



## STUDENT HANDBOOK

This handbook applies to the 2024-2025 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.

Note: the information in the 2024-2025 Student Handbook is updated and accurate as of June 20, 2024. A revised edition will be posted in mid-late August 2024.

### ***Calendar Dates Fall Semester 2024***

August 24, 2024	<b><i>Event</i></b> New Students Orientation/Matriculation
August 26 – 27, 2024	Residence Halls open for Returning Students
August 28, 2024	First day of Classes and Convocation
September 5, 2024	Last Day for Add/Drop Without Petition
September 20 – 22, 2024	Laurentian Weekend (blend of Family Weekend & Homecoming)
October 17-18, 2024	Mid-Semester Break
October 24-26, 2024	Board of Trustees meetings
November 1, 2024	Last day to submit instructor-approved Pass/Fail form
November 8, 2024	Last day to withdraw (W) from a course
5 pm, November 22– December 1, 2024	Thanksgiving Break – (after last class on the 22 <sup>nd</sup> . dining halls closed)
December 12, 2024	Last day of classes
December 12, 2024	Last day to petition for a course medical withdrawal
December 13, 2024	Reading Day
December 15-20, 2024	Final Exam Week (Sunday through Friday)
December 20, 2024	Residential Buildings Close at 5:00 p.m.
December 21, 2024 – January 14, 2025	Winter Break

### ***Calendar Dates Spring Semester 2025***

January 13, 2025	<b><i>Event</i></b> New Student Orientation
January 13 - 14, 2025	Residences Open for Returning Students
January 15, 2025	Classes Begin
January 23, 2024	Last Day to Add/Drop Without Petition
February 6 – 8, 2025	Board of Trustees meetings
February 13 – 14, 2025	Mid-Semester Break
5 pm, March 14 – March 23, 2025	Spring Break (after last class on the 14 <sup>th</sup> )
March 28, 2025	Last day to submit instructor-approved Pass/Fail form
April 4, 2025	Last day to withdraw (W) from a course
April 25, 2025	Festival Day (No Classes)
April 26, 2025	Moving-Up Day
May 2, 2025	Last Day of Classes
May 2, 2025	Last day to petition for a course medical withdrawal
May 5 – May 10, 2025	Finals Week (Monday through Saturday)
May 15 -17, 2025	Board of Trustees meetings
May 18, 2025	Commencement for Class of 2025

***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.*

## 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 serve as a responsive bystander, reporting safety concerns and violations of the Student Code of Conduct.

**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 <https://www.stlawu.edu/offices/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 (elections are held at the end of fall semester):

#### Executive Board

President – Kimberly Bravo `25 – ([knbrav21@stlawu.edu](mailto:knbrav21@stlawu.edu))

Vice President, Senate Affairs – Pedro Yupa `25 ([pyupa21@stlawu.edu](mailto:pyupa21@stlawu.edu))

Vice President University Relations – I. Inci Ucar `26 ([iucar22@stlawu.edu](mailto:iucar22@stlawu.edu))

Secretary – Kianna Lim `26 ([klm22@stlawu.edu](mailto:klm22@stlawu.edu))

Student Delegate, Board of Trustees – Navya Aggarwal `26 – ([nragga22@stlawu.edu](mailto:nragga22@stlawu.edu))

SLUSAF Central Treasurer – Aaron James `25 ([arjame21@stlawu.edu](mailto:arjame21@stlawu.edu))

SLUSAF Assistant Central Treasurer – Alexa Santana `27 ([agsant23@stlawu.edu](mailto:agsant23@stlawu.edu))

#### 2025 Class Council

President – Isabelle Reiniger

Vice President – Anna Fitzgerald

Secretary – Maia Wahlquist

Treasurer – Serena Lamontagne

#### 2026 Class Council

President – Amara McGowan

Vice President – Megan MacTavish

Secretary – Angie Vertullo

Treasurer – Claire Kessing

### 2027 Class Council

President – Joshua Alleyne  
Vice President – Paul Starliper  
Treasurer – Amelia Stacy  
Secretary – Ava Crumb

### 2028 Class Council

Elected during spring semester `25

### **ACE Officers**

President: Alexandra Dent  
Vice President: Daniel (Danny) Ruano (Fa24)  
Vice President: Aneesabibi Zubair (Spr25)  
Treasurer: Melinda Barath  
Secretary: Aiden Pierre-Louis

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 their 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 their 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 for 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 here: [FERPA description](#).
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. HEOA (Higher Education Opportunity Act) requires consumer information disclosures to improve the information available for both enrolled and prospective students and families. This information can be found here: <https://www.stlawu.edu/consumer-information/annual-consumer-information-notification>

For more information regarding this rule and the University's compliance plan, refer to the Business Office website [security-program financial records](#).

## **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, they 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 their written account of the case and also may choose an alternate to the department chair/administrative supervisor in the event that they feel 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, they 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, they may ask the dean of academic affairs for a final ruling on the matter.

### **2. Procedures governing faculty:**

Faculty members who find themselves 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, they 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, they may turn to the entire Conflict Resolution Committee for final redress.

**3. Any matters arising that were not dealt with by the original hearing board may be resolved by a majority of the available members of the Conflict Resolution Committee (CRC).**

### **Section 3: Maintenance of 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. any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of any substance (including liquor or drugs) for the purpose initiation into or affiliation with any organization.
- g. unauthorized use or possession of files, records, equipment or other property of the University or of others.
- h. disruption or destruction of the residential environment in ways which violate the rights of residents.
- i. violation of any federal, state, or local law (includes trespassing and breaking and entering).

## **B. Enforcement:**

The University is not a sanctuary from the law. Any person, including employees, 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 their 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 Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking, Sexual Exploitation)**

The full policy on sexual misconduct is on <https://www.stlawu.edu/offices/title-ix/combined-discrimination-and-harassment-policy-effective-august-14-2020>.

## **Title IX Category Conduct Violations**

Title IX of the Education Amendments of 1972 provides: “No person in the United States shall, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” In accordance with Title IX as interpreted by the Department of Education, the University recognizes the following as conduct violations within the meaning of Title IX, provided that the context and circumstances of the conduct fall within the scope of Title IX, including but not limited to that the Complainant was in the United States at the time of the alleged conduct, that the Complainant was participating in or seeking to participate in the university’s education program or activity at the time of the complaint, and that the conduct occurred in the context of the University’s education program or activity:

**Sexual Harassment.** “Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. All employees of the University conditioning the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome sexual conduct (commonly referred to as a “quid pro quo”);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University’s education program or activity (commonly referred to as a sexually or gender-based “hostile environment”).

**Sexual Assault.** “Sexual assault” includes any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving affirmative consent. Sexual assault consists of the following specific acts:

1. **Rape**—The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the affirmative consent of the victim.
2. **Fondling**—The touching of the private body parts (including genitalia, anus, groin, breast, inner thigh or buttocks) of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
3. **Incest**—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. **Statutory Rape**—Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in New York is 17.

**Dating Violence.** "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this Policy, verbal and/or emotional abuse will also be considered by the University to violate this Policy. For purposes of this Policy, 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.

**Domestic Violence.** “Domestic violence” means violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Stalking.** Engaging in a course of conduct directed at a specific person on the basis of sex that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition, *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. The term *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim. The term *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. For purposes of this Policy, harm to physical, mental, or emotional health, 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 could, in the appropriate circumstances, give rise to substantial emotional distress.

### **University Category Conduct Violations**

The University prohibits the following behavior in any context even if the conduct occurs off-campus, outside the United States, if the Complainant is not participating or seeking to participate in the University’s education program or activity, or otherwise in circumstances over which the University does not have influence or control, including but not limited to during the University’s academic breaks. However, the University retains



discretion to not respond to, investigate or adjudicate circumstances in which no University interest is implicated.

**Sexual Harassment.** “Sexual harassment” means unwelcome, offensive conduct that occurs on the basis of sex, sexual orientation, self-identified or perceived sex, gender, gender expression, gender identity, gender-stereotyping or the status of being transgender, but that does not constitute sexual harassment as a Title IX Category Violation as defined above. Sexual harassment can be verbal, written, visual, electronic or physical. The fact that a person was personally offended by a statement or incident does not alone constitute a violation. Instead, the determination is based on a “reasonable person” standard and takes into account the totality of the circumstances. The University considers the context of a communication or incident, the relationship of the individuals involved in the communication or incident, whether an incident was an isolated incident or part of a broader pattern or course of offensive conduct, the seriousness of the incident, the intent of the individual who engaged in the allegedly offensive conduct, and its effect or impact on the individual and the learning community. A “hostile environment” is created when the offensive behavior interferes with an individual’s ability to participate in the University’s programs (i.e., to work and to learn) when judged against a reasonable person standard. However, the University encourages individuals experiencing or witnessing offensive behavior to make a report as early as possible so as to have the situation corrected before it reaches the level of a hostile environment. The University reserves the right to remedy sexual harassment pursuant to this policy even if the behavior in question does not rise to the level of legally recognized or actionable harassment.

The University also prohibits “quid pro quo” sexual harassment, which means “this for that” harassment. It is a violation of this policy for any person to condition any benefit on submission to sexual activity. No person should believe that any other person – no matter their position or authority – has a right to require sexual activity in exchange for any benefit or advantage; they do not.

**Sexual Exploitation.** Sexual exploitation occurs when, without affirmative consent, a person takes sexual advantage of another in a manner that does not constitute another violation under this Policy. Examples of sexual exploitation include, but are not limited to: prostitution, acts of incest, observing or recording (whether by video, still photo or audio tape) of a sexual or other private activity (such as consensual sexual activity, undressing or showering) without the affirmative consent of all involved; taking intimate pictures of another, but then distributing the pictures to others without the photographed person’s affirmative consent; engaging in voyeurism, engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) without informing the other person of such infection; or exposing one’s genitals in non-consensual circumstances.

**Sexual Assault.** For purposes of the University category conduct violation, “sexual assault” is defined in the same manner as defined above but does not constitute sexual assault as a Title IX Category Violation because of the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the University’s education program or activity at the time of the complaint, or because the conduct did not occur in the context of the University’s education program or activity).

**Dating Violence.** For purposes of the University category conduct violation, “dating violence” is defined in the same manner as defined above but does not constitute dating violence as a Title IX Category Violation because of the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the University’s education program or activity at the time of the complaint, or because the conduct did not occur in the context of the University’s education program or activity).

**Domestic Violence.** For purposes of the University category conduct violation, “domestic violence” is defined in the same manner as defined above but does not constitute domestic violence as a Title IX Category Violation because of the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the University’s education program or activity at the time of the complaint, or because the conduct did not occur in the context of the University’s education program or activity).

**Stalking.** For purposes of the University category conduct violation, “stalking” is defined in the same manner as defined above but does not constitute stalking as a Title IX Category Violation because either it is not conducted on the basis of sex or because of the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the University’s education program or activity at the time of the complaint, or because the conduct did not occur in the context of the University’s education program or activity).

**D. 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, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, or any other characteristic protected by applicable law.

**E. 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.

**F. 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 <https://www.stlawu.edu/offices/title-ix/nondiscrimination-discriminatory-harassment-and-sexual-and-interpersonal-misconduct-policies>).

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

**H. Alcohol:** Intoxication and/or alcohol abuse is prohibited and is not an excuse for irresponsible behavior or misconduct (i.e., open container violations).

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

**J. 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.

**K. 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.
- e. smoking any substance (including but not limited to tobacco, marijuana, vaporizers and juuls) in any University-owned indoor areas and vehicles.

**L. Public Urination:**

Urination in public is illegal in every state and local ordinances also prohibit public urination in any place open to the public or exposed to public view, which includes on private property, if it is visible from a public place.

**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. This includes not providing proper identification when requested by an employee.

**Q. Vandalism:** An act of intentional or forcible damage to property owned by the University or another person or private entity.

## **Section 5: Sexual Misconduct (Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking, Sexual Exploitation)**

You have 24/7 emergency access to Safety and Security who can take a disclosure and provide reporting options and resources. You have the right to make a report to university policy or campus security, local law enforcement, and/or state police or choose not to report; to report the incident to your institution; be protected by the institution from retaliation for reporting the incident; and to receive assistance and resources from your institution. You have the right to report sexual misconduct and receive supportive measures under the University's Nondiscrimination, Discriminatory Harassment & Sexual and Interpersonal Misconduct Policies. You also have the option to file a formal complaint, which may result in an investigation and adjudication by the University, with action as warranted. Details about the University's investigation and adjudication procedures can be found at <https://www.stlawu.edu/offices/title-ix/nondiscrimination-discriminatory-harassment-and-sexual-and-interpersonal-misconduct-policies>.

