ST. LAWRENCE UNIVERSITY

STUDENT HANDBOOK

This handbook applies to the 2026-2027 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 2026-2027 Student Handbook is updated as of August 25, 2026. ***Calendar dates are subject to change.***

Calendar Dates Fall Semester 2026	*Event*
August 22, 2026	New Students Orientation/Matriculation
August 24-25, 2026	Residence Halls open for Returning Students
August 26, 2026	First day of Classes
September 3, 2026	Last Day for Add/Drop Without Petition
October 2-4, 2026	Laurentian Weekend (blend of Family Weekend & Homecoming)
October 15-16, 2026	Mid-Semester Break
October 22 - 24, 2026	Board of Trustee meetings
October 30, 2026	Last day to submit instructor-approved Pass/Fail form
November 6, 2026	Last day to withdraw (W) from a course
5 pm, November 20 - 29, 2026	Thanksgiving Break – (after last class on the 22nd. dining halls closed)
December 10, 2026	Last day of classes
December 10, 2026	Last day to petition for a course medical withdrawal
December 11-12, 2026	Reading Days
December 13-18, 2026	Final Exam Week (Sunday through Friday)
December 18, 2026	Residential Buildings Close at 5:00 p.m.
December 19, 2026 – January 19, 2027	Winter Break

Calendar Dates Spring Semester 2027	*Event*
January 16, 2026	New Student Orientation
January 18-19, 2027	Residences Open for Returning Students
January 20, 2027	Classes Begin
January 21, 2027	Last Day to Add/Drop Without Petition
February 18-19, 2027	Mid-Semester Break
February 25-287 2027	Board of Trustees meetings
5 pm, March 19– March 28, 2027	Spring Break (after last class on the 19th)
April 2, 2027	Last day to submit instructor-approved Pass/Fail form
April 9, 2027	Last day to withdraw (W) from a course
April 30 & May 1, 2027	Festival Day (No Classes) & Moving-Up Day Ceremonies
May 7, 2027	Last Day of Classes
May 7, 2027	Last day to petition for a course medical withdrawal
May 8 - 9, 2027	Reading Days
May 10 – 15, 2027	Finals Week (Monday through Saturday)
May 20 – 22, 2027	Board of Trustees meetings
May 23, 2027	Commencement for Class of 2027
June 3 – 6, 2027	Reunion

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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 RESPONSIBILILTY 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 RESPONSIBILILTY 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 staff 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 and plays a crucial role in maintaining an engagement and supportive student experience 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.
Please go to SLU Central or use this link for current listing of Thelmo officers.

STUDENT CODE OF RESPONSIBILITY

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 ensure the rights and privileges of every member of the community and to maintain an environment compatible with the University's objectives.

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 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 community standards and appeals procedures outlined in this document.

Statement of Student Rights and Responsibilities

Students have a responsibility to abide by the rules and regulations of the St. Lawrence community. 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. Recognized student organizations are those approved by the Thelomathesian Senate.

3. C. Publications:

1. 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

Section 2: 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 and freedom of expression within the law extends to all campus community members. Freedom of expression is vital to the shared pursuit of knowledge, the exchanging of ideas, and the ability to confront our own assumptions. Responsibly exercising freedom of expression is important to our mission as an institution of higher education. The expression of views, through words or conduct, must not interfere with

the rights of others to access their education or express their views in a lawful manner without disruptive interference. Those who violate the norms of conduct established to protect that freedom cannot invoke it as a basis for such conduct. The president of the University, or the president's designee administers the following rules and regulations. This policy outlines the ways the University expects to support the ability of students and registered groups to safely and lawfully express their views.

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 any facility or ingress/egress, 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 the property of the University or others is referred to the Assistant Vice President for Student Life 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. Provisions Related to Freedom of Expression and Demonstrations:

1. St. Lawrence University supports the right of individual students and student organizations to demonstrate, post, and leaflet, provided such activities are lawful, consistent with SLU policy, and do not disrupt normal activities or infringe upon the rights of others.
2. The University will not condone behavior that violates the freedom of speech, choice, assembly, or movement rights of other individuals or organizations. In short, responsible dissent carries with it a sensitivity for the civil rights of others.
3. At St. Lawrence, as in society as a whole, freedom of speech and expression is not absolute: speech that is libelous, slanderous, incites to riot, is unlawfully harassing, or that is conducted in a manner that is contrary to the provisions of this policy is not protected.
4. The following guidelines apply to all demonstrations, rallies, leafletting and/or equivalent activity:
    - The event must not interfere with the functioning of the university and reasonable student access to education.
    - The university has quiet hours from 11 pm – 8 am Sunday-Thursday and from 1 am -8 am Friday/Saturday. There are 24/7 quiet hours starting at 8:00 pm on the last day of classes extending through the exam period.
    - Persons may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The right of way on streets and sidewalks must be maintained. Park St,

University Ave., Maple St., and College St. are part of the village of Canton and abide by the Canton Village code.

- Persons may not block or otherwise interfere with doorways into and out of campus buildings.
- Persons shall not obstruct, disrupt, interrupt or attempt to force the cancellation of any academic or noncurricular event or activity sponsored by the University or by any registered student organization.
- Persons shall not engage in harassment, threats, and/or physical abuse toward any person.
- Events and the distribution of materials must allow people to pass by or decline to receive the materials without intimidation or harassment.
- Persons shall comply with the directions of a University official acting in the performance of their duty.
- Use of public address systems and amplified sound will not be permitted without prior approval from the Office of Safety & Security.
- Where an invited speaker is the subject of protest, persons may demonstrate and/or leaflet outside the building where the speech is taking place in accordance with policy. Persons who wish to enter the building must do so as members of the audience and must give the speaker a respectful hearing. Failure to grant the speaker a respectful hearing may result in the offending person(s) being asked to leave the venue.
- The safety and well-being of members of the campus community collectively and individually must be protected at all times. The University maintains the right to define the time, place, and manner in which activities occur on campus as noted in the section Guidelines for Demonstrations and Protests.
- Personal safety and University property must always be protected.
- Weapons, open flame, other hazardous materials, or other dangerous instruments are prohibited on campus.
- In accordance with the St. Lawrence Student Handbook persons on University property may be required to provide identification and evidence of qualification to a University official upon request. Evidence of qualification means evidence that the person is a bona fide, currently registered student, staff or faculty member at the institution or has lawful activity to pursue at the University.

5. Persons engaging in activities on University property are expected to comply with all applicable University policies and procedures.
6. Student organizations sponsoring or organizing demonstrations, rallies, leafletting or equivalent activities will be responsible for compliance with this policy. Student organization sponsorship in no way relieves participating individuals of responsibility for their conduct. Each individual participating in a demonstration or equivalent activities, whether sponsored or not, is accountable for compliance with the provisions of this policy as well as the Student Handbook. Violation of this policy may be grounds for disciplinary action against both individuals and/or the sponsoring or participating student organizations and their officers.
7. If, based on objective facts or information, the Chief Safety Officer or designee determines that an event, rally, demonstration, or similar event cannot be held safely, the University may decline to host an event, or the event may be cancelled or postponed at the University's discretion. In the event it is determined that the event can be held safely but that additional security or related resources are required to do so, reasonable costs for safety and security planning and execution will be borne by the organizing entity. These costs will be calculated and assessed on the same basis as the calculation of any similarly sized and programmed event without regard to viewpoint or content of the event's participants
8. Persons who are not members of the University student body, faculty, or staff may participate in demonstrations, rallies, leafletting or equivalent activities upon invitation by a bona fide student, faculty

or staff member engaged in such activity. Students are responsible for the actions of their guests while the guests are on campus. Please refer to the Guests/Visitors policy on p. 39 for more information.

