. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Some of the designer drugs have been known to cause permanent brain damage with a single dose.

Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphoriants. They can cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage. Narcotic designer drugs can cause symptoms such as those in Parkinson’s disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

**Inhalants:** The immediate negative effects of inhalants (laughing gas, whippets) include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amuyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage.

Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

**Anabolic Steroids:** Steroid users subject themselves to more than 70 side effects, from liver cancer to acne and including psychological as well as physical reactions. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use
can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Physical effects in both sexes include jaundice, purple or red spots on the body, swelling of feet or lower legs, trembling, unexplained darkening of the skin, and persistent unpleasant breath odor. Psychological effects in both sexes include very aggressive behavior known as “roid rage” and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

Fire Safety Policy

Familiarize yourself with the location of alarms and extinguishers. Report discharged fire extinguishers to Safety and Security immediately.

IF YOU DISCOVER SMOKE OR FIRE:

a. Sound the fire alarm.
b. Go to the nearest exit and leave the building.
c. Call the Safety and Security Department at 5555 or activate an emergency phone.
d. If you are in your room when an alarm sounds, feel the door and handle to see if it’s hot. If it’s hot don’t open the door. Call the Security Office at 5555 and/or open your window and call for help. If the door is not hot exit the building immediately.

e. If an exit is blocked, try another exit or return to your room, close the door, open a window and yell for help.
f. If you are in a smoke-filled area, keep low to the floor to escape the smoke.
g. Know all the exits and fire escape plans in your building.

Throughout the academic year Residence Life Staff will conduct fire safety inspections of every University-owned residential room on campus to insure the safety of the entire building. Facilities Operations regularly tests building alarms and inspects fire safety equipment throughout the campus.

Each student room is equipped with a smoke detector. The student is responsible for reporting a malfunctioning smoke detector to the residential coordinator, house manager, or security immediately. The detectors are checked by residential staff and custodians at least 4 times during the year—before fall opening, at Thanksgiving break, at winter break, and at spring break.

Certain obvious fire hazards are prohibited in residence hall rooms. Among them are candles and incense, hot plates, kerosene heaters, oil lamps, space heaters, immersion coils, internal combustion engines, halogen lamps, cords under rugs, flammable gas and liquids, and fireworks.

The following room decoration policy is in effect:

1. Tapestries will be limited to two per room, to be hung on walls only. Fireproofing treatment is recommended.
2. No items may be suspended from room ceilings or pipes.
3. Posters should not cover more than 50% of wall space.

Please see special section on lofts.

New York State Fire Code Enforcement

On an annual basis, St. Lawrence University is inspected by the New York State Office of Fire Prevention and Control. All University buildings, open spaces, offices, and residence halls, including student rooms, are subject to inspection and, if violations are noted, must be corrected within one to approximately thirty days based on the severity, which is determined by the fire probability and potential loss severity of the violation. Failure to satisfactorily abate these violations may result in fines from New York State and range from $50 to $500 per day based on severity.
Violations occurring in student rooms for which the occupants are responsible resulting in fines will be billed to the occupant(s) of that room. In student rooms, there are five reasonable and simple premises to follow:

1. No combustible materials can be stored or located within 18 inches of a sprinkler head or within 24 inches of an unsprinklered ceiling.
2. Rooms MUST be maintained in an orderly manner with any combustible material properly stored.
3. Extension cords shall not be a substitute for permanent wiring. Extension cords shall not be affixed to structures, extended through walls, ceilings, or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall only be used with portable appliances. No unapproved extension cords may be used. Approved extension cords shall be used only with portable appliances and must be plugged directly into an approved electrical outlet, power tap, or multi-plug power strip and shall only serve one portable appliance. Multi-plug power strips must be plugged directly into an approved electrical outlet.
4. Exits and aisles must always be kept clear and accessible with fire doors in the closed position.
5. All fire protection equipment, extinguishers, heat and smoke detectors, and sprinkler heads must not be interfered or tampered with and must be in working order.

Fire Safety is a serious issue. People's lives are at stake and your cooperation is appreciated.

Please note:

1. Fireworks are illegal to possess or use in New York State and are prohibited at St. Lawrence University.
2. Any student guilty of starting a fire or intentionally turning in a false alarm may be suspended from St. Lawrence University and be subject to criminal prosecution.
3. Failure to cooperate with University personnel during a building evacuation or fire alarm will result in a fine and/or disciplinary action.
4. Any student guilty of tampering with smoke detectors, fire extinguishers or other fire safety equipment including safety lights or fire sensors is held responsible for endangering the safety of the occupants of the building and subject to a fine and/or disciplinary action. A **mandatory $250 fine** is assessed in cases of students tampering with smoke sensor detectors, inappropriately discharging fire extinguishers or breaking the seal that indicates that the fire extinguisher has been prepared for use. This fine also applies to the misuse of fire alarm pull stations and stopper II devices. A **mandatory $250 fine** is assessed to any student inappropriately discharging a sprinkler system and the student may be assessed damages caused by water.
5. When there is damage in a room from a fire caused by actions that are in violation of University policy, the responsible party will be fined as appropriate, pays for damages caused by the fire as determined by the University, and is referred to the Student Judiciary Board.
6. A student guilty of burning candles, incense, oil lamps or other open flame objects in a residence hall room is subject to a mandatory fine and/or disciplinary action. The burning of candles is prohibited in residential buildings. Students wishing to burn candles for religious purposes must contact the Director of Residence Life, who may refer the student to the University Chaplain who will identify a non-residential location and appropriate guidelines for candle burning.
7. Smoke detectors in student rooms must always be intact, functioning properly, and left exposed. Do not cover them with posters, tapestries, netting, flags, or other materials. Contact custodians, a residential staff person, or security if there are problems with a smoke detector. Damaging, disassembling, or removing smoke detectors will result in a mandatory fine from the University and disciplinary action.
8. All fires must be reported to security even though the building occupants may extinguish the flames.
9. Fire lanes must be kept free for emergency vehicles. Vehicles may be towed at owner’s expense.
10. If a floor or building loses power, all appliances including computers should be disconnected and then later reconnected. This procedure will avoid appliance surging and blowing fuses.

**Gambling Policy**

Students are prohibited from engaging in gambling activity in University owned facilities. Gambling includes, but is not limited to, promoting poker or similar tournaments with a potential financial reward. Gambling is expressly prohibited by New York’s Constitution (Art I § 9(1) and it is a crime in New York to knowingly advance or profit from gambling activity (Penal Law §225.05).

**Greek System, Governing Principles**

Based on the “Standards for Reciprocal Relations Between Fraternities/Sororities and St. Lawrence University” (copy of document available at the Office of Student Activities and Leadership) the following principles govern fraternities and sororities at St. Lawrence.

1. Existence of fraternities and sororities at St. Lawrence University is a privilege granted by the University.
2. Existence of fraternities and sororities at St. Lawrence University is contingent upon compliance with University rules and regulations, and the standards outlined in the “Standards for Reciprocal Relations Between Fraternities/Sororities and the University.”
3. Fraternities and sororities at St. Lawrence University are expected to contribute positively to the intellectual and cultural life of the college and community.
4. Fraternities and sororities at St. Lawrence University are expected to conduct their social activities in such a manner as not to interfere with the primary mission of St. Lawrence as an educational institution.
5. Fraternal organizations that have lost University or National recognition may not engage in any University event or activity. This includes but is not limited to use of the University name, funds, resources; use of the organization’s symbols, name, nickname, ritual, mascot, organization letters; or recruitment activities. Registered campus organizations are not permitted to co-host or co-sponsor any type of event with an unrecognized organization.

**Hazard Communication Program/Right to Know Policy**

The purpose of the Hazard Communication program is to ensure that the hazards of all chemicals used on campus are evaluated and that information concerning chemical hazards is conveyed to employees. This program applies to all work operations where employees may be exposed to hazardous chemicals under normal working conditions or during an emergency situation.

It is the University’s policy that every employee is entitled to a safe and healthy place to work. Employees have a right to know what hazardous chemicals they work with or could be exposed to.
and what they can do to protect themselves from injury or illness when working with these chemicals. Information and training is provided in order to reduce the possibility of accidental exposure to hazardous chemicals and to comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, 29CFR 1910.1200 (www.osha.gov).

The Written Hazard Communication Policy is available to all employees. Copies of the written program can be obtained from the Environmental health and Safety Web Site http://www.stlawu.edu/ehs/chemical&labsafety.htm. Employees may also contact the Chemical Hygiene Office, Suna Stone-McMasters, 229-5105, Johnson Hall of Science, Room 328, smcmasters@stlawu.edu, with questions about the program or copies of the policy.

**Hazing Policy**

New York State Penal Law (240.25.4) concerning hazing reads as follows: "*120.16 Hazing in the first degree:* A person is guilty of hazing in the first degree when, in the course of another person’s initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury. Hazing in the first degree is a class A misdemeanor.

"*120.17 Hazing in the second degree:* A person is guilty of hazing in the second degree when, in the course of another person’s initiation or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person. Hazing in the second degree is a violation."

The following University policy on hazing was adopted in March 1963. This policy was reaffirmed by the Board of Trustees in 1980-81. Although the policy was written with Greek organizations in mind, it applies to all campus organizations. New York State law requires that each campus organization include a written statement in its by-laws to the effect that the organization subscribes to the University policy on hazing.

Hazing of any kind, physical or psychological, cannot be part of an initiate training program. For purposes of information the following definition adapted from the College Fraternity Secretaries Association (CFSA) policy is considered official University policy.

Hazing is defined as any action taken or situation created, intentionally, whether on or off the organization’s premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside the confines of the house; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with academic activities; and any other activities which are not consistent with the organization’s by-laws, ritual or policy, or the regulation and policies of the educational institution.

1. An organization's pre-initiation period shall be devoted to constructive purposes and programs in keeping with the modern aims and objectives of higher education.
2. No individual or group has the right to force anyone to do anything against his/her will, including drinking alcohol.
3. Each initiate is entitled to a minimum of six consecutive hours of sleep in his own bed without interruption by organization obligation or from organization members (12 midnight to 6 a.m.).
4. Throughout the pre-initiation period organization members are not allowed in an initiate’s place of residence after 12 midnight unless this is his/her official campus address. Initiates are not allowed to remain in organization houses or elsewhere under the supervision of
organization members between 12 midnight and 6 a.m. Any organization activity is strictly forbidden in residence halls.

5. Although hazing is usually construed as action to an initiate by a member of the organization, the reverse (hazing a member) is also prohibited.

6. Any violation or infraction of the above policy may result in: (a) severe disciplinary action against the individual involved; (b) suspension of the organization from operation for a period of time; (c) removal of the organization from the campus for serious or repeated violations.

**Higher Education Opportunity Act (HEOA)**

The Higher Education Opportunity act (HEOA) requires that certain pieces of information be disclosed to the student body. This information is available on our Consumer Information page ([http://www.stlawu.edu/ir/consumerinfo](http://www.stlawu.edu/ir/consumerinfo)) and contains links to information such as:

- The University’s policies on privacy of student records as required by the Family Educational Rights and Privacy Act (FERPA)
- Annual Security and Fire Safety Report
- Student Financial Aid Information
- Facilities and services available to students with disabilities
- Student body diversity
- Price of attendance
- Refund policy, requirements for withdrawal and return of Title IV, HEA
- Financial Aid
- Academic program information, including educational programs, instructional facilities, faculty, and transfer of credit policies
- Institutional and program accreditation
- Copyright infringement policies and sanctions (including computer use and peer-to-peer file sharing)
- Vaccinations policies
- Retention and graduation rates, including rates broken out by race and ethnicity
- Information on career placement in employment and graduate and professional education enrollment
- Intercollegiate athletic program participation rates and financial support data

**Missing Student Policy**

In compliance with the Higher Education Opportunity Act and the Clery Act, it is the policy of St. Lawrence University to actively investigate any report of a missing resident who is enrolled at St. Lawrence University and residing in university-owned housing. Each resident will be notified of the Missing Student Notification Policy and Procedures through the Student Handbook.

For purposes of this policy, a student may be considered to be a “missing person” if the person’s absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, where there
are concerns for drug or alcohol use is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

Each resident is asked to identify the name and contact number of the individual(s) who are a primary contact to be notified in case of an emergency or in the event that the resident is reported missing. In the event the student is under the age of 18 and is not emancipated, the University is required to have the primary emergency contact be a custodial parent or guardian.

If a member of the University community has reason to believe that a student is missing, the Office of Safety and Security should immediately be notified (315 229-5555). Safety and Security and/or Residence Life will make reasonable efforts to locate the student to determine his or her state of health and well-being. The student’s cell phone or campus phone will be the first contact. Additional efforts may include checking the resident’s room, access control card history and campus wide account usage, class schedule, on campus vehicle, friends, coaches, and parents.

If all the above attempts to locate or establish contact with the missing student are unsuccessful, the University will contact the Village of Canton Police Department immediately and report the student as a missing person. The Vice President for Community and Employee Relations is contacted and notified of the missing student report.