Initially, the University will discuss options with the Complainant, explaining an Informal Resolution or Formal Adjudication. At any time prior to a determination by the Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Review Board (“RB”), the Title IX Coordinator may explore Informal Resolution provided the Complainant, the Respondent and the University agree. Informal Resolution efforts can be discontinued by either party or the University at any time. If a Complainant does not wish to file a formal complaint and initiate an investigation and Formal Adjudication, the Complainant will, nevertheless, be entitled to receive supportive measures.

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 Review Board cooperating in any appropriate inquiry in the matter, or otherwise participating in any proceedings under the procedures of the Review Board is prohibited. Any such retaliatory action can be the basis for a separate complaint.

For more information about the Review Board or other venues for reports and/or formal complaints contact Lindsey Cohen, Title IX Coordinator, Student Center Rm 302, 315 229-5334. Further information on all of these procedures is also available from the Associate Dean for Student Life and Community Standards, 315 229-5551.

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## **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 Vice President for Student Life and Community Standards, residential staff, Greek advisor and/or theme house coordinator. For conflicts involving classroom and course issues, students should first try to resolve the conflict directly with the faculty member teaching the course. That failing, students may wish to discuss the issue with the chair of the academic department, the Associate Dean for the Faculty, or the Associate Dean for Academic advising. Our policy on Academic Conflict Resolution may also be relevant.

Violations of the St. Lawrence University Student Code of Responsibility are administered according to the Student Judiciary Board Constitution (Article XI, Section 1 of the Thelomathesian Society Constitution, Appendix 1), except for sexual misconduct violations which are administered by the Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Review Board (RB).

### **Student Judiciary Board Constitution—**

#### **Clause I: Jurisdiction of the Vice President for Student Life**

**Section 1:** The Vice President for Student Life’s designee, the Associate Dean for Student Life and Community Standards, supervises the student judicial system. The Associate Dean for Student Life and Community Standards 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 for Student Life and Community Standards 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 for Student Life and Community Standards 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 Panel Hearing:** In cases involving allegations of violence, repeat offenders or the sale of illegal substances or drugs, the Vice President for Student Life or their designee, after consultation with the Chief Justice of the Student Judiciary Board, may determine that the matter is best handled by a Dean's Panel Hearing. This procedure involves a hearing before a three-member panel, selected by the Associate Dean for Student Life and Community Standards. 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 Panel Hearing, except that recommendations of the panel will become final unless appealed to the Vice President for Student Life within the time limits set forth for appeals in Clause 5, Section 1, h. Grounds for appeal are listed in Clause VIII, Section 1. Appeal to the Judicial Board of Appeals is not available in these cases and the determination of the Vice President for Student Life 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 for Student Life and Community Standards 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 for Student Life or the Vice President's designee may initiate an "emergency removal from campus" order 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 an "emergency removal from campus" can exceed seven (7) calendar days, the student (o be removed shall be given the opportunity to speak directly to the Vice President and Dean.

**Section 4:** The Vice President for Student Life reviews appeals when the Board of Appeals is not in session and hears all appeals from cases adjudicated by a Dean's Panel Hearing.

**Section 5:** The Vice President for Student Life's designee, the Associate Dean for Student Life and Community Standards, shall have jurisdiction for student judicial problems when the Student Judiciary Board is not in operation. When practicable, the Associate Dean for Student Life and Community Standards 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 **Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Review Board (Review Board) – Section 5 and Section 6 of the Student Code of Responsibility.**

**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 for Student Life and Community Standards 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 for Student Life and Community Standards 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 for Student Life and the Associate Dean for Student Life and Community Standards, 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 their 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 for Student Life and Community Standards 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 their rights at the time they receives notice of charges. These rights include:

- a. the right to receive electronic or written notice of charges, 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 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 electronic/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. An appeal does not delay implementation of the Student Judiciary Board's decision. If the recommendation is for suspension or expulsion and the student is a safety threat to him/herself or to the community, the student must leave the campus immediately and submit the appeal from off campus.

**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 for Student Life and Community Standards for consideration. Within seven days the Associate Dean for Student Life and Community Standards either confirms the recommendation(s) or returns the recommendation(s) with comment to the Board for reconsideration. If the Associate Dean for Student Life and Community Standards confirms the recommendation(s) of the Board, the decision is sent to the student charged. If the Associate Vice President 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 for Student Life who will determine the issue. If the recommendation is suspension or expulsion, the student must leave campus immediately; any appeal of the recommendation must be made from off campus. Students who violate sanctions imposed by the Board or by the Vice President for 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 for 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 for 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 President of the University**

Section 1: The President of the University is informed by the Vice President for 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 X: 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 for 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 XI: 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, Review Board, DHHB, administrative hearing officer, or other appropriate person or body may impose a single sanction or a combination of sanctions. When determining sanctions, the Student Judiciary Board, Review Board, DHHB, hearing officer, or other appropriate person or 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, the person is expected to complete the sanctions upon their return.

Failure to comply with imposed sanctions will result in additional discipline.

*These sanctions are in alphabetical order, not in any other order.*

- **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 and possibly Greek housing, study abroad/exchange programs, student alternative break trips, certain student internships/jobs, 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.

- 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
- 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.
- Dismissal of charges—all charges are dropped.
- Emergency Removal from Campus—(three to seven days) – the student is banned from St. Lawrence University property and may not participate in any University activities during the period of emergency removal. It is the student's responsibility to notify professors that they will be absent from classes for a period of time. A formal hearing is held at the conclusion of the emergency removal from campus.
- Expulsion—Permanent dismissal from the University with no access to the St. Lawrence University campus, including disabling of University email account. The student must leave campus immediately; any appeal of the recommendation must be made from off campus. Expulsion is noted on a student's permanent internal record, though not on an official transcript, except as follows. In the event any student is found responsible for conduct that constitutes a crime of violence that must be reported under the Clery Act (including aggravated assault and sexual violence) and is suspended or expelled as a result, the person's transcript will note that they were expelled for a finding of responsible for a code of conduct violation. (Only board-member fee and meal bank-will be refunded based on the percentage of time enrolled in the semester upon suspension or expulsion and no refund of board after 60% of the enrollment period has passed. Return of Title IV aid (federal financial aid) will be calculated according to federal regulations.)
- Fine—A fine may range from \$25 to \$500 depending on the violation.
- 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.
- 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 Activities—Directive restraining the sanctioned student from certain acts, activities or places.
- Restricted or No 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).
- 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 participation in internships/jobs and 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.

- Suspension—Separation from the University for a specified period of time during which a student has no access to the St. Lawrence University campus. The student must leave campus immediately; any appeal of the recommendation must be made from off campus. Readmission may be gained upon the approval of the Vice President for Student Life in consultation with the Chief Justice of the Student Judiciary Board. Disciplinary suspension is noted on a student's permanent record, though not on an official transcript, except as follows. In the event any student is found responsible for conduct that constitutes a crime of violence that must be reported under the Clery Act (including aggravated assault and sexual violence) and is suspended or expelled as a result, the person's transcript will note that they were suspended for a finding of responsibility for a code of conduct violation. Pursuant to the University's policy on transcript notations, a student who has been suspended may be eligible to seek to have the notation removed, but not sooner than one year following completion of the suspension. (Only board-member fee and meal bank-will be refunded based on the percentage of time enrolled in the semester upon suspension or expulsion and no refund of board after 60% of the enrollment period has passed. Return of Title IV aid (federal financial aid) will be calculated according to federal regulations.)

*Failure to comply with imposed sanctions will result in additional discipline.*

*The sanctions 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).*

## **Clause XII: 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 for 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 for Student Life, or the Vice President's designee, to explain their 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 for Student Life, or their 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 will notify 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 for Student Life will immediately suspend the student.

## **CAMPUS ACTIVITIES & RESIDENTIAL ENGAGEMENT**

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 Campus Activities & Residential Engagement 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 residential 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.

### **Campus Activities**

The Office of Campus Activities philosophy is to provide students with unique and engaging opportunities for involvement that complements their academic experience. These opportunities incorporate principles of leadership and service through participation in clubs and organizations, student government, leadership experiences, paraprofessional positions, special events and many more. There are over 90 student run organizations available at St. Lawrence such as A.C.E. (Association for Campus Entertainment), KSLU, Campus Kitchens, the Black Student Union (B.S.U.) and the Thelomathesian Society (student government). For a listing of registered student organizations, go to [registered organizations](#).

Campus Activities 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, the office assists in the oversight of the Student Center and upholding the policies of the building. For a listing of University policies related to programming, best practices, and use of spaces in the Student Center, please visit [student-activities-and-leadership-Sullivan-student-center](#).

### **Residential Engagement Staff**

The Office of Campus Activities & Residential Engagement includes 59 student staff members and 11 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 Campus Activities & Residential Engagement 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 are developing positive living environments that enhance student academic success.

### **Residential Coordinators (RCs)**

Residential Coordinators are professional, live-in members of the Office of Campus Activities & Residential Engagement. 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 options. First-Year students live in FYP Living-Learning Communities in traditional style residence halls. The First-Year residence halls include Gaines, Priest, Reiff, Rebert, Lee, and Whitman.

Traditional style residence halls include Gaines, Sykes, Kirk Douglas, Priest, Reiff, Rebert, Lee, Whitman, Dean Eaton, and 62 Park. Residential suites and apartments include Hulett, Jencks, and the first floor of 48 Park. On-campus Greek houses include Kappa Delta Sigma, Alpha Tau Omega, and Beta Theta Pi.

Another 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. There are 17 theme cottages or theme floors including The Annex, Artist’s Guild, Black Student Union, Campus Kitchens, I-House, Java House, Commons College, Greenhouse, Habitat, The Hub, La Casa, L.I.G.H.T. House, The Lounge, Outdoor Alternatives, P.O.W.E.R. House, and Women’s Resource Center (“The Dub”).

The Steiner Senior Townhouses are a housing option available exclusively to seniors.

### **Housing Assignments**

At the beginning of the spring semester, all enrolled students receive information from the Campus Activities & Residential Engagement 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, lifestyle housing, and the general room draws. Students who are 24 years of age or older may not be allowed to live on campus. Detailed information about each housing selection process is disseminated at the beginning of the spring semester.

For the 2024-2025 fall and spring semesters, the rate for all University-owned single rooms (including spaces in the Senior Townhouses) is \$5,602.50 per semester and the cost for all other rooms is \$4,577.50 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 approved 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 have another student serve as their proxy in the assignment process.

Due to the limited number of housing spaces on campus, the Office of Campus Activities & Residential Engagement 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 on campus. A student conduct check will take place for all applicants before they are approved to live in the townhouses.

## **Gender Inclusive Housing**

The University offers gender inclusive housing, which is a housing option in which two students may share a multiple-occupancy room assignment, in mutual agreement, regardless of each student's sex or gender. Students who have questions about this housing option are encouraged to contact Campus Activities & Residential Engagement staff for more information.

## ***Room Changes***

The Office of Campus Activities & Residential Engagement 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 Campus Activities & Residential Engagement 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 should meet with the Residential Coordinator for their building. Before a room change can take place, the Senior Associate Director of Campus Activities & Residential Engagement for Housing Operations must approve it. Students who change rooms without proper authorization may be subject to administrative reassignment and disciplinary action, in addition to 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 Senior Associate Director of Campus Activities & Residential Engagement for Housing Operations to talk about living arrangements for the winter break.

Residential buildings do not officially close for fall break, Thanksgiving break, mid-winter break, or spring break. However, if a student needs to be on campus for the Thanksgiving or spring break periods, they must communicate that information to the Office of Campus Activities & Residential Engagement at least two weeks prior to the break. Please note that there is no food service scheduled for these break periods. For fall break and mid-winter break, dining services continue to be offered. In addition, any student except for overseas international students needing to remain on campus will be charged \$25.75 per day or \$180 per week 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 Campus Activities & Residential Engagement 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 a.m. to 11:00 p.m., students will have access to all the main residence halls on campus. During quiet hours, access will be limited to the residents of that building. Access in the theme houses, Greek houses, 62 Park, or 48 Park 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 \$30 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	Electric blankets
Extension cords (heavy duty)	Hair dryers
Heating pads	Personal Computers
Popcorn poppers	Power Strips
DVD players	Radios/Stereos
Small microwave ovens	Televisions

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 4.0 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:

Air conditioners	Air Fryers	
Bars	Candles (burned or unburned)	
Ceiling fans	Darts and dart boards	Dimmer switches
Electric Frying Pans	Extension cords (lightweight)	Fireworks
Fog machines	Grills (charcoal, gas and electric tabletop grills)	Halogen lamps
Hookahs/Bongs	Hot plates	Hot Tubs/Spas/ Pools
Hoverboards & similar devices	Immersion coils	Incense/Potpourri burners
Medusa Lamps	Multi Outlet/Octopus Plugs	Natural Holiday Trees
Public Street Signs	Rice Cookers	Space heaters
Sun lamps	Toasters/Toaster ovens	Waterbeds
Weapons	Wireless router/access point	3-D Printers

*Please note that Campus Activities & Residential Engagement staff or Safety & Security Officers will confiscate any 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 Campus Activities & Residential Engagement 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 the University, 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.

