SYRACUSE UNIVERSITY
Summer College 2015

Policies and Procedures

NOTE: The Summer College Program Policies of this document constitutes the program-specific policies for Summer College that require your attention. Please read the document carefully and **sign and return the signature page only.**

Students at Syracuse University, including participants in Summer College programs, are required to comply with the University policies including the Code of Student Conduct. Residential Students are also required to comply with the Office of Residence Life Departmental Standards. Failure to do so will result in disciplinary action by the Residence Director or his or her designee and/or the Summer College supervisory team.

Code of Student Conduct

Students at Syracuse University are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community.

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

1. Physical harm or threat of physical harm to any person or persons, including but not limited to: assault, sexual abuse, or other forms of physical abuse
2. Harassment—whether physical, verbal or electronic, oral, written or video—which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as "fighting words," and likely to cause an immediate breach of the peace.
3. Conduct— whether physical, verbal or electronic, oral, written or video— which threatens the mental health, physical health, or safety of any person or persons including, but not limited to hazing, drug or alcohol abuse, bullying and other forms of destructive behavior.
4. Academic dishonesty, including but not limited to plagiarism and cheating, and other forms of academic misconduct, for example, misuse of academic resources or facilities, misuse of computer software, data, equipment or networks. **Cases involving academic dishonesty are handled by the Office of Academic Integrity.
5. Intentional disruption or obstruction of lawful activities of the University or its members including their exercise of the right to assemble and to peaceful protest.
6. Theft of or damage to personal or University property or services or illegal possession or use of the same.
7. Forgery, alteration, fabrication, possession or misuse of identification cards, records, grades, diplomas, University documents, or misrepresentation of any kind to a University office or official.
8. Unauthorized entry, use, or occupation of University facilities that are locked, closed or otherwise restricted as to use.
9. Disorderly conduct including, but not limited to, public intoxication, lewd, indecent or obscene behavior, libel, slander or illegal gambling.
10. Illegal manufacture, purchase, sale, use, possession or distribution of alcohol, drugs or controlled substances, or any other violation of the Syracuse University Policy on Alcohol, Other Drugs, and Tobacco.
11. Failure to comply with the lawful directives of University officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.
12. Unauthorized possession or use of any weapon, including: firearms, BB-guns, air rifles, explosive devices, fireworks, or any other dangerous, illegal, or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material.

13. Interference with or misuse of fire alarms, blue lights, elevators or other safety and security equipment or programs.
14. Violation of any federal, state, or local law which has a negative impact on the well-being of Syracuse University or its individual members.
15. Violation of University policies, rules or regulations that are published in the Student Handbook, or other official University publications or agreements.

Culpability is not diminished for acts in violation of this code that are committed in ignorance of the code or under the influence of alcohol, illegal drugs, or improper use of controlled substances.

(http://studentconduct.syr.edu/policies/code.html)

NOTE: Summer College has a zero-tolerance policy related to student involvement in alcohol, drugs, and other illegal behavior. Summer College participants found responsible for violating the Code of Student Conduct due to alcohol and/or drug possession or other illegal behavior will be dismissed from the program and prohibited from any presence on Syracuse University owned, operated, or controlled property. Refer to the Summer College Program Policies section of this document for details.

Summer College Residence Life Policies

The Office of Residence Life requires Syracuse University students and participants in the Summer College programs residing in University housing to comply with the University's Code of Student Conduct and the Departmental Standards of the Office of Residence Life. Violations of these standards will be resolved by the Office of Residence Life through the departmental standards accountability process.

For a complete description of the departmental standards and the accountability process please go to: http://orl.syr.edu/current-students/residential-policies.html

In addition to the standards described on the website, Summer College participants are required to comply with the following additional residential standards specifically enacted for the Summer College program:

Noise Level and Quiet Hours

A. Courtesy Hours

- Residents and their guests are expected to observe courtesy hours at all times by acting in a manner that is conducive to studying and sleeping. Courtesy hours are in effect 24 hours a day. Members and guests may be asked at any time to limit the amount of noise they are creating, and those who continue to violate courtesy hours will be documented.

B. Quiet Hours

- From curfew check-in at 9:00 pm until 8:00 am every morning, there is to be minimal noise in any area of the residence hall, including but not limited to student rooms, hallways, lounges, kitchens, elevators, stairwells, and entryways.

Curfew

Summer College: Sunday – Thursday: 11:00 pm / Friday & Saturday: 12:00 midnight
Participants are required to observe the program curfew hours and must remain in the building until 6:00 am. Participants may not leave the residence hall after curfew except in emergency situations and with the approval of an Office of Residence Life Staff member on duty.

Participants are required to check-in for curfew at the designated check-in location, in person, with an Office of Residence Life staff member. Students can begin checking in at 9pm each night but MUST check-in, at the latest, by the times listed above. Once a student checks in, they must remain in the building until 6am the following morning.

If a resident is not present for nightly check-in, staff from the Office of Residence Life will attempt to locate the resident within the hall, which could include keying into the resident's room, if necessary. If a resident cannot be located within the hall, action will be taken to locate the resident outside of the hall, which could include contacting SU Department of Public Safety and/or the student's guardians.

