

# A Welcome from the President

Dear Student:

I am pleased to welcome you to Binghamton University for the coming academic year. You are part of a talented student body that is known far beyond the campus for its academic excellence, energy and creativity. I am very proud of you and your many achievements.

This *Student Handbook* is intended to acquaint new students and remind returning students about all that the University has to offer. In these pages, you will see descriptions of the many services and activities available to students. We have also included our *Rules of Student Conduct* for your information. And, in accordance with federal law, you will find a listing of the past year's crime statistics for campus.

I hope that I will have an opportunity to talk with you sometime during the year. During the semester I schedule open hours in my office, where you don't need an appointment to drop in and tell me what's on your mind. I also visit the residential areas and attend student events, so I have opportunities to hear about your experiences at Binghamton.

Again, welcome to Binghamton, and I hope you have a great year.

Sincerely,

A handwritten signature in black ink, appearing to read "Lois B. DeFleur". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Lois B. DeFleur  
President



## BECOMING A MORE INCLUSIVE UNIVERSITY COMMUNITY

Binghamton University's strength lies in its people. We are proud that our students, faculty, staff and administrators represent a great variety of cultures, backgrounds and ideas. Our members contribute to the creation of an open, supportive campus environment with high levels of intellectual and creative energy. Building on our strengths, Binghamton aspires to become more than a multicultural institution; it strives to be a genuine inclusive community, one where those with differing backgrounds and allegiances feel themselves to be valued and learn from one another, and one where civility, respect and reasoned debate prevail.

**BINGHAMTON**  
**UNIVERSITY**  
STATE UNIVERSITY OF NEW YORK

## CAMPUS CLIMATE

To realize its goals, Binghamton University dedicates itself to creating a campus environment in which all its members — irrespective of racial, ethnic or religious heritage; class; gender; sexual orientation; or disability status — participate in and contribute fully to the life of the University.

Binghamton also strives to achieve a climate that fosters respect for the differences among and within the University's cultural groups, and that encourages cultural groups and organizations to offer activities and events that may be shared by the University community to everyone's advantage.

## INDIVIDUAL AND GROUP RESPONSIBILITY

As a community, Binghamton University students, faculty, staff and administrators share responsibility, individually and collectively, for achieving the goals of inclusiveness. In our multiple roles, each of us is responsible for encouraging comfort and openness among all members of the University, and wherever possible, ensuring that events of all types (academic, social, cultural, athletic, etc.) are designed to attract and include all people, whatever their race, class, religion, gender, disability status, ethnic background or sexual orientation.

## ACADEMIC FREEDOM

Throughout its history, Binghamton has maintained a tradition of open communication and freedom of expression. It recognizes that the university is a traditional sphere of free expression fundamental to the functioning of our society. The Binghamton President's Commission on Free Speech and Academic Freedom (1992) affirms the academic freedom of students as well as professors: "Students have freedom to exercise their intellectual curiosity, to draw conclusions for themselves and to express their own opinions, no matter how controversial, [and] without fear [of reprisal]." If you feel your academic freedom has been violated, please see "Rules Governing Academic Life — Academic Grievance Procedures" in the *Student Handbook*.

To promote this fundamental goal Binghamton reaffirms its identity as:

- a public institution that serves all the people;
- an open community where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed; and

- a haven where the University, by its policies and procedures and the civic spirit of its citizens, ensures that academic and co-curricular activities take place in an environment of civility and tolerance.

## REALIZING OUR GOALS

Binghamton University holds that the goals of an inclusive community must be pursued through specific policies as well as statements of principle. Toward this end, Binghamton commits itself to:

- providing forums where all voices, irrespective of political ideology or philosophical commitment, may be heard;
- continuing to build on its long-standing commitment to recruit a diverse student body, faculty, administration and staff;
- increasing the number of faculty and staff from under-represented groups, including women, with particular attention to offices and departments lacking such representation;
- enrolling a growing number of undergraduate and graduate students from groups that have been historically under-represented;
- increasing the number of international students on the Binghamton campus in order to enrich the education of all our students;
- enhancing programming activities and library and museum collections to reflect intellectual and creative contributions of all racial, ethnic and cultural groups and countries;
- regularly evaluating policies to eliminate disparate impact on groups and individuals.

## UNIVERSITY DIVERSITY ADVISORY COUNCIL

The President has charged the University Diversity Advisory Council with the review of university-related multicultural issues and concerns that are brought to its attention. The Affirmative Action Office and the Multicultural Resource Center are the campus contacts for receiving all diversity matters. They may be contacted at:

Valerie J. Hampton, Director  
Office of Affirmative Action  
Library South G-667  
607-777-4775  
vhampton@binghamton.edu

Linda Morales, Director  
Multicultural Resource Center  
University Union West 207  
607-777-4472  
lmorales@binghamton.edu

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# Important Telephone Numbers

## On Campus

Ambulance (Harpur's Ferry).....	7-3333
High Hopes .....	7-DRUG or 7-HELP
New York State University	
Police (non-emergency).....	7-2393
Safety Office.....	7-2211

## Off Campus

Ambulance, Fire or Police (emergency).....	911
Ambulance (Harpur's Ferry) .....	777-3333
Poison Control Center .....	723-8929
New York State	
University Police.....	777-2393
Vestal Police.....	754-2111

# Help Directory

**CAMPUS MAP . . . online at <http://parking.binghamton.edu>**

## ABBREVIATIONS FOR HELP DIRECTORY

AA = Academic Complex, Bldg. A	DSON= Decker School of Nursing	PSPC = Public Service Programs Center
AB = Academic Complex, Bldg. B	EC = Events Center	SOE = School of Education
AD = Administration Building	EG = East Gym	SOM = School of Management
BN = Bingham Hall	ENGB = Engineering Building	SW = Student Services Wing
CC = Computer Center	FA = Fine Arts Building	UU = University Union
CH = Champlain Hall	HC = Harpur College	UUW = University Union West
CCPA = College of Community and Public Affairs	IN = Health Service	WG = West Gym
CDC = Career Development Center	LH = Lecture Hall	
CIW = College-in-the-Woods	LN = Library North	
DC = Downtown Center	LS = Library South	
	LT = Library Tower	
	OC = O'Connor Hall	
	OCC = Off Campus College	

IF YOUR CONCERN IS . . .	SEE . . .	PHONE (77) 7-0000	LOCATION
<b>ACADEMIC</b>			
Absence from Class (approved/extended)	Harpur College Academic Advising SOM Advising <i>(dean's offices for other schools)</i>	7-6305 7-2316	SW-110 AA-140
Leave of Absence	Harpur College Academic Advising CCPA Advising SOM Advising <i>(dean's offices for other schools)</i>	7-6305 7-2841 7-2316	SW-110 DC-407 AA-140
Academic Advising	University Counseling Center Harpur College Academic Advising CCPA Advising SOM Advising DSON Advising Watson School Advising Office	7-2772 7-6305 7-2841 7-2316 7-4954 7-6203	LN-1202 SW-110 DC-407 AA-142 AB-114 LSG-552
Academic Semester Calendar	Registrar	7-6088	SW-119
Admissions (Graduate)	Graduate School	7-2284	AD-127
Admissions (Undergraduate)	Undergraduate Admissions	7-2171	AA
Advanced Placement Credit	Undergraduate Admissions	7-2171	AA
Auditing Courses	Adviser or Registrar		
Career Information	Career Development Center	7-2400	LS-G500
Change of Address (local/permanent)	Registrar	7-6088	SW-119
Computer Information	Computing Center	7-6420	CC-212
Continuing Education	Public Service Programs Center	7-2793	PSPC
Course Schedules	Registrar	7-6088	SW-119

IF YOUR CONCERN IS . . .	SEE . . .	PHONE	LOCATION
<b>Disability-Related Needs</b>	Services for Students with Disabilities	7-2686	LH-B51
<b>Discovery</b>	Discovery Program	7-5985	CIW Library
	Tutorial Services	7-9235	CIW Library
<b>Discovery Centers</b>	College-in-the-Woods	7-9235	CIW Library
	Dickinson Community	7-3781	OC 17
	Hillside Community	7-4455	Hillside Commons
	Hinman College	7-3786	Hinman Library
	Mountainview College	7-3317	Appalachian Collegiate Center G05
	Newing College	7-3861	BN-123
	Susquehanna Community	7-5158	Choconut 101E
<b>Dropping Courses</b>	Instructor, Adviser or Registrar		
<b>EOP</b>	Educational Opportunity Program	7-2791	SW-233
<b>Extension of Incompletes</b>	Professor or Academic Advising for HC	7-6305	SW-110
	SOM Advising <i>(dean's offices for other schools)</i>	7-2316	AA-140
	CCPA Advising	7-2841	DC-407
	University Counseling Center	7-2772	LN-1202
<b>Fellowship/Grant Information</b>	Harpur College Academic Advising	7-6305	SW-110
	CCPA Advising	7-2841	DC-407
	SOM Advising <i>(dean's offices for other schools)</i>	7-2316	AA-140
<b>Financial Aid</b>	Financial Aid Services	7-2428	SW-109
<b>Grades (change/question)</b>	Professor/Registrar	7-6088	SW-119
<b>Info on Grad School</b>	Career Development Center	7-2400	LS-G500
<b>ID Cards</b>	ID Office	7-6871	SW-123
<b>International Programs</b>	Office of International Programs Study Abroad	7-2336	N. A. Rockefeller Center G1
<b>International Student Issues</b>	International Student and Scholar Services	7-2510	N. A. Rockefeller Center G1
<b>Internships</b>	Department Faculty		
	Career Development Center	7-2400	LS-G500
<b>Intra-University Transfer</b>	Undergraduate Admissions	7-2171	AAB51
<b>Learning Disabilities</b>	Services for Students with Disabilities	7-2686	LH-B51
<b>Libraries</b>	Bartle Library Circulation	7-2194	
	Bartle Library Reference	7-2345	
	Science Library Circulation	7-2166	
	Science Library Reference	7-2163	
	Interlibrary Loan	7-4985	
	Library Hours	7-2800	
	Reserve Room	7-3940	
<b>National Student Exchange Program</b>	Discovery Program	7-4814	CIW Library
<b>Ombudsperson</b>	Student Association	7-6503	UU-221
<b>Readmission</b>	Undergraduate Admissions	7-2171	AA
<b>Refunds</b>	Student Accounts Office	7-2702	SW-117
<b>Registrar</b>	University Registrar's Office	7-6088	SW-119
<b>Scholarships</b>			
<b>Fulbright</b>	History Department	7-2625	LT-710
<b>Others</b>	English Department	7-4207	LN-G40
	Harpur College Academic Advising	7-6305	SW-110
	CCPA Advising	7-2841	DC-407
	SOM Advising <i>(dean's offices for other schools)</i>	7-2316	AA-140

IF YOUR CONCERN IS . . .	SEE . . .	PHONE	LOCATION
<b>Student Accounts</b>	Student Accounts Office	7-2702	SW-117
<b>Student Affairs</b>	Vice President for Student Affairs	7-4788	AD-420
<b>Student Course and Teacher Evaluation (SCATE)</b>	Student Association	7-6503	UU-221
<b>Summer Courses</b>	Summer Session Office	7-2793	PSPC
<b>Textbooks/Supplies</b>	University Bookstore	7-2745	UUW
<b>Transcripts</b>	Registrar	7-6088	SW-119
<b>Transfer Credits</b>	Academic Advising	7-6305	SW-110
	SOM Advising	7-2316	AA-140
	Watson Student Services	7-6203	EB-K10
	CCPA Advising	7-2841	DC-407
<b>Veterans' Benefits</b>	Veterans Services	7-2024	CH-G17
<b>Withdrawal from University</b>	Harpur College Academic Advising	7-6305	SW-110
	SOM Advising	7-2316	AA-140
	Watson Student Services	7-6203	EB-K10
	CCPA Advising	7-2841	DC-407
	University Counseling Center	7-2772	LN-1202
	Writing Center	7-6725	LN-1209
<b>Writing Skills</b>			
<b>ACTIVITIES</b>			
<b>Activities/Organizations</b>	Campus Life	7-2811	UU-145
	Student Association	7-6503	UU-221
<b>Anderson Center</b>	Anderson Center Box Office	7-2787	AC
<b>Athletics</b>	Physical Education	7-4255	WG
<b>Fitness Center</b>	Campus Recreational Services	7-2919	EG
<b>Fraternities and Sororities</b>	Off Campus College	7-2767	UUW-204
<b>Information</b>	Student Manager's Desk	7-2877	UU Tillman Lobby
	Student Manager's Desk	7-5877	UUW 2nd Floor Lobby
<b>Intramurals/Club Sport</b>	Campus Recreational Services	7-4259	EG
<b>Multicultural Resource Center</b>		7-4472	UUW-207
<b>OCC Council</b>	Off Campus College	7-2050	UUW-209
<b>Office of Alumni and Parent Relations</b>		7-2431	AD-217
<b>Recreation</b>	Campus Recreational Services	7-2113	EG
<b>Room Reservations for Student Programs</b>	University Union Office	7-2813	UUW-205
<b>Outdoor Pursuits</b>	Campus Recreational Services	7-6414	EG
<b>Scheduled Events</b>	B-Line		b-line.binghamton.edu
<b>Student Government</b>	Student Association	7-6503	UU-221
<b>University Union</b>	University Union Office	7-3300	UUW-205
<b>COUNSELING</b>			
<b>Alcohol and Other Drugs</b>	Health Service	7-4198	IN-106
<b>Career Counseling</b>	Career Development Center	7-2400	LS-G500
<b>Disability-Related Concerns</b>	Services for Students with Disabilities	7-2686	LH-B51
<b>Domestic Violence</b>	Crime Victims' Assistance Center (24-hr. crisis line)	722-4256	377 Robinson St.
	Office number (non-emergency)	723-3200	
	SOS Shelter	754-4340	
	University Counseling Center	7-2772	LN-1202
<b>EOP</b>	Educational Opportunity Center	7-2361	SW-233
<b>Gay/Lesbian/Bisexual Support</b>	Rainbow Pride Union	7-2202	UUW-302
	University Counseling Center	7-2772	LN-1202
<b>Genetic Counseling</b>	Planned Parenthood	723-8306	168 Water St.

IF YOUR CONCERN IS . . .	SEE . . .	PHONE	LOCATION
<b>Health Topics</b>	Health Educator	7-2254	IN
	Health Service	7-2221	IN
	High Hopes	7-DRUG	
		7-HELP	
<b>Human Rights</b>	NYS Division of Human Rights	773-7713	State Office Bldg.
<b>Legal Advice</b>	Broome Lawyer Reference Service	723-6331	Bache Bldg.
	Legal Clinic (OCC)	7-2767	UUW-204
<b>Mediation</b>	ACCORD	724-5153	834 Front St.
<b>Mental Health Crisis</b>	General Hospital Emergency	771-2302	43 Mitchell Ave.
<b>Ombudsman</b>	University Ombudsman	7-2388	AD-138
<b>Personal Counseling</b>	University Counseling Center	7-2772	LN-1202
<b>Rape Counseling</b>	Crime Victims' Assistance Center (24-hr. crisis line)	722-4256	377 Robinson St.
	Office number (non-emergency)	723-3200	
	University Counseling Center	7-2772	LN-1202
	University Health Service	7-2221	IN
	Crisis Line	722-4256	
<b>Religious</b>	(see "Religious")		
<b>Sexuality Counseling</b>	High Hopes	7-3784	
	University Counseling Center	7-2772	LN-1202
<b>EMPLOYMENT</b>			
<b>Affirmative Action</b>	Affirmative Action	7-4775	LS-G667
<b>International Students</b>	International Student and Scholar Services	7-2510	N. A. Rockefeller Center G1
	<b>Job Search Assistance</b>	Career Development Center	7-2400
<b>Paychecks</b>	Payroll Office	7-2122	AD-244
	Payroll Distribution Center	7-6284	UU-105
<b>Sexual Harassment</b>	Affirmative Action Office	7-2388	AD-138
	Crime Victims' Assistance Center (24-hr. crisis line)	722-4256	377 Robinson St.
	Office number (non-emergency)	723-3200	
	New York State University Police	7-2393	AD-G35
	University Counseling Center	7-2772	LN-1202
<b>Student Employment</b>	Financial Aid Services	7-2470	SW-109
<b>Summer Jobs/Internships</b>	Career Development Center	7-2400	LS-G500
	Financial Aid Services	7-2470	SW-109
<b>HEALTH</b>			
<b>AIDS Information</b>	NYS Health Dept. AIDS Hotline	800-541-2437	
	Southern Tier AIDS Program	Hotline 723-6520 Office 798-1706	122 Baldwin St.
	University Health Service	7-2221, 7-2254	IN
<b>Alcohol Issues/Counseling</b>	Alcohol and Other Drug (AOD) Program Coordinator	7-4198	IN
	Alcoholics Anonymous (AA)	off campus, 722-5983 on campus, 7-4198	IN
	Al-Anon	722-5983	
	Addictions Center of Broome County	723-7308	
	High Hopes (Student-Run Hotline)	7-3784	
	New Horizons	771-2255, 7-2172	42 Mitchell Ave.
	University Counseling Center	7-2772	LN-1202
	University Health Service	7-2221	IN
<b>Birth Control/Pregnancy</b>	Planned Parenthood	723-8306	168 Water St.
	University Health Service	7-2221	IN

IF YOUR CONCERN IS . . .	SEE . . .	PHONE	LOCATION
<b>Eating Disorders</b>	University Counseling Center	7-2772	LN-1202
	University Health Service	7-2221	IN
	Overeaters Anonymous	722-0421	Clinton St.
<b>Emergency</b>	Harpur's Ferry (ambulance)	7-3333	
<b>Emergency</b>	New York State University Police	911	
Non-Emergency	New York State University Police	7-2393	
<b>Fitness</b>	Campus Recreational Services	7-2919	EG
<b>Gambling</b>	Gamblers Anonymous	724-0832	
<b>Health Care</b>	University Health Service	7-2221	IN
<b>Health Education</b>	University Health Service	7-2254	IN
<b>Health Insurance</b>	University Health Service	7-2221	IN
	International Student and Scholar Services	7-2510	N. A. Rockefeller Center G-1
<b>Hospital Emergency Rooms</b>	Binghamton General Hospital	771-2231	43 Mitchell Ave.
	Lourdes Hospital	798-5231	Riverside Dr.
	Wilson Memorial Regional Medical Center	763-6611	Harrison St.
<b>Medications</b>	University Health Service	7-2221	IN
<b>Nutritional Information</b>	University Center Dining Services	7-2991	FA-187
	University Health Service	7-2221	IN
<b>Poisons</b>	Poison Control Center	723-8929	Mitchell Ave.
<b>Wellness Services</b>	Campus Recreational Services	7-2113	EG
<b>HOUSING</b>			
<b>Landlord Disputes</b>	Off Campus College	7-2767	UUW-204
<b>Off-Campus Housing Information</b>	Off Campus College	7-2767	UUW-204
	Residential Life	7-2321	TU-213
<b>On-Campus Housing Information</b>	College-in-the-Woods	7-2637	
	Dickinson Community	7-2826	
	Hillside Community	7-4455	
	Hinman College	7-4716	
	Mountainview College	7-7660	
	Newing College	7-2864	
	Susquehanna Community	7-2904	
<b>Room Changes</b>			
<b>OTHER</b>			
<b>Area Maps</b>	Off Campus College	7-2767	UUW-204
<b>Balloon and Flower Bouquets</b>	Munchies	7-6299	UUW-208G
<b>Bowling/Billiards/Video Games</b>	University Union	7-2720	UU Basement
<b>Cancellation of University Activities</b>	Binghamton Connection	7-3535	
	"BU Alert" Line	7-7700	
<b>Coffee House</b>	Commons Café	7-2467	FA Commons
<b>Computer Repair</b>	PC Circuits		UUW-208E
<b>Conference Scheduling</b>	Conference Office	7-6200	FA-205
<b>Crime Watch</b>	INFO Line	7-4636	
<b>Disability-Related Concerns</b>	Services for Students with Disabilities	7-2686	LH-B51
<b>Disciplinary Information</b>	Judicial Affairs Office	7-6210	CIW 3B
	Student Association Ombuds staff	7-2020	UU-221
	Broome County Court Office	778-2423	
<b>District Attorney</b>			
<b>Dry Cleaning</b>	Munchies	7-6299	UUW-208G
<b>Food Co-Op</b>		7-4258	UU-205-206
<b>Lost and Found</b>	Student Manager	7-2877	UU Tillman Lobby
	Student Manager	7-5877	UUW 2nd Floor Lobby

IF YOUR CONCERN IS . . .	SEE . . .	PHONE	LOCATION
<b>Lost and Found (<i>continued</i>)</b>	New York State University Police	7-2393	AD-G35
<b>Mail Service</b>	Campus Mail Service	7-2914	UU Basement
<b>Mini Grocery</b>	Munchies	7-6299	UUW-208G
<b>Moving Van</b>	Off Campus College	7-2767	UUW-204
<b>Multicultural/Diversity</b>	Office of Affirmative Action	7-4775	LSG-667
	Multicultural Resource Center	7-4472	MRC-207
<b>Notarization</b>	Notaries Public (see University Telephone Directory)		
<b>Parking Permits with Disability</b>	Parking Services	7-2279	AD-G8
<b>Photocopies/Printing/ Photocopying</b>	Services for Students with Disabilities	7-2686	LH-B51
	Copy Center	7-2409	LN-G9
	Library	7-2345	
	Off Campus College	7-2767	UUW-204
	SA Print Shop		UUW-208F
<b>Scholarships</b>	International Programs/Study Abroad	7-2336	N. A. Rockefeller Center G-1
<b>Videotape and DVD Rental</b>	Take One Video	7-6299	UUW-208G
<b>RELIGIOUS</b>			
<b>Brothers and Sisters in Christ (BASIC)</b>		729-3863	
<b>Campus Bible Fellowship</b>		625-3654	
<b>Hillel —The Jewish Student Union</b>		7-2926, 723-7355	UUW-301
<b>InterVarsity Christian Fellowship</b>		785-5941	
<b>Jewish Pastoral Service</b>	Chabad House	797-0015	
<b>Protestant Chaplain</b>	Broome County Council of Churches	724-9130	
<b>Religious Organization Advisers</b>	Chaplains' Offices	7-2262	UUW-314
<b>Roman Catholic Chaplain</b>	Newman House	798-7202	
<b>TRANSPORTATION</b>			
<b>Bus Charters</b>	ESCAPE	7-6178	UUW-320
<b>Bus Schedules</b>	Student Manager	7-2877	UU Tillman Lobby
	Student Manager	7-5877	UUW Lobby
<b>OCC Transport</b>	Off Campus College	7-2767	UU-218
<b>Ride Board</b>	University Union		UU Tillman Lobby
<b>Wheelchair Van Service</b>	Services for Students with Disabilities	7-2686	LH-B51
	OCC Transport	7-6989	UU-218
<b>Vendor Relations</b>			
<b>Banking</b>	University Bank	7-6400	UUW-209B
<b>Bookstore</b>	University Bookstore	7-2745	UUW
<b>BUC\$ (debit card)</b>	Meal Plan Office	7-6000	Susque- hanna Rm.
<b>Check Cashing</b>	University Bank	7-6400	UUW-209B
<b>Child Care</b>	Campus Pre-School and Early Childhood Center, Inc.	7-2695	Behind East Gym
<b>Food Service</b>	University Dining Services	7-6000	Susque- hanna Rm.
<b>Laundry Services</b>	University Laundry Services	7-6819	U U - B 4 9
<b>Laundry/Vending Trouble Reporting</b>	Vendor Relations	7-2883	McGuire Bldg. 103D
<b>Refrigerator Rental</b>	Vendor Relations	7-2883	McGuire Bldg. 103D
<b>Vending Services</b>	Vendor Relations	7-2883	McGuire Bldg. 103D

# 2008-09 University Calendar

## Subject to Revision

Binghamton University operates on a 12-month calendar with traditional fall and spring semesters and winter and summer sessions. Fall semester begins in August, winter session is held during the month of January, spring semester begins in January and summer session begins at the close of the spring semester.

### Fall Semester 2008

Aug. 21	Residence Halls open for new students at 9 a.m.
Aug. 22	Residence Halls open for returning students at 9 a.m.
Aug. 22-24	UG Pre-semester registration, fall 2008
Aug. 25	Classes begin
Sept. 1	Labor Day (no classes)
Sept. 5	Course add deadline*
Sept. 5	Course drop/delete deadline*
Sept. 8	Last day for seniors to submit an application for degree for spring 2009
Sept. 27-Oct. 1	No classes (Rosh Hashanah; residence halls remain open)
Oct. 2	Classes resume
Oct. 8	Classes recess 1 p.m.
Oct. 9-12	No classes (Yom Kippur; residence halls remain open)
Oct. 13	Classes resume
Oct. 24	Course withdraw (with a "W") deadline*
TBA	Registration and academic advising for spring 2009
Nov. 26	Classes recess 1 p.m. (Thanksgiving)
Nov. 26	Residence halls close 2 p.m.
Nov. 27-30	No Classes (Thanksgiving)
Nov. 30	Residence halls open 2 p.m.
Dec. 1	Classes resume
Dec. 12	Last day of classes
Dec. 13-14	Reading period
Dec. 15-19	Final examinations
Dec. 20	Residence halls close 11 a.m.

### Winter Session 2009

Jan. 5-23

### Spring Semester 2009

Jan. 22	Residence halls open at 9 a.m. for students
Jan. 23-25	Pre-semester registration, spring 2009
Jan. 26	Classes begin
Feb. 8	Last day for seniors to submit an application for degree form for fall 2009
Feb. 6	Course drop/delete deadline*
Feb. 6	Course add deadline*
Feb. 16	No classes (Washington's Birthday)
Mar. 27	Course withdraw (with a "W")/Change grade option deadline*
TBA	Registration and academic advising for fall 2009
Apr. 4	Residence halls close 9 a.m.
Apr. 4-13	Spring recess (Passover, Easter)
Apr. 13	Residence halls open 2 p.m.
Apr. 14	Classes resume
May 8	Last day of classes
May 9-10	Reading period
May 11-15	Final examinations. Residents must vacate residence hall 24 hours after last exam.
May 16	Graduate Commencement
May 17	Undergraduate Commencement

### Summer Session 2009

Term I: May 26-June 26

Term II: July 6-August 7

Term III: variable

*\*Courses meeting less than the full semester have proportionately adjusted deadlines.*

CALENDAR SUBJECT TO REVISION

Last revised 4/08

## Binghamton University: An Overview

Binghamton University is nationally recognized for its strong academic programs, distinguished faculty and talented students. Specialized research centers attract scholars from around the globe to Binghamton's modern campus.

One of four university centers within the State University of New York, Binghamton enrolls approximately 14,500 students in programs leading to bachelor's, master's and doctoral degrees. The University consists of Harpur College of Arts and Sciences, the College of Community and Public Affairs, the Decker School of Nursing, the School of Education, the School of Management, and the Thomas J. Watson School of Engineering and Applied Science. The Graduate School administers advanced-degree programs in the six component schools. Undergraduate and graduate students are taught by a single faculty.

Binghamton's faculty and students — representing a wide range of cultures, backgrounds and ideas — contribute to an open, dynamic and supportive campus environment. The University has excellent research library and computing services and a world-class performing arts center.

The Binghamton campus — spread over 887 acres on a wooded hillside above the Susquehanna River — features physical facilities that are well maintained, attractive and accessible to all students. A special campus feature is the Nature Preserve, a 190-acre forest and wetland area with a six-acre pond that adjoins the campus. The University's Events Center is a multipurpose facility featuring a 5,600-seat basketball arena, a 200-meter track and four tennis courts. Seating capacity nears 8,000 for Commencement, concerts and other activities.

In addition to the 156,000-square foot Events Center, Binghamton's extensive athletic facilities include two large gymnasiums with swimming pools; an indoor track; basketball, volleyball and racquetball courts; and the new Bearcats Sports Complex, where fans can cheer under the lights for our men's and women's soccer and lacrosse teams. FitSpace, a state-of-the-art fitness facility, is available to the entire campus community. Outdoor facilities include 26 tennis courts, a fitness trail, a 400-meter track and soccer field, and numerous playing fields.

The Binghamton area also offers many attractions, including several theaters, a professional opera company, a philharmonic orchestra, the Roberson Museum and the Kopernik Observatory. The Broome County Arena hosts popular rock, country and pop concerts and is the home of the Binghamton Senators hockey team. The Binghamton Mets play baseball in a stadium downtown. Within the city and its suburbs are several shopping malls, restaurants and other attractions.

## History

Binghamton University opened its doors as Triple Cities College in 1946. Originally located in Endicott, five miles west of the present campus, the fledgling school was a branch of Syracuse University. When the college was incorporated into the State University of New York four years later, it was renamed Harpur College in honor of Robert Harpur, a Colonial teacher, patriot and pioneer, who devoted his later years to settling the area around Binghamton.

Until 1953, Harpur College was one of only two public liberal arts colleges in the state. In 1961 the campus was moved across the Susquehanna River to Vestal. Growing enrollments and a reputation for excellence soon led to its

selection as one of four doctorate-granting university centers in the state system. In 1965 the campus was formally designated the State University of New York at Binghamton. Harpur College became the undergraduate and graduate liberal arts and sciences college of the University and the nucleus of an evolving group of graduate, research and professional programs, which now includes the College of Community and Public Affairs, the Decker School of Nursing, the School of Education, the School of Management and the Thomas J. Watson School of Engineering and Applied Science.

Over the years, as it has developed into a highly regarded research university, Binghamton has maintained the collegial qualities of a smaller school. Binghamton University remains true to the vision of its founders: to be a public university providing excellence in higher education for today and for the future.

## Getting Around Binghamton University

Binghamton is 50 miles from Ithaca, 72 miles from Syracuse, and about 200 miles from both New York and Philadelphia. The campus is easily reached from Route 17 to Route 201. U.S. Routes 81 and 88 intersect with Route 17 in Binghamton. The Binghamton Airport is served by several flights daily, and there is regular bus service from New York and Albany.

The University Information Booth located on Bartle Drive at the University's main entrance is staffed from 7:30 a.m. to 7:30 p.m., Mon. through Fri. Visitors are encouraged to stop at the booth to receive a campus map and other information and to purchase parking permits.

The campus is divided into east and west sections. Signage throughout the campus makes clear which direction you are going. Signs along the main circumferential drive list groups of buildings and highlight the nearest parking lot. Individual buildings are clearly identified with large green-and-white signs.

### Some Key Campus Numbers

Campus Switchboard.....	607-777-2000
Admissions (undergraduate) .....	607-777-2171
Admissions (graduate).....	607-777-2151
Campus Community Services .....	607-777-2883
University Communications and Marketing .....	607-777-2174
Daily Events.....	607-777-3535
Arts Line.....	607-777-ARTS (2787)
Library Hours .....	607-777-2800
Recreation Information .....	607-777-PLAY (7529)
BU Alert Line.....	607-777-7700
Zip Code .....	13902-6000

### Internet Address

[www.binghamton.edu](http://www.binghamton.edu)

## Parking

Visitors to campus Mon. through Fri. (including holidays) may purchase a visitor parking permit or park at the parking garage, Visitors Paid Lot or at a parking meter. Visitor parking permits for the surface lots are available for \$5 per day. Parking from 5 p.m. Fri. until midnight Sun. is free.

Parking permits may be purchased at the Information Booth at the main entrance to the University and also at the Parking Services Office, room G-8 of the Couper Administration Building, from 9 a.m. to 4 p.m., Mon. through Fri., or at the New York State University Police, room G-35 of the Couper Administration Building, 24 hours daily.

Hourly parking is available at the Visitors Paid Lot across from Bartle Library and in the parking garage behind the Couper Administration Building. Rates are \$1 per hour with a maximum rate of \$5 per day.

Parking meters are located at the Administration Circle, Anderson Center, Clearview Hall, East Gym, Library Tower, McGuire Building, tennis courts, TRIO Office and West Gym. Meters are enforced from 8 a.m. to 5 p.m., Mon.-Fri. Between 5 p.m. and 8 a.m., Mon.-Fri., University parking permits are required at meters. Meters located in the East Gym, West Gym, Library Tower and tennis courts parking lots have extended hours of operation. These hours vary with the lot in which the meters are located.

All students are required to register their vehicles with the Parking Services Office and purchase a parking permit at the time of academic registration or within 48 hours of acquiring the vehicle.

Freshmen (fewer than 24 academic credits completed at Binghamton University) residing in University residence halls are not permitted to register or park a vehicle on campus. This includes no parking in the parking garage, Visitors Paid Lot or at parking meters. Freshmen who reside off campus may register a vehicle on campus and purchase a parking permit.

Resident freshmen who park a car on campus without permission from the Parking Services Office and upperclassmen who purchase a parking permit for a resident freshman (or attempt to do so) will be fined and/or face campus judicial action.

(To view campus map, see online reference page 8.)

## Office and Services

### Harpur College of Arts and Sciences

Student Services Wing 110 7-6305

Professional advisers, secretarial staff and specially trained peer advisers aid students in making degree planning decisions. Services include general advising and specialized advising for transfer-credit questions and for pre-health and pre-law advising. Office staff interpret and implement academic policies and regulations. They discuss with students such issues as academic planning, creation of individual majors, general career planning, withdrawals and student record problems. Harpur students consult with advisers throughout their academic career. Students are also assigned departmental advisers after they officially declare a major.

## College of Community and Public Affairs

Downtown Center Rm 407      7-2841

Faculty, professional advising staff, department office staff and a cadre of trained peer advisers work together with students to help them with advising issues. CCPA students consult with peer advisers for quick questions on everything from room locations, to how to read a Degree Audit Reporting System (DARS) report, to scheduling classes. The professional adviser helps students interpret policies and procedures and advises on transfer credit questions, student record problems, career planning and academic scheduling. Students also consult their assigned faculty adviser with questions on graduate school and career plans.

## Decker School of Nursing

Academic Complex B-114      7-4954

The coordinator of student services is the faculty member who advises Decker freshman and sophomore students. In addition, second-semester sophomore students are assigned another faculty adviser to help them plan their coursework in the nursing curriculum. Students may contact the student services office whenever they have questions regarding specific requirements or aspects of the program.

Decker students are encouraged to purchase the undergraduate or graduate edition of *Decker School of Nursing Handbook*. It discusses specific policies, procedures and guidelines to complete the nursing major.