C. Guidelines for Demonstrations and Protests

1. Recognized University organizations and full or part-time students of the University who wish to schedule a demonstration, rally or equivalent activity, must request the event through the Student Activities Event Registration process no less than one business day in advance of the activity. The Office of Student Activities will respond promptly to any request. No event may be conducted before approval. In the event a request is denied, an appeal may be made to the Vice President for Student Life or designee who shall respond promptly to any such appeal. Demonstrations will be permitted at the following locations, unless another University department or organization has previously reserved the space:
    - Walkways between the Brewer Bookstore, Sullivan Student Center & Dana Dining Hall
    - Walkways between Dana Dining Hall and Richardson Hall
    - Steps of Vilas Hall
    - Kirk Quad
    - Creasy Commons
    - Brush Alumni Quad
    - Quad area between Student Center, Piskor, Payson, & Johnson Hall (old Java Quad)
    - University greenspace at corner of Park St. and University Ave
    - For those events that wish to travel from one location to another, please clearly indicate this in the event request so that Safety and Security can make appropriate arrangements for safety and maintain traffic control.
2. Demonstrations may be held at other locations on campus with the approval of the Vice President for Student Life or designee on a first-come, first-served basis after an assessment that such demonstrations will not otherwise interfere with scheduled University use, would not require unreasonable resource usage or risk, or fail to comply with the guidelines applicable to all demonstrations.

D. 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.

E. 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 3: 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. Discrimination and Harassment, including Sexual Misconduct (Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking, Sexual Exploitation): The full policy/procedure is on https://www.stlawu.edu/offices/title-ix/combined-discrimination-and-harassment-policies-and-procedures.

D. 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.

E. Unauthorized Distribution of Personal Information (Doxing): To foster a safe, respectful, community where all members—students, faculty, and staff—can engage in rigorous academic discourse and intellectual exchange without fear of harassment, intimidation, or threats to their safety, the electronic distribution of personally identifying information—such as a home address, personal phone number, unlisted email address, class schedules or locations of specific courses, private photos or videos, or other non-publicly available information that identifies an individual as a target for harassment—about a member of the St. Lawrence community for the purpose of subjecting that person, or their family or friends, to harassment or placing them in reasonable fear for their safety by or from a third party, or under circumstances in which a reasonable person would reasonably expect such consequences to ensue is strictly prohibited. Similar actions that are intended or can reasonably be expected to incite or produce unlawful action through the dissemination of personal, private information about another person without their permission are also a violation of this policy.

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

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

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

I. 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.

J. 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.

K. 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 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. Please refer to the Hazing Definition website for the comprehensive definition of Hazing according to the Stop Campus Hazing Act. https://www.stlawu.edu/offices/student-life/hazing-information/hazing-definition.

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. Impersonation. Misrepresenting a university official or student or sending information to university personnel by fabricating correspondence/communication to make it appear that it is coming from another person.

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

***S.* Entering without permission/authorized access**. Entering another person(s)' room, academic space, or campus building(s) without permission, outside of operating hours, or with approved card access.

Section 4: 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/combined-discrimination-and-harassment-policies-and-procedures.

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 the Title IX Coordinator, Student Center Rm 302, 315 229-5334. Further information on all of these procedures is also available from the Assistant Vice President for Student Life, 315 229-5551.

Section 5: 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, residential staff, fraternity & sorority 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. Students may wish to discuss the issue with the chair of the academic department, the Associate Dean for the Faculty, or the Executive Director of Advising, Retention, and Student Success. Our policy on Academic Conflict Resolution may also be relevant.

Violations of the St. Lawrence University Student Code of Responsibility are administered-by a disciplinary officer appointed in the division of Student Life, except for sexual misconduct violations which are administered by the Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Review Board (RB).

The University's discipline system does not supersede civil or criminal court proceedings. Students regardless of their location (on or off campus) remain subject to federal, state, and local laws.

Procedures of the System of Community Standards and Student Conduct

Overview of the Disciplinary Process

Possible violations of the Student Code of Conduct are brought to the attention of a disciplinary officer (Assistant Vice President of Student Life, Executive Director of Residence Life or designees). The disciplinary officer assesses the nature of the violation, investigates allegations (with possible involvement from Campus Safety & Security), and then does one of the following:

- Dismisses the allegations based upon the information available.
- Resolves the question of misconduct through alternative means, which may include but are not limited to conflict resolution as described below.
- Schedules an administrative meeting
- Refers the incident for a Dean's Panel Hearing, Bias-incident, or Title IX procedures.

Administrative Meeting

For reports that would not warrant an interim suspension, suspension, or expulsion the student or student organization would have an administrative meeting. Students will be contacted regarding a possible violation and will be required to meet with a disciplinary officer by a specified date. The disciplinary officer will then provide the student or organization the opportunity to respond to the alleged violation. If the student or organization takes responsibility for the violation (in its entirety or certain aspects), the disciplinary officer will assign a sanction. If a student or organization does not accept responsibility, the disciplinary officer may refer the student or organization to another hearing officer to consider the finding or may refer the matter to a Dean's Panel for adjudication.

Dean's Panel Hearing

In cases that involve possible violations of the Student Handbook that could result in suspension or expulsion, a Dean's Panel is convened. Should the student or organization wish to challenge the decision to

have the matter heard in front of the Dean's Panel, they may submit a written appeal to the Vice President for Student Life within three days of receipt of this decision. The decision of the Vice President for Student Life on the matter of jurisdiction is final.

This procedure involves a hearing before a three-member panel, selected by the Assistant Vice President for Student Life. The panel will consist of two employees (faculty or staff) and a student. The decision of the panel will become final unless appealed to the Vice President for Student Life within 3 business days. An appeal does not delay implementation of the Dean's Panel. 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. Instructions and timelines for an appeal will be outlined in the sanction letter. The criteria for an appeal are as follows:

a. that the sanctions imposed were unreasonable
b. that the student's procedural rights were violated
c. that new evidence which could have substantially affected the decision became known after the initial finding.

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

Section 3: The Vice President 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 or a threat of disruption of the educational or living environment. Before an "emergency removal from campus" can exceed seven (7) calendar days, the student who was removed shall be given the opportunity to speak directly to the Vice President and Dean and, should they wish to contest the charges, be given a hearing date not to exceed 14 days following the removal.

Sanctions

The following sanctions may be imposed following the community standards process, 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 student organizations, groups, as well as students. The administrative hearing officer, or other appropriate person or body may impose a single sanction or a combination of sanctions. When determining sanctions the hearing officer, or other appropriate person or body may consider a student's or student organization'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 complete 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 may preclude the individual and/or group from representing the University in any official capacity such as intercollegiate athletics, student government office, joining a Greek organization, residence in theme house and possibly Greek housing, study abroad/exchange programs, student alternative break trips, certain campus 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 projects to be completed in a specified period of time. Projects 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. . Further violations of the Student Code of Responsibility while on disciplinary warning will result in more serious sanctions.
- Not Responsible—student or group was found not responsible.
- Emergency Removal from Campus— (three to seven days) – the student must vacate St. Lawrence University property and campus 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.
- 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.
- Living Unit Warning – A prescribed period during which further violations of policy may result in the student forfeiting the privilege to live in their assigned university housing placement.
- Living Unit Reassignment – A reassignment to another university housing facility. Residence Life personnel will decide the reassignment details.
- 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 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 campus internships/jobs and social privileges. Sanctions will apply to groups including theme living organizations, athletic teams, fraternity and sorority 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. 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. (

- Withholding Diploma – The university may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has disciplinary charges pending, or as a sanction if the student is found responsible for an alleged violation.

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).

Appendix 1: Community Responsibility

St. Lawrence University values and the relationship we share with the Canton community and surrounding areas. To this end, we expect St. Lawrence University students to 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.