Students are not allowed out of the building after curfew check-in. Any student found outside of the building after the curfew check-in time will be subject to disciplinary action.

Non-Curfew Times: Summer College students are not under 24 hour supervision and a participant has the opportunity to leave campus of his/her own accord if he/she so chooses during daytime hours. Please refer to policy #6 under 'Summer College Program Policies.'

Guest Policy

Summer College participants are allowed visitors in the residence hall from 8:00 am to 9:00 pm. Participants must accompany their guests at all times while in the residence hall and are responsible for their guests' behavior. Participants should ensure that they and their guests are respectful of other residents in the hall at all times. Participants who violate guest policies risk losing the privilege to host guests and are subject to disciplinary action. Specific policies are:

1. **No Overnight** guests are allowed. No exceptions.
2. All guests must show a valid picture ID to the Resident Security Aide (RSA) on duty.
3. It is the responsibility of the participant host to ensure that all guests sign in and out with the RSA on duty. Failure to sign a guest in or out may result in the loss of guest privileges and other residential sanctions.
4. Guests not behaving appropriately will be asked to leave, and their participant host will be held responsible for the misconduct of the guest.

Property Damage and Vandalism

Care of Premises. The housing unit must be maintained in a clean and orderly condition. No partitions or other alterations or additions shall be made to the housing unit unless the prior written consent of the University is obtained. This shall include, but not be limited to any safety concern, such as the addition or changing of any locks; the removal of window screens; altering or tampering with window safety features; altering or tampering with heating or lighting fixtures; painting on any surface; installation of any television or radio antenna; the addition of electrical, cable television, or telephone wiring; misuse of University furnishings; and all other such changes and additions. Nails, screws, and adhesives, which may cause damage, shall not be inserted into or used on the structure of the housing unit for any reason.

Summer College Program Policies

NOTE: **The following are specific Summer College program policies not to be confused with those of the Office of Student Rights and Responsibilities and the Office of Residence Life.**

The following rules and regulations apply to all Summer College participants, regardless of age or residency status. Failure to comply with any of the following will lead to disciplinary action, up to and including dismissal from the program. Students who are dismissed from Summer College are not entitled to any potential academic credits nor are they (or their parents, guardians or other sponsors or supporters) entitled to refunds of any kind.

ALL SUMMER COLLEGE STUDENTS (residents and commuters) must:

1. Attend all scheduled classes. Recurring tardiness or absenteeism may lead to dismissal from the program and residence hall as well as the revocation of scholarship awards (if applicable).
2. Attend only the classes to which they have been assigned.
3. Carry their SU Identification Cards (SU I.D.) at all times and present SU I.D. upon request by University personnel.
4. Email both their instructor (at his/her email address) and the Summer College supervisory team at sumcoll@syr.edu if they will be absent from class for any reason. The email must be sent prior to missing class.
5. Conduct themselves respectfully and courteously at all times, on and off campus. Students are self-governing outside of class and prior to curfew. This includes evening hours and weekends. (Many activities are planned and participation is voluntary.)
6. Sign in/out at the residence hall when leaving campus and the immediate vicinity. Residential students who wish to leave campus (outside of class time and prior to curfew) are required to sign out at the residence hall main desk and provide information related to destination, number in group, contact cell phone number, estimated time of return, etc. Students who wish to leave the Syracuse area (for an extended period of time, but NOT overnight) must also fill out the appropriate additional form.
7. Respect the Overnight Leave policy:
   a) Residential students requesting to leave for a night or a weekend to go home or to stay with relatives or family friends must use the appropriate 'Overnight Leave Form' and have the written and/or verbal consent of their parent(s) or legal guardian(s).
   b) This consent must be received by the Residence Director or his/her designee (via regular mail, fax, or email) at least 48 hours in advance. Students must receive confirmation of approval to leave campus prior to their departure.
8. Pay for any medical costs they incur, including visits to Syracuse University Health Services.
9. Be responsible for their medication. Syracuse University will not provide any medication or over-the-counter drugs. Students must bring or purchase their medications.
10. Observe and comply with all smoking regulations. To help ensure a healthy, productive, respectful environment in which to work, learn and live, Syracuse University is pleased to provide a smoke-free and tobacco-free campus, effective July 1, 2015. Smoking and the use of all tobacco and tobacco-related products (including e-cigarettes and chewing tobacco) is prohibited on University property including buildings, sidewalks, and parking areas.
11. Respect Summer College vehicle policies:
    a) No student may ride in/on a privately owned motor vehicle driven by anyone other than a family member without written parental permission.
    b) Residential students are not permitted to operate motor vehicles during the program.
    c) Residential students are not permitted to keep motor vehicles on campus.
12. Observe and comply with the SU Code of Student Conduct and all residence hall rules.