Whitman is the only residence hall that has an ID card access system for interior student rooms. If a student locks themselves out of their room, the first lock-out is free; there is a \$50 charge for additional lock-outs.

## ***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 Campus Activities & Residential Engagement. (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.

### ***Lofts***

Privately purchased loftable beds or student-made lofts are not permitted in residential buildings. Loftable beds are available and provided by the University for many residential areas—see custodial or Campus Activities & Residential Engagement 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 approved service animals or emotional support animals for those individuals with documented disabilities. Students seeking such an accommodation should contact the Office of Student Accessibility Services. (Note: See “Service Animals” policy in this Handbook or at <https://www.stlawu.edu/offices/student-accessibility-services/emotional-support-animals-and-service-animal-requests.>)

### ***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 their absence, another justice of the Student Judiciary Board (“J-Board”). If no justice is available, the University’s associate vice president for student life and community standards may issue the warrant. The request for a warrant should be signed by the Vice President for 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 their 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 by Campus Activities & Residential Engagement staff 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 assigned rooms. Students complete a Room Condition Report (RCR) when they move into the room and again when the room is vacated. It is the resident’s responsibility to make sure the inventory and documented condition of the room is accurate. The Office of Campus Activities & Residential Engagement 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, trash, 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. If emergency conditions arise (flooding, broken window, loss of power, temperature under 58° F after 11:00 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 community damages which result in small group charges. Assessments for fines and community 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 Campus Activities & Residential Engagement 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
- Violation of the Smoking Policy
- Sanction of the Student Judiciary Board
- Failing to provide proper identification when requested by a University employee.
- 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, Campus Activities & Residential Engagement 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 Campus Activities & Residential Engagement and/or facilities operations staff shall determine the amount of damage.

The billing amounts are finalized by Campus Activities & Residential Engagement 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 Campus Activities & Residential Engagement 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 reasonable 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: [Acceptable Use of Computing Resources Policy](#)

The University is required by the Higher Education Opportunity Act, H.R. 4137 (HEOA) to annually disclose to students describing copyright laws and campus policies related to violating copyright law. Follow this link to view the St. Lawrence University and Compliance with Higher Education Act Peer-to-Peer File Sharing Requirements: <https://stlawu.teamdynamix.com/TDClient/1805/Portal/KB/ArticleDet?ID=84907>

### **Alcohol Policy**

***Annual Notification of Drug and Alcohol Policies and Programs:*** *The Drug-Free Schools and Communities Act was passed in 1989 as part of the reauthorization of the Higher Education Act and requires institutions of higher education that receive federal funding to execute a drug and alcohol abuse prevention program for their campus community. As part of this, the college is required to notify all members of the campus community on an annual basis about the various prevention and education programs, resources, policies, and laws. The publication of the Drug-Free Schools and Communities Act Guide provides the campus community with information on standards of conduct, sanctions for violations, prevention programming, health risks associated with alcohol and drug use, and local, state, and federal laws related to drug and alcohol use, and on-campus and community resources that are available to students, faculty, and staff. St. Lawrence University policies related to alcohol and illicit drug use are informed by state and federal laws, such as Drug-Free Schools and Communities Act, Drug-Free Workplace Act, and Omnibus Transportation Employee Testing Act. Please go to this link to read the entirety of the Drug-Free Schools & Communities Act Guide 2022 for St. Lawrence University: <https://www.stlawnu.edu/offices/safety-and-security/drug-free-schools-and-communities-act-dfzca>.*

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<sup>1</sup> and Canton village ordinances<sup>2</sup>, 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 policies 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 or a jail sentence, 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 or Possession of 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 of 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 for Student Life or their 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, Stump, Card games 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 Policy):*** 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. ***Greek Houses:*** Each fraternity and sorority (including local organizations) at St. Lawrence University is expected to follow national dry house guidelines.
3. ***Student Rooms:*** Individuals under 21 years of age are not permitted to possess or consume alcoholic beverages in rooms.
4. ***Excessive empty alcohol bottles and cans*** will be reviewed on a case by case situation following a first warning.
5. ***Upperclass Residence Halls, Theme Cottages:*** 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 Executive Director of Finance.
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 Houses, Townhouses, Sykes, Dean-Eaton, Kirk Douglas Hall, 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 Campus Activities Office.
2. Alcohol at registered events must be limited to beer, cider 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 5 hours.
5. Individuals 21 years and older must bring their own alcohol if they wish to consume alcohol. The University will regulate the amount of alcohol which will be permitted per person.
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—includes, but is not limited to, Flip Cup, 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.
  - a. Students and Student Organizations may not promote discounted or free alcohol at any social events.
8. The responsibility for a party rests with the sponsoring organization and/or individual(s). **Social hosts must be TIPS (Training for Intervention Procedures) or Servsafe Alcohol trained and 21 years of age or older.**

##### **Specific Guidelines**

###### **1. Events**

- a. All events must have completed the registration process with the Office of Campus Activities no less than 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 Assistant Vice President for Safety & Security.
- 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 a certified TIPS trainer or certified Servsafe Alcohol trained. The Campus Activities Office 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 – violation of this rule will result in disciplinary action for the individual and organization.
- d. Social hosts may not consume alcohol prior to and during the event – violation of this rule will result in disciplinary action for the individual and organization.
- e. Reasonable amounts of solid food and non-alcoholic beverages must be available. The Campus Activities Office 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 Campus Activities Office no less than two (2) weeks in advance.
- d. The sponsoring individual and/or organization must work in conjunction with the Campus Activities Office and the Assistant Vice President for Safety & Security to create a safe and secure environment for the event.

## E. Enforcement (Sanctioning Guidelines)

1. **Administration:** Primary responsibility for administration of the University Alcohol Policy rests with the Campus Activities staff, Residential; Engagement staff, community assistants, Greek house officers, theme house coordinators, Safety & Security, and the Vice President for 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 for Student Life. However, in any given case, the Vice President for 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 XI of the Student Judiciary Board Constitution.

### **Alcohol and Drug Use Amnesty Policy**

The health and safety of every student at the St. Lawrence is of utmost importance. St. Lawrence recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. St. Lawrence strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to St. Lawrence's officials or law enforcement will not be subject to St. Lawrence's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

### **Discriminatory Harassment Policy**

It is the policy of St. Lawrence University that all 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 are located in the University's web site [equity policies](#).

St. Lawrence aspires to bring out the very best critical thinking and leadership skills in our students that will enable them not only to thrive while they are here but will also serve them well after they graduate. To achieve this, the full participation of our community members must be encouraged and protected, and we embrace SLU values of respect for self, others, and community. This means that all community members are encouraged to embrace our differences, even when, in the words of the University Diversity Statement, we: *"risk difficulty and discomfort in working towards achieving these goals."*

We are committed to discouraging attitudes and conduct that exhibit bias, or that harass or discriminate against other members of our community on the basis of race, traits historically associated with race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, or any other characteristic protected by applicable law.

Fostering an inclusive environment does not mean that community members will never feel upset or offended. The University is a place where diverse ideas and perspectives are welcomed, and it is expected that individuals will sometimes disagree with one another. We should be able to disagree, however, in a respectful manner.

A ***bias incident*** is behavior that constitutes an expression of hostility against the person or property of another because of the targeted person's race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, or any other characteristic protected by applicable law. 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 characteristics regardless of whether the belief or perception is correct.

### **Bias incidents, Discrimination, and Harassment**

In many cases, there may not be a difference between bias incidents, discrimination, and discriminatory harassment. *Bias-related incidents* involve preconceived notions about people based on the characteristics listed above, e.g., writing a racist message on a white board. These incidents often are also prohibited under the University's Combined Nondiscrimination and Harassment Policy and/or also under the Student Code of Conduct.



***Discrimination*** refers to specific conduct treating people differently based on the characteristics listed above which impacts the recipient, e.g., to deny membership in a group because a person identifies as LGBTQ. <https://www.stlawu.edu/offices/title-ix/combined-discrimination-and-harassment-policy-effective-august-14-2020>

***Discriminatory harassment*** is verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of the characteristics listed above. Whether harassment has occurred in violation of SLU's policy depends on a consideration of all the circumstances, including the severity of the incident(s), whether the conduct was repeated, whether it was threatening or merely annoying, and the context in which the incident or interaction occurred. [Bias Issues](#).

***A hate crime*** is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. A hate crime is defined under New York State law, Penal Law Section 485.05 – Hate Crimes, as follows:

A person commits a hate crime when they commit a specified offense and either:

a) 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 b) 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, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Note: All hate crimes are bias incidents, but not all bias incidents are hate crimes.

### ***Reporting a Bias Incident***

An individual who believes that they have experienced or witnessed an act of bias, discrimination or discriminatory harassment, can report it by:

1. Submitting it via the online bias incident reporting form:  
[Report a bias incident](#)
2. Contacting Safety and Security;
3. Contacting any CA in Residence Life;
4. Contacting a member of the bias incident reporting team:
  - a. Kimberly Flint-Hamilton, Associate Dean for Diversity and Inclusion, [kflint@stlawu.edu](mailto:kflint@stlawu.edu)
  - b. Jodi Canfield, Associate Dean for Student Life and Community Standards, [janfield@stlawu.edu](mailto:janfield@stlawu.edu)
  - c. Mark Denaci, Associate Professor of Art and Art History, [mdenaci@stlawu.edu](mailto:mdenaci@stlawu.edu)
  - d. Laura Rediehs, Associate Professor of Philosophy, [rediehs@stlawu.edu](mailto:rediehs@stlawu.edu)
  - e. Debra Mousaw, Director of Human Resources/Employee Benefits, [dmousaw@stlawu.edu](mailto:dmousaw@stlawu.edu)

### **Bias Incident Process**

The bias incident reporting process is a referral process, not an investigative one. Immediately after submitting a report online a reporting individual should receive confirmation of the submission, and the report goes to the chair of the bias incident reporting team. The report is then reviewed by team members. If bias, discrimination, or harassment is indicated, the report is referred to the appropriate body for investigation – in most cases, either the Associate Dean for Student Life and Community Standards, the Vice President of Academic Affairs, or the Title IX Coordinator. The reporting individual will receive an email that briefly indicates to which body the report was referred as soon as the bias incident reporting team has reviewed the report.

### **Additional Information**



For additional information, visit the website: <https://www.stlawu.edu/offices/diversity-and-inclusion/bias-incident-reporting> or contact Kimberly Flint-Hamilton, [kflint@stlawu.edu](mailto:kflint@stlawu.edu) (315 229-1881). For immediate assistance, please refer to:

911 Emergency  
SLU Safety and Security Office: 315 229 5555  
SLU Health and Counseling Center: 315 229 5392

## **Drug Policy (illegal drugs and misuse of prescription drugs)**

### *Annual Notification of Drug and Alcohol Policies and Programs*

*The Drug-Free Schools and Communities Act was passed in 1989 as part of the reauthorization of the Higher Education Act and require institutions of higher education that receive federal funding to execute a drug and alcohol abuse prevention program for their campus community. As part of this, the university is required to notify all members of the campus community on an annual basis about the various prevention and education programs, resources, policies, and laws. The publication of the Drug-Free Schools and Communities Act Guide provides the campus community with information on standards of conduct, sanctions for violations, prevention programming, health risks associated with alcohol and drug use, and local, state, and federal laws related to drug and alcohol use, and on-campus and community resources that are available to students, faculty, and staff. St. Lawrence University policies related to alcohol and illicit drug use are informed by state and federal laws, such as Drug-Free Schools and Communities Act, Drug-Free Workplace Act, and Omnibus Transportation Employee Testing Act.*

*Although New York State law now permits the recreational and medical use of marijuana under certain conditions, federal law prohibits all use, possession, and/or cultivation of marijuana at U.S. educational institutions. Federal law also requires any institution of higher education which received federal funding to have policies in place which prohibit possession and use of marijuana on campus. <https://www.stlawu.edu/offices/safety-and-security/drug-free-schools-and-communities-act-dfzca>*

St. Lawrence University does not permit or condone the illicit or unauthorized possession, use, consumption, sale, or distribution of illicit drugs and/or alcohol by students or employees on university property or as part of any university-sponsored activity. Faculty and staff who are found in violation of this policy will be subject to appropriate disciplinary action consistent with local, state, and federal laws. Such disciplinary action may include counseling, mandatory participation in an appropriate rehabilitation program, a verbal or written warning, suspension from employment, or termination of employment. In addition, faculty and staff may be referred to appropriate law enforcement authorities for prosecution.

