



Student Handbook

2006-2008

Non-Discrimination Policy

Utica College is an equal opportunity, affirmative action institution and accepts students and employs individuals without regard to race, creed, color, sex, ethnic or national origin, religion, marital status, age, sexual orientation, veteran status, or disability. This nondiscrimination policy covers admissions, employment, and access to and treatment in College programs, services, and activities.

A note to readers of the *Student Handbook*:

Activities, regulations, policies, times, dates, fees, hours, faculty and staff, directors and coordinators, and other information and material presented in this handbook are subject to change from semester to semester. Readers may also consult the Utica College Web site for updated information. Questions and concerns should be directed to the appropriate College offices.

The inclusion of commercial establishments in the handbook does not imply affiliation with or endorsement of those establishments by Utica College. Commercial establishments are listed only for the convenience of students.

Published by the Office of Student Affairs in conjunction with the Office of Marketing and Communications.

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Dear Utica College Student:

Utica College provides you, the student, with a wide range of learning opportunities, both within and outside of the classroom, and our faculty and staff seek to help you integrate these experiences as you develop new interests, skills, and competencies. We encourage you to take full advantage of what Utica College has to offer. While your college experience here will be and should be a time of excitement and exploration, don't be surprised if you encounter some stress and uncertainty as you try to balance the challenges of your various academic, extracurricular, and work commitments.

This *Student Handbook* is designed to assist with these stresses and help you to learn about the broad range of student support services and resources available to you. Review the handbook now, and use it as a reference guide throughout the year. Many college policies and procedures, including those outlining our student conduct expectations, community standards and related student freedoms and responsibilities, are also outlined in this handbook.

As a member of our learning community, you are expected to become familiar with and adhere to these norms. We also encourage you to study the student activities and organizations section of the handbook and become actively engaged in contributing to the quality of life at Utica College by participating in campus events and organizations, community service, and student leadership roles.

Suggestions for revisions or additions to this handbook are encouraged and may be addressed to me at the Strebel Student Center. Have a great year!

Sincerely,

A handwritten signature in black ink that reads "Ken Kelly". The signature is written in a cursive style with a large, stylized "K" and "C".

Ken Kelly
Vice President for Student Affairs and Dean of Students

Utica College Mission

Utica College educates students for rewarding careers, responsible citizenship, and fulfilling lives by integrating liberal and professional study, by creating a community of learners with diverse experiences and perspectives, by encouraging lifelong learning, and by promoting scholarship in the belief that the discovery and application of knowledge enrich teaching and learning.

Values

Utica College's mission rests upon a foundation of values that guide the College community's decisions and actions. These values include the following:

- commitment to individual attention for our students
- commitment to lifelong learning
- commitment to pragmatic approaches to teaching and learning
- commitment to continual improvement in our educational quality
- commitment to fostering diversity of perspectives, background, and experience for education in an increasingly global society
- commitment to community and professional service
- dedication to highest ethical standards and integrity in all that we do
- dedication to freedom of expression and to open sharing of ideas and creativity
- dedication to open, honest, and collegial communication
- dedication to the well being of others

Utica College In Brief

Utica College is a comprehensive college that offers the wide range of academic programs, excellent faculty, and diversity of a large university while at the same time providing students with the low faculty-to-student ratio and individual attention of a small college. Utica College's origins reach back to the 1930s, when Syracuse University first offered extension courses in the Utica area. Seeing a need for a college in the Mohawk Valley, area business and community leaders urged Syracuse University to open such an institution. As a result, Syracuse University established Utica College in 1946. Today Utica College is financially and legally independent from Syracuse University. The College continues, however, to maintain an academic relationship with Syracuse University, and graduates of Utica College's undergraduate programs receive the Syracuse University baccalaureate degree.

Utica College maintains a strong commitment to quality education and a sincere dedication to the individual student. Academic excellence, dedicated faculty, a belief in educating students for both personal and professional success, and a commitment to lifelong learning; these are the values that make Utica College an exceptional "small university."

Utica College Students

The Utica College student body represents a wide variety of socio-economic and cultural backgrounds, and includes non-traditional students, veterans, and students with disabilities. In the fall of 2005, approximately 2,400 undergraduate students and 475 graduate students attended Utica College. While slightly more than one third of the student body is from Utica and other Mohawk Valley communities, a majority of students come from throughout New York, New England, and the Middle Atlantic States. Still others come from other parts of the United States or from other countries. Non-traditional students are particularly well-served by Utica College through a diverse program of late afternoon, evening, weekend, and distance learning courses for both credit and non-credit study.

Outstanding Faculty

One of the College's greatest assets is its energetic and accomplished faculty. Utica College is considered a student-centered teaching college. Although faculty are recognized as experts in their field and are actively engaged in research and publishing, and the vast majority have earned the highest degree in their field, they are best known for the personalized attention and assistance they provide for their students both in classes and as students plan their academic careers.

Excellent Academic Programs

Utica College offers a wide range of undergraduate programs leading to either the bachelor of arts or the bachelor of science degree. A combination of liberal arts and professional studies gives students opportunities to develop communication, problem solving, critical thinking, and other important life skills while at the same time learning valuable career-specific skills. Hallmarks of the undergraduate experience include a strong emphasis on internships, co-ops, and other experiential learning, and opportunities for students to conduct original research or to assist professors with their research.

Utica College also offers 15 cutting-edge graduate degree programs that prepare professionals to meet current and future challenges posed by the increasing complexity of a global society; professional development programs for adults seeking improved job performance or increased career opportunities; individually designed contract training programs for local businesses; and conference services for businesses, professional, and community groups. Graduates of Utica College's graduate programs receive the Utica College graduate degree.

Personal Attention

Small classes, a student-faculty ratio of 17:1, and faculty and staff who take the time to get to know students have given Utica College a reputation for personal attention. Utica College employees are strongly committed to students' academic and personal success.

The Syracuse University Connection

Students enrolled at Utica College have a unique relationship with Syracuse University. In addition to receiving the Syracuse University baccalaureate degree, UC students have access to the University's educational and support facilities, including utilizing the Syracuse University library system, one of the largest in the country. Students may also register with the Syracuse University Center for Career Services and participate in their on-campus recruitment program. Please contact the Office of Student Affairs with any questions about the UC-SU connection.

Life Outside the Classroom

Utica College offers an impressive array of opportunities for students to become involved in governance, co-curricular activities, and community service. Utica College was one of the first institutions in the nation to meet the challenge of full student participation in campus government. Utica College provides a number of opportunities for students to have a representative voice in the governance of College affairs through bodies such as the All-College Council, Faculty Senate, Student Senate, and the Inter-Greek Council. Opportunities also abound for students to help organize, participate in, or attend varsity and intramural sports, cultural events, art exhibits, concerts, and student clubs and organizations. Students learn valuable leadership and organizational skills by participating in these activities, which also provide further opportunities to develop friendships with other students. Co-curricular activities are constantly increasing, and are limited only by students' imaginations.

Student Services

Office of Student Affairs

792-3100

Room 205, Strebel Student Center

Kenneth E. Kelly, Vice President for Student Affairs and Dean of Students
Alane P. Varga, Associate Dean of Students
Judith A. Shaler, Administrative Assistant
Sandra F. Majcak, Secretary

The Office of Student Affairs is responsible for coordinating and overseeing all functions of the Offices of Student Activities; Career Services; Residence Life; the Student Health Center; and the auxiliary services of the UC Bookstore and ARA-MARK Dining Services. The office also sponsors leadership training programs for student leaders and all other interested students. The vice president for student affairs and dean of students is the chief administrator regarding the College's alcohol policies, student conduct codes, and other student-related policies, rules, and regulations.

The Office of Student Affairs is also responsible for the College's emergency loan fund. The Dr. Jacob Oser Student Emergency Loan Fund provides students with small, short-term loans to cover emergencies.

Office of Student Activities

792-3037

Room 103, Strebel Student Center

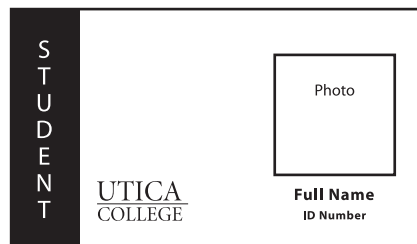
Paul H. Lehmann, Director of Student Activities and Strebel Student Center
Tennille Haynes, Assistant Director of Student Activities
Frances G. Lucia, Secretary

The Office of Student Activities schedules all student activities and prints a daily newsletter, the *Daysheet*, a listing of all campus activities. Students seeking information about joining a club or getting involved in the Utica College Programming Board should visit or call the office. The office also issues all original and replacement student identification cards. Centro schedules and bus passes are also available in this office. The Office of Student Activities is open Monday through Friday from 8:30 a.m. to 6 p.m.

ID Cards

All full-time and part-time students must have a valid UC student ID card. The card is the official College identification for students and should be carried at all times. Students must present their UC ID to any College official (e.g., safety officers, residence life personnel, etc.) upon request.

The ID card is required to use the library



and other College facilities. In addition, the ID card serves as a meal card for students who are on a College meal plan. Loss of a card should be reported immediately to the Office of Student Activities. A fee of \$20 is charged for a replacement card. Damaged cards will be replaced at no charge if the pieces are returned.

Strebel Service Center

Located on the first floor of the Strebel Student Center, the Strebel Service Center is staffed by students and provides copying, poster-making and faxing. Also available are game equipment and Centro information. The center is open Monday through Friday, 9 a.m. to 9 p.m. Other copy machines are located in the library, various residence halls, and the Copy Center, located in Gordon Science Center.

Student Organization Mailboxes

Student organization mailboxes are located in the Office of Student Activities. Incoming mail and on-campus announcements are delivered daily to these boxes. New organizations may request a box anytime during regular office hours.

Voter Registration

Voter registration forms can be obtained from the Office of Student Activities. To register to vote, complete the form and mail it to the correct registration office printed on the form.

Van Service

A student-operated van service shuttles between campus and various designated sites. The schedule changes frequently to meet student needs. See the Office of Student Activities or the *Daysheet* for the schedule.

Career Services

792-3087

Room 206, Strebel Student Center

Stephen Cantine, Director, Career Services

Dina Russo, Assistant Director, Career Services

Alison R. Jones, Office Manager

Linda T. Szczesniak, Student Relations Secretary

The Office of Career Services assists students with the selection and pursuit of a career based on a full appreciation of their interests and potential. Services are available to all students and alumni. The office provides career counseling to help students gain a better understanding of themselves, and to successfully relate their aptitudes and interests to the world of work.

The office establishes and maintains contact with recruiters from many fields, including business, healthcare, law enforcement and human services in addition to local, state, and federal governments. A career library containing occupational and educational data is available to help any student become a well-informed and prepared job candidate. Staff members are available to help students develop credential folders so that they may effectively present their qualifications to prospective employers and/or graduate and professional programs. Student files will be maintained in the Office of Career Services after graduation for a period of five years.