## School of Education

Academic Complex B-133 — SOE Dean's Office      7-7329

Academic Complex B-230 — SOE Master's Programs      7-2727  
— SOE EdD Program      7-6681

Academic Complex B-243E  
— Certificate of Advanced Studies (CAS)  
in Educational Leadership      7-2478

The School of Education offers graduate-degree programs in Childhood Education, Adolescence Education, Literacy Education and Special Education. These programs mix theory, subject matter, curriculum, assessment and instruction to prepare graduates for careers in grades 1-12 education. The school's goal is to prepare competent, caring and qualified professional educators who are dedicated to their profession and to diverse learning communities. All of SOE's teacher preparation programs are nationally accredited through the Teacher Education Accreditation Council and approved for New York state certification or endorsement.

The School of Education now offers an Educational Leadership Certificate of Advanced Studies (CAS) program, designed to prepare prospective educational leaders and administrators to serve in PreK-12 schools and school districts. This program leads to eligibility to earn New York state certification as school building and school district leaders.

Finally, SOE offers a highly selective doctoral program in education that encourages individuals to become leaders in curriculum development, educational theories and practices, and educational reform.

A faculty adviser is assigned to newly matriculated students. This adviser works with students on planning a program of study and also answers questions on careers and graduate school. In addition, the School of Education office (Academic B-230) has an excellent staff that is committed to providing students with the best academic experience possible. From providing general information about programs to providing guidance toward successful completion of a teacher education program, the School of Education faculty and staff are here to ensure student success.

## **School of Management**

**Academic Complex A-142      7-2316**

SOM advisers are available to help students select courses, interpret policies and program schedules, and to advise them on other problems that may arise. Appointments are not required to see an adviser. Students may seek assistance on matters related to issues such as waivers of regulations, exceptions to academic policy or late adds/drops of courses. Freshmen are encouraged to meet with an adviser in their first semester to plan the liberal arts components of their program. By junior year, students should visit the office to officially declare a SOM concentration. First-semester seniors are encouraged to visit to complete a seventh-semester check. Students are encouraged to get to know SOM faculty outside the classroom.

## **Thomas J. Watson School of Engineering and Applied Science**

**LSG 552      7-6203**

The Watson School Advising Office provides all basic advising services, with staff members available on a walk-in and appointment basis. Students should visit the office with any questions or concerns. The professional academic advisers, peer advisers and office secretary respond to questions regarding policy, procedures and DARS, and assist with the processing of all paperwork. Each Watson School student is assigned a faculty member as a primary adviser to help plan a course of study and to discuss career and graduate opportunities in the chosen major.

## **Discovery Program**

**Elizabeth Carter, *Director***

**College-in-the-Woods Library      7-5985**

**[discovery.binghamton.edu](http://discovery.binghamton.edu)**

**[nse.binghamton.edu](http://nse.binghamton.edu)**

The Discovery Program is a collaborative effort between Academic Affairs and Student Affairs. It aims to provide a positive college experience by connecting student learning with life in the residence hall and by making students aware of all the opportunities, in and out of the classroom, that the University has to offer. The Discovery Program provides the support students need to successfully transition from high school to college, through each of their undergraduate years and into graduate school or the workforce.

Various components of the Discovery Program include free tutoring, the National Student Exchange, the Learning Community Project, Discovery Courses, Area-Based Courses and First-Year Experience (FYE) courses. In addition, Discovery has an academic adviser who meets primarily with undecided students and student Discovery Advisers (DAs) in each of the residential communities plus a DA for commuter students who is available in the OCC office. Students also have use of the Discovery Centers in the residential communities.

## Discovery/Center for Academic Excellence Tutorial Services

Steve Duarte, *Director of Tutorial Services*  
College-in-the-Woods Library 7-9235  
cae.binghamton.edu

Hours: Mon.-Thurs., 8:30 a.m.-1 a.m.

Fri., 8:30 a.m.-6 p.m.

Sat., noon-6 p.m.

Sun., 3 p.m.-1 a.m.

The Discovery Program offers free tutoring services for various undergraduate courses primarily on a by-appointment but also on a walk-in basis. Tutors help facilitate students' understanding of course content and foster effective study and time-management skills. Students requesting academic help should sign up for tutoring services early in the semester so they may set up regular one-on-one or small-group sessions. Discovery tutors cover most lower-division courses and many upper-division courses.

Walk-in hours are subject to availability and should supplement regular tutoring contacts. More tutors are available on a by-appointment basis, and Discovery makes every effort to recruit additional tutors in order to accommodate requests. Walk-in tutoring is offered at the Discovery centers in College-in-the-Woods, Dickinson Community, Hinman College, Mountainview College and Newing College.

## Writing Center

Jillian Mason-Possemato, *Director*  
Library North 1209 7-6725

Hours: Mon., Wed., 10 a.m.-5 p.m, 6-8 p.m.

Tues., Thurs. 10 a.m.-5 p.m.

Fri. 10 a.m.-3 p.m.

The Writing Center offers free, individualized tutoring in writing to all students at Binghamton University. Its goal is to help students learn to improve their writing skills. Tutors discuss with students possible revisions of drafts of their papers. They also help students learn to recognize and correct errors in grammar and punctuation; they do not, however, edit or proofread papers. Students should call or stop by to make an appointment; walk-ins are accepted only if tutors do not have previously scheduled appointments. The center also maintains a collection of reference works and texts that students are welcome to use.

## Financial Aid Services

Dennis Chavez, *Director*

Student Services Wing 109 7-2428

Fax: 7-6897

Many students look for information and assistance to finance a college education. Binghamton's Office of Financial Aid Services can help you and your family explore and select different financing options, including federal and state aid, scholarships, time payment plans and student and parent loans.

The financial-aid staff is happy to answer your questions during office hours: 9:30 a.m. to 5 p.m. during the academic year, and 9 a.m. to 4 p.m. during the summer.

Several online resources are available anytime:

- **BU Brain.** Students may access financial-aid information online at Binghamton University's portal, **BU Brain**, at <https://bubrain.binghamton.edu> and selecting the **MY ACCOUNTS** tab.
- **E-Recruiting.** Students looking for on- and off-campus employment part-time can access this online job resource at <http://binghamton.erecruiting.com/er/security/login.jsp>.
- **Visit** [www.bingfa.binghamton.edu](http://www.bingfa.binghamton.edu) or *e-mail* the Office of Financial Aid Services at [finaid@binghamton.edu](mailto:finaid@binghamton.edu).

## Office of the University Registrar

Terry Kelley-Wallace, *Registrar*

Student Services Wing 119 7-6088

Hours: Mon.-Fri., 9:30 a.m.-5 p.m.

(Summer: 9 a.m.-4 p.m.)

The Office of the University Registrar is your source for questions regarding class and examination schedules, grades, transcripts, etc. With a user ID and password, you may register for courses, view your course schedule and grades, and make payments online at <http://bubrain.binghamton.edu>.

The registrar's office also oversees the Degree Audit Reporting System (DARS), which allows you to check your progress toward your degree. DARS is also available online via the BUBrain.

## International Programs

Katharine C. Krebs, *Director*

Nelson Rockefeller Center G1 7-2336

[oip.binghamton.edu](http://oip.binghamton.edu)

International education is highly valued at Binghamton, and students are encouraged to study foreign languages, select courses dealing with international and intercultural topics and study abroad.

Binghamton study-abroad opportunities include programs in Australia, Austria, China, Costa Rica, Czech Republic, England, France, Germany, Ghana, Grenada, Hungary, Italy, Latin America, Morocco, Scotland, Senegal, Spain, Turkey and other areas. Students may also study in other SUNY-sponsored study-abroad programs.

An international studies concentration is available to students in any major through the International Studies Certificate Program.

For further information on studying abroad or the International Certificate Program, you are encouraged to contact the Office of International Programs (OIP) early in your Binghamton career.

## **Global Studies Minor**

**Suronda Gonzalez, Director**

**Nelson A. Rockefeller Center 209-210 7-2499**

**gobalstudies.binghamton.edu**

Binghamton University's global studies minor (GSM) offers students important academic preparation for recognizing and exploring the ways interrelated processes fit with the challenges of the 21st century. The GSM has a flexible curriculum aimed at preparing global graduates for entry into a diversified world full of complex challenges and opportunities.

The GSM is open to all undergraduate students who wish to increase their knowledge and competencies by adding a formally recognized global dimension to their program of study. Students may use the global studies minor to help steer their choice of electives; to provide a global studies foundation associated with their major; or to expand their future opportunities on the basis of acquired international knowledge, intercultural proficiency and global awareness.

Because the global studies minor builds on the University's existing "Global Interdependencies" and language requirements, students need only 20 credits beyond the General Education requirements. Some or most of these credits may also count toward other General Education requirements or for a given student's major(s) and other minor(s). To schedule an in-take meeting to discuss your options as they relate to the GSM, e-mail us at [oipga@binghamton.edu](mailto:oipga@binghamton.edu).

## **Languages Across the Curriculum (LxC)**

**Suronda Gonzalez, Director**

**Nelson A. Rockefeller Center 209-210 7-2499**

**lxc.binghamton.edu**

Binghamton's Languages Across the Curriculum (LxC) program provides unique opportunities for the use of foreign language skills in courses that would not normally offer such opportunities. The long-term goal of LxC is to foster the use of reading — and, when possible, listening and speaking — skills in any foreign language a student may know, in any class that the student may take anywhere in the University curriculum. Participating students substitute course-specific, intermediate-level foreign language reading assignments prepared by LxC's language resource specialists (LRSs) for a portion — typically 10 to 20 percent — of the usual English-based course assignments. Except for a weekly study-group meeting conducted in English by the LRS, the workload for LxC participants should not exceed that of others in any given class.

## McNair Scholars Program

Shanise N. Kent, *Project Coordinator*

CIW Library Room 111 7-6594

[mcnair.binghamton.edu](http://mcnair.binghamton.edu)

The Ronald E. McNair Post Baccalaureate Achievement Program, also known as McNair Scholars Program at Binghamton University, is a U.S. Department of Education funded program designed to encourage intellectually gifted undergraduates to consider enrolling in graduate programs in various disciplines and, beyond this, to complete the PhD and enter the academy as college and university professors and researchers.

Focusing on graduate school preparation, the McNair Scholars Program demystifies the graduate school application process and provides students with a simulated graduate school experience, which includes extensive research experiences. The program offers a scholarly environment whereby students receive academic, financial and social support. For detailed information, or to download an application, please visit our website.

## University Libraries

John M. Meador Jr., *Director*

Glenn G. Bartle Library 7-2194

Bartle Library Circulation 7-2194

Science Library 7-2166

[library.binghamton.edu](http://library.binghamton.edu)

### University Libraries

The **Glenn G. Bartle Library**, named after the University's first president, contains collections in the humanities, social sciences, government documents and collections in mathematical and computer sciences. Additionally, Bartle Library houses the Fine Arts Collection (focusing on works relating to art, music, theater and cinema) and Special Collections (containing the internationally recognized Max Reinhardt Archives and Library, as well as the Edwin A. and Marion Clayton Link Archives). The Science Library contains materials in all science and engineering disciplines, as well as a map collection. The Library-Information Commons at the University Downtown Center (UDC), located at 67 Washington Street in Binghamton, contains a local collection of books, government documents and current periodicals to support the College of Community and Public Affairs (CCPA) housed in the UDC. The CCPA includes the departments of social work, human development and public administration.

The libraries offer a wide variety and range of services including research consultation and assistance in person and electronically, a laptop lending program, customized instruction sessions and library news and updates through a number of Blogs (online weblogs). The online gateway to collections is through infoLINK, the library catalog; metaLINK, which offers the ability to search across multiple resources; and Encore, the enhanced search interface for infoLINK. You can see your results sorted by relevancy and further refine your search using facets and tags at Grokker, a service that categorizes and visualizes information in a topical-map

format for easy retrieval. Together these services enable Binghamton University Libraries to provide patrons access to information resources such as catalogs, reference databases, citation databases, subject gateways and e-journals.

Quiet study space, including group study areas, is available throughout the libraries. During the fall and spring semesters, Bartle Library is open 24 hours a day, from noon Sundays through midnight Fridays, and noon until midnight on Saturdays. The Library Annex@Conklin is open to the public Monday through Friday, 9 a.m.-4 p.m. The complete schedule of library hours is available on the libraries' webpage.

Binghamton University Information Commons, located in Bartle, the Science Library and the University Downtown Center Library, provide access to a powerful selection of print and online resources, a vast array of application software and tools, and expert assistance to help with their use. The Information Commons is a computer-enhanced research environment that invites and attracts users to work collaboratively, use the wide range of library resources and obtain expert assistance. The Information Commons is a collaborative initiative between the libraries and Information Technology Services.

- **The Bartle Library Information Commons**, located on the first floor of Bartle Library, has over 165 computer workstations and is staffed by librarians and student technology consultants who can assist with research and computing needs.
- **Science Library Information Commons**, located on the main floor of the Science Library, has 50 computers.
- **University Downtown Center Library — Information Commons**, located at 67 Washington Street in Binghamton, has 36 computer workstations.

Special Collections, located on the second floor of Bartle Library, houses rare books, manuscript and archival collections, sound recordings and the University Archives, and is the location of the Bernard F. Huppé Reading Room and the Link Conference Room. The rare and archival collections include North American editions published prior to 1850, British imprints prior to 1800 and European imprints prior to 1750. Collections of note include the Edwin A. and Marion Clayton Link Collection, the Frances R. Conole Archive of Recorded Sounds, the Max Reinhardt Archive and Library, the William J. Haggerty Collection of French Colonial History, and the Yi-t'ung and An-chi Lou Wang Research Collection on Chinese Culture.

#### Collections

- Volumes (including print volumes, government documents, and electronic books): 2,352,986
- Microforms: 1,868,529
- Journal holdings: 62,099
- CD-ROMs: 3,151
- Sound recordings: 118,791
- Maps: 120,477
- Videocassettes/DVDs: 3,255
- Electronic databases: 204

## University Information Technology Services

### • Computing Services

Mark Reed, *Associate Vice President*

Computing and Educational Technology 7-6115 (24 hours: 7-6103)

Help Desk: 7-6420

Binghamton's Information Technology Services (ITS), located in the Computer Center, provides central computing support to academic, instructional and research programs and to campus administrative offices. Major computing equipment includes central hosts as well as file servers, advanced workstations and personal computers linked through a campus-wide communications network. To assist students and faculty with computing, ITS staff teach workshops, consult or advise on computer software and hardware problems, distribute written and Web-based documentation and maintain an extensive software library.

The public computing classrooms/labs (called Pods), located in the Academic A Building, the Center for Academic Excellence, the University Downtown Center, and Science II and Science III, serve the majority of student users on campus. Workstations are also located in other areas on campus, including Thomas J. Watson School of Engineering and Applied Science, collegiate libraries and residential communities. Residence hall rooms are wired to allow Ethernet connection to the Internet for each student. Wireless networking pervades every residence hall and academic building on campus.

ITS and the University Libraries jointly provide a computing environment in conjunction with library reference services. The Information Commons in Bartle Library, Science Library and the University Downtown Center (providing 200, 45 and 35 computers, respectively) are available whenever those facilities are open. The availability of networked computers where the major source of information for scholarly activity is located has proven to be a much appreciated campus feature.

Every student has a campus e-mail account, network file space and a print quota. Student Pods IDs give them access to e-mail, the network, Binghamton's Blackboard course management system, library resources and the BU Brain portal to the University's online resources. Virtually every enrolled student uses the computer for course-related work in a given semester. Students are encouraged to use the computer as an appropriate tool and, more fundamentally, as a flexible vehicle for liberal arts education. With the creation of several multimedia and distance-learning classrooms, and direct access to the Internet from most computers on campus, information technology has enriched many aspects of the curriculum.

### • University Telecommunications

Library South, G549

The Binghamton University Telecommunications Office provides several services for student living on campus, including local and long distance calling, cable television, voice mail and fax services. For more details, visit [telecom.binghamton.edu](http://telecom.binghamton.edu).

Each residential room has a telephone with campus access and one voice mailbox. To make local, long distance and toll free calls, individuals need to sign up for a Personal Billing Number (PBN) from the Telecommunications Office.

The PBN ensures that you will be billed only for calls you make. Your mailbox is password protected, and you should guard your PBN and your password just as you would your ATM card.

Students may choose from two long distance plans:

- 7.9¢ Nationwide — all calls within the U.S. are 7.9¢/minute; or
- New York Express — all calls within New York state are 5.9¢/minute and 8.9¢/minute within the U.S.

Each plan is \$17.95 per semester (under \$4.50 per month), and all calls made within the U.S. are only 5.9¢/minute.

You may access your monthly bill online, or, for an extra fee, a printed summary bill will be sent to your campus box or home address. Payments may be made by mail (drop box LSG-549), over the phone or online. Those who have paid their bills in full by the due date on or before the 27th of each month will be entered in our monthly contest. A \$100 telephone credit will be awarded to a winner each month.

Each residential room has a cable TV outlet. Residents need to supply their own cable-ready television or a TV with a cable expander box. Telecommunications provides a cable connector.

Students may send and receive faxes through the Telecommunications Office. The fax number is 7-4000. Service charges apply; please call ahead for current rates.

## Office of the University Ombudsman

Francine Montemurro, *Ombudsman*

Couper Administration Building 138 7-2388

Fax: 7-2556

E-mail: [monte@binghamton.edu](mailto:monte@binghamton.edu)

Binghamton University recognizes that there may be matters you may wish to explore “off the record,” or about which you want informal advice, or which, despite your best effort and that of others, have not been effectively or appropriately resolved. The University encourages the airing and resolution of problems and disputes, and the Ombudsman is an alternative channel of assistance — complementing, not replacing, existing channels.

The University Ombudsman provides impartial, confidential assistance with informal complaints and conflict resolution. The University Ombudsman will listen to you; discuss your concerns; help analyze your situation and identify options for resolving it; interpret and explain how University policies apply to you; provide information and referral, and, without taking sides, facilitate communication among disputants and mediate or negotiate a resolution.

The University Ombudsman is available to Binghamton University students, staff, faculty and Research Foundation employees, and operates according to the following three premises:

*Independence:* The University Ombudsman reports directly to the president of Binghamton University.

*Impartiality/Neutrality:* The University Ombudsman advocates, not for any particular individual, organization or cause, but for the fair, equitable and humane treatment of all parties. The University Ombudsman approaches each case without prejudice and as neither advocate nor critic of any cause, but with a commitment to fairness, equity and the mission of the University.

*Confidentiality:* Records, contacts and communication with the Ombudsman are kept strictly confidential unless permission is given to do otherwise. The only exception is where there appears to be imminent threat of serious harm. The Ombudsman maintains no formal case files, and all reasonable steps will be taken to protect any existing records from inspection by all other persons.

To preserve their privacy and confidentiality, clients may arrange appointments for our services at locations other than our office.

## Office of Affirmative Action

**Valerie Hampton, *Affirmative Action Officer***  
**Library South G667 7-4775**

The Office of Affirmative Action serves the entire Binghamton University community and is committed to the University's vision of respect for the richness of human diversity and of creating an inclusive University community. The office provides programming, outreach, advice and compliance efforts in support of this vision.

The affirmative action officer reports to the vice president for administration, provides leadership and direction to the University's efforts to promote diversity, and acts as primary resource for all affirmative-action and equal-opportunity employment (AA/EEO) concerns. The officer is responsible for affirmative-action and equal-opportunity employment practices and for ensuring that the University's programs, policies and practices comply with federal state and local affirmative-action equal-opportunity laws and regulations.

## Athletics

**Joel Thirer, *Director***  
**Events Center 7-2043**

Binghamton's highly competitive intercollegiate program consists of 21 men's and women's NCAA Division I varsity teams, in competition throughout the fall, winter and spring. As a member of the prestigious America East Conference, the Bearcats have an opportunity to play in the NCAA tournament in every sport. The program has a long history of national achievements, boasting conference championships, NCAA tournament participation and more than 150 All-Americans. Binghamton student-athletes combine outstanding performance on the playing field with high distinction in the academic arena.

# Student Affairs Offices

## Office of the Vice President for Student Affairs

**Brian Rose, *Vice President***  
**Administration Building 420 7-4788**  
**[studentaffairs.binghamton.edu](http://studentaffairs.binghamton.edu)**

The Division of Student Affairs is dedicated to stimulating growth and learning. It sees itself as partner with the faculty in educating students. To accomplish this task, the division provides programs and services that complement the academic mission of the University and enhance the quality of life. It also supports a

multicultural campus community in order to prepare students for life in a diverse and changing world.

Information about Student Affairs may be obtained by visiting or calling the office or visiting our website. Staff in the division are ready to assist you, and they look forward to playing an active role in your education at Binghamton University.

## **Alcohol and Other Drug (AOD) Programs — Prevention, Education, Counseling**

**Gerard Johansen, *Coordinator***  
**Health Service 106 7-4198**

The University is committed to reducing harm associated with alcohol and other drug use and supporting students in their decisions not to engage in such high-risk activities. Through this goal, several initiatives, programs and services are in place to encourage a healthy and safe environment, both on campus and in the surrounding community.

1. **The Binghamton University Community Alcohol and Other Drug Task Force** is composed of dedicated staff, faculty, members of the community and students. The mission of the task force is twofold. The task force works to develop a campus environment that reduces the risk and harm resulting from alcohol and other drug use while expressly and actively promoting options, activities and life choices that maximize personal and intellectual growth. The task force recommends and oversees changes in and additions to existing programs and policies that will build an inclusive community centered on academic excellence and social involvement.

2. The campus **Alcohol and Other Drug Program Coordinator** serves the entire University as a point of unification around AOD-related issues. The coordinator provides supportive counseling and referral and encourages the development of new and effective policy, programming and prevention strategies. The program maintains up-to-date information and data in related areas and promotes a positive working relationship with the surrounding community.

3. **Alcohol and other drug awareness programming** is quite common on campus and is initiated from several offices, including Campus Life; the Department of Health, Physical Education and Athletics; Health Education; Residential Life; and New York State University Police. Staff and students come together to implement awareness campaigns aimed at “friends helping friends,” issues around drug use, high-risk drinking, drinking and alcohol poisoning. Other efforts include offering social and other activities as an alternative to drinking and programs aimed at empowering students to make decisions based on their own values, thereby avoiding risky or irresponsible behavior.

For additional information, or to get involved with programming and awareness on campus, contact the AOD program coordinator.

## **Campus Life**

**David Hagerbaumer, *Director***  
**University Union 145 7-2811**  
**[campusactivities.binghamton.edu](http://campusactivities.binghamton.edu)**

The goal of Campus Life is to provide service and support for students as individuals and in organizations. Students’ first contact with Campus Life is through

its *Beginnings* new-student Orientation program. In *Beginnings*, the staff attempts to ease the transition of students into the University environment and to provide new students and families with the best possible introduction to the University community.

The staff also offers advising and support services for students developing, planning and executing a well-balanced, campus-wide program of co-curricular activities, including Late Nite Binghamton, Welcome Back Weekend, University Fest, Homecoming and Spring Fling. The department offers student leaders an opportunity to develop and use their leadership skills through formal workshops and participation in sponsored leadership groups coordinated through the department's XCEL program and the Center for Excellence in Leadership.

## Student Organizations

There's a place for everyone in Binghamton's student organizations. The many chartered organizations and Greek groups range from pre-professional groups to club sports; from cultural, social, ethnic and religious clubs to music, dance and entertainment groups. Along the way are media and political organizations, business and service organizations, and professional co-ed fraternities. These organizations offer activities in addition to those sponsored by the residence areas, the Office of Campus Recreational Services and the religious organizations.

The Student Association is the undergraduate government organization at Binghamton. Students become members the day they enroll at the University. The SA allocates the student activity fee to the student organizations and serves as an advocate on student issues with the University administration. The Student Assembly is the legislative body of the SA, which sets policy and approves organizational budgets. Members are elected by popular vote from each of the residence halls and from Off Campus College.

For more information on specific student organizations, contact the Campus Life Office, University Union, room 145, 7-2811.

## Campus Ministries

### Religious Advisers Office

University Union 218 7-2262

Even though Binghamton University doesn't have an official house of worship, religious life abounds. The Student Union lobby at noon, when tables displaying various kinds of religious materials are almost always to be found, demonstrates the vitality and diversity of the many available opportunities to learn and practice your faith.

The Roman Catholic community comes together as the Catholic Students/Newman Association. Retreats, educational programs, Bible studies, field trips and community dinners are offered. A full-time adviser/chaplain is available as a pastoral counselor.

At Newman House, 400 Murray Hill Rd. (798-7202), easily reached by footpath from Newing College, Mass is offered on Sundays at 9:30 a.m., 11 a.m. and 4:45 p.m. Newman House is open to all students from mid-morning to late at night for prayer, studying, meetings, counseling sessions with the chaplain or socializing.

Jewish students are welcomed at local synagogues and are served by three campus organizations:

- **Hillel — The Jewish Student Union** focuses attention on social and cultural traditions, such as Jewish arts, the Holocaust and the State of Israel.
- **Chabad House**, 420 Murray Hill Rd. (797-0015), is also easily reached by footpath from Newing and is a constant center of Jewish activity. Holiday celebrations, weekly Shabbat services and dinners, lectures, workshops and countless other events are sponsored by Chabad. Anyone is welcome to join in classes, set up a tutorial, use the extensive Jewish book and tape library or just hang out in the lounge. The full-time Chabad staff is available 24 hours a day.
- **The B'nai B'rith Hillel Foundation** provides a forum for the exploration and enjoyment of Jewish heritage. Social activities, speakers, classes, service projects, celebrations and religious services are offered.

Protestant students, whatever their denomination, have several opportunities for counseling, worship, Bible study, retreats and other activities. Among the campus organizations are **Brothers and Sisters in Christ**, **Campus Bible Fellowship**, **InterVarsity Christian Fellowship** and **Korean American Christian Fellowship**. Students are also welcome in the many Protestant churches throughout the Triple Cities area.

Islamic students are served by the **Muslim Student Association**, which strives to meet the needs of the Muslim student population and the surrounding Muslim community. Activities include formal and informal discussion, speakers, a radio show, tabling in the University Union and an Islamic Awareness Day.

## Career Development Center (CDC)

Nancy Paul, *Director*

Library South G500 and Library North 300 7-2400

[cdc.binghamton.edu](http://cdc.binghamton.edu)

The Career Development Center (CDC) assists graduate and undergraduate students from all schools and colleges throughout their years on campus and later as Binghamton alumni. The center has received numerous awards for excellence from the SUNY Career Development Organization.

CDC's website offers detailed information about services, programs and special events, such as the Graduate School Fair, Law Day, Nursing Forum and Internship and Job Fair. Links to numerous career-related resources are also provided.

CDC's Web-based service, eRecruiting, enables students to identify and apply for internships and jobs and provides a wealth of current information on various careers and industries. The On Campus Recruiting program facilitates student interviews with visiting employers. Students can open a credentials file to manage reference letters for graduate school and employment.

Each semester, CDC offers credit-bearing internships in the Binghamton community that enable students to explore career options while helping others in a structured and recognized format with support from the University.

The Career Resource Area, with its online catalog through the Binghamton Library's infoLINK, provides materials to research careers, internship opportunities, graduate school, job search and employers. Available in the center and on CDC's website are Quick Reference Guides on various topics, including resume and cover letter writing, applying to graduate school and job search tools. In cooperation with the Office of Alumni and Parent Relations, the CDC provides online access

to the Alumni Career Network, comprising more than 3,000 Binghamton alumni eager to speak with current students about their professional lives.

Binghamton students serving as peer assistants provide a welcoming environment and introduction to the center. Students are encouraged to visit the CDC early in their time at the University to make full use of services.

## Center for Quality

**Christina Knickerbocker, Director**  
 Endicott Hall 7-6588  
[cq.binghamton.edu](http://cq.binghamton.edu)

The Center for Quality provides workshops, classroom presentations, consultations, assessment opportunities, retreats, focus groups and team facilitation for Binghamton University students, staff and faculty. Using continuous improvement principles as a guide, the center provides these services in an atmosphere of collegiality to help groups function as effectively as possible. Student groups may be interested in contacting the center to help them work on issues such as communication, team building, leadership, meeting facilitation, strategic planning, event assessment, performance measurements or reviewing procedures and processes.

The Center for Quality advances, uses and believes in the tenets of continuous improvement and is committed to combining training and experiences to help, not direct, the campus community to advance effective organizational practices. Through any endeavor, no matter how small, it strives to foster an environment that will enhance empowerment, communication and partnerships.

Since its inception in 1997, the center has worked with more than 1,750 faculty, staff and students on more than 600 office and cross-divisional teams, and conducted more than 150 workshops and retreats for on- and off-campus colleagues.

## Counseling Center

**Elizabeth Droz, Director**  
 Library North 1202 7-2772  
[counseling.binghamton.edu](http://counseling.binghamton.edu)

The University Counseling Center (UCC) is dedicated to promoting psychological well-being that enriches personal and academic growth. The UCC provides individual and group psychotherapy, referral services, consultations and psycho-educational programs. Consultations are also provided to those concerned about a student's well-being. The goal is to help students integrate their college experiences and to cope with the stresses inherent in a diverse institution of excellence. Services are free and confidential at Library North 1202 (off the main library lobby). Visit our website for more information about UCC services, programs and staff, as well as links to additional resources.

## Educational Opportunity Program (EOP)

**Vanessa N. Young, Interim Director**  
 Student Services Wing 233 7-2791  
[eop.binghamton.edu](http://eop.binghamton.edu)

EOP is supported by New York State's Office of Opportunity Programs and the Federal Special Services Project. The program helps provide financially and

academically eligible students the opportunity to pursue higher education. Students are offered assistance in the form of academic and personal counseling, tutoring, learning-skills services and financial aid. In addition, new freshmen are required to attend a summer pre-freshman residential program for several weeks prior to enrolling in the fall semester.

## **International Student and Scholar Services**

Ellen H. Badger, *Director*

Nelson A. Rockefeller Center G1 7-2510

[iss.binghamton.edu](http://iss.binghamton.edu)

The Office of International Student and Scholar Services provides a wide range of programs and services designed to meet the needs of more than 1,500 international students and scholars on campus. Services include the processing of required federal immigration documents; assistance with immigration regulations governing enrollment, employment and travel; administering the mandatory health and accident insurance program; and publishing a weekly electronic newsletter, which provides important and timely information on a variety of topics. The office conducts an orientation program for all new international students, coordinates a variety of cross-cultural programs, and acts as liaison between students and other University offices, student groups, and U.S. and foreign government agencies. International students are encouraged to visit the office and take advantage of the services and programs provided.

## **Judicial Affairs**

Milton D. Chester, *Director*

College-in-the-Woods, Office Building 3B 7-6210

[judicialaffairs.binghamton.edu](http://judicialaffairs.binghamton.edu)

The Judicial Affairs Office directs all aspects of the campus-wide student conduct system, including advising students on their rights, protection guarantees and responsibilities as members of the campus community. The director resolves alleged violations of the University's Rules of Student Conduct or refers charges to the appropriate hearing body. The office also oversees the selection and training of the University Judicial Board, the student/administrator hearing body.

## **Multicultural Resource Center (MRC)**

Linda Morales, *Director*

University Union West 207 7-4472

[mrc.binghamton.edu](http://mrc.binghamton.edu)

The Multicultural Resource Center serves as a primary resource for the coordination of Binghamton University's multicultural initiatives in order to promote intercultural awareness, understanding, and meaningful inter-group interaction at Binghamton University. The MRC at Binghamton University defines "multicultural" in a broad and inclusive context so as to recognize and value all people whatever their physical ability, class, ethnic background, gender, race, religion or sexual orientation.

The MRC's mission of outreach, support and collaboration is supported through the following actions:

- providing advocacy and support to students of color and under-represented students in their academic and social adjustment to the University;
- providing guidance and support for the University's student cultural organizations and their annual programs;
- facilitating inter-group relations through various initiatives and activities such as the BU Safe Zone, Bridge Builders Student Speakers' Bureau, The Multicultural Round Table and the University Diversity Advisory Council;
- offering a lending library of diversity videos and text to support curricular and co-curricular education.

## Off Campus College (OCC)

David Husch, *Director*

University Union West 204 7-2767

[occ.binghamton.edu](http://occ.binghamton.edu)

Off Campus College (OCC) primarily serves the needs of the more than 7,000 students who live off campus by providing a wide range of services, including off-campus housing assistance, the Good Neighbor Program and Fraternity/Sorority Affairs. The OCC Council, a student-run organization, offers a landlord survey and free weekly legal clinics. OCC Transport (OCCT), the campus bus system, is located in University Union, room W208C. Some details:

- **Housing Services.** OCC maintains a housing list of available rooms, apartments and houses in the area. Information on local housing code regulations, sample leases, a housing search checklist and a damage checklist are also available. Copies of the housing list are available in the OCC Office for 50 cents. A housemate/subletter list is also available. These lists are available online at <http://occ.binghamton.edu>.
- **The Legal Clinic** is available to help you with housing, criminal and traffic matters every Wednesday from 11:30 a.m. to 1:30 p.m. in UUW-204 and on the first and third Tuesday of the month from 6 to 7 p.m. in UUW-B20. Summer hours are Wednesdays from noon to 1 p.m. The Legal Clinic is available when classes are in session.
- **Fraternity/Sorority Affairs** is now housed in the OCC. Binghamton University has six councils within this area: Asian Greek Council, Interfraternity Council, Latino Greek Council, Panhellenic Council, National Pan-Hellenic Council and the Multicultural Council. Contact OCC for additional information on Fraternity/Sorority Affairs.

## Off Campus College Transport (OCCT)

607-777-6989

<http://occt.binghamton.edu>

OCC Transport is Binghamton University's student-operated and -managed bus service. OCCT's services are free for all students and staff, and runs seven days a week while classes are in session. Students and staff may use the OCCT bus service to commute from off-campus to class, shopping, and to travel to local businesses and services. Student groups and University departments may request charters through OCCT for special events or trips. OCCT is funded through student fees, and transports over 200,000 students every year (many more than once!).

OCC Transport has had an outstanding safety and performance record since it first started in 1971. Because the service relies on student employees to operate its buses, it is always looking for students interested in enrolling in the paid training program. The training program typically lasts for 8 weeks each semester (including summer), and teaches trainees the skills of operating a 12-ton bus, basic maintenance skills, and all of OCCT's routes and stops in the Triple Cities area. Once a student successfully completes the training program, students are hired at competitive starting wages, with opportunities for promotion to management positions. Freshman and sophomore students are encouraged to apply. One year of active licensed driving experience and a clean driving record is required.