Student residents planning to be absent from the campus for an extended period of time should be sure to notify friends and family with information about their whereabouts. Student residents are also cautioned to regularly check their on-campus mailbox as uncollected mail, in conjunction with other information, may cause concern that a student is missing.

Motor Vehicle Policy

An important feature of the St. Lawrence campus is its focus as a “walking campus.” All of us—students, faculty, staff and visitors—should be confident of the ability to walk from place to place without dodging cars, motorcycles and other vehicles. The University has established procedures for registering and parking vehicles on campus. A parking permit does not guarantee the availability of parking space, but grants the privilege of using SLU parking areas. The intent is to assure a safe flow of motor vehicles and pedestrian traffic, orderly parking for students, employees and visitors, and maintenance of emergency access to all buildings and areas on campus. A copy of the complete motor vehicle policy is provided to all students when they register their motor vehicle with the University and is printed here: http://www.stlawu.edu/studentlife/departments/safety-and-security/page/32. In order to be legally parked on St. Lawrence University property, all student vehicles, including vehicles of students residing off campus, must be registered each academic year with Safety and Security. Additional copies of the policy brochure are available at the Safety and Security office.

The Motor Vehicle Policy covers all automobiles, SUVs, trucks, motorcycles, mopeds, go peds, motorized scooters, and both winter and summer off-road vehicles.

For authorized vehicular access to the inner campus, you must register in advance at the Safety and Security Office.

Nondiscrimination Policy

All members of the St. Lawrence community are valued equally. We are committed to multicultural diversity in our faculty, staff, student body and curriculum. Awareness training for students, faculty and staff is designed to eliminate all forms of discrimination. Students and others may review the complete policy at the St. Lawrence University website under Policies or Human Resources http://www.stlawu.edu/policies/index.html. For further information contact St.
Recycling Policy

The Village of Canton enforces a mandatory recycling ordinance. As part of the village community, St. Lawrence University participates in this program. The ordinance requires students to separate recyclable material. Containers for recycled material are located throughout residence halls. All trash must be disposed of in clear plastic bags.

The following list indicates material which must be sorted and recycled.

- Paper—all dry paper, books, magazines.
- Cardboard—dry (boxes must be flattened).
- Metal—cans, bottle caps, and other metal.
- Glass—all colors (caps must be removed).
- All hard plastics—i.e., shampoo bottles & laundry detergent (rinsed).

Questions about recycling should be referred to the Recycling Coordinator or to Facilities Operations.

Smoking Policy

In compliance with both the spirit and letter of the New York State smoking legislation (1990), St. Lawrence University supports the rights of employees, students, and visitors to have a smoke-free environment while on University premises. Whenever there is a question of preference between a smoker or a non-smoker, the non-smoker’s preference will prevail.

Smoking is prohibited in all University-owned indoor areas and vehicles used for institutional purposes such as: auditoriums, buses, vans, cars, classrooms, dining halls, elevators, rest rooms, hallways, gymnasium, lecture hall, lounges, meeting rooms, medical facilities, office and work areas shared or exposed to employees, students and visitors. Smoking is also prohibited in all University-owned residences (e.g. halls, townhouses, Greek houses, cottages and suites).

Smoking is prohibited with 25 feet of all university-owned buildings, with the exception of the main entrance to Brewer Bookstore.

The University will participate in providing smoking cessation information and programs to students and employees who may wish to stop smoking. It is the responsibility of all employees, students, and visitors to abide by this policy. Supervisors/Managers will be responsible for communicating and enforcing this policy in the same manner as all University policies.

Social Function Policy

The primary commitment of St. Lawrence University is to the intellectual development of each student. This primary commitment is complemented by recognition of students as whole persons. Social experience is an integral aspect of the learning process. Students are expected to act responsibly and are treated accordingly. Social responsibility requires both tolerance and a willingness to maintain standards in the best interest of all persons in the University community.

Restrictions placed upon an individual’s social freedom originate from a responsibility to insure the rights of others and are based on the premise that academic commitment at St. Lawrence University retains highest priority. Consequently, social events must be scheduled to prevent interference with academic pursuits on either an individual or collective basis.
All social functions at St. Lawrence University must meet the following criteria:

1. Be in accordance with the New York State and St. Lawrence University alcohol regulations and local fire and safety guidelines.
2. Major events, such as dances, open houses, and concerts must be scheduled one week prior to the event with the office of Student Activities and Leadership and coordinated with the Director of Safety and Security. This is primarily for informational purposes and seeks to prevent the scheduling of two events that may interfere with each other. In the case of a conflict between two groups wishing to schedule events, the office of Student Activities and Leadership will suggest alternate dates and places.
   Any social function held in University residential commons rooms or lounges must be scheduled with the Residential Coordinator, who must also be informed of those students responsible. Individual room parties may also be subject to registration as determined by the residential coordinator.
3. No events that interfere with students’ ability to study or sleep in their residence may take place during reading periods and final exam weeks. No social events may be scheduled during final exams.
4. In the case of an infringement of an individual student’s rights or privileges by his or her fellow students, a student should follow the procedure outlined in the Student Handbook under “Conflict Resolution.”

Solicitation Policy

Solicitation on the campus poses a difficult dilemma. On the one hand, individual members of the University community are encouraged to support worthy campus, North Country, state, national, and international charitable causes. On the other hand, there is a need to protect academic pursuits from the encroachment of capricious or over-zealous solicitation. This solicitation policy attempts to balance the need to protect academic endeavors with the need for campus citizens to support worthy causes.

There is general agreement that bona fide national and local charitable and service organizations, as well as recognized campus organizations, may solicit on campus for worthy causes.

All requests for campus solicitation must be submitted to the Office of Student Activities and Leadership for review along with the Director of Safety and Security. If requests are granted, the Student Activities and Leadership Office will issue a solicitation permit and will coordinate the timing of all campus solicitations. Approved solicitations may use campus bulletin boards for advertising purposes. Mailing labels are provided at cost if there is sufficient advance notice.

Campus solicitations and/or advertising for individual or corporate profit are prohibited. Solicitations for religious denominations are prohibited. Door-to-door solicitations are prohibited. Any exception to this policy must be by written consent of the Vice President and Dean of Student Life.

Student Storage Policy

The Thelomathesian Society operates a limited student storage program using the following guidelines:

1. All student storage shall be in a specifically designated central storage area. No other University buildings are used for storage.
2. Only items such as the following are permitted in storage areas: bicycles, large items of furniture, rugs, and large footlockers or large steamer trunks. All items must be tagged. Trunks must be locked.

3. All students storing belongings in Thelmo storage must sign a waiver. The Thelomathesian Society and the University assumes no responsibility for student property lost, stolen, or damaged in storage. It is recommended that all property in storage be insured by the student or his family.

4. Storage shall be available at designated times arranged by the Thelmo storage coordinator. Storage is not opened for removal of belongings except at stated times.

5. Items unclaimed are donated to a local charity.

**Student Records**

The Family Educational Rights and Privacy Act of 1974, as amended, became effective on December 31, 1974. The purpose of the act as it pertains to post-secondary institutions is twofold: to assure students access to their educational records, and to protect individual right to privacy by limiting the sharing of student records without their consent.

Students can access the Family Educational Rights and Privacy Act (FERPA) in the Student Resources section of the Registrar’s web site at [http://www.stlawu.edu/registrar/resources/Undergraduate%20Students](http://www.stlawu.edu/registrar/resources/Undergraduate%20Students). The assistant registrar is the university’s contact person for questions relating to FERPA. Students are encouraged to discuss any aspect of their individual file with the vice president and dean of student life. Copies of any or all parts of their record are available to the student at the student’s expense.

*Federal Trade Commission’s Safeguard Rule: St. Lawrence University complies with the* Federal Trade Commission’s Safeguard Rule which requires financial institutions, colleges and universities to secure customer financial records and information. For more information regarding this rule and the University’s compliance plan refer to: [http://www.stlawu.edu/policies/info_security.html](http://www.stlawu.edu/policies/info_security.html).

**Weapons Policy**

The New York State Legislature adopted the following legislation regarding firearms on campus: **Section 265.01(3):** “Any person who knowingly has in his possession a rifle, shotgun or firearm in or upon a building or the grounds, used for educational purposes, of any school, college or university without the written authorization of such educational institution, is guilty of a Class A Misdemeanor, and is guilty of a Class D Felony if he has previously been convicted of any crime.” **Section 265.06:** “It shall be unlawful for any person age sixteen or older to knowingly possess any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or co2 cartridge in or upon a building or grounds, used for educational purposes, of any school, college or university, without the written authorization of such educational institution.

In accordance with this law, rifles, shotguns, BB guns, pellet guns, hunting bows, knives, swords, martial arts weapons, sling shots, and other weapons, as well as ammunition associated with these weapons, are prohibited on campus. Unusual or special exceptions are made only with the permission of the director of Safety and Security. Violations result in referral to the Student
Judiciary Board, confiscation and possible loss of item in violation, and may be suspect to arrest in accordance with Section 265.01(3) or Section 265.06 as described above.
ACADEMIC INFORMATION

Academic Integrity Procedures

All students at St. Lawrence University are bound by honor to maintain the highest level of academic integrity. By virtue of membership in the St. Lawrence community, every student accepts the responsibility to know the rules of academic honesty, to abide by them at all times, and to encourage all others to do the same.

Responsibility for avoiding behavior or situations from which academic dishonesty may be inferred rests entirely with the students. Claims of ignorance, unintentional error, and academic or personal pressure are not excuses for academic dishonesty. Students should be sure to learn from faculty what is expected as their own work and how the work of other people should be acknowledged. Instructors are expected to maintain conditions which promote academic honesty.

Instructors have the duty to investigate any instance involving possible academic dishonesty and must follow the procedures of the Constitution of the Academic Honor Council rather than make private arrangements with the student involved. Violations of the St. Lawrence University Code of Academic Honor are administered under the constitution of the Academic Honor Council which is reprinted in its entirety below.

The Constitution of the Academic Honor Council

"The very spring and root of honesty and virtue lie in good education."

-Plutarch

Article I - The Academic Honor Code: Responsibilities of the Student

All information contained in this article shall be printed on a card for St. Lawrence University students to sign. This card shall be retained as a record of compliance with the Academic Honor Code.

Academic Honesty

A major commitment of the University is “to the intellectual development of the student” (St. Lawrence University Aims and Objectives) which can be achieved only by strict adherence to standards of honesty. At St. Lawrence, all members of the community have a responsibility to see that these standards are maintained. Consequently, St. Lawrence University students will not engage in acts of academic dishonesty as described below.

Academic Dishonesty

1. It is assumed that all work is done by the student unless the instructor/mentor/employer gives specific permission for collaboration.
2. Cheating on examinations and tests consists of knowingly giving or using or attempting to use unauthorized assistance during examinations or tests.
3. Dishonesty in work outside of examinations and tests consists of handing in or presenting as original work which is not original, where originality is required.

The following constitute examples of academic dishonesty:

a. Plagiarism: Presenting as one’s own work the work of another person—words, ideas, data, evidence, thoughts, information, organizing principles, or style of presentation—without proper attribution. Plagiarism includes paraphrasing or summarizing without

b. Handing in or presenting false reports on any experiment.

c. Handing in or presenting a book report on a book one has not read.

d. Falsification of records.

e. Supplying information to another student knowing that such information will be used in a dishonest way.

f. Submission of or presentation of work (papers, journal abstracts, oral presentations, etc.) which has received credit in a previous course to satisfy the requirement(s) of a second course without the knowledge and permission of the instructor/supervisor/mentor of the second course.

g. Knowingly making false statements in support of requests for special consideration or special timing in the fulfillment of course requirements.

Claims of ignorance and academic or personal pressure are unacceptable as excuses for academic dishonesty. Students must learn what constitutes one’s own work and how the work of others must be acknowledged. Any student found guilty of academic dishonesty by the Academic Honor Council may have a letter placed in his or her permanent file.

At a First-Year Convocation St. Lawrence students are required to sign a ledger acknowledging their awareness of and their agreement to abide by the Academic Integrity procedures.

**Article II: Responsibilities of Faculty**

All faculty share responsibility in teaching the ethics of research, scholarship, and scholarly integrity. This responsibility includes holding students to the highest ethical standards in their work and being consistently intolerant of dishonesty.

If an instructor encounters any form of academic dishonesty, s/he has an obligation to call the offending student(s) to account. Appropriate responses depend on the case, and the instructor has three options.

If a student submits an assignment in which the work of others is not properly employed or cited, and the instructor regards such a case as indicating that the student needs further instruction in the proper use and citation of sources, the instructor may return the work to the student with clear direction to revise it to conform to proper citation practices. Grading of both the original and revised versions of student work shall remain the prerogative of the faculty member. The instructor may choose to send a letter to the Dean describing the incident. This letter may become part of a student's internal file, but will not be shared externally.

If the instructor believes a student knowingly represented the work of others as her or his own, and in this way was intentionally dishonest, then the instructor must treat the case as an instance of cheating. In this and all other instances of academic dishonesty, intentional or unintentional, the instructor may choose to assess what s/he deems to be appropriate penalties and inform the student involved that s/he has the right to appeal the case to the Academic Honor Council. The instructor is required to file a report with the Dean of Academic Affairs. This letter will become part of the student's internal file, and may be shared externally at the discretion of the Dean of Academic Affairs.