In addition to registering with the Utica College Office of Career Services, currently enrolled undergraduate students are able to dually register with the Syracuse

University Center for Career Services. Utica College alumni have access to some of the services provided through Syracuse University as well.

Cooperative Education

The Cooperative Education program, another of the office's services, provides students with the opportunity to participate in a full-time or part-time work experience related to their academic programs. These are paid experiences that receive transcript recognition.

Off-Campus Employment

Employment opportunities are posted on the Career Services JOBLINE which is accessible through the Career Services website at www.utica.edu/student/careers/

Graduate and Professional Study Planning and Counseling

Career Services provides individual counseling and assistance for all students regarding graduate and professional studies. The office maintains graduate school guidebooks, GMAT (Graduate Management Admission Test), GRE (Graduate Record Exam), LSAT (Law School Admission Test), and MCAT (Medical School Admissions Test) applications and coordinates practice examinations of these tests once each semester.

Residence Life and Housing

792-3285

Residence Life Office, Room 149, North Hall

Emily Balcom, Director of Residence Life

Michael Fogarty, Assistant Director of Residence Life

Jerriann Calenzo, Secretary

Janice Rabbia, Secretary

The Residence Life Office manages seven College residence units: North Hall, South Hall, Alumni Hall, New Hall, Tower Hall, Bell Hall, and Burrstone House. The office processes all requests for on-campus housing, assigns rooms to students, and coordinates all billing associated with campus housing and residential student meal plans. First and second year students are required to live in Utica College residence halls, unless they reside at home with a parent or guardian within commuting distance of the College.

The health, safety, and welfare of each residential student is the core of the residence life program. Residence hall programs are designed and implemented to help each student benefit from this facet of the total college experience.

On-Campus Housing

The seven College residence units are managed by the residence life staff. Students must contact the Residence Life Office to request on-campus housing. Rooms are assigned on a space-available basis through a combined point and lottery system. A more detailed explanation of room assignment procedures can be obtained in the Residence Life Office.

The residence life staff consists of approximately 31 resident assistants (RAs) who are student paraprofessional staff members, as well as four resident hall directors (RDs), the assistant director of residence life, and the director of residence life, who are full-time professional staff members. Staff members are responsible for student life in the residence halls, including peer counseling, planning and assisting resi-

dents in organizing activities, and providing remedial action in order to assure to the greatest degree possible the safety, rights, and general welfare of all residents. Policy governing the residence halls is set by the Residence Life Office and the vice president for student affairs and dean of students. For specific residence life policies, consult the “Policies, Rules, and Regulations” section of this handbook, the College catalog, and the student housing contract.

Laundry: Coin-operated washing machines and dryers are available in each residence hall, and in each section of Alumni Hall. Each machine takes quarters only. Any necessary repairs should be reported to the RA on duty or directly to the Residence Life Office.

Keys: Students are advised to lock their doors, especially whenever they leave their rooms. Keys are the property of the College and should not be loaned out or given to anyone. Students who lose keys must report the loss to the Residence Life Office. For student safety, the lock will be changed and the student must bear the cost. Lock change costs vary and will be added to the student’s tuition account.

Mail: Students will be assigned their own mailbox. Resident students are responsible for checking their own mail for College information and regularly emptying their mailbox. Mailboxes are located in North Hall, South Hall, New Hall, Tower Hall, Bell Hall, and Strebel Student Center. Students who have not been assigned a mailbox should check with the Residence Life Office. Students who reside in Alumni Hall and Burrstone House generally are assigned a mailbox in Strebel Student Center. Mail should be addressed as noted at right.

| |
|----------------------|
| Student’s Name |
| Name of Hall |
| Mailbox Number |
| Utica College |
| 1600 Burrstone Road |
| Utica, NY 13502-4892 |

Packages: Students receiving packages will receive a note in their mailbox or under their door advising them to obtain the parcel at the Residence Life Office during office hours.

Telephones: Pay phones are located in the lobbies of each residence hall with the exception of Alumni, Bell, and Tower Halls. Pay phone telephone numbers are printed in the “Frequently Called Numbers” section of this handbook along with the Front Desk telephone number of each residence hall.

Each residential room is assigned a phone number. Students must provide their own telephones. Students receive full local telephone service, including voicemail. Students are responsible for College-wide voicemail information. Long distance calling cards are available at the Office of Business Affairs during regular business hours.

For repair service of telephone lines only, students can call the College telecommunications coordinator at 792-3144.

Off-Campus Housing

There are a variety of apartments located near the UC campus. Students can obtain information from the Utica area Yellow Pages under the listing “Apartments” and from apartment ads in the local newspaper, the *Observer-Dispatch*. Students seeking roommates or apartments often post signs on bulletin boards around the campus. The Residence Life Office staff also keeps a list of area off-campus apartments and typical living expenses incurred off campus.

Bookstore

792-3197

Room 101, Strebel Student Center

Lauren Partyka, Manager

Carl Lohmann, Assistant Manager

The Utica College Bookstore, operated by Barnes & Noble, is located on the first floor of Strebel Student Center and offers a variety of items and services. The store is open Monday through Friday from 9 a.m. to 5 p.m., with extended evening hours at the beginning of each semester and for special events. Hours are reduced during recess and summers. The bookstore accepts cash, personal checks, VISA, Mastercard, American Express, and Discover cards. Barnes & Noble gift cards are also available.

The bookstore carries new and used textbooks and computer supplies, and serves as a convenience store with items such as snacks, health and beauty aids, greeting cards, and magazines. The bookstore also carries a wide range of UC imprinted clothing and giftware.

The Utica College bookstore carries all textbooks required and recommended for UC courses and will special order any book in print. Used textbooks are available whenever possible and sell for up to 25 percent less than the new price. The refund policy is 1 week from the first day of classes and returns must be accompanied by original receipt. Textbook buyback is available year round. The textbook list is available online at the beginning of each semester. Students may also reserve their textbooks for in-store pickup.

Campus Dining Services

792-3178

Room 209, Strebel Student Center

Jennifer Snow, Director

Services at the Dining Commons, the Pioneer Café, and Le Bistro are provided by ARAMARK. This office also provides special services that include all campus catering, bag lunches, birthday services complete with a personalized cake, meals for students who are ill, and the preparation of doctor-approved special diets. Some of these services require a fee and/or advanced notice. Arrangements for any of the above services may be made at the Office of Campus Dining. The Dining Commons, located on the second floor of the Strebel Student Center, offers a variety of cutting-edge American entrees, ethnically inspired foods, vegetarian selections, and much more. Students may select from stations such as the Produce Market, the Sandwich Shoppe, Action Central, the

Meal Plan Memberships

Platinum Plan

Unlimited meals plus \$155 in Declining Balance

Gold Plan

Unlimited meals plus \$50 in Declining Balance

11 Meal Plan

Any 11 meals per week plus \$150 in Declining Balance per semester

120 Block Plan

Any 120 meals per semester plus \$200 in Declining Balance

Declining Balance Dollars

Add any amount to your student ID card

Commuter Advantage Plan

Any 25 meals per semester plus \$200 in Declining Balance

Unlimited Commuter Meal Plan

Unlimited meals in the Dining Commons plus \$150 in Declining Balance

Pizza Corner, the Grille, and the Home Cooking Station. Special five-star meals are offered at least once per month to observe holidays, special events, and ethnic history celebrations. Residential meal plans, Declining Balance, cash, VISA, and MasterCard are accepted at this location.

The Pioneer Café, located on the first floor of the Strebel Student Center, features Subway, Bene Pizza, and Grilleworks. Declining Balance, cash, VISA, and MasterCard are accepted at this location.

Le Bistro, located in the Gordon Science Center, features We Proudly Brew Starbucks Coffee. Other menu items include Panini Sandwiches, Grab and Go Salads, Bene Pizza, Homemade Soups, and Tummy Yummy Desserts.

Declining Balance, cash, VISA, and MasterCard are accepted at this location.

Hours of operation and a complete listing of menu items may be found at each location.

All resident students are required to subscribe to a meal plan. Resident students may choose from the following four plans:

- The Platinum Plan, featuring unlimited meals in the Dining Commons and \$155 in Declining Balance per semester.
- The Gold Plan, featuring unlimited meals in the Dining Commons and \$50 in Declining Balance per semester.
- The 11 Meal Plan, featuring any 11 meals you choose per week and \$150 in Declining Balance per semester.
- The 120 Block Plan, featuring any 120 meals you choose per semester and \$200 in Declining Balance per semester.

First semester students are required to choose one of the unlimited plans. All plans include five guest meals per semester.

Commuter students are not required to have a meal plan but may choose from the following three plans:

- Declining Balance Dollars - add any amount of money to your account and your student ID card will act as a debit card. Each time you make a purchase, the total cost of your meal is subtracted from the dollar balance in your account.
- Commuter Advantage Plan, featuring any 25 meals you choose per semester in the Dining Commons and \$200 in Declining Balance.
- Unlimited Commuter Meal Plan featuring unlimited meals in the Dining Commons and \$150 in Declining Balance per semester.

All Declining Balance dollars will carry over from fall to spring semester, but will not carry over from spring semester into the following fall semester. Additional Declining Balance dollars may be purchased at any time with cash, check, VISA, or MasterCard at

| Hours of Operation | |
|---------------------------|------------------------|
| Dining Commons | |
| Monday - Thursday | 7:30 a.m. - 9:30 p.m. |
| Friday | 7:30 a.m. - 8:30 p.m. |
| Saturday/Sunday | 10:30 a.m. - 8:30 p.m. |
| Pioneer Café | |
| Monday - Thursday | 8 a.m. - midnight |
| Friday | 8 a.m. - 11 p.m. |
| Saturday/Sunday | 6 - 11 p.m. |
| Le Bistro | |
| Monday-Thursday | 8 a.m. - 8:30 p.m. |
| Friday | 8 a.m. - 5 p.m. |
| Saturday/Sunday | Closed |

the Office of Campus Dining in the Strebel Student Center or by calling (315) 792-3178.

The student ID card serves as the student's meal plan membership card. If a student loses his or her ID card, it is that student's responsibility to report the loss to the Office of Campus Dining immediately. The student must then purchase a new ID card from the Office of Student Activities from 8:30 a.m. to 5 p.m., Monday through Friday.

The Office of Campus Dining welcomes comments and suggestions, and the management staff is available to answer students' questions and handle students' special dietary needs. A committee of student representatives works with the dining services staff to discuss student concerns and enhance services to best meet students' needs.

Campus Safety

792-3201

Room 207, Strebel Student Center

James Saponaro, Director of Campus Safety
Rebecca Sullivan, Secretary

All campus emergencies should be reported immediately to the Office of Campus Safety. You may reach a safety officer any day, 24 hours a day, by dialing extension 3046 or 611. This will put you in direct communication with the officers through their hand-held radios.