Routes are designed according to student housing locations and operate around class schedules and vacations. Late-night buses (12-4 a.m.) on Friday and Saturday nights accommodate students attending various activities on or off-campus. Schedules of bus routes are available each semester in the OCCT office, on the buses, at the student manager's desk in the University Union, or on our website, [occt.binghamton.edu](http://occt.binghamton.edu).

## Campus Recreational Services

Clyde Robinson, *Director*

East Gym 7-2113

[campusrecreation.binghamton.edu](http://campusrecreation.binghamton.edu)

The Department of Campus Recreational Services offers a multifaceted program designed to encourage positive lifestyle choices and promote lifelong learning through both wellness and physical activity for Binghamton University students, faculty and staff. All program offices are located in the East Gym, which is adjacent to the outdoor track and to the left (east) of Bartle Drive, the main entrance to campus. Depending on the time of year and weather, the department serves 1,500-2,000 people per day. With all of the different programs offered, there is something for everyone and every lifestyle.

- **Open Recreation** programming provides unstructured activities and drop-in hours for basketball, volleyball, racquetball/squash, swimming, weightlifting, tennis and walking/jogging. These activities are designed to meet the overall needs and interests of the University community for informal recreation. Schedules vary due to facility availability, but are posted weekly throughout the facility and available online or by calling 607-777-PLAY.
- **Club Sports** are student organizations formed by individuals motivated by a common interest and desire in a particular activity. Participants may learn new skills, improve existing skills, engage in competition and enjoy social fellowship. Recreational clubs generally remain on campus and include badminton, handball, running, golf, gymnastics, outdoors activities and a variety of martial-arts clubs. Competitive clubs often travel to compete against other universities and include crew, cycling, equestrian, fencing, field hockey, ice hockey, kickline, rugby, skiing, softball, swimming, roller hockey, soccer, volleyball, lacrosse, ultimate frisbee, water polo and racquetball. Additional information including club descriptions, game schedules and specific club contacts can be found on our webpage or by calling 607-777-4318.
- **Intramural Sports** programming offers extracurricular competitive and recreational athletic activities within a variety of individual and team sports that involve more than one-third of the student body annually. Individual sports

include tennis, racquetball, billiards and table tennis. Team sports include flag football, basketball, dodge ball, volleyball, indoor and outdoor soccer, softball, floor hockey, bowling and arena flag football. Registration and specific league information is available via our webpage or by calling 607-777-4318.

- **Outdoor Pursuits** programming provides students with wellness based outdoor adventure programs that highlight environmental awareness and personal challenge in a dynamic and positive setting. Outdoor Pursuits teaches credit courses through Health and Physical Education, leads non-credit recreational programs and activities, and operates an outdoor equipment rental center. Activities include hiking, backpacking, bicycling, cross-country skiing, winter camping, snowshoeing, canoeing, kayaking and fly fishing. Additional information is available online or by calling 777-6414.
- **Wellness Services** presents four distinct program offerings for the University community. **FitSpace** is a fee-based fitness center offering members an air-conditioned room dedicated to individual workouts. FitSpace offers its members cardiovascular, selectorized and free-weight exercise equipment with a staff of nationally certified personal trainers. **Group Exercise** offers members up to 40 different classes a week, including spinning, yoga pilates and kickboxing. **Individual Services** provides clientele with the opportunity to work one-on-one with a personal trainer or have their fitness level evaluated. **Specialty Wellness** fosters mind and body wellness through seminars, activities and classes covering a diverse range of topics such as yoga, aqua aerobics, swim lessons and Red Cross certifications. Additional information is available online or by calling 777-2919.

## Residential Life

Suzanne Howell, *Interim Director*

College-in-the-Woods TU 213 7-2321

reslife.binghamton.edu

Binghamton University's Residential Life program houses approximately 6,400 residents through a system of five residential colleges/communities and two apartment communities. The goal is to provide attractive and comfortable housing and to support the academic mission of the University by providing students with a full range of living and learning experiences. In many ways, the residential colleges and communities offer a small-college atmosphere that minimizes the relative anonymity of a University of more than 13,000 students. Each of the residential colleges and communities brings to the campus its own unique programs and environment, appreciation of diversity and celebration of differences.

Residential Life staff members provide a variety of services for residents. In the five residential colleges/communities, as well as the apartment communities, a faculty member holds the position of faculty master. Each residence hall is staffed by a professional full-time resident director, in addition to peer resident assistants who live on each floor to provide individual help to students. An assistant director of Residential Life, along with the faculty master, resident directors, resident assistants, faculty fellows and students, designs the living/learning program of the residential area.

The apartment communities are staffed by an assistant director of Residential Life, a faculty master, a community director for each community and resident assistants in each apartment building.

All residence halls and apartments are smoke-free. Students may also choose to live on “chemical-free” floors (in which residents agree not to use alcohol or other recreational/illegal drugs, cigarettes, cigars, pipes, tobacco products and other smoking materials, and improper use of inhaling substances).

Throughout the year, Residential Life staff plan many events and programs, ranging from floor mixers and sports tournaments to educational programs on current events and life skills to plays and musical performances.

## **Services for Students with Disabilities (SSD)**

**B. Jean Fairbairn, Director**

777-2686 (voice/TT) 7-6893 (fax)

Lecture Hall B51 (ground floor)

[ssd.binghamton.edu](http://ssd.binghamton.edu)

Services for Students with Disabilities offers a wide range of assistance to Binghamton University students with physical, learning or other disabilities. Key services include supportive counseling, consultation, advocacy for reasonable accommodation, academic support services, access to an adapted computer lab and the loan of specialized equipment.

The University’s academic buildings are equipped with automatic doors and various accessible on-campus housing options are available through Residential Life. The Bartle Library and the University’s computing facilities offer access to technology adapted for use by students with various disabilities, and assistive listening devices for people with hearing impairments are available in a number of lecture halls and the Anderson Center for the Arts theaters. OCC Transport operates wheelchair-accessible transportation to and from campus, and disability parking is available at strategic locations throughout the campus.

For further information or assistance, visit the SSD website, call the office or write to Services for Students with Disabilities, Box 6000, Binghamton University, Binghamton, New York 13902-6000.

## **TRIO Programs**

**Marty Wygmans, Director**

Champlain Hall G17 7-2024

[upwardbound.binghamton.edu](http://upwardbound.binghamton.edu)

[sss.binghamton.edu](http://sss.binghamton.edu)

TRIO programs, including Upward Bound and Students Support Services, are funded through the U.S. Department of Education. The Student Support Services program is designed to improve the retention and graduation rates of low-income, first-generation or disabled college students. Students are offered assistance in the form of academic and personal counseling, tutoring, learning-skills services and financial aid. The Upward Bound program serves high schools students who met first-generation and low-income criteria and those who attend select schools in the Broome County area.

## University Health Service

Johann Fiore-Conte, *Administrative Director*

East Access Road, opposite College-in-the Woods 7-2221

Hours: Mon.-Fri., 8 a.m.-4:45p.m.

[health.binghamton.edu](http://health.binghamton.edu)

Nationally accredited by the Accreditation Association for Ambulatory Health Care, Inc., University Health Service provides treatment of acute illness and injury, health education, women's health services, sports medicine, alcohol and other drug counseling, vaccine clinics, HIV testing, psychiatric consultation and laboratory service. All services are confidential. The staff consists of physicians, nurse practitioners, registered nurses, health educators, an HIV counselor and an alcohol and other drug counselor. To ensure prompt and appropriate treatment, physicians and nurse practitioners are seen by appointment after initial walk-in screening by a nurse. Health educators (7-2254) offer individual or group information sessions. Information about student health insurance is available at the office.

## University Union

James L. Koval, *Director*

University Union West 205 7-3300

Hours: Mon.-Thurs., 8 a.m.-11:45 p.m.

Fri. 8 a.m.-2 a.m. Sat. 11 a.m.-2 a.m. Sun. noon-11:45 p.m.

[union.binghamton.edu](http://union.binghamton.edu)

The staff provides an environment and services in the University Union to make it comfortable, accessible and reflective of student needs. The Union is also the home of many student organizations and professional offices. The Union offers such student-run services as a mini-grocery store and dry-cleaning service (Munchies); videotape and DVD rental service (Take One Video); a photocopy center (SA Print Shop); and recreation facilities including billiards, bowling and a video-game center. At the student managers' desks (UU, 7-2877 and UU West, 7-5877) in the Union lobbies (UU Tillman and UU 2nd floor west), you may find bus route information for both OCCT and Broome County Transit buses, check in for a room or an informational table, and check out the lost-and-found.

The Union offers many meeting facilities, from rooms with a seating capacity of a dozen students to the Nelson Mandela Room, which seats several hundred. At noon every day, tables are set up in the UU Tillman lobby and UU West Food Court lobby by recognized campus groups and organizations for fundraising and informational purposes. Arrangements for tabling are made with the University Union office in advance. A ride-sharing board to destinations near and far is also posted in the Union Tillman lobby. To reserve space in the University Union, please use our on-line reservation form at [union.binghamton.edu/reservationform.htm](http://union.binghamton.edu/reservationform.htm).

The Union is where Binghamton meets to eat. The Susquehanna Room, Food Court, Food Co-op, Kosher Kitchen and Munchies offer something for every taste.

A branch of M&T Bank (7-6400; fax: 7-4830) is also located in the University Union West 2nd floor lobby. Hours are 10 a.m.-3:30 p.m., Mon.-Fri.

## Veterans Services

Marty Wygmans, *Director*, TRIO  
Champlain Hall G17 7-2024

Students who are eligible for educational benefits from the Veterans Administration should contact the Veterans' Services Office to complete and submit the appropriate forms relating to their benefits.

## Vendor Relations

### Campus Pre-School and Early Childhood Center, Inc.

Founded in 1971, the Campus Pre-School and Early Childhood Center, Inc., provides child care and early childhood educational experiences to the children of students, faculty, staff and a limited number of community members at Binghamton University. Enrollment is open to children from the age of 18 months through five years of age. It is located behind the East Gym on the Binghamton University campus.

Children are offered participation in a wide variety of creative and stimulating activities, including art, music, science, dramatic play, math and reading readiness, language, and fine and gross motor activities.

For more information, call the center at 7-2695.

### Binghamton University Card System (BUC\$)

Phone: 777-6000 Fax: 777-6434

The BUC\$ account is a declining debit account accessed by the Binghamton University ID card. All purchases are automatically deducted from each personal account via the encoded stripe on the back of the card. It is a great way to eliminate the need to carry cash.

Books, school supplies, munchies, and snack and soda vending may be purchased using the BUC\$ account. In addition, the card may now be used in the Bartle and Science libraries for photocopying and printing, the academic PODs for printouts, the University Union shops (Munchies, Take One Video), the Commons Café, the Food Co-Op, the University Health Service and off-campus merchants. It's easy to use; just swipe your card in the available slot on or near the machines and receive your merchandise.

Funds from your BUC\$ account may be transferred to your meal plan account, but not from your meal plan account to your BUC\$ account.

The BUC\$ account may be opened at the Meal Plan Office from 10 a.m. to 4 p.m., Mon.-Fri. You may not request cash withdrawals or partial refunds unless you are closing out your account. There is a minimum deposit of \$25. If there are insufficient funds, the card will be refused. Any balance in your account is completely refundable. You may also add funds to your BUC\$ account by using the Card Management Machine (CMC) located in the Glenn G. Bartle Library lobby. In addition, community members who do not have a valid University ID card may obtain a BUC\$ guest card from the CMC unit.

Lost or stolen cards should be reported to any dining services cashier, the Meal Plan Office at 7-6000, the ID Office at 7-6871 in the Lecture Hall building, or the

New York State University Police. The New York State University Police may be reached at 7-2393 and is open 24 hours a day.

After each transaction, the balance will appear on the reader display. When you use the BUC\$ account at the various locations, the machine will read only the balance of the BUC\$ account — not the food service account. Food service transactions are recorded separately from the BUC\$ account.

Contact the Meal Plan Office at 607-777-6000 to have a BUC\$ registration form sent to you or print it from the website: [dining.binghamton.edu](http://dining.binghamton.edu).

*Liability for a stolen card and/or unauthorized usage:*

1. If notification is given within two business days after learning of loss or theft, you are liable for all transactions that occurred before the close of the second business day, or \$50, whichever is less.

2. Failure to provide notice within two business days increases the liability to the lesser of:

- a. \$500, or
- b. The sum of (1) \$50 or the amount of unauthorized transactions occurring before the close of two business days, whichever is less, and (2) the amount of unauthorized transactions which would not have occurred but for failure to make notification, and which occur after two business days and before notice is given.

3. Liability may be unlimited if you fail to report loss or unauthorized use within 60 days of transmittal of the periodic statement.

For additional information, please log on to [bucs.binghamton.edu](http://bucs.binghamton.edu).

## University Banking Services

### M&T Bank

### Binghamton University Office

7-6400

**Hours: Mon.-Fri., 10 a.m.-3:30 p.m.**

The University branch of M&T Bank is a full-service banking office in the University Union. M&T offers four ATMs on campus. As an M&T customer, you also have access to 16 offices in Broome County and more than 650 M&T branch locations throughout New York, Pennsylvania, Maryland and West Virginia, as well as more than 1,600 ATMs — including those in the New York City and Long Island area.

#### **BRAND NEW**

**@CollegeChecking<sup>SM</sup>** This M&T checking account is exclusively for students and dedicated to students on-the-go! @College Checking lets you handle your banking when and where it's most convenient.

#### **Features:**

- No monthly service fee
- No minimum balance requirement
- Unlimited free PIN POS transactions
- 4 free non-M&T ATM transactions per service charge cycle
- 4 surcharge rebates per service charge cycle (maximum \$2 per transaction)
- Free incoming foreign and domestic wire transfers
- First order of 50 checks free

**Go Green options for student checking:**

- e-Statements
- Free Web banking
- Free Web bill pay
- Direct deposit
- Check card
- ATM access
- Checks available printed on recycled paper (Arbor Day style)

Visit our campus branch and open your account today!

**University Bookstore**

**Barnes & Noble College Bookstores, Inc.**      7-2745

[binghamton.bncollege.com](http://binghamton.bncollege.com)

The Binghamton University Bookstore is a service of Barnes & Noble College Bookstores, Inc. It is located in University Union West. The University Bookstore not only sells required course textbooks and materials, but also offers a wide variety of school supplies, Binghamton University logo clothing and gifts, dorm supplies, posters, snacks, greeting cards and books for leisure reading, where you'll find the campus author section.

**HOURS OF OPERATION:****First Week  
of Classes**

Mon.-Thurs., 9 a.m.-8 p.m.  
Fri., 9 a.m.-5 p.m.  
Sat., 10 a.m.-4 p.m.  
Closed Sunday

**When Classes  
Are Not in Session**

Mon.-Fri., 9 a.m.-4 p.m.  
Closed Sat. and Sun.

**When Classes  
Are in Session**

Mon.-Fri., 9 a.m.-6:30 p.m.  
Sat., noon-4 p.m.  
Closed Sunday

**Payment for Purchases:** The bookstore accepts one-party checks for the amount of purchase. Please be ready to present a valid University ID card and a valid motor vehicle operator's license at the time of purchase. The bookstore also accepts cash, MasterCard, Visa, Discover, American Express and the Binghamton University Card System (BUC\$), and Barnes & Noble gift cards.

**Buying Textbooks:** The bookstore stocks textbooks by subject and numerically by course number within the subject. A bookstore customer service staff member will assist you in finding the books for your courses. If you need assistance, please have your course number and section number ready.

**Used Book Policy:** Used textbooks are on the shelves and available on a first-come, first-served basis. Used books will save you 25 percent off the publisher's selling price.

**Services:** The bookstore buys back books every day. Students may receive up to 50 percent of the selling price, depending on the need for the book. The best time to sell back textbooks is the week of final examinations. Academically priced software may be purchased through [www.binghamton.bncollege.com](http://www.binghamton.bncollege.com). Textbooks for the next semester may be reserved through [www.binghamton.bncollege.com](http://www.binghamton.bncollege.com) and be ready for pickup when you return to campus. Feel free to contact a bookstore representative with any questions at 7-2745.

## University Dining Services

### Campus Services

All students living in College-in-the-Woods, Dickinson Community, Hinman College, Mountainview College or Newing College are required to open one of five flexible dining plans.

Resident students are also able to use their meal cards in any retail dining location. The resident dining program has been structured to provide the best value for students in resident dining halls. There is no worry if you miss a meal. The meal plans are based on an à la carte system. Every item has its own price. There is no set amount you must spend on each meal.

Each dining service location features its own unique atmosphere and menu. There are many choices in dining:

- Dining hours range from 7:30 a.m. until 1 a.m.
- Resident dining centers provide an à la carte menu including deli/salad bars, cook-to-order grill items, special entree dinners and nutritious, well-balanced entrees.
- The Food Court in the University Union offers something for everyone (Sbarro Pizza, Taco Bell, Mein Bowl, Sub Connection, Bearcat Grill, Frëshens Smoothie Company and Frozen Treats, It's Showtime, Good to Go and Jazzman's).
- The Susquehanna Room, a traditional à la carte cafeteria, is a favorite of faculty, staff and students.
- Nite Owl Cafés, offering a variety of items, are just a few steps away for late-night munchies.
- Snack Shops offer convenience store items in each resident dining hall (chips, bottled and canned beverages and other munchies).

The Kosher Kitchen is a co-op offered for students wishing to observe the kosher laws of Kashruth. To become a member, a resident student needs to purchase a resident meal plan, pay a small Mashgiach fee at the Kosher Kitchen, and work one two-hour shift each week.

Further information regarding the dining plans may be found in either the resident or off-campus dining brochures or on the website at [www.budining.com](http://www.budining.com). Contact University Dining Services at 7-6000 or toll-free at 888-858-9167.

### Medical Necessity of Food Provided

University Dining Services will make every effort to provide a dietary program within the expertise of the food service staff, for people with a medical necessity. Anyone with a medical necessity that requires a specialized diet must provide documentation of the condition from his or her physician. This documentation must be sent one month prior to the commencement of classes to ensure evaluation and preparation to meet the individual's needs. Dining services may elect to obtain a second medical opinion from the medical director of Binghamton University Health Service.

The documentation must be sent to:

Medical Director  
 University Health Service  
 Binghamton University  
 PO Box 6000  
 Binghamton, New York 13902

The documentation must include:

- Complete supporting medical evidence of the condition
- Description of what the individual can and/or cannot eat

In consultation with the University nutritionist, a written response will be sent to the individual and their physician regarding the type of program to meet their needs.

## Refunds to Resident Board Contracts

1. Refunds of resident board contract payments are permitted only under one of the following circumstances:

- a. A student withdraws from the University, or
- b. A student obtains a medical exemption from the University physician.

2. The amount of a resident board contract refund is a percentage of the total contract price paid for that semester, determined according to a prorated weekly schedule. The same prorated percentage is applied to both the operating expense and the spending money component. Eligible students receive the appropriate refund, provided that the amount of funding in their accounts is equal to or greater than their anticipated refunds. For the purpose of prorating refunds, weekly increments are used; students whose board contracts have been in force for any part of a week will be charged for the full week. The refunds are prorated according to the following schedule:

<i>At the end of:</i>	<i>The prorated refund will be:</i>	<i>At the end of:</i>	<i>The prorated refund will be:</i>
Week 1	85%	Week 6	35%
Week 2	75%	Week 7	25%
Week 3	65%	Week 8	15%
Week 4	55%	Week 9	5%
Week 5	45%	Week 10	0%

3. No refunds are permitted after the ninth week of the semester. No refund can be made, under any circumstances or at any time, of any part of the spending money balance transferred forward from the previous semester. Additional spending money deposits made to a student's account prior to the ninth week of the semester are refunded in accordance with the prorated refund schedule given above. Students who advance register, but do not attend the University, receive a full refund of their dining plan payment.

No refund is provided to students who have excess spending money in their accounts after the ninth week of the semester, when they graduate or leave the University for any reason.

## University Laundry Services

### ASI Campus Laundry Solutions

The washers and dryers on campus are provided and serviced by ASI Campus Laundry Solutions. Each residence hall has its own laundry facility located either in the basement or on the first floor. Laundry rooms are also located in each building of Hillside and Susquehanna communities. These laundry facilities provide a safe and convenient location for students to wash and dry their clothing.

The rooms are open 24 hours per day. You may contact Vendor Relations at 7-2883 regarding laundry questions.

A 24-hour automated trouble reporting number is available at 7-4888. Indicate the number of the machine and post an out-of-order sign on the machine until it is repaired.

## University Refrigerator Rental

The University provides a rental program with Campus Specialties Inc. to lease refrigerators of various sizes to University students on a yearly basis. The specific refrigerators available are listed.

- 2.7-cubic-foot refrigerator
- 3.2-cubic-foot double-door refrigerator
- Combination microwave-refrigerator units

Contact Campus Specialties Inc. at 1-800-525-7307 for more information.

## University Vending Services

Nearly 200 vending machines may be found in more than 50 locations throughout the campus, including residence halls, academic buildings and activity centers. Items available through the vending machines include a wide range of products such as canned and bottled soda, juice, coffee, candy, pastries and chips, as well as a complete line of snacks, sandwiches and dinner items. Machines accept dollar bills and dollar coins and the BUC\$ Account.

Refunds are given in the lower-level lobby booth 11 a.m.-2 p.m., Mon.-Fri., during normal semester schedules. A can redemption booth is also available at this location.

## University Expectations

1. All members of the University community are expected to conduct themselves lawfully, maturely and responsibly, and to share the responsibility of maintaining standards of behavior that are essential to the smooth functioning of the institution.

2. The tradition at Binghamton, a public university, is that the full exercise of First Amendment rights is encouraged and protected. The expectation is that these rights are practiced with respect and responsibility, and with the recognition that abusing the rights of any one person or group ultimately endangers the rights of all. Obscene speech or conduct — that which appeals to prurient interests, is patently offensive, and lacks serious literary, artistic, political or scientific value — is not protected by the First Amendment.

3. Every member of the University community has a right to feel secure in person and property and has the responsibility to respect and protect the rights of others.

4. Conduct that interferes with or threatens the operation of the University or the rights of others, either in or out of the classroom, is not condoned.

5. Students are expected to abide by the rules of the University and by state, local and federal laws, and cannot be granted sanctuary by the University.

6. Students are expected to check their [www.binghamton.edu](http://www.binghamton.edu) domain e-mail weekly while classes are in session as this will be the University's primary means of communication with students.

# Rules of Student Conduct

## Introduction

Section 356 of the Education Law of the State of New York directs councils to establish regulations governing the conduct and behavior of students. A committee of the Binghamton Council reviews the University's Rules of Student Conduct and the Procedures for Review of Student Conduct each spring, and changes are brought to the full Council for ratification before *Rules of Student Conduct and Procedures for Review of Student Conduct* is published. After ratification, these regulations are filed with the appropriate state agencies. Students are expected to refer to this publication for a better understanding of the code of standards and behavior expected of them. The rules and expectations set forth here are in no way intended to infringe on the basic freedoms of speech, assembly or free inquiry. Rather, the aim of these rules is to meet the practical requirements of an academic community while providing an environment in which all members of the University community — students, faculty, administrators, staff and other citizens — may feel secure in the constitutional and civil rights granted to them in the society at large.

Students at all public universities, including Binghamton, have all the rights and protection guarantees afforded by the First and Fourteenth Amendments, and have the same responsibilities held by all citizens.

The Rules of Student Conduct are written for every student of the University community, and will be enforced against any student enrolled or accepted for admission found violating them. Pursuant to Article 129-A [NYS Education Law §6430 (2)], student groups and organizations recognized administratively or by student government may also be charged with, and held responsible for violations of the Rules of Student Conduct. Sanctions against the student organization may include revocation of recognition of the group, loss of permission to use University facilities and the University name, as well as other appropriate sanctions. New York State Education Law Article 129-A includes the Rules of Student Conduct as part of the bylaws of all such organizations. When enforcing the Rules of Student Conduct:

1. When applying the rules to an individual student, the individual student must be judged on his/her own personal conduct, and not on the actions of any other person.

2. The Rules of Student Conduct and the Procedures for Review of Student Conduct apply in all areas on campus, at off-campus instructional sites, including Binghamton distance learning settings, in Off Campus College Transport vehicles, and in all University-operated housing areas both on and off campus. *Guidelines for Directors of Binghamton Programs Abroad* specifies conduct requirements and adjudication procedures for students participating in Binghamton University-sponsored study abroad programs.

The University will not, as a matter of general practice, pursue alleged off-campus student misconduct. However, in those exceptional cases that endanger the personal safety or property of members of the University community or others, action may be taken in accordance with the Rules of Student Conduct through the application of Procedures for Review of Student Conduct. The director of judicial affairs will consult the associate vice president/dean of students or designee, who will determine if campus judicial action is warranted under these circumstances.

The University will use the following criteria in deciding when to take action for violations of the Rules of Student Conduct that occur off campus when there is sufficient information available to conduct a hearing and when:

- a. The accused person was enrolled or accepted for admission as a Binghamton University student at the time of the incident.
  - b. The incident involves endangering behavior (defined as violent assault, rape, arson, distribution of illegal drugs or other serious offenses that constitute a threat to the personal safety of others).
  - c. There has been significant property damage as the result of a single incident or multiple incidents.
  - d. Alcoholic beverages are sold or made available to underage persons.
3. Intoxication is not an excuse for violation of the Rules.
  4. Students who are present in residence hall rooms, suites or apartments other than their own where policies are being violated, may be subject to the same or other sanctions upon determination of personal responsibility.
  5. Violations of Rules of Student Conduct by any full-time or part-time student may lead to University administrative action and/or University disciplinary action. In addition to University actions, students may face criminal arrest when an incident is also a violation of local, state or federal law.

## Abuse

### A. Policies

1. Causing physical injury to another person is prohibited.
2. Striking, shoving, kicking, or otherwise subjecting another person to physical contact or attempting or threatening to do the same is prohibited.

### B. Information and Assistance

For further information regarding abuse (assault or harassment), students may contact the University Health Service, University Counseling Center, High Hopes, the alcohol and other drug program coordinator, Judicial Affairs, New York State University Police, Crime Victims Assistance Center or a member of the Residential Life staff.

## Alcohol and Other Drugs

*NOTE 1: See also Specific Policies Covering Serving and Selling of Alcoholic Beverages on Campus.*

*NOTE 2: When disciplinary infractions of The Rules of Student Conduct (e.g., damage and destruction of property, verbal or physical abuse, sexual assault, etc.) are in part or in whole the result of alcohol intoxication or drug impairment, such infractions may result in enhanced sanctions. (Note: Enhanced sanctions will be limited to longer periods of disciplinary probation, additional community service hours and more extensive educational sanctions).*

### Alcoholic Beverages

#### A. Policies

1. Persons under 21 are prohibited from purchasing, possessing or consuming alcoholic beverages.
2. Persons 21 and over shall only possess open containers and consume alcoholic beverages in rooms, suites, apartments, licensed dining facilities, or at

registered events (see information on application for permission to serve alcoholic beverages, in the Student Handbook).

3. All persons are prohibited from removing alcoholic beverages from or bringing such beverages into licensed dining facilities or at registered events.

4. All persons are prohibited from possessing or consuming from bulk containers of alcohol such as beer balls, kegs, trash-can punches and punch bowls; possessing empty beer balls and kegs; and possessing or using tapping equipment.

5. All persons are prohibited from selling, serving, giving away or making alcoholic beverages available to persons under 21 and are prohibited from purchasing alcoholic beverages for persons under 21.

6. Persons 21 and over are permitted to possess at any given time no more than one case of beer (288 ounces or 24 12-ounce cans or bottles), two liters of wine and two liters of distilled spirits.

## Drugs

### A. Policies

1. Possessing (including possessing drug paraphernalia that contains drug residue) or using marijuana, controlled substances, prescription drugs that are not prescribed to you, or other illegal drugs on campus is prohibited.

2. Making available, giving away, selling or serving marijuana, controlled substances, prescription drugs, other illegal drugs or drug paraphernalia that contains drug residue to any person is prohibited.

3. Purchasing or attempting to purchase marijuana, controlled substances or other illegal drugs on campus is prohibited.

### New York State Law

**A. Controlled Substances.** The New York State Penal Law, Article 220, prohibits the unlawful use of controlled substances. Controlled substances are listed in Schedules I-V of the Public Health Law and include narcotic, depressant, stimulant and hallucinogenic drugs, as well as concentrated cannabis or hashish. This includes such substances as cocaine, crack, peyote, LSD, amphetamines and the so-called hard drugs, derivatives of opium. The penalties for the illegal use, possession or distribution of controlled substances are clearly spelled out by law and include prison terms ranging from one year to life in prison on conviction. (The penalties prescribed by law in Pennsylvania are equally severe.) The mere giving or offering to give another person any controlled substances is defined by law to mean "sell" and is a felony. Possession alone of a controlled substance constitutes a felony. The consequences of a felony conviction are very serious.

**B. Marijuana.** The New York State Penal Law, Article 221, prohibits the unlawful possession of marijuana.

Under the marijuana law of 1977, possession of under 25 grams (about 7/8 oz.) of marijuana is a violation (similar to a traffic infraction) punishable by a fine of up to \$100 (no jail). If it is the second drug conviction within three years, the fine is up to \$200. For a third conviction within three years, the fine rises to \$250 or up to 15 days in jail or both.

Sale (which includes even a gift) of any weight between 2 grams and 25 grams, inclusive, is a Class A misdemeanor punishable by up to one year in jail or a fine up to \$1,000 or both. Giving or passing only one cigarette, or under 2 grams (about 1/15 oz.), is a Class B misdemeanor punishable by up to three months

in jail or a fine of up to \$500 or both. If committed in a “public place,” it is a Class B misdemeanor to have marijuana burning or open to public view. A public place means any place to which the public or a substantial group of persons has access, e.g. locker rooms, lobbies, hallways, corridor restrooms, streets, buses.

There is a scale of higher penalties for possession or sale of larger quantities ranging up to a Class C felony (up to 15 years in prison).

The above is excerpted from *New York State’s Marijuana Reform Law, Questions and Answers*, New York State Assembly Codes Committee, Albany, N.Y.

## **Good Samaritan Actions**

In cases of alcohol and prohibitive drug intoxication, the primary concern is the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for medical assistance for themselves or for a friend/acquaintance who is suffering alcohol poisoning. No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to University discipline for the sole violation of using or possessing alcohol or drugs. This policy shall extend to another student seeking help for the intoxicated student.

Students who are found to be legally intoxicated for a second time may be medically withdrawn pending an alcohol and other drug screening and treatment if such is indicated.

## **Confiscated Beverages**

Alcoholic beverages confiscated from any person in violation of campus policy will be destroyed. Drained kegs and rented tapping equipment will be returned by the University to the place of purchase. Personally owned tapping equipment will be held and returned to the owner at the end of the academic semester. Upon return, tapping equipment must be immediately removed from campus. Any funds obtained from returned items will be used by the Division of Student Affairs and the New York State University Police for alcohol and substance-abuse education.

## **Health Risks and Information**

- A. Health risks associated with the use of alcohol include but are not limited to memory loss, depression, seizures, falls and accidents, heart and lung diseases, frequent infection, and sudden death.
- B. Social risks associated with the use of alcohol include but are not limited to damaged relationships, academic failure and family problems.
- C. Grain alcohol is very dangerous when consumed. It is usually in a concentration of about 95 percent (185-190 proof), is highly toxic, and physically damages body cells, including causing burn injuries to the mouth and esophagus. Possession of grain alcohol by any person, regardless of age, is a violation of New York state law.
- D. Health risks associated with the use of illicit drugs include but are not limited to memory loss, depression, seizures, falls and accidents, heart and lung diseases, frequent infection and sudden death.
- E. For further information and assistance regarding addiction-related matters, students may consult the University Health Service, University Counseling Center, High Hopes, the alcohol and other drug program coordinator, or a member of the Residential Life staff.

## Animals on Campus

1. Animals are prohibited in all buildings (except for certified guide dogs, and service animals for individuals with visual or physical disabilities).
2. Dogs must be leashed and under control at all times.
3. Permission to have supervised pets in classrooms and buildings is determined by the person in charge of the building (except for certified guide dogs, service dogs and simian aids [monkeys] for individuals with visual or physical disabilities).
4. Unlicensed dogs may be impounded at any time; licensed but unsupervised dogs may also be impounded. All unsupervised domesticated animals may be impounded. This ordinance is enforced by New York State University Police and the Town of Vestal dog warden. Violators are subject to a summons returnable to the Vestal Town Court. *Note: An animal tied and left unattended is in violation of this regulation.*
5. Residents in University housing may, with agreement of all residents of the room, suite or apartment, keep small fish in a properly maintained bowl with a capacity no greater than one gallon. Air filters, power heads, heaters or similar devices are not permitted.

## Assisting in a Violation

Assisting other people in violating University rules is prohibited.

## Camping

1. Camping (defined as sleeping overnight on University grounds outside of established residence halls) is permitted only in residential colleges and communities by Student Association/Graduate Student Organization chartered groups, University recognized student organizations, or residential floor groups as part of a pre-approved program.
2. Camping is prohibited in the Nature Preserve.
3. Prior approval from the area office, the New York State University Police, and the Environmental Health and Safety Office must be obtained in order to camp. Upon approval a permit will be issued to the person taking responsibility for the group. The person taking responsibility must remain with the group during the entire time the group is camping. That person must have the permit in his or her possession during this time for verification purposes. Regulations are printed on the back of the permit.
4. Campfires, gas stoves, lanterns or other open flames are permitted while camping only on the west side of Lake Lieberman.
5. A group's camping permit will be revoked if any University rules are violated while camping.

## Computer Services

Students are required to abide by the University's "Acceptable Use Policy" which is published on the Web at: <http://its.binghamton.edu/policies/acceptable-use.html>. Students must agree to this policy online before they are issued computer accounts. They are also required to abide by all applicable laws and regulations. Student who fail to do so may face revocation of access, campus judicial action and/or criminal prosecution. A summarized version of the acceptable use policy follows.

Students of Binghamton University are conditionally granted computer IDs with passwords and usage quotas and access to the University network, NYSERNet and to the worldwide Internet. Students are also conditionally granted access to machines and software in public computer labs.

User IDs and passwords are assigned to individuals and are for the exclusive use of the individual to whom they are assigned. Individuals are responsible for any activity that occurs under the user ID assigned to them. Residence hall room access to the campus network is also granted to individuals. Individuals are responsible for assuring that their personal residence hall room network access points are not misused.