In any case of academic dishonesty, the instructor may choose to forward the case to the Academic Honor Council. The case must be forwarded with supporting evidence within one week (see Article VII, Section 1). In all cases, the disposition of the case will be placed in the student's internal file. If the student is found to have violated the Academic Honor Code, a letter may be
placed in the student’s permanent file and may be shared externally at the discretion of the Dean of Academic Affairs.

In all cases, if an instructor believes that the appropriate penalty for cheating or dishonesty should be failure in the course, the instructor must send the case and all supporting evidence to the Academic Honor Council. In all cases where the alleged dishonesty does not take place in a credit-bearing course, the case must be forwarded to the Academic Honor Council. Finally, if the student has a prior history of academic dishonesty, the case must be forwarded to the Academic Honor Council.

Article III- Jurisdiction of the Academic Honor Council

The Academic Honor Council shall be responsible for hearing cases of alleged violations of the Academic Honor Code. The Dean of Academic Affairs shall be responsible for adjudicating cases in the rare instances that the Academic Honor Council is unable to hear them, following guidelines given in Article X, Section 3.

Article IV - Responsibilities of the Academic Honor Council

Section 1. The Academic Honor Council shall conduct hearings to adjudicate allegations of academic dishonesty and shall submit its findings to the Dean of Academic Affairs. If the Academic Honor Council finds that academic dishonesty has taken place, it shall also submit a recommendation for disciplinary action.

Section 2. Hearings shall be held by the Academic Honor Council within a reasonable length of time after receipt of charges, normally within three weeks.

Article V - Membership of the Academic Honor Council

Section 1. The Academic Honor Council shall consist of at least six, and normally no more than ten, student members and three faculty members. The chairperson of the Academic Honor Council shall be a student.

Section 2. Student candidates for the Academic Honor Council must be in good standing with the University. They shall be selected at the end of each academic year to serve a one-year term. The selection committee shall consist of the graduating members of the Academic Honor Council, the president of the Thelomathesian Society, and chair of the Academic Affairs Committee of the Thelomathesian Senate. Students recommended by the selection committee shall be considered for final approval by the Thelomathesian Senate. At that time the chairperson of the Academic Honor Council shall be recommended by a majority of the selection committee for final approval by the Thelomathesian Senate.

Section 3. The faculty members of the Academic Honor Council shall be selected by Faculty Council and shall serve two-year terms. They may be re-appointed. In the case of a faculty vacancy on the Academic Honor Council, a new member shall be selected by Faculty Council.

Article VI- Removal of Members of the Academic Honor Council

Section 1. Student members of the Academic Honor Council may be removed before their one-year term is complete for betrayal of trust in matters pertaining to the Academic Honor Council and/or failure
to maintain good academic and social standing and/or for failing to meet the responsibilities of serving on the Council. Requests for removal may be initiated by any member of the St. Lawrence University community at any time during the academic year.

Section 2.
Student members of the Academic Honor Council may be removed by a majority vote of the executive board of the Thelomathesian Society.

Section 3.
Faculty members of the Academic Honor Council may be removed by Faculty Council.

Article VII - Responsibilities of the Chairperson of the Academic Honor Council

Section 1.
The chairperson shall be responsible for informing the members of the Academic Honor Council of meetings, providing them with the pertinent information, and facilitating these meetings.

Section 2.
The chairperson shall be responsible for delivering the written recommendation to the Dean of Academic Affairs.

Article VIII - Procedures

Section 1.
All charges of academic dishonesty with respect to the Academic Honor Code that are sent to the Academic Honor Council must be presented in writing through the office of the Dean of Academic Affairs. The office of the Dean of Academic Affairs will work with the chairperson of the Academic Honor Council to contact the faculty person and student involved and the members of the Honor Council to schedule a hearing.

Section 2.
The Academic Honor Council will invite all parties involved to bring forward pertinent materials for consideration. In addition, parties may request that witnesses and other testimony be considered by the Academic Honor Council (or the Council may makes its own requests for witnesses or testimony). The decision to hear witnesses and/or consider testimony rests with the Academic Honor Council. No one is permitted to attend an Academic Honor Council hearing unless invited to do so by the Council, and, except in extraordinary circumstances, no one other than a charged party and testifying witnesses will be so invited. If discrepancies emerge between faculty and student testimony, either or both parties may be recalled for further testimony. The faculty and staff involved may make recommendations to the Academic Honor Council about the adjudication of the case. However, they shall not be involved in the final decision-making process.

Section 3.
The students involved shall be made aware of their rights before the case is heard by the Academic Honor Council. These rights are:

a. The right to be informed of the charges in writing and to examine evidence pertinent to the case.
b. The right of a one-week notice in advance of their hearing before the Academic Honor Council. This time period may be waived by agreement between the student charged and the Academic Honor Council.
c. The right to consult the office of the Dean of Academic Affairs about Academic Honor Council procedures. The staff member consulted is understood not to be an advocate for the student but simply a neutral provider of procedural information.
d. The right to remain silent.
c. The right to request that witnesses and/or faculty advisors be permitted to testify at a hearing. However, the Academic Honor Council ultimately determines whether particular witnesses will be permitted to testify and can place reasonable limits on the number of witnesses who will be permitted and the matters about which they will be permitted to testify.

f. The right to appeal the decision of the Dean of Academic Affairs.

The Academic Honor Council recommends that all students seek counsel from a faculty member or academic advisor before their hearing.

**Section 4.**

Cases involving students who have left the University or are participating in an academic program abroad shall normally remain pending until the student returns.

**Section 5.**

Cases shall normally be heard by five members of the Academic Honor Council. A quorum shall consist of four members, with at least three students and at least one faculty member present.

**Section 6.**

Decisions and recommendations on cases of academic dishonesty shall be made by a majority of the vote of the Academic Honor Council. If the minority is strongly opposed to the decision or recommendation, they have the option of sending a letter of dissent to the Dean of Academic Affairs stating their opinion(s). In the case of a tie vote, the opinions of both sides shall be communicated to the Dean of Academic Affairs.

**Section 7.**

The Academic Honor Council shall determine if a student is guilty of the charge(s) and shall forward a recommendation regarding its findings to the Dean of Academic Affairs. All intentional and unintentional acts of academic dishonesty may result in disciplinary action. Recommendations of disciplinary action may include a failing grade on the work in question, a failing grade in the course, disciplinary probation, suspension from the University, denial of future research support, return of fellowship support in cases where the dishonesty occurs while the student is receiving fellowship support, return of wages in cases where the student is paid for the work, or expulsion from the University. When appropriate, the Academic Honor Council may recommend to the Dean that the guilty student be required to participate in educational programs or counseling sessions. In cases where a student is found guilty of academic dishonesty, intentional or unintentional, a letter noting the verdict shall be placed in the student’s permanent file (in which case it may be reported to employers, graduate schools, licensing agencies, etc. inquiring about a student’s educational experience at St. Lawrence). In all cases, a report describing the disposition of the case will be added to the student’s internal file. Decisions will be shared with all parties to the case and decisions may be shared with a student’s academic advisor.

**Section 8.**

At the end of each semester, the Academic Dean’s Office shall provide to the campus community a summary report of the cases heard and recommendations forwarded to the Dean of Academic Affairs. The names of individuals involved shall not be included in the summary report. This report shall be submitted to Faculty Council and to Thelmo, and will be published in the following semester’s first edition of the Hill News. It may also be publicized in other venues.

**Section 9.**

In cases involving re-admission of students who have been suspended for academic dishonesty, the Dean of Academic Affairs shall determine if the student will be readmitted, and if so, the conditions of re-admission.
Article IX - Appeals
Section 1.
Students shall have the right to appeal within seven (7) days of the final decision. Written appeals should be addressed to the Dean of Academic Affairs. A copy of this letter should also be sent to the chairperson of the Academic Honor Council.

Section 2.
The responsibility of the Dean of Academic Affairs shall not be to rehear cases of academic dishonesty, but rather to ensure that rights were not violated and appropriate procedures were followed. A copy of the Dean’s decision on the appeal should also be sent to the chairperson of the Academic Honor Council.

Article X - Responsibilities of the Dean of Academic Affairs
Section 1.
The Dean of Academic Affairs shall make a final decision based on the recommendation of the Academic Honor Council, all evidence pertaining to the case, and any record of previous academic dishonesty involving the student. The Dean of Academic Affairs may return a case to the Council for reconsideration.

Section 2.
The Dean of Academic Affairs shall handle all appeals involving procedural infractions in the hearing process.

Section 3.
For cases that emerge when classes are not in session and there are pressing reasons to consider them before the semester resumes, the Dean of Academic Affairs shall consult with available members of the Academic Honor Council and design an appropriate modified procedure.

Section 4.
The Office of the Dean of Academic Affairs shall be responsible for informing students, in writing, of alleged violations of the Academic Honor Code.

Section 5.
The Academic Dean’s Office shall be responsible for assuring that a report of cases brought to the Academic Honor Council is submitted to the Hill News at the beginning of each semester.

Article XI - Responsibilities of the President of the University
The President of the University shall make the final decision on expulsion of students from the University.

Article XII - Amendments
Section 1.
Any member of the University can propose an amendment to the Constitution of the Academic Honor Council.

Section 2.
In order to be approved, a proposal requires a two-thirds vote of the Thelomathesian Society and the approval of the Faculty.

Academic Distinctions and Honors
For information on degrees with distinction and honors and Dean’s List requirements, refer to the on-line Catalog, pages 28-29 at http://www.stlawu.edu/catalog/.
**Academic Planning, Advising and Services**

The Academic Planning, Advising and Services strive to provide comprehensive supportive services to enable all students to reach their full potential. The office provides a centralized location for students to utilize a variety of services tailored to individual learning styles, background and needs. For detailed information regarding academic resource and supports, refer to the on-line University Catalog, page 31 at [http://www.stlawu.edu/catalog/](http://www.stlawu.edu/catalog/) and the Advising Program’s web site at [http://www.stlawu.edu/advising/](http://www.stlawu.edu/advising/).

The student should be aware that it is his or her responsibility to be informed concerning University regulations and departmental programs. The student should be familiar with the University policy documents such as the *University Catalog* and *Student Handbook*. These contain the most authoritative information and should be consulted regularly. Specific questions should be addressed to the associate dean of academic advising, Whitman Annex, Rm. 2B.

**Academic Petitions Committee**

For information refer to the on-line Catalog, page 29 at [http://www.stlawu.edu/catalog/](http://www.stlawu.edu/catalog/) or the Student Resources section of the Registrar’s web site at [http://www.stlawu.edu/registrar/](http://www.stlawu.edu/registrar/).

**Satisfactory Academic Standing**

Information regarding academic standing (satisfactory standing, probation, required Summertime, suspension, expulsion) and the process for readmission following academic suspension is described in the on-line Catalog, pages 29-31 at [http://www.stlawu.edu/catalog/](http://www.stlawu.edu/catalog/).

**Add/Drop Policy**

During the first seven days after classes begin in any semester or the first three days after classes begin in any summer session, a student may add or drop a course without a permanent record being made of the change. A student must fill out an add/drop form obtainable from the registrar, request signatures from course instructors and his or her advisor, and return the completed form to the registrar.

If a course has obtained maximum enrollment, the instructor shall have the right to drop from the course any student who, without notifying the instructor as to the reason, is absent from the first two consecutive class meetings during the add/drop period or is absent from the first class meeting that meets once each week for three hours. **Students who do not attend a class in which they are formally registered should not presume that they are dropped from that class.** Students must submit a properly completed add/drop form, to drop a class.

**Attendance at Class**

St. Lawrence University believes that the purpose of education can best be advanced through the interaction of students and instructors within the classroom.

Students are expected to be present and punctual for academic appointments and to abide by the standards for attendance as set forth by instructors at the beginning of each semester. It is also expected that the student will confer with the instructor whenever circumstances prevent the keeping of academic appointments.
Faculty establish their own attendance policies and are expected to announce these policies at the beginning of the semester.

The University recognizes that students will occasionally have significant medical illnesses or injuries that prevent them from attending classes or completing assignments or exams. The student is responsible for contacting the professors and advisor concerning any make-up work, withdrawals, extensions or incompletes that might be necessary. With the student’s permission, the Health Service will verify these prolonged absences. The Health Service does not notify professors and advisors about minor illnesses (that will resolve within a few days). Students will be expected to contact their professors directly about these brief days of missed course work.

Students should not anticipate that absence from a class, a laboratory, or other academic functions will excuse them from responsibility for work expected or material covered, including quizzes and tests whether announced or unannounced.

Certification for Degrees in Course

It is the prerogative of the faculty to determine whether or not a candidate for a degree in course has fulfilled the requirements for that degree. No candidate may be certified for a degree in course over the objections of the faculty. A student who is not certified for graduation by the faculty but believes he or she is entitled to graduate may appeal the decision through the Academic Petitions Committee. (Further information: Associate Dean for Faculty Affairs, Vilas 103.)