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| <p>Emergency? Call 611 or 3046 24 hours a day 7 days a week</p> |
|--|

The College requires students to conduct themselves in accordance with federal, state, and local laws and to respect personal and institutional property and the personal dignity of all members of the College community. Conduct that violates these requirements, or the regulations that follow, will subject the violator to disciplinary action and may result in dismissal from the College.

Failure to produce identification when directed by a safety officer is a serious breach of College regulations and will result in disciplinary action.

Safety Personnel

The College maintains 24-hour, seven days-a-week safety coverage of the campus. The Office of Campus Safety's purpose is twofold:

- To provide a safe environment for the College community and to protect its property; and
- To enforce the rules and regulations of the College and the laws of the state of New York, the city of Utica, and the town of New Hartford.

Any person hindering campus safety officers in the execution of their duties is subject to College discipline and/or arrest by local police agencies.

Firearms and Dangerous Instruments

- Any person who possesses a firearm on College property is in violation of the penal law of the state of New York and is guilty of a misdemeanor. Firearms are not permitted in the residence halls at any time.
- Any person who possesses a gravity knife, switchblade knife, cane sword, billy, blackjack, bludgeon, metal knuckles, sandclub, chukka sticks, nightsticks, sling-shot, or BB gun is in violation of the penal law of the state of New York and is

guilty of a misdemeanor. These instruments are not permitted in the residence halls or elsewhere on campus.

Operation of Motor Vehicles

The operation of motor vehicles in the College community and the use of campus parking facilities are privileges extended to faculty, staff, and students. These privileges carry with them the obligation to observe all regulations.

Habitual violators of campus traffic and parking rules will have their privileges revoked. Determination of what constitutes a “habitual violator” will rest with the director of campus safety in consultation with the vice president for student affairs and dean of students.

Safety, fire, and insurance regulations make traffic control a necessity. Appropriate traffic and “No Parking” signs are erected to facilitate traffic flow and to keep clear all fire lanes. All parking spaces are color-coded. White indicates general parking, yellow is restricted use, and blue is for persons with disabilities.

- All faculty, staff, and students who drive motor vehicles and park on campus are required to obtain parking decals from the Office of Campus Safety, which is open Monday through Friday from 8 a.m. to 4 p.m. Illegible decals must be replaced. It is not necessary to obtain a new decal at the beginning of each new semester. The registration decal is free.
- Parking is restricted to designated areas. Special parking arrangements for persons with disabilities can be made at the Office of Campus Safety. Parking is prohibited on certain roadways throughout the campus. These areas are properly marked. Additionally, parking is prohibited on approaches to parking areas, on all turfed areas, and on sidewalks or crosswalks.
- The speed limit on all College property is 15 m.p.h.

Violators of parking and safe driving rules of the campus will be fined accordingly and as indicated on the traffic ticket. Tickets can be paid at the Business Office. Parking and traffic tickets may be appealed within seven days of the violation; forms are available in the Campus Safety and Business offices. Fines are doubled and added to the student’s account if not paid after 10 days. Additionally, the College reserves the right to tow away, at the owner’s expense, any vehicle that is illegally parked on campus.

Operation of a motor vehicle is at the individual’s risk. The College does not assume any responsibility for damage to vehicles and property or for injuries to persons resulting from the operation of vehicles on campus.

Personal Security Procedures

Though the number of crimes committed at the College is relatively low, precautions should be taken. The Office of Campus Safety suggests that students living on campus observe these safety procedures:

- Always lock your doors when leaving your room, even for a moment.
- Never leave valuables lying around unattended or in plain view.
- Never allow anyone into your room unless you know who they are.
- Avoid walking alone, and avoid dark, unlit areas.
- Never loan another individual any key(s) that has been issued to you by the College.

- Report any suspicious persons or activity to the Office of Campus Safety immediately.
- Always use available peepholes.
- Never prop open any exterior doors to the halls.
- Close and lock all windows when you leave your room, especially if you are on the first floor.
- Store all easily removable values out of sight, preferably in a locked drawer or closet. Don't leave valuables on top of your dresser.
- Require identification and authorization from all service people who wish to enter your room.
- When going to the shower, lock your room door and keep your key with you in the shower. Do not leave it in the pocket of clothing outside the shower stall.

For students living off-campus:

- Avoid leaving large amounts of cash around the house. If this is unavoidable, conceal it well.
- Set your telephone ring tone to "low" when you are going to be away.
- Avoid listing your address when you advertise something for sale.
- Stop deliveries of mail, newspapers, etc. when leaving your home for a period of time.
- Ask a neighbor to watch your home and to report suspicious activity to the police department.
- Use a timer to turn on room lights, TV, or radios at night.
- Double check before you leave home to be certain all doors and windows are locked, gas is turned off on your stove, and all appliances (e.g., irons) have been turned off or unplugged.
- Hide or give someone outside of your home a key to your apartment, in case of emergency.
- Consider conducting a safety analysis of your home to review smoke detectors, combustible material, fire extinguishers, poisonous substances, and electrical wiring.
- Avoid leaving notes on your door saying you are out.

For both on and off campus students, the Office of Campus Safety suggests making a record of serial numbers, models, brand names, and a description of all valuables. Stolen property cannot lawfully be reclaimed unless it can be positively identified.

Fire Equipment

This equipment is maintained for the student's protection and safety in compliance with the laws of the state of New York. Violation or abuse of this equipment will result in severe disciplinary action by the College and/or criminal prosecution.

Fire Alarms

If the fire alarm sounds, move quickly, but do not run. Do not stop to collect valuables. Before opening a door, feel it near the top for heat. If it is cool, open it slowly. If smoke is present, close the door and use another route. Always close the doors behind you to limit the spread of fire and smoke. If you must go through heat or

heavy smoke, remember they rise. Crawl, keeping your face very close to the floor. This procedure applies when opening doors; stay low and reach up to turn the knob. If you are trapped, stuff a sheet under the door to keep smoke out. Open a window slightly at the top and bottom to let air in, and yell for help. Once you're out of danger, move well away from the building. If a meeting place has been arranged, go there. Do not leave the scene or rescuers may believe you are trapped in the building. Do not reenter the building under any circumstances unless you are notified by a fire official or College employee that it is safe to do so. If you discover fire or smoke, pull the nearest fire alarm and quickly call 611 or 3046 and give your name, the building, floor, and room where you have discovered fire and/or smoke. 911 is available and should be used in serious situations. The 911 operator cannot trace your location, so speak clearly and slowly when telling your situation and state your exact location on campus.

Fire drills will be held periodically each semester. Failure to vacate the premises during a fire drill will result in disciplinary action. Serious sanctions will be imposed upon anyone who remains in a building when a fire alarm is sounding and/or who tampers with fire safety equipment.

Lost and Found

All found articles should be turned in to the Office of Campus Safety in Strebel Student Center for safekeeping and recovery.

Counseling and Support Services

Academic Support Services Center

792-3032

Room 109, Hubbard Hall

Stephen M. Pattarini, Dean for Student Success and Director of Student Development

Lisa Davis, Associate Director of Student Counseling

Charlene Sangiacomo, Secretary

The Academic Support Services Center offers students a variety of personal and academic counseling and support services. It is the College's belief that periodically in people's lives, a combination of factors may come about that inhibit their ability to meet their desired goals. Counseling services are designed to help students gain control over those factors that may keep them from attaining personal growth and achievement. The counseling services offered through the Academic Support Services Center can help students achieve their goals. All services are strictly confidential.

If a student has yet to decide on a major, the counseling staff is available to help him or her examine the variety of available academic programs. The staff also will offer advice as to which major will best match the student's interests and help meet his or her career goals.

For the student who has chosen an academic discipline, the counseling staff, in conjunction with the faculty adviser, will provide advice to assist students in meeting the necessary requirements for graduation.

Office of Opportunity Programs

792-3209

Room 109, Hubbard Hall

Johnni F. Mahdi, Director of Opportunity Programs

Michele Harris, Secretary

The Office of Opportunity Programs handles the administration of a variety of academic programs including HEOP (Higher Education Opportunity Program) and CSTEP (Collegiate Science and Technology Entry Program). The office coordinates the pre-freshman Summer Institute, the College's tutorial program, and a full range of study skills workshops.

HEOP is a New York state-funded program designed to provide access to higher education for highly-motivated students who are academically under-prepared, financially disadvantaged, and demonstrate potential for academic success.

Academic advisement, tutorial services, personal counseling, and financial aid are available to all eligible program participants.

CSTEP, also a New York state funded program, is designed to increase the number of historically under-represented student populations (African American, Latino, and Native American) and economically disadvantaged students' entry into the licensing, technological, health-related professions, and mathematics and science teacher preparation. Counseling, academic/career advisement, tutorial and instructional services, research internships/paid field experiences are services provided by the program.

Health Services

When college is in session during the fall and spring semesters, all full-time matriculated students who have a completed health form on file are entitled to health care services at the Student Health Center. The center is open Monday through Friday from 8:30 a.m. to 5 p.m. Emergency medical care is available at the St. Luke's campus of Faxton-St. Luke's Healthcare, located across the street from the campus.

Student Health Center

792-3094

Room 204, Strebel Student Center

Julie L. Murawski, RN, MS, ANP, Nurse Practitioner

Director of Student Health Center

Donna L. Gerace, Licensed Practical Nurse

Karen Dare, Secretary/Receptionist

The Student Health Center provides medical care for students with acute short-term illnesses and offers other services listed below. All student records are confidential. Information is not released to anyone, including parents or legal guardians, without a signed release from the student.

The center is staffed by a secretary/receptionist, a nurse practitioner, and a licensed practical nurse. A doctor is on staff and available for appointments. Contact the Student Health Center to schedule an appointment.

All full-time students must submit a completed health form with immunizations in order to be seen and treated in the health center. The deadline for receiving forms is August 15 for the fall semester and January 15 for the spring semester .

Utica College offers a relatively low cost health insurance policy provided by Excellus Blue Cross Blue Shield, Utica Region. All full time students (undergraduate and graduate) will be billed for the Student Health Insurance on their tuition bill.

All students must go online either to enroll in the school health insurance plan or to waive it. Students who successfully complete an online waiver and provide proof of alternate health insurance will have the health insurance charge removed from their tuition bill.

Important Note

New York State Immunization Law requires all matriculated students attending colleges in New York state to have on file in the Student Health Center documented proof of immunizations for measles, mumps, and rubella and either immunization against meningitis or a waiver form for meningitis immunization.

Absences

If a student is absent for three or more consecutive days and has been seen by the nurse practitioner or the College physician, or if the student brings in verification from his or her own physician, the Center will assist in notifying professors, but absences from classes are the responsibility of the student.