Prohibited conduct includes, but is not limited to:

1. Sharing one's ID and password with other people or using the account beyond granted quotas.
2. Gaining or attempting to gain unauthorized access to user IDs, computers or networks for which one is not authorized.
3. Detrimentally affecting the operation of the campus network, NYSERNet, the worldwide Internet or any other computer(s).
4. Violating copyright laws, through the unauthorized copying or distribution of copyrighted materials (including, but not limited to software, data, images, music, music videos, motion pictures, file sharing and text). Such violations constitute the theft of intellectual property. The University's copyright policy may be found at <http://provost.binghamton.edu/faculty-staff-handbook/handbook-xii.html>.
5. Misuse of the network or University computers, including (but not limited to) commercial use, use deemed harassment, or use not in keeping with network regulations, guidelines or applicable laws.

If there are any questions regarding the policies, please contact the academic computing director at 7-6194.

## Damage and Destruction

Destroying, damaging or defacing property of the University, University vendors (e.g. bookstore, catering, food service, pre-school, vending), or any others is prohibited.

Students are liable for all damage they cause, whether by intentional or unintentional means, unless the damage is the result of a defect or wear and tear of the object damaged. Possible sanctions beyond restitution will be based on the facts associated with the incident.

## Demonstrations

Students are free to voice dissent and to demonstrate in an orderly and peaceful manner. Picketing or demonstrating must not interfere with the normal flow of pedestrian or vehicular traffic or with the entrances to buildings and must not interfere with the normal functioning of the University. Sticks, or other objects that may prove to be dangerous in a crowd, are not permitted for use in support of signs or banners for other purposes. Rules for the maintenance of public order may be used if necessary.

## Distribution of Printed Information, Solicitation

1. The distribution or selling of newspapers or handbills conveying a point of view in the public areas of a SUNY campus is protected by the First Amendment.

For the purpose of distributing and selling of printed information, public areas include the main lobby of the University Union and streets and sidewalks. All distribution and selling of printed information must comply with the “Advertising On Campus” policy located in the Student Handbook.

2. Taking multiple copies of campus newspapers with the purpose of interfering with freedom of expression is a violation of University policy. Newspaper is defined as any periodical that is distributed on a complimentary basis.

3. Door-to-door solicitation is not permitted on campus. Unaddressed handbills, announcements, election flyers or advertisements are not to be sent through the campus mail, placed under residence hall doors, nor placed on vehicles on campus property. These materials must be disseminated in accordance with the University’s Poster Policy. In addition, it is a violation of New York State Vehicle & Traffic Law, Section 375-1, to place these items on windshields.

**Documents, Keys: Misuse of**

1. Forging, altering or transferring any ID card, registration form, admission application, financial aid application or other University document is prohibited.

2. Misuse of ID cards is prohibited.

3. Duplicating keys or key cards to University facilities without authorization is prohibited. The possession or lending of keys or key cards without the approval of the University employee who issued the key or key card is prohibited. Use of any key or key card for an illegal or unauthorized purpose is prohibited. Tampering with or changing locks to University facilities without authorization is also prohibited.

4. The manufacturing, sale, possession or use of altered and/or another person’s documents (e.g., driver’s license or learner’s permit) including those used for identification is prohibited.

5. The use of another person’s documents for identification is a violation of state law and is subject to disciplinary sanction.

**Drugs (see Alcohol and Other Drugs)**

**Facilities: Locked**

1. All unauthorized persons shall leave University buildings at the time they are closed.

2. A University pass must be obtained from and signed by the faculty or staff member in charge of an office, classroom or laboratory, and by the building administrator or person in charge of the building, for a student to be in these areas after they are locked. If a New York State University Police officer requests it, students must identify themselves and surrender the written permission. Failure to do so results in the students’ being told to leave the premises.

3. Propping open exterior or interior doors that allow access to a locked facility is prohibited.

4. Forcible entry into any building or facility is prohibited.

5. Entering a residence hall without being an invited guest of or accompanied by a current resident of the building is prohibited.

**Facilities: Use of**

1. Students shall use University facilities for the purpose for which they are

intended and in accordance with usage policies. Any alternative use requires the prior approval of the University official responsible for the facility.

2. Students may not reserve University facilities for personal reasons.
3. Students who have been denied access to any facilities by a University official or by the imposition of a judicial sanction are expected to abide by such a ruling.
4. Students are prohibited in areas posted for restricted access.
5. Residence halls are for the exclusive use of their residents unless otherwise authorized.

## Failure to Cooperate

1. Students are required to cooperate with University officials when those officials have identified themselves and are acting expressly within their authority to enforce a written University policy. University officials include faculty and staff of the University. Also included are student employees who are carrying out assigned work responsibilities. Students' rights to privacy and security in person and possessions shall be respected in all cases (see Housing License — Inspections and Searches for information on access to student rooms, suites or apartments by University officials.)

2. Failure to cooperate occurs when, at the request of a University official, a student fails to:

- a. Show pass
- b. Depart area of campus
- c. Exit residence hall room, suite or apartment to speak to University official
- d. Comply with any other legitimate directives of authorized University officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested.

3. Obstruction of emergency personnel from performing their official duties is prohibited.

4. Cooperation also includes completing or adhering to the terms of a judicial sanction.

## False and Misleading Information

Lying to the University, including lying to any University official, and in any judicial proceedings, or otherwise misrepresenting oneself with regard to the University, is prohibited.

## False Reports

Knowingly initiating or circulating a false report of impending occurrence of an explosion, fire, crime or other emergency is prohibited.

(See also "Documents, Keys: Misuse Of.")

## Federal, State or Local Law

Violations of federal, state or local law on University premises or on OCCT Transportation, not otherwise listed in the Rules of Student Conduct, shall be considered violations of the Rules of Student Conduct.

## Fire

1. Tampering with fire-safety equipment on campus is prohibited.
2. Intentionally, carelessly or recklessly causing the false report of a fire alarm, either personally or by activating the fire alarm system, is prohibited.
3. All students shall leave the residence hall or apartment building or other University facility when a fire alarm sounds.
4. Intentionally, carelessly or recklessly causing a fire to be ignited in any University building or on the grounds of the campus without a legitimate purpose is prohibited. This does not apply to fireplaces, barbecue grills or other authorized areas.
5. Candles, kerosene lamps, Sterno (except for approved receptions), or other similar open-flame devices and incense are not permitted in residence halls. With prior approval of the resident director or community director, candles may be used for religious services, but may never be left unattended.
6. Intentionally interfering with or failing to follow emergency procedures, including fire drills, is prohibited.
7. Open fires, such as small open fires for recreational purposes, must be approved in advance by Environmental Health and Safety in the Health Service building. Such fires are allowed only in the established fire areas of Sinisi Park and on the west side of Lake Lieberman. When approval is obtained, a permit for open fire is issued to the person responsible for control and extinguishment of the fire. The permit must be in the possession of the person in charge during the time indicated on the permit, so it may be verified by New York State University Police officers, if deemed necessary. Additional safety regulations for open fires are printed on the back of the permit.

## Gambling

In accordance with New York state law, possession of gambling devices, operation of lotteries, and/or promotion of gambling where the promoter profits from the gambling (except for promoting duly licensed games of chance) is prohibited.

### Information and Assistance

For further information or assistance regarding gambling, contact the University Counseling Center.

## Guests

### 1. Non-Binghamton University Student Guests

Binghamton University students who have non-Binghamton University guests are responsible for informing their guests of the University's Rules of Student Conduct and may be held accountable for the actions of their guests. Student hosts are to be present during the guests' visit.

### 2. Susquehanna Community Students Living with Non-Students

Susquehanna Community students living in family apartments with non-student adults and/or dependents are accountable for the actions of these persons.

### 3. Student Guests

A Binghamton University student who has other Binghamton University student guests is responsible as host for violations that occur in his/her room, suite or

apartment unless another Binghamton University student(s) takes responsibility for the violation.

## Harassment

Harassment is defined as:

*NOTE 1: As a public university, Binghamton University's Harassment Policy is based on New York State Penal Law.*

1. Intentionally and repeatedly annoying another person by following such person in or about a public place or places or by engaging in a course of conduct or repeatedly committing acts which place such person in reasonable fear of physical injury;

*NOTE 2: Persons charged with section 2A of the harassment policy may also be subject to criminal assault charges.*

2. Acting with intent to harass, annoy or alarm another person:
  - a. striking, shoving, kicking or otherwise subjecting such person to physical contact, or attempting or threatening to do the same; or
  - b. following a person in or about a public place or places;
  - c. engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy such person and which serves no legitimate purpose;
3. With intent to harass, annoy, threaten or alarm another person:
  - a. Communicating or causing a communication be initiated with such person, anonymously or otherwise, by telephone, electronic mail, mail or any other form of written communication, in a manner likely to cause annoyance or alarm;
  - b. Making a telephone call, whether or not a conversation ensues, with no purpose of legitimate communication; or
  - c. Striking, shoving, kicking or otherwise subjecting such person to physical contact, or attempting or threats to do the same because of a belief or perception regarding such person's race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation, regardless of whether the belief or perception is correct.

## Hazing

Hazing is strictly prohibited at Binghamton University by both University policy and New York State Law. Violation of this student hazing policy may subject individual students to disciplinary action and/or arrest and may also subject student organizations to withdrawal of organizational recognition or certification.

No student, student organization, athletic team or other University-recognized organization, association or group shall conduct or condone activities that include hazing.

*Binghamton University defines hazing as: Any action taken or situation created involving prospective or new members of a group, or as a condition of continued membership in a group (fraternity, sorority, team, club, or other association or organization), which would be perceived by a reasonable person as likely to produce mental or physical discomfort, harm, stress, embarrassment, harassment or ridicule. This definition of hazing applies whether or not the participants consent to such activity or perceive the behavior as "voluntary." This definition applies to behavior on or off University premises.<sup>1</sup>*

The determination of whether a particular activity constitutes hazing will depend upon the circumstances and context in which the activity is occurring. Some examples of conduct that may constitute hazing when used to mistreat or humiliate the participant include the following:

- Consumption of alcohol
- Paddling in any form, or any other physical brutality
- Creating excessive fatigue
- Degrading or humiliating games or activities
- Forced or excessive participation in physical activities
- Psychological shock or abuse
- Engaging in public stunts or buffoonery
- Inappropriate scavenger hunts or road trips
- Wearing of apparel or items likely to subject the wearer to embarrassment or ridicule
- Activities that would unreasonably interfere with a student's other activities or obligations (academic, extracurricular, religious, family, etc.)
- Activities that violate University policy, federal, state or local law
- Any other activity devoid of legitimate educational value that subjects participants to humiliation

No policy can be so precisely written as to address all possible situations. When this policy does not address a specific behavior, students, organizations, teams and groups are expected to conduct themselves and their activities in the spirit of this policy and with respect for the dignity and well-being of others. As a guiding principle, any activity required of new members that is not required of more senior members is likely to constitute hazing under this policy.

**New York State Law**

120.16 Hazing in the first degree is a class A misdemeanor.  
 A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes injury.

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

**Reporting**

Binghamton University students should report possible hazing incidents. To report possible hazing, contact one or all of the following:

Office of Judicial Affairs	607-777-6210
Office of Residential Life	607-777-2321
Office of Campus Life	607-777-2811
Office of Fraternity/Sorority Affairs	607-777-2811
University Police	607-777-2393

## Hitchhiking

Students are reminded that, in accordance with state law, it is illegal to hitch rides on the New York State Thruway. On other roads, including campus roadways, the law prohibits standing on the pavement to solicit a ride. Students may be issued tickets if standing on the roadway while hitchhiking.

## Information Access/Release

Access to and/or dissemination of confidential information (as so classified by the office responsible for keeping such information) without permission of the person responsible for the information is prohibited.

## Loitering, Trespassing

1. As determined by the University, unauthorized students are forbidden to loiter or trespass in University buildings or on campus grounds.
2. Unauthorized entry into a residence hall room, suite or apartment is also trespassing.
3. In terms of enforcement, it should be noted that students are required to present identification on request of University personnel.
4. Overnight guests must be registered (see "University Housing License," XIII.7).

While all University personnel are expected to be aware of this regulation and to assist in its enforcement, it is customary to ask New York State University Police officers to question a suspected loiterer or trespasser.

## Noise

The academic nature of the University requires all persons to respect the rights of others to conduct classes without disturbance and to study, sleep and fulfill academic or administrative responsibilities without interruption from excessive noise in all areas of campus.

1. Courtesy hours are in effect at all times. Students must comply with reasonable requests to lower the noise levels during courtesy hours.
2. Quiet hours (except for Susquehanna Community) are Sunday night through Friday morning from midnight to 8 a.m. and on weekends from 2 a.m. to 10 a.m. Saturday and Sunday mornings. Students are required to keep the noise level to a minimum so as not to disturb anyone. Each residence hall government may decide at the beginning of the academic year to extend quiet hours.
3. Susquehanna Community has 24-hour quiet hours seven days a week, throughout the year.
4. During final exams 24-hour quiet hours begin at 11:59 p.m. on the last day of classes and continue through the end of the last exam on the last day of exams.

## Posters

1. Posters and other printed advertising may be posted only on bulletin boards not designated for specific purposes. Use of windows, glass doors, walls or the outside of any building is prohibited. No more than one advertisement per event may be posted per bulletin board.
2. Posters should not be larger than 11 1/2 inches by 17 inches. Covering previously posted current material is not allowed. Only common cellulose tape,

masking tape, thumbtacks or desk staplers may be used to attach items to bulletin boards.

3. All outside commercial advertisements must be stamped by the University Union office before posting within the union.

4. Groups chartered by the Student Association or Graduate Student Organization, and University-recognized student groups wishing to post, must register the name of a contact person, address and phone number with the director of the University Union.

## Rape

Rape is defined as sexual intercourse by a friend, acquaintance or stranger:

1. which is forced, manipulated or coerced through use of verbal coercion, intimidation (emotional and/or physical), threats, physical restraint and/or physical violence; and/or

2. where no consent was given due to the victim's being unconscious, asleep or unable to communicate, or to the victim's saying nothing; and/or

3. where the victim is temporarily incapable of appraising or controlling his or her conduct owing to the influence of alcohol or other drugs he or she consumed or to any other act committed upon him or her without his or her consent.

## Information and Assistance

For further information and assistance regarding rape, students may contact the University Health Services, University Counseling Center, High Hopes, Judicial Affairs, New York State University Police, Crime Victims Assistance Center, or a member of the Residential Life staff.

## Safety

1. Reckless or intentional actions that could endanger the safety of oneself or others or which result in physical harm to oneself or others and/or in damage to property are prohibited.

2. Activities that could endanger the safety of people and/or damage property are prohibited. Examples of such activities include but are not limited to:

a. using baseball bats and softball bats on ground of the University not designated for that purpose;

b. throwing or removing objects from windows;

c. entering or exiting buildings from windows;

d. climbing on the roof of any building;

e. use of bicycles, in-line skates, roller skates, skateboards, roller skis or similar devices inside any University facility;

f. boxing and wrestling in areas not designated for that purpose.

3. The possession and/or storage of combustible and/or flammable liquids is prohibited in residence halls. Examples include, but are not limited to, charcoal lighter fluid, kerosene, cleaning fluids and gasoline.

4. Tampering with life or personal safety equipment such as automated external defibrillators (AED) on campus is prohibited.

## Sexual Assault

Sexual assault is defined as sexual acts, which include but are not limited to unwanted touching of an intimate part of another person such as sexual organ,

buttocks or breast; sodomy; oral copulation; and rape by foreign object by a friend, acquaintance or stranger:

a. which is forced, manipulated or coerced through use of verbal coercion, intimidation (emotional and/or physical), threats, physical restraint and/or physical violence; and/or

b. where no consent was given due to the victim's being unconscious, asleep or unable to communicate, or to the victim's saying nothing; and/or

c. where the victim is temporarily incapable of appraising or controlling his or her conduct owing to the influence of alcohol or other drugs he or she consumed or to any other act committed upon him or her without his or her consent.

### **Information and Assistance**

For information and assistance regarding sexual assault, students may contact the University Health Services, University Counseling Center, High Hopes, Judicial Affairs, New York State University Police, Crime Victims Assistance Center, or a member of the Residential Life staff.

### **Sexual Harassment**

Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and/or other unwelcomed verbal or physical conduct of a sexual nature that substantially interferes with a person's performance or creates an intimidating, hostile or offensive environment.

### **Information and Assistance**

For further information and assistance regarding sexual harassment, students may contact the Affirmative Action Office, University Counseling Center, High Hopes, Judicial Affairs, New York State University Police, Crime Victims Assistance Center, or a member of the Residential Life staff. (See also the University Sexual Harassment policy in the *Student Handbook*.)

### **Smoking**

1. Per the SUNY Board of Trustees, smoking is prohibited in ALL University-owned and operated facilities and other areas designated as non-smoking areas.
2. Smokers must be at least 25 feet away from any residence hall.

### **Snowmobiles, All-Terrain Vehicles**

Driving of snowmobiles and all-terrain vehicles on campus is prohibited.

### **Social Fraternities and Sororities**

Students are expected to know and abide by the regulations described in the Fraternity/Sorority Recognition and Governance Policy. This policy is available in the Office of Campus Life and the Student Handbook. Failure to comply with these regulations could result in individual disciplinary action for the individual members. (See Student Organizations/Fraternities and Sororities).

## Student Organizations/Fraternities and Sororities

Failure to comply with any suspension or withdrawal of recognition of a student organization, including social fraternities or sororities, could result in individual disciplinary action (e.g., accepting membership into, offering membership into, or acting in the capacity of an organization that has been suspended or lost University recognition may be considered a violation).

## Telecommunications Services

1. Charging telephone or telecommunications charges to University telephones or extension numbers without approval from authorized personnel is prohibited.
2. Tampering with any telecommunications services, including, but not limited to, telephone, cable television and/or voice mail, is prohibited.
3. Providing unauthorized service to another room, suite or apartment by any means through unauthorized installation of wiring jacks, or extensions, is considered theft of services and is prohibited.

## Theft

1. Theft, attempted theft or knowingly possessing stolen property of the University, University vendors (e.g. bookstore, catering, food service, pre-school, vending) or any others is prohibited.
2. Removal of property of the University, University vendors or any others from one area of the University to another without authorization from the person responsible for such property is considered theft.
3. Unauthorized use of computer equipment, time, account numbers and output is also theft (see also "Computer Services").
4. Unauthorized use of property or services of the University, University vendors or any other is also theft.

## Video and Photographic Apparatus: Expectation of Privacy Regarding Use of

Making unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, examples include, but are not limited to, shower/locker rooms, residence hall rooms, and men's or women's restrooms, is prohibited. Also prohibited is the storing, sharing, and/or other distribution of such unauthorized images by any means.

## Weapons, Fireworks, Noxious Materials

1. Possession or keeping of a weapon on campus, including in any vehicle, is prohibited (see number 5. for exception). Weapons include, but are not limited to, firearms (such as handguns and rifles), BB guns, pellet guns, air guns, spring-guns, paintball guns, blade based weapons or other instrument or weapons in which the propelling force is a spring, air, piston or CO<sub>2</sub> cartridge or other similar devices, antique and ornamental weaponry, and bow and arrows.
2. Possession or keeping of any blade-based weapon on campus is prohibited. Blade-based weapons include, but are not limited to, razor knives, manual and

automatic folding knives, fixed or forged hunting, fighting, throwing or survival knives, and any double-edged blade including daggers and swords.

3. Possession or keeping of a dangerous instrument or deadly substance (such as potassium cyanide) is prohibited. Dangerous instruments include, but are not limited to, explosives, explosive devices, knives, blackjacks and Chuka Sticks.

4. Use of any weapon, dangerous instrument, deadly substance, or any other object with intent to harm or in a manner that carelessly, recklessly or intentionally harms another person is prohibited.

5. All weapons and ammunition brought to campus must be cleaned, cared for, registered with and stored with the New York State University Police.

6. Possession or use of fireworks, firecrackers, etc., is prohibited.

7. Possession or use of noxious materials, not exempted under New York state law, is prohibited. Under New York state law, the only substance permitted as a self-defense spray is oleoresin capsicum, also known as pepper spray. Oleoresin capsicum may not be possessed by a person having been convicted of a felony or under the age of 18 years.

## Procedures for Review of Student Conduct

### I. Purpose

To give all students at Binghamton University full opportunity to attain their educational goals and to protect the health, safety, welfare, property and rights of students, the University has developed rules of conduct by which students are expected to abide.

Alleged infractions of these rules are adjudicated through the University judicial system. This system emphasizes student involvement in the judicial process. The hearing bodies are not courts of law; hence the same rules of evidence do not apply as in a court. The judicial system relies on full and open discussion of cases with all parties concerned, to render a fair judgment.

Such a judicial system does not preclude the informal handling of infractions if deemed appropriate and if considered satisfactory by all concerned.

The University judicial system adjudicates charges brought against any University student for alleged infractions of non-academic rules and regulations. In adjudicating those charges, it is the responsibility of the hearing board to determine whether the alleged behavior constitutes a violation of the rules of conduct. Charges must be put in writing and submitted to the appropriate administrative office (college/community administrator for residential life cases, director of judicial affairs for other cases).

### II. Disciplinary Procedures and Principles of Due Process

To assure that due process is provided in adjudication of violations, the following guidelines have been established for all hearings:

1. Charges may be requested against students by any member of the University community or campus visitor for alleged violations of Rules of Student Conduct that have been published in advance and made generally available.

2. Students are presumed innocent until proven responsible for a violation of the Rules of Student Conduct. Pending final action on a charge (including the appeal process), the status of the students is not altered, unless the continued presence of the students would constitute a clear and present danger to themselves, to the safety of others or to the property of the University. In these instances students may face summary action such as loss of contact with individuals, denial of access to facilities or suspension from the University pending the students' receiving the outcome of a formal judicial hearing. Students under summary action may be required to leave University facilities or property immediately and will be considered to be trespassing if they return. Students under summary action may request a meeting with the vice president for student affairs or designee in order to appeal the summary action. This request must be made no later than 5 p.m. of the next business day following the date the student receives the letter of summary action, including days when classes are not in session (e.g., winter recess, spring break, etc.). Students under summary action must have written permission from the associate vice president/dean of students or designee in order to have access to facilities or property of the University, or to have contact with an individual on campus. Students will receive written notice of the outcome of their appeal from the vice president or designee. Students who have appealed their summary action must abide by the terms of this action pending the outcome of their appeal.

3. Charges against students must be in writing with sufficient particularity and in sufficient time (at least five business days prior to a hearing) to ensure opportunity to prepare for the hearing. At the same time, the students are informed of their rights and of the judicial procedures to be followed. Charges shall be delivered by hand or mailed to the most recently recorded address listed with the Office of the University Registrar or permanent address, if no local address is listed.

4. At any point after being charged, students have the right to a copy of all available reports that will be used in resolving the pending judicial charges.

5. All matters on which a decision may be based must be brought up at the hearing and must be based on a preponderance of evidence. A preponderance of evidence is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence that as a whole shows the fact sought to be proved is more probable than not. Preponderance of evidence may not be determined by the number of witnesses, but by the greater weight of all evidence, which does not mean the greater number of witnesses, but opportunity for knowledge, information possessed, and manner of testifying (Henry C. Black, *Black's Law Dictionary*, 5th ed. West Publishing Co., St. Paul, 1979, p. 1064). Students being charged must have full opportunity to present evidence, call witnesses and question all witnesses presenting information at the hearing. Students also have the right to be present when evidence is being presented, to respond to and ask questions, or to refuse to answer questions. Refusal to answer questions is not considered an admission of responsibility.

Students charged have the right to review any written documents presented. If such documents are available prior to the hearing, students have the opportunity to review them before the hearing. If they are presented at the hearing, students have the opportunity to review them at that time.

6. Students being charged have the right to be assisted by an adviser of their choice. The adviser must abide by the guidelines established for the hearing.

7. A record is kept of the hearings, with sufficient detail to assure that on appeal the relevant testimony may be reviewed. Names of those at the hearing should be recorded. In most cases, the record will be an audiotape of the hearing created by the Judicial Affairs Office. If a tape recording is not available, affidavits or other similar documentation from each voting member of the hearing board, indicating the information received and considered, shall be provided in the event of an appeal. Stenographers or additional recording devices are not permitted.

8. The record of the hearing is University property, and it may not be copied or removed from the campus, in accordance with the provisions of the Family Educational Rights and Privacy Act. A student found responsible for a violation of the Rules of Student Conduct and his or her adviser may have access to the hearing record, for appeal purposes, through the Judicial Affairs Office.

### **III. Judicial System**

#### **A. Requesting Charges**

A written request for charges against a student must be submitted to a Residential Life administrator (for residential cases) or the director of judicial affairs (for all other cases), or designee who will determine if there has been a violation of the Rules of Student Conduct. A written request includes, but is not limited to, reports received from the New York State University Police Department, University incident reports and reports from other law enforcement agencies. If there has been a violation and sufficient information is available to support charges, the request for charges is accepted. If these two conditions are not met, the request is denied.

#### **B. Initiating Charges**

After a request for charges has been accepted, the student(s) alleged to have committed a violation of the Rules of Student Conduct will be asked to meet with a Residential Life administrator (for residential cases) or the director of judicial affairs (for all other cases) or designee, hereafter referred to as the Conference Officer. The purpose of this meeting with the Conference Officer is to discuss the allegations against the student(s), explain the Procedures for the Review of Student Conduct, and to explore options for resolving the charges. Options for resolving the charges include scheduling a judicial board hearing, dismissing the charges, signing an administrative agreement form, or signing an administrative agreement as part of a referral to mediation. By signing an administrative agreement form, the student accepts responsibility for the violation(s) of the Rules of Student Conduct listed on the form and agrees to the sanctions to be imposed. Prior to signing the form, students may have up to 48 hours to consider the terms of an administrative agreement. All principles of due process, as described in Procedures for the Review of Student Conduct, are maintained for charges handled in this manner. In cases where mediation is unsuccessful, the previously agreed-upon administrative agreement is immediately imposed. The Conference Officer will send the agreed-upon outcome of the meeting to the Judicial Affairs Office.

When a student accused of a violation of the Rules of Student Conduct fails to meet with a Conference Officer, or a mutually acceptable administrative agreement is not possible, the student will be sent a letter that lists the formal charge(s) and explains that a judicial board hearing will be scheduled.

## C. Mediation

Mediation is a voluntary process of conflict resolution facilitated by a trained mediator, who helps parties develop mutually acceptable solutions. The mediator is neither judge nor arbitrator, and does not determine guilt or innocence, dispense advice or impose decisions.

Mediation will be used as a method of resolving judicial cases when the conference officer believes the case is appropriate for mediation and all those involved are willing to participate. When a judicial case is referred to mediation, an administrative agreement will be held in abeyance until such time as the mediation and terms of the agreement have been completed. Upon such time, the administrative agreement will be destroyed. Unsuccessful completion of the mediation or non-compliance with the terms of the mediation will result in the administrative agreement being imposed.

## D. Advisers

1. Conference — Students may be accompanied by an adviser who takes no direct part in the meeting unless permitted to do so and then only to the extent permitted by the conference officer.

2. Hearings — Students charged may be accompanied by an adviser whose role is to confer with and advise the student charged of his or her rights, suggest questions to ask witnesses, and offer counsel on behavior during the hearing. Additionally, the hearing board, the administrator filing the charges and all witnesses may also be accompanied by an adviser. Advisers take no direct part in the hearing unless permitted to do so by the chair of the hearing board. Said permission shall not be arbitrarily denied.

## E. Judicial Boards

The Judicial Affairs Office establishes two types of judicial boards (University and Administrative) to hear cases involving violations of the Rules of Student Conduct. When a student is unable to resolve charges or sanctions with an administrator or chooses not to meet with an administrator, a judicial hearing is scheduled. Each case is heard by a hearing board drawn from the pool of University or Administrative Judicial Board members. One member of the hearing board is appointed chair by the Judicial Affairs Office. The chair participates fully in the hearing, is a voting member of the board, reads the charges, asks questions and conducts the hearing process. The chair is responsible for ensuring that principles of due process and hearing procedures are followed. The director of judicial affairs or designee may serve as hearing adviser in order to respond to issues pertaining to due process, hearing procedures and University policy.

### 1. University Judicial Board

- a. The Judicial Affairs Office selects students, faculty/retired faculty and administrators/retired administrators for membership on the University Judicial Board.
- b. Each hearing board is composed of two students and one administrator/retired administrator or faculty/retired faculty member chosen from the pool of members on the University Judicial Board. (In cases involving violations within residential units, at least one board member will be a current residential student or will have lived in residence halls for at least one year during his or her academic career at the University.)

2. Administrative Judicial Board
  - a. The Administrative Judicial Board hears cases:
    1. when the students on the University Judicial Board have not been selected or are not available.
    2. of a highly confidential or sensitive nature as determined by the director of judicial affairs or designee.
    3. when students charged have requested that the case be heard by an administrative hearing board and the request has been approved by the director of judicial affairs or designee.
  - b. The Judicial Affairs Office invites administrators/retired administrators and faculty/retired faculty members to serve on the Administrative Judicial Board.
  - c. Each case is heard by a hearing board composed of three administrators/retired administrators or three faculty/retired faculty members, or a combination of faculty/retired faculty and administrators/retired administrators totaling three in all, chosen from the pool of members on the Administrative Judicial Board.

## F. Judicial Hearings

In addition to the procedures set forth under Section II above, the following applies to all judicial hearings:

1. *Quorum* — A quorum is two students and one administrator or faculty member for University Judicial Board hearings. For an Administrative Judicial Board, a quorum consists of two administrators, or two faculty members, or one faculty member and one administrator. If a quorum is not present, the chair asks the students accused if they wish to have the hearing proceed without a quorum. If not, the hearing is adjourned and rescheduled.

2. *Absence of the Student Charged* — If the student charged is not present, and does not present a reasonable excuse to the director of judicial affairs or designee, the hearing is held in the student's absence. The hearing board considers the evidence available and bases its decision on a consideration of such evidence. The absence of the student charged is not an admission of culpability.

3. *Impartiality* — Faculty members may not serve on a University Judicial Board or an Administrative Judicial Board when the victim or other person requesting charges against a student is a faculty member. The accused may challenge the impartiality of any member of the hearing board. If there is a challenge, the hearing board decides if the challenge is legitimate. The decision is noted in the record. Challenges must be made before evidence is presented. If board members feel that they cannot be impartial, they must say so and excuse themselves from the hearing. If, at the close of the hearing, accused students wish to question the conduct of a board member during the hearing, they may file an appeal with the administrator hearing the appeal.

4. *Hearings* — The hearings are closed to the public unless the students charged have a compelling reason to request an open hearing. Such requests must be received in writing a minimum of two business days in advance of the hearing. The University, other students charged and/or victim(s) involved will be notified of the request. All parties participating in the hearing must agree in writing for the hearing to be open to the public.

5. *Role of the Hearing Board* — To help in their deliberations, the hearing board may ask questions and call witnesses during the course of a hearing.

6. *Presentation of Information* — Presentation of information, evidence and questions must be relevant to the case. Information presented must have been obtained in a manner consistent with local, state and federal law. The chair makes determinations regarding the presentation of information.

7. *Votes* — Votes by the hearing board, as to responsibility or non-responsibility and sanctions to be assessed, are by simple majority. Any member not participating in all aspects of a hearing shall not cast a vote.

8. *Decisions* — The hearing board completes a summary report of its findings and recommendations and forwards it to the Judicial Affairs Office. The director of judicial affairs (or designee) certifies that the sanction(s) is appropriate based on the sanctioning guidelines. The director (or designee) will make adjustments as necessary to ensure that the sanction(s) is appropriate based on the University's guidelines. Any sanctions imposed by the director (or designee) shall not be more severe than those recommended by the hearing board, in the absence of a new hearing. The Judicial Affairs Office forwards the final outcome to the accused students and the administrator filing charges.

9. *Records* — The records of cases involving sanctions of warning up to and including final probation are destroyed when the sanction period has been completed unless retention of records is necessary to show compliance with state or federal law. In order to verify compliance with the Campus Security Act, the University retains for seven years, all disciplinary referrals for alcohol, drugs and weapons possession. These records are released in accordance with section I, release of student records.

Records of suspension are destroyed after the suspension period has been completed and all requirements of the suspension have been met. Records of expulsion are not destroyed.

Students who are suspended or expelled have the following statement placed on their transcript: "Disciplinary Suspension or Disciplinary Expulsion." The suspension notation is removed when the file is destroyed. Ordinarily, notation of expulsion is a permanent notation on the transcript. After five (5) years from the date of the expulsion, expelled students may submit a written petition to the associate vice president/dean of students or designee to have the transcript notation removed. They must also submit a letter that outlines the reasons for the petition and provides documentation of their activities (work, education, etc.) since their expulsion from Binghamton University.

## G. Sanctions

As the University strives to create a just community, it must defend the rights and interests of its individual members as well as protect and promote the overall welfare of the larger campus community. The University is committed to responsible community living and holds individuals accountable for their actions and behaviors. When violations of the Rules of Student Conduct are addressed, the University judicial system attempts to create an active and educational response taking into consideration the interest of the victim, interest of the offender, and the overall well-being of the University community.

Sanctions are intended to stop further inappropriate behavior and deter any subsequent violations. To restore community, sanctions will be appropriately tied to the offense and tailored to repair actual harm done. Sanctions may include revocation of campus privileges, restitution, community service, educational projects and/or other appropriate assignments.

The following sanctions may be imposed by the University hearing boards and administrative hearing boards:

1. *Disciplinary Warning* — Disciplinary warning is an official acknowledgment that rules have been violated. Warnings are usually imposed for one year or less and usually do not include educational sanctions/community service. Future violations during the warning period may result in an increased sanction.

2. *Disciplinary Probation* — Disciplinary probation is a serious and active response to a violation of rules. It may include, but is not limited to, educational sanctions, community service, removal from housing and/or loss of privileges. Subsequent violations may result in more severe sanctions.

3. *Loss of Visitation Privileges* — Loss of visitation privileges may be imposed for serious violations, repeat violations or when there is a victim involved and restricting access to certain buildings or areas of the University or to OCCT buses is necessary. The length of time for loss of visitation privileges is specified.

4. *Disciplinary Removal from Residence* — Disciplinary removal is a decision to remove students from a University-operated residence on either a permanent or temporary basis. This action is taken in response to repeated and/or serious violations of the Rules of Student Conduct and the individual rights of other residents. Disciplinary removal from residence is imposed for a specific length of time.