SU Summer College Zero-Tolerance Alcohol, Drugs & Illegal Behavior Policy

1. Violations related to alcohol, drugs, and other illegal behaviors are strictly enforced. Students who violate a policy related to alcohol, drugs and other illegal behaviors should expect, at the least, immediate dismissal from the Summer College program and Syracuse University owned and operated property. SU Department of Public Safety (DPS) is contacted in all cases where illegal behavior is suspected. DPS works with the city of Syracuse Police Department as needed.
2. The following are violations of the zero-tolerance policy and are applicable on and off campus:
   a) Possession or consumption of alcohol, illegal drugs, or the illicit use of legal drugs.
   b) Consumption of alcohol at a restaurant or private venue.
   c) Presence in a bar or bar areas of restaurants.
   d) Attendance at an event, venue, or private home where alcohol or drugs are being consumed.
   e) Purchase, use, or possession of illegal drugs, or possession of drug paraphernalia (including, but not limited to, all items used for the purpose of preparing, injecting, ingesting, inhaling or otherwise using illegal drugs, or in the illicit use of legal drugs).
   f) Unauthorized possession, use, or distribution of illegal drugs and prescription drugs.
   g) In the presence of others who are in possession of drug paraphernalia, who are using illegal drugs or in the illicit use of legal drugs.
   h) Theft, vandalism, assault and other violent crimes, carrying or possessing a weapon, and any other misdemeanor or felony behavior.

> *NOTE:* Students are in violation of the policies related to alcohol and drugs for their "attendance" or "presence" even if they do not consume alcohol or drugs (specifically, letters c, d, and g above).

3. The following consequences can be expected when a zero-tolerance policy is violated:
   a) Immediate dismissal from the program.
   b) Student must vacate the residence hall and SU owned, operated, or controlled property within 24 hours of adjudication.
   c) Student is subject to university judicial procedures governing non-degree students which may become part of a permanent record at the University.
   d) Student will forfeit all potential academic credits.
   e) No refunds will be made, regardless of the date of dismissal.
   f) If a parent/guardian is not willing or able to remove the student from SU owned, operated, or controlled property within 24 hours of the adjudication, the Director of Summer College, or his/her designee, reserves the right to secure public or private transportation for the student at the expense of the parent/guardian.
4. The Director of Summer College, or his/her designee, may be required to extend the 24 hour time period in the event transportation cannot be secured within this timeframe. This extension applies to international travel and other circumstances at the discretion of the Director of Summer College, or his/her designee.
5. All Syracuse University and Summer College policies are in effect from the date of arrival through the date of departure, and any time before or after, when the student is on Syracuse University owned, operated, or controlled property.

Adjudication Process

1. Students in violation of the Code of Student Conduct, Residential Policies and/or any Summer College Policies, are adjudicated by a member of the Office of Residence Life and/or a member of the Summer College supervisory team, which consists of the Director of Summer College, the Assistant Director of Summer College, the Director of Summer at Syracuse, and the Dean of University College or his/her designee
2. Depending on the severity of the violation, students should expect one or more of the following, ultimately leading to dismissal from the program:
   a) Warning letter
   b) Meeting with a member of the Office of Residence Life
   c) Curfew restriction, potentially with floor or room restriction
   d) Educational sanctioning (project, presentation, service, etc.)
   e) Activity or trip restriction
   f) Meeting with a member of the Summer College supervisory team
   g) Suspension or probation from the program
   h) Dismissal from the program
3. The Office of Residence Life or the Summer College office may, at any time, contact the student's parents/guardians to notify them of the violation(s).
4. Violations of the SU Summer College Zero-Tolerance Alcohol, Drugs, & Illegal Behavior Policy are adjudicated by the Summer College supervisory team.
5. Students in violation of a Code of Student Conduct are adjudicated by the Office of Residence Life and the Summer College supervisory team.
6. The adjudication process for violations related to the SU Summer College Zero-Tolerance Alcohol, Drugs, and Illegal Behavior Policy will occur within 24 hours of notification of the violation(s). Students will be assigned to report for adjudication at a time and location designated by the Summer College supervisory team.
7. In a case where a serious violation occurs, or where a student endangers the well-being of him/herself and/or others, the Summer College supervisory team may dismiss the student immediately and without prior sanctions. This includes serious infractions that occur during the final days of the student's program. In cases of serious violations that lead to dismissal, the assistance of Syracuse University Department of Public Safety may be requested.
8. Multiple violations of a less serious nature will be adjudicated by the Summer College supervisory team and may result in dismissal from Summer College and Syracuse University owned, operated, and controlled property.

Appeals

1. Students have the right to appeal an adjudication decision within 24 hours of the adjudication process.
2. The appeal must be filed in writing by the student to the Dean of University College or his/her designee.
3. Appeals are considered in the event new evidence is discovered or if the adjudicating body has made an error.

Syracuse University reserves the right to modify its judicial procedures and appeals processes with written notice to the complainant and the accused student when classes are not in session, during the summer session, when safety and security issues so demand, when special expertise is needed to ensure fairness, or in other circumstances where, in the University's sole discretion, the procedures described herein are deemed insufficient to meet the objectives of educating and protecting members of the University community. Modified procedures, nonetheless, will provide students with required elements of fundamental fairness.