Allergy Injections

Students may receive injections at the Student Health Center, but they must furnish their own serum and have signed instructions from their physician. Injections will only be given during the hours when the College physician is in attendance.

Counseling

Counseling is available for students who have medical or personal concerns. Counseling also is available through the Academic Support Services Center, located in Hubbard Hall. All services are confidential.

Flu Shots

The Student Health Center will make flu shots available in the fall of each academic year. Contact the center for more information.

Referrals

The Student Health Center makes medical referrals. A list of local physicians, dentists, and other specialists is available upon request. The local health care centers listed below can be used for emergency care when the Student Health Center is closed. The cost of these services is the responsibility of the student.

Local Health Services and Facilities

Hospitals

Faxton-St. Luke's Healthcare, Champlin Avenue, New Hartford 624-6000
St. Elizabeth's Hospital, 2209 Genesee Street, Utica, 798-8100

Urgent Care

Faxton-St. Luke's Fast Track, 1676 Sunset Avenue, Utica, NY, 624-5226
Slocum-Dickson Clinic Urgent Care, 1729 Burrstone Road,
New Hartford, 798-1400

Pharmacies

Eckerd Drugs, 1501 Genesee Street, Utica, 724-6504
Parkway Drugs, French Road, Utica, 792-4669
Randall's Pharmacy, 44 Genesee Street, Utica, 732-1615
RITE AID Pharmacy, 1924 Genesee Street, Utica, 792-9595

Ambulance Services

Kunkel Ambulance, 1523 West Street, Utica, 797-4111, or call 911 (24-hour emergency service 7 days a week)

Other Services

Planned Parenthood Mohawk Hudson, 724-6146
Oneida County Public Health Department, 798-5747

Integrated Information Technology Services

Computer User Services

792-3164

Room 368B, Frank E. Gannett Memorial Library (Lower Level)

Kathleen Randall, Director of IITS Operations, Multimedia, and Computer User Support Services

The College's six academic computer laboratories are in Hubbard Hall, the lower level of the Frank E. Gannett Memorial Library, and Strebel Student Center. These labs contain a mix of IBM compatible and Macintosh computers. Classes are taught in all computer labs except for the one located in Strebel Student Center; all are accessible to any UC student with a valid ID during published hours.

Two wireless laptop labs are maintained for classroom use; the laptops are available for use in the library on the weekends during the fall semester and the latter half of the spring semester.

All College-owned computers are equipped with word processing, spreadsheet, presentation, and database programs and are connected to the Internet and laser printers.

Student assistants are available in the labs to handle basic questions. Complex questions or problems are referred to the Computer Help Desk, located on the lower level of the Frank E. Gannett Memorial Library.

The College also maintains IBM compatible computers for Internet access and recreational use in the Pioneer Café.

The use of the College's computing facilities must be consistent with computer policies, federal and state laws, and the student code of conduct.

Economic Crime Investigation (ECI) Lab
Room 361, Frank E. Gannett Memorial Library (lower level)

Dorothy M. Thurston Construction Management (CM) Lab
Room 360, Frank E. Gannett Memorial Library (lower level)

Public Relations/Journalism Lab
Room 350, Frank E. Gannett Memorial Library (lower level)

Microcomputer Lab
Room 371, Frank E. Gannett Memorial Library (lower level)

Writing Center
Room 217, Hubbard Hall

Strebel Student Center Lab
First Floor, Strebel Student Center

Wireless Laptop Labs

Computer Help Desk

792-3115

Room 378, Frank E. Gannett Memorial Library (Lower Level)

Kathleen Randall, Director of IITS Operations, Multimedia, and Computer User Support Services

James Farr, Computer Support Specialist

The Computer Help Desk offers individual assistance to students with computer-related problems. Hours of operation are Monday through Friday from 8:30 a.m. to 5 p.m.

Media Center

792-3153

Room 366, Frank E. Gannett Memorial Library (Lower Level)

Kathleen Randall, Director of IITS Operations, Multimedia, and Computer User Support Services

Joel Scherer, IT Support Specialist

Mark Santa Maria, A-V Technical Support Specialist

Dominic Aiello, Evening Supervisor

The center consists of a language lab w/audio cassette/CD and video (DVD/VHS) equipment, computer with Internet access, and ports for plugging in personal laptops. (**Note: All personal laptops need to be checked at the Help Desk before connecting to the College's network.**) The center also has a library of video materials for educational purposes and a short term lending library of entertainment videos and books-on-tape (loans are free with a valid UC student ID).

Academic Assistance

Math and Science Center

792-3258

Room 216, Hubbard Hall

Ralph Craig, Director of Math and Science Center

792-5291

The center offers individual tutoring and assistance to students with math and science problems. Students can stop in for tutoring. Although hours vary during each semester and are posted on the door of the center, the center usually is open during working hours Monday through Friday.

Writing Center

792-3258

Room 216, Hubbard Hall

Mary Ann Janda, Director of the Writing Center

792-3265

The Writing Center offers tutoring and individual responses to writers of all levels. Walk-ins are welcome. Our motto: "We help writers help themselves." Hours vary during each semester and are posted on the door of the center.

Tutoring

792-3209

Room 109, Hubbard Hall

Tutoring services are available to all students through the Academic Support Services Center and are coordinated by the Office of Opportunity Programs. To request tutoring assistance, students should go to the Web site www.utica.edu/tutoring. All tutoring requests are filled electronically. The tutorial coordinator will put each student in touch with a tutor.

The Writing Center and the Math Center also offer tutoring assistance in preparing papers and with mathematics problems.

International Programs Office

792-3082

Room 207, DePerno Hall

Laurence Roberts, Associate Dean, International Education

Linda Worth, Assistant Director, International Programs

The International Programs Office (IPO) assists international students in their cultural adjustment to the United States and offers a personal level of support on a daily basis. The IPO provides academic, financial, and immigration counseling, as well as programming events throughout the year.

All international students must contact the International Programs Office as soon as they arrive on campus to complete necessary forms required by immigration. IPO advisors must be consulted before students plan to travel, seek work positions, or make changes in their academic schedule.

Part-Time Employment Opportunities

Federal Work-Study Program

Lisa C. Hoskey, Assistant Director, Financial Aid and Student Employment 792-3353

The Federal Work-Study Program is a federally subsidized program designed to assist students in meeting their college costs. Employment opportunities exist both on campus and with local community service agencies. The number of students able to participate in the program varies from year to year based on the annual allocation of campus-based aid received by the College. Preference must be given to those students who show the greatest need, as determined by the Office of Financial Aid. Students must be enrolled at least half-time at Utica College and be in good academic standing to qualify. A minimum GPA of 2.0 is required.

On-Campus Internships

Lisa C. Hoskey, Assistant Director, Financial Aid and Student Employment 792-3353

There are a limited number of positions on campus during the academic year that provide students a higher level of employment responsibility. Students are selected for employment on the basis of their ability to perform the work required in the position. Interns receive a paycheck for their work. Internship opportunities are posted through the Office of Student Employment, in the *Daysheet*, and through the hiring departments.

Resident Assistant (RA) Positions

Emily Balcom, Director of Residence Life 792-3285

Resident Assistants (RAs) are residence life student paraprofessional staff members who live-in and assist with the management of the residence halls. For their services, RAs receive credit toward their room fees and a stipend. RAs usually are upperclass students who usually have previously lived in campus residence halls, and they receive extensive training in working with residential students. RAs are appointed for a one-semester or one-year term by the director of residence life.

Student Payroll

Lisa C. Hoskey, Assistant Director, Financial Aid and Student Employment 792-3353

Some students who are not eligible for the Federal Work-Study Program may qualify for a Student Payroll position. Students must be enrolled at least half-time at Utica College and be in good academic standing to qualify. A minimum GPA of 2.0 is required. Eligibility for Student Payroll is determined by the Office of Financial Aid or by the Office of Student Employment. The Office of Student Employment maintains a waiting list of students who were not offered employment through the Office of Financial Aid and who wish to be considered for a job if funding becomes available.

Tutoring Positions

Carolyn Carstensen, Opportunity Programs

792-3209

A student with a demonstrated proficiency in a particular subject may serve as a tutor for that subject. Visit the Academic Support Services Center for more details.

Miscellaneous Information

Mailboxes and Stamps

United States mailboxes are located in front of Strebel Student Center and White Hall (last pick-up at 5 p.m.). Stamps are available in the Strebel Service Center. The post office closest to UC is Kernan Station. Post office locations include:

- 100 Pitcher Street, Utica (Utica's main post office)
- 1709 Genesee Street, Utica (Kernan Station)
- 30 Roosevelt Drive, Whitesboro
- 40 Champion Road, New Hartford
- 310 Main Street, New York Mills
- 2 Myers Avenue, Yorkville

Newspapers

The *Tangerine*, UC's campus newspaper, is distributed each Friday during the academic year. The *Observer-Dispatch* is the local daily paper and is available for sale in the Strebel Lounge. Copies of the *Observer-Dispatch* and *The New York Times* are on file in the library and also can be purchased at the Fastrac convenience store located directly across Burrstone Road from Burrstone House. Free alternative papers, such as the *College Crier*, *Vision*, and *Women In Motion*, may be found in Strebel Student Center lobby.

Radio Stations*

FM

WPNR (90.7) news/sports/music
(Utica College's radio station)

WCNY (91.3) jazz/classical/NPR

WIBQ/WUCL (93.5) 60s and 70s

WKLL (94.9) modern rock

WODZ (96.1) oldies

WOUR (96.9) best hits 90s and now

WSKS (97.9/105.5) top 40

WLZW (98.7) adult contemporary/lite

WBRV (101.3) country

WRBY (Mix 102.5) 80s, 90s, and now

WFRG (104.3) country

WMCR (106.3) news/talk/sports/
adult contemporary

WRCK (107.3) classic rock

AM

WBRV (900) country

WODZ (1450) oldies

WIBX (950) news/talk

WADR (1480) sports

WRUN (1150) news/oldies

WUTQ (1550) sports

WLFH (1230) sports

WBUG (1570/101.5) country

WTLB (1310) adult standards

WMCR (1600) news/talk/sports/

WRNY (1350) sports

adult contemporary

**Radio stations frequently change formats, but this listing was correct as of press time.*

Television

Large screen TVs are located in the North, South, and Burrstone residence hall lounges. A large projection TV is located in the Pioneer Café. All TVs are equipped with cable. Local stations include:

WKTV (NBC affiliate), Channel 4 on Adelphia Cable

WUTR (ABC affiliate), Channel 7 on Adelphia Cable

WFXV (FOX affiliate), Channel 6 on Adelphia Cable

WPNY, Channel 12 on Adelphia Cable

Ticket Master

To purchase tickets in person:

Stanley Performing Arts Center, 259 Genesee Street 724-4000

Kaufmann's Department Store, Sangertown Square, 734-0585

To purchase tickets over the phone:

Ticketmaster, Syracuse, (315) 472-0700

Ticketmaster Web site: www.ticketmaster.com

Academic Resources

More information about academic resources and requirements can be found in the College catalog.