Appendix 2: Off-Campus Arrests

When a student is arrested or cited 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 behavior also violated the Code of Responsibility, the student will engage in the community standards process

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, in consultation with the general counsel 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 for Student Life will notify the University when the matter is considered.

If the student's continued presence at the University represents a clear and present danger, the Vice President for Student Life will remove the student from campus under the procedure set forth for emergency removal.

RESIDENCE LIFE

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

The Office of Residence Life joins the rest of the St. Lawrence community in its commitment to celebrating the rich diversity of people who live and work within our community. All 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 others the respect that all students, staff and faculty deserve.

Housing Information

St. Lawrence University has an undergraduate residential requirement. This means students must live in University housing for their time enrolled as an undergraduate student, or those designated with commuter status. St. Lawrence University has a variety of housing options. First-Year students live in FYP Living-Learning Communities in traditional style residence halls. First-Year residence halls include Rebert, Lee, and Whitman. Undergraduate students who will be over 24 years of age as of September 1 of that academic year are not held to the residency requirement.

Traditional style residence halls include Sykes, Kirk Douglas, Rebert, Lee, Whitman, Dean Eaton, and 62 Park. Residential suites and apartments include Hulett, Jencks, and the first floor of 48 Park. On-campus fraternity and sorority 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 theme house or theme 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. The Steiner Senior Townhouses are a housing option available exclusively to select seniors through a merit-based application process recognizing leadership and community involvement throughout their time at St. Lawrence.

Housing Assignments

At the beginning of the spring semester, all enrolled students receive information from the Office of Residence Life about the various housing options available for the next academic year. Housing assignments are made through a multi-phased process that includes Steiner Senior Townhouse selection, theme housing selection, lifestyle housing, and the general room draws. Students who are 24 years of age or older by September 1 of the current calendar year may petition the Office of Residence Life to live off campus. Detailed information about each housing selection process is disseminated at the beginning of the spring semester.

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 fraternity and sorority 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 Residence Life works closely with all fraternity and sorority 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 at 80% occupancy.

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 identity. Students who have questions about this housing option are encouraged to contact Residence Life staff for more information.

Room Changes

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

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 Residence Life 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. 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.

Residential Facilities Opening and Closing

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 Residence Life at least two weeks prior to the break. In addition, any student except for overseas international students needing to remain on campus will be charged a fee or will need sponsorship by a department on campus. The exception to the fee may be granted for students who have demonstrated a personal or financial hardship and must be approved by Student Life. Please note that there is no food service scheduled for these break periods. For mid-fall break and mid-winter break, there is no fee to remain on campus, and dining services will continue to be offered.

The University Residence Halls and Housing are closed during Winter Break. If a student wishes to make a request for Break Housing (if offered) they must complete the break stay request form at least two weeks ahead of the break period as outlined by Residence Life. Break Housing is not guaranteed, may carry additional fees, and may require temporary relocation. There is no access during any break period outside of approved break stay requests for Residence Halls or University Housing.

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 must vacate their rooms 24 hours after their last scheduled exam or at the official closing time of the residential buildings, whichever comes first. Students who remain past the semester closing deadline without prior permission of the Office of Residence Life are subject to a fine of up

to $250 and disciplinary action. (Fines will increase with each additional hour students remain on campus.) Failure to leave and remove all personal belongings from a room in a timely manner may result in a fine and/or disciplinary action.

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. Personal belongings left behind will be discarded. Students who terminate enrollment before the end of the semester must leave within 24 hours of submission of their withdrawal form, or by an agreed upon date with Residence Life.

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, fraternity and sorority 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 electrical appliances and devices are permitted for use in student rooms, provided they are listed and labeled by a nationally recognized testing laboratory (NRTL), such as **UL or ETL**, and are used in accordance with the manufacturer's instructions:

- Curling irons and hair straighteners
- Hair dryers
- Keurig-style/single-serve coffee makers without an exposed or external heating element
- Personal computers, tablets, and cell phones
- Radios and stereos
- Electric blankets
- Heating pads
- Mini-refrigerators (see requirements below)
- Power strips/surge protectors
- Small microwave ovens
- Televisions and DVD/Blu-ray players

All electrical equipment must be maintained in good condition and used only for its intended purpose. Equipment with damaged cords, plugs, or other electrical components is prohibited.

Power Strips – Power strips must be UL-listed and rated, capable of resetting, and read "surge protected" on the unit. Plugging one power strip into another power strip (known as a "daisy chain") is not permitted under any circumstances; all approved power strips must be plugged directly into the wall outlet. Power strips must not be overloaded, damaged, modified, covered, or placed where they may be exposed to water or physical damage. Extension cords of any kind are not permitted on campus.

Refrigerators – One refrigerator per room is permitted, but it is limited to a size of no more than 4.0 cubic feet. ***Refrigerators and microwaves must always be plugged directly into the wall outlet*** and must not be connected to a power strip or extension cord.

Coffee Makers/Keurig Machines – Coffee makers must be UL listed in student rooms. These appliances must be plugged directly into a wall outlet and must not be connected to an extension cord or power strip.

Tapestries/Wall Hangings - Tapestries, fabric hangings, and similar combustible decorations may be attached only to walls and must not cover more than 10% of the specific wall area to which they are attached. They must meet applicable fire-safety requirements and can not be within 12" of wall electrical outlets, heaters, light fixtures, and other heat-producing equipment. Nothing may be hung from ceilings, sprinkler heads, or sprinkler piping. Decorations must never obstruct doors, exits, exit signs, smoke/CO alarms, or other fire-safety equipment.

Prohibited Items

The following are prohibited or restricted in residential rooms and buildings to promote student safety and protect university property:

- 3-D Printers
- Ashtrays
- Candles (burned or unburned)
- Darts and dart boards
- Fireworks
- Grills (charcoal, gas and electric tabletop grills)
- Hoverboards/ E-bikes, & battery-operated micro-mobility units (unless approved for medical or accessibility purposes)
- Medusa Lamps
- Open flame devices (see below)
- Air conditioners (unless approved for medical purposes & provided by University)
- Bars
- Ceiling fans
- Dimmer switches
- Fog machines
- Halogen lamps
- Immersion coils
- Multi Outlet/multi-plug adapters & 3-prong plug adapters
- Power strips (if not UL-listed/rated, capable of resetting, or do not read "surge protected."
- Any electrical appliances or items for cooking purposes (see below)
- Building lofts & other wood structures
- Coffee pots with external heating elements
- Extension cords (see Power Strips below)
- Furniture that contains electrical wiring (with USB ports or additional device charging capabilities)
- Hot Tubs/Spas/Pools
- Incense/Potpourri burners/ Wax warmers
- Natural Holiday Trees
- Public Street Signs

- Space heaters
- Sun lamps
- TV or radio antennas (may not be placed on buildings, trees, or structures)
- Waterbeds
- Weapons
- Wireless router/access point

Candles and Incense – Candles and incense are not permitted in student residences.

Cooking Appliances and Devices – Food preparation is permitted in kitchen areas only. The cooking of food and/or use of electrical appliances for the purposes of cooking is strictly prohibited in student rooms. This includes all electrical appliances with exposed heating elements/surfaces, including – but not limited to – pop-up toaster, toaster ovens, hot plates, air fryers, rice cookers, electric skillets, Foreman grills, etc.

Cooking in Residential Buildings

Students are permitted to cook only in designated kitchens within their residential buildings. With the exception of using a small microwave and other specifically approved appliances, cooking in student rooms is strictly prohibited.