5. *Final Probation* — Generally, final probation is imposed only in very serious cases or cases where students are currently under a significant judicial sanction. This sanction usually includes removal from all University housing and loss of visitation privileges to buildings or areas of campus. This sanction is imposed for a specific time period. During this period, students found responsible for any further violation of the Rules of Student Conduct may be suspended from the University (see 7.a. below).

6. *Suspension* — For some offenses, students may be suspended from the University: i.e., they may be denied the opportunity to register or may have their registration canceled. Suspended students may be eligible for readmission after fulfillment of certain prescribed conditions. Students who have been suspended may not be on campus without specific written permission of the associate vice president/dean of students or designee (see 7.a. below).

7. *Expulsion* — For offenses requiring severe disciplinary action, the sanction of expulsion may be imposed. Expulsion denotes a permanent separation from the University. Students who have been expelled may not be on campus without specific written permission of the associate vice president/dean of students or designee (see 7.a. below).

- a. Recommendations for final probation, suspension or expulsion from the University conference officer or hearing board are forwarded to the associate vice president/dean of students or designee, as the president's designee for final review and action.
- b. Students who are suspended or expelled have the following statement placed on their transcript: "Disciplinary Suspension or Disciplinary Expulsion." The suspension notation is removed after the suspension period has been completed and all requirements of the suspension have been met. Ordinarily notation of expulsion is a permanent notation on the transcript. After five (5) years from the date of the expulsion the expelled students may submit a written petition to the associate vice president/dean of students or designee to have the transcript notation removed. They must also submit a letter that outlines the reasons for

the petition and provides documentation of their activities (work, education, etc.) since their expulsion from Binghamton University.

8. *Restitution* — In cases of damage, destruction, defacement, theft or unauthorized use of property, restitution to the University or to an individual may be required. This may include reasonable administrative costs and may be in addition to other sanctions. Restitution may also include payment for medical bills not covered by insurance. Failure to make restitution may lead to a further charge.

9. *Conduct Requirements or Terms of Warning or Probation* may include the following:

- *Work or service project* — consists of assignments or tasks to be carried out for specified periods of time; assignment and monitoring of these tasks is the responsibility of the resident director or coordinator (as applicable) or designee. Note: may be recommended as an alternative to reduce or replace other sanctions.
- *Loss of housing priority* — of room and/or residence hall for the following semester or year; students involved will have the lowest priority available for current on-campus residents.
- *Educative project* — consists of writing an essay, attending and/or presenting a workshop to a group of students, etc., with specific instructions to be included in the sanction letter.

10. *Loss of Contact* — Loss of contact may be imposed when a student is found responsible for such violations as harassment, assault or rape. Students who receive this sanction may not initiate contact with a particular person or persons in person, by telephone, electronic mail, voice mail, in writing, by friends on his or her behalf, or by any other means, anywhere on campus or on OCCT buses. This sanction is usually imposed for the tenure of the student found responsible.

Any student found responsible for a violation or attempted violation of the Rules of Student Conduct who has targeted a person or group because of race, color, sex, sexual orientation, transgendered status, religion, age, disability, veteran status, marital status, national origin or ancestry may be subject to a more severe sanction than would ordinarily accompany that violation or attempted violation.

If students are found responsible for additional violations of University rules while under sanction for a previous violation, the hearing board or conference officer shall be notified of the circumstances of the previous violation. When deciding the current sanctions to be imposed or recommended, the previous violation may be taken into consideration.

If students violate the terms of a sanction, charges may be brought against them for such violation.

The director of Judicial Affairs will place an administrative hold on a student's University records when the student fails to complete the sanction(s) by the assigned deadline. The hold will remain in effect until all assigned sanction(s) are completed.

## H. Appeals

1. Appeals of all judicial cases are reviewed by the associate vice president/dean of students, or assistant vice president for student life, or their designee.

2. Appeals to the associate or assistant vice president or designee may be referred, at the discretion of the associate or assistant vice president or designee,

to a two- or three-member appeals board. This board will have the responsibility of making a recommendation on the merits of the appeal.

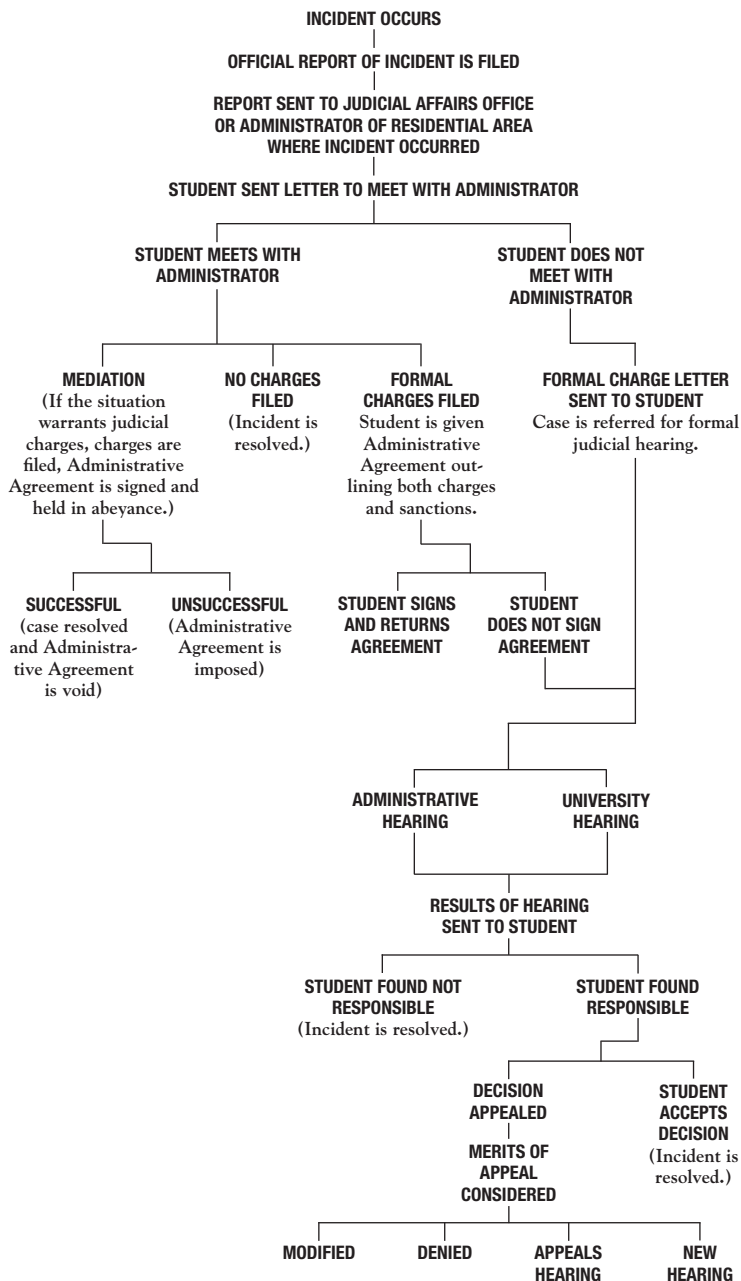
3. The following policies shall apply to all appeals:
  - a. An appeal must be written by the student appealing and submitted to the Office of Judicial Affairs within five working days (10 working days in cases of suspension and expulsion), including working days when classes are not in session, after receiving notification of the outcome of the hearing. The appeal must specify reason(s) for the appeal (these may include but are not limited to procedural error, new evidence, action not supported by substantial evidence, review of the sanction, or the conduct of a board member during the hearing). For each reason cited, a detailed explanation must be included.
  - b. Ordinarily an appeal review is based on the record of the original hearing. However, if there seems to be a possibility of new evidence or additional information, this is investigated and, if substantial and relevant, is taken into consideration. The person(s) considering the appeal may call appellants and others to testify if deemed appropriate.
  - c. Under most circumstances the appellant is notified, in writing, within 10 working days of the action taken on the appeal. The administrator may affirm or modify the decision of the sanction writer or refer the appeal request to an appeals board.
  - d. When the action taken is an appeal hearing, information regarding the appeal hearing process will be provided to all parties involved in the hearing and will be made available in the Judicial Affairs Office.
  - e. If a new hearing is ordered, the students will be informed that the Judicial Affairs Office will contact them with the information regarding the new hearing.

## **I. Release of Student Records**

1. There is to be no oral or written release of information in a student's disciplinary file to a third party without the signed and dated consent of the student except to:
  - a. Authorized University personnel defined by the person responsible for the file as having a reasonable need to know to perform University-related duties. (This includes appropriate University personnel and judicial hearing boards responsible for adjudicating new judicial charges.)
  - b. Comply with a lawfully issued or court-ordered subpoena. In this case, unless otherwise directed by a court, a reasonable effort is made to notify the student in advance of compliance with the subpoena.
  - c. Appropriate persons in the case of a health or safety emergency.
  - d. University counsel.
  - e. The victim of a crime of violence or others in accordance with the provisions of the Campus Security Act and the Family Educational Rights and Privacy Act (FERPA).
  - f. State or federal authorities to whom information must be made available by statute or regulation.
2. Students may be requested to sign a release of records form when applying for certain types of positions on and off campus, and to request recommendations to certain graduate schools. Some of the above types of situations in which releases are required include, but are not limited to:

*(continued on page 69)*

## Flow Chart of Judicial Process



- a. Applications for positions as resident assistant, orientation adviser and University Judicial Board member;
  - b. Applications for employment with the CIA, FBI and Department of State;
  - c. Requests for recommendations from the pre-law and pre-medical and health professions advisers to be sent with applications to law schools and medical, dental and other health professions schools.
3. When the Judicial Affairs Office receives a properly prepared release form, the following information is provided:
    - a. For students who are currently on disciplinary sanction: the nature of the charges and the sanctions for all violations in the file;
    - b. For students whose sanction has been completed and the file has not been destroyed: the file shall be sealed and only released to the authorities to which information must be made available under state and/or federal law;
    - c. For all others: a certification that there is no file on record.
  4. On a periodic basis the Judicial Affairs Office will compile a report of the judicial action that has been resolved to date with the following information provided: alleged violations, type of hearing, decision and sanction. The report will not include any personally identifiable information.

## IV. Additional Procedures

1. The director of judicial affairs, the associate vice president/dean of students, the assistant vice president for student life, the director of Residential Life, the associate director of Residential Life, assistant directors for Residential Life, community directors and resident directors are available to answer questions and to provide advice concerning the judicial system. (*See previous page for Flow Chart of Judicial Process.*)

2. In addition to the University officials noted above as responsible for the administration of the campus judicial system, the Student Association offers a student advocate to provide assistance and advice concerning judicial procedures.

The student advocate may be reached through the Office of the Vice President for Academic Affairs of the Student Association at [vpaa@sa.binghamton.edu](mailto:vpaa@sa.binghamton.edu), or at 607-777-4297.

## Other University Policies

### Advertising on Campus

#### A. General Advertising Policies

1. Advertisements must comply with the Rules of Student Conduct of Binghamton University, all other University advertising and postering policies, local, state and federal law, and may not promote illegal behaviors.
2. Advertisements should avoid demeaning, sexist or discriminatory portrayal of individuals.
3. Writing on sidewalks and buildings with chalk or other material to advertise events is prohibited.
4. Event advertisements may be given out to individuals to advertise events only on sidewalks and in the Tillman Lobby of the University Union. They

may not be placed on sidewalks or cars or left on benches, chairs or other furniture, or on floors, sidewalks or other grounds of campus. In addition, door-to-door solicitation at residence hall rooms, suites or apartments is prohibited.

5. Table tents advertising events must be given to the dining facilities manager for distribution as time and space allow.
6. In addition to complying with the poster policy, posters and other printed material also may not be taped or attached to sidewalks, roadways, light poles, trees or anything else that is not an approved bulletin board.
7. The only signs to be allowed on Bartle Drive will be large banners that cross the road and smaller pole banners that promote the University's institutional messages. All banners are to be coordinated and approved by the Office of Communications and Marketing. The large banners will be devoted to promoting high-priority institutional events and messages or events with a strong campus-community connection. Sponsoring organizations must complete a banner application, including banner design elements, to be approved by the Associate Vice President for Communications and Marketing, who reserves the right to require design by the Office of Publications on campus. All directional signage on campus must have the approval of the director of public safety. No other signs are allowed on campus roadways or walkways.
8. Electronic mail may not be used to "spam" (send to many e-mail addresses) a message to members of the campus community as a means to advertise an event.
9. Voice mail may not be used to advertise events to the campus community unless approved or sent by the staff in the Telecommunications Office to the entire campus or by the Residential Life staff to the students of a specific residence hall.

## **B. Alcohol and Other Drug Advertising**

In addition to the general advertising policies, advertising with regard to alcohol and other drugs must conform to all applicable local, state and federal laws and regulations while also complying with the following policies.

1. Neither the University name nor its logos, symbols, mascots or seals will be used to
  - a. state or imply by words or graphics the abuse or excessive use of alcoholic beverages (examples include, but are not limited to, graphics suggesting a person may be intoxicated, terms like "drink till you drop," and drink/price/admission specials). It also may not place emphasis on quantity or frequency of use.
  - b. portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual or academic success, or to place emphasis on quantity or frequency of use.
2. Advertising
  - a. Event advertisements will not state or imply by words or graphics the abuse or excessive use of alcoholic beverages. Examples include, but are not limited to, graphics suggesting a person may be intoxicated, terms like "drink till you drop" and drink/price/admission specials. It also may not place emphasis on quantity or frequency of use.

- b. Event advertisements will not suggest or encourage by words or graphics illegal consumption of controlled substances, including alcohol and other drugs.
- c. Any advertising on campus, by student groups or in campus media will not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual or academic success, nor will it state or imply by words or graphics the abuse or excessive use of alcoholic beverages. Advertising should not emphasize and promote either excessive quantities of alcohol or frequency of use.
- d. Alcoholic beverages and related products (e.g. cups with an alcohol name brand or the name of a tavern, club or other drinking establishment printed on them) are not to be provided as awards, door prizes or giveaways. This also includes providing, for free or for purchase, containers, certificates or coupons used to obtain alcoholic beverages at a later time or place.

Non-compliance with these regulations by student groups might lead to the loss of the organization's privileges to advertise on campus and access to University facilities. Individual students will be subject to campus disciplinary action and/or arrest (New York State Penal Law 145.30, Unlawfully Posting Advertisements), or stiffer penalties if underage drinking is in some way enabled. Non-student individuals and off-campus entities who post or advertise events or products or promote through use of campus media, posters or circulating handbills or other means may also be subject to arrest and/or be prohibited from advertising on campus.

## **Affirmative Action/Equal Opportunity Policy**

It is the policy of the State University of New York to provide equal opportunity in employment of all qualified persons, to prohibit discrimination in employment and to promote the full realization of equal employment opportunity through a positive, continuing program for the University as a whole and for each constituent of the University.\*

Binghamton University complies with applicable federal and state laws prohibiting discrimination, including the Title IX of the Educational Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. It is the policy of the University that no person on the basis of race, gender, color, religion, national origin or ancestry, age, marital status, disability or Vietnam-era veteran status shall be discriminated against in employment. This policy statement included student admissions, housing, financial aid, employment and all academic and non-academic programs.

In accordance with University policy and the State of New York Executive Order #28, no person shall be discriminated against in employment, educational programs and activities or admissions based on sexual orientation.

For further information about the policy, contact the Office of Affirmative Action at 7-4775. The office is located in Library South, G667.

*\*SUNY Board of Trustees Resolution, adopted June 30, 1971. Board of Directors of the Research Foundation of the State University of New York endorsed policy in principle and adopted a "Statement of Policy" on March 19, 1974.*

## AIDS and AIDS-Related Conditions

Binghamton University recognizes that human immunodeficiency virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) are serious health problems. To be effective, policies concerning HIV and AIDS must address social trends on campus, in the community and in society at large. These policies must be based on the most up-to-date knowledge and on current governmental and agency regulations, all of which change as new scientific information comes to light.

Binghamton's policy on HIV and AIDS is designed to assist in efforts to halt transmission of HIV, to protect the rights of all individuals affiliated with the campus, and to provide clear and consistent guidance for decision making by campus administrators when confronted with situations in which HIV or AIDS is a factor.

1. Binghamton's primary response to HIV/AIDS is educational. The University expects that well-informed individuals will make positive and responsible decisions about their sexual and social behavior. Individuals are expected to interact sensitively, appropriately and compassionately toward persons with HIV/AIDS or perceived to have HIV/AIDS.
  - a. The University is committed to a strong educational program regarding the transmission and prevention of HIV/AIDS.
  - b. Information about HIV/AIDS is available through recognized campus resources.
  - c. The University will not tolerate harassment or discrimination of individuals with HIV/AIDS or of those who are perceived to have or be at risk for HIV/AIDS.
  - d. Individuals who harass others will be subject to appropriate University sanctions and/or arrest.
  - e. The University will encourage affected individuals to seek and maintain care and, where appropriate, will refer individuals for counseling and other support services.
2. The University supports the rights of individuals with HIV/AIDS to engage in the activities of daily living.
  - a. Students needing academic support, and/or reasonable accommodation of disability-related needs, may obtain assistance through the University's Services for Students with Disabilities Office.
  - b. The University will not discriminate against individuals having or perceived as having HIV/AIDS in regard to access to employment, facilities, programs or services.
  - c. Employees with HIV/AIDS shall not be denied the opportunity to work as long as they are able to do so. Those who are unable to continue working will be granted the same rights and benefits as employees who have a disability.
  - d. Students with HIV/AIDS shall not be denied the opportunity to participate in campus community life, affairs or activities as long as they are able to do so.
3. Individuals with HIV/AIDS shall be accorded the same respect for personal privacy and confidentiality due all members of the University.
  - a. The University will protect and maintain confidentiality of individuals with HIV/AIDS, with the proviso that the right to privacy may be limited to public health reporting requirements.

4. HIV antibody testing will not be required by the University.
  - a. HIV antibody testing will not be required as a condition of employment or admission, or for participating in any aspect of campus community life, affairs or activities.
  - b. The University will support and assist those individuals who themselves consider testing by referring them to the appropriate resources for counseling, testing and related services, including a campus-based confidential HIV testing program.
5. The University is committed to the prevention of HIV-transmission through development of policies and procedures that safeguard campus individuals.
  - a. The guidelines and precautions outlined by the Centers for Disease Control of the United States Public Health Service will be considered and followed for any occupational activities or programs of instruction, practice, research or training in which there is a potential risk for exposure of individuals to HIV.

## Attendant-Care Services

In accordance with the spirit of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University has developed the following policy and procedures regarding attendant care services. While the responsibility for attaining, training, supervising, payment and possible replacement of personal-care attendants belongs to the student needing care, Binghamton University's Services for Students with Disabilities can provide guidance and advice regarding the process.

- Students with established needs for personal care *must* have appropriate arrangements for their care in place before they move into campus housing.
- Students who do not ordinarily require personal-care assistance but who might be expected to develop such needs, even on a temporary basis, are strongly advised to develop backup support systems to enable them to handle such eventualities. Such systems may involve friends, family, private-employed attendants and/or outside healthcare agencies.

Students who are unfamiliar with resources in the Binghamton area should consult with the University's Services for Students with Disabilities or call the United Way's First Call for Help to obtain advice regarding community resources.

If students encounter unexpected situations requiring immediate attendant care, and their established backup systems fail, they may call Harpur's Ferry for emergency assistance. The ambulance service will respond in accordance with its established procedures, which may include outside service if Harpur's Ferry crews/equipment are not available. Any ambulance service personnel and equipment must respond in accordance with their protocol, including lights, sirens and stretcher. The crew is prepared to provide emergency medical care and hospital transport or to assist with a simple transfer from or to a wheelchair, but will not provide advanced attendant care such as bathing, routine dressing and undressing or changing of catheters. Residential students with ongoing short-term or long-term attendant care needs **must** have an operational plan to address these needs in order to remain in campus housing. Harpur's Ferry services are meant for medically emergent situations and cannot offer attendant care services on an ongoing basis.

If students with mobility impairments become stranded on campus, away from their residence hall, due to a weather emergency and impassible pathways, wheelchair breakdown or dysfunctional prosthetic device, they may call Off Campus College Transport (OCCT) for assistance. OCCT provides eligible students with scheduled Lift Service on and off campus. Unscheduled/emergency response service will be provided when possible, but only within the constraints of driver availability. If OCCT is unable to respond, students may call the University Police, who will assess the situation and coordinate an appropriate response. Such a response may include the calling of a local wheelchair-lift-equipped taxi service to provide transportation back to the residence hall. Depending upon the services required, the student may incur monetary charges for transportation. *Once in the residence hall, it is the student's responsibility to make necessary arrangements for any equipment repair and temporary attendant care assistance, according to the backup plan he or she has already established.*

Telephone numbers of listed resources:

Services for Students with Disabilities — 777-2686

Harpur's Ferry/University Police — 911 (from on-campus phones)  
or 777-3333 (from off-campus or cell phones)

Off Campus College Transport — 777-6989

United Way First Call for Help — 729-9100

## Banners and Signs

### Banners

The only banners permitted on Bartle Drive are large banners that span the road and smaller pole-mounted banners that promote the University's institutional messages. All banners must be coordinated and approved by the Office of University Communications and Marketing.

Large banners displayed on Bartle Drive are to promote high-priority institutional events or events with a strong campus-community connection. Sponsoring organizations must complete a banner application, including banner design elements, to be approved by the Associate Vice President for University Communications and Marketing, who reserves the right to require that the design services of the Office of Publications be used.

### Signs

Requests from sponsoring organizations/departments for general outdoor signage related to advertising or information about special events on campus must be submitted to the Office of University Communications and Marketing for approval as well as verification that such events have been authorized.

The University Police Department's Parking Services will determine the appropriate type and location of directional signage to be used. University personnel will create signs, as needed, and install and remove them.

A charge may be levied to the organization/department sponsoring the event for the creation, installation and/or removal of signs.

## Business and Commercial Activities on Campus

In accordance with SUNY Board of Trustees resolution number 79-100 of 5/23/79: "No authorization will be given to private commercial enterprises to

operate on State University campuses or in facilities furnished by the University other than to provide for food, legal beverages, campus bookstore, vending, linen supply, laundry, dry cleaning, banking, barber and beautician services, and cultural events.”

Approval for activities in the University Union must be obtained in advance from the University Union Office. Approval for the use of other University facilities by organizations or individuals for commercial purposes, or the establishment on campus of any business activity or enterprise that may be authorized, must be obtained in advance in writing from the associate vice president for campus community services.

## Communication with Parents/Guardians

Communication between universities and parents/guardians regarding the campus experience of a son or daughter is a topic of much discussion. Students arrive on campus expecting considerable independence and respect for their privacy. Parents/guardians continue to be vitally interested in the education and well being of their student.

Binghamton University is guided by the principle that students’ active involvement in their own education enhances their learning and development. In keeping with this principle, the University considers its primary relationship to be with its students. This position is consistent with the provisions of the federal Family Educational Rights and Privacy Act, which regulates the privacy of educational records. The rights regarding access and disclosure of records accorded under this law, transfer to the student, regardless of age, at the time of enrollment at a post-secondary educational institution.

It is important for parents/guardians and their students to discuss how they will communicate with each other regarding school information. Academic progress is reported to students. There are other circumstances where the University may communicate directly with parents/guardians.

The University will contact parents/guardians in most instances of health emergencies, serious accidents or other serious medical or psychological conditions, including those that arise out of alcohol or other drug overdose when it has been made aware of such incidents. The student’s consent to speak with parents/guardians is sought whenever practical. The University will, however, continue to rely on the judgment of its staff when assessing each situation to determine when to notify parents.

For non-emergency situations in which students are seeking medical or psychological treatment, including treatment for substance abuse, the University respects client/provider confidentiality in accordance with established state and federal law. In such instances, communication with parents/guardians is only with the permission of the student who signs the appropriate release form. Release forms are available upon request, or may be accessed by clicking on “Disclosures and Official Notices” under “Policies” at the Binghamton University Student Affairs website: <http://studentaffairs.binghamton.edu>.

In general, the University does not communicate with parents/guardians regarding matters of student conduct. However, when dependent students are involved in a series of minor violations or a single serious violation, communication with parents/guardians may occur through the sanctioning or other administrative process.

## Guidelines for the On-Campus Marketing of Credit Cards to Students

No person, corporation, financial institution nor any other business entity that promotes, offers or accepts applications for a credit card (a "Credit Card Vendor") shall solicit current or potential students for credit card applications, nor conduct any other activity in connection therewith, on Binghamton University property or at Binghamton University-sponsored student functions.

The above includes postering and tabling in/on any property on the Binghamton University campus and the insertion of credit-card promotional materials into shopping bags that are used in the University Bookstore or other retail operations and unmeted mailing stuffed in campus mailboxes.

The on-campus bank may, upon request, give credit card applications to students.

### Exemption:

Any bank or other commercial entity that has entered into an affiliation or similar agreement with the campus alumni association is exempted from compliance with any of these guidelines except they still will not be able to hand out flyers in the lobby of the Union or the bookstore and they cannot poster in the University Union.

Campus entities are strongly encouraged to provide credit card and other debt education to all students.

## Guidelines for Sponsoring Campus Events Requiring Extraordinary Security Arrangements

From time to time campus organizations sponsor events that tend to generate a great deal of controversy within the community. These situations often require special attention, not only from the sponsor, but from the University, since these programs may create an environment that may threaten the safety of those attending and/or involved.

A set of guidelines has been established for the handling of this type of event. A copy of these guidelines is available from the dean of students or the Office of Campus Life. A copy of these guidelines will be given to the sponsoring group well in advance of the event.

## Harassment

### A. Binghamton University Policy Regarding Harassment

Members of the Binghamton University community have the right to participate in all that the campus offers without being subjected to physical violence, threats, intimidation or damage to personal property, or any other form of harassing behavior.

Binghamton University is committed to creating a safe and supportive learning environment, to becoming a more inclusive community, and to fulfilling its obligations under federal and state laws, regulations and executive orders. Essential to these objectives is the maintenance of an environment in which individual dignity is respected, the richness of human diversity is welcomed and harassment is not tolerated.

Accordingly, it is the policy of Binghamton University to prohibit harassment and to investigate allegations of such behavior promptly and thoroughly. This policy applies to students, faculty, staff, employees of the Research Foundation, contractors, vendors and visitors to the campus.

## B. What is Harassment?

### 1. General Description

Harassment is generally understood to occur when the conduct of an individual or group of individuals has the intent or effect of unreasonably interfering with an individual's or group of individuals' educational or work environment or creates an intimidating, hostile or offensive environment. Some forms of harassment are prohibited by law. Understanding harassment begins with recognizing that there is no simple definition of the term, and that there is no finite list of behaviors that covers all potential forms of harassment. Rather, the circumstances of each case determine whether specific conduct amounts to harassment.

Moreover, while the range of behaviors that may constitute harassment is broad, so is the range of speech protected by the First Amendment, and this is discussed in more depth in Section C of this policy. Finding the balance between harassment and protected speech can be challenging.

### 2. Harassment Based on Protected Class

The Equal Employment Opportunity Commission (EEOC) describes harassment based on protected class,<sup>1</sup> including sexual harassment, as offensive conduct that is so severe, pervasive or objectively offensive that it creates an unreasonable and substantial interference with the ability of a member of a protected class to participate in the academic or employment setting.<sup>2</sup> As with other forms of harassment, an individualized assessment of the circumstances in which the conduct occurred is essential to a final determination.

### 3. Criminal Harassment

Harassment may also take the form of criminal behavior. As with any kind of harassment, the range of behavior that may constitute criminal harassment is broad. The New York State Penal Code<sup>3</sup> defines criminal harassment as conduct intended to harass, annoy, threaten or alarm another person.

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1. Under this policy, the term "protected class" refers to race, color, religion, national origin, gender, sexual orientation, age, veteran status or disability.
  2. The EEOC defines harassment based on protected class as behavior that:
    - a. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
    - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
    - c. otherwise adversely affects an individual's employment or academic opportunities.
  3. See NYS Penal Law, Article 240 (McKinney, 1989).

## C. Harassment and First Amendment Considerations

The concepts of academic freedom and an open exchange of ideas are essential to the mission of any educational institution. Binghamton University is committed to these ideals, and as a public institution is legally obligated to protect its members' First Amendment right of freedom of expression.

Respect for this right requires that members of the University tolerate the expression of views that are contrary to their own, and recognize that the expression of ideas that are intolerant, bigoted or deeply offensive are entitled to First Amendment protection. Equally important, however, is the understanding that free expression carries with it the responsibility of civility and respect for others. The University views conduct intended to disparage or demean others as contrary to the pursuit of knowledge and rational discourse.

So-called “speech codes” have been deemed unconstitutional by the courts. Therefore, while Binghamton University does not condone incivility within the campus community, it has not adopted a policy to prohibit offensive speech. Moreover, Binghamton has a proud history of inviting and encouraging the expression of diverse views.

#### D. Reporting Procedures

Individuals who feel they have been harassed are advised to seek guidance and information from one of the offices listed in Section F of this policy before taking direct action on their own. Doing so does not oblige anyone to file a formal complaint. The University strongly encourages anyone who has information regarding an incident of harassment involving violence or the threat of violence to report it immediately to the New York State University Police. While in some cases reports of harassment may be resolved through informal means, some circumstances call for the use of formal complaint procedures. Both options are outlined below:

##### 1. Informal Complaint Resolution

Informal complaint resolution is intended to stop the behavior in question and to rectify the situation immediately rather than to determine culpability or intent. For advice in addressing harassment through informal means, inquiries may be directed to any of the offices listed in section G of this policy. In addition, the offices of the Employee Assistance Program (EAP), the University Counseling Center and the University Ombudsman routinely provide strictly confidential advice on a variety of sensitive topics.

##### 2. Formal Complaint Resolution

Formal complaint procedures, a more official route of intervention usually requiring a signed statement, are available through a number of campus departments. Departments from across campus often work together to address harassment. However, given that certain types of situations inevitably involve a particular campus department, the University recommends that complaints be addressed as follows:

- a. Harassment occurring in residential areas *Appropriate resident/community director or other professional Residential Life staff*
- b. Harassment involving student conduct *outside* of residence halls *Student Judicial Affairs Office*
- c. Harassment involving the conduct of an employee *Director of human resources or appropriate supervisory personnel*
- d. Harassment or discrimination based on protected class *Office of Affirmative Action*

Any incident of harassment may be reported to the University Police. The University especially encourages the *immediate* reporting of any incident involving violence or the threat of violence.

Any incident may be discussed informally and confidentially with the University Ombudsman, at the University Counseling Center, and at the Employee Assistance Program.

### **E. Prohibition of Retaliation**

Retaliation against any person who reports harassment, or who testifies, assists or participates in an investigation, proceeding or hearing relating to such a report, is strictly prohibited. False reports knowingly made in bad faith are also prohibited. Violation of the University's policy on harassment will subject the offender to the full range of penalties available, including criminal adjudication and separation from the University. In addition, certain types of harassment are criminal offenses and carry enhanced penalties under state and federal laws.

### **F. Campus Resources**

Residential Life Office, WD-213, 7-2321

Dean of Students Office, AD-229, 7-4788

University Counseling Center, LN-1202, 7-2772

New York State University Police, AD-G35, 7-2393 (non-emergency),  
911 (emergency)

Human Resources, AD-244, 7-2187

Judicial Affairs Office, WD-3B, 7-6210

Employee Assistance Program, Health Service Building, Room 115, 7-6655

Office of Affirmative Action, LS-G667, 7-4775

University Ombudsman, AD-138, 7-2388

Services for Students with Disabilities, LH-B51, 7-2686

Multicultural Resources Office, UU-207, 7-4472

## **Health Regulations**

Both full- and part-time students must comply with New York State Public Health Laws 2165 and 2167. Students born on or after January 1, 1957, are required to provide proof of immunity to measles, mumps and rubella (MMR). ALL students are required to acknowledge receipt of information on meningitis and meningitis vaccine and must indicate whether or not meningitis vaccine was received. Submission of these New York state-mandated requirements is necessary to be eligible to register for classes. Students not registered for classes will not be allowed to remain in campus housing, nor will financial aid be processed.

Full-time students must also submit a completed Mandatory Tuberculosis Screening questionnaire to University Health Service by the fifth Friday after classes begin. Completion of this requirement is necessary to register for subsequent semesters.

## **ID Cards**

Every registered student, whether part-time or full-time, is required to have a Binghamton University identification card. The ID card entitles the student to certain privileges in the use of facilities and services on campus. ID cards and the pictures taken for the cards are also used for security, use of the library, the University Debit Card (BUC\$) and University Dining Services purposes. Students should carry their cards with them at all times. The student to whom the ID card

is issued is entirely responsible for its use or misuse. Students must not lend their ID cards to any other person.

New identification cards are issued to all students at the start of their first semester on campus. Students who lose their ID cards should report the loss immediately to the Registrar's Office (located in SW-119) during regular business hours, or to the New York State University Police (AD-G85) when the Registrar's Office is closed. The Meal Plan Office (or any of the dining hall managers) should also be notified. Once the loss is reported to these offices, the student is no longer liable for the misuse of the card or any fees that may be associated with its misuse. For liability information on the University Debit Card, see the BUC\$ section in this publication.

There is a \$20 replacement fee for lost, stolen or mutilated ID cards. The fee is collected at the time a new card is issued. From time to time students may be asked by New York State University Police officers or other University personnel, including student managers, RAs, RDs and night guards to show their ID cards. When such requests are made by authorized personnel, students are expected to cooperate by producing their ID. This helps ensure that people on campus have a legitimate right to be on campus and to use those facilities. Failure to produce an ID card when requested may lead to University disciplinary action. Any person not producing an ID card when requested is assumed not to be a member of the campus community and, if the situation warrants, may be asked to leave campus or be charged with trespassing.

The ID card becomes void and must be surrendered to the University upon termination of your indicated status with the University.

## Libraries

### Circulation of Materials

Materials held by the Binghamton University Libraries are circulated to the University community according to rules that ensure the widest access to information.

All books charged out may be renewed at the end of the loan period provided they have not been requested by another patron. Renewals may be made in person or online at <http://catalog.binghamton.edu:4505/F>. Any item in circulation may be recalled (immediately, if needed for reserve; after two weeks, if requested by another patron). Patrons may place a "hold" on a charged item and will be notified when the item is available. U.S. federal documents circulate for a four-week loan period to all citizens.