Career Services

The Office of Career Services assists students with the selection and pursuit of a career based on a full appreciation of their interests and potential. The office establishes and maintains contact with recruiters from many fields, including business, healthcare, law enforcement and nonprofit agencies in addition to local, state, and federal governments.

For more information about Career Services, see the “Student Services” section of this handbook.

Mid-Semester Progress Reports

At mid-semester, instructors send notices to students indicating their level of achievement. Students should not consider these mid-semester reports as official grades; the reports are designed to give encouragement and to identify those who may benefit from academic counseling. Students who do not receive a mid-semester grade report should not assume that performance in a given course is satisfactory, but should check with the instructor if in doubt.

Academic Grievances

If a person feels he or she should be absolved from adhering to a particular academic regulation or procedure, or that an academic regulation has been unfairly applied, or that he or she has been treated unfairly on an academic matter, he or she should discuss the problem with a member of the Academic Support Services Center staff. If the matter cannot be resolved to the person’s satisfaction, he or she will be provided with a form for petitioning the Academic Standards Committee. After he or she has submitted the petition, the committee will consider the individual’s case and inform the petitioner by letter of the decision reached and the action taken. Appeals of Academic Standards Committee actions should be submitted in writing to the vice president for academic affairs and dean of the faculty. Appeals of actions taken by the vice president for academic affairs and dean of the faculty should be submitted in writing to the president of the College.

Non-Academic Grievances

For grievances of a non-academic nature, please see the vice president for student affairs and dean of students.

Acceleration of Study

Students may accelerate the completion of their programs of study by taking courses during the UC's Summer Session and Winter Session, or by taking extra courses during the academic year with the approval of their academic division dean. In some cases, the approval of the vice president for academic affairs and dean of the faculty also is necessary.

Auditing

Students interested in taking a course, but not interested in receiving a grade or participating in examinations and required work, may attend the course as an auditor. Any full-time matriculated student in good standing, with the permission of the instructor, may audit a course without charge. For more information, call the Office of the Registrar at 792-3393.

Part-time or non-matriculated students who wish to audit a course may do so, with the permission of the instructor, provided they register for the course and pay the tuition charge.

Transcripts and Registration

Transcripts and registration are handled by the Office of the Registrar, which also handles other administrative tasks involving student records, including degree applications; academic records; and certification requirements. Each year pre-registration for the fall semester takes place in April, and pre-registration for the spring semester takes place in November.

Listed below are individuals and their specific administrative responsibilities within the office:

Facilities scheduling:

Patti D. Fariello 792-3023

Requests for lists and labels:

Daphne F. Davis 792-3199

Degree applications, certification, diplomas, and graduation honors:

Roseanne Moyer 792-3022

Information regarding registrations and academic records, production of official transcripts, and distribution of unofficial records and student files:

A-G: Daphne F. Davis 792-3199

H-P: Roseanne Moyer 792-3022

Q-Z: Patti D. Fariello 792-3023

There is a \$5 fee for each transcript. The office requests that students provide 48-hour notice when requesting student information or copies of academic records.

Faculty

All instructors provide personalized assistance to students planning their academic programs and are available to consult personally with individual students who are enrolled in their classes. In addition, each student is assigned a faculty adviser who monitors the student's progress toward fulfilling graduation requirements and the selection of courses. Students who have not been assigned a faculty adviser should contact the appropriate academic division or the Academic Support Services Center.

The College has a dean for each academic division, as well as coordinators and directors for its majors and programs. These positions are held by faculty members who offer students guidance and support and assist them with administrative aspects of their respective academic areas. Listed below are the academic divisions and the majors and minors that fall within each division. Call the division offices for the phone numbers for current program coordinators and directors to contact regarding administrative questions and guidance for that field of study. Undeclared majors should contact the Academic Support Services Center (792-3032).

Academic Offices

Academic Affairs

| | |
|--|----------|
| Judith A. Kirkpatrick Vice President for Academic Affairs and Dean of the Faculty | 792-3122 |
| Robert M. Halliday Assistant Vice President for Academic Affairs | 792-3122 |
| Stephen P. Neun Assistant Vice President for Academic Affairs and Dean of Graduate and Extended Studies | 792-3001 |
| Mary Ann T. LaBella Executive Secretary | 792-3811 |

Division of Arts and Sciences

| | |
|---|----------|
| Lawrence R. Aaronson Dean for Arts and Sciences | 792-3092 |
| Elizabeth Welch Administrative Secretary | 792-3028 |
| Hossein Behforooz Coordinator, Mathematics | 792-3072 |
| Alan E. Bessette Coordinator, Liberal Studies - Graduate | 792-3132 |
| Sharon Wise Coordinator, Biology | 792-3356 |
| Linda S. Dake Coordinator, Geology and Physics | 792-3805 |
| Janice E. Huss Coordinator, Computer Science | 792-3261 |

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|--|----------|
| Mary Anne Hutchinson Coordinator, English | 792-3221 |
| Marijean E. Levering Coordinator, Performing and Fine Arts (Includes Music and Theatre) and Liberal/Arts - Undergraduate | 792-3149 |
| William F. Pfeiffer Coordinator, Chemistry | 792-3071 |

Division of Health and Human Studies

| | |
|---|----------|
| K. Della Ferguson Dean for Health and Human Studies | 792-3075 |
| Diana Elefante Administrative Secretary | 792-3075 |
| Arlene Lundquist Coordinator, Psychology | 792-3169 |
| Sally Townsend Director, Occupational Therapy | 792-3239 |
| Sandra B. Dimeo Coordinator, Philosophy and Health Studies | 792-3169 |
| Lois Fisch Director, Teacher Education Programs Director, The Institute for Excellence in Education | 792-3305 |
| Joan Kay Director, Therapeutic Recreation Coordinator, Gerontology | 792-3251 |
| Mary Katherine Maroney Director, Nursing | 792-3180 |
| Dale L. Scalise-Smith Director, Physical Therapy | 792-3376 |
| Melodee Moltman Director, Psychology-Child Life | 792-3098 |

Division of Social Sciences and Management

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|--|----------|
| John H. Johnsen Dean for Social Sciences and Management | 792-3055 |
| Susan K. Cox Administrative Secretary | 792-3060 |
| Richard G. Fenner Director, Center for Economic Education | 792-3112 |
| Carol Downing Director, Communication Programs (Includes Communication Arts, Journalism Studies, Public Relations, and Public Relations-Journalism) | 792-3241 |
| Hartwell C. Herring Director, M.B.A. Programs | 792-3335 |

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|--|----------|
| John H. Johnsen | 792-3339 |
| Director, Business and Economics | |
| R. Bruce McBride | 792-3808 |
| Director, Criminal Justice Programs (Includes Corrections and Law Enforcement) | |
| Director, Economic Crime Graduate Programs | |
| Donald J. Rebovich | 792-3231 |
| Director, Economic Crime Undergraduate Programs | |
| Nathaniel I. Richmond | 792-3205 |
| Coordinator, Government and Politics | |
| David G. Wittner | 792-3332 |
| Coordinator, Social Sciences | |
| (Includes Anthropology, History, and Sociology) | |
| Linda S. Zee | 792-3238 |
| Coordinator, Government and Politics, and Foreign Languages | |

Division of Graduate and Extended Studies

| | |
|--|----------|
| Stephen P. Neun | 792-3001 |
| Assistant Vice President, Academic Affairs and Dean of Graduate and Extended Studies | |
| Katheleen M. Cahill | 792-3001 |
| Administrative Specialist | |
| Evelyn Fazekas | 792-3001 |
| Director, Credit Programs | |
| Joni L. Pulliam | 792-3344 |
| Executive Director, Corporate and Professional Programs | |

Special Academic Programs

| | |
|---|----------|
| Raplh Craig | 792-5291 |
| Director, Mathematics/Science Center | |
| Nancy R. Hollins | 792-3230 |
| Coordinator, Faculty Development and Assessment | |
| Diane Matza | 792-3259 |
| Director, Honors Program | |
| Theodore S. Orlin | 792-3267 |
| Adviser, Pre-Law | |
| Adam K. Pack | 792-3129 |
| Adviser, Pre-Medicine | |
| Terri L. Provost | 792-5286 |
| Coordinator, First-Year Seminar | |
| Laurence W. Roberts | 792-3082 |
| Associate Dean, International Education | |
| Mary Ann Janda | 792-3028 |
| Director, Writing Center | |
| Carolynne Whitefeather | 792-5292 |

Director, Edith Langley Barrett Art Gallery

Frank E. Gannett Memorial Library

Beverly J. Marcoline 792-3041
Director

Office of the Registrar

Dominic Passalacqua 792-3393
Registrar

Young Scholars Program

Florence S. Mitchell 792-3237
Director

John D. Ossowski 792-3237
Assistant Director

International Programs Office

Laurence W. Roberts 792-3340
Associate Dean, International Education

Linda C. Worth 792-3082
Assistant Director, International Programs

Office of Graduate and Extended Studies

Since its founding in 1946, Utica College has offered educational opportunities to adult students in central New York. Through its Office of Graduate and Extended Studies, the College provides state-of-the art professional education grounded in a strong liberal arts base to provide its graduates with both the professional knowledge and skills necessary for success in their chosen career. The College also provides students with the intellectual base upon which to mature as responsible, socially aware citizens.

Currently, 10 baccalaureate degrees are available through evening study, including accounting (CPA), accounting (private), business economics, English, history, liberal studies, management, nursing (for RNs only), psychology, and sociology-anthropology. Additional programs include teacher certification, a certificate in gerontology, English as a second language, and an online studies in gerontology program. To assist adult students in the completion of their baccalaureate degrees, Utica College is a certified testing site for the College Level Examination Program (CLEP), and accepts credit from noncollegiate programs recommended for college credit by the American Council on Education (ACE), service in the armed forces, and other non-traditional means of acquiring college-level learning. The College also offers a variety of financial aid and deferred payment plans for adult students. See the "Schedule of Tuition, Fees, and Deposits" section of this catalog for financial information.

Utica College also offers graduate degrees in business administration, economic crime management, professional accounting, liberal studies, occupational therapy, physical therapy, and teacher education, as well as a variety of professional development programs. For more information, call the Office of Graduate and Extended Studies, (315) 792-3001.

Frank E. Gannett Memorial Library

792-3041

Beverly J. Marcoline, Director

Joanne T. Hathaway, Senior Secretary

The Frank E. Gannett Memorial Library provides a physical and virtual (<http://library.utica.edu>) focal point for learning, teaching, and research. Its collection includes nearly 200,000 volumes, 1,200 current serial subscriptions, and a microform collection of more than 60,000 units. The physical collection is supplemented by numerous online journals and 66 indexing and full-text databases that are Internet-accessible, allowing students and faculty to conduct scholarly research from anywhere on or off campus. Fourteen computers are located in the reference area, providing access to the Utica College catalog, bibliographic databases, and the Internet. Ten wireless laptops are available at the circulation desk for in-library use by patrons only.