Changing Courses or Course Load/Withdrawing from Courses

A. Add/Drop: During the first seven days after classes begin in any semester, or the first three days of classes in any summer session, a student may add or drop a course without a permanent record being made of the change. Students changing their schedules within the add/drop period must have written approval of the instructor of each course being added or dropped as well as the approval of their advisor. Students may request from the Academic Petitions Committee a late schedule change with instructor and advisor permission. Approved late changes may result in a $45 late change fee.

B. Withdrawal from a Course: Twice before graduation, students are permitted to withdraw from a course after the first seven days and until the end of the 10th week of classes. The course remains on their transcript, and the registrar enters a “W” grade. If a withdrawal form, properly executed, is not submitted before the deadline, the student remains enrolled in the course and is graded accordingly. Withdrawing from FYP or FYS is not permitted. Students who are residents of New York State should contact the Student Financial Services Office to determine if withdrawing from a course will jeopardize a New York State grant or scholarship.

C. Reduction to Fewer than Four Courses: A student who reduces his or her course load to fewer than 3.5 units is no longer considered a full-time student, which may affect the student’s financial aid package.

International students, veterans, and NCAA athletes may not take a course load of fewer than 3.5 course units in any semester without their student status or athletic status being affected. For further information, consult with the director of financial aid, located in Payson Hall; or the registrar, located in Vilas 117.

Students taking fewer than 4.75 units will be billed for full tuition with the following exceptions:
1. Employees and dependents using tuition remission benefits will be billed on a per unit basis.
2. Special situations for billing on a per unit basis may be approved by the Vice President for Finance.
Credit Toward Graduation

Methods of Obtaining Credit and Specific Policies on Different Means of Obtaining Credit are explained in detail in the on-line Catalog, pages 23-25, at http://www.stlawu.edu/catalog/.

Course Overload

During the Fall and Spring semesters, an overload consists of registering for five or six courses totaling more than 4.75 units or being registered for more than six courses. During Summerterm, an overload consists of more than 2 units of credit per session.

Eligibility for Course Overload

Students must be full-time. Students must have a cumulative GPA of at least 2.5 (except as noted in #2 below). Course overload registration is by petition and is done during the first seven days of the Fall and Spring semesters. Course overload during Summerterm must be approved by the Director of Summerterm. First-year students and transfer students in their first semester at St. Lawrence are not eligible for a course overload. See section below for direction regarding the cost of a course overload.

Course Overload with additional charges

Full-time students registered for more than six courses or for five or six courses totaling more than 4.75 units and not meeting criteria for a course overload without additional charges will be charged an overload fee ($5,510 per unit for 2012-2013 academic year).

Example: If a student is registered for 5 courses with a total unit value of 5 units and does not qualify for exception 1 or 2 above, the student will be billed an overload charge of $1,377.50 ($5,510 x 25%).

Course Overload without additional charges

1. Full-time students with a 3.2 overall or 3.2 prior semester GPA and making normal progress toward their degree, may register for up to 5.75 units without additional tuition charges during the fall or spring semesters. See Guidelines for normal academic progress in on-line Catalog, page 29-30, http://www.stlawu.edu/catalog/.
2. Once during their undergraduate career, all students in good academic standing may take one course as an overload, with no additional tuition charges.
3. A student who fails to convert all incomplete (E) grades to final grades by the end of the drop/add period may not take the free overload course privilege when other conditions are met.

If a student elects to take fewer than three and one half units, their financial aid may be reduced. In order to qualify for a New York State grant or scholarship award students must be enrolled in at least 3.5 units that meet for a term of at least 15 weeks.

Cross-Registration

Cross-registration for courses offered among the Associated Colleges of the St. Lawrence Valley may be initiated in the registrar's office. Information regarding this program is on the Associated Colleges' web site (http://associatedcolleges.org/services/crossregistration.htm). Students are responsible for arranging travel to another campus. St. Lawrence does not provide transportation for students selecting cross-registration courses.
Distribution and Graduation Requirements

The policy concerning distribution requirements appears in the University Catalog. Each semester the registrar’s office publishes in the Class Schedule booklet a list of courses which meet distribution requirements. Students are generally expected to complete distribution requirements within their first two years of matriculation at St. Lawrence.

Examinations

The number of quizzes given during the semester is decided by the faculty member. Whether or not a student is permitted to make up missed quizzes or examinations is also at the discretion of the course instructor. It is University policy that final exams, hour exams, or their equivalent are not scheduled during the last week of classes or during study recess. Lab practicals may be given during the final week of classes.

The final examination schedule is issued by the registrar’s office and published in The Hill News after the close of the drop/add period. Any faculty change of a final exam date which precludes a student’s taking his or her exam at the scheduled time must be approved by the associate dean for faculty affairs; the change cannot cause the student undue problems.

Financial Aid, Eligibility for New York State and Federal Awards

New York State Financial Aid

As mandated by New York State HESC, eligible students are required to meet qualitative (minimum grade point average) and quantitative (minimum courses accrued) requirements to retain New York State financial aid awards such as the Tuition Assistance Program (TAP). The New York State Education Department mandates these requirements. These requirements are shown in the chart below.

<table>
<thead>
<tr>
<th>Calendar: Semester</th>
<th>Program: Baccalaureate Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Being Certified for this Payment</td>
<td>Student Must Have Earned at Least This Number of Units</td>
</tr>
<tr>
<td>1st</td>
<td>0</td>
</tr>
<tr>
<td>2nd</td>
<td>2</td>
</tr>
<tr>
<td>3rd</td>
<td>4.5</td>
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<tr>
<td>4th</td>
<td>7.5</td>
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<tr>
<td>5th</td>
<td>11</td>
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<tr>
<td>6th</td>
<td>14.5</td>
</tr>
<tr>
<td>7th</td>
<td>18.5</td>
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<tr>
<td>8th</td>
<td>22.5</td>
</tr>
<tr>
<td>9th***</td>
<td>27</td>
</tr>
<tr>
<td>10th***</td>
<td>31</td>
</tr>
</tbody>
</table>

*Courses with incomplete grades cannot be included unless they are resolved to a passing or failing grade by the end of the following term. Failing grades are included in the number of courses completed per semester. Only passing grades are included in the number of courses earned.

**Leaders of Tomorrow scholarship recipients must maintain a cumulative GPA of 3.0 or higher.

***Only students enrolled in the HEOP program are eligible for ten TAP payments.
Continuing eligibility is reviewed at the beginning of each semester. New York State Award/TAP recipients must be in full time status defined as enrollment for at least 12 semester hours (3.5 SLU units) of matriculated credit for a term of 15 weeks.

A student whose academic progress is unsatisfactory and who therefore loses eligibility for New York State awards may be eligible for a one time waiver of the good academic standing requirements by submitting a petition to the SLU financial aid office.

Federal and St. Lawrence Student Financial Aid

Recipients of assistance under the Pell Grant, Federal Work-Study, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Stafford Loan, Federal Parent Loan, and St. Lawrence University financial aid programs must also meet minimum qualitative and quantitative academic progress standards. Academic progress is determined by two criteria: the quality of academic achievement as indicated by the cumulative grade point average and progress toward the degree. With the exception of suspended students, continuing eligibility for federal and SLU need-based assistance is reviewed twice per academic year, at the end of each fall and spring semester.

To make satisfactory academic progress, a St. Lawrence University undergraduate student must earn at least the number of units and the cumulative GAP indicated in the table below. The units and average must be earned by the beginning of the term in which the financial aid is to be disbursed. In order to continue to receive Federal financial aid, an undergraduate financial aid recipient must complete his/her program within 150% of the published length of the program measured in units attempted. For instance, if the published length is 33.5 units, the maximum time frame to complete the program cannot exceed 50 attempted units. The table below applies to full time students.

Please Note: for St. Lawrence University financial aid programs, the maximum length of eligibility will not exceed 8 semesters.

<table>
<thead>
<tr>
<th>Prior to semester number:</th>
<th>A student must earn this many units:</th>
<th>A student must maintain at least this cumulative GPA:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>2</td>
<td>1.5</td>
<td>1.0</td>
</tr>
<tr>
<td>3</td>
<td>4.5</td>
<td>1.0</td>
</tr>
<tr>
<td>4</td>
<td>8</td>
<td>1.25</td>
</tr>
<tr>
<td>5</td>
<td>11</td>
<td>1.25</td>
</tr>
<tr>
<td>6</td>
<td>14</td>
<td>1.5</td>
</tr>
<tr>
<td>7</td>
<td>18</td>
<td>1.5</td>
</tr>
<tr>
<td>8</td>
<td>22</td>
<td>1.75</td>
</tr>
<tr>
<td>9</td>
<td>26</td>
<td>1.75</td>
</tr>
<tr>
<td>10</td>
<td>30</td>
<td>1.75</td>
</tr>
</tbody>
</table>

A student is expected to maintain:
1. A cumulative GPA of 2.0 or higher.
2. Satisfactory progress in units completed toward graduation.
3. Satisfactory progress and GPA in the major. (This applies to juniors and seniors who have earned 17 or more units toward graduation.)

A student not meeting these expectations will be placed on probation or suspended from the University. The guidelines are located in the academic standing section of this handbook.
The Teacher Education Assistance for College and Higher Education (TEACH) Grant:
Beginning with the 2008-2009 academic year, the U.S. Department of Education has created a new
grant program for potential teachers. The Teacher Education Assistance for College and Higher
Education (TEACH) Grant Program provides grants of up to $4,000 per year to students who
intend to teach in a public or private elementary or secondary school that serves students from low-
income families. In exchange for receiving a TEACH Grant, you must agree to serve as a full-time
teacher in a high-need field in a public or private elementary or secondary school that serve low-
income students. It is important to note that if you do not fulfill the TEACH Grant requirements,
the grant converts to a loan. If you feel you may qualify for this grant program, please contact the
Financial Aid Office.

Additionally, students must maintain minimum enrollment requirements of 3.5 units to remain
eligible for most federal and St. Lawrence resources. Contact the SLU financial aid office for details
as different minimum enrollment requirements exist for various federal aid programs.

Note that suspended students who can document extenuating special circumstances have the
right to appeal to the academic standing committee. Should this committee approve the appeal, the
student may then request a waiver for loss of eligibility of federal and SLU funded need-based
financial aid through a petition to the SLU financial aid office.

Financial Aid—Student Employment
The Financial Aid office, located in Payson Hall, coordinates the student employment
program. Please stop by or contact that office for more information.

Financial Obligations/Student Billing Policies
All charges for fall and spring tuition, room, board and fees must be paid by August 10th for the
fall semester and January 10th for the spring semester. Charges for summer sessions are due the day
of registration. Charges for graduate courses are due upon receipt of a bill. Delinquent balances
after these due dates are assessed interest at 1% per month.

Registration for subsequent terms and participation in the housing lottery are prohibited and
transcripts are not released until all financial obligations have been met. Student Financial Services
may approve exceptions in the following situations: there is an approved student loan or a parent
loan to pay for the past due balance; the family participates in the monthly payment option
administered by Tuition Management Systems and the plan payments are current.

If financial obligations for a prior semester are not satisfied or deferred payment
arrangements not approved, students may be administratively withdrawn from the University.
Students may be reinstated upon settlement of an account. The University will make every effort to
honor the student’s original course selection and housing priority but cannot guarantee those
selections.

All financial obligations to the University must be met as a condition for graduation,
participation in Commencement ceremonies and receipt of transcripts. For more information on
financial obligations and student billing policies visit www.stlawu.edu/sfs.

Grade, Changing A
Changes of grade are expected only under the following circumstances:
1. Conversion of a temporary grade (E, X) to a permanent one (4.0, 3.75, 3.5, 3.25, 3.0, 2.75, 2.5, 2.25, 2.0, 1.75, 1.5, 1.25, 1.0, 0.0). Such grades may be converted at any time, subject to deadlines required by academic policies.

2. Rectification of an error in grading. Forms are available in departmental offices or from the registrar. The signature of the instructor and department chairperson is required. Such changes may be reviewed by the dean of academic affairs.

3. In cases where a student disputes the reasonableness of a grade in course, the proper person to address is the instructor. If the student believes the matter needs to be pursued further, the proper person to address is the department chairperson. If the student feels he/she must pursue the matter still further, then recourse is through the Academic Conflict Resolution Procedures (see Student Code section of this handbook).

**Grading System**

The present grading system is explained in the on-line Catalog, page 27-28, at this web link [http://www.stlawu.edu/catalog/](http://www.stlawu.edu/catalog/).

**Graduate Students**

A graduate student is one who is matriculated for a graduate degree. Work for the degree must be completed within six years from the date of original enrollment. Part-time enrollment is permitted within this limitation. Applications and admissions are the responsibility of the office of the chairperson, department of education.

**Graduation Requirements Checklist**

Students should review the information in the Student Resources section of the Registrar’s web site at [http://www.stlawu.edu/registrar/](http://www.stlawu.edu/registrar/) in the Graduation section.

**Incomplete Courses (E and X Grades)**

The Catalog is authoritative, page 27 at [http://www.stlawu.edu/catalog/](http://www.stlawu.edu/catalog/).