### Binghamton University Borrowers

On presentation of a validated University ID card, the following borrowing privileges are extended:

#### UNIVERSITY POLICIES

1. *Faculty and Professional Staff, Clinical Campus Faculty, Emeritus/Emerita Faculty, Management Confidential, University Council, Volunteers.* Limit of 100 items at any one time. Books, microforms and government documents may be borrowed for one year. Bound periodicals may be circulated for three days; current periodicals are due at 5 p.m. the day borrowed.

2. *PhD Students.* Limit of 100 items at any one time. Books, microforms and government documents may be borrowed for one year. PhD students who have

passed PhD qualifying examinations and have an ID card identifying them as “ABD” may borrow bound periodicals for a three-day loan period; current issues are available for in-library use.

3. *Graduate Students*. Limit of 100 items at any one time. Books, microforms and government documents may be borrowed for one year. Bound and current periodicals are available for in-library use.

4. *Undergraduate Students, Adult Learners, University Staff, Sodexo Marriott and Barnes & Noble Employees, Campus Pre-School and Early Childhood Center*. Limit of 100 items at any one time. Books, microforms and government documents may be borrowed for one year. Bound and current periodicals are available for in-library use.

## LIBRARY POLICIES

Food is permitted in designated areas of the libraries. Drinks in covered containers are permitted.

If the library staff determines that damage of materials or equipment is the result of patron neglect or abuse, replacement or rebinding costs will be assessed.

It is the official policy of the library to discourage noise in the library in order to maintain quiet for study and reading. Due to the nature of library services, the service desk areas will be less quiet than others. When necessary, staff members may ask users to be quiet or leave the area.

Use of photographic equipment in library stack and study areas requires the prior approval of the library director or designee.

The Bartle Library has a paging system that is used to assist with closing procedures. Use in emergency situations requires the prior authorization of the New York State University Police.

Library materials may not be taken from the library unless those materials have been properly checked out or other authorization for removal has been given. The willful mutilation or unauthorized removal of library materials is subject to prosecution under New York state law. The library is equipped with an electronic security system to deter theft. In addition, identified library staff may search bags, briefcases and other items at the library’s exit to ensure compliance with these regulations.

Information regarding Binghamton University borrowers is considered confidential. Requests for disclosure of information will be denied and referred for review by University counsel in consultation with Albany.

BUC\$ card-operated photocopiers (\$.08 per copy) are available in the Bartle Library (in Reference, on the 2nd, 3rd and 4th floors and in the Fine Arts Collection) and in the Science Library. BU students, faculty and staff can add value to their BUC\$ card at the Card Management System located on the first floor of the Bartle Library and the Science Library. Library visitors may purchase a guest BUC\$ card for \$1 and add value to the card.

## Reserve Materials

The Reserve Department at Glenn G. Bartle Library and the Information Services Desk at the Science Library contain books, videos, DVDs, cassettes, CDs and other items (both from the libraries and from instructors’ personal collections) that have been placed “on reserve” by faculty to supplement classroom materials.

The loan periods, established in consultation with the instructor, can be two hours (three hours for VHS and DVD), one day or two days. The loan period pertaining to each item is clearly indicated when it is charged out. Articles, book

chapters, student papers and non-copyrighted materials such as lecture notes and exams may be accessed 24 hours a day, 7 days per week via Course Reserves in Blackboard.

Reserve materials are available only to current Binghamton University faculty, staff, students, adult learners and current SUNY/CUNY Open Access faculty, staff and students.

Reserve fines: Two-hour and three-hour loans: \$.02/minute; one-day, two-day and two-week loans: \$3/day. Maximum fine per item is \$50. Fines accrue when the library is closed.

### **Fine Structure**

A fine system is enforced to ensure all patrons have maximum access to library materials. Repeated, flagrant violations will be considered cause for suspension of borrowing privileges.

*Overdue books:* 10¢ per day per book to a maximum of \$10 per item.

*Recall fines:* \$1 per day per book to a maximum of \$15 per item.

*Reserve fines:* One-hour and two-hour loans: \$.02/minute; one-day, two-day and one-week loans: \$3/day. Maximum fine per item is \$50. Fines accrue when the library is closed.

*Overdue interlibrary loan books:* \$1 per day.

*Lost-book fees:* Consult the library cashier's office. Replacement fees reflect the current market value of the missing book plus a processing fee.

Lost book charges are assessed when a borrower declares a book lost, on books overdue for more than one year, and in response to borrower inquiries.

### **Notification and Responsibility**

Borrowers may review their library account information online. Go to the library homepage ([library.lib.binghamton.edu/](http://library.lib.binghamton.edu/)), select InfoLINK (Library Catalog) and then select MyAccount. Books on loan and fines will be displayed. All correspondence is sent to the Binghamton e-mail address. Borrowers who do not read their BU e-mail need to forward it to their popmail account. Students, faculty and staff may do this on the BUSI Webcenter.

Overdue and fine notices may be sent as a courtesy reminder; failure to receive a notice does not absolve the borrower from responsibility to return materials or to pay the overdue fine.

Patrons are responsible for all transactions charged with their ID cards. Lost ID cards must be reported to the service desks in the Bartle or Science Library. On request, the library will provide a receipt at the time that books are returned. The absence of a receipt does not imply failure to return a book.

### **Interlibrary Loan Services**

Interlibrary loan services are available for the University faculty, staff, graduate students and, in special circumstances, undergraduate students, in support of research activities. When complete monographic works are obtained in photocopy format, they become the property of the libraries. Costs assessed by the lending library that exceed \$20 per item will be passed on to the requestor.

### **Maintenance of Public Order**

In 1969 the State Legislature required colleges and universities to adopt rules for the maintenance of public order (Education Law, Section 6450). The State

University adopted and later amended Public Order Rules. (See Official Compilation Codes, Rules and Regulations of the State of New York, Title 8, Cat. 535).

In the event circumstances warrant use of the Rules for the Maintenance of Public Order, at the discretion of the president or his designee, those involved are so notified and copies of the rules are made available.

The Rules for the Maintenance of Public Order are on file in the office of the Secretary of the State of New York. Copies may be obtained on campus from the associate vice president/dean of students, 229 Couper Administration Building. For most disciplinary infractions, however, the University Procedures for the Review of Student Conduct, published above, will be used to adjudicate cases of alleged violations of the Rules of Student Conduct.

The following rules and regulations pertaining to the maintenance of public order on State University campuses were adopted by the Board of Trustees of the State University of New York and ratified by the Binghamton Council. These rules and regulations are binding on all persons on University-controlled premises.

### **Section 535.1 Statement of Purpose**

The following rules are adopted in compliance with section 6450 of the Education Law and shall be filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that section. Said rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the Commissioner of Education and Board of Regents within 10 days after adoption. Nothing herein is intended, nor shall it be construed, to limit or restrict the freedom of speech or peaceful assembly. Free inquiry and free expression are indispensable to the objectives of a higher educational institution. Similarly, experience has demonstrated that the traditional autonomy of the educational institution (and the accompanying institutional responsibility for the maintenance of order) is best suited to achieve these objectives. These rules shall not be construed to prevent or limit communication between and among faculty, students and administration, or to relieve the institution of its special responsibility for self-regulation in the preservation of public order. Their purpose is not to prevent or restrain controversy and dissent but to prevent abuse of the rights of others and to maintain that public order appropriate to a college or university campus without which there can be no intellectual freedom, and they shall be interpreted and applied to that end.

### **535.2 Application of Rules**

These rules shall apply to all State-operated institutions of the State University except as provided in Part 550 as applicable to the State University Maritime College. These rules may be supplemented by additional rules for the maintenance of public order heretofore or hereafter adopted for any individual institution, approved and adopted by the State University Trustees and filed with the Commissioner of Education and Board of Regents, but only to the extent that such additional rules are not inconsistent herewith. The rules hereby adopted shall govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon the campus of any institution to which such rules are applicable and also upon or with respect to any other premises or property, under the control of such institution, used in its teaching, research, administrative, service, cultural, recreational, athletic and

other programs and activities, provided, however, that charges against any student for violation of these rules upon the premises of any such institution other than the one at which he is in attendance shall be heard and determined at the institution in which he is enrolled as a student.

### 535.3 Prohibited Conduct

No person, either singly or in concert with others, shall:

- a. Willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do or to do any act which he has a lawful right not to do.
- b. Physically restrain or detain any other person, nor remove such person from any place where he is authorized to remain.
- c. Willfully damage or destroy property of the institution or under its jurisdiction, nor remove or use such property without authorization.
- d. Without permission, expressed, or implied, enter into any private office of an administrative officer, member of the faculty or staff member.
- e. Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others.
- f. Without authorization, remain in any building or facility after it is normally closed.
- g. Refuse to leave any building or facility after being required to do so by an authorized administrative officer.
- h. Obstruct the free movement of persons and vehicles in any place to which these rules apply.
- i. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers.
- j. Knowingly have in his possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver or other firearm or weapon without the written authorization of the chief administrative officer whether or not a license to possess the same has been issued to such person.
- k. Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.
- l. Take any action, create, or participate in the creation of any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

### 535.4 Freedom of Speech and Assembly; Picketing and Demonstrations

- a. No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of his views nor for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations in public areas of ground and building will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.

- b. In order to afford maximum protection to the participants and to the institutional community, each State-operated institution of the State University shall promptly adopt and promulgate, and thereafter continue in effect as revised from time to time, procedures appropriate to such institution for the giving of reasonable advance notice to such institution of any planned assembly, picketing or demonstration upon the grounds of such institution, its proposed locale and intended purpose, provided, however, that the giving of such notice shall not be made a condition precedent to any such assembly, picketing or demonstration and provided, further, that this provision shall not supersede nor preclude the procedures in effect at such institution for obtaining permission to use the facilities thereof.

### 535.5 Penalties

A person who shall violate any of the provisions of these rules (or the rules of any individual institution supplementing or implementing these rules) shall:

- a. If he is a licensee or invitee, have his authorization to remain upon the campus or other property withdrawn and shall be directed to leave the premises. In the event of his failure or refusal to do so he shall be subject to ejection.
- b. If he is a trespasser or visitor without specific license or invitation, be subject to ejection.
- c. If he is a student, be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning.
- d. If he is a faculty member having a term or continuing appointment, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant including suspension without pay or censure.
- e. If he is a staff member in the classified service of the civil service, described in section 75 of the Civil Service Law, be guilty of misconduct, and be subject to the penalties prescribed in said section.
- f. If he is a staff member other than one described in subdivisions 4 and 5, be subject to dismissal, suspension without pay or censure.

### 535.6 Procedure

- a. The chief administrative officer or his designee shall inform any licensee or invitee who shall violate any provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) that his license or invitation is withdrawn and shall direct him to leave the campus or other property of the institution. In the event of his failure or refusal to do so such officer shall cause his ejection from such campus or property.
- b. In the case of any other violator, who is neither a student nor faculty or other staff member, the chief administrative officer or his designee shall inform him that he is not authorized to remain on the campus or other property of the institution and direct him to leave such premises. In the event of his failure or refusal to do so such officer shall cause his ejection from such campus or property. Nothing in this subdivision shall be construed to authorize the presence of any such person at any time prior to such violation nor to affect his liability to prosecution for trespass or loitering as prescribed in the Penal Law.

- c. In the case of a student, charges for violation of any of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be presented and shall be heard and determined in the manner hereinafter provided in section 535.9 of this Part.
- d. In the case of a faculty member having a continuing or term appointment, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined in accordance with title D of Part 338 of the policies of the Board of Trustees.
- e. In the case of any staff member who holds a position in the classified civil service, described in section 75 of the Civil Service Law, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined as prescribed in that section.
- f. Any other faculty or staff member who shall violate any provision of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be dismissed, suspended or censured by the appointing authority prescribed in the policies of the Board of Trustees.

### 535.7 Enforcement Program

- a. The *chief administrative officer* shall be responsible for the enforcement of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he shall designate the other administrative officers who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.
- b. It is not intended by any provision herein to curtail the right of students, faculty or staff to be heard upon any matter affecting them in their relations with the institution. In the case of any apparent violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) by such persons, which, in the judgment of the chief administrative officer or his designee, does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented. In doing so such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises of the institution where their continued presence and conduct is in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules).
- c. In any case where violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) does not cease after such warning and in other cases of willful violation of such rules, the chief administrative officer or his designee shall cause the ejection of the violator from any premises which he occupies in such violation and shall initiate disciplinary action as herein before provided.
- d. The chief administrative officer or his designee may apply to the public authorities for any aid which he deems necessary in causing the ejection of any violator of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he may request the State

University counsel to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of such rules.

### 535.8 Communication

In matters of the sort to which these rules are addressed, full and prompt communication among all components of the institutional community, faculty, students and administration, is highly desirable. To the extent that time and circumstances permit, such communication should precede the exercise of the authority, discretion and responsibilities granted and imposed in these rules. To these ends each State-operated institution of the State University shall employ such procedures and means, formal and informal, as will promote such communication.

### 535.9 Notice, Hearing and Determination of Charges Against Students\*

*\*Applies to charges for violation of the rules prescribed by or referred to in this Part heretofore served which have not been finally determined within 60 days after the adoption hereof, which charges shall be referred to the committee constituted pursuant to said section 535.9 for determination in accordance therewith, and said section shall apply to all charges for violation of such rules hereafter made, whether for violations heretofore or hereafter committed.*

- a. The term chief administrative officer, as used in these rules, shall be deemed to mean and include any person authorized to exercise the powers of that office during a vacancy therein or during the absence or disability of the incumbent and for purposes of this section shall also include any designee appointed by said officer.
- b. Whenever a complaint is made to the chief administrative officer of any State-operated institution of the University of a violation by a student or students of the rules prescribed in this Part (or of any rules adopted by an individual institution supplementing or implementing such rules) or whenever he has knowledge that such a violation may have occurred, he shall cause an investigation to be made and the statements of the complainants, if any, and of other persons having knowledge of the facts reduced to writing. If he is satisfied from such investigation and statements that there is reasonable ground to believe that there has been such a violation, he shall prepare or cause to be prepared charges against the student or students alleged to have committed such violation which shall state the provision prescribing the offense and shall specify the ultimate facts alleged to constitute such offense.
- c. Such charges shall be in writing and shall be served on the student or students named therein by delivering the same to him or them personally, if possible, or, if not, by mailing a copy of such charges by registered mail to such student or students at his or their usual place or places of abode while attending college and also to his or their home address or addresses, if different.
- d. The notice of charges so served shall fix a date for hearing thereon not less than 10 nor more than 15 days from the date of service which shall be the date of mailing where necessary to effect service by mail. Failure to appear in response to the charges on the date fixed for hearing, unless there has been a continuance for good cause shown, shall be deemed to be an admission of the facts stated in such charges and shall warrant such action as may then be appropriate thereon. Before taking such action the hearing committee,

hereinafter referred to, shall give notice to any student, who has failed to appear, in the manner prescribed in subdivision (c), of its proposed findings and recommendations to be submitted to the chief administrative officer and shall so submit such findings and recommendations 10 days thereafter unless the student has meanwhile shown good cause for his failure to appear, in which case a date for hearing shall be fixed.

- e. Upon demand at any time before or at the hearing the student charged or his representative, duly designated, shall be furnished a copy of the statements taken by the chief administrative officer in relation to such charges and with the names of any other witnesses who will be produced at the hearing in support of the charges, provided, however, that this shall not preclude the testimony of witnesses who were unknown at the time of such demand.
- f. The chief administrative officer may, upon the service of charges, suspend the student named therein, from all or any part of the institution's premises or facilities pending the hearing and determination thereof, whenever, in his judgment, the continued presence of such student would constitute a clear danger to himself or to the safety of persons or property on the premises of the institution or would pose an immediate threat of disruptive interference with the normal conduct of the institution's activities and functions, provided, however, that the chief administrative officer shall grant an immediate hearing on request of any student so suspended with respect to the basis for such suspension.
- g. There shall be constituted at each State-operated institution a hearing committee to hear charges against students of violation of the rules for maintenance of public order prescribed by or referred to in this Part. Such committee shall consist of three members of the administrative staff and three members of the faculty, designated by the chief administrative officer, and three students who shall be designated by the members named by the chief administrative officer. Each such member shall serve until his successor or replacement has been designated. No member of the committee shall serve in any case where he is a witness or is or has been directly involved in the events upon which the charges are based. In order to provide for cases where there may be such a disqualification and for cases of absence or disability, the chief administrative officer shall designate an alternate member of the administrative staff and an alternate member of the faculty, and his principal designee shall designate an alternate student member, to serve in such cases. Any five members of the committee may conduct hearings and make findings and recommendations as hereinafter provided. At any institution where the chief administrative officer determines that the number of hearings which will be required to be held is, or may be, so great that they cannot otherwise be disposed of with reasonable speed, he may determine that the hearing committee shall consist of six members of the administrative staff and six members of the faculty to be designated by him and of six students who shall be designated by the members so designated by him. In such event the chief administrative officer shall designate one of such members as chairman who may divide the membership of the committee into three divisions each to consist of two members of the administrative staff, two faculty members and two students and may assign charges among such divisions for hearing. Any four members of each such division may conduct hearings and make recommendations as hereinafter provided.

- h. The hearing committee shall not be bound by the technical rules of evidence but may hear or receive any testimony or evidence which is relevant and material to the issues presented by the charges and which will contribute to a full and fair consideration thereof and determination thereon. A student against whom the charges are made may appear by and with representatives of his choice. He may confront and examine witnesses against him and may produce witnesses and documentary evidence in his own behalf. There may be present at the hearing: the student charged and his representatives and witnesses; other witnesses; representatives of the institutional administration; and, unless the student shall request a closed hearing, such other members of the institutional community or other persons, or both, as may be admitted by the hearing committee. A transcript of the proceedings shall be made.
- i. Within 20 days after the close of a hearing the hearing committee shall submit a report of its findings of fact and recommendations for disposition of the charges to the chief administrative officer, together with a transcript of the proceedings, and shall at the same time transmit a copy of its report to the student concerned or his representative. Within 10 days thereafter the chief administrative officer shall make his determination thereon. Final authority to dismiss the charges or to determine the guilt of those against whom they are made and to expel, suspend or otherwise discipline them shall be vested in the chief administrative officer. If he shall reject the findings of the hearing committee in whole or in part he shall make new findings which must be based on substantial evidence in the record and shall include them in the notice of his final determination which shall be served upon the student or students with respect to whom it is made.

### 535.10 Rules for Organizations

- a. Organizations which operate upon the campus of any State-operated institution or upon the property of any State-operated institution used for educational purposes shall be prohibited from authorizing the conduct described in subdivision (l) of section 535.3 herein.
- b. *Procedure.* The chief administrative officer at each State-operated institution shall be responsible for the enforcement of this section, and, as used herein, the term chief administrative officer shall include any designee appointed by said officer.
  - 1. Whenever the chief administrative officer has determined on the basis of a complaint or personal knowledge that there is reasonable ground to believe that there has been a violation of this section by any organization, the chief administrative officer shall prepare or cause to be prepared written charges against the organization which shall state the provision proscribing the conduct and shall specify the ultimate facts alleged to constitute such violation.
  - 2. Such written charges shall be served upon the principal officer of the organization by registered or certified mail, return receipt requested, to the organization's current address and shall be accompanied by a notice that the organization may respond in writing to the charges within ten (10) days of receipt of said notice. The notice of the charge so served shall include a statement that the failure to submit a response within ten (10) days shall be deemed to be an admission of the facts stated in

such charges and shall warrant the imposition of the penalty described in subdivision (c) of this section. The response shall be submitted to the chief administrative officer and shall constitute the formal denial or affirmation of the ultimate facts alleged in the charge. The chief administrative officer may allow an extension of the ten (10) day response period.

3. Upon written request, by an authorized representative of the organization, the chief administrative officer shall provide the representative organization an opportunity for a hearing. A hearing panel designated by the chief administrative officer shall hear or receive any testimony or evidence which is relevant and material to the issues presented by the charge and which will contribute to a full and fair consideration thereof and determination thereon. The organization's representative may confront and examine witnesses against it and may produce witnesses and documentary evidence on its behalf. The hearing panel shall submit written findings of fact and recommendations for disposition of the charge to the chief administrative officer within 20 days after the close of the hearing.
  4. Final authority to dismiss the charges or to make a final determination shall be vested in the chief administrative officer. Notice of the decision shall be in writing; shall include the reasons supporting such decision; and shall be served on the principal officer of the organization by mail in the manner described in paragraph (2) of this subdivision within a reasonable time after such decision is made.
- c. *Penalties.* Any organization which authorizes the prohibited conduct described in subdivision (1) of section 535.3 of this Part shall be subject to the rescission of permission to operate upon the campus or upon the property of the State-operated institution used for educational purposes. The penalty provided in this subdivision shall be in addition to any penalty which may be imposed pursuant to the Penal Law and any other provision of law, or to any penalty to which an individual may be subject pursuant to this Part.
  - d. *Bylaws.* Section 6450 (1) of the Education Law requires that the provisions of this Part which prohibit reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be deemed to be part of the bylaws of all organizations which operate upon the campus of any State-operated institution used for educational purposes. The statute further requires that each such organization shall review these bylaws annually with individuals affiliated with the organization.
  - e. *Distribution.* Copies of the provisions of this Part which prohibit reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be given to all students enrolled in each State-operated institution.

(For further information, contact the associate vice president/dean of students, 7-4789.)

## Motor Vehicle Regulations

### Traffic Regulations on State-Operated Campuses

1. The New York State Education Law authorizes the State University to adopt

and make applicable to its campuses any and all provisions of the Vehicle and Traffic Law. Further, the University may develop its own rules to cover special campus circumstances.

2. The new legislation provides that violation of any such statute or rule shall be punishable as provided in the adopted provision. That is, a campus-created rule may be administered by the institution itself. Violations of provisions of the Vehicle and Traffic Law made applicable to the campus are adjudicated by the magistrate's court having territorial jurisdiction over the campus and/or personal jurisdiction over the defendant.

## **ARTICLE I. University Regulations**

Subdivision 1 (c) of section 362 of the Education Law empowers the University to develop its own traffic and parking rules not inconsistent with the Vehicle and Traffic Law. These may include the assessment of an administrative fine upon vehicle owners or operators for each infraction. Violation of University regulations is prejudicial to the common interest of all who operate motor vehicles on the campus and may result in fines or in the loss of parking privileges. These rules and regulations replace all prior orders that established traffic regulations on the grounds of Binghamton University, Town of Vestal, Broome County.

## **ARTICLE II. Application of Regulations**

1. The rules and regulations adopted and promulgated by the Binghamton University Council and set forth in this part are effective throughout the year, from Sept. 1 to Aug. 31, including all recess and intersession periods. They apply to students, employees, faculty and staff of the University, and all other persons (including visitors and officers or employees of other agencies) who operate or park, or whose vehicles are operated or parked, at any time on the grounds of the University, including visitors, officers and employees of other agencies whose vehicles are operated and parked regularly on the grounds of the University. The Vehicle and Traffic Law applies upon such premises notwithstanding any references in the law to public highways, streets, roads, or sidewalks. No person shall drive a vehicle on University streets, roads or highways at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing, but in no event shall a person drive a vehicle in excess of 20 miles per hour unless a different speed is authorized and indicated by the University.

Sidewalks and service drives are restricted to emergency and maintenance vehicles in the performance of their official duties. Any other vehicle being operated on a sidewalk or service drive must have prior permission granted by the New York State University Police.

## **ARTICLE III. Campus Registration of Motor Vehicles**

1. No vehicle may be operated or parked on the grounds of the University without a valid state registration and without displaying a current campus vehicle registration permit, as provided in this section, and upon payment of an annual vehicle registration fee as approved by the Chancellor or designee, unless the vehicle is not subject to such regulations.
2. Prerequisites for registration:
  - a. The applicant must be legally qualified to operate a motor vehicle in New York state.

- b. The vehicle must be registered in New York state or in some other state or jurisdiction that qualifies it for legal operation in the state of New York.
  - c. The owner of the vehicle must be covered by effective public liability insurance in accordance with the minimum amounts required by New York state law. Such insurance must cover any liability incurred while the vehicle is driven either by the registrant or by someone with the registrant's explicit or implicit permission.
  - d. There must be no unpaid University-imposed parking fines outstanding against the applicant or the vehicle to be registered.
3. Applicants may register only vehicles belonging to them or to a member of their immediate family. The term "belonging" means owning or operating a vehicle for one's own benefit.
  4. Owners of registered vehicles who acquire an additional or different vehicle must register it within 48 hours of its acquisition. If a new license plate number is obtained for any registered vehicle, the New York State University Police must be notified within five days of the new license plate number's being displayed.
  5. Vehicle registration permits must be permanently and entirely affixed and displayed when they are issued and as the University indicates. The person to whom a permit is issued is responsible for any parking violation of the vehicle. Taping and other temporary adhesion is not permitted. If the vehicle is sold or if the owner's and/or employee status with the University is terminated, it is the owner's responsibility to remove the permit.
  6. Faculty and staff vehicles. Upon completion of the vehicle registration form, and payment of the required fees, a vehicle registration permit is issued to faculty members and employees of the University including, but not limited to, the affiliates of the Research Foundation, Binghamton University Foundation, and those companies contracted to provide food, bookstore, vending and child-care services who have fulfilled the conditions set forth in this sub-division.
  7. Student vehicles. All students are required to register motor vehicles annually with the University and must do so within the time designated for academic registration at the beginning of the fall term. Students who enter the University at the beginning of the spring or summer term must obtain a campus vehicle registration permit upon entering. Students who reenter the University after a period of absence must obtain a campus vehicle registration permit upon reentering. Students who do not own, maintain or operate motor vehicles that must be registered for a campus vehicle registration permit at one of these times, but who later acquire a vehicle or otherwise become subject to campus registration requirements, must complete their vehicle registration within 48 hours after becoming so subject. Freshmen who reside in University residence halls are not permitted to register or park a vehicle on campus.
  8. Temporary three-day registration permits may be obtained 24 hours a day at the New York State University Police free of charge.
  9. Fees. Vehicle registration permits will be provided only after the appropriate fee, as approved by the chancellor or designee, has been paid. This fee is applicable to all permits issued during the year Sept. 1 to Aug. 31 by

the University Parking Services Office. There is a fee for any replacement permits.

#### **ARTICLE IV. Visitors**

1. A visitor is any individual other than a student or an employee of Binghamton University, the Research Foundation, the Binghamton University Foundation, or those companies contracted by the University to provide food, bookstore, vending and child-care services.
2. Representatives of business firms and service companies who operate their vehicles on campus on a regular basis must obtain service, registration and parking permits.
3. No cars will be allowed to enter the campus between midnight and 5 a.m. without a current campus vehicle registration permit and/or parking permit. A permit may be picked up at the Information Booth on Bartle Drive between midnight and 5 a.m.
4. Visitor parking may be restricted to specific lots as determined by the chancellor or designee. Any visitor who parks a vehicle on campus must make proper reimbursement to the University at a rate approved by the chancellor or designee.

#### **ARTICLE V. Parking Regulations**

1. Vehicles may be parked on the campus only when displaying a current University parking permit, as provided in these rules and regulations and on payment of a University parking fee approved as to amount by the chancellor or designee, unless the vehicle is not subject to such regulations and, if parked, is in a paid lot, at a parking meter or in the parking garage.
2. No vehicle may be abandoned on any portion of the grounds or properties of the University.
3. Vehicular living quarters may not be parked on any grounds or properties of the University at any time without the permission of the chief of University Police or designee.
4. Parking in the following places is prohibited at all times: on a sidewalk or crosswalk; on the grass or lawn; in front of a driveway, doorway or steps; within an intersection; on the roadway side of any vehicle that is stopped or parked at the edge or curb of a street or roadway, whether it is parallel or at an angle to the curb or edge; in any area marked restricted; and in any service driveways, loading zones and associated turn-around areas unless special arrangement has been made through the Parking Services Office. Parking is prohibited outside the confines of any specifically lined or designated space in a parking lot. Parking is prohibited in any area designated by yellow curbs and/or yellow diagonal hash marks on the pavement. Also, no person may park a vehicle on the grounds of the University so that it interferes with the use of a fire hydrant, fire lane designated by yellow curb and/or permanent markings, or other emergency zone; creates any other hazard; or unreasonably interferes with the free and proper use of the roadway.
5. University parking permits must be displayed as the University indicates in vehicles parked on campus. Persons to whom permits are issued are responsible for any parking violations attributed to their parking permits. Ownership of parking permits is not transferable.

6. Special parking zones.
  - a. The library service area is reserved at all times.
  - b. Lot V is reserved at all times for patients and physicians working at the University Health Service.
  - c. Visitor parking may be restricted to specific lots as determined by the chancellor or designee.
  - d. The sidewalk on the northeast side of the University Union facing the quadrangle, designated areas near the loading docks of the Engineering Building and Couper Administration Building, and a section in front of West Gym have been set aside for motorcycle and moped parking.
  - e. A special paid parking lot is located south of Bartle Library and West Drive. No person may park a vehicle in the Visitors Paid Lot without making proper reimbursement to the University at a rate as approved by the chancellor or designee.
    - The lot is open 7:30 a.m.-midnight, Mon.-Sun. No parking midnight-7:30 a.m., Mon.-Sun., November 15 through March 30.
  - f. The Couper Administration lot, East Gym lot, Fine Arts East and West lots, West Gym lot, Bunn Hill Access lot, Tennis Court lot, parking garage and the University Downtown Center lot (a faculty/staff lot) may be reserved for University events.
  - g. The following lots are reserved for commuters only Mon.-Fri., 6 a.m. to 5 p.m. No overnight parking is permitted in these lots 1-6 a.m. daily: Campus Pre-School and Early Childhood Center, Cleveland Hall, College-in-the-Woods North, Delaware Hall, Digman Hall, East Access North, East Access South, East Gym, Fine Arts East, Fine Arts West, Institute for Child Development, Johnson-O'Connor Halls, Mohawk Hall North, Rafuse Hall, Science I, Research and Engineering Complex and the University Downtown Center lot (a faculty/staff lot).
  - h. The following lots are snow removal lots. No parking is permitted in these lots 1-6 a.m., Nov. 15-March 30: Bunn Hill Access, Campus Pre-School and Early Childhood Center, Clearview Hall, Cleveland Hall, College-in-the-Woods North, Couper Administration, Delaware Hall, Digman Hall, East Access North, East Access South, East Gym, Fine Arts East, Fine Arts West, Health Service, Institute for Child Development, Johnson-O'Connor Halls, Lecture Hall, Library Tower, Mohawk Hall North, Rafuse Hall, Science I, Visitors Paid Lot, West Access (north of walkway barrier), West Gym, Research and Engineering Complex, Appalachian Collegiate Center lot and The University Downtown Center lot, a faculty/staff lot.
  - i. Administration Circle is open for paid metered parking Mon.-Fri., 7 a.m.-5 p.m. This circle must be vacated by all vehicles 2-7 a.m.
  - j. Special parking is available on campus for people with impaired mobility. Parking spaces reserved for this purpose are designated by the international access symbol painted on the ground, and/or by "Disabled Parking" signs. The University's disability parking policy states that an individual seeking to park in designated disability parking areas on campus must:
    - Display a state disability parking hangtag (from the vehicle's rearview mirror) **or**
    - Have disability parking license plates on the driven vehicle **and**

- Comply with all University policies and procedures related to vehicle registration on campus.

The Services for Students with Disabilities (SSD) office will continue to authorize campus-based parking ONLY in the following circumstances:

1. Temporary campus-based disability parking authorizations may be granted for a maximum of 14 days duration in order to allow applicants time to obtain a state disability parking hangtag from the municipality governing the address on their driver's license or non-driver photo ID. To obtain a 6-month temporary state disability parking hangtag, you may go to your local municipality.

While individuals seeking permanent NYS Disability Parking permits must apply in the municipality of their permanent residence, students with qualifying disabilities may apply for a temporary NYS Disability Parking permit, valid for 6 months or less, from the municipality governing their local address.

2. Authorization of "L-Permit" parking for drivers who have state disability parking hangtags or disability license plates **and** whose disabilities limit them to such an extent that traveling from regular disability parking to building destinations is too far for them to physically manage. Medical applications for "L-Permit" parking are available in the SSD office.
3. Issuance of "Wheelchair-Only" permits for drivers who meet the criteria in 2 (above) **and** whose wheelchair or scooter use necessitates access to wider transfer aisles between parking spaces.

Vehicles not displaying the appropriate disability parking permit will be ticketed and/or towed at the owner's expense.

- k. No person may park a vehicle in the parking garage (between Couper Administration and Fine Arts buildings) without making proper reimbursement to the University as approved by the chancellor or designee. Annual, fall, spring and summer garage parking permits are available at the Parking Services Office, G-8 Couper Administration Building, 9 a.m.-4 p.m. at a fee approved by the chancellor or designee.
7. University parking fees, as approved by the chancellor or designee, shall be charged for motor vehicles parked within designated lots, consistent with applicable collective bargaining agreements and in accordance with guidelines established by the chancellor or designee. Such guidelines shall provide that the determination of the amount of the fee be substantially based on an analysis of the costs attributable to the operation and maintenance of the parking facilities owned and operated by Binghamton University.
8. A complete list of campus rules and regulations consistent with the Vehicle and Traffic Law relating to parking, vehicular and pedestrian traffic, and safety is on file with the Secretary of State, the office of the clerk of the Town of Vestal, and the Parking Services Office. The list may be reviewed within the normal business hours of these offices.

## **ARTICLE VI. Motorcycles, Mopeds, Motor Scooters, Motor-bikes and Snowmobiles**

1. All such vehicles must be registered in the same way as any other motor vehicle (see Article III above), and are subject to the same restrictions.

2. The law concerning motorcycles includes motorbikes and motor scooters and provides that any New York state driver's license — whether new or renewal — issued after October 1, 1964, must have a special motorcycle endorsement if the driver operates a motorcycle or class A moped. A valid driver's license is required to drive a class B or C moped.
3. Persons driving a motorcycle without a motorcycle endorsement on their license, or driving a class B or C moped without a valid driver's license, may be arrested as unlicensed drivers. Persons who allow the use of their motorcycle by a driver who does not have a motorcycle endorsement may be arrested for permitting unlicensed operation of the vehicle.
4. Snowmobiles and all-terrain vehicles may not be operated on University grounds without specific permission from the New York State University Police Office.