Students who violate this policy will be charged under the St. Lawrence University Student Conduct Code of Conduct. If found responsible for their actions, students receive an appropriate sanction consistent with local, state, and federal laws, up to and including expulsion from the University. Disciplinary measures may include the required completion of an appropriate rehabilitation program. In addition, students may be referred to the proper law enforcement authorities for prosecution.

Although New York State law now permits the recreational and medical use of marijuana under certain conditions, federal law prohibits all use, possession, and/or cultivation of marijuana at U.S. educational institutions. Federal law also requires any institution of higher education which receives federal funding to have policies in place which prohibit possession and use of marijuana on campus.

**Medical Attention: ([Good Samaritan Policy](#)):** 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 drug consumption or prescription drug misuse. New York's 911 Good Samaritan law protects you even if you shared drugs with others or possess paraphernalia. The protections do not extend to outstanding warrants, probation or parole violations, drug sales, and other non-drug crimes.

## **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 for Student Life or designee.

### **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. Sale and/or gift of marijuana is a misdemeanor and punishable by not more than 3 months in jail or a fine.
3. 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 for Student Life has reason to believe a student is selling or otherwise making available to others illegal drugs, they may immediately suspend that student. The case will then be reviewed by the Dean's Panel 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 nose. 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 diseases such as HIV infection, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

***Heroin:*** People who use heroin report feeling a "rush" (euphoria) accompanied by effects that include: dry mouth, flushing of the skin, heavy feelings in the hands and feet, clouded mental functioning, going "on the nod," a back-and-forth state of being conscious and semi-conscious people who use heroin over the long term may develop: collapsed veins, infection of the heart lining and valves' abscesses (swollen tissue filled with pus), constipation and stomach cramping, liver or kidney disease, lung complications, including various types of pneumonia

In addition to the effects of the drug itself, street heroin often contains dangerous chemicals that can clog blood vessels leading to the lungs, liver, kidneys, or brain, causing permanent damage. Also, sharing drug injection equipment and having impaired judgment from drug use can increase the risk of contracting infectious diseases such as HIV and hepatitis (see "Injection Drug Use, HIV, and Hepatitis").

People who inject drugs such as heroin are at high risk of contracting the HIV and hepatitis C (HCV) virus. These diseases are transmitted through contact with blood or other bodily fluids, which can occur when sharing needles or other injection drug use equipment. HCV is the most common bloodborne infection in the United States. HIV (and less often HCV) can also be contracted during unprotected sex, which drug use makes more likely.

An overdose occurs when the person uses too much of a drug and has a toxic reaction that results in serious, harmful symptoms or death.

When people overdose on heroin, their breathing often slows or stops. This can decrease the amount of oxygen that reaches the brain, a condition called hypoxia. Hypoxia can have short- and long-term mental effects and effects on the nervous system, including coma and permanent brain damage. Source: National Institute on Drug Abuse [Publications-drug facts/heroin](#)

***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 caused by the amphetamines, 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 euphorants. 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. Amyl 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

**All FIRES must be reported to the Safety & Security Department at 315-229-5555 immediately. Even if the fire has been extinguished, it must be reported.**

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

All student rooms have an emergency evacuation map posted by the entry door. The evacuation map shows the buildings nearest exits and fire extinguisher locations. This evacuation map is not be removed or covered.

### **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 & Security Department at 315-229-5555 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 Safety & Security Department at 315 229-5555 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 the Campus Residential Engagement 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.

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).

The smoking of any substance is prohibited in all University-owned buildings including, but not limited to, tobacco and marijuana. Smoking products are also prohibited, including cigars, pipes, hookahs, vaporizers and juuls (electronic cigarettes).

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 Safety & 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. The University is equipped with fire sprinklers in some buildings and all systems are inspected quarterly in accordance with the Fire Code of New York State. As buildings are renovated or remodeled sprinkler systems are added per NYS Fire Code. All buildings are in compliance with NYS Building and Fire Codes.

Certain obvious fire hazards are prohibited in residence hall rooms. Among them are bongos, candles and incense, cords under rugs, fireworks, flammable gas and liquids, halogen lamps, hookahs, hot plates, immersion coils, internal combustion engines, kerosene heaters, oil lamps, pipes or other smoking devices, space heaters, vaporizers, and water pipes. 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) Posters should not cover more than 50% of wall space.
- 3) New York State Fire Code Enforcement

- 4) 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 with 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. Some fireworks are illegal to possess or use in New York State, but **all fireworks** are prohibited at St. Lawrence University.
2. Any student guilty of starting a fire or intentionally turning in a false alarm will 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 **mandatory \$250 fine and disciplinary service hours** will be assessed.
4. Failure to leave the building during a building evacuation or fire alarm will result in a **mandatory \$250 fine and disciplinary service hours** will be assessed.
5. 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, disabling, covering, or removing smoke detectors will result in a **mandatory \$250 fine** from the University and **disciplinary service hours will be assessed.**
6. Any student guilty of tampering with fire extinguishers or other fire safety equipment including safety lights, smoke detectors 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 and disciplinary service hours** will be assessed in cases of students 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 and disciplinary service hours** are assessed to any student inappropriately discharging a sprinkler system and the **student may be assessed damages caused by water.**
7. 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 Dean's Panel.



8. A student guilty of smoking/vaping/Juuling inside any University building will be subject to a **mandatory \$250 fine**.
9. A student guilty of possessing candles, incense, oil lamps or other open flame objects in a residence hall room is subject to a **mandatory \$250 fine and disciplinary service hours** will be assessed. .
10. All fires must be reported to security even though the building occupants may extinguish the flames.
11. Fire lanes must be kept free for emergency vehicles. Vehicles may be towed at owner's expense.
12. 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).

S 225.05 Promoting gambling in the second degree. A person is guilty of promoting gambling in the second degree when he knowingly advances or profits from unlawful gambling activity.

Promoting gambling in the second degree is a Class A misdemeanor.

## Good Samaritan Policy

New York State's 911 Good Samaritan law protects you even if you shared drugs with others or possess paraphernalia. 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, drug consumption or prescription drug misuse. The protections do not extend to outstanding warrants, probation or parole violations, drug sales and other non-drug crimes.

## Greek System, Governing Principles

Based on the "Greek Policy Guide" (copy of document available at the Office of Campus Activities) 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 "Greek Policy Guide."
3. Greek organizations will be required to annually provide the University with a certificate of insurance. For specific requirements reference the Greek Policy Guide.
4. Students may not join a Greek organization until they have completed one full year at St. Lawrence, meet academic requirements, and pass a judicial check. Transfer students must complete one full semester at St. Lawrence, meet academic requirements, and pass a judicial check. Full information pertaining to membership requirements may be found by visiting [Greek Recruitment](#).
5. Fraternities and sororities at St. Lawrence University are expected to contribute positively to the intellectual and cultural life of the college and community
6. Fraternities and sororities at St. Lawrence University are expected to conduct all their events in accordance with event guidelines outlined in the Greek Policy Guide and at the semesterly social events training. Any Greek event must be registered by filling out the appropriate forms as determined by the Campus Activities & Residential Engagement Team.
7. Greek 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 (Occupational Safety and Health Administration).

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, <https://www.stlawu.edu/offices/environmental-health-and-safety/chemical-and-laboratory-safety>

Employees may also contact the Chemical Hygiene Office, Suna Stone-McMasters, 315 229-5105, Johnson Hall of Science, Room 328, [smcmasters@stlawu.edu](mailto:smcmasters@stlawu.edu) with questions about the program or copies of the policy.

## Hazing Policy

New York State Penal Law (240.25.4) amended and approved in August 2018 (S.2755/A.5200) concerning hazing reads as follows: "Section 1. The first undesignated paragraph of section 120.16 of the penal law, as amended by chapter 86 of the laws of 1988, is amended to read as follows: 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, including, but not limited to, making physical contact with or requiring physical activity of such other person, 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.

"\*Section 2. "The first undesignated paragraph of section 120.17 of the penal law, as added by chapter 86 of the laws of 1988, is amended to read as follows: 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, including, but not limited to, making physical contact with or requiring physical activity of such other person, 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 updated in July 2016. **Although the policy was written with Greek organizations in mind, it applies to all campus clubs and organizations including but not limited to Greeks, theme houses, athletic teams, and club sports. 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 any new member education. 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 activity required of an individual who seeks to join, is in the process of joining, or has joined an organization that can be considered dangerous, demeaning, or embarrassing, regardless of the individual's willingness to participate in such activities. 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 may be considered hazing. 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, or which make an individual feel uncomfortable, regardless of whether other new members or initiates do not take issue with engaging in the activity..

1. An organizations pre-initiation period shall be devoted to constructive purposes and programs in keeping with the modern aims and objectives of higher education, not to exceed 4 weeks from the date an offer of membership is made.
2. No individual or group has the right to force anyone to do anything against their will, including drinking alcohol. It cannot be left to the individual to “opt out” of such activities if the individual feels uncomfortable.
3. Each initiate is entitled to a minimum of eight consecutive hours of sleep in his own bed without interruption by organization obligation or from organization members. Such interruptions include, but are not limited to, phone calls, text messages, in-person visits, and contacting the individual via social media.
4. Throughout the pre-initiation period organization members are not allowed in an initiate’s place of residence after 12 midnight unless this is their 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 (<https://www.stlawu.edu/consumer-information>) 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

### **Hoverboards Policy**

The use, possession, or storage of Hoverboards and similar devices is prohibited on the St. Lawrence University campus. Due to known fire safety risks associated with charging e-bikes, e-scooters, e-skateboards, these items are banned from our campus buildings.

## Missing Student Policy

**To report a missing student, call Safety & Security at 315-229-5555 immediately.**

In compliance with the Higher Education Opportunity Act, it is the policy of St. Lawrence University to actively investigate any report of a missing resident who has been missing for 24 hours, who is enrolled at St. Lawrence University, and who is 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 their 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 required 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. The contact information provided by the student will be kept confidential, accessible only to authorized campus officials, and will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. The Vice President for Student Life or designee will immediately notify the student’s primary contact as provided by the student. 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 and they will be contacted immediately should the student be reported missing.

If a member of the University community has reason to believe that a student is missing, the Office of Safety & Security should immediately be notified. Safety & Security and/or Residential Engagement will make reasonable efforts to locate the student to determine their 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 University Communications and Institutional Strategy 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: [Motor-Vehicle-and-Parking-Policy](#). 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, motorized skateboards, golf carts, and both winter and summer off-road vehicles.

Due to known fire safety risks associated with charging e-bikes, e-scooters, e-skateboards, these items are banned from our campus buildings.

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 <https://www.stlawu.edu/offices/title-ix/combined-discrimination-and-harassment-policy-effective-august-14-2020> For further information contact St. Lawrence University's Age Act, Title IX, and Section 504 Coordinator, Lindsey Cohen, Title IX Coordinator, Sullivan Student Center Rm 302, [lcohen@stlawu.edu](mailto:lcohen@stlawu.edu), 315 229-5334.

## **Pet Policy**

Dogs, cats, snakes/reptiles, and other animal pets (with the exception of tropical fish) are not permitted in campus buildings. They may be walked on campus but must be on a leash, as appropriate, and can never be left unattended. 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 live animals used for teaching and research in science departments, service animals, or in appropriate circumstances assistance animals for those with documented disabilities.

Students requiring an accommodation for a documented disability should contact the Student Accessibility Services office in Fox Hall. (Note: See "Service Animals" below or <https://www.stlawu.edu/offices/student-accessibility-services/emotional-support-animals-and-service-animal-requests>.)

Along with the state code that bans animals from dining facilities, there are health, sanitation and personal safety issues which promote the formation of this policy.