**Majors**

The most comprehensive and authoritative source of information about the major is the University Catalog, pages 17-20 and page 57, [http://www.stlawu.edu/catalog/](http://www.stlawu.edu/catalog/).

**Matriculation and Enrollment**

A matriculated student is a candidate registered for an undergraduate degree who has been formally admitted by the admissions office at St. Lawrence University. A matriculated student must maintain continuous full-time enrollment in each semester until graduation, except as indicated below.

1. Leave of Absence: A student may petition to interrupt continuous enrollment. Petitions for leave of absence (all reasons) should be addressed to the vice president and dean of student life. They apply for re-entry to normal status through the student life office.
2. **Withdrawal**: Students in good standing who withdraw from St. Lawrence (including transfer to another institution) are no longer matriculated. The vice president and dean of student life must approve all withdrawals. To matriculate again students must reapply for admission through the student life office.

3. **Suspension or Withdrawal Not in Good Standing**: Students suspended for academic reasons who wish to reapply must petition the Academic Standing Committee through the associate dean for academic advising. Students suspended for other reasons apply directly to the vice president and dean of student life.

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**Medical Withdrawal (from a semester or a course)**

**Medical Withdrawal From a Semester**: When a student experiences serious medical or psychological problems while enrolled at St. Lawrence University, he or she may request to take a voluntary medical withdrawal from all courses. Documentation from an appropriate medical, psychiatric, or psychological professional must be provided to the vice president and dean of student life at the time of application. If a medical withdrawal from all courses is approved by the vice president and dean of student life, the student will leave campus immediately and will receive grades of “WM” in all enrolled courses. The medical withdrawal would continue for the remainder of the semester and at least one additional semester. The student will be obligated to adhere to any readmission requirements outlined by the vice president and dean if he or she desires to return to St. Lawrence University (i.e. undergo professional health-care treatment for the initial medical problem).

The vice president and dean of student life may grant a medical withdrawal for the immediately preceding semester for which the student was registered provided that:

a. the withdrawal is for the entire semester, and

b. in the dean’s judgment, application for the medical withdrawal could have been made and would have been granted for that semester. Only in consultation with the associate dean for academic advising, and under unusual documented circumstances, may a medical withdrawal be granted for semesters prior to the last semester for which the student was registered.

Similarly, the University may require a student to take a medical withdrawal (or impose other appropriate restrictions, e.g., restricted campus or housing access) if, in the judgment of the vice president and dean of student life, the student:

1. poses an imminent threat to the lives or safety of himself/herself or other members of the St. Lawrence University community (including a threat which results from the fact that the student cannot be properly treated in the University setting), or

2. has a medical or psychological problem which cannot be properly treated in the University setting, or

3. has evidenced a medical condition or behavior that seriously interferes with the student's ability to function in the University setting (thereby rendering the student unqualified to continue in the program) and/or seriously interferes with the educational pursuits of other members of the St. Lawrence University community.

In cases of both voluntary and required semester medical withdrawal, the policy on refunds contained in the University catalog will apply.

While on Medical Withdrawal, the student must absent him or herself from campus, unless the vice president and dean of student life expressly allows access.

In making the decision to require a medical withdrawal (or impose other restrictions), the vice president and dean of student life must act out of concern for the student and his or her rights, concern for other students and the concern for the University as a whole. The Dean’s decision
should be an individualized and objective assessment of the student’s ability to safely participate in the University’s program, based on a reasonable medical judgment relying on the most current medical knowledge or the best available objective evidence. In cases of a student who poses a threat, this assessment should consider the nature, duration and severity of the risk posed by the student; the probability that the potentially threatening injury will actually occur; and whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk.

In cases where the vice president and dean of students deems it advisable, he/she may require the student to undergo an assessment by a healthcare professional of the University’s choosing. A student required to withdraw from the University (or subjected to other restrictions) under this provision may apply for readmission through the vice president and dean of student life, and if admitted will be subject to such conditions as may be required by the vice president and dean of student life aimed at ensuring the student’s ability to function in the University setting, without interfering with the educational pursuits of others. Refer to www.stlawu.edu/sfs/refundpolicy.htm for information regarding a financial credit that may be available to a student readmitted to St. Lawrence after taking a medical withdrawal in a prior semester.

A student remains subject to the University’s regular discipline system for acts of misconduct despite the applicability of this process.

A student who feels aggrieved by a final decision of the vice president and dean of student life may file a grievance with the University’s Section 504 Coordinator under the University’s Section 504/ADA grievance procedure.

Medical Withdrawal From a Course: When a student experiences a medical or psychological condition that severely impacts one course, then that student may request a medical withdrawal (WM) from that course provided the student submits appropriate documentation from a licensed physician, psychologist, or other health care professional. A “WM” from a partial course load does not require the student to vacate campus. Additionally, a “WM” from a partial course load does not allow the student to receive financial credit in a future semester.

Merit Scholars
The name merit scholar is the term applied to those first-year and transfer students who enter the University with honors. Within the group are the following categories:

- 1856 Achievement Awards Recipients
- Augsburger North Country Scholars
- Canadian Scholars
- Community Service Scholars
- International Scholars
- Kenyan Scholars
- Leadership Scholars
- Momentum Scholars
- Presidential Diversity Scholars
- Sesquicentennial Scholars
- Trustee Scholars
- University Scholars
- Vilas Scholars
Merit scholars are selected during the admission process based on academic records, including courses, grades, class rank and standardized test scores, as well as character, citizenship, leadership and participation in high school activities. While in the program, the student’s scholar designation will be noted on the transcript each semester.

Upperclass students may be selected as Faculty Scholars on the basis of outstanding academic achievement. Dana Scholars are selected based on leadership, character, and academic achievement. Faculty Scholars and Dana Scholars are also considered merit scholars.

Faculty Scholars are elected to the merit scholar program from among those students who are not already merit scholars. Faculty Scholar candidates are identified by the associate dean of the first year/director of advising. Students may be elected at the completion of their second, third, or fourth semester at the University.

Criteria for selection are as follows:
1. A cumulative average of 3.75 (or higher) after completing 8 academic units at St. Lawrence.
2. A cumulative average of 3.70 (or higher) after completing 12 academic units at St. Lawrence.
3. A cumulative average of 3.65 (or higher) after completing 16 academic units at St. Lawrence.
4. Upon written nomination by a faculty member, students with a cumulative average between 3.50 and 3.65 who have completed 16 academic units at St. Lawrence are also considered.

Faculty Scholars receive all of the academic privileges of other merit scholars.

Dana Scholars are elected to the merit scholar program from among the sophomore, junior and senior classes. The selection of the Dana Scholars is made by the director of financial aid or the director’s designee. Dana Scholarships are made possible by an endowment established by the Charles A. Dana Foundation. Criteria for election are as follows:

1. The student must have an outstanding record of campus leadership with consideration paid to both non-academic and academic achievements.
2. The student must be in the upper half of his/her class academically.

University, Sesquicentennial, Augsbury North Country, Presidential Diversity, Canadian, and Vilas Scholars as well as 1856 Achievement Award Recipients who, after the second semester of their sophomore year, or subsequently, do not maintain a 3.0 cumulative grade point average, are removed from the scholars program. Their academic records are reviewed by the director of financial aid. Students removed from the merit scholar program may reenter upon achieving a 3.0 cumulative average or a 3.0 semester average in two consecutive semesters while maintaining normal progress toward graduation.

It is important to note that a merit scholarship, when added to all outside financial resources, cannot exceed the cost of attendance as determined by the St. Lawrence University Financial Aid Office. Merit Scholarships are dispersed to student billing accounts by applying one half of the annual scholarship during each of the fall and spring semesters. Students must be attending full time either on campus or at an approved off campus St. Lawrence University abroad program. Annual merit scholarships are not fully awarded in one semester. Merit scholarships are generally not available for use during St. Lawrence University summer session programs. If the student entered St. Lawrence as a transfer from another institution, the number of semesters for merit eligibility is determined by the Director of Financial Aid and the Registrar.

**Midterm Grades (Warnings)**

Midterm grade warnings provide an early evaluation of a student’s work for the semester.

1. Faculty inform the registrar at mid-semester of any students whose work is less than satisfactory (1.75, 1.5, 1.25, 1.0, 0.0). Reporting midterm warning grades is not mandatory.
Students should not assume their class work is satisfactory if they do not receive a midterm grade.

2. This information is sent to students, their advisors, the associate dean of the first year, and advising.

Off-Campus Study Programs

A. St. Lawrence University Off-Campus Study Programs: International programs are offered in Australia, Austria, Canada, China, Costa Rica, Czech Republic, Denmark, England, France, India, Italy, Japan, Jordan, Kenya, New Zealand, Spain, Thailand, Trinidad, and many other countries via the International Student Exchange Program (ISEP). St. Lawrence University also has four programs within the United States: the Adirondack Semester (offered through the SLU Outdoor Studies program), the New York City Program, the Washington Semester Program through American University, and, an exchange program with Fisk University in Nashville, Tennessee. Detailed information is available through the Center for International and Intercultural Studies (CIIS) and at www.stlawu.edu/ciis. For Spring Semester programs, the application deadline is September 10; for Fall Semester and full-year programs the deadline is February 20 unless otherwise noted on the application.

Off-campus study is an opportunity open to all sophomore, junior and senior students. Students must petition to participate in the second semester of the senior year. First-year students may apply to participate in the First-Year Program in London in the fall semester or in the program in Rouen, France, which offers an FYS in the spring semester. Students in all majors may participate in off-campus programs. Some of the programs have distinctive curricular strengths and are especially valued choices for students in those fields. Most of the programs offer a range of courses, and many of these courses are “site-specific,” designed to enhance the student’s understanding of the host culture. Students should identify programs of interest at least two semesters prior to making application in order to enroll in courses which will prepare them for a specific program. All programs have pre-requisites of some sort. Some programs require prior study of a language. All programs are intended to complement the student’s academic program in some way and to give students the experience of living and studying in a different culture.

The selection of locations for and the continuation of, all off-campus study programs is based on, among other factors, the availability of a safe environment for students. Unforeseen circumstances may cause an interruption in or termination of a program. Should that happen, CIIS will try to find alternative arrangements to accommodate affected students, but suitable alternative arrangements cannot be guaranteed and may not always be available.

Students on social or disciplinary probation are not eligible to apply or participate, except that students placed on social probation for one semester or less and for whom this is a first offense may ask the Associate Dean of Student Life for an exceptional review of their situation; this review will be conducted in conjunction with the Associate Dean for International and Intercultural Studies. In addition, students with outstanding disciplinary fines, service hours and/or educational program requirements are not eligible to participate in off campus study programs (subject to an exceptional review of their situation by the Associate Dean of Student Life). Such students may apply to participate while fines/service hours/educational program obligations are still outstanding, but if not completed by the time of departure, they will lose any right to participate in the program (and will forfeit any deposits or other financial payments made in support of such participation). A student who has been accepted to participate in an off campus program and is subsequently placed on social or disciplinary probation or who becomes subject to disciplinary fines, service hours and/or educational program obligations, is similarly ineligible to participate in the program (subject to an
exceptional review by the Associate Dean of Student Life). Such students must immediately report this change to the Center for International and Intercultural Studies (CIIS). Failure to report such a change will be grounds for denying an exceptional review of their case. Students against whom a judicial complaint has been registered prior to their participation in an off-campus program must also immediately report that fact to the CIIS and will also be the subject of an exceptional review to determine their continued eligibility for the program (based on, among other things, the seriousness of the charges pending against them), and it is possible that their acceptance may be withdrawn. Students who have been suspended and who have been readmitted must spend at least one full semester on campus before being eligible to apply for off-campus study.

Admission to off-campus study programs is competitive. The degree of competitiveness of these programs varies from semester to semester, depending upon student interest. The number of students who can participate varies from program to program, but enrollment is limited for all programs. In applying, students should have a solid academic track record, normally a cumulative grade point average of 2.5 or above. Certain programs require a 3.0. Selection committees review the student’s academic record, seeking evidence that the student is prepared for the challenges of off-campus study. An important element in the application is evidence of the student’s intentional preparation and rationale for participation in a specific program. The selection committees also take into consideration faculty/staff evaluations. Applicants for off-campus programs must also present evidence of maturity, responsibility and cultural sensitivity. Admission to a program requires a positive recommendation from the selection committee. Students who are denied have the opportunity to present new evidence to an appeals committee. Students appealing a denial of acceptance must meet with the Director of Off-Campus Programs and submit their appeal to CIIS within one week of their denial notification. The selection committee also presents its view of the candidate and pool to the appeals committee.

Students who participate in off-campus programs must respect the rules and regulations that apply on the home campuses (as specified in the university’s catalog and student handbook) as well as those specified by the off-campus program and its director or administrator. Students must also conform to the norms and expectations of the host culture. Because these programs are off campus and the normal procedures for handling violations and infractions of stated rules and regulations (e.g. in the Student Code of Responsibility and the Academic Honor Code) are not available or practicable, such matters will in all cases be handled directly by the program director or administrator for the off-campus program and/or by the Associate Dean for International and Intercultural Studies. The student will be notified of the alleged breach of conduct and will be given the opportunity to submit, in writing, his/her account of the alleged violation. Following review of the situation and the student’s response, the program director or administrator may impose sanctions up to and including dismissal from the program. Directors of programs operated by St. Lawrence University will make a recommendation to the Associate Dean as to the appropriate sanction, if any. Sanctions may be applied immediately or they may be imposed by the associate dean when the student returns to campus, or both.