## ARTICLE VII. Enforcement and Penalties

1. Complaints regarding any violation of the Vehicle and Traffic Law, or of any traffic ordinance applicable on such premises, are processed in accordance with the requirements of applicable law. Violations of any section of the Vehicle and Traffic Law are misdemeanors or traffic infractions as designated in such law, and are punishable as therein provided. Such laws and orders adopted by State University of New York above shall be enforced in any court having jurisdiction.
2. Violations of campus permit requirements.
  - a. Violations of the University rules and regulations relating to the display of current vehicle registration permits and University parking permits that lead to a summons (ticket) are subject to the following schedule of fines and penalties:
    - No current, appropriately displayed campus vehicle registration permit: \$25  
The first ticket issued for this violation will be waived if the vehicle is registered at the Parking Services Office within five calendar days of issuance of the ticket.
    - No current, appropriately displayed University Parking Permit: \$25  
The first ticket issued for this violation will be waived if a parking permit is purchased from the Parking Services Office within five calendar days of issuance of the ticket.
    - Vehicle may be towed away at owner's expense. Owners/operators of vehicles that are towed to another location on campus must present a valid driver's license and insurance card for checking at the Parking Services Office before they may claim their vehicles.
  - b. Tampering with, fraudulent use of, or counterfeiting of campus vehicle registration and/or parking permits, any other unauthorized use of permits, or obtaining a permit by giving false information may lead to the following penalties:
    - The University may rescind campus vehicle registration permit and/or parking permit privileges in accordance with SUNY Board of Trustees policy.
    - Individuals may be subject to University disciplinary action and/or arrest.

- c. Persons entering the campus confines between midnight and 5 a.m. without a valid campus vehicle registration permit and/or parking permit may be subject to prosecution for trespass.
3. Violations of the provisions of this part relating to the parking of vehicles on the grounds of the University (except violations of the New York Vehicle and Traffic Law that apply to parking), which lead to a complaint issued by the Parking Services Office and returnable as specified on the complaint, are subject to the following schedule of fines and penalties:
- |                                       |      |
|---------------------------------------|------|
| a. Parking in a tow-away zone .....   | \$25 |
| b. Parking in a fire safety zone..... | \$50 |
| c. Parking in a disability zone ..... | \$50 |
| d. Parking on the grass .....         | \$25 |
| e. Overtime parking.....              | \$20 |
| f. Parking in a restricted area ..... | \$20 |
| g. All other violations.....          | \$20 |
4. Vehicles illegally parked may be towed at owner's expense or immobilized.
5. The University may withhold unpaid fines from employees' paychecks and/or revoke parking privileges. All unpaid and unappealed student parking violations are entered on a delinquency list eight days after issuance. Grades, transcripts and permission to register in courses may be withheld until fines are paid. All other violators may have parking privileges revoked. In all cases, a vehicular wheel immobilizer may be applied to render the vehicle inoperable. The wheel immobilizer will not be removed until unpaid violations and a service charge, in an amount determined by the chancellor or designee, are paid.
6. Enforcement and appeals.
- a. A complaint regarding any violation of a campus rule shall be in writing, reciting the time and place of the violation and the title, number or substance of the applicable rule.
- The complaint must be subscribed by the person witnessing the violation and be served on the violator or attached to the vehicle involved.
  - The complaint shall indicate the amount of fine assessable for the violation and advise that if the person charged does not dispute the violation, the fine must be paid within seven days of receipt at the Parking Services Office, G-8 Couper Administration Building.
  - The complaint recites that an appeal on a disputed violation may be requested, in writing, within 30 days after service of the charge by filing an appeals form, available from the Parking Services Office, G-8 Couper Administration Building, or such other place as may be designated by the council. If a written appeal of parking ticket(s) is submitted in person to the Parking Services Office within eight calendar days of issuance, the complaint will not be placed on the delinquency list unless the appeal is disapproved by the parking appeals board.
  - The complainant recites that should the alleged violator fail to appear at the time fixed for the hearing, or should no hearing be requested within a 30-day period prescribed by the college council

- as indicated in the preceding paragraph, the complaint is proved and shall warrant such action as may then be appropriate.
- b. The chief administrative officer shall designate a hearing officer or board not to exceed three persons to hear complaints for violation of campus traffic and parking regulations enforceable on campus. Such hearing officer or board shall not be bound by the rules of evidence, but may hear or receive any testimony or evidence directly relevant and material to the issues presented.
  - c. At the conclusion of the hearing or not later than five days there-after, the hearing officer or board shall file a report, and a notice of the decision is promptly transmitted to the alleged violator. The report includes:
    - the name and address of the alleged violator;
    - the time and place when the complaint was issued;
    - the campus rule violated;
    - a concise statement of the facts established at the hearing based upon the testimony or other evidence offered;
    - the time and place of the hearing;
    - the names of all witnesses;
    - each adjournment, stating on whose application and to what time and place it was made;
    - the decision (approved or not approved) of the hearing officer or board.
7. Freshmen who reside in university residence halls and who illegally park a vehicle on campus may be fined an amount approved by the chancellor or designee in conformity with 8 NYCRR section 560.3.

## ARTICLE VIII. Appeals

1. Parking appeals must be made in writing to the parking appeals board within 30 days of the notice of the violation; after that time, appeals are not accepted. Appeal forms may be obtained at the Parking Services Office. Notice of the decision of the parking appeals board is transmitted to the appellant.
2. Towing appeals may be made only through personal appearance before the parking appeals board. Request must be made to the Parking Services Office within 30 days of the tow.
3. At the conclusion of the hearing on a written appeal, a personal appeal may be arranged by calling the Parking Services Office within seven days of receipt of the written appeal adjudication.
4. After the final adjudication of the hearing officer or hearing board, the violation will be removed from the delinquency list if the finding is in favor of the appellant.

## Records Access

### University Records

The Freedom of Information Law (Public Officers Law, Article 6), effective Jan. 1, 1978, provides rights of access to University records, except those that fall within one of the nine categories of deniable records [section 87(2)].

Written application for examination and copying of accessible records must be made to the records access officer, Office of University Counsel, 609 Couper

Administration Building, during regular business hours. Appeals of a denial of requested information may be taken within 30 days to the SUNY Office of Governmental and University Relations in Albany.

## Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment, provides students with access to their files and assures them of the confidentiality of their records. Undergraduates' official academic files are kept in the University Registrar's Office. Graduate official records are kept in the office of the vice provost and dean of the Graduate School. The University is not required by legislation to make available to students files kept with New York State University Police, University Counseling Center or Health Service. Students with files in these offices should contact the appropriate office with any questions.

There is to be no oral or written release of personally identifiable information from any student's educational record without the signed and dated consent of the student, except to:

1. authorized University personnel defined by the person responsible for the file as having a reasonable need to know;
2. state and federal education authorities to whom information must be made available by statute and/or for the audit of federal programs;
3. organizations and educational agencies involved in testing, administering financial aid or improving instruction, provided the information is presented anonymously;
4. accrediting agencies;
5. appropriate persons to comply with a court-ordered subpoena, in which case an attempt is made to notify the student in advance;
6. appropriate persons in the case of emergency;
7. University counsel.

Information printed in the University *Directory* and information routinely released to the public, such as Commencement listings, election results and rosters of athletic teams, is regarded as public or "directory information" and, as such, may be released without student consent.

The following information is defined as directory information and may be routinely released unless specified differently by the student:

- name;
- local address and telephone number;
- home address and telephone number;
- e-mail address;
- class level;
- degree information (including any associated majors, minors or certificates);
- dates of attendance and status (full time, part time);
- awards and academic degrees awarded at Binghamton University;
- participation in recognized University activities (election outcomes, membership in athletic teams, participation in plays, etc.);
- personal information on members of University athletic teams (height, weight, high school, etc.).

Information that is not classified as directory information and may not be released to third parties without written consent of the student includes (but is not limited to) the following:

- grades;
- grade-point average;
- student course schedules (including class name, meeting times and meeting places);
- financial aid information;
- Social Security number.

Third-party sources requesting to know a student's course schedule for "emergency purposes" should be referred to New York State University Police, which will attempt to ascertain the nature of the emergency and contact the student with the message.

Students with questions about their records or wishing to withhold their names from the University *Directory* should contact the Registrar's Office (7-6088).

Students should be aware that even though they may request and receive directory exclusion status, it is a federal requirement that the University promptly provide lenders and guarantee agencies with any information it has regarding the last known address, surname, employer and employer address of a borrower who attends or has attended the University.

## Other Information Regarded as Public

### *The Family Education Rights and Privacy Act*

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. *The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.*

Students should submit to the registrar, dean, head of the academic department or other appropriate official written requests that identify the record(s) they wish to inspect. The University official makes arrangements for access and notifies the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official advises the student of the correct official to whom the request should be addressed.

2. *The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.*

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University notifies the student of the decision and advises the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is provided to the student when notified of the right to a hearing.

3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff; a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the state university to comply with the requirements of FERPA.*

A complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-5920.

## Recognition and Governance: Social Fraternities and Sororities

Binghamton University acknowledges that social fraternities and sororities can have a positive impact on the educational and social experiences of members and others in the campus community. For this to happen there must be consistency between University goals and those of individual chapters. This recognition policy provides a mechanism for encouraging consonance of goals and describes the relationship between social fraternities and sororities and the University. The Recognition and Governance policy can be found on the Web at [greeklife.binghamton.edu/governance.pdf](http://greeklife.binghamton.edu/governance.pdf). For further information, contact the Off Campus College office.

## Responsible Conduct of Research

See University *Bulletin*.

## Student Absences for Religious Beliefs

See full policy in University *Bulletin*.

## Visitors

Anyone not registered as a student or employed by the University is considered a visitor. Visitors to the campus are expected to abide by the University Rules for Student Conduct and by all state, local and federal laws and ordinances. Visitors failing to do so may be asked to leave campus and may be declared *persona non grata* (see also “Maintenance of Public Order,” Section 535.5, a.) and/or subject to arrest.

Persons declared *persona non grata* may not come to the campus for any reason unless receiving special permission from the appropriate vice president.

## Parking Services

Parking Services is responsible for the operation of and general improvements to campus parking, within the objectives established by the University. A deputy chief of University Police manages the Parking Services Office and coordinates the use of campus parking facilities.

# Sexual Harassment

## Policy Statement

“Respect for dignity and worth of individual students, faculty, staff and the academic community as a whole is essential to the mission of our University. Sexual harassment subverts this mission, is unlawful and cannot be tolerated at Binghamton University. The University regards any form of sexual harassment as a violation of the standards of conduct required of all persons associated with the institution. Accordingly, those inflicting such behavior on others are subject to the full range of internal institutional disciplinary actions.

“Because faculty make critical decisions about a student’s advancement, inappropriate faculty-student interactions assume exceptional significance. No non-academic or personal ties should be allowed to interfere with academic integrity of the teacher-student relationship. With respect to sexual relations in particular, what might appear consensual, even to the parties involved, may not in fact be so. Any instance of sexual relations between a faculty member and any student, undergraduate or graduate, when the faculty member is in a direct supervisory role with that student shall normally be deemed unprofessional conduct.”

This statement on sexual harassment and consensual relations was adopted by the Faculty Senate in May of 1990 and subsequently accepted as University policy by President Lois B. DeFleur. Students, faculty and staff are urged to report incidents of sexual harassment promptly to Valerie Hampton, affirmative action officer, Library South, G667, 7-4775.

## Legal Authority

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Educational Amendments of 1972 for students. Sexual harassment is also illegal under New York State Human Rights Law and under New York State Executive Order #19.

## Definition

Binghamton University’s policy against sexual harassment accords with the Equal Employment Opportunity Commission (EEOC) guidelines originally issued in 1980 and updated in 1990. The EEOC defines sexual harassment as “Unwelcome sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.” While

EEOC guidelines apply specifically to the rights of employees under Title VII, they are interpreted as applying to the rights of students as well under Title IX.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or a different gender. It may occur among co-workers or peers as well as between supervisors and subordinates, and it may take place on University property or in off-campus settings.

Sexual Harassment Counseling:

Affirmative Action Office .....	7-4775
Crime Victims' Assistance Center .....	722-4256
New York State University Police .....	7-2393
University Counseling Center .....	7-2772

## Payment of Outstanding Obligations

### Semester Payment

All students must return their bills and make payment or payment arrangements to Student Accounts each semester. Failure to make payment or payment arrangements by the end of the second week of classes will result in cancellation of courses and residence hall assignment. Once this occurs, the student is no longer considered enrolled for the semester and is required to vacate his/her room if residing in University housing.

### Past Due Debts

Binghamton University considers the student responsible for any outstanding obligation. We do not pursue debt collection from parents or guardians. In the same regard, we do not issue refunds to parents without the student's authorization. Students who have outstanding obligations with the University will not be permitted to complete registration or participate in future registrations, nor will transcripts be released, until the obligations are satisfied. Student debts (including fines) that are not paid in a timely manner are forwarded to a collection agency and/or the New York State Attorney General's Office for collection. Every means available to collect the debt, including litigation, reporting the debt to credit bureaus, and income tax offset, is used. Collection costs and debtor interest are passed on to the student. Students are given ample opportunity to pay the debt prior to the start of these collection efforts.

*It is extremely important that students update their local and permanent addresses with the Registrar's Office as all notices of outstanding obligation are sent to the address on file with the Registrar's Office.*

### Refunds

All Student Accounts refunds are made payable to the student unless the student specifically requests otherwise at the time of the issuance. The only exceptions to this policy are refunds on Federal Parent Loans for Undergraduate Students (PLUS). Since the parent is the person in whose name the loan is issued, these refunds are made payable to the parent.

Students are notified whenever a refund is processed and this information is also available on the BUSI Web Center under *View My Refund Status*. Refund checks

may be picked up at the Student Accounts Office; however, we recommend that students sign up for Direct Deposit via the BUSI Web Center under *Direct Deposit Authorization*. Any refund check not picked up will be mailed to the local address (if student is not in University Housing) during the period when classes are in session. When classes are not in session, refunds will be mailed to the student's permanent address on file with the University Registrar's Office.

See the University Dining Services Section under Auxiliary Services regarding the University Dining Services Refund Policy for Resident Board Contracts.

## **Rules Governing Academic Life**

### **Absences for University-Sponsored Activities**

Binghamton University provides many opportunities for students to participate in activities beyond the classroom that either contribute to the quality of their undergraduate experience or promote their post-graduate careers. At times, students' participation requires them to be absent from regularly scheduled classes. Students are responsible for all work missed. At the same time, faculty members are strongly encouraged to accommodate students' participation in such activities. Sponsoring organizations have a similar responsibility to accommodate students' needs to meet their class obligations. Each student is responsible for notifying the appropriate instructor(s) of potential absences at the beginning of the term for events already scheduled by that time, and as soon as possible for those scheduled after a term begins. Instructors should be flexible in providing opportunities for students to make up tests and other work missed.

### **Academic Integrity**

The faculty assumes that themes, term papers, studio work, results of laboratory experiments, examinations and computer-generated material submitted by the student represent the student's own work. The presentation for academic credit of the same work in more than one course is prohibited, unless a joint project receives the express and prior consent of the instructors involved. The following remarks are intended to clarify this for all students:

#### **Cooperation in Preparing Course Material**

Cooperative study of coursework is one of the legitimate ways to master a subject. Joint discussion of problems is, therefore, encouraged. Sometimes instructors encourage collaborative methods of learning, including peer review of papers. This too can be a productive way of mastering material and promoting one's writing abilities. Students should be aware that wherever such learning results in an instructor's evaluation, they are responsible for acknowledging their membership in the group fostering their learning.

#### **Written Work**

Much coursework is assigned to students individually rather than in groups. In carrying out such assignments, a student may ask others for criticism of a piece of writing. Effective learning is often fostered by cooperation and assistance. Nonetheless, such assistance should never be so complete or so detailed that the piece of writing becomes more the work of the person assisting than of the student. That would be a form of misrepresentation. Similarly, a student may occasionally feel

the need for preliminary aid in understanding the principles involved in various problems and the methods to be used in solving them (for example, in mathematics and foreign language courses). Such aid is legitimate, but in every case the student must be responsible for the preparation and presentation of assignments. Without these precautions, the student may unwittingly become involved in collaborative work so extensive that it may be considered plagiarism.

## Laboratory Experiments

Although students may be permitted or required to cooperate with one or more other students in a laboratory experiment, many experiments are to be done by the students independently, and all require some independent work. For students to submit the results of another's experiment as their own, or to accept unauthorized help in an experiment, constitutes academic dishonesty.

## Credit

All sources of assistance — published or unpublished — are to be scrupulously acknowledged in every piece of writing and in oral reports.

## Student Academic Honesty Code

### Actions Outside the Boundaries of Academic Honesty and Integrity

No set of written guidelines can anticipate all types and degrees of violations of academic honesty. To the extent that the examples below are not exhaustive, duly appointed representatives of the University will judge each case according to its merits. They will be guided by the principle that academic dishonesty involves misappropriation of academic or intellectual credit to oneself or to the discredit of others. Instances of such dishonesty include:

#### PLAGIARISM

Presenting the work of another person as one's own work (including papers, words, ideas, information, computer code, data, evidence-organizing principles, or style of presentation of someone else taken from the Internet, books, periodicals or other sources). Plagiarism includes:

- quoting, paraphrasing or summarizing without acknowledgement, even a few phrases;
- failing to acknowledge the source of either a major idea or ordering principle central to one's own paper;
- relying on another person's data, evidence or critical method without credit or permission;
- submitting another person's work as one's own;
- using unacknowledged research sources gathered by someone else.

#### CHEATING ON EXAMINATIONS

Giving or receiving unauthorized help before, during or after an examination. Examples include:

- unauthorized collaboration of any sort during an examination;
- reading of an examination before it has been given;
- unauthorized use of notes, books, tapes, computers or other aids during an examination;
- allowing another person to take an examination in one's place;
- looking at someone else's examination during the examination period;

- allowing another person to use one's own examination during the examination period;
- passing examination information to students who have not yet taken the examination.

**MULTIPLE SUBMISSIONS**

Submitting substantial portions of the same work for credit more than once, unless there is prior explicit consent of the instructor(s) to whom the material is being or has been submitted.

**UNAUTHORIZED COLLABORATION**

Collaboration on projects, papers, computer programs or other academic assignments that has been prohibited by the instructor.

**FABRICATION AND MISREPRESENTATION**

Misrepresenting or fabricating material, including misleading citation of sources as well as falsified or fabricated data or results from experiments or other analyses. Misrepresenting facts related to academic performance, including the justification of absences, late assignments and other activities.

**FORGERY**

Imitating another person's signature on academic documents (for example, an academic advising form or one's own paper that is signed with respect to the time of submission) or other official documents that have an effect on academic credit (for example, a medical form submitted in support of taking a make-up examination).

**SABOTAGE**

Deliberately impairing, destroying, damaging or stealing another's work or working material. Examples include destroying, stealing or damaging another's laboratory experiment, computer program, term paper, examination or project; removing uncharged library materials with the effect that others cannot use them; defacing or damaging library materials with the effect that others cannot use them; hoarding or displacing materials within the library with the effect that others have undue difficulty using them; interfering with the operation of a computer system so it has an adverse effect on the academic performance of others.

**BRIBERY**

Offering or receiving any service or article with the purpose or effect of receiving a grade or other academic benefit that was not earned on the merits of the academic work.

**Responsibility for Implementation**

Each school of Binghamton University, including the Graduate School and the Division of Health and Physical Education, will implement the Student Academic Honesty Code and adjudicate all matters related thereto (except as noted below) through its own committee structure. All reports of findings of guilt (either by admission or by adjudication) will be reported to the Provost's Office for archival purposes. For cases involving graduate students in the five professional schools, initial implementation shall occur in those schools. For graduate cases in Harpur College of Arts and Sciences, initial implementation shall occur in the cognizant department or program.

Any graduate programs temporarily residing in the Graduate School will report and adjudicate all cases through the Graduate Council's Academic Standards Com-

mittee. At its discretion, the Academic Honesty Committee in any department or school may consult with the Graduate Council's Academic Standards Committee about unusual or complicated cases. When an act of academic dishonesty violates the University's policy on ethical research, the procedures outlined in the Policy on Responsible Conduct of Research, as found in the University *Bulletin*, apply.

#### **PUBLICATION AND DISSEMINATION OF THE CODE**

Students will receive copies of the code during Orientation, when they will discuss its importance and its meaning. They will acknowledge the code and their intent to abide by its terms each semester when they log onto the registration system. Faculty will ensure enforcement of the code.

#### **INTERPRETATION OF THE CODE**

Violations of the code vary in severity, so that the appropriate punishments vary. Some violations (Category I) may be handled by the instructor and student(s) involved. However, violations requiring more severe penalties (Category II) are appropriately dealt with by the Academic Honesty Committee of the relevant school in accordance with procedures laid out in the Rules of Student Conduct. Category I violations are serious but may be dealt with by the instructor. Category II violations may result in letters of reprimand, probation, suspension or expulsion from the University. Behavior explicitly permitted in a course syllabus or explicitly permitted by the instructor for a specific assignment is not a violation of the code.

#### **Plagiarism**

This may be either a Category I or Category II violation, depending on the amount of material that is plagiarized and the degree of premeditation. A Category I violation involves small amounts of plagiarized material — for example, a single passage or a relatively minor idea. Category II violations occur when more material is plagiarized or where central ideas are plagiarized. Category II violations may involve more planning and premeditation.

#### **Cheating on Examinations**

This may be either a Category I or Category II violation, depending on the level or amount of unauthorized help given or received on the examination and the degree of premeditation. Category I includes looking at another's examination or collaborating on a small portion of the examination. Category II violations involve cheating on most or all of an entire examination — for example, providing a copy of an examination to another student or allowing another student to take an examination in one's place. Category II violations may involve more planning and premeditation.

#### **Multiple Submissions**

This is a Category I violation.

#### **Unauthorized Collaboration**

This is a Category I violation, unless it also involves Category II offenses.

#### **Fabrication and Misrepresentation**

This can be a Category I or II violation.

#### **Forgery**

This is a Category II violation.

#### **Sabotage**

This is a Category II violation.

## **Bribery**

This is a Category II violation.

Note that misconduct involving forgery, sabotage and bribery refers only to such offenses when committed for an academic purpose as defined in the Student Academic Honesty Code; any violations involving other aspects of student life or subject to federal, state and/or local law are dealt with through the University judicial system.

### **ENFORCEMENT PROCEDURES**

Each school should develop its own procedures, consistent with these guidelines. These procedures may vary, depending on the size of the school and other relevant factors. The appropriate procedures for addressing the two categories of violations are as follows.

#### **Category I Violations**

If an instructor discovers one of these violations, the instructor should first communicate with the student regarding the nature of the charge and the evidence on which the instructor has relied in reaching the conclusion that a violation has occurred. The student should be given the opportunity to respond. If the instructor remains convinced by the preponderance of evidence that a violation has occurred, the instructor may check to see if there is a record of a previous violation by the student. Students who are accused of a second Category I offense will be treated as being charged with a Category II offense and referred to the committee of the school in which the offense occurred.

If there is no previous violation, the faculty member should impose the appropriate penalty. The instructor should then fill in a Report of Academic Dishonesty Form describing the violation that occurred and the evidence supporting that finding. The form will also explain to the student the procedures whereby the student may appeal the decision. The student will then be asked to read and sign the form and will be provided with a copy. If the student chooses not to sign the form, the case goes to a hearing before the committee of the school in which the offense occurred. The instructor will then forward the Report of Academic Dishonesty Form along with the supporting evidence to the chair of the appropriate committee, who will send a copy to the Provost's Office, where it will be kept on file.

Records of Report of Academic Dishonesty forms should be retained until the student's graduation, or for six years following the semester or term of the violation in the case of a student who departs from the University without graduating.

#### **Category II Violations**

If an instructor discovers a Category II violation, the instructor should first communicate with the student regarding the nature of the charge and the evidence on which the instructor has relied in reaching the conclusion that a violation has occurred. If the instructor remains convinced that a Category II violation has occurred, he or she should submit a detailed written charge with supporting evidence to the honesty committee of the school in which the offense occurred. The student will be notified of the charge and the date of the hearing and will receive a copy of the committee procedures. The instructor should assign an Incomplete grade for the student's work, pending the outcome of the hearing. If, after the hearing, the committee concludes that the charges were unproven, the faculty member should re-evaluate the student's work in light of that finding. In determination of any penalty for Category II violations, committees will consider all relevant factors, including the nature of the violation and any previous violations that may have

been committed by the student. The chair of the appropriate committee will report any guilty findings to the Provost's Office, where they will be kept on file.

Records of hearing cases should be retained for six years following the semester or term in which the hearing is held. If a hearing case is appealed, the six years would begin after the semester or term in which the appeal decision is made.

## Academic Grievance Procedures

If a student has a complaint about a grade or other academic grievance, the first step is to talk to the instructor involved. If the matter is not settled satisfactorily, the student should contact the department chair or program director about the complaint and submit the complaint through the formal grievance procedure established by the department or program. The department decision may, if the student still feels aggrieved, be appealed to the appropriate dean.

## Annual Security Report

The University strives to provide a safe environment for our students, visitors, faculty and staff. All crimes and safety hazards, actual or suspected, must be reported to New York State University Police.

New York State University Police, Binghamton, operates 24 hours a day, seven days a week, from a central station in the Couper Administration Building (room G-35). The law-enforcement unit consists of 34 sworn personnel: the Chief of University Police, Assistant Chief of University Police, two Deputy Chiefs, 23 Patrol Officers, five University Police Lieutenants, and two University Police Investigators.

New York State University Police officers with full arrest powers are responsible for enforcing all state, federal and local laws, as well as the rules and regulations of the University. In addition, the department provides a number of other services, including, but not limited to, medical emergency assistance, crisis intervention, crime prevention, locating missing/wanted persons, and providing speakers on topics related to law enforcement. The department also coordinates the campus escort service and the emergency and blue-light phone systems.

Sworn officers of the New York State University Police receive their law-enforcement authority from the New York Criminal Procedure Law. Officers receive their training at the Zone 6 Municipal Police Training Academy.

The department maintains a close working relationship with local law-enforcement agencies as required by law. These agencies include the Vestal, Binghamton, Johnson City and Endicott police departments, the Broome County Sheriff's Department, the New York State Police, federal law-enforcement agencies and other appropriate criminal-justice agencies.

The University has signed Memorandums of Understanding concerning mutual assistance with the agencies listed above.

## Reporting Crimes and Safety Hazards

Reporting of crimes and safety hazards may be done in person, at any hour, at the New York State University Police desk located in room G-35 in the Couper Administration Building. In case of emergency, dial 911 from any campus telephone or, to use a "blue light" telephone, merely pick up the receiver and speak to a New York State University Police officer. Non-emergency reports may be called in to

New York State University Police by dialing 7-2393. *Help make this a safe campus — report promptly.*

Students and employees may report criminal offenses to the following campus security authorities for the purpose of making timely warning reports and the annual statistical disclosure:

### Personal Safety on Campus

- Residential Life staff;
- Campus Life staff;
- Judicial Affairs staff;
- International Student and Scholar Services staff;
- Educational Opportunity Program staff;
- University faculty and staff officially designated as advisers to student groups;
- Athletics staff, including all coaches, through the director;
- University Union staff;
- Off Campus College staff;
- Multicultural Resource Center staff;
- Administrators of internship and other experiential learning programs;
- International Programs staff;
- Assistant Vice President for Student Life;
- Associate Vice President and Dean of Students;
- Vice President for Student Affairs.

Please note that these offices allow victims and witnesses to report crime on a voluntary, confidential basis. Reports of this nature may be filed with the New York State University Police for informational purposes. Counselors at the University Counseling Center who are informed by persons they are counseling of the commission of a crime may also inform that person that crimes may be reported to the Office of Student Affairs on a voluntary, confidential basis for inclusion in the University's crime statistics only.

The New York State University Police (NYSUP) at Binghamton promptly investigates all reports of crimes and matters of personal safety. This includes reports of violent felony offenses\* as well as reports of missing persons. Where a joint investigation is necessary, NYSUP officers work in full cooperation with local law enforcement agencies. Regarding this, Memoranda of Understanding with agencies of joint jurisdiction have been established. Additionally, NYSUP conducts missing-person investigations in compliance with the protocols established by the New York State Department of Criminal Justice, the New York State Police and the Federal Bureau of Investigation.

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\*as defined in Section 70.02 of the NYS Penal Law

## Policy on Emergency Response, Evacuation Procedures and Emergency Notification

Binghamton University maintains a comprehensive emergency response plan that is available for viewing in the office of the New York State University Police in the Couper Administration Building, ground floor. This plan details the policies and procedures the university will take when preparing for, responding to, and recovering from emergency incidents or other unplanned events.

Included within the plan are the following elements:

### **Immediate Emergency Response**

All emergencies on the Binghamton University campus shall be reported to University Police at 911 (from a campus phone) or (607) 777-2393 (emergency response plan, section 2). Upon notification of an emergency incident, Binghamton University first responders and emergency operation center staff shall follow the National Incident Management System (NIMS) for the response and management of all emergency incidents (emergency response plan, section 1).

### **Immediate Evacuation Procedures**

In compliance with New York State laws, Binghamton University conducts evacuation drills in every campus building (academic and residential) a minimum of two times per academic year. These drills are conducted by the office of Environmental Health and Safety (EH&S). EH&S works with all departments on campus to develop and enhance evacuation plans.

### **Emergency Notification (electronic and cellular)**

To maximize the ability of reaching the largest possible percentage of people on campus, Binghamton University utilizes multiple methods of communicating emergency information. Available techniques for communicating critical information include the following methods:

- Text/electronic messaging (SUNY NY-Alert)
- Outdoor siren/public address system
- BU Alert Line (777-7700)
- Internet browser re-direct
- Electronic LED message boards and TV screens
- Campus voice mail
- University web page
- University cable channel 42
- University email list serves (i.e. *B-Line* and *Dateline*)
- Campus and local television and radio
- Mobile public address systems (vehicle mounted)

The use of these systems will be determined on an individual basis depending on the emergency situation that arises. Use of the systems shall be limited to the acceptable use policy of the university (emergency response plan, section 14).

### **Publication of emergency response and evacuation procedures:**

The details of these procedures shall be made available via a campus website and available for all persons to view. The existence of this website shall be advertised annually through use of the existing university listserves (*B-Line* and *Dateline*).

### **Test emergency response and evacuation procedures:**

Binghamton University shall conduct annual tests of response and evacuation procedures in the following manner(s):

#### **Response Procedures:**

- Annual Decker School of Nursing Drill
- Annual Vestal Fire Department Drill
- Annual NYSUPD In-service training / drills

## Evacuation Procedures:

- EH&S managed evacuation drills (every campus building, once per semester)

Campus Alert Bulletins are distributed to:

- University Police website — [police.binghamton.edu](http://police.binghamton.edu)
- Main entrance doors to academic and residence hall buildings
- University e-mail service — from [bupolice@binghamton.edu](mailto:bupolice@binghamton.edu)
- Sex Offender Registry — [police.binghamton.edu/registry.htm](http://police.binghamton.edu/registry.htm)

## Where to Call for Help

University personnel will inform the students of their option to notify both the University and local police departments and will assist in reporting any crime to the appropriate agency.

Tip Line (INFO) .....	7-4636
Disciplinary Information (Judicial Affairs Office) .....	7-6210
Domestic Violence:	
Crime Victims' Assistance Center (24-hr. crisis line) .....	722-4256
(office) .....	723-3200
SOS Shelter.....	754-4340
Escort Service, Campus .....	7-2393
Human Rights, New York State Division.....	721-8467
Legal Assistance:	
Broome Lawyer Reference Service .....	723-6331
District Attorney.....	778-2423
Legal Clinic (Off Campus College) .....	7-2767
Mediation: ACCORD .....	724-5153
Rape Counseling:	
Crime Victims' Assistance Center Crisis Line (24 hrs.) .....	722-4256
Office number (non-emergency) .....	722-3200
University Counseling Center .....	7-2772
University Health Service .....	7-2221
Sexual Harassment Counseling:	
Crime Victims' Assistance Center .....	722-4256
New York State University Police .....	7-2393
Office of Affirmative Action.....	7-4775
University Ombudsman .....	7-2388
University Counseling Center .....	7-2772

## Physical Security

Up to three uniformed building guards provide physical security by patrolling campus grounds 7 p.m.-7 a.m. each night. Building guards are in radio contact with New York State University Police and are responsible for reporting emergencies, fire safety violations, and violations of law and campus rules and regulations. Guards patrol both residence halls and academic buildings. In addition to mobile and foot patrols, New York State University Police officers patrol the campus on police-equipped mountain bicycles.

## Security Awareness and Crime Prevention Programs

These Binghamton University policies, procedures and programs have been developed and implemented to help create a secure environment for the campus community. But personal safety is a shared responsibility. "Together for a Safe Campus," an ongoing educational outreach program sponsored by New York State University Police and the Division of Student Affairs, encourages students, faculty and staff to become more aware of, and responsible for, their personal safety.

## Crime Prevention Activities

Members of the campus community are urged to secure their valuables and be aware of their surroundings. To assist in this endeavor, the New York State University Police and offices within the Division of Student Affairs hold more than 100 educational programs each year on a variety of topics, including personal safety awareness and security, rape awareness/Rape Aggression Defense (RAD) training, Operation ID, alcohol and other drug abuse, and anti-theft programs. Information on safety and security is provided to students and employees via seminars, videos, crime-alert posters, brochures, and University and student newspapers or upon request.

During Orientation, programs are presented that address sexual assault, bias-related crimes and other personal safety topics.

Students and employees are also informed of many personal safety services and programs available on campus, which include a campus escort service, rape counseling, mental health services, fire safety and emergency medical response. Services available through the New York State University Police Department throughout the year include motorist assistance, lost-and-found and assistance with class projects.

## Maintenance of Campus Facilities

New York State University Police patrols regularly test the emergency phones that are connected directly to New York State University Police and submit work orders for repairs, recommend the trimming of shrubbery for safety reasons and conduct periodic lighting surveys. Officers report the need for replacement of lights and any other physical hazards they notice. Periodic crime-prevention surveys are conducted when a crime trend occurs, or upon physical changes of office space and equipment, when requested by an administrator. All residence halls are equipped with key card access and door alarms that report to New York State University Police. University apartments are equipped with key locks on exterior entrance and interior bedroom doors. Within the apartment, bedrooms are keyed separately. Many other buildings, offices, laboratories, computer rooms and areas on campus have card access, alarms and closed-circuit television systems installed.