When using a residential kitchen, students must:

- Remain in the kitchen and actively monitor food at all times while cooking. Cooking must never be left unattended.
- Turn on the kitchen exhaust fan whenever cooking and keep it operating as needed to remove heat, smoke, steam, and cooking vapors.
- Use extra care when cooking with oil, butter, or other greasy foods. These materials can ignite if overheated and can easily splatter or spill onto hot cooking surfaces.
- Keep combustible materials, including paper towels, food packaging, dish towels, and other items that can burn, away from stovetops and other hot surfaces.
- Clean the kitchen after each use, including the stovetop, oven, microwave, counters, and surrounding cooking areas as applicable. Grease, food residue, and spills must be cleaned promptly and must not be allowed to accumulate.
- Turn off the stove, oven, and other cooking appliances when finished and verify that burners and heating elements are completely off before leaving the kitchen.

Grease Fires: Never use water to extinguish a grease or cooking-oil fire. Water can cause burning oil or grease to spread violently. Small grease-based fires can be extinguished by placing a cover on the pan or using a fire extinguisher.

Students are responsible for cleaning up after themselves; housekeeping staff are not responsible for routinely cleaning residential kitchen areas after student use. Kitchens that are not kept clean or that experience repeated fire alarms or safety violations may be temporarily closed at the discretion of the Student Life division.

Outdoor Grills: Barbecue grills may not be stored or used within **10 feet of a building**. Violations of this policy may result in a fine and/or disciplinary action.

General Fire Safety

For your safety and the safety of others, all fire protection equipment and exit paths must remain accessible and unobstructed at all times.

- Never cover, remove, disconnect, paint, disable, or tamper with smoke or CO alarms.
- Never hang anything from sprinkler heads or sprinkler piping.
- Keep sprinkler heads unobstructed. Storage must be kept at least 18 inches around sprinkler deflectors.
- If a wardrobe, cabinet, or other furniture is located below a sprinkler head, do not store anything on top of it.
- Never block, cover, remove, or tamper with fire extinguishers, fire alarm pull stations, exit signs, or other fire-safety equipment.
- Keep your room door and exit path clear at all times. Furniture, storage, luggage, or other belongings must not obstruct the doorway or the path from your room to the corridor.
- Keep corridors, stairways, landings, and other means of egress clear. Personal belongings may not be stored in these areas.
- Fire doors must not be blocked, obstructed, or propped open. Never interfere with a fire door's ability to close and latch properly.

Any prohibited item will be confiscated by Residence Life or Safety & Security staff.

Combination Access for Residential Rooms

Students are provided with a combination for their room door locks at the beginning of the semester. Students are not permitted to share their room door lock combination with others. The Office of Residence Life may change the door lock combination at any time at the expense of the resident if it is documented that the student has shared the combination with non-residents of their room. Because safety is of paramount importance to 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.

Energy Conservation

Energy conservation should be a primary concern of every student. All residents are expected to turn off lights, all electrical appliances, and close windows when leaving their 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 the Residential Coordinator or the Director of Residence Life. Guests are not permitted to sleep overnight in any common spaces, including residential lounges.

Students are responsible for the actions of their guests while the guests are on campus. Guests are subject to all rules of the campus community, as outlined in the Student Handbook. Hosts will be billed for damages or fines as a result of their 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 concerns.

All non-University participants are obligated to comply with the terms of Section 3: Maintenance of Public Order Policy. Persons who invite non-University participants may be held accountable for such participants' compliance with this policy. In addition, since non-University participants are not subject to University discipline procedures, their failure to comply with this policy may result in appropriate action under State and Federal law. Students are responsible for the actions of their guests while the guests are on campus.

Hall Sports

Playing games or sports in hallways of residential buildings is prohibited. Use of personal sporting equipment is only permitted on the appropriate field of play. Games such as Frisbee, hockey, skateboarding, rollerblading, lacrosse, soccer, golf, water fights, water guns, etc. can cause injury, set off false fire alarms, and may result in property damage. Violations may result in disciplinary action, including fines. Sporting equipment found in the halls will be removed by Residence Life staff.

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. The University provides a loft/bunk service in which custodial staff will properly loft or bunk university-issued bed frames in most residential buildings. Students should contact the custodial staff or Residence Life 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 or the lounge/common area they are assigned. Students found in possession of lounge/outdoor furniture in their rooms may be fined up to the replacement cost. Students who damage lounges or common areas will be charged and subject to disciplinary action. The building may be charged if responsible individuals are not identified, as outlined in the Damage policy.

For health and safety reasons, lounges, kitchens, and hallways must be kept clean at all times and free of student 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 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.

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 enter 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: When there is a reasonable basis to believe that a violation has occurred or is taking place, the Vice President of Student Life may authorize in writing a search of a student room to determine compliance with federal, state, and local laws or University regulations. The Vice President will consult with the Thelmo president within a scope of need-to-know details as a well-founded decision. The search should be done in the presence of the student or students who occupy the room. If the occupant(s) are not available, the Thelmo president (or designee) should be present.

Safety Inspections: All residential rooms are inspected by Residence Life and Facilities Operations staff at Thanksgiving, between the fall and spring semesters, and at Spring break to ensure 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.

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.
- Window 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 and trash bins located outside their residential building. Garbage in hallways, common rooms, bathrooms 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 Sunday – Thursday, 11:00 p.m. to 8:00 a.m. 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 and begin at 8:00 p.m. on the last day of classes. Students who violate quiet hours during finals week are subject to a fine of $50 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 it does not pose a fire hazard. NY State fire code requires a minimum of 24" of clearance between all personal items and the ceiling, and a minimum of 18" of clearance from sprinkler heads.

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 damage walls or furniture. Decals and stickers should not be placed on doors, windows, walls, or ceilings, as they are difficult to remove and often cause damage to surfaces. Nothing may be hung from the ceiling, light fixtures, fire sprinkler system pipes, or water pipes. Likewise, nothing may be placed on the outside windowsills.

Room Damages

Students are responsible for damage to their assigned rooms. Students are responsible for checking the condition of their room and completing an electronic Room Condition Report (RCR) when they move into the room. This document is reviewed and updated again by Residence Life staff 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 Residence Life bills damaged or missing furniture to residents assigned to that room.

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 (e.g., 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 Residence Life policy, including infractions of fire safety policies (e.g., open flames such as candles, incense, tampering with fire safety devices or equipment, etc.), 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
- Community Standards sanctions
- 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, Residence Life professional staff are authorized to assess fines and/or educational sanctions for excessive noise, hall sports, smoking in public areas, and other safety hazards or infringements on the rights of other students.

A mandatory minimum fine of $250 or 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 $300 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 academic breaks 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. Residence Life and/or facilities operations staff shall determine the amount of damage.

The billing amounts are finalized by Residence Life staff, in collaboration with Facilities Operations, prior to charging individual student accounts for damages, labor or fines. Students have 30 days from the date billing charges are posted to file a written appeal for building or room damaged charged to their student account. Appeals may only be submitted by students who submitted a completed RCR and must be submitted in writing to the Residence Life office.

When necessary, all residents of a wing, floor, residence hall, theme house, or fraternity/sorority house may be billed an equal portion of fines or cost of damages. The accumulation of the fines or damage charges may not exceed a period of time greater than the current 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 when responsible individuals were not identified.

Custodial Operations

Students are responsible for cleaning the interiors of their rooms, apartments, suites, and 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 depending 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.

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.stlawu.edu/offices/safety-and-security/drug-free-schools-and-communities-act-dfsca.*

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[1] and Canton village ordinances[2], and will respect the intellectual, physical and emotional health of self and others. Accordingly, students of legal drinking age may consume alcoholic beverages, in a responsible manner and in concurrence with the policies in the St. Lawrence University Student Handbook.