A number of services and benefits available on the home campus may not be available on these programs; examples include athletic, computing and internet, academic support, and laundry facilities. Such services as well as cultural programs and excursions vary from program to program. Credit for these programs, which are designated as SLU off-campus programs, is residence credit, not transfer credit, (i.e. grades earned are computed in the student’s quality point average). Participation in a SLU program counts towards the residence requirement. For any SLU program, students pay regular comprehensive fees and receive their usual financial aid, just as they would receive on campus. Additional financial support may be available from Financial Aid and from
CIIS. All students interested in study off-campus, no matter what their financial resources, should confer with CIIS.

Students should be aware that there are a number of courses offered off campus, some in international locations, during January and in the summer. Certain semester courses may offer an embedded travel component.

B. Non-SLU Off-Campus Study Programs: Students are encouraged to consult with CIIS if the SLU programs do not appear to meet their academic objectives. If a student identifies an appropriate non-SLU program, s/he should apply to the program and to CIIS, for review by the Non-SLU Programs Selection Committee. Completed applications are due by September 10 (for spring programs) or February 20 (for fall and academic-year programs). Such students must demonstrate strong academic preparation and academic reasons for studying in that particular location. They must have a record of academic performance that demonstrates ability to meet the challenges of off-campus study without the academic and other support that St. Lawrence University offers on campus and on its programs; a GPA of at least 3.0 is expected. Students who wish to study in a country or area where St. Lawrence maintains a program must have an extraordinarily compelling academic reason for applying to another program. Unlike the programs indicated in section A, any credit earned on these programs will be transfer credit (not residence credit) and St. Lawrence’s own financial aid does not apply (though federal and state aid may).

If an applicant is approved to study on a non-SLU off-campus study program, then s/he will receive, with the approval letter, a form to use in getting transfer credit approval. This form directs the student to get prior approval by the appropriate department chair for all courses s/he plans to take. The form is filed in CIIS and in the student’s file in the registrar’s office. The student will earn credits toward graduation (and possibly in the major) but no grades will be included in the quality point average.

If a student is not approved for study on a non-SLU off-campus study program, the student may take a leave of absence in order to participate. However, as is the case with all leaves of absence, the student will not be able to transfer more than one unit of credit per semester, and must have prior approval from the appropriate department chair and submit a signed transfer of credit approval form to the registrar’s office. Students may not use the approval of individual courses by department chairs as a way to earn additional credits while participating in a non-approved program. (Further information: Associate Dean for International & Intercultural Studies, 229-5991.)

Pass/Fail
The Pass/Fail option is explained in the on-line Catalog, page 28, at http://www.stlawu.edu/catalog/.

Readmission
Students who leave the University (personal withdrawal, medical withdrawal, transfer withdrawal, leave of absence, or disciplinary suspension), and wish to return must submit a readmission application to the vice president and dean of student life. The application and supporting medical documentation (if required) are due by May 1 for summer session, July 1 for fall semester, and December 1 for spring semester readmission. Students who are academically suspended must submit their readmission application to the associate dean for academic advising (academicadvising@stlawu.edu). (In addition to the completed
application, the following information must be provided.

1. Transcripts of academic work undertaken while suspended.
2. Letters from instructors of courses in which students were enrolled while suspended.
3. If applicable, letters of support from employers, counselors or therapists with whom the student has worked since suspension. An interview with the associate dean for academic advising may be required. Additional information concerning academic readmits may be found at: http://www.stlawu.edu/catalog/1213/catalog_1213.pdf.

Students must satisfy any outstanding charges and issues with the student financial services office before readmission is approved.

If academic coursework is taken while away from the University, the policies outlined in this handbook under “Credit Toward Graduation” and “Leave of Absence Policy” apply. Former scholarship students should refer to “Scholarship Students Interrupting Full-Time Enrollment” in this handbook.

When a student on a medical withdrawal from the University applies for readmission, the student’s health care professional must write a letter to the vice president and dean of student life giving professional assurance that the student has received treatment for the medical problem and that there is a belief that the student will be able to successfully resume studies.

All withdrawn students applying for readmission may have appropriate conditions placed upon the readmission aimed at ensuring the student’s ability to function in the University setting, without interfering with the educational pursuits of others.

**Registration**

A. **For Continuing Students:** Registration for semester courses takes place in the preceding semester: mid-April for Fall courses and mid-November for Spring courses.

B. **Procedures:** The student develops an academic program for the next semester, taking into account such matters as previous courses elected, future SLU academic plans, post-SLU education and career plans, University and departmental requirements, prerequisites for particular courses, prerequisites for future courses, and instructor’s permission where permission is required.

The student discusses course choices with a faculty advisor; together they examine prospective course selection in light of what the student has already done or plans for the future.

A student is not permitted to register: (1) if he or she does not have a faculty advisor, (2) if he or she has the appropriate units and has not declared a major, (3) if he or she is on a financial hold or student financial services office hold, (4) if he or she lacks immunization or health record, or (5) if he or she is an incoming new student that has not submitted a copy of their final high school transcript or, for transfer students, a copy of their final transcript from their previous college.

Access to the online registration system is available for all SLU undergraduate students. All undergraduate students must be cleared by their advisor to make registration requests. If a student has two advisors, either advisor may clear the student to register.

Unless otherwise specified for particular courses, priority in registration is: senior majors, junior majors, senior minors, junior minors, seniors, juniors, sophomores, first-year students, other.

C. **First-Year/New Students:** Fall registration for first-year students and transfers takes place during Orientation. New students are sent the New Student Guide, which includes guidelines for choosing courses and fuller descriptions of courses available to first-year students.

First-year students are asked at registration to choose only from among those courses normally open to first-year students. (If they believe themselves qualified to take higher-level courses, they are encouraged to discuss the matter with the appropriate instructor or department chairperson. They may register during drop/add period if space is available.)
A faculty advisor examines first-year student course selections individually to see if the student’s program is consistent with his or her abilities and preparation as demonstrated by high school records and test scores, but also suitable in terms of balance and level of difficulty, and consistent with future plans insofar as they are known.

D. Transfers: Because they have already established a college academic record elsewhere, and because these records differ widely in terms of progress toward a degree, specialized preparation, etc., transfer students will be advised by the Associate Dean for Academic Advising during the summer prior to orientation.

E. Permission of the Instructor: Students may enroll in a course requiring permission of the instructor only after such permission has been obtained. (The instructor signs the registration form.)

A student who wishes to enroll in a course for which he or she lacks the prerequisite must obtain permission of the instructor before registering.

Note: Additional information is given in the University Class Schedule.

Repeating Courses

Information regarding repeating courses is listed in the on-line Catalog, page 28 at http://www.stlawu.edu/catalog/.

Students Interrupting Full-Time Enrollment

A student in good standing, including University Scholars, and approved for a leave of absence does not receive SLU financial aid while away from St. Lawrence. Aid resumes upon re-entry to St. Lawrence provided the student continues to show financial need and provided the leave of absence is limited to a maximum of three semesters.

When a scholarship student withdraws from St. Lawrence (including transfer to another institution), financial aid terminates. A student applying for readmission to St. Lawrence may also apply for financial aid.

Financial assistance continues during participation in any off-campus St. Lawrence program receiving residence credit for student in good academic standing who continues to demonstrate financial need. Aid may also be continued in certain programs in which St. Lawrence students participate by special arrangement. In such instances the percentage of University billings covered will not exceed the percentage covered during the previous semester of residence. Students participating in non-St. Lawrence programs should contact the St. Lawrence University Financial Aid Office to determine whether or not they may qualify for any financial aid assistance.

A student receives a maximum of eight (8) semesters of University financial assistance.

Special Students

A special student is approved by the registrar’s office for enrollment in courses but not as a candidate for a degree. Special student status is granted for one term only, but may be renewed. A special student may not usually live on campus, and may enroll in a course on a space-available basis after other enrollment priorities have been met. Special student status implies no continuing obligation by the University.
State and National Scholarships and Grants
The Associate Dean for Academic Advising will assist highly qualified upperclass men and women in obtaining state, national, and international scholarships and grants for post-baccalaureate study. Most of these scholarships and grants must be applied for in the early fall of the senior year. Students are urged to begin exploring these opportunities as early as the first semester of the junior year. Juniors with strong academic records are urged to consult with the Associate Dean, Whitman 160, for information.

Summerterm
The University’s Summerterm program is outlined the on line Catalog, page 46, at http://www.stlawu.edu/catalog/.

Transcripts
The registrar’s office maintains a permanent academic record for each student. For information on requesting a transcript, refer to the on-line Catalog, pages 22-23, at http://www.stlawu.edu/catalog/ or in the Student Resources section of Registrar’s web site at http://www.stlawu.edu/registrar/.

Transcripts from Other Institutions
1. Transcripts of work to be transferred to St. Lawrence should be requested from the institution where the credit was earned. The registrar of that institution should mail the transcript directly to the St. Lawrence University registrar.
2. St. Lawrence University cannot forward copies of academic transcripts from other institutions, including colleges and secondary schools, nor is it expected that other institutions will forward copies of the St. Lawrence transcript.

Transfer to Another Institution
A student wishing to transfer should be aware of the following:
1. Most institutions require application well in advance and will request a transcript of all college work. Many institutions will not accept transcripts mailed by the student; therefore, students should request the registrar of any institution where they have taken work for credit to mail one for them. (The St. Lawrence transcript shows courses and grades only for work taken in residence or in the consortium. While credit for work done elsewhere is recorded, the nature of that credit does not appear.)
2. Students should notify the vice president and dean of student life office if they intend transferring and complete a transfer withdrawal form with that office.

University Libraries
The St. Lawrence University libraries’ information may be accessed at the on-line Catalog, pages 36-39, at http://www.stlawu.edu/catalog/.
Withdrawals, Transfers, Leaves of Absence

A student who plans to withdraw from the University for personal and medical reasons, military service or who plans to transfer to another university must notify the office of the vice president and dean of student life. The student must meet with a member of the student life staff and complete a withdrawal request form. This office will determine the student’s official date of withdrawal. The refund policy for students who withdraw is contained in the on-line Catalog, pages 227 (http://www.stlawu.edu/catalog/) as well as outlined on the student financial services web site (www.stlawu.edu/sfs). The readmission process is explained in this handbook.

A leave of absence may be granted to a student who is in good academic and social standing. Such a student may be readmitted at the start of a term if: readmission is within three terms of the student’s leaving, the university receives the readmission application by established deadlines (May 1 – summer term; July 1 – fall semester; December 1 – spring semester), and there is housing and classroom space available. Only one course per semester of leave may be transferred to St. Lawrence while a student is on a leave of absence.

The refund policy for students who withdraw is contained in the on-line Catalog, pages 227 (http://www.stlawu.edu/catalog/), as well as outlined on the student financial services web site (www.stlawu.edu/sfs). The readmission process is explained in this handbook.

Students who withdraw or are suspended during a semester have their status changed to “inactive.” “Inactive” status means that the student will not receive class listserv messages, may not participate in pre-registration or the housing lottery, and the campus “id” card is deactivated. The student must depart from campus within 24 hours of the withdrawal, and all personal belongings from his/her residence hall room must be removed in a timely manner.

Upon readmission of any withdrawn student appropriate conditions may be placed on them to ensure their ability to function in the University setting, without interfering with the educational pursuits of others.

Writing Competency Requirement

To be eligible for graduation, St. Lawrence students must demonstrate throughout their careers the ability to write prose which is judged competent by their professors (see the on-line Catalog, page 16, http://www.stlawu.edu/catalog/).
STUDENT SERVICES

Bank and ATM Locations, Check Cashing and Direct Deposit

North Country Savings Bank, a full service banking facility, is located on the third floor of the Student Center. At the Bank, students may:

- Open personal bank accounts
- Make payments on student accounts
- Cash SLU payroll and travel reimbursement checks
- Cash personal and third-party checks of $200 or less

Hours of operation are Monday through Thursday 12:00 p.m. – 4:00 p.m. and Friday 11:00 a.m. – 4:00 p.m. during the academic year (hours of operation are subject to change). A current Campus ID Card must be presented to cash a check.

A 24-hour bank ATM is located in the vestibule of the Brewer Bookstore. A second ATM is located on the bottom floor of the Student Center near the student mail room. The Student Center is accessible by students 24 hours a day with their campus ID card.

If the bank returns a student’s check for insufficient funds or other reasons: The amount of the returned check and a $20 fee will be charged to the student account. The student who presented the check will be immediately contacted for restitution. The privilege of cashing personal checks will be revoked until restitution is made at the Student Financial Services Office. The charges will be subject to the student account payment terms. If a student issues more than one check that is returned by the bank during the academic year, check cashing privileges are revoked. If a returned check is a bank error, the $20 fine will be waived upon proof provided by the Bank.