## **Recycling Policy**

At home, work and school, New Yorkers generate a lot of trash - and it's a mixed bag. We are making too much trash - over 4.5 pounds per person per day in NYS! We need to get out of the habit of throwing trash into one receptacle with cans, bottles, paper, garbage, banana peels, etc., all mixed together. Many of the items we are throwing away can be reused, recycled or composted, such as paper, glass, aluminum, metals as well as potato and carrot peels. What Should We Really Do With Our Trash? For starters... **Reduce, Reuse, Recycle and Compost!**

At St. Lawrence University we provide, at every residence hall, single stream recycling. Single stream recycling requires no sorting. Bins designated for single stream recycling are blue in color. Additionally, we also offer 15 locations for organic waste (i.e. compost) collection – designated by green colored bins. While trash items heading to the landfill are placed in black or brown bins.

### **What can I recycle in Single Stream?**

At SLU you can recycle the following items in single stream recycling: paper, junk mail, periodicals, cardboard (flattened boxes), boxboard, metals (e.g. aluminum and steels cans-foil & empty food & beverage cans), glass bottles and jars, and plastic bottles, jugs, tubs, and lids. Please empty liquids and rinse out your containers prior to putting them in the recycling bins.

### **What is non-recyclable?**

At SLU you cannot recycle plastic bags. However, Price Chopper in Canton and Walmart in Potsdam will accept these items.

### **What can I compost?**

At SLU we are capable of composting: fruits, vegetables, eggshells, coffee grounds, mushrooms, tea bags, fries, and bread.

## Where can I compost?

Compost collection locations on campus are next to the Northstar Café and behind Dana Dining hall.

## Service Animals/Assistance Animals

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

### Allowed Spaces

**Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is allowed to go.** For example, in a hospital it usually would be inappropriate to exclude a service animal from areas such as patient rooms, clinics, cafeterias, or examination rooms. However, it may be appropriate to exclude a service animal from operating rooms or burn units where the animal's presence may compromise a sterile environment.

### Service Animals Must Be Under Control

Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

**The link to the complete policy for service and assistance animals is:**

<https://www.stlawu.edu/offices/student-accessibility-services/emotional-support-animals-and-service-animal-requests>.

***Please note that under no circumstances should you be asking or interfering with the working task of the Service Animal. Doing so jeopardizes the working task of the Service Animal and puts the handler in distress because the dog is being distracted from doing its working task. Please do not come up to touch the Service Animal or ask the handler to pet their Service Animal. This is not permissible at all.***

Thank you in advance for respecting Service Animals and their handlers that are a part of our campus community.

**Assistance and Service Animals:** If you are looking to request an Emotional Support Animal you **must** meet with the Director of Student Accessibility Services to discuss your request and to begin the process. This process will take some time and students are not approved until they have gone through the entire process with the director. Only approved animals are allowed to be on campus, which is done through the Student Accessibility Services office.

To set up an appointment with the director of Student Accessibility Services, call 315 229-5537 or email [studentaccessibility@stlawu.edu](mailto:studentaccessibility@stlawu.edu).

## 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).

This policy prohibits the smoking of any substance in all University-owned buildings including, but not limited to, tobacco and marijuana. Smoking products are also prohibited, including cigars, pipes, hookahs, vaporizers and juuls (electronic cigarettes).

Smoking is prohibited within 25 feet of all university-owned buildings, with the exception of the main entrance to Brewer Bookstore. A student guilty of smoking/vaping/Juuling inside any University building will be subject to a **mandatory \$250 fine**.

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 ensure 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 or special dry events (i.e. no alcohol will be present) with more than 100 individuals attending such as dances, open houses, lectures involving outside speakers, events co-sponsored by external organizations, and concerts, including those events which will invite outside community members, must be scheduled and registered no less than two (2) weeks prior to the event with the office of Student Activities and Leadership and coordinated with the Associate Vice President for Safety & Security. These events must have trained and certified TIPS or Servsafe monitors present. 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. Students or student organizations looking to schedule registered social functions or events that have the potential to create a situation dangerous to the overall safety of the campus may be asked to provide additional information to the Office of Student Activities & Leadership or coordinate further with the Assistant Vice President for Safety & Security to determine if the event can be approved.
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 reading days or final exams.**
4. In the case of an infringement of an individual student's rights or privileges by their 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 Campus Activities for review along with the Assistant Vice President for Safety & Security. If requests are granted, the Campus Activities 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 for 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. 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.
3. Storage shall be available at designated times arranged by the Thelmo Vice President of University Relations. **Storage is not opened for removal of belongings except at stated times.**
4. Items unclaimed are donated to a local charity or disposed of.
5. Storage space is limited and is offered on a first-come, first-served basis. Individuals who meet the following criteria are given preference: a) hold International student status as defined by the Office of International Students Services or be a part of the Higher Education Opportunity Program; b) reside at a home address that is more than 500 miles from St. Lawrence University; c) have extenuating circumstances which necessitate utilization of free on-campus Thelmo storage.

## 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 St. Lawrence University Catalog at <https://www.stlawu.edu/documents/2023-24-course-catalog> page 12-14. The associate registrar is the university's contact person for questions relating to FERPA. The University continues to have the right to release "directory" information, limited to name, address, telephone number, e-mail address, student photo ID, dates of attendance, enrollment status, major field(s) of study, degrees and awards received, and the most recent previous educational agency or institution attended by the student, without first obtaining the consent of the student. Students or parents wishing to have the information excluded from directories should contact the dean of student life. Students are encouraged to discuss any aspect of their individual file with the Vice President for 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: [information-security-program](#).*

*The Higher Education Opportunity Act (HEOA) was created by Congress in 2008 to improve the information available to students and families as they made decisions about higher education. The Web site provides information that is required to be disclosed under the HEOA. Information is broken down into several categories for your convenience. You can also view the Annual Consumer Information Notification (<https://www.stlawu.edu/consumer-information>) for links to these resources.*

## **Vendors, Credit Card Companies and Marketing on Campus**

Vendors and marketers representing external organizations or companies, whether for-profit or not-for-profit, may not set up sales opportunities on campus. Merchants from the Canton area may be allowed on campus and are encouraged to do so in cooperation with the Student Life office. Exceptions may be granted by the manager of Brewer Bookstore (such as for class rings) or the Vice President for Student Life.

Credit card companies are strictly prohibited from marketing, advertising, and/or merchandizing of credit cards St. Lawrence University campus property.

Student groups may sell merchandise to raise funds either for charitable purposes or for the activities of a recognized student group or class. Student groups wishing to sell merchandise for such purposes should contact the Sr. Associate Director of Campus Activities and Residential Engagement for more information.

## **Weapons Policy**

The New York State Legislature adopted the following legislation regarding firearms on campus:

### ***265.01-a Criminal possession of a weapon on school grounds.***

*A person is guilty of criminal possession of a weapon on school grounds when he or she knowingly has in his or her possession a rifle, shotgun, or firearm in or upon a building or grounds, used for educational purposes, of any school, college, or university, except the forestry lands, wherever located, owned and maintained by the State University of New York college of environmental science and forestry, or upon a school bus as defined in section one hundred forty-two of the vehicle and traffic law, without the written authorization of such educational institution.*

*Criminal possession of a weapon on school grounds is a class E felony.*

### ***265.06 Unlawful possession of a weapon upon school grounds.***

*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.*

*Unlawful possession of a weapon upon school grounds is a violation.*



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 Assistant Vice President of Safety & Security. Violations result in referral to the Student Judiciary Board, confiscation and possible loss of item in violation, and violators may be subject 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.

### Academic Honor Council Constitution

**APPENDIX III:** The Constitution of the Academic Honor Council shall be as follows in accordance with ARTICLE XI, SECTION 2:

#### Clause I: The Academic Honor Code – Responsibilities of the Student

**Section 1.** All information contained in this article shall be provided to incoming first year students during the summer before their matriculation at St. Lawrence University.

**Section 2. 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.

It is assumed that all work is done by the student unless the instructor/mentor/employer gives specific permission for collaboration or sharing of work. Honesty requires handing in or presenting original work where originality is required.

#### Clause II: Academic Dishonesty

**Section 1.** Although not an exhaustive list, 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, images, media, artistic material, organizing principles, or style of presentation--without proper attribution. Plagiarism includes paraphrasing or summarizing without acknowledgment by quotation marks, footnotes, endnotes, or other indices of reference (cf. Joseph F. Trimmer, *A Guide to MLA Documentation*).
- b. Cheating on examinations and tests, which consists of knowingly giving or using or attempting to use unauthorized assistance during examinations or tests.
- c. Dishonesty in work outside of examinations and tests, which consists of handing in or presenting as original work that is not original, where originality is required.

- d. Handing in or presenting false reports on any experiment.
- e. Handing in or presenting a book report on a book one has not read.
- f. Falsification of records.
- g. Supplying information to another student knowing that such information will be used in a dishonest way.
- h. 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.
- i. Knowingly making false statements in support of requests for special consideration or special timing in the fulfillment of course requirements.

**Section 2.** 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 their permanent file.

### **Clause III: Responsibilities of Faculty**

**Section 1.** 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, they have an obligation to call the offending student(s) to account. Appropriate responses depend on the case, and the instructor has three options.

**Section 2.** 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 Academic Dean describing the incident. This letter may become part of a student's internal file in the Academic Dean's office but will not be shared externally.

**Section 3.** If the instructor believes a student knowingly represented the work of others as their own, and in this way was intentionally dishonest, then the instructor must treat the case as an instance of cheating, and must submit a letter to the Academic Dean. In this and all other instances of academic dishonesty, intentional or unintentional, as long as the student has no documented prior history of academic dishonesty, the instructor may choose to assess what they deem to be appropriate penalties and inform the student involved that they have the right to appeal the case to the Academic Honor Council. This letter will become part of the student's internal file in the Academic Dean's office and may be shared externally at the discretion of the Dean of Academic Affairs.

**Section 4.** 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 in the Academic Dean's office. If the student is found to have violated the Academic Honor Code, a letter may be placed in the student's permanent file in the Student Life Dean's office and may be shared externally at the discretion of the Dean of Academic Affairs.

**Section 5.** 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.

### **Clause IV: Jurisdiction of the Academic Honor Council**

**Section 1.** 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 Clause XI, Section 3.

#### **Clause V: 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.

#### **Clause VI: 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; students appointed as chair must have served two semesters on the council except in extenuating circumstances.

**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, a member of the Senior Executive Board 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.

#### **Clause VII: 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.

#### **Clause VIII: 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.

#### **Clause IX: 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 make 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.
- e. 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.** The faculty 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 clear and consistent procedures for hearing all cases of academic dishonesty, expressed in the form of a clearly-written and easily accessed-statement about the roles played by the Dean of Academic Affairs, the Associate Dean for Faculty Affairs, and the AHC;
- b. The right to be informed in writing, and in a timely fashion, that a case is being heard by the AHC, and of the final decision;
- c. The right to present pertinent materials for consideration by the AHC, and to respond to questions from the AHC. This includes the right to present information that is relevant to a case after the first materials pertinent to a case are submitted to the AHC, but before the case is adjudicated;
- d. The right to be informed of the day, time, and location of the hearing, one week in advance, or as soon as possible should the student charged and AHC agree to waive the one-week notice period;
- e. The right to address the AHC;
- f. The right to not attend a hearing;
- g. The right to meet with the AHC separate from the other party before and during the hearing;
- h. The right to request witnesses to testify before AHC;
- i. The right to bring an advisor to the hearing;
- j. The right to be free—in addition to those policies stated in the "Acceptable/Professional Behavior Policy" and the "Combined Discrimination and Harassment Policies" on the HR website and the "Public Order Policy" in the Student Handbook—from harassment, intimidation, or threat from students and students' agents (e.g. friends, family, academic advisors, faculty, and staff) before, during, and after a case.

**Section 5.** 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 6.** 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 7.** 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 8.** 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, but are not limited to: 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 may be placed in the student's permanent file in the Office of Student Life (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 in the Academic Dean's office. Decisions will be shared with all parties to the case, and decisions for those found guilty of academic dishonesty will be shared with a student's academic advisor(s) and with the Athletic Department if the student is a varsity athlete.

**Section 9.** Normally, the Dean of Academic Affairs shall follow the recommendation of the Academic Honor Council. If the Dean wishes to change the determination or the penalty as given in Council's recommendation, the Dean shall first consult with the Chairperson of the Academic Honor Council and the faculty member(s) who heard the case, unless they are unavailable, prior to notifying the student.

**Section 10.** 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 11.** 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.