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

1. New York State Penal Law Guidelines

- Legal Minimum Age: No person shall sell, deliver or give away or cause or permit or procure to be sold, delivered or given away any alcoholic beverages to any person, actually or apparently, under the legal age of purchase (21 years old). This is a Class B Misdemeanor. Anyone under 21 is prohibited from possessing alcohol if they intend to consume it.
- Selling or Giving Alcohol to an Intoxicated Person: No person shall sell, deliver, give away, permit, or procure to be sold, delivered or given away, any alcoholic beverages to any intoxicated person or any person under the influence of alcohol. Violators may be faced with a fine 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 that 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.

Division of Student Life Notification

In the instance of a student being transported to a hospital the emergency contact will be notified. In instances of being medically transported related to alcohol intoxication or drug use for the first-time, or repeated or severe violations of the alcohol or drug policy, parental notification may occur. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Vice President for Student Life or designee reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating the alcohol and drug policy. In the instance of a student needing to have a housing reassignment due to violations that negatively affect the residential community, the parents/guardians may be contacted.

Community Standards Related to Problem Substance Use

Repeated intoxication or an inability to pursue one's own education may result from problem drinking/substance use 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. 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.

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. ***Common Source containers*** (keg, mini-kegs, beer balls, punch bowls, garbage containers, or other large-volume containers with alcohol): Common source containers 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. Possession, distribution, or consumption of alcohol from a common source without proper authorization may result in disciplinary action, including loss of organizational privileges, individual conduct sanctions, or referral to legal authorities.
3. ***Funding:*** No St. Lawrence University organization, fraternity, or sorority may use organizational funds or member dues 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 or other drug consumption.

B. Alcohol in Residential Areas

1. ***First-Year Residences:*** The possession or consumption of alcoholic beverages is prohibited at all times in the public areas of first-year halls (common areas, TV lounges, study areas, hallways, residential rooms).

2. ***Fraternity and Sorority Houses:*** Each fraternity and sorority (including local organizations) at St. Lawrence University is required to follow national and University policies related to alcohol consumption in residences, following whichever is stricter.
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 Houses:*** Individuals who are 21 years or older are permitted to consume alcoholic beverages in a responsible manner in the lounges of these residential buildings in accordance with the St. Lawrence Alcohol Policy. All parties in public spaces must be registered. (See the Social Function Policy.) When unauthorized alcohol and its paraphernalia are found, they will be confiscated and disposed of, and disciplinary action 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 Sullivan Student Center unless part of a University sanctioned event. Open containers are allowed outside on the campus grounds in areas designated for registered or catered event, or approved by the University. For the purposes of this policy, the Brush Alumni Quad, Creasy Commons, and the immediate outside perimeter and fire pits of upperclass residence halls (i.e., Theme houses, Townhouses, Sykes, Dean-Eaton, Kirk Douglas Hall, and Hulett and Jencks) are approved areas for of-age students.

D. Enforcement (Sanctioning Guidelines)

1. **Administration:** Primary responsibility for administration of the University Alcohol Policy rests with Safety & Security, student life staff, community assistants, fraternity and sorority officers, theme house coordinators, and the Vice President for Student Life. However, all students and members of the St. Lawrence University community have a responsibility to support New York State laws, Canton Village ordinances and University policies.
2. **Violations:** A violation of the University's alcohol policy will be referred to a community standards officer. 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. **Sanctions:** Possible sanctions for violations of the St. Lawrence University Alcohol Policy include but are not limited to: formal/written warnings, fines, social or disciplinary probation, required disciplinary service, and suspension or expulsion from St. Lawrence University, or any other penalty provided for under procedures of the system of Community Standards and Student Conduct in the Student Handbook.

Alcohol and Drug Use Amnesty Policy

The health and safety of every student at St. Lawrence University 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: https://www.stlawu.edu/offices/title-ix/combined-discrimination-and-harassment-policies-and-procedures.

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-policies-and-procedures.

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. https://www.stlawu.edu/offices/title-ix/combined-discrimination-and-harassment-policies-and-procedures.

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/RC or other employee in Residence Life;
4. Contacting Lynn Hampton, Associate Dean for Intercultural Engagement, Inclusion, & Belonging
5. Contacting the Director of Civil Rights Compliance and Title IX Coordinator

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 Assistant Vice President for Student Life, the Vice President of Academic Affairs, or the Director of Civil Rights Compliance and 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/intercultural-engagement-inclusion-and-belonging.

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-dfsca

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. Students involved in a situation may need to meet with the Associate Dean for Student Life and Community Standards to discuss health and wellness supportive measures.

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 Unites 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 euphoriants. They can cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage. Narcotic designer drugs can cause symptoms such as those in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

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

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

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

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

Fire Safety Policy

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 to 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 personnel will conduct fire safety inspections of every University-owned residential room on campus to ensure 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 bongs, 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 found responsible for starting a fire or intentionally turning in a false alarm will be suspended from St. Lawrence University and be subject to criminal prosecution.
3. Any student found to have intentionally triggered fire alarm will be subject to judicial sanctions and possible criminal prosecution.
4. Failure to cooperate with University personnel during a building evacuation or fire alarm will result in **a** mandatory $300 fine and disciplinary service hours will be assessed.
5. Failure to leave the building during a building evacuation or fire alarm will result in a mandatory $300 fine and disciplinary service hours will be assessed.
6. 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 $300 fine from the University and disciplinary service hours will be assessed.
7. Any student found responsible for 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 $300 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 $300 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.
8. 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.
9. A student found responsible for smoking/vaping/Juuling inside any University building will be subject to a mandatory $300 fine.
10. A student found responsible for possessing candles, incense, oil lamps or other open flame objects in a residence hall room is subject to a mandatory $300 fine and disciplinary service hours will be assessed.
11. All fires must be reported to security even though the building occupants may extinguish the flames.
12. Fire lanes must be kept free for emergency vehicles. Vehicles may be towed at owner's expense.
13. 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.

A person may violate the gambling policy when he or she knowingly advances or profits from unlawful gambling activity. This includes prediction markets in a way to manipulate or impact the University when making a financial bet.

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. Students involved in a situation may need to meet with a member of the Student Life team to discuss health and wellness supportive measures.

Hazing Policy

St. Lawrence complies with the Stop Campus Hazing Act (2025) For a review of the act, definitions, transparency report, annual security report, policy and prevention programs, please refer to https://www.stlawu.edu/offices/student-life/hazing-information. In addition, St. Lawrence complies with the 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."

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 Chief Communications and Marketing Officer 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 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-policies-and-procedures. For further contact information and resources, please refer to https://www.stlawu.edu/offices/title-ix.

Guidelines for Posting: Posters, Fliers, Banners, and Chalking

This policy sets forth the criteria and responsibilities for the temporary display of posters, fliers, chalking, banners and any other form of display ("Posting"). This policy applies to St. Lawrence-owned or leased property and serves as a resource for academic and administrative units, including all centers, institutes, and programs of St. Lawrence University (collectively, "student organizations and academic and administrative units"). Registered student organizations or individuals acting on their behalf may Post consistent with these Guidelines.

Individual students not acting on behalf of a student organization are prohibited from Posting on campus. Non-University individuals, organizations, and groups are prohibited from Posting on campus unless sponsored by a St. Lawrence student organization or academic or administrative unit or approved by the Director of the Sullivan Student Center. Please refer to the Solicitation Policy for further clarification.

Policy Statement

Postings are displayed on campus for multiple reasons ranging from promoting an on-campus event to expressing an opinion. St. Lawrence expects that all students will conduct their discourse in alignment with St. Lawrence University Student Handbook.

Time

All Postings must be approved and stamped through the Office of Student Activities.

When advertising an event, exhibit, or activity, the Posting must be removed by the sponsoring group unit within 48 hours after the conclusion of the event, exhibit, or activity.