Students who work for St. Lawrence University are strongly encouraged to sign up for direct deposit. This allows the university to credit the student’s salary payment directly to the student’s bank account(s). Direct deposit allows students to have access to their salary payments first thing in the morning without the need to pick up a check and take it to a bank or ATM to deposit or cash. Direct deposit also eliminates situations such as lost or stolen checks. Students may enroll in direct deposit by submitting a completed direct deposit form available in the Business Office or online at http://www.stlawu.edu/business/student_direct.pdf.

For more information on Student Financial Services, visit www.stlawu.edu/sfs.

Bus Options & Taxi Service

As a service to the St. Lawrence University community Premier Coach Company, Inc. offers bus service to various locations for university breaks. Information on schedules and prices is available at the following web site: http://www.stlawu.edu/studentlife/departments/safety-and-security/page/33. For reservations contact the Transportation Coordinator, 315 229-7777 or transportationservices@stlawu.edu. Your student account will be charged directly for the transportation service.

For St. Lawrence students only, the University provides a limited taxi service, during the academic year, to the airports/bus and train stations in Brockville, Massena, Montreal, Ogdensburg, Ottawa, Saranac Lake, Syracuse, and Watertown. Note: This service is not available during the summer months. Students must make their own arrangements for travel to and
from campus for summer term, summer fellowships, summer internships, summer employment, etc.

- At each official semester vacation or break.
- Once each semester per student for personal use.
- Unlimited family emergency trips as verified by the Dean of Student Life’s office.
- One interview trip for seniors as verified by the Career Services Office.

**Note:** Students will be charged $25 per transport. The fee will be charged directly to your student account.

You must show a valid SLU campus ID card, with a copy of your airline/bus/train ticket, indicating airline flight number/ride number and departure/arrival time(s). Contact the Transportation Coordinator in the Security & Safety Office, 315 229-7777, at least 24 hours in advance of departure time. Remember that this taxi service is available only during the academic year, not during the summer programs. Cancellations made within 12 hours of reserved time are subject to charge. No-shows will be billed full price of service reserved. At times other than official University breaks, a limitation on the number of uses per student will apply as noted above. Updated information regarding the taxi service is available at [http://www.stlawu.edu/studentlife/departments/safety-and-security/page/34](http://www.stlawu.edu/studentlife/departments/safety-and-security/page/34).

**Campus ID Card**

Your Campus ID Card is the official St. Lawrence University identification card and required by University policy. You should carry your ID card at all times while on campus for identification purposes and for presenting to University officials upon request. The Campus ID Card is a one-card system serving St. Lawrence University and has been developed with the goal of improving access to various University services for the safety and convenience of the University community. The one-card system:

- **Provides individual access to University residence halls** (see Residence Life, Residential Access Control/ID Cards for additional information).
- **Provides access to your chosen dining services meal plan** (see Dining Services on the following page).
- **May be used to establish a Community-Wide Account.**
  A Community-Wide Account (CWA) is a declining-balance account that can be used for purchases at Brewer Bookstore, at dining service locations, the Outdoor Program/Stafford Fitness Center, for vending machine purchases (limited to $20 per day), Student Mail Center, and purchases at participating off-campus vendors. It may also be used for payment of miscellaneous charges on a student account and for sales by student groups for apparel, registration fees, sale of tickets for campus events and donations to charities/class gifts. The minimum deposit into a CWA account is $25 and maximum is $2,000. Cash withdrawals from the CWA account are not allowed.
- **Provides access to athletic facilities and many special events.**
  The Campus ID Card must be presented for admittance to all campus athletic facilities. The Campus ID Card may be required for admission to special events such as concerts, movies, theatre productions and other activities.
- **Provides access to the Student Center** between 12:00 and 7:00 a.m. Sunday through Thursday and 2:00 and 7:00 a.m. Friday and Saturday.
• Is required identification for other services, such as check-cashing, and library book checkout.

• Is required for SLU Public Printing (http://infotech.stlawu.edu/printing) to multifunction copiers located across campus from your personal computer or any lab computer. Your Campus ID Card is required to release the print job.

Your Campus ID Card is a valuable asset and should be protected; only the person to whom it is issued may use it. A $15 fine will be assessed for the misuse of a card. Report lost cards immediately to Safety and Security, ext. 5554. Accounts will be invalidated upon notification. St. Lawrence University is NOT responsible for the use of any lost or stolen card if it is not properly reported.

New cards and replacement cards can be produced, 24 hours a day, seven days a week at the Safety and Security office, 1st floor, Diana B. Torrey ’82 Health and Counseling Center, 76 Park Street, 315-229-5554. Cardholders receive one replacement card at no cost; additional replacements are $20 per replacement.

How to Make Deposits to a Community-Wide Account

1. Make a deposit online at www.stlawu.edu/sfs using a credit card or debit card. You will need the student SLU Campus ID number to complete the transaction.

2. Mail a check made payable to St. Lawrence University and a completed deposit slip to:

   St. Lawrence University
   Student Financial Services Office SC 315
   23 Romoda Dr.
   Canton, NY 13617

3. On-campus deposits to the CWA may be made at Brewer Bookstore and student financial services office.

NOTE: Students signed up for the 21-meal plan will receive a $50 starting balance on their CWA in the fall semester.

Terms and Conditions of the Community-Wide Account

• No cash withdrawal can be made from this account.

• Use of the account for purchasing is currently limited to Brewer Bookstore, dining service locations, the Outdoor Program/Stafford Fitness Center, vending machines, participating off-campus vendors, for payment of miscellaneous charges on a student account, for sales by student groups for apparel, registration fees, sale of tickets for campus events and donations to charities/class gifts.

• A valid SLU Campus ID Card is required in order to access your CWA.

• Online access is available at www.stlawu.edu/sfs to view an accounts activity and balance.

• Vending machine purchases are limited to a maximum of $20 per day.

• Any balance remaining at the end of a semester will be automatically rolled over to the next semester.

• Money remaining in the CWA is refunded only upon graduation, separation or withdrawal from the University. The University has the right to use funds remaining on the Community-Wide Account to clear a balance due, e.g., an outstanding student account, before providing a refund.
Dining Services/Meal Plans

All St. Lawrence University students are required to live and eat on campus each semester. Students will automatically be placed on the full-flex meal plan. Requests to change meal plans may be sent to sfs@stlawu.edu prior to the start of a semester.

Meal plan choices include; the 21 Meal Plan, which provides breakfast, lunch, and dinner each day, 7 days per week at Dana Dining Hall. The Full Flex is a declining balance account where the cost of a meal is deducted from the student’s meal bank each time a purchase is made. The Full Flex meal plan can be used at all of the dining facilities. The Half Flex is similar to the Full Flex but is for Seniors only. Any unused Flex account balances are forfeited at the end of the academic year.

It is the student’s responsibility to monitor the balance of their flex meal account. Account balances can be accessed online at www.stlawu.edu/sfs or at the checker’s station at the dining facilities. In the event a student runs out of funds on their meal bank, additions may be made:

- on line at www.stlawu.edu/sfs using a credit or debit card. Access is available 24/7 and funds are available immediately for use.
- add funds at the Student Financial Services Office located on the third floor of the Student Center. Pay for addition with cash or check, or by charge to the student account. Funds are available for use weekdays by 11:00 a.m. and 4:00 p.m.

Members of Greek houses who live in the chapter house or in another University residence are permitted to take their meals in chapter houses and be excused from the University meal plan provided (1) the house has a cook and offers a chapter house meal plan, (2) the member gains approval from the Director of Dining Services, and (3) the member notifies the Student Financial Services Office prior to the beginning of each semester—this includes new members who join during the fall semester. Students who are non-Greeks living in a Greek house are required to eat on campus.

Meal Plan Holds: The University reserves the right to deactivate a student’s meal plan in situations where a student has been uncooperative or has not responded to an official request for information or action. The list below illustrates examples, but is not exhaustive.

- Student is not in compliance with NY State immunization requirements.
- Student has not completed the paperwork necessary to resolve a student account balance.
- Student has not registered for classes for the current semester.
- Student has a serious issue that needs to be discussed with staff in the Student Life office.

In order to reactivate a meal plan, the student must contact the Student Financial Services Office (315 229-5581) for further instructions.

Dining facilities are available in Dana Dining Hall, Northstar Café, Time Out Café located in the athletic complex, and Pub 56. Meal service hours are posted in the dining units and on the website at http://www.stlawu.edu/studentlife/departments/dining-and-conference-services/eatery. Please note the following listed guidelines:

- Shirts and Shoes are required at all dining facilities.
- No animals are permitted in the dining areas, except guide animals.
- Only fruit, cookies, ice cream cones and beverages (one item per meal) may be taken from Dana Dining Hall. To ensure that this rule is enforced dining services reserves the right to hold and inspect knapsacks, parcels or packages brought into or taken out of the dining areas.
- All dining facilities accept cash payment for guests.
Request for board releases are made to the Director of Dining and Conference Services. Any board releases granted are processed on a pro-rated basis. Credits depend on the date requested and balance, if any, on the meal bank.

A registered dietitian on the dining services staff is available for students in need of nutritional guidance.

Complimentary meals for faculty are provided by Dining Services for special occasions when a student wishes to invite a faculty member to lunch. 3 passes per year are included with each student’s meal plan.

**Health and Counseling Service**

The Diana B. Torrey ’82 Health and Counseling Center is located on the University’s campus at 76 Park St.

**Regular Health Center Hours:**
M-F 9am-4:30 pm

**Regular Counseling Center Hours:**
M-F 8 am-4:30 pm

After regular clinic hours, students’ medical care is available at the Canton-Potsdam Hospital After Hours Clinic located in the E.J. Noble Building in Canton or by the Canton-Potsdam Hospital Emergency Department located in Potsdam. If a student experiences a serious illness or injury during hours when the Health Center is closed, campus security should be called immediately (229-5555).

The Counseling Services office is also available at the Center. Students may call the center for an appointment. After hours, Security will contact a counselor on call in an emergency.

The health service maintains a limited pharmacy. Students are billed through the student financial services office for any medications dispensed at the Health Center. If a required medication is not stocked at the Health Center pharmacy, a prescription is given for purchase at a local pharmacy.

**Confidentiality at the Torrey Center:** The Diana B. Torrey ’82 Health and Counseling Center is legally and ethically obligated to protect every student’s right to privacy. Health records are strictly confidential and maintained in compliance with federal and New York State laws, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). Center staff will not release information to anyone outside the Center including family, parent/legal guardians, St. Lawrence University faculty/staff, or outside agencies, without the written authorization of the student, unless required by law. In the case of a minor, the authorization of a parent or legal guardian is required to release medical records. In a medical emergency, only relevant health information will be released to another healthcare provider. If a student wishes to release his/her records to another provider, authorization forms are available at the Center.

The University recognizes that students will occasionally have significant medical illnesses or injuries that prevent them from attending classes or completing assignments or exams. The student is responsible for contacting the professors and advisor concerning any make-up work, withdrawals, extensions or incompletes that might be necessary. With the student’s permission, the Health Service will verify these prolonged absences. The Health Service does not notify professors and advisors about minor illnesses (that will resolve within a few days). Students will be expected to contact their professors directly about these brief days of missed course work.
Verification of medical illness notes are not given to document visits to the Health Service.

The health service will store and administer allergy serums for students who provide the materials and a schedule for their administration from the prescribing physician. All students who are members of intercollegiate athletic teams must have a physical examination on file and will undergo a health screening before practicing for or participating in intercollegiate athletic contests.

St. Lawrence University, through Mercer/United, provides a student injury and sickness insurance plan for St. Lawrence University students. This policy runs from August 10, 2012 through August 9, 2013 and the cost is $1,415 for non-athletes and $1,768 for athletes. The coverage is worldwide and will provide benefits at the University, at home, while traveling or while participating in sports. Medical evacuation, repatriation and travel assistance is also provided to all participating students. All students, undergraduate and graduate, are eligible for this plan, and dependent coverage can be added, if needed.

All full-time students are automatically enrolled in this program. If a student already has equivalent comprehensive coverage, a waiver form must be completed by August 10, 2012 to eliminate this charge from the student account. To waive the insurance coverage and find more information about the plan, including an additional option for athletes, go to http://www.studentcenter.uhsr.com/stlawu.

The New York State Health Department mandates that all entering students show proof of immunity to measles, mumps and rubella if their birthday is on or after January 1, 1957. They also require that each student be given information related to meningococcal disease and immunization and sign a statement indicating immunization status. **A student is not permitted to register for classes if the Health Center does not have these immunization records.** Health and Counseling Services is the primary source for the treatment of students but it is more than that. Students can make appointments to discuss health and counseling concerns, preventive medicine, exercise programs, etc. Pamphlets are available covering a wide range of health topics. The Health and Counseling Center is committed to providing students with the information and tools necessary for a healthy life.

**Information Technology /Communication Information**

*Information Technology:* Everything you need to know about the technology related resources available at St. Lawrence and how to use them most effectively may be found on the Information for Students tab on the Information Technology website. There you will find information on:
- Getting connected to the St. Lawrence network -- which you can begin even before you arrive on campus
- Configuring other technology resources -- such as phone and television
- Our computing facilities and the support we provide to help you use them effectively -- such as that provided through the IT HelpDesk and TECprogram
- And, other more general information -- such as Tips for Safe Computing and our Computer Purchase Program

If you have any questions about technology at SLU, please contact the IT Helpdesk (315.229.5770 or helpdesk@stlawu.edu).