#### **Clause X: Appeals**

**Section 1.** Students shall have the right to appeal within seven (7) days of the final decision. Written appeals shall be addressed to the Dean of Academic Affairs. A copy of this letter shall also be sent to the Chairperson of the Academic Honor Council. Appeals are to be based on procedural violations or violations of the student's rights under this Constitution.

**Section 2.** The purpose of an appeal shall not be to rehear cases of academic dishonesty, but rather to ensure that rights were not violated and appropriate procedures were followed

**Section 3.** The Dean shall review the appeal letter and, where practical and appropriate, shall discuss the appeal with the Chairperson of the Academic Honor Council before making a final decision. A copy of the Dean's decision on the appeal shall also be sent to the Chairperson of the Academic Honor Council.

#### **Clause XI: 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, any record of previous academic dishonesty involving the student. If the Dean wishes to change the determination or the penalty as given in the Council's

recommendation, the Dean should first consult with the Chairperson of the Academic Honor Council and the faculty member(s) who heard the case, unless they are unavailable, prior to notifying 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.

### **Clause XII: Responsibilities of the President of the University**

**Section 1.** The President of the University shall make the final decision on expulsion of students from the University.

### **Clause XIII: 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, see this link: <https://www.stlawu.edu/registrar/resource/distinction-honors>.

## **Academic Advising Programs**

The Academic Advising office strives to provide comprehensive supportive services to enable all students to reach their full potential. The office provides a centralized location for academic advising and planning assistance, support in developing academic skills, and a variety of services tailored to individual learning styles, backgrounds, and needs. For detailed information regarding academic resources and supports, refer to the Academic Advising web site at <https://www.stlawu.edu/advising>.

Students should be aware that it is their responsibility to be informed concerning University regulations and departmental programs. They 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 in the Center for Student Achievement in Fox Hall ([academicadvising@stlawu.edu](mailto:academicadvising@stlawu.edu)).

## **Academic Petitions Committee**

For information refer to the Student Resources section of the Registrar's web site at <https://www.stlawu.edu/registrar/resource/records-academic-petition>.

## **Satisfactory Academic Standing**

Information regarding academic standing (satisfactory standing, probation, required Summerterm, suspension, expulsion) and the process for readmission following academic suspension is described in the Catalog at <https://www.stlawu.edu/documents/2023-24-course-catalog> beginning on page 24 at **Academic Standing**. Please refer to <https://www.stlawu.edu/offices/financial-aid-office/satisfactory-academic-progress> to view the Satisfactory Academic Progress requirements for financial aid.

## 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. Students should familiarize themselves with this policy, direct any questions or concerns to your professors, and inform faculty directly when missing a class if required by course policy.

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 and ask the Student Life office to notify professors and advisors. Notification from the Office of Student Life is only a verification for the reason. It is up to the faculty member and student to make arrangements in such circumstances. **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.

## Changing Courses or Course Load/Withdrawing from Courses

**A. Add/Drop:** During the first seven business days after classes begin in any semester, or the first two days of classes in 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. Students may request from the Academic Petitions Committee a late schedule change with instructor and advisor permission. Approved late changes will result in a \$50 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 for fall and spring semester courses that meet over the entire semester. For courses that meet for half of a semester or during Summerterm, students may withdraw after the first three days and until the end of the third week. 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 should contact the Student Financial Services Office to determine if withdrawing from a course will jeopardize a New York State grant or scholarship. International students should contact the International Student Services Office to determine any effects on their student visa status.

## Course Load

In the fall or spring semester, full-time students may take any four courses regardless of their unit value, or five or six courses that total no more than 4.75 units, without incurring additional tuition charges. An overload consists of five or six courses totaling more than 4.75 units or more than six courses. During Summerterm, an overload consists of more than two units of credit. 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.

### *Eligibility for Course Overload*



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. Timely completion of the petition is required. First-year students are not eligible for a course overload. Transfer students in their first semester at St. Lawrence are not eligible for a course overload.

#### *Course Overload without Additional Charges*

1. Full-time students who are in good academic standing and who are making normal progress toward their degree may register for up to 5.75 units without additional tuition charges during the fall or spring semesters. 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.

### **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 14-19 <https://www.stlawu.edu/documents/2023-24-course-catalog> (transfer credit – a 3 semester hour course equates to .83 units at St. Lawrence University.)

### **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 Registrar's web site at [Cross-Registration](#). **Students need not be full-time at St. Lawrence University in order to cross register; the cross registered course will count as the final course to bring them to full-time load. Cross-registration is not allowed in summer. 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 and graduation requirements appears in the University Catalog, pages 4-9 <https://www.stlawu.edu/documents/2023-24-course-catalog>. Each semester the registrar's office provides a Class Schedule listing of courses which meet distribution requirements and students can search by filter in APR2 to find which courses fulfill distribution requirements.

### **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 published by the registrar's office on their web site. Any faculty change of a final exam date which precludes a student's taking their 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**

#### **Satisfactory Academic Progress for Financial Aid - Undergraduate and Graduate**

##### **Undergraduate Students:**

**Federal and St. Lawrence Student Financial Aid:** Recipients of assistance under the Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Direct Student Loan, Federal Parent Loan, TEACH Grant, Iraq and Afghanistan Service Grant (IASG), or any St. Lawrence University financial aid programs must 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-based assistance is reviewed at the end of the academic year.

To make Financial Aid Satisfactory Academic Progress (FA SAP), a St. Lawrence University undergraduate student must earn at least the minimum grade point average compared to the attempted course units in the table below. The attempted course units with the associated minimum cumulative grade point average must be earned before the beginning of the term in which financial aid is to be disbursed. In order to continue to receive Federal and institutional financial aid, an undergraduate financial aid recipient must complete their program within 150% of the published length of the program measured in units attempted. (Note that one may exhaust funding prior to reaching the 150% mark depending on aggregate totals used.) For instance, if the published length is 33.5 units, the maximum time frame to complete the program cannot exceed 50 attempted units.

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

Attempted Units	Minimum Grade Point Average
9 or less	1.5
More than 9 and less than 17	1.75
17 or more	2.0

A student is expected to maintain:

1. A cumulative GPA of 2.0 or higher ('C' average) after two years of enrollment.
2. Satisfactory progress in units completed toward graduation, also known as PACE.

In order to meet the quantitative component of satisfactory academic progress, students must also complete their program of study at a cumulative pace of 67 percent. For example, if a student attempted eight courses during their first two semesters of enrollment, the student would need to successfully complete a minimum of five courses to satisfy this requirement ( $8 \times .67 = 5.36$ ).

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 aid programs.

**Failure to Meet Satisfactory Academic Progress:** Students who do not meet satisfactory academic progress will be notified in writing by the Financial Aid Office. The student will lose eligibility for all Federal and St. Lawrence aid until the requirements are achieved, or a waiver of standards is approved.

**Waiver of Standards:**

The above standards for satisfactory academic progress may be waived provided documented medical or unusual personal circumstances can be shown to exist. A documented medical withdrawal determined by the Office of Student Life may be used.

A [SAP Appeal form](#) must be completed and submitted with all documentation prior to the start of the academic term for which eligibility has been lost. The appeal should include the circumstances specific to the issue of the student's inability to achieve the minimum cumulative GPA and/or units earned as of the end of a particular semester or term. The appeal must also include an academic plan approved by the student's advisor with specific measures to meet during the financial aid probationary period. The student's progress is evaluated at the end of the term. A waiver of standards is granted on a semester-by-semester basis only.

A student who successfully appeals will be placed on financial aid probation and will be permitted to continue to participate in Federal and institutional aid programs for a subsequent semester. After this financial aid probationary period, the student's financial aid satisfactory academic progress will be reviewed.

**Reinstatement of Aid Eligibility:** If a student fails to meet satisfactory academic progress, they will not be permitted to receive financial aid unless a waiver is granted or until the student is able to meet the minimum standards of satisfactory academic progress for financial aid.

**Academic Status:** Academic status decisions, such as academic probation and suspension, are made independently of a student's financial aid status. Thus, standards of eligibility for some financial aid programs may be stricter than standards of eligibility to remain at St. Lawrence.

**Graduate Students:**

**Eligibility for Financial Aid:** All graduate students eligible for Federal awards must complete minimum course progress and meet minimum GPA requirements to retain such awards in subsequent semesters. A graduate student must earn at least the minimum grade point average compared to attempted courses in the table below to meet the qualitative standard. The attempted course units with the associated minimum cumulative grade point average must be earned before the beginning of the term in which financial aid is to be disbursed.

Attempted Units	Minimum Grade Point Average
0-12	2.5
12 or more	3.0

In order to continue to receive Federal financial aid, a graduate financial aid recipient must complete their 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.

To meet the quantitative component of satisfactory academic progress, students must also complete their program of study at a cumulative pace of 67 percent. For example, if a student attempted eight courses during their first two semesters of enrollment, the student would need to successfully complete a minimum of five courses to satisfy this requirement ( $8 \times .67 = 5.36$ ).

**Failure to Meet Satisfactory Academic Progress:** Students who do not meet satisfactory academic progress will be notified in writing by the Financial Aid Office. The student will lose eligibility for all Federal aid until the requirements are achieved, or a waiver of standards is approved.

**Waiver of Standards:** The above standards for satisfactory academic progress may be waived provided documented medical or unusual personal circumstances can be shown to exist. A documented medical withdrawal determined by the Office of Student Life may be used.

An [SAP Appeal form](#) must be completed and submitted with all documentation prior to the start of the academic term for which eligibility has been lost. The appeal should include the circumstances specific to the issue of the student's inability to achieve the minimum cumulative GPA and/or units earned as of the end of a particular semester or term. The appeal must also include an academic plan approved by the student's advisor with specific measures to meet during the financial aid probationary period. The student's progress is evaluated at the end of the term. A waiver of standards is granted on a semester-by-semester basis only.

A student who successfully appeals will be placed on financial aid probation and will be permitted to continue to participate in Federal programs for a subsequent semester. After this financial aid probationary period, the student's financial aid satisfactory progress will be reviewed.

**Additional SAP Considerations (applicable to both Undergraduate and Graduate students):**

**Remedial Course:** St. Lawrence University does not offer remedial courses.

**English as a Second Language:** St. Lawrence University does not offer ESL courses.

**Change in Major:** Courses completed for enrollment in current and previous majors are included in the evaluation of Satisfactory Academic Progress review for financial aid.

**Repeated Coursework:** When a student repeats a course, the higher grade will be computed in the cumulative average. Grades from both attempts remain on the transcript. A repeated course does not earn additional credit toward graduation unless the first attempt received a failing grade. Students repeating a previously passed class may do so only once. The repeated course may be counted towards a student's enrollment status.

**Grades of Incomplete:** Grades of Incomplete are considered courses attempted and do not count as credit earned.

**Grades of "W" (withdrawal):** Grades of "W" are considered courses attempted and do not count as credit earned.

**Grades of Pass/Fail:** Grades of Pass/Fail courses are considered courses attempted. A 'P' grade is considered attempted and completed and an 'F' grade is considered attempted and not complete.

**Readmitted Students:** Students readmitted after one or more semesters of not being enrolled will have their satisfactory academic progress for financial aid reviewed at the time of readmission.

**Transfer Students:** Financial aid satisfactory academic progress for transfer students is evaluated on a case-by-case basis using the transfer credit evaluation results from the Registrar's Office. Progress toward a degree is evaluated according to these results.

### Financial Aid Eligibility for New York State

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 below:

#### Non-Remedial Program

Before Being Certified for this Payment	Students Must Have Earned at Least This Number of Units	Students Must Receive a Grade for this % of Courses in Previous Semester	Minimum Cumulative Grade Point Average*
1st	0	0	0.00
2nd	1.67	50%	1.50
3rd	4.17	50%	1.80
4th	7.50	75%	1.80
5th	10.83	75%	2.00
6th	14.17	100%	2.00

7th	18.33	100%	2.00
8th	22.50	100%	2.00
9th	26.67	100%	2.00
10th**	30.83	100%	2.00

### Remedial Program

Before Being Certified for this Payment	Students Must Have Earned at Least This Number of Units	Students Must Receive a Grade for this % of Courses in Previous Semester	Minimum Cumulative Grade Point Average*
1st	0	0	0.00
2nd	0.83	50%	1.10
3rd	2.50	50%	1.20
4th	5.83	75%	1.30
5th	9.17	75%	2.00
6th	12.50	100%	2.00
7th	16.67	100%	2.00
8th	20.83	100%	2.00
9th	25.00	100%	2.00
10th**	29.17	100%	2.00

\*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.

\*\*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 Aid/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 Financial Aid Office. Please complete the [New York State TAP Waiver Form](#) and submit it for approval.