Approved postings will be stamped to designate approval and an associated expiration date of 30 days or within 48 hours after an event, whichever is sooner. Obsolete and untimely messages limit the clarity of communication between student organizations and students.

Postings for student government elections must comply with all rules established by the Thelomathesian Society, and as approved by the Student Activities Office may remain for the duration of the election and must be removed by the candidate within 48 hours after the election results are announced.

Placement

Exterior Posting Locations – Permitted

- Sullivan Student Center
- Administrative, athletic, academic, dining, residence halls and other buildings are under the direction of a building manager who has the decision-making authority to approve the placement of Postings permitted under this policy.

Exterior Posting Locations – Prohibited

Includes, but is not limited to:

- Trees and other landscape features
- Rooftops
- University signage, walls, gates, fences, lamp posts, columns, steps, benches, and flag poles
- Statues
- Exterior building doors, walls, windows, and entrances
- Art installations
- Fire hydrants, blue light phones, and other safety and security equipment

Interior Posting Locations – Permitted

- Sullivan Student Center railings, bulletin boards, or designated posting areas
- Common use bulletin boards.

Interior Posting Locations – Prohibited

- Corridors
- Common area walls
- Building entryway doors (excludes office doors)
- Windows

- Stairwells
- Bathroom mirrors
- Bulletin boards that are designated for specific departmental/organization use

Size Dimensions

- No larger than 8.5" by 11" for fliers
- No larger than 11" by 17" for posters
- No larger than 24' by 24' for banners

Mounting and Posting

Banners are permitted only with Office of Student Activities approval. Postings must not cover permanent campus signage or wayfinding and must not damage the surface. Glue, poles, stakes, ropes, cable, and permanent fixtures are prohibited. Sponsoring groups may be responsible for damage to surfaces caused by their Postings.

Use of the St. Lawrence Name, Logo and Marks

The St. Lawrence logo is trademarked and is permitted for use by members of the St. Lawrence community for communications and marketing purposes. Affiliates or affinity groups must secure official permission from the University for use of St. Lawrence trademarked name, logo, iconic images and affiliated marks representing the University. All uses of the St. Lawrence name, logo and other aspects of visual identity must conform to the St. Lawrence University Visual Identity Policy and St. Lawrence Name Use, Trademark and Licensing Policy.

Trademark, Copyright and Image Use

The content of Postings must not violate laws or statutes related to trademarks, copyright, or other laws or statutes protecting creative or intellectual property. The creator and University disseminator of Postings must have all rights to the editorial and creative content contained on the Posting. In addition, marketing and publicity materials must conform to the University's Image Use Policy; permission must be secured in writing for the marketing use of any images of individuals that would be protected by privacy laws.

Guidelines for Chalking

Chalking is defined as the use of a water-soluble substance, or a substance washable by water or rain, to write or draw on sidewalks that are exposed to the weather. Within the guidelines below, chalking is a permissible way to promote programs and events, make announcements, share messages, and express ideas. Only washable chalk may be used, or it will be removed.

When chalking, the associated or sponsoring group must be reasonably identifiable.

Chalking on any surface that is not exposed to the elements is prohibited, including but not limited to the interior of buildings and under covered entryways.

Chalking on vertical outdoor surfaces of any kind, including, but not limited to, buildings, walls, planters, doors, trash receptacles, steps, bridges, fountains, benches, tables, signs, poles, columns, bus stops, light posts, trees, glass, windows, pilings, painted surfaces, traffic signs, emergency call phones, fixtures, newsstands, advertisement dispensers, and utility boxes is prohibited.

Within 15 feet of an entrance to any building.

Chalking that violates federal, state or local law is prohibited.

Chalking that violates St. Lawrence University policies and procedures, including the University Student Handbook, is prohibited.

Chalking for event advertising may be removed after an event if not washed away due to natural elements.

Community Standards for Posting and Chalking

Student organizations are encouraged to consider the impact that their Postings may have on the quality of the St. Lawrence climate, and all Postings must comply with the St. Lawrence University Code of Conduct.

The name and contact information for the sponsoring group displaying the Posting is required on the Posting to provide a means for dialogue if members of the St. Lawrence community desire to express their views, concerns, opposition, or support.

Third-party Postings for events or activities that are sponsored by a St. Lawrence student organization, or academic or administrative unit must include the name and contact information of the student organization or academic or administrative unit sponsoring the Posting. Part of the responsibility that comes with displays is the willingness to engage in dialogue with individuals who may have different perspectives and views.

Postings that display threats, obscenity, false advertising, defamation, invasion of privacy, unlawful harassment, or that violate St. Lawrence's policies, rules, or codes of conduct are prohibited.

Removal of Postings and Chalking

It is not appropriate or permissible to remove or deface Postings that are allowed under this policy, even if some people find such material offensive. Individuals offended by a Posting are encouraged to convey their objections through counter-messaging and/or asking for opportunities to engage in deliberative dialogue. Any out-of-date Posting may be removed by the university.

Recycling Policy

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.

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.

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. (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.

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.

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 $300 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.

STUDENT ACTIVITIES

The Office of Student Activities philosophy is to provide students with unique and engaging opportunities for involvement that complement 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 100 student run organizations available at St. Lawrence. For a listing of registered student organizations, go to SLU Central.

Student 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 maintains the oversight of the Sullivan 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 Sullivan Student Center, please visit Sullivan Student Center homepage.

Fraternity/Sorority Life, Governing Principles

The Fraternity and Sorority Policy Guide outlines 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 "FSL Policy Guide."
3. FSL organizations will be required to annually provide the University with a certificate of insurance.
4. Students may not join a FSL organization until they have completed one full year at St. Lawrence, meet academic requirements, and pass a student conduct check. Transfer students must complete one full semester at St. Lawrence or have sophomore or greater standing meet academic requirements, and pass a student conduct check. Full information pertaining to membership requirements may be found by visiting Fraternity & Sorority Life.
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 FSL Policy Guide and at the semesterly social events training. Any FSL event must be registered by filling out the appropriate forms per St. Lawrence event registration and the respective national guidelines.
7. FSL 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.

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. The 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.

All social functions at St. Lawrence University must be scheduled to promote the health and safety of attendees, prevent interference with academic pursuits, and meet the following criteria:

- **Adherence to Regulations:** Events must comply with New York State laws, St. Lawrence University policies, and local fire and safety regulations.
- **Event Registration:** All events must be registered in advance using the appropriate form on SLUCentral to ensure all necessary information is submitted, reviewed, and approved by the University.
- **Scheduling Conflicts:** In the event of a conflict between two groups requesting the same date or location, the Office of Student Activities will assist in identifying alternate dates or locations on campus.
- **Events in University Housing:** Small social events not open to all students and hosted in University-owned housing must be registered with the Office of Residence Life. Organizations should coordinate with their assigned Residential Coordinator to schedule these events. A list of trained student staff/monitors must be provided to Residence Life in advance. Social functions in University-owned housing that meet the major events classification should be registered with the Office of Student Activities.
- **End-of-Semester Policy:** No social functions may be scheduled during reading days or final exam week. All events must conclude before 24-hour quiet hours begin at 8:00 p.m. on the last day of classes. Exceptions are rare and must be approved in advance by the Vice President for Student Life, typically for wellness-related programming.