The Gannett Library offers personalized library instruction classes in all disciplines throughout the year and offers personalized one-to-one reference service 65 hours per week.

Interlibrary loan plays a key role in expanding access to library collections throughout the state, the country, and internationally. Through this service Utica College's library users access from other libraries research items not available at Utica College in full text or in print. In turn, Utica College's library is able to share its collection with others.

The Gannett Library's Special Collections, housed in the Jocelyn Romano Candido Rare Book Room, features, among other material, the Harry F. Jackson Welsh Collection. This is the largest collection of 19th and early 20th century Welsh-language literature in the United States. Welsh scholars regularly visit the Gannett Library to research this collection, most of which was printed by Welsh settlers living within a 30-mile radius of Utica. Most of this material has been microfilmed for preservation.

In 1998 the Gannett Library was bequeathed the papers and working library of Walter D. Edmonds, noted author of *Drums Along the Mohawk*. With the help of a New York state grant, the papers are being organized and cataloged to aid scholarly research. Edmonds' personal library and his papers are housed in the Walter D. Edmonds room on the second floor of the Gannett Library.

Located in the lower level of the Library are offices for Integrated Information Technology Services, including:

- The Media Center, where tape-recorded lectures and study materials are available, as are VCRs, camcorders, smart white boards, digital projectors, and other equipment for designing and delivering presentations
- Computer User Services, including the Computer Help Desk. These offices provide assistance with computer-related questions and problems
- Four computer laboratories for classroom and open use
- Music classrooms

Library Hours

Monday - Thursday

8 a.m. - Midnight

Friday

8 a.m. - 10 p.m.

Saturday

10 a.m. - 5 p.m.

Sunday

Noon - Midnight

Note: Hours are extended during final exams and are revised during Summer and Winter Sessions.

Special Opportunities and Programs

Admissions Ambassadors

Students may apply through the Office of Admissions to become UC Ambassadors. This is an honorary program, which consists of student volunteers who represent the College to new and prospective students and their families. Ambassadors assist the admissions staff by providing more personalized and in-depth interaction with persons interested in attending UC. They conduct special campus tours, assist at special College events, host prospective students during a day or weekend at the College, and travel to cities throughout the Northeast to represent UC at various functions. For more information, call the Office of Admissions at 792-3006.

Cooperative Education

Dina Russo, Associate Director of Career Services

792-3087

Cooperative education opportunities are available to matriculated students in a variety of disciplines through Career Services. Students with a 2.0 GPA are eligible.

The Cooperative Education program offers a choice of schedules. Students can participate in work assignments during the summer, or assignments that run parallel with or alternate with their college semesters.

Students may gain transcript recognition without credit for their co-op.

Honors Program

Diane Matza, Professor of English and Director of the Honors Program 792-3259

The Honors Program offers intellectually talented students the opportunity to participate in an enriched course of study fully integrated with the regular academic program. The Honors Program has two parts: Intermediate Honors, related to general education requirements for the freshman and sophomore years and Major Honors, related to individual scholarship in the student's major course study, in the junior and senior years. Intermediate and Major Honors express Utica College's commitment to supporting challenging academic opportunities that may serve as a model for the larger college community.

Intermediate Honors emphasizes the interrelationship of all knowledge and gives students a solid education in the liberal arts, with an emphasis on general education's goal to have students think and write critically and analytically.

Major Honors offers students special opportunities for intensive study and research in their major academic area, for working closely with faculty members, and for understanding their discipline in relation to others.

Students who successfully complete either or both parts of the Honors Program will have their achievement noted on their transcripts and diploma. For more information about the requirements for the Honors Program, consult the College catalog.

Independent Study

UC offers the opportunity for independent study to students who wish to pursue individual projects beyond subject matter covered by the courses listed in the College catalog. Independent study courses normally are limited to juniors and seniors.

For information on independent study procedures and requirements, consult the College catalog.

Volunteer Opportunities

Dina Russo, Assistant Director, Career Services 792-3087

Housed within the Career Services office is the satellite office of the Volunteer Center of the Mohawk Valley. This office provides volunteer opportunities for students to experience the satisfaction of helping others throughout the local community.

Research Assistantships

Research assistantships are by invitation only. Assistantships are offered as variable credit courses to students planning graduate study. The position provides experience in the research techniques of the student's chosen discipline.

Reserve Officers Training Corps (ROTC)

Air Force ROTC Office (SU) 443-2461

Army ROTC Office 792-5282

The Reserve Officers Training Corps programs of the United States Army and the United States Air Force are available to UC students through Syracuse University. For information regarding the ROTC program, scholarships, and course offerings, refer to the College catalog or contact the appropriate ROTC office.

Study Abroad

Laurence Roberts, Associate Dean, International Education 792-3082

Linda Worth, Assistant Director, International Programs

Students may participate in UC study abroad programs at a number of foreign universities, including the University of Wales, Aberystwyth, in Wales, UK; Abo Akademi University in Finland; American College Dublin in Ireland; Kansai Gaidai University in Japan; Jagiellonian University in Poland; ELTE University in Hungary; Universidad Peruana de Ciencias Aplicadas in Peru; and the University of Strathclyde in Scotland, UK. Students may study in the former Soviet Union through UC and the American Council of Teachers of Russian. The College regularly offers credit-bearing short-term study abroad opportunities as well. Opportunities are also available through the International Programs Office to study at SU centers abroad in France, Italy, Spain, England, Hong Kong, and China for a year, semester, or summer.

Through study abroad, students can take advantage of the unique resources of a particular city or country to enhance their educational program, broaden their horizons, and learn job skills. Grants are available for study abroad. For further information on all study abroad programs, contact the International Programs Office.

Study at Other Institutions

Students may take courses offered at other institutions and receive transfer credit for the courses at UC. However, students must obtain prior written approval from their advisers and the division dean before taking courses at another institution for credit at UC. Forms for the purpose of obtaining permission for course work at other institutions are available at the Academic Support Services Center, the Office of the Registrar, and division offices. Students are also able to cross-register for courses at a number of area colleges. For further information and requirements, consult the College catalog.

Teacher's Assistant Positions

A teacher's assistant generally assists a faculty member with the administrative tasks associated with teaching a particular course. This position provides a student with the opportunity for increased interaction with a faculty member, greater exposure to a specific subject matter, and insight into the aspects of teaching.

Interested students should contact individual faculty members concerning available positions, specific requirements, and opportunities to receive academic credit.

Tutorial Study

Under extraordinary circumstances, courses that are listed in the College catalog but not offered regularly may be taken on a tutorial basis. Information on registration procedures for courses taken through tutorial study is available in the appropriate department office, division office, or from the Office of the Registrar.

Other Campus Offices and Services

College offices are open Monday through Friday from 8:30 a.m. to 5 p.m. during the academic year, and from 8:30 a.m. to 4:30 p.m. during the summer. Offices are closed during College-recognized holidays.

Office of Academic Affairs **792-3122**

Room 201, DePerno Hall

Judith A. Kirkpatrick, Vice President for Academic Affairs and Dean of the Faculty

Robert M. Halliday, Assistant Vice President for Academic Affairs

Stephen P. Neun, Assistant Vice President for Academic Affairs and Dean of Graduate and Extended Studies

Mary Ann T. LaBella, Executive Secretary

Office of Admissions **792-3006**

Room 122, Addison Miller White Hall

Patrick A. Quinn, Vice President for Enrollment Management

Jean Zerbe, Receptionist

The Office of Admissions primarily recruits and introduces prospective students to the College, processes applications, and selects students for admission to UC.

The office encourages current students to get involved in the admissions process. Students can do this by volunteering for the Ambassador program, visiting their high school during spring breaks, and calling accepted students. Ambassadors give tours of the campus, talk to prospective students, host students overnight, and help with Open Houses. Paid student assistant positions are available and four internships, involving professional responsibilities, are offered each year.

Office of Alumni and Parent Relations **792-3025**

Champlin House

Mark C. Kovacs, Director of Alumni and Parent Relations

Suzanne M. Wilson, Assistant Director of Alumni and Parent Relations

The Office of Alumni and Parent Relations oversees the day-to-day operations of the College's Alumni Association. Graduates become members of the Alumni Association upon commencement. Students who have completed 60 hours at the College also are considered members. The Association is governed by the National Alumni Council. The office coordinates services and activities for alumni including alumni regional events, alumni clubs, an annual on-campus alumni reunion, and alumni awards. Other volunteer opportunities in which graduates may become involved include the Alumni in Admissions Program, the Career Mentoring Program, and the Annual Fund.

Office of Athletics and Physical Education 792-3051

Harold Thomas Clark Jr. Athletic Center

James A. Spartano, Director of Athletics

James Murnane, Assistant Director of Athletics and Intramural Director

Jean Wolf, Senior Secretary

The Office of Athletics and Physical Education is responsible for coordinating, overseeing, and supervising all sports and athletic programs including physical education classes and activities, club sports, intramural sports, and intercollegiate athletics.

For a list of UC's team sports and a description of the athletic facilities, see the "Student Activities and Organizations" section of this handbook. For information regarding team coaches, try-outs, and participation in specific activities, contact the Office of Athletics and Physical Education.

Office of Business Affairs

792-3016

Room 123, Addison Miller White Hall

Ed J. Lewandrowski Jr., Director of Bursar Operations

Rosemary Vomero, Senior Secretary

The Office of Business Affairs offers institutional support of the College. Students with questions regarding billings should direct their concerns to a staff member in this office. A cashier's window is located in White Hall for the convenience of students paying bills in person and cashing payroll or personal checks. The office also handles veterans benefits, Perkins Loan (formerly NDSL) repayments, and the deferred tuition payment plan.

Office of Environmental Health and Safety

792-3135

Room 279, Gordon Science Center

Gregg A. Sponburgh, Director of Environmental Health and Safety

This office is responsible for developing, implementing, and maintaining an overall Environmental Health and Safety Plan. The Office of Environmental Health and Safety executes policies and procedures that relate to the health and safety of employees, students, and visitors at Utica College. Areas of greatest concern are laboratories, student employment, fire safety, accident reporting and investigation, exposure control plan, crisis management plan, and the Hazard Communication, Hazardous Waste, and Radiation Safety programs. Persons involved in such activities must comply with local, state, and federal regulations and all rules and guidelines issued by the College.