*Communication Information:* You’ll discover that within both academic and social circles
of St. Lawrence, there is a lot that needs to be communicated. You will need to keep current with your St. Lawrence email to stay on top of university and classroom business. More information is available on the Email Services page of the IT website.

**SLUWire**

For really knowing what’s going on across the university community, you will need to consult SLUWire at sluwire.stlawu.edu. SLUWire is the place to find out what’s happening in the SLU Community; it’s where university offices, campus organizations, associations, and fellow Laurentians find and share information about campus happenings. You’ll want to check in everyday…as there is a lot going on here!

**Mail Services**

The Student Mail Center (SMC) is located on the first floor of the Sullivan Student Center. The SMC dispenses mail and parcels to St. Lawrence students. Students are assigned a combination-operated mail box that is kept throughout their time at St. Lawrence. The SMC will accept prepaid outbound UPS, FedEx and USPS parcels. You can also find UPS and FedEx drop boxes on the ground floor of Vilas Hall and a UPS drop box at the rear entrance to the Sullivan Student Center. The Brewer Bookstore will also accept pre-paid UPS and FedEx shipments.

Most carrier Web sites provide the capability to print prepaid shipping labels. Here are some options:

- United Parcel Service (UPS): [www.ups.com](http://www.ups.com)
- Federal Express (FedEx): [www.fedex.com](http://www.fedex.com)
- United States Postal Service (USPS): [www.usps.com](http://www.usps.com)

To ship belongings to your SMC mailbox at St. Lawrence, address the packages as follows:

- Your name
- SMC #
- St. Lawrence University
- 23 Romoda Drive
- Canton, NY 13617

We prefer that you ship items after you receive your SMC box number; however, if you must ship package(s) sooner, clearly mark your parcel with the words “Incoming New Student.” More information is available on the [SMC website](http://www.stlawu.edu/registrar/sites/stlawu.edu.registrar/files/changeof_student_info_0.pdf).

Stamps can be purchased from the following locations within the Sullivan Student Center: the Student Mail Center, North Country Savings Bank branch office or the automatic teller machine (ATM).

It is imperative that we have an accurate home mailing address on file for all students. Please contact the registrar’s office, Vilas Hall, at 315-229-55267, to notify us of any change of address for you or your parent/guardian. You will be directed to a “Change of Student Information” form is located here:

[http://www.stlawu.edu/registrar/sites/stlawu.edu.registrar/files/changeof_student_info_0.pdf](http://www.stlawu.edu/registrar/sites/stlawu.edu.registrar/files/changeof_student_info_0.pdf)

**Fax Service**

Students may receive free inbound faxes at the SMC (315-229-5515). The cover page must include the student’s name and SMC number to ensure delivery. Students can send faxes from the Brewer Bookstore for a fee.
In-room Telephone Service

Each residence hall room is equipped with local telephone service requiring a basic corded telephone. Long-distance calls require a calling card. Calling cards may be purchased at the Brewer Bookstore.

Mobile Phone Service

Verizon and AT&T provide the best local service. Other carriers such as Sprint will work in the Canton area; however, coverage is inconsistent. Please consult with your carrier for regional coverage information.

Email:

St. Lawrence University email is the official means of campus communication.

Safety and Security Department

The philosophy of the St. Lawrence University Safety and Security department is to provide a safe and secure environment for the entire University community. The Safety and Security department offers a wide variety of services to assist students, staff and faculty members in their day to day living. All services are widely publicized. We asked that all students familiarize themselves with this handbook and all the services provided by this department. The first step in a successful Safety and Security program is public awareness.


General Information…

The Safety and Security department is located on the 1st floor of the Diana B. Torrey ’82 Health and Counseling Center, 76 Park St. The office is open 7 days per week, 24 hours per day and 365 days a year. In an emergency you can call the Safety and Security office from any campus telephone by dialing 5555 or you may use any of the 42 blue light and yellow call box access emergency phones located throughout the university campus (printable map located at http://www.stlawu.edu/studentlife/departments/safety-and-security/page/22, then click on the attachment “Emergency Blue Phones and Yellow Call Boxes” at the bottom of the page). Incoming calls (on 229-5555 only) are taped for emergency purposes only and to be consistent with procedures of other private and public safety departments. Calls transferred from the 229-5555 line to a private line for Security administration are not recorded. You may feel certain that confidential discussions with Security will remain so.

The Safety and Security department consists of seven full-time security officers, four full-time dispatchers and a strong representation of student workers called the Student Safety Team and the First Response Team. The department administration consists of a director, one assistant director, a technical services coordinator, a transportation coordinator, and an administrative secretary. Safety and Security is charged with the responsibility of enforcing all University rules and regulations as
well as state and federal laws. During their patrols, officers constantly monitor and evaluate campus Safety and Security. They routinely identify and report such problems as broken locks, windows, lighting in need of repair and overgrown shrubbery. In addition, they immediately address problems considered to be a threat or hazard.

The Safety and Security department is always available to make presentations to student groups, clubs and organizations (which includes Greek houses and theme cottages). These presentations often include but are not limited to personal safety, crime prevention, fire safety, sexual assault/harassment, right to know issues.

**What You Can Do…**

Student involvement is essential to the prevention of crime on campus. Disinterest and complacency are the prime contributors to the success of criminals. The burden of crime prevention rests not only with the Safety and Security department but with each member of the St. Lawrence University community. Security officers cannot be everywhere at once. Therefore, we depend on you to recognize and report suspicious and criminal activity. The extent of your cooperation greatly influences the security officers’ effectiveness in fighting crime.

**Doing your part means:**

- Being aware of your vulnerability and following suggestions outlined in this handbook which will help you protect yourself and your property.
- Being alert for suspicious or criminal activity and or conditions that may represent a hazard to the University community.
- Getting involved by becoming more security conscious and by reporting all incidents or criminal activity to the Safety and Security department.

Many times solving a crime depends on how accurately and promptly the incident is reported. Therefore, when reporting an incident it is important that you be able to provide as much of the following information as possible:

1. Nature of the incident.
2. When the incident occurred.
3. Where the incident occurred.
4. Who was involved (names, gender, race, age, height, glasses, etc.)
5. Direction and mode of travel.
6. Vehicles involved, type and description.
7. Description of stolen property.

**Protection of Persons or Property…**

**General:**

a. Be aware and recognize your vulnerability.
b. Report all suspicious persons, vehicles and activities to the Safety and Security department immediately by using an emergency blue phone or by calling 229-5555.
c. Use the “buddy system” when at parties or in an uncommon location.
d. Watch out for your neighbor. If you see someone being victimized, notify Safety and Security immediately.

**Walking:**

a. Avoid walking alone after dark. Utilize the Safe Walk Program by calling x5555 anytime of the day or night or use one of the 42 emergency phones located throughout campus.
b. Walk in well-lighted, regularly traveled walks or pathways. Avoid shortcuts and keep away from shrubbery, heavy bushes, alleyways and areas where assailants may be lurking.
c. Don’t hitchhike or accept rides from strangers.
d. Report lights that are out and any other hazardous conditions to the Safety and Security department.
e. When walking to your vehicle...keep your keys in your hand.
f. If you think or feel as though you are being followed, cross the street and if needed keep crossing back and forth. If you are pursued, draw attention to yourself by yelling and run to a lighted building or residence hall. Don’t be afraid if need be to break a window or pull a fire alarm to draw attention to your situation. In this type of situation yelling “FIRE” may be more effective than yelling help.

Residence Halls Access Control...

Every night, professional security officers and Student Safety Team make foot patrols in and around the residence halls as well as other campus buildings. Security officers and the Student Safety Team work closely with the residence hall staff to prevent problems before they occur.

a. Letting someone else use your access card and/or propping doors open compromises the safety of other students in the residence hall. These actions are violations of University policy, which may result in a fine or judicial board action.
b. Keep doors and windows to your room locked at all times.
c. Never sleep in an unlocked room.
d. Don’t put your name and address on your key ring.
e. Don’t study in poorly lighted or secluded areas of a building.
f. Should you receive a harassing phone call or calls with no one on the line, hang up and immediately notify the Safety and Security department.
g. If you find that your room has been entered, don’t go inside. Notify a CA or security officer immediately. If you are inside do not touch anything until an officer arrives as you may disturb valuable evidence.
h. If your lock or combo is not operating properly contact your CA. Avoid having large amounts of cash or other valuables in your room.
i. NEVER GIVE YOUR COMBINATION TO ANYONE!
j. Check with your family insurance agent to determine if your property is covered under their homeowners insurance. If not, you should strongly consider purchasing insurance.

Athletic Facilities...

a. Use the “buddy system”. Work out or use the pool with a friend and make arrangements to go to and from the gym together.
b. Immediately report all incidents of indecent exposure and voyeurism to the Safety and Security Department.
c. Avoid bringing cash, wallets, or other valuables to the gym. Keep your locker locked whenever unattended. This includes when you are briefly in the shower. Most thefts in athletic facilities take place in the locker rooms and from unlocked lockers.

Bicycles

Students are strongly urged to register their bicycles with the Safety and Security Department. There is no cost for registering bicycles and registering bicycles greatly increases the chance for recovery in cases of theft.
1. Always lock your bike! Bicycles should be locked around the frame and through both wheels to a bike rack.
2. Invest in a good bike lock or a strong padlock and chain.
3. Whenever possible keep your bike inside at areas designated by Residence Life.
4. Find out if your bike is covered under your parents’ insurance policy. If not, it is advisable to insure it.
5. Don’t be an accident victim. Follow the same rules of the road as you would if you were driving a car.

Bicycles should not be left in hallways or stairwells or rooms since the personal safety of others may be jeopardized. When school is not in session, secure your bike in your room or take it home with you.

During the fall, an announcement is made about where various bicycle storage areas on campus. Any bicycles stored or locked in hallways and stairwells are moved to approved storage areas. If bikes are moved by University personnel, the owner may be subject to a $25 fine and is responsible for any damages to chains or locks.

Parking and Vehicle Storage
Parking is provided on a first-come first-served basis. If a lot is full, then you need to check another for an appropriate space. “J” lot would be a good alternative when the other areas are full. All vehicles using University parking lots must be registered with the Safety and Security Office. Registered vehicles may park in “J” lot when on University sponsored trips or during vacation periods. Guests and visitors must register and will be provided a permit free of charge.

The University does not provide storage for motorcycles, all-terrain vehicles, mopeds, snowmobiles, or other vehicles. Fire safety codes and insurance underwriting requirements prohibit storage of any motor vehicle or internal combustion machine in a residential unit or its basement.

Lost and Found
Keys or valuable items found unattended on campus should be turned over to the campus Safety and Security office. Such items are subject to a search for the purpose of discovering ownership. Unclaimed items will be donated to an appropriate charity or otherwise disposed of after one semester has passed. Items found in the residence halls should be turned over to the residential coordinator who will then give the items to Security.

Theft
Theft, or a suspicion of theft, should be reported immediately to the resident assistant, residential coordinator or house manager, and the Safety and Security office.

Theft includes unauthorized use of another’s cable or laundry services, jamming or tampering with vending equipment, and entering Dana Dining Hall, concerts, performances and athletic events without paying.

The victim of a theft has the right to report the theft to the local police or refer the matter to the Student Judiciary Board. Where theft against the institution is involved, the University agent with responsibility for the area in which the theft occurred chooses the appropriate course of action. Any student found guilty of theft will be considered for immediate suspension from the University.

The University is not liable for personal property lost, stolen, or damaged. It is advised that you protect your belongings with insurance through your family’s homeowner or other insurance policy. It is further recommended that you keep doors locked, avoid keeping large sums
of money and other valuables in your room, and report any suspicious persons or behavior to residence staff.

**Student Activities**

The Office of Student Activities and Leadership’s philosophy is to provide students with opportunities for involvement that complements their academic experience through participation in clubs and organizations, student government, paraprofessional positions, leadership experiences, special events and many more. There are more 90 student run organizations available at St. Lawrence such as A.C.E. (Association for Campus Entertainment), KSLU, SLU Buddies, the Black Student Union (B.S.U.) and the Thelomathesian Society. For a listing of registered student organizations, go to [http://www.stlawu.edu/studentlife/departments/student-activities-and-leadership/clubs](http://www.stlawu.edu/studentlife/departments/student-activities-and-leadership/clubs).

The Office of Student Activities and Leadership is available to assist students with planning in advance to ensure their programs are successful and fall within University policy and risk management guidelines. Students are encouraged to contact the office to schedule a meeting to discuss their program. In addition, Student Activities and Leadership assists in the oversight of the Student Center and upholding the policies of the building. For a listing of University policy related to programming, best practices, and use of spaces in the Student Center, please visit [http://www.stlawu.edu/studentlife/departments/student-activities-and-leadership/page/179](http://www.stlawu.edu/studentlife/departments/student-activities-and-leadership/page/179)