**The Teacher Education Assistance for College and Higher Education (TEACH) Grant:** The TEACH Grant program is a non-need based grant program that provides up to \$4,000 per year to students who are enrolled in an eligible program and who agree to teach in a high need field, at a low income elementary or secondary school as a highly qualified teacher, for at least four years within eight semesters upon completing the program for which the TEACH Grant is awarded. The student must sign a service agreement to this effect and complete all required counseling prior to receiving a TEACH Grant.

If the student subsequently fails to meet the requirements of the service agreement, the TEACH Grant will be treated as a Direct Unsubsidized loan, and the student must repay the TEACH Grant funds, with interest accrued from the date of disbursement. If you feel you qualify for this program, please contact the SLU Financial Aid Office for more information.

#### *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 15<sup>th</sup> for the fall semester and January 15<sup>th</sup> 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 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 Transact Payments 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 Senior Week activities, participation in Commencement ceremonies and receipt of diploma. For more information on financial obligations and student billing policies visit [student-financial-information](#).

## **Grading System**

The present grading system is explained in the on-line Catalog, page 21 – 23, <https://www.stlawu.edu/documents/2023-24-course-catalog>. There is no formal University conversion from the 4-point grading scale to letter or to number grades.

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 they must pursue the matter still further, then recourse is through the Academic Conflict Resolution Procedures (see Student Code section of this handbook).

## Graduate Students

A graduate student is one who is matriculated for a graduate degree. Applications and admissions are the responsibility of the office of the chairperson, department of education. Information on the Graduate Program is available at this link: <https://www.stlawu.edu/offices/graduate-programs/master-arts-leadership>.

## Graduation Requirements Checklist

Students should review the information in the Student Resources section of the Registrar's web site at <https://www.stlawu.edu/registrar/resource/graduation-checklist-undergraduates>).

## 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 for Student Life. They apply for re-entry to normal status through the student life office. While on a "leave of absence," students are coded with "inactive" status.
2. Withdrawal: Students in good standing who withdraw from St. Lawrence (including transfer to another institution) are no longer matriculated. The vice president for student life must approve all withdrawals. To matriculate again students must apply for readmission 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 for student life. A student who withdraws with charges for conduct that constitutes a crime of violence that must be reported under the Clery Act (including aggravated assault and sexual violence) pending and does not participate through completion in any University process will have noted on their transcript that they withdrew with charges pending. The University may, in its discretion, pursue charges to completion, and impose a sanction, notwithstanding a student's withdrawal.

*When matriculated students change their status to "inactive," they lose their priority in course registration and housing. Not until readmission is confirmed will they be able to request housing and course availability.*

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

Students may apply to the Vice President for Student Life for a medical withdrawal from a single course, multiple courses, or the entire semester during the semester for which the withdrawal is requested.

Medical Course Withdrawal: A request form (<https://www.stlawu.edu/offices/student-life/medical-course-withdrawals>) and documentation from an appropriate medical, psychiatric or psychological professional must be provided to the Vice President for Student Life by the last day of classes. "E" grades remain eligible for "WM" until they expire. International students in F-1 status are required to maintain 'full course of study' each semester of enrollment (3.5 units for undergraduate study). Exceptions to this requirement are limited; however, in certain cases a student may apply for a reduced course load. All international students must obtain authorization from International Student Services prior to dropping below full-time enrollment.

Medical Withdrawal from the Semester: While on full medical withdrawal, the student must absent them self from campus, unless the Vice President for Student Life expressly allows access. The registrar enters a "WM" grade for all enrolled courses for which a medical withdrawal has been granted. *A full semester medical*



*withdrawal continues for the remainder of the semester and in most cases continues for at least one additional semester.*

A full medical withdrawal request must be made to the Vice President for Student Life by the day before classes begin in the subsequent semester. The student must take the semester after the medical withdrawal away.

**Involuntary Medical Leave Policy:** An involuntary medical leave is an administrative process applied in situations involving an imminent or ongoing threat of harm to the student or any other member of the University community. The student receives “WM” in their semester courses.

In cases of both voluntary and required semester medical withdrawal, the policy on refunds outlined on the Student Financial Services website will apply ([student-financial-information](#) and [tuition-refund-insurance](#)).

The student will be obligated to adhere to any readmission requirements outlined by the vice president for student life if the student desires to return to St. Lawrence University. A student on a medical leave from the University applying for readmission must submit a letter from the student’s physician or another licensed medical or mental health professional giving professional assurance that the student’s condition has been stabilized, and that there is reasonable assurance that the student can successfully resume studies at St. Lawrence.

## **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:

- Augsbury North Country Scholars
- Community Service Scholars
- International Scholars
- Kenyan Scholars
- Kirk Douglas Scholars
- Leadership Scholars
- Momentum Scholars
- Presidential Diversity Scholars
- Sesquicentennial Scholars
- St. Lawrence Promise 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.

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 their class academically.

Trustee, Momentum, University, Sesquicentennial, Augsbury North Country, and International scholars, 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 informs 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 available to students and their advisors in APR2.

### **Off-Campus Study Programs**

A. St. Lawrence University Off-Campus Study Programs: International programs are offered in 25+ countries around the world; see the [CIIS](#) website for a full list of our partners at any time. St. Lawrence University also has three programs within the United States: the Adirondack Semester, the New York City Program, and the Washington DC Program. Detailed information is available through the Center for International and Intercultural Studies (CIIS) and at [CIIS](#). Check with the CIIS office about application deadlines for programs.

Off-campus study is an opportunity open to all currently enrolled sophomore, junior and senior students, with specific eligibility requirements for each program. Students must complete a "Graduation Check" form to participate in the second semester of the senior year. 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 a GPA pre-requisite and may have other pre-requisites. 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-campus disciplinary and social history is a factor in review of applications for off-campus study; significant infractions may result in denial of an application. Students on social or disciplinary probation are not eligible to apply for or participate in off-campus study, 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 for Student Life and Community Standards 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 for Student Life and Community Standards). 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 for Student Life and Community Standards). 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.

Students must be enrolled full-time on campus in the semester in which they apply for off-campus study. Students on leave or already studying off-campus are not eligible to apply for off-campus study in the following semester. Students seeking to participate on a second off-campus program must have an especially strong academic rationale for doing so. Among equally qualified applicants, preference is normally given to those who have not had prior off-campus study experience over those who have studied off-campus previously, and to those who are more advanced in their studies and will not have future opportunities for off-campus study. Students may not participate on more than two off-campus programs during their time at St. Lawrence, excluding short-term programs.

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 at least 2.8 or above. Many programs require a 3.0 or 3.25. Students on academic probation are not eligible to apply for and/or participate on off-campus study. 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, their 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 athletics, computing and internet, academic support, onsite student health and counseling center, 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, in the summer and at other times outside of the fall and spring semesters. 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, they should apply to the program and to CIIS, for review by the Non-SLU Programs Selection Committee. 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 they 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 the student 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, the student will not be able to transfer more than one course per semester of leave, 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: International & Intercultural Studies, 315-229-5991.)

## **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 for student life. The application and supporting medical documentation (if required) are due 30 days prior to the start of a summer session or fall and spring semester readmission. The Readmission Application is available from the vice president for student life office or from this link <https://www.stlawu.edu/offices/student-life/readmission-information>. A student on a **medical withdrawal** from the University applying for readmission must submit a letter from their licensed medical or mental health professional giving professional assurance that the student's condition has been stabilized, that there is reasonable assurance that the student can successfully resume their career at St. Lawrence, and indicate any staff support the student may need upon returning.

Students who are **academically suspended** must submit their readmission application to the associate dean for academic advising ([academicadvising@stlawu.edu](mailto:academicadvising@stlawu.edu)) and provide the following information in addition to the completed application.

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.

All students applying for readmission must satisfy any outstanding charges and issues with the student financial services office before readmission is approved. **No housing or course registration requests will be processed until readmission is confirmed and the student's status has changed to "active."**

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.

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:** Continuing students who expect to be enrolled in the following term must register in April for the fall term and November for the spring term. Registration instructions and course listings are available to all students prior to designated registration deadline dates. Students are encouraged to meet with their academic advisors prior to registering for courses. Students who register late are subject to a fee of \$50.

**B.** A student is not permitted to register: (1) if they do not have a faculty advisor, (2) if they have the appropriate units and have not declared a major, (3) if they 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.

**C. First-Year/New Students:** New students are sent the New Student Guide, which includes guidelines for choosing courses and fuller descriptions of courses available to first-year students. The Registrar's office pre-registers them for an FYP. They receive summer advising in July and complete registration for the remaining three classes in consultation with their advisor.

**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.

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

## Repeating Courses

Information regarding repeating courses is listed in the on-line Catalog, page 23



at <https://www.stlawu.edu/documents/2023-24-course-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 if 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 Programs will assist highly qualified upperclass students in applying for 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 in the Center for Student Achievement in Fox Hall for information ([academicadvising@stlawu.edu](mailto:academicadvising@stlawu.edu)).

## Summerterm

The University's Summerterm program is detailed on the Academic Affairs website at [Summerterm](#).

## Transcripts

The registrar's office maintains a permanent academic record for each student. For information on requesting a transcript, the Student Resources section of Registrar's web site at <https://www.stlawu.edu/offices/registrars-office>.

### 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 school even if it is on file here; nor is it expected that other institutions will forward copies of the St. Lawrence transcript.**

## Transfer to A Different 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. St. Lawrence University does not release other school's transcripts even if they are on file here for transfer credit.)
2. Students should notify the vice president for student life office if they intend transferring and complete a transfer withdrawal form with that office.

## University Libraries and Information Technology

The St. Lawrence University libraries and information technology division supports and participates in the learning, teaching, research, and creative endeavors of students, faculty, and staff.

See [University Library](#) and [Information Technology \(IT\)](#)

## 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 for 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 form for a withdrawal, transfer or leave of absence is located on the Student Life web page at this link: [withdrawal-and-leave-absence-request-form](#). The refund policy for students who withdraw is outlined on the student financial services web site ([sfs](#)). The readmission process is explained in this handbook.

A leave of absence may be granted by the vice president for student life to any student who is in good academic and social standing. Such a student may be readmitted at the start of a term provided that: (1) readmission is within three terms of the student's leaving, (2) the University receives a 30-day notice of the student's intention to return; and (3) there is housing and classroom space available

Students who wish to take academic coursework for transfer credit while on a leave of absence must have the course(s) arranged in advance with the Registrar's office and appropriate department chair(s). A three (3) semester hour course equates to .83 units at St. Lawrence University)

Note: Students on a leave of absence who participate in a non-approved off-campus study program and apply for readmission to St. Lawrence may be granted only one course per semester or summer session if arranged in advance with the Registrar and department chairs as appropriate.

Students may request a personal withdrawal at any time. If during the semester, all grades are recorded as "W". No retroactive personal withdrawals are permitted after the end of the semester. A readmission application must be submitted at least 30 days prior to the start of returning semester.

Medical withdrawals (from a semester or a course) are explained in this Handbook.

Students who withdraw, take a leave of absence, 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 their residence hall room must be removed in a timely manner. In some cases, the student must absent them self from campus, unless the vice president for student life expressly allows access.

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 (<https://www.stlawu.edu/offices/advising-toolkit/graduation-requirements/writing-competency-requirement>).

## STUDENT SERVICES

### Bank and ATM Locations, Check Cashing and Direct Deposit

North Country Savings Bank, offers financial options for students located at 127 Main Street, Canton, NY 13617, a short walk from campus. At the Bank, students may open personal bank accounts.

Hours of operation are Monday through Thursday 8:00 a.m. – 4:00 p.m. and Friday 8:00 a.m. – 5:00 p.m.

A 24-hour bank ATM is located on the bottom floor of the Sullivan Student Center near the student mail room. The Sullivan 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 <https://www.stlawu.edu/offices/business-office/forms>. *For more information on Student Financial Services, visit [sfs](#).*

### Bus Options & Transportation Service (during academic year only)

#### *Shuttle Service Available During Academic Year Only*

For St. Lawrence students only who need connections to the airports/bus and train stations in Massena, Ogdensburg, Plattsburgh, Saranac Lake, Syracuse, and Watertown, the University **provides a limited shuttle service, during the academic year only** – the student must have valid airline/train or bus ticket. **Note: This service is not available during the summer months. Students must make their own arrangements for travel to and from campus for summer fellowships, summer internships, summer employment, etc.**

This limited shuttle service is available:

- At Thanksgiving break, end of fall semester break, and spring break. Shuttle service is not available for fall and spring mid-semester breaks.
- Once each semester per student for personal use excluding the fall and spring mid-semester break.
- Unlimited family emergency trips as verified by the Vice President for Student Life office.
- One interview trip for seniors as verified by the Center for Career Excellence Office.