Office of Financial Affairs

792-3011

Room 203, DePerno Hall

R. Barry White, Vice President for Financial Affairs and Treasurer

Robert P. Grant, Comptroller and Assistant Treasurer

Marie D. Lambert, Administrative Assistant

The Office of Financial Affairs coordinates all physical plant activities including buildings, grounds, housekeeping, and maintenance. Student accounts, college budgets, the Copy Center, human resources, environmental health and safety, and campus safety are also the responsibility of this office.

Office of Financial Aid

792-3179

Room 126, Addison Miller White Hall

Anite K. Elliot, Director of Financial Aid

Jennifer H. Urbanke, Financial Aid Clerk

The Office of Financial Aid is responsible for the administration of financial aid funds to UC students. Financial aid resources include grants, scholarships, student employment, and loans. Funding comes from a variety of sources including state and federal government programs, service agencies, individual donors, and UC endowment funds.

The office evaluates all applications for financial assistance and offers financial aid information and counseling to students and parents. UC provides approximately 90 percent of its students with some form of financial assistance.

Office of Graduate Admissions

792-3010

Room 120, Addison Miller White Hall

John D. Rowe, Director of Graduate Admissions

Lynn Cope, Secretary

The Office of Graduate Admissions recruits graduate students for the college's campus-based programs, processes applications and works with graduate faculty to accept graduate students into advanced degree programs.

Many UC undergraduates choose to continue their education in one of the UC advanced degree programs in education, physical therapy, occupational therapy and liberal studies. As such, the graduate admissions office is a one-stop center when exploring graduate degrees at UC and applying for acceptance into on-campus graduate and certificate programs. Testing and financial aid information is also available.

The Office of Graduate Admissions also works with faculty and administration to examine new advanced degree possibilities.

Office of Human Resources/Payroll

792-3276

Room 252, Addison Miller White Hall

Ramona S. Rice, Director

The Office of Human Resources is responsible for employees of the College, by keeping employees aware of benefits and processing payroll. College news is distributed through its monthly newsletter, *Inside UC*, and employees are assisted in improving job skills through training and seminars. Complaints against employees of the College will be forwarded to the Office of Human Resources for resolution within the appropriate College grievance procedure systems.

Utica College is an equal opportunity, affirmative action institution and accepts students and employs individuals without regard to race, creed, color, sex, ethnic or national origin, religion, marital status, age, sexual orientation, veteran status, or disability.

Office of Institutional Advancement

792-3219

Champlin House

Laura M. Casamento, Vice President for Institutional Advancement

Trisha Barone, Administrative Assistant

The Office of Institutional Advancement is responsible for all development programs (prospect research, annual fund, major gifts, corporate and foundation relations, grants and stewardship), alumni programs and the National Alumni Association, parent relations, government relations, and marketing and communications (including public relations, media relations, and publications). This office leads the effort to enhance the College's resources, advance its place in the higher education marketplace, and achieve the financial strategic initiatives approved by the Board of Trustees.

Integrated Information Technology Services (IITS)

792-3835

Lower Level, Frank E. Gannett Memorial Library

Jeffrey Wetherill, Director of Instructional Technology

Scott Humphrey, Director of College Information and Application Services

Kathleen Randall, Director of IITS Operations, Multimedia, and Computer User Support Services

IITS provides computer information services for academic and administrative offices and for students. The staff evaluates, installs, and maintains computer hardware and software on campus.

Office of International Admissions

792-5290

Room 120 Addison Miller White Hall

Kate M. Cominsky, Director of International Admissions

Suzanne J. Labella, Administrative Assistant

The Office of International Admissions is responsible for the recruitment and selection of international students as well as the international student application process. The office offers student work-study opportunities to American and International Utica College students. Local students who are interested in sharing their time and extending friendship to the international student population can act as “host-community-mentors.” Mentors share their knowledge of our community by introducing our international students to restaurants, shopping, museums, and other places of interest in the Utica area. Interested students can stop by the office to learn more about this unique volunteering opportunity.

Office of Marketing and Communications 792-3047

Champlin House

James C. Brown, Assistant Vice President for Marketing and Communications

The Office of Marketing and Communications is responsible for the College’s graphic identity and for publicity, promotion, and advertising. It also coordinates editorial, design, and printing service for various College publications.

The staff maintains contacts with the media by holding press conferences, arranging interviews, and issuing press releases to publicize UC events, faculty promotions and achievements, and student honors and activities.

The office also produces a biannual cultural events calendar, the *Utica Pioneers* athletic newsletter, the *Pioneer* alumni magazine; and *Inside UC*, the employee newsletter.

Office of Planning and Analysis

792-3228

Room 121, Addison Miller White Hall

Carol Mackintosh, Vice President for Planning and Analysis

Brandy Gray, Administrative Assistant

The Office of Planning and Analysis focuses on the College’s future. It conducts research and performs analysis on behalf of many offices, enabling them to make informed decisions. It supports the College’s Strategic Planning Committee, serves as a liaison with the College’s accrediting agency, and federal and state bodies, and coordinates information standards and processes between offices. The office regularly conducts research, such as surveys of student opinion about services and classroom experiences, and makes input available to College decision-making groups as appropriate.

Office of the President of the College

792-3222

Room 200, DePerno Hall

Todd S. Hutton, President

Kim Lambert, Executive Assistant to the President

Jacqueline Lynch, Executive Secretary

Office of the Registrar

792-3393

Room 121A, Addison Miller White Hall

Dominic Passalacqua, Registrar

Virginia A. Viscosi, Senior Secretary

The Office of the Registrar handles a variety of administrative tasks involving student records, which include transcripts; degree applications; registration; academic records; and certification requirements.

Student Activities and Organizations

Student Involvement

Utica College believes strongly in the concept that a great deal of what students learn in college takes place outside of the classroom. Therefore, at UC, students, faculty, and staff members work side by side to provide a rich variety of social, cultural, and recreational activities. A student who participates fully in campus life can expect to be exposed to various ideas and issues, music and art forms, and styles of life. This is, of course, in addition to simply having a good time.

UC students have a great deal of autonomy in scheduling the kinds of activities in which they wish to participate. The Student Senate is responsible for allocating funds collected through the student activities fee, and these funds are used for anything from booking a major concert to purchasing equipment to be used in a wilderness trek. UC employs professional staff members to advise students in these matters, but the College's faculty and staff members know that active student participation in the planning of extracurricular activities adds a vibrant quality to UC's activities program and helps students develop and practice leadership, decision-making, and related skills.

Students also are active in the governance of UC as a whole. All College-wide committees dealing with such issues as curriculum and academic standards have student members with full voting privileges. In addition, students are represented on the All-College Council, the chief governance forum of the College.

UC is rich with opportunities for student participation in activities. The College seeks students who wish to take a step beyond the classroom and become full contributors to the quality of campus life.

By participating in these activities, students can:

- Meet and learn to work with many types of people;
- Hold leadership positions and have expanded responsibilities;
- Gain experience in group activities;
- Develop contacts for future activities and possible references;
- Explore various career opportunities;
- Practice skills and apply classroom learning; and
- Discover their own capabilities and interests.

Information about joining the clubs and groups listed below can be obtained from the director of student activities. Eligibility requirements for participation in College activities are printed in the College catalog.

Scheduling Rooms for Meetings and Activities

Student groups who wish to use a College room for a meeting or activity should do so by completing a facilities request form in the Office of Student Activities. Receipt

of a facilities request form that has been approved by the Office of Student Activities indicates confirmation and approval of the request for facilities and equipment. Sponsoring organizations requesting security must contact the Office of Campus Safety as soon as reservation confirmation is received from the Office of Student Activities.

Most meetings, activities, and events are scheduled on a first-come, first-served basis; however, certain events may have priority over others. The office requests that when possible, events should be scheduled two months in advance. Individuals wishing to schedule events less than 60 days in advance may do so provided that the new event does not draw upon the same audience as the events previously scheduled for the same date.

Scheduling the use of Dining Commons, including the Faculty and Conference Dining Rooms, must be done with the Office of Campus Dining Services Monday through Friday from 10 a.m. to 4 p.m. Use of space in the residence halls, including New Hall Conference Room, can be scheduled through the Office of Residence Life. For further information on scheduling a meeting, activity, or event, contact the Office of Student Activities.

Starting a New Organization

Establishing a new student organization on the Utica College campus is a relatively simple procedure. Organizers must identify five interested students and a faculty/staff advisor, complete and submit a student organization registration form (available in the Office of the Vice President for Student Affairs and Dean of Students), and develop and submit two copies of a constitution to the Vice President for Student Affairs and Dean of Students. The constitution will be shared and reviewed with the Student Senate Vice President. The Senate Vice President will then submit the constitution for approval by the Student Senate, where student organization representative(s) will make a short presentation and respond to questions about the organization. Upon approval, the Senate Vice President will notify the Dean of Students as to the Senate vote. The Dean of Students will then issue a formal letter of College recognition.

The organizers' first step should be a visit with the vice president for student affairs and dean of students, who will review the above requirements and advise how to get the club started. Below is a suggested outline for a constitution:

Article I – Name of Organization

Article II – Purpose of Organization

Article III – Membership

Article IV – Officers and the Duties of Officers

Article V – Meetings and Definition of Quorum

Article VI – Removal from Office

Article VII – Amendment

Article VIII – Ratification

Article IX – Reference to Student Senate Constitution & College Rules & Regulations

Strebel Student Center

Strebel Student Center serves as the focus for a great number of campus activities by functioning as a meeting place, by housing some organization offices, and by serving as the location of club and organization-sponsored events. Strebel Student Center also serves as an informal place for activities such as watching movies and television, snacking, socializing, and playing billiards and foosball. The center houses the offices and facilities as listed at right.

Governing Bodies, Programming Boards, and Activities

All-College Governance

All-college governance includes the Faculty Senate, the All-College Council, the Administrative Staff Advisory Council, Student Senate, and the SCT Staff Advisory Council. Information about these governing bodies may be obtained from the offices of the College's president, academic deans, or dean of students.

The Classes

The Freshman, Sophomore, Junior, and Senior classes each elect officers and a council. The classes sponsor a variety of social, recreational, and educational activities throughout the year.

Finance Committee

This committee hears club budget requests and recommends annual budget and supplemental appropriations to the Student Senate.

Inter-Greek Council

The council serves as the governance body for the fraternity and sorority systems. The Inter-Greek Council of Utica College exists to enhance Greek life through involvement in the College community, by establishing pledge and rush policies conducive to the pre-established rules of the College, through involvement in community service projects, by enforcing Inter-Greek Council rulings through disciplinary action when IGC or College policy has been violated, and by establishing guidelines for the Greek population within boundaries that will not affect the uniqueness of each organization. The Greek letter social and/or service organizations that currently are recognized by the Inter-Greek Council are listed under the heading "Fraternities and Sororities" in this handbook.

What's in YOUR Student Center?