A. Procedures and Regulations for Organizational Events

General Guidelines

- All gatherings of 10 or more persons where alcohol is consumed must be registered and approved in advance through SLU Central.
- Alcohol at registered events must be limited to beer, cider, and/or wine. Times available to host an event are Friday 5 p.m. through Sunday at 2 a.m.
- An event is limited to a maximum of 5 hours.
- 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.
- Individuals 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.
- 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.
- Students and Student Organizations may not provide or promote discounted or free alcohol at any social events.
- All students and student organizations hosting an event with alcohol present must complete the University social host training program.
- All organizations affiliated with a national organization must follow all national guidelines, deferring to whichever guidelines, University or national organization, are stricter

Specific Guidelines

1. Events

- All events must have completed the registration process with the Office of Student Activities. (see specific time frames below dependent on type of event.)
- The maximum number of individuals permitted shall be guided by the applicable fire code regulations and under the advisement of the Director of Safety & Security.
- Student organizations hosting major events must ensure that all students serving as social hosts or event monitors have successfully completed Social Host Training through the Office of Student Activities. Social Host Training is valid for one year from the date of completion and must be completed annually for a student to remain eligible to serve in these roles. The Student Activities Office will determine the number of outside monitors. Training will include knowledge of state, local and University alcohol regulations. Social hosts may not be under the influence of alcohol, cannabis, illegal drugs, misused prescription medications, or any other impairing substance prior to or during the event. Violation of this rule may result in disciplinary action for the individual and organization.
- 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.
- When unauthorized alcohol and its paraphernalia are found, they will be confiscated and disposed of, and disciplinary consequences will follow.
- If the Director of Safety & Security, the Office of Student Activities, or designee determines that an event cannot be held safely, if significant resources are needed to maintain the safety of campus, or if the risk is too great, the University may decline to host an event, or the event may be cancelled or postponed at the University's discretion. If it is determined that the event can be held safely but additional security or institutional resources are required to do so, reasonable costs for safety and security planning/execution will be borne by the organizing entity. These costs will be calculated and assessed on the same basis as the calculation of any similarly sized and programmed event without regard to viewpoint or content of the event's participants.

Event Classification

Social functions are classified into three categories:

- **Major Events** – Larger-scale programs typically open to all students, involving more than 100 attendees, contracted vendors or performers, events open to the broader community, and/or any event where alcohol will be present.
    - These events must be scheduled no less than two (2) weeks in advance with the Office of Student Activities.
    - Additional planning meetings, staffing, or support services may be required. The sponsoring individual and/or organization must work in conjunction with the Student Activities Office and the Director of Safety & Security to create a safe and secure environment for the event.
    - Student organizations hosting major events must have successfully completed **Social Host Training** through the Office of Student Activities.
    - Organizations must demonstrate they have the appropriate number of trained student staff assigned to serve as monitors and be sober throughout the event.
- **Minor Events** – Smaller scale programs typically open to all students, yet do not meet any of the criteria to be classified as a major event.
    - These programs must be registered **at least two (2) days in advance**.

- Additional planning meetings, staffing, or support services may be required.

- **Informal House Social Events** – Smaller, informal gatherings not open to all students and hosted within a residence hall, theme house, or townhouse. Attendance is more than just a few friends coming over but is not large enough to exceed fire code of the building, require additional logistical needs, or have an anticipated need for support services.
    - These programs must be registered at least four (4) days in advance with the Office of Residence Life
    - Additional planning meetings may be required.
    - Residential groups hosting informal house social events must have successfully completed Social Host Training through the Office of Student Activities.
    - Residential groups must demonstrate they have the appropriate number of trained student staff assigned to serve as monitors and be sober throughout the event.

All guidelines and policies for fraternity and sorority organizations are outlined in the Fraternity and Sorority Life Handbook.

Respect for Space & Cleanup

All student organizations and hosts are expected to treat University spaces with care and respect. This includes:

- Leaving spaces clean and orderly at the conclusion of the event.
- Removing all decorations, supplies, or leftover food unless otherwise arranged in advance.
- Returning furniture to its original setup.
- Proper disposal of trash, recycling, and any other materials.

Failure to follow these expectations may result in loss of space privileges, additional cleaning charges, or disciplinary sanctions. Hosts are strongly encouraged to plan ahead and assign clean-up responsibilities to members of their organization or student monitors. Please review this link prior to your event. https://www.stlawu.edu/offices/dining-and-conference-services/room-usage-policy

Events/Eating Contests

St. Lawrence University is committed to promoting student health, safety, and well-being at all University-sponsored events and student organization activities. For this reason, eating contests are prohibited. An "eating contest" includes any activity, competition, game, or event in which participants are encouraged, challenged, or rewarded for consuming food or beverages in excessive quantities, within a limited period of time, or in a manner that may reasonably pose a risk to health or safety.

This prohibition includes, but is not limited to:

- Speed-eating competitions
- Quantity-based food or beverage challenges
- "Chugging" contests involving any beverage
- Competitions involving spicy, unusually hot, or otherwise potentially harmful foods
- Any event where prizes, recognition, or social pressure are used to encourage excessive consumption

Eating contests may not be organized, sponsored, promoted, or hosted by individual students, student organizations, athletic teams, residence hall groups, University departments, or any other St. Lawrence University-affiliated group.

Events involving food are permitted when they are designed for social, cultural, educational, or community-building purposes and do not involve competitive or excessive consumption. All such events must be approved by St. Lawrence University Dining Services.

Students who violate this policy may be referred to a community standards officer for review and possible action through the student conduct process.

Solicitation Policy

The following groups are permitted to solicit on campus:

- Recognized St. Lawrence University student organizations and departments
- Charitable and service organizations (local or national) sponsored by a registered student organization or University department

Prohibited Solicitations:

- Solicitations for individual or corporate profit
- Solicitations on behalf of religious denominations
- Door-to-door solicitation in any campus facility or residence hall

All requests for campus solicitation must be submitted in advance to the Office of Student Activities, in coordination with the Director for Safety & Security. If approved, the Student Activities Office will review all materials and coordinate the timing and location of the solicitation.

Approved solicitations may utilize designated campus bulletin boards for advertising purposes.

Tabling Guidelines:

Recognized student organizations, departments, and approved charitable/service organizations may request to **table in designated campus spaces** (e.g., the Sullivan Student Center).

- Tabling must be requested through the **Event Registration Form** on SLU Central.
- All tabling requests are subject to approval by the Office of Student Activities.
- Groups may table for a maximum of **five (5) consecutive days** for the same campaign or initiative.

Exceptions to this policy must be granted in writing by the **Director of Student Activities & the Sullivan Student Center**.

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) on the Registrar's website: https://www.stlawu.edu/offices/registrars-office/ferpa-students. 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: https://www.stlawu.edu/offices/human-resources/identity-theft-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

The complete Academic Honor Council Constitution is located at this link: https://www.stlawu.edu/offices/academic-affairs/academic-honor-policy.

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).**

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 Executive Director of Advising, Retention, and Student Success (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/course-catalog-2026-27 beginning on page 28 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

For information on changing courses or course load/withdrawing from courses refer to the University Catalog at this link: https://www.stlawu.edu/documents/course-catalog-2026-27, page 23-24.

Course Load

For information on Course Load and Course Overload refer the University Catalog at this link: https://www.stlawu.edu/documents/course-catalog-2026-27, pages 22-23.

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, page 16-17, https://www.stlawu.edu/documents/course-catalog-2025-26 (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. 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, beginning on page 5 https://www.stlawu.edu/documents/course-catalog-2026-27. 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:

Information for Undergraduate Students Federal and St. Lawrence Student Financial Aid is located on the Financial Aid website at this link: **https://www.stlawu.edu/offices/financial-aid-office/satisfactory-academic-progress-0.**

Graduate Students:

Information for Graduate Students Eligibility for Financial Aid is located on the Financial Aid website at this link: https://www.stlawu.edu/offices/financial-aid-office/satisfactory-academic-progress-0

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. (https://www.stlawu.edu/offices/financial-aid-office/campus-employment/frequently-asked-questions)

Financial Obligations/Student Billing Policies

For information related to student billing charges and deadlines, please visit https://www.stlawu.edu/offices/student-financial-services/student-financial-information.