## Access to Buildings and Facilities

Members of the campus community, as well as guests and visitors, have access to most campus buildings and facilities Mon.-Fri. (limited hours may be designated for weekends) at times when the University is normally in operation. Exterior doors on campus buildings are secured each evening by New York State University Police. Door and security problems are reported on a daily basis.

## Emergency Telephones

Emergency phones, clearly marked with the word “Emergency” either on or near the phone, have been placed in convenient internal locations, such as elevators, hallways and other public areas, to provide easy accessibility. A caller who reports an emergency using one of the University’s emergency telephones will reach a dispatcher at New York State University Police, who will request specific information while an officer is sent to assist the caller.

## Safe Ride Van Program

This program provides the University community with a service during the academic year in which anyone may be escorted from one location to another on campus by a highly visible escort van, via a predetermined escort van route. It acts as extra “eyes and ears” to augment the New York State University Police patrol force. Students may utilize the escort van service by waiting for the van along its predetermined route or by calling New York State University Police at 7-2393.

## Blue-Light Telephones

There are 66 blue-light telephones at strategic locations near campus roadways, sidewalks, parking lots and residence halls. A blue light atop the pole makes each phone easy to see. Direct contact with New York State University Police is established as soon as the receiver is lifted. The dispatcher immediately knows the location of the caller and can dispatch a mobile patrol to the location of the call. Even if the caller is unable to speak, an officer will still respond to the location of the call.

## Security in Residence Halls

Residence halls are locked 24 hours per day. Resident assistants, on duty 8 p.m.-midnight, make three “rounds” during the evening to check such safety and security concerns as propped doors, missing or expended fire extinguishers, or strangers in the building. University policy prohibits students from propping open residence hall exit doors; such violations of policy are referred to the Office of Judicial Affairs for action (see explanation of Procedures for Review of Student Conduct).

## Security Access Telephones

Security access telephones are located outside the main entrance of each residence hall. Guests, visitors or delivery persons may call students to let them know they are waiting outside the hall. Residents are responsible for meeting such callers and escorting them while they are in the building.

## Keys

Residents should keep their rooms, suites or apartments locked at all times. Personal property may be registered with New York State University Police and identified through Operation ID (see description in this section). Re-keying of doors is required when keys are lost or stolen. Residents are responsible for all keys issued to them and should report lost or stolen keys immediately.

### *Master keys*

Master keys are stored in a locked office keybox at all times, except when needed in the following situations: to respond to a health, safety or maintenance emergency; to allow access by students who are locked out of their rooms; or to conduct authorized inspections, repairs and maintenance procedures, such as safety

inspections or heating system repairs (in such cases, the RA should accompany the person completing the inspection or repair). Master keys may not be duplicated.

### **Escort Service (7-2393)**

In operation 9 p.m.-3 a.m. every night during the academic year, this program provides any caller with a walking escort from one on-campus location to another. Escorts are students trained in the detection and reporting of crime and suspicious activity. They wear easily identifiable jackets and are in constant radio communication with New York State University Police while on duty. New York State University Police officers are available 24 hours a day to escort persons on request.

### **Gate Guard**

The only accessible entrance to campus after midnight is on Bartle Drive. All vehicles admitted to campus from midnight to 5 a.m. must display a current University parking permit or registration decal, or their occupants must show a valid Binghamton University ID or be hosted by a member of the University community.

### **Info Line**

Information relating to the investigation of a crime can be passed on anonymously to New York State University Police by calling a special information line, 7-INFO (7-4636).

### **Lighting and Maintenance**

Exterior lighting in parking lots, along pedestrian walkways and in areas around buildings helps promote campus safety. Light poles are numbered to facilitate the reporting of any problems to New York State University Police (7-2393) or Physical Facilities (7-2226). A lighting survey is conducted annually to assess campus needs and to plan for the future. Shrubbery, trees and other vegetation are trimmed on a regular basis.

### **Operation ID**

Personal property may be engraved and registered with New York State University Police as an aid in identifying lost or stolen property. An engraver is provided without cost as a service to the campus community.

### **Panic Buttons**

The women's locker rooms in West Gym are equipped with panic buttons that communicate an alarm directly to the building staff for immediate response.

## **Personal Safety Advisory Committee**

Composed of faculty, staff and students, this group reviews campus personal safety issues and recommends ways to enhance personal safety, especially through campus educational and student-life programs. The committee sends a written report to the president every year.

## **Office of Environmental Health and Safety**

A division of the Department of Public Safety, the Office of Environmental Health and Safety inspects campus facilities and audits campus activities to assure

## CRIME STATISTICAL INFORMATION

	Murder	Manslaughter	Sex Offense	Forcible Sex Offense	Non-Forcible Sex Offenses	Robbery	Burglary	Aggravated Assault	Motor Vehicle Theft	Arson
<b>Reports to the Police Occurring in Residence Halls</b>										
2005	0	0	5	0	1	6	0	0	0	3
2006	0	0	3	0	0	10	0	0	0	2
2007	0	0	1	0	0	9	0	0	0	2
<b>Reports to the Police Not Occurring in Residence Halls</b>										
2005	0	0	0	0	0	5	0	0	0	1
2006	0	0	1	1	0	6	0	0	0	1
2007	0	0	0	0	0	2	1	1	1	2
<b>Reports to the Police on Properties Owned or Controlled by the University</b>										
2005	0	0	0	0	0	0	0	0	0	0
2006	0	0	0	0	0	0	0	0	0	0
2007	0	0	0	0	0	0	0	0	0	0
<b>Reports to the Police that are Reasonably Contiguous to the University</b>										
2005	0	0	0	0	0	0	0	0	0	0
2006	0	0	0	0	0	0	0	0	0	0
2007	0	0	0	0	0	0	0	0	0	0

*There were no reported hate crimes for 2005, 2006 or 2007.*

*The above statistics include anonymous reports made to campus security authorities described in this report. They, however, present incidents believed to be made in good faith, but for which no verification has been established by University Police.*

compliance with applicable health and safety codes mandated by federal, state and local governments.

## Incidents and Arrests on Campus and off Campus

The following information is reported in compliance with the Crime Awareness and Campus Security Act of 1990 and its amendments. The following data are presented to review crime activity on campus, both in residence and non-residence halls. This also includes non-campus buildings or property, which includes

### HATE CRIMES ON CAMPUS IN RESIDENCE HALLS FOR THE YEARS INDICATED

	2005	2006	2007
Larceny/Theft	0	0	0
Simple Assault	0	0	0
Intimidation/Harassment	0	3	2
Destruction/Criminal Mischief	0	0	0

### HATE CRIMES ON CAMPUS NOT IN RESIDENCE HALLS FOR THE YEARS INDICATED

	2005	2006	2007
Larceny/Theft	0	0	0
Simple Assault	0	0	0
Intimidation/Harassment	1	1	0
Destruction/Criminal Mischief	0	0	0

### ARRESTS MADE ON CAMPUS FOR THE YEARS INDICATED

	2005	2006	2007
Liquor Law Violations	11	12	9
Drug Law Criminal Arrests	6	11	17
Non-criminal Drug Arrests*	—	—	39
Weapons Possession	3	1	2

*\*New category for 2007*

### DISCIPLINARY REFERRALS MADE ON CAMPUS FOR THE YEARS INDICATED

	2005	2006	2007
Liquor Law Violations	158	144	167
Drug Law Violations	80	88	67
Weapons Possession	5	8	6

properties owned by student organizations officially recognized by the University and those owned by the University outside the University boundaries. Additionally, this includes public property, including thoroughfares, streets, sidewalks and parking facilities immediately adjacent to the University. Formal requests for these crime statistics were made to the Vestal and Binghamton Police and the Broome County Sheriff departments.

This section on University crime statistics also includes arrests and disciplinary referrals made to campus authorities for alcohol, drugs and weapons possession. As required, hate crimes are reported. A hate crime occurs when a person is victimized intentionally because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. The definitions of these offenses, which are defined in the “Uniform Crime Report” and the “Crime Awareness and Campus Security Act,” appear at the end of this report.

## **Crime Statistics Report Availability**

Each year a postcard and an e-mail notification are made to all enrolled students providing the address of the website at which they may access this report. Faculty and staff receive similar notification with their paychecks. Copies of the report may also be obtained at the New York State University Police department headquarters located in the Couper Administration Building, G-35, or by calling 607-777-2393.

## **Crime Statistics Availability Statement (Clery Statement)**

A copy of the State University of New York at Binghamton campus crime statistics, as reported annually to the U.S. Department of Education, will be provided upon request by the University Police. Please direct all such requests to the New York State University Police at Binghamton at 607-777-2393 or by electronic mail at [bupolice@binghamton.edu](mailto:bupolice@binghamton.edu). Information may also be obtained via the Internet at [studenthandbook.binghamton.edu](http://studenthandbook.binghamton.edu) or at the U.S. Department of Education website, [ope.ed.gov/security](http://ope.ed.gov/security).

## **Crime Definitions From the Uniform Crime Reporting Handbook**

### **Murder**

The willful (non-negligent) killing of one human being by another.

### **Robbery**

The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

### **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

### **Burglary**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; house-breaking; safecracking; and all attempts to commit any of the aforementioned.

## Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

## Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

## Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates; Benzedrine).

## Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

## Sex Offenses — New York State Penal Law

**Section 130.20 — Sexual Misconduct.** This offense includes sexual intercourse without consent and deviate sexual intercourse without consent. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.

**Section 130.25/30.35 — Rape.** This series of offenses includes sexual intercourse with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violations of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

**Section 130.40/45/50 — Criminal Sexual Act.** This series of offenses includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity or physical helplessness. This series of offenses further includes oral or anal sexual conduct with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

**Section 130.52 — Forcible Touching.** This offense involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person, or for the purpose of gratifying the actor's sexual desire. Forcible touching includes the squeezing, grabbing or pinching of such other

person's sexual or other intimate parts. The penalty for violation of this section includes imprisonment for a period of up to one year in jail.

**Section 130.55/60/65 — Sexual Abuse.** This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections ranges from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

**Section 130.65-a/.66/.67/.70 — Aggravated Sexual Abuse.** This series of offenses occurs when a person inserts a finger or a foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is under the age of consent. The level of this offense is enhanced if the insertion of a finger or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not to exceed 25 years.

**NOTE:** The full text of Article 130 of the New York State Penal Law may be accessed electronically at [assembly.state.ny.us/leg/?c1=82&a=29](http://assembly.state.ny.us/leg/?c1=82&a=29). A printed copy may be obtained by contacting University Police at 607-777-2393 or by electronic mail at [bupolice@binghamton.edu](mailto:bupolice@binghamton.edu).

## Sexual Assault Prevention Programs

Sexual assault prevention programs are provided during new-student Orientation and throughout the academic year. Such programs are presented through video discussions, self-defense training, residence-hall programming and for student organizations such as fraternities, sororities and athletic teams. In addition to University staff, student peer educators also assist in these efforts. Students interested in becoming involved as peer educators should contact the Health Education Office in the University Health Service building or by calling 777-2254.

## Sexual Assault Information and Assistance

For information and assistance regarding sexual assault, students may contact the University Health Service, University Counseling Center, High Hopes, Judicial Affairs, New York State University Police, Crime Victims Assistance Center or a member of the Residential Life staff.

## Sex Offender Registry in New York State

The Sex Offender Registration Act (SORA) requires anyone found guilty of sex crimes (such as rape, sexual abuse) to register with the Division of Criminal Justice Services (DCJS). A sex offender must give (in writing) DCJS his or her new address no later than 10 days after moving. If you have information, you should contact the Registry at 518-457-3167 or [infodcjs@dcjs.state.ny.us](mailto:infodcjs@dcjs.state.ny.us). A Level 1 offender means that the court has determined that there is a low risk to commit another sex crime. A Level 2 offender means that the court has determined that there is a moderate risk to commit another sex crime. A Level 3 offender means that the court has determined that there is a high risk to commit another sex crime. As required by

law, the DCJS can only show Level 2 and Level 3 offenders on the public website. There is a free 800 # Information Line, which a person can call to find out if an individual is listed in the Registry. DCJS also has a public website ([http://www.criminaljustice.state.ny.us/nsor/search\\_index.htm](http://www.criminaljustice.state.ny.us/nsor/search_index.htm)) that shows level 2 and Level 3 sex offenders. Local law enforcement agencies may also tell the community about level 1, level 2 and level 3 sex offenders who live in their area.

## Sex Offense Procedure Statement

Binghamton University recognizes that sexual assault is a serious issue and will not tolerate acts of sexual assault on campus. The University will investigate all allegations of sexual assault and take appropriate disciplinary, criminal and/or legal action.

Students who are victims of sexual assault, including rape, have legal and health needs in addition to psychological needs related to the trauma from the assault. The primary purpose of crisis counseling with these victims is to help them to be and feel safe and to re-establish control in their lives. In regaining control, the victim will need to make decisions about evidence collection, filing reports with appropriate law enforcement agencies, and health care. The University Health Service and University Counseling Center strongly adhere to confidentiality policies and do not report crimes divulged by victims. However, they strongly endorse a policy of encouraging victims to report crimes to the appropriate law enforcement agency and/or student disciplinary officials. In particular, victims of sexual assault are urged to submit appropriate evidence collection at an approved location and to file complaints with appropriate police departments, even if the victim's initial decision is not to pursue criminal or campus judicial action against the alleged perpetrator. These departments also strongly encourage the victim to seek medical attention and treatment.

As soon as convenient, the victim of a sexual assault should report the incident, including date or acquaintance rape, to the University Police, the local police (if off campus) or University faculty or staff members. The victim should make every attempt to preserve any physical evidence of the assault. This may include a voluntary medical examination, not showering or not disposing of any clothing or other items that are present after/during the assault. Victims are encouraged to contact any law enforcement agent by calling 911 after a sexual assault for crime investigation, referral or transport for medical treatment and referral to crisis counseling and legal advocacy. The University Police, with the victim's consent, will immediately conduct a criminal investigation of a reported sexual assault. They will also contact a crisis counselor immediately, if the victim wishes. Disciplinary actions may be imposed on recognized individual students, student organizations and/or University faculty and staff found responsible for a sexual assault.

University sanctions following campus disciplinary procedures depend on the outcome and may include suspension or expulsion. Every effort will be made to criminally prosecute perpetrators of sexual assaults. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and both shall be informed of the outcome of the proceeding.

After an alleged sexual assault incident occurs, the University will assist the victim in changing academic and living situations if so requested and if such changes are reasonably available.

If you become the victim of a sexual assault on or off campus:

- Get to a safe place;
- Contact University Police (or your local police if off campus) by dialing 911;
- Do not shower, bathe, douche, or change or destroy clothing
- Do not straighten up the area;
- Seek medical attention from University Health Service at 777-2221. In emergencies, call Harpur's Ferry Student Ambulance Service at 911 or 777-3333;
- Seek emotional support from the University Counseling Center at 777-2772, University Health Service at 777-2221 or the local Crime Victims Assistance Center at 722-4256 (24 hr. hotline) 723-3200 (office).

## Hate Crimes Prevention

It is a New York State University Police, Binghamton mandate to protect all members of the Binghamton University community by preventing and prosecuting bias or hate crimes that occur within the campus' jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as race, religion, ethnicity, gender, sexual orientation or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (New York State Penal Law Article 485). Copies of the New York State law may be accessed electronically at [assembly.state.ny.us/leg/?c1=82&a+81](http://assembly.state.ny.us/leg/?c1=82&a+81). A printed copy may be obtained by contacting University Police at 607-777-2393 or by electronic mail at [bupolice@binghamton.edu](mailto:bupolice@binghamton.edu).

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence and previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures, where sanctions including dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, New York State University Police, staff in the Division of Student Affairs, the University Ombudsman and the Affirmative Action Office assist in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the University as acts of bigotry, harassment or intimidation directed at a member or group within the Binghamton University community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed or marital status, may be addressed through the State University of New York's Discrimination Complaint Procedure or the Rules of Student Conduct. Bias incidents may be reported to University Police or to staff as noted above.

If you are a victim of, or witness to, a hate/bias crime on campus, report it to University Police by calling 777-2393 (or 911 in an emergency), using a blue-light or other campus emergency telephone, or by going to the University Police station, located in the basement of the Couper Administration Building. University Police will investigate and follow the appropriate adjudication procedures.

Victims of bias crime or bias incidents may avail themselves of counseling and support services from a number of offices and departments on campus, including the University Counseling Center, the Multicultural Resource Center, the University Ombudsman Office or the Affirmative Action Office.

Information about hate/bias crime, including statistics on bias crimes, may be obtained from New York State University Police, Binghamton.

## Alcohol and Other Drugs

*NOTE 1: See also Specific Policies Covering Serving and Selling of Alcoholic Beverages on Campus.*

*NOTE 2: When disciplinary infractions of The Rules of Student Conduct (e.g., damage and destruction of property, verbal or physical abuse, sexual assault, etc.) are in part or in whole the result of alcohol intoxication or drug impairment, such infractions may result in enhanced sanctions. (Note: Enhanced sanctions will be limited to longer periods of disciplinary probation, additional community service hours and more extensive educational sanctions).*

### Alcoholic Beverages

#### A. Policies

1. Persons under 21 are prohibited from purchasing, possessing or consuming alcoholic beverages.
2. Persons 21 and over shall only possess open containers and consume alcoholic beverages in rooms, suites, apartments, licensed dining facilities, or at registered events (see information on application for permission to serve alcoholic beverages, in the Student Handbook).
3. All persons are prohibited from removing alcoholic beverages from or bringing such beverages into licensed dining facilities or at registered events.
4. All persons are prohibited from possessing or consuming from bulk containers of alcohol such as beer balls, kegs, trash-can punches and punch bowls; possessing empty beer balls and kegs; and possessing or using tapping equipment.
5. All persons are prohibited from selling, serving, giving away or making alcoholic beverages available to persons under 21 and are prohibited from purchasing alcoholic beverages for persons under 21.
6. Persons 21 and over are permitted to possess at any given time no more than one case of beer (288 ounces or 24 12-ounce cans or bottles), two liters of wine and two liters of distilled spirits.

### Drugs

#### A. Policies

1. Possessing (including possessing drug paraphernalia that contains drug residue) or using marijuana, controlled substances, prescription drugs that are not prescribed to you, or other illegal drugs on campus is prohibited.
2. Making available, giving away, selling or serving marijuana, controlled substances, prescription drugs, other illegal drugs or drug paraphernalia that contains drug residue to any person is prohibited.
3. Purchasing or attempting to purchase marijuana, controlled substances or other illegal drugs on campus is prohibited.

### New York State Law

**A. Controlled Substances.** The New York State Penal Law, Article 220, prohibits the unlawful use of controlled substances. Controlled substances are listed in

Schedules I-V of the Public Health Law and include narcotic, depressant, stimulant and hallucinogenic drugs, as well as concentrated cannabis or hashish. This includes such substances as cocaine, crack, peyote, LSD, amphetamines and the so-called hard drugs, derivatives of opium. The penalties for the illegal use, possession or distribution of controlled substances are clearly spelled out by law and include prison terms ranging from one year to life in prison on conviction. (The penalties prescribed by law in Pennsylvania are equally severe.) The mere giving or offering to give another person any controlled substances is defined by law to mean “sell” and is a felony. Possession alone of a controlled substance constitutes a felony. The consequences of a felony conviction are very serious.

**B. Marijuana.** The New York State Penal Law, Article 221, prohibits the unlawful possession of marijuana.

Under the marijuana law of 1977, possession of under 25 grams (about 7/8 oz.) of marijuana is a violation (similar to a traffic infraction) punishable by a fine of up to \$100 (no jail). If it is the second drug conviction within three years, the fine is up to \$200. For a third conviction within three years, the fine rises to \$250 or up to 15 days in jail or both.

Sale (which includes even a gift) of any weight between 2 grams and 25 grams, inclusive, is a Class A misdemeanor punishable by up to one year in jail or a fine up to \$1,000 or both. Giving or passing only one cigarette, or under 2 grams (about 1/15 oz.), is a Class B misdemeanor punishable by up to three months in jail or a fine of up to \$500 or both. If committed in a “public place,” it is a Class B misdemeanor to have marijuana burning or open to public view. A public place means any place to which the public or a substantial group of persons has access, e.g. locker rooms, lobbies, hallways, corridor restrooms, streets, buses.

There is a scale of higher penalties for possession or sale of larger quantities ranging up to a Class C felony (up to 15 years in prison).

The above is excerpted from *New York State’s Marijuana Reform Law, Questions and Answers*, New York State Assembly Codes Committee, Albany, N.Y.

## Good Samaritan Actions

In cases of alcohol and prohibitive drug intoxication, the primary concern is the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for medical assistance for themselves or for a friend/acquaintance who is suffering alcohol poisoning. No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to University discipline for the sole violation of using or possessing alcohol or drugs. This policy shall extend to another student seeking help for the intoxicated student.

Students who are found to be legally intoxicated for a second time may be medically withdrawn pending an alcohol and other drug screening and treatment if such is indicated.

## Confiscated Beverages

Alcoholic beverages confiscated from any person in violation of campus policy will be destroyed. Drained kegs and rented tapping equipment will be returned by the University to the place of purchase. Personally owned tapping equipment will be held and returned to the owner at the end of the academic semester. Upon return, tapping equipment must be immediately removed from campus. Any funds obtained from returned items will be used by the Division of Student Affairs and the New York State University Police for alcohol and substance-abuse education.

## Health Risks and Information

- A. Health risks associated with the use of alcohol include but are not limited to memory loss, depression, seizures, falls and accidents, heart and lung diseases, frequent infection, and sudden death.
- B. Social risks associated with the use of alcohol include but are not limited to damaged relationships, academic failure and family problems.
- C. Grain alcohol is very dangerous when consumed. It is usually in a concentration of about 95 percent (185-190 proof), is highly toxic, and physically damages body cells, including causing burn injuries to the mouth and esophagus. Possession of grain alcohol by any person, regardless of age, is a violation of New York state law.
- D. Health risks associated with the use of illicit drugs include but are not limited to memory loss, depression, seizures, falls and accidents, heart and lung diseases, frequent infection and sudden death.
- E. For further information and assistance regarding addiction-related matters, students may consult the University Health Service, University Counseling Center, High Hopes, the alcohol and other drug program coordinator, or a member of the Residential Life staff.

## Alcohol, Drugs and Weapons Policies Statement

Binghamton University complies with the Drug-Free Workplace Act of 1990 and the Higher Education Act Section 120a.

University Police officers enforce laws regulating the use of alcoholic beverages and underage drinking. Binghamton University is committed to maintaining a safe and healthy environment for the campus community. Alcohol and other drugs should not interfere with the University's education mission. All Binghamton University students, faculty members, staff members and administrators are subject to local state and federal laws regarding the unlawful possession, distribution or use of alcohol or illegal drugs.

The unlawful manufacture, distribution, dispensing, possession or use of illegal drugs on the University campus or at any University-sponsored event off campus is prohibited. No one may use illegal substances, or abuse legal substances, including alcohol, in a manner that impairs performance of assigned tasks.

Excessive use of alcohol and other drugs is a serious health problem in itself, but alcohol and drug abuse can also contribute to a host of other physical and mental health problems such as unwanted pregnancy, violent behavior, HIV infection and other sexually transmitted diseases, and psychological depression.

The use of alcoholic beverages must be in compliance with New York State Law and is strictly limited to persons 21 years of age or older. The possession, transportation and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Alcoholic beverages may not be consumed in public areas.

The University Police strictly enforce federal and state laws, as well as the University's policy, for the use and sale of illegal drugs. Violators are subject to University discipline, criminal prosecution and removal from University housing. Students engaging in the sale of illegal drugs may be expelled. Students found in violation of University alcohol, drug and weapons policies may be subject to academic probation, suspension or expulsion. Parents or guardians may be notified about any disciplinary violation involving alcohol or a controlled substance that has been committed by a student who is under the age of 21.

Employees in violation of the University alcohol and drug policies may be subject to corrective action or dismissal or be required to participate fully in an approved counseling or rehabilitation program. Applicable legal sanctions under local, state and federal law for the unlawful possession or distribution of illicit drugs and alcohol range from probation, diversion or imprisonment in the county jail for less than one year to imprisonment in state prison.

## Alcoholic Beverages

### A. Specific Policies Covering Serving and Selling of Alcoholic Beverages on Campus

1. Reserving Facilities and Applying for Permission to Serve Alcoholic Beverages
  - a. Any organization sponsoring an event must first reserve a campus facility following usual procedures.
  - b. An "Application for Permission to Serve Alcoholic Beverages" form must be completed by the sponsoring organization for each event at least five working days in advance.
    - For events held in University dining halls or public areas of Susquehanna Community, the form must be reviewed and signed by the assistant director of the area or designee.
    - For all other events, regardless of sponsor, forms should be reviewed and signed by the director of Campus Life or designee.
2. Charging for Alcoholic Beverages
  - a. If any direct or indirect charge is made (charging for drinks or other refreshments, charging an admission fee, selling tickets to the event, asking for donations, etc.), special requirements must be met (see b. below). If the special requirements have not been met, no charge of any kind may be made nor donation requested.
  - b. If any charge is to be made, the sponsoring organization must make arrangements for one of the following:
    - If the event is to be held in an area licensed by University Dining Services (such as the Chenango Room), the wine, liquor or beer must be catered by Dining Services. Arrangements must be made with Dining Services at least 15 working days in advance of the event and all Dining Services forms must be completed.
    - If an event is to be held in an area not licensed by University Dining Services, but the wine, beer and liquor are to be catered by Dining Services, then Dining Services may apply for an extension of its license to cover the event. Arrangements must be made with Dining Services at least 15 working days in advance of the event.
    - If the event is to be held in a non-Dining Services facility and not catered by Dining Services, a one-day permit to sell beer or wine must be obtained from the Syracuse Consolidated Alcoholic Beverage Control Board at least three weeks in advance. Note: In this instance, only beer or wine may be sold. If liquor is to be sold, arrangements must be made through University Dining Services. (See a and b, above.) However, the individual (including any member of a student organization's executive board — e.g. officer) presenting the request to the ABC Board must be 21 years of age. The ABC Board

*(continued on page 128)*

## **Binghamton University's Philosophy Regarding Substance Use**

*written by the Alcohol and Substance Abuse Education and Advisory  
Committee, appointed by the Division of Student Affairs*

The Binghamton University community — composed of students, faculty and staff — shares the responsibility for creating and maintaining an atmosphere conducive to academic excellence and human growth. In this regard, the University remains firm in its commitment to foster an environment that promotes the health and well-being of the entire community while responsibly and compassionately addressing the issues of the use and abuse of alcohol and other drugs.

Binghamton University is a microcosm, in many ways reflecting American society and the peoples of the world. Like this larger family of people, approximately 10 percent of the University population or more than 1,500 people may be affected by substance-use problems and disorders. In addition, countless others are impeded in reaching their own goals due to the substance use of others.

The specific consequences of substance use at Binghamton University, and at any other college or university, are very serious. These include impaired student performance and academic failure; impaired work performance and turnover of employees at all levels; mental health problems, such as depression and anxiety; suicide and harm to self and others; physical impairments, illnesses, accidents, injuries and death; disruption of university life and social/family relations; and victimization, legal offenses and financial problems. In addition, the use of alcohol or other drugs by any member of the campus community can result in disciplinary sanctions and/or possible criminal prosecution.

Binghamton University's continued commitment to addressing the impact of alcohol and other drug use is demonstrated through its clear policies and procedures, as well as through the range of its resources and activities aimed at substance-use education, prevention and assistance. The University provides many sources of information to individuals concerning counseling, treatment and rehabilitation programs.

Each member of the University needs to make a commitment to foster a policy that, while proactive in the health and well-being of all and dedicated to low-risk choices regarding the use of alcohol and other drugs, handles abusive and illegal use of alcohol and other drugs in a forthright and humanitarian manner.

may not issue the permit if this condition is not met. The sponsoring organization is required to make arrangements, including payment, at least 10 working days prior to an event, for a New York State University Police officer to be present whenever alcoholic beverages are served under an ABC permit. Note: This requirement may be waived by the New York State University Police if it is felt that the nature of the event does not warrant this measure. All requests for waiver must be submitted in writing no later than 10 working days prior to an event.

### 3. Service Control and Identifications

a. The sponsoring organization and/or bartender is responsible for checking identification to make sure those being served and/or consuming alcoholic beverages are 21 years of age or older. Proof of age may be requested at any time before selling or serving alcoholic beverages. University Dining Services will require the sponsoring organization to make arrangements for a manager on duty at dining facilities. There will be a fee for this service.

- Students must present their student ID card plus a second form of identification such as sheriff's card, driver's license, official birth certificate or passport as proof of age. If a question remains as to the legitimacy of the identification or the student's being of legal drinking age (21 years), service must be denied.
- Guests of students must also provide two forms of identification, one of which includes a picture, as proof of age. Sheriff's card, driver's license, official birth certificate or passport are acceptable forms of ID. It should be understood that students may bring guests, but events are not intended for people unrelated to the University. Hosts and hostesses are responsible for the behavior of their guests. Sponsoring organizations are required to register guests and their host/hostess as they enter an event, facility or designated serving area of an event when alcoholic beverages are being served. If a guest without an identifiable host/hostess causes problems, damages property, etc., the sponsoring organization is held responsible.
- Arrangements for serving of alcoholic beverages, appropriate systems of identification checks, and containment and control of alcoholic beverages must be reviewed as part of the alcoholic beverage permission form. Approved procedures will depend on the nature of the event, number and composition of the group expected to attend, type of permit and facility.

b. The sale or serving of alcoholic beverages to any individual will be refused in cases of inebriation or misconduct.

c. As necessary, the assistant director of the area or the director of Campus Life may require the sponsoring organization to make arrangements, including payment, for one or more house managers and/or New York State University Police officers to be present during an event. Such arrangements must be made at least 10 working days in advance.

### 4. Other Policies

a. Non-alcoholic beverages (other than water) must also be available at functions where alcohol is served, and must be available for the duration of the function.

- b. The total amount of alcohol permitted is dependent on the facility, the number of people and composition of group expected to attend, and duration of the event. These must be discussed with the staff member responsible for review of the alcoholic-beverage permission form.
- c. All events involving the distribution of alcoholic beverages must include the serving of food items in sufficient quantity (dependent on the estimated attendance and duration of the event, as discussed with the staff member responsible for review of the alcoholic beverage permission form).
- d. Under no circumstances may individuals bring their own alcoholic beverages to an event held on campus.
- e. Alcoholic beverages may be served or sold only at the location specified in the permission form and cannot be taken out of that location.
- f. Hours for parties held in locations other than residence halls must conform with building hours. For events held in residence halls, it is urged that the ending times be midnight Sun.-Thurs. and 2 a.m. Fri. and Sat.

## **B. Violations**

1. Violations of the policies covering use of alcoholic beverages may lead to University discipline and/or arrest.
2. Sponsoring organizations are responsible for the condition of the facility where an event is held and for any damages done as a result of the event. Organizations will be billed for extra maintenance charges and for damage. In addition, an organization may be denied future use of a facility if the facility is left in poor condition, if damage occurs, or if policies are not adhered to.-

## **C. Off-Campus Events Where Alcoholic Beverages are Served**

Students and organizations are reminded that if an event is held off campus and alcohol is served, all Alcoholic Beverage Control Board rules and New York state laws must be observed.

## **D. Other Policies Related to Alcoholic Beverages**

1. Uncontrolled serving of alcoholic beverages is prohibited.
2. Where controlled serving has been approved, it should be limited as to time and quantity. Principles of good hosting should be observed, including availability of food and planned programs. Non-alcoholic beverages must be included. The consumption of beer, wine or distilled spirits may not be the sole purpose of any promotional activity.
3. Promotional activities may not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate University officials.
4. Display or availability of promotional materials should be determined in consultation with appropriate University officials.
5. Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.

## Alcohol and Other Drug (AOD) Programs — Prevention, Education, Counseling

Gerard Johansen, *Coordinator*  
Health Service 106 7-4198

The University is committed to reducing harm associated with alcohol and other drug use and supporting students in their decisions not to engage in such high-risk activities. Through this goal, several initiatives, programs and services are in place to encourage a healthy and safe environment, both on campus and in the surrounding community.

1. **The Binghamton University Community Alcohol and Other Drug Task Force** is composed of dedicated staff, faculty, members of the community and students. The mission of the task force is twofold. The task force works to develop a campus environment that reduces the risk and harm resulting from alcohol and other drug use while expressly and actively promoting options, activities and life choices that maximize personal and intellectual growth. The task force recommends and oversees changes in and additions to existing programs and policies that will build an inclusive community centered on academic excellence and social involvement.

2. The campus **Alcohol and Other Drug Program Coordinator** serves the entire University as a point of unification around AOD-related issues. The coordinator provides supportive counseling and referral and encourages the development of new and effective policy, programming and prevention strategies. The program maintains up-to-date information and data in related areas and promotes a positive working relationship with the surrounding community.

3. **Alcohol and other drug awareness programming** is quite common on campus and is initiated from several offices, including Campus Life; the Department of Health, Physical Education and Athletics; Health Education; Residential Life; and New York State University Police. Staff and students come together to implement awareness campaigns aimed at “friends helping friends,” issues around drug use, high-risk drinking, drinking and alcohol poisoning. Other efforts include offering social and other activities as an alternative to drinking and programs aimed at empowering students to make decisions based on their own values, thereby avoiding risky or irresponsible behavior.

For additional information, or to get involved with programming and awareness on campus, contact the AOD program coordinator.

## Alma Mater

*In the Rolling Hills of Binghamton*

David Engel '86

In the rolling hills of Binghamton,  
'Neath everchanging skies,  
Where two gently flowing rivers meet,  
We form our cherished ties.

Together we spend these years,  
United in our aim.  
Through our bold pursuit of excellence,  
We proudly bear your name.

*Refrain:*

Oh Binghamton, we carry thee  
With us for all our time  
And through us individually  
Forever may you shine.

## Binghamton's Pledge

Binghamton recognizes that the full realization of an inclusive community is challenging. 🍀

The University recognizes it cannot achieve the ideal inclusive community by itself — that goal must be nurtured in each of us, in word and in deed. 🍀

In striving toward this goal, we must face honestly the difficulties we encounter, and we must be willing to discuss widely both our successful efforts and those that fall short of the mark. 🍀 To keep our aspirations constantly before us, Binghamton pledges to represent itself to our own community and to the world in ways that bespeak our identity as a richly diverse and inclusive public University. 🍀 On behalf of the entire University community, it further pledges to achieve the goal of being an inclusive community within a framework of academic freedom and respect.

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