Note: Students will be charged \$35 per transport to/from Watertown, Ogdensburg, Saranac Lake, and Massena; \$55 per transport to/from Syracuse. The fee will be charged directly to your student account.

Information on scheduling, pricing, and to make reservations, please use the following web site: [transportation-service](#) at least 48 hours in advance of departure time. 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). For other questions, please contact the Transportation Coordinator in the Safety & Security Office, 315-229-7777. Remember that this transportation service is available only during the academic year, not during the summer. 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 shuttle service is available at [transportation-service](#).

## Campus ID Card

Your Campus ID Card is the official St. Lawrence University identification card and required by University policy. Refusal to produce your ID card to a university official upon request will result in a **\$250** mandatory fine. 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, and other campus buildings. (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 library book checkout.**
- **Is required for SLU Public Printing ([public printing](#)) to multi-function 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 **\$50 fine** will be assessed for the misuse of a card. Report lost cards immediately to Safety and Security, ext. 315-225-5554. 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, ground 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 \$30.

### How to Make Deposits to a Community-Wide Account

1. Make a deposit GET App 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 (Please indicate it is for a CWA addition):  
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 the Student Financial Services office (3<sup>rd</sup> Floor, Sullivan Student Center).

#### 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 to access your CWA.
- Online access is available on the GET APP 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.

#### ***GET (Meal Plan & CWA)***

All Students may utilize mobile devices to access their Community Wide Accounts, track spending, add money and change meal plans through the GET Mobile App. The GET Mobile App is available for download at both the Google Play Store and Apple App Store for free. *Search 'GET Mobile' to download!*

For those without a mobile device, the GET Mobile application is available online at: [GET application](#). Simply login using your St. Lawrence University Email credentials.

If you have additional questions regarding the meal plans, please call Dining Services at 315-229-5982.

### **Dining Services/Meal Plans**

All St. Lawrence University students are required to live and eat on campus each semester. First Year students will automatically receive the Unlimited Access Plan so you can spend your first year getting acquainted with your preference. Specific plans and costs are located at this link: <https://www.stlawu.edu/offices/dining-and-conference-services/dining-services/meal-plans>.

Sophomores, Juniors and Seniors who wish to change their plan, may do so prior to the start of the semester through the [GET](#) Web Application. Features include easy meal plan changes and monitoring of your Dining Dollars through your smartphone.

Your Campus ID card is used to access your chosen meal plan. The card is not to be lent to others for use. If it is, any purchases made will be deducted from your account and a \$15.00 fee levied for misuse. If the card is lost or you believe it has been taken, report the loss immediately to Security and Safety, from any campus telephone by dialing 5554, by dialing 315-229-5554 from your cellular phone. Cardholders receive one replacement card at no cost; additional replacements are \$30 per replacement.

Any unused Dining Dollars will roll over from fall to spring semester as long as the student is on a meal plan for the spring semester.

A student forfeits the Declining Dollar balance (a) if the student leaves the University after fall semester, including participating in an abroad program; and (2) at the end of the academic year.

It is the student's responsibility to monitor the balance of their [various parts of the meal plan](#) account. Account balances can be accessed using the [GET Web Application](#) or at the checker's station at the dining facilities. In the event a student runs out of funds on their [Dining Dollar account](#), additions may be made:

- online at [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.

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, Grab & Go at Johnson Hall of Science, Spartacus Café in Kirk Douglas Hall and Pub 56. Meal service hours are posted in the dining units and on the website at <https://www.stlawu.edu/offices/dining-and-conference-services>. Please note the following listed guidelines:

- Shirts and Shoes are required at all dining facilities
- No animals are permitted in the dining areas, except service animals
- Only fruit, dessert, 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 and credit card 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.

## Health and Counseling Services

The Diana B. Torrey '82 Health and Counseling Center is located on the University’s campus at 76 Park St... The Health and Counseling Center is open Monday-Thursday 8:30AM-4:30 PM and Friday 10 AM-4:30 PM when classes are in session. Appointments can be made by calling 315-229-5392.

### Counseling Services:

Counseling is a free and confidential service (read more on confidentiality <https://www.stlawu.edu/offices/health-and-counseling-services/confidentiality>) that is a welcoming, inclusive space for students of all identities. To schedule a counseling appointment call 315-229-5392 or walk in Monday-Thursday 8:30AM-4:30PM and Friday 10AM-4:30PM. The counseling center provides same day appointments for crisis and urgent situations. Individual situations are triaged to ensure that more pressing crisis situations are managed in an appropriate time frame.

Counseling services focuses on short term solution focused therapy. Students in need of more long-term counseling can consult with counseling services for referrals. For more information on services and scope of practice please visit our website <https://www.stlawu.edu/offices/health-and-counseling-services/scope->

[practice-and-services](#). We encourage students to schedule appointments outside of classroom time as we do not provide notes for absences from class.

#### **After hours, urgent, and crisis support for Mental Health:**

**The SLU 24/7 Crisis and Counseling Helpline 315-229-1914** is available to all enrolled students and can be accessed from any location. If you or a friend are experiencing a mental health crisis or need in-the-moment support, please contact 315-229-1914. For more crisis resources please visit our website at <https://www.stlawu.edu/offices/health-and-counseling-services/crisis-services>.

**If there is a concern for someone's immediate safety, please call Safety and Security at 315-229-5555.**

## **Health Services**

Students can make appointments to discuss health 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. More information can be found on our [website](#).

When the Health Center is closed, non-emergent medical care is available at the [Canton-Potsdam Hospital Urgent Care](#) Clinic located in the E.J. Noble Building in Canton or by the [Canton-Potsdam Hospital Urgent Care](#) located in Potsdam. If a student experiences a serious illness, injury, or other emergency campus Safety & Security should be called immediately (315-229-5555).

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 immunizations records on file.

Students are billed through the student financial services office for in-stock medications, medical supplies or vaccinations administered at the health center. If a prescribed medication is warranted a prescription will be sent electronically to a local pharmacy and the student's health insurance would be billed.

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 allergist office. There is no charge for allergy immunotherapy injections at the health center.

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.

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, Health Services will notify the Student Life office who will then notify professors of these prolonged absences. The Health Service does not notify student life or professors and advisors about minor illnesses that typically last 3 days or less. Students will be expected to contact their professors directly about these brief days of missed course work.

**Verification of medical and mental health conditions are not given to document visits or excuses to miss class. Students are encouraged to schedule appointments with health and counseling outside of their class times.**

## **Student Health Insurance and Tuition Insurance**

St. Lawrence University, through United Health Care, provides a Student Health Insurance Plan (SHIP) for St. Lawrence University students. This is handled through student financial services. This policy runs from August 1, 2023 through July 31, 2024 and the cost is \$1,946 for the year. The coverage will provide benefits at the University and at home and covers for both emergency and non-emergency situations. Medical evacuation, repatriation and travel assistance is also provided to all participating students. 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 September 29, 2023, to eliminate this charge from the student account. To waive the insurance coverage and find more information about the plan go to [student-health-insurance-welcome-page](#).

All full-time matriculated undergraduate students are required to enroll in the St. Lawrence Tuition Refund Plan through A.W.G. Dewar, Inc., which insures 80% of the term's tuition and fees due to withdrawal for injury and sickness, and mental/emotional problems. An on-line waiver form must be completed in order not to be billed the annual premium ([tuition-refund-insurance](#)). The per semester cost for the 2023-2024 academic year is as follows:

- Fall Semester - \$273
- Spring Semester - \$273

Tuition Insurance will be charged each semester a student is attending and must be waived for each. The deadline for the Fall Semester is September 29, 2023. There is no appeal process after that date.

## **Libraries and Information Technology /Communication Information**

*Libraries and 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 at [Incoming 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 [ODY Service Desk](#)
- And, other more general information -- such as [Tips for Safe Computing](#)

If you have any questions about technology at SLU, please contact the ODY Service Desk (315.229.5770 or [helpdesk@stlawu.edu](mailto: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](#) page of the IT website.

### ***SLUDent Life Portal***

For really knowing what's going on across the university community, you will need to consult SLUDent Life Portal at [SLUDent portal](#). The SLUDent Life Portal 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 mailbox 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): [ups.com](http://ups.com)

Federal Express (FedEx): [fedex.com](http://fedex.com)

United States Postal Service (USPS): [usps.com](http://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 site: [student mail center](#).

It is imperative that we have an accurate home mailing address and cell/home phone number on file for all students. Please contact the registrar’s office, Vilas Hall, at 315-229-5267, to notify us of any change of phone number/address for you and/or your parent/guardian. You will be directed to a “Change of Student Information” form located here: [records-change-of-student-information](#)

### ***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***

Not all residence hall rooms are equipped with local telephone service requiring a basic corded telephone. If a student is assigned to a room without the local telephone service and needs that service, contact the IT Department for assistance ([it](#)). For those rooms with that equipment, long-distance calls require a calling card.

### ***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 Safety and Security department is located on the ground floor of the Diana B. Torrey ‘82 Health and Counseling Center, 76 Park St, Canton, New York. The office is open 7 days per week, 24 hours per day and 365 days a year. **To report a crime or an emergency you can call the Safety and Security office from any campus telephone by dialing 5555, by dialing 315-229-5555 from your cellular phone.** Incoming calls (on 315-229-5555 only) are recorded for emergency purposes only and to be consistent with procedures of other private and public safety departments. Calls transferred from the 315-229-5555 line to a private line for Safety and Security administration are not recorded. You may feel certain that confidential discussions with Safety and Security will remain so. **Crimes and emergencies may be reported directly to the Canton Village Police by calling 911 or 315-386-4561.** Once a crime or emergency has been reported, our first commitment will be to the **victim’s or survivor’s safety.** We will provide or contact any one or all the following resources/services: medical treatment, advocate from our Advocate Program, counselor from our Counseling



Center, Community Outreach Programs (Renewal House), or law enforcement. We encourage and can facilitate prompt and accurate reporting of all crimes to local law enforcement.

St. Lawrence University Safety and Security will initiate emergency notifications to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. If St. Lawrence University experiences a **limited emergency** related to weather, crime, accident or other cause; those directly involved with an emergency will receive personal, direct information as immediately as possible; the campus community is informed promptly and updated regularly through these methods, depending on the nature of the emergency; and email to campus email addresses and by posting on the University's main Web page [stlawu.edu](http://stlawu.edu), directed to the Emergency Alert web page for details. If the emergency poses danger to the **campus-wide community**, we'll activate these forms of communications; posted on St. Lawrence University web page and Facebook pages and SLU Twitter; sent through the campus email system; sent through broadcast text message to cell phones – **SLUALERT**; sent through the campus voice mail system; and through public address systems on Safety and Security patrol vehicles. These alerts comply with the "Emergency Notification" provisions of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

As part of St. Lawrence University's ongoing commitment to your well-being, St. Lawrence's Safety and Security team has launched **Rave Guardian**, a free mobile app that turns your smartphone into a personal safety device. This safety tool is an all-purpose campus resource that enhances your personal safety whether you are on or off campus.

This app is available to current St. Lawrence students, faculty, and staff.

[Download Rave Guardian \(iPhone users\)](#)

[Download Rave Guardian \(Android users\)](#)

The Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be "campus security authorities." Under Clery, a crime is "reported" when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party or even the offender. If a campus security authority receives the crime information and believes it was provided in good faith, he or she should document it as a crime report. In "good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.

The Safety & Security Department will provide upon request all campus crime statistics as reported to the United States Department of Education. Students, staff and faculty may access campus crime statistics as reported to the United States Department of Education at [crime-information](#). You may also access crime statistics for all colleges and universities at the US Department of Education website: [Department of Education Security Information](#).

### ***General Information...***

The Safety and Security department consists of seven full-time security officers, two part-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 an assistant vice president, one assistant director, a technical services coordinator, a transportation coordinator, and an administrative assistant. 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.

The Safety and Security department is always available to make presentations to student groups, faculty, staff, clubs and organizations (which includes Greek houses and theme cottages).

### *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 315-229-5555.
- 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 315-229-5555 anytime of the day or night or use one of the 56 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 Safety and Security officers and Student Safety Team members make foot patrols in and around the residence halls as well as other campus buildings. Safety and 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 homeowner's 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. Locks may be purchased at the Safety & Security office.
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 may 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 will 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.