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 25 – 27 https://www.stlawu.edu/documents/course-catalog-2026-27. 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 executive director of advising, retention, and student success. 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 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 and dean of student life by the last day of classes. "E"

grades remain eligible for "WM" until they expire. 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

Students may apply to the Vice President for Student Life for a medical withdrawal from the entire semester. The student must complete the Withdrawal/Leave of Absence Form and provide appropriate supporting documentation from a medical or mental health professional to the Vice President for Student Life. If approved, the registrar enters a "WM" (medical withdrawal) grade for all courses. Students taking a full medical withdrawal must absent themselves from campus, unless the Vice President for Student Life expressly allows access. The deadline to request a medical withdrawal from the semester is the last day of the semester (the end of finals week). Students may petition for a retroactive medical withdrawal after the end of the semester in cases of extenuating circumstances. Students who are approved for a medical withdrawal from the semester and are enrolled in the Tuition Refund Plan may be eligible for a partial refund of costs incurred for the semester.

Involuntary Medical Withdrawal from a semester

When a student's behavior and needs impose a disruption to the community, or their mental or medical needs exceed the capacity of the university's and community resources, the Assistant Vice President for Student Life may determine that an involuntary medical withdrawal may be necessary. The student can appeal the mandatory medical leave to the Vice President for Student Life within 48 hours. The expectation is that the student will not be on campus during the appeal process. The student receives "WM" in their semester courses. The policy on refunds outlined on the Student Financial Services website will apply. The student will be obligated to adhere to any readmission requirements outlined by the Vice President for Student Life if they desire to return to St. Lawrence University.

Personal Withdrawal from the Semester

Students may apply to the Vice President for Student Life for a personal withdrawal from the entire semester. The student must complete the Withdrawal/Leave of Absence Form. The registrar enters a "W" (withdrawal) grade for all courses. Students taking a full withdrawal must absent themselves from campus, unless the Vice President for Student Life expressly allows access. The deadline to request a personal withdrawal from the semester is the last day of the semester (the end of finals week). The policy on refunds outlined on the Student Financial Services website will apply.

Planned Leave of Absence

A planned leave of absence may be granted prior to the start of the semester 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) the University receives a 30-day notice of the student's intention to return; and (2) there is housing and classroom space available. The student must complete the Withdrawal/Leave of Absence Form. Students who take a planned leave of absence are encouraged to meet with their academic advisor or staff in Academic Advising before taking their semester leave of absence to work on a plan to return to the university.

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. This must be arranged in advance with CIIS, Registrar's office, and the department chair of the appropriate department.

Readmission from medical withdrawal or involuntary medical withdrawal

Readmission after a medical withdrawal or involuntary medical withdrawal.

When a student leaves St. Lawrence University for medical or mental health reasons, typically the student takes at least one full semester or the equivalent (four months) away from the university before they return. However, St. Lawrence University also makes an individualized assessment of the student's situation and needs regarding the timing of a student's readmission.

A student on a medical withdrawal 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 the student's career at St. Lawrence. In addition, the letter should provide recommendations for support and care during their time back on campus.

The student will need to complete the Readmission form and provide the supporting documentation 30 days prior to the start of the semester in which they want to return. Additional information may be requested and other steps to readmission may take some time. If a student submits their material past the 30 days before the upcoming semester, this may affect our ability to readmit the student. Upon readmission the student will be required to meet with certain support offices on campus that will be stated in their readmission letter.

Readmission after a personal withdrawal or planned leave of absence

The student will need to complete the Readmission form and provide the supporting documentation 30 days prior to the start of the semester in which they want to return. Additional information may be requested and other steps to readmission may take some time. If a student submits their material past the 30 days before the upcoming semester, this may affect our ability to readmit the student.

Additional information about readmission can be found on page 75 of this Handbook.

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

For information related to the off-campus policies and procedures please refer to:

https://www.stlawu.edu/offices/ciis/campus-study-policies-procedures

Readmission – from all categories

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 semester in which they want to return. Additional information may be requested and other steps to readmission may take some time. If a student submits their material past the 30 days before the upcoming semester, this may affect our ability to readmit the student. 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 and that there is reasonable assurance that the student can successfully resume their career at St. Lawrence. In addition, the letter should provide recommendations for support and care during their time back on campus.

Students who are **academically suspended** must submit their readmission application to the executive director of academic advising, retention and student success (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 executive director of academic advising, retention and student success 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 27, https://www.stlawu.edu/documents/course-catalog-2025-26.

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 executive director of academic advising, retention and student success 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 executive director in for information (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: (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 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 themself 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 (NCBS) 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. . NCSB does not cash checks for students unless they have a bank account with NCBS
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 visiting the Business Office in Vilas Hall. To prepare for the visit, students can access the form here: https://stlawu.sharepoint.com/sites/BusinessOffice/SitePages/Forms.aspx. Students will need to bring a valid ID and proof of bank account information. For questions or more information, please reach out to the business office: https://www.stlawu.edu/offices/business-office.

Bus Options & Transportation Service (during academic year only)

Shuttle Service Available During Academic Year Only

https://www.stlawu.edu/offices/safety-and-security/transportation-service

For St. Lawrence students who need connections to the airports/bus and train stations in Massena, Ogdensburg, 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.**

Please check updated times for the Shuttle Schedule before making travel arrangements – Monday – Thursday- no pickups scheduled after 6:00 p.m.

- 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

https://www.stlawu.edu/offices/safety-and-security/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. 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.
2. On-campus deposits to the CWA may be made at the Student Financial Services office (3rd 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.

- Vending machine purchases are limited to a maximum of $20 per day.
- Any balance remaining at the end of a semester will be automatically rolled over to the next semester.
- Money remaining in the CWA is refunded only upon graduation, separation or withdrawal from the University. The University has the right to use funds remaining on the Community-Wide Account to clear a balance due, e.g., an outstanding student account, before providing a refund.

Dining Services/Meal Plans

All St. Lawrence University students are required to live and eat on campus each semester. 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 two weeks prior to the start of the semester by emailing Bailey Green at bgreen@stlawu.edu or calling 315 229-5995. Web Application.

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 at https://dining.stlawu.edu/ 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 https://dining.stlawu.edu/ 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 fraternity and sorority 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.

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 for 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 backpacks, parcels or packages brought into or taken out of the dining areas.
- All dining facilities accept cash and credit card payment for guests.

Requests 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 students' 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 managed through student financial services. This policy runs from August 1, 2026, through July 31, 2027 and the cost is $2,406 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 15, 2026, 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 2026-2027 academic year is as follows:

- Fall Semester - $330
- Spring Semester - $330

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 15, 2026. 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 https://www.stlawu.edu/offices/information-technology

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

Student Mail Center (SMC)

The Student Mail Center (SMC) is located on the first floor of the Sullivan Student Center. The SMC manages the distribution of mail and parcels for St. Lawrence University students. Dated postage can be purchased at SMC using the Campus Wide Account (CWA). The SMC accepts prepaid outbound packages via UPS, FedEx, and USPS. Additionally, UPS and FedEx drop boxes are available on the ground floor of Vilas Hall near room G5, and at The Brewer Bookstore. For information on receiving mail and packages please refer to the Student Mail Center website, https://www.stlawu.edu/offices/office-services/student-mail-center.

Change of Address

Notify the **Registrar's Office immediately** if your home address or phone number changes. Updates can be submitted using the Address/Phone Update form or by calling **315-229-5267**.

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 anyone 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, 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; s**ent 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 http://www.stlawu.edu/security/index.phpcrime-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 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 fifty-six 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. Do not 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. Do not put your name and address on your key ring.
e. Do not 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, do not 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. Do not 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.