First Floor

Strebel Service Center
Pioneer Café
Strebel Computer Lab
Strebel Auditorium
Strebel Lounge
UC Bookstore
Office of Student Activities
Micro-Art Gallery
Programming Board Office
Army ROTC
Student Senate Office
Yearbook Office

Second Floor

Dining Commons
Office of Campus Dining Services
Student Health Center
Office of Campus Safety
Office of the Vice President for Student Affairs and Dean of Students
Associate Dean's Office
Tangerine Office
WPNR-FM Studios and Offices
Career Services

Residence Hall Association (RHA)

The Residence Hall Judicial Board is a student hearing board and an integral part of the student disciplinary system. Its purpose is to reinforce behavioral expectations of the Utica College community and to do so fairly and consistently. The RHJB serves the College residential community by assuming responsibility for determining if a violation of the Code of Student Conduct has occurred in the residence halls and by imposing sanctions when appropriate.

Residence Hall Judicial Board (RHJB)

The Residence Hall Judicial Board is a student hearing board and an integral part of the student disciplinary system. Its purpose is to reinforce behavioral expectations of the Utica College community and to do so fairly and consistently. The RHJB serves the College residential community by assuming responsibility for determining if a violation of the Code of Student Conduct has occurred in the residence halls and by imposing sanctions when appropriate.

Social Cultural Committee

This is the programming committee of the All-College Council. This committee is composed of students, faculty, and professional and support staff. Emphasis in programming is placed on enhancing the educational and cultural climate of the campus.

Programming Board

This board plans and implements a wide variety of social and cultural activities. Much of the work is done through the committees that include film, lectures, concerts, special events, comedy, and publicity.

Student Senate

The mission of Student Senate is to enhance student life by breaking down barriers of diversity, by promoting the values of education, and by empowering students through involvement in Student Senate, student clubs and organizations, and the All-College Council. The Student Senate serves as a liaison between students and the College administration in all issues pertaining to student life and allocates the student activities fee fund in a fair and unbiased manner. By listening to students' issues and concerns, the Student Senate serves as the voice for students at Utica College. Moreover, the Student Senate encourages school spirit and pride through programming in an effort to build a cohesive community. In April and again in September, elections are held for Senate representatives from the classes, academic divisions, and residential living areas on campus, off campus, and commuter populations. Elections for executive officers are held every April.

Fraternities and Sororities

Fraternities and sororities are affiliated with the Inter-Greek Council (IGC). The IGC establishes and enforces policies governing the fraternities and sororities. The council also approves fraternity and sorority programs and events. Rush is conducted on an independent basis by each organization. Students may pledge a Greek organization after their first semester at UC provided they are in good academic and disciplinary standing.

A Word About Hazing

Hazing in New York state is against the law, and it is against the rules of Utica College. Hazing of any type is not tolerated. Specifically, the law prohibits “acts which recklessly or intentionally endanger mental or physical health or involve the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization.” Generally, it is a violation of the law and Utica College’s rules whether or not participation in these acts is voluntary.

Fraternities

Alpha Phi Delta

This is a national fraternity whose Beta Iota chapter was founded at Utica College in 1949.

Chi Kappa Delta

This is a local service and social fraternity founded at Utica College in 1994.

Phi Beta Sigma

This is an international historically African-American fraternity whose Omicron Alpha chapter was established in 1984.

Tau Kappa Epsilon

This is a national fraternity whose Lambda Lambda chapter was established in 1968.

Sororities

Alpha Kappa Alpha

This is a national historically African-American sorority whose Iota Rho chapter was established at UC in 2004

Chi Beta Sigma

This is a local sorority and was the first Greek organization established at UC in 1946.

Gamma Sigma Sigma

This is a national service sorority whose Gamma Eta chapter was established at Utica College in 1968.

Omega Phi Beta

This is a national sorority whose Tau chapter was established in 2003.

Phi Sigma Sigma

This is a national social sorority whose Epsilon Omega chapter was established in 1990.

Honorary Fraternities and Societies

Alpha Phi Sigma

This is the National Criminal Justice Honor Society. Alpha Phi Sigma recognizes students who are excelling in either the Criminal Justice or Economic Crime Investigation programs. The primary focus of this organization is to form a network of people across the United States who will soon become experts in the Criminal Justice field. Alpha Phi Sigma also serves the campus and surrounding community with various events and opportunities to improve quality of life and the quality of

life of others. Membership in this group is open to anyone with 12 CRJ or ECI credit hours and a minimum GPA of 3.2.

Alpha Sigma Lambda

This is a national honorary scholastic society for continuing education students. The Alpha Omicron Chapter was founded at the College in 1969. Its purpose is to honor the academic achievement of continuing education students.

Delta Sigma Rho-Tau Kappa Alpha

This is a national honorary debate society. UC students are eligible for membership in the Syracuse University chapter. Membership is awarded on the basis of excellence in the fields of debate, discussion, oratory, and extemporaneous speaking.

Lambda Pi Eta

This is the official communication studies honor society of the National Communication Association. An accredited member of the Association of College Honor Societies, Lambda Pi Eta has nearly 420 active chapters at colleges and universities worldwide. The chapter at Utica College was founded in 2004.

Phi Alpha Theta

This national honorary fraternity for the students and teachers of history has chapters in some 90 colleges and universities. The College chapter, Gamma Xi, was installed in the spring of 1950. Members of the fraternity receive its quarterly publication, *The Historian*, and are represented at the annual convention held at the same time and place with the American Historical Association.

Psi Chi

The purpose of this national psychology honor society is to advance the science of psychology while encouraging, stimulating, and maintaining the scholarship of individual members in all fields, especially psychology. The membership consists of three types: active, alumni, and distinguished member.

Sigma Tau Delta

This international English honor society's purpose is to confer distinction for high achievement in English language and literature studies, to promote interest in literature and the English language, and to foster the discipline of English in all of its aspects, including creative and critical writing. The Alpha Delta Chi chapter extends invitations of membership to students whose academic achievement meets the high standards set forth in the constitution and the local bylaws.

Tau Mu Epsilon

A national honorary-professional public relations fraternity, the Beta chapter was founded at UC in 1952. Its purpose is to promote the profession of public relations and to honor outstanding students in this field.

Student Media Organizations

Ampersand

This is the campus literary magazine and it is published once a year. Students may submit poetry, artwork, photography, and short stories. Students who wish to volunteer to work on *Ampersand* should inquire at the Division of Arts and Sciences.

The Legacy

This is the Utica College yearbook. Students are needed to help with photography, layout, writing, proofreading, artwork, etc.

The Tangerine

The Tangerine is the student-produced weekly newspaper. There are many opportunities for students to participate in both the editorial and advertising areas. Students of all majors are welcome to interview for staff positions as writers, editors, layout designers, reviewers, and photographers, and in advertising sales.

WPNR-FM

The Utica College radio station is a student-run, fully-operational, non-commercial, educational facility. The station's two studios and administrative offices are located on the second floor of the Strelbel Student Center. WPNR-FM, 90.7, broadcasts to the greater Utica area on a regular schedule during the academic year. Students serve as executives, broadcasters, writers, and engineers. Programming is varied and includes music, sports, news, and academic and community service shows. Any UC student can apply for any position on the staff.

Religious Life

Utica College respects and protects each student's freedom to worship and to affiliate with religious organizations. A number of campus organizations offer a variety of religious activities and services to UC students.

The Jewish Student Union

This group seeks to make the Jewish religion and its cultural values vital and relevant to the Utica College community.

The Newman Community

Fr. Paul Drobin, Newman Chaplain

792-3284

This is the Catholic Church on campus with a chaplain appointed by the Syracuse diocese. Newman provides liturgical worship, cultural and educational activities, human development programs with community involvement, personal counseling preparation, and religious services. The Newman Community has a modern center on campus adjacent to Alumni Hall with facilities for Saturday and Sunday worship, a Meditation Chapel, a library, and a meeting room. The Newman Center is open to all students regardless of their religious affiliation, and it is available to campus organizations for a variety of activities. All students are welcome to be a part of Newman Center programs and participate in its activities.

The Utica College Christian Fellowship (UCCF)

UCCF is a student-run, non-denominational Christian organization. The objectives of UCCF are service, spiritual growth, and evangelism with a firm foundation based on Christ and the teachings of the Bible.

Muslim Students Association (MSA)

MSA was created to promote awareness about Islam, to represent the many different cultures that Islam encompasses, and to aid Muslim students in their stay at Utica College.

Academic, Major, and Career-Related Clubs

Accounting Society

The society is open to majors who have completed at least three terms of study in accounting with a C average.

Asa Gray Biological Society

Membership is automatic for all biology majors and faculty and is open to all students and faculty interested in the biological sciences. The society is named in honor of the great American botanist who was born in nearby Sauquoit and educated in the Utica area. The society expands and enriches the educational experience of students interested in biology through a variety of activities including seminars, colloquia, social events, and the publication of an alumni newsletter.

Criminal Justice Student Association

The association is open to all full-time students having an interest in criminal justice. The purpose of the association is to acquaint its members with various criminal justice activities and procedures. The club sponsors a fall weekend trip to New York City where students are provided with a rare opportunity to spend eight hours riding along with New York City police officers. Spring events include a one day trip to the State Police Academy or other criminal justice facilities.

Economic Crime Investigation (ECI) Student Association

This association is open to all full-time students having an interest in ECI. It sponsors programs and forums of interest to ECI students.

Harold Frederic English Society

This club is named in honor of Harold Frederic, a native of Utica, New York and noted American novelist and journalist of the nineteenth century. The purpose of the society is to enrich the educational experience of students majoring in or interested in English and American language, literature, and culture. Through a variety of activities and events, members of the club will explore outside the classroom their interests in language and literature, and bring to the campus at large opportunities to do the same.

Herodotus Club

The club was formed to foster the examination of topics of historical importance. It also seeks to help its membership in the pursuit of information regarding career options and graduate study.

James Sherman Society

This group was named in honor of a distinguished former vice president of the United States who was a native Utican, and serves the intellectual interests of the Utica College community. The society sponsors lectures and discussions, helps prepare students for careers or professional schools, and acts as an advisory group to the government and politics faculty in planning and evaluating the government and politics major program.

Marketing Club

Membership is open to all students. The club is a collegiate chapter of the American Marketing Association and provides an opportunity for potential marketers to be exposed to the association's professional activities.

Math Club

The primary mission of the Math Club is to sponsor field trips for students, as well as campus visits by practicing mathematicians, and to help mathematics majors better understand career options in mathematics. The members also attempt to solve math problems together.

Occupational Therapy Society

The society is open to occupational therapy majors and is affiliated with the student organization of the American Occupational Therapy Association. Its purpose is to provide service through various projects and information to promote a wider understanding of the profession.

Philosophy Club

This club provides a forum for the open discussion of philosophical issues. These can range from perennial questions such as the existence of God or the nature of justice, to issues of social relevance such as the morality of banning certain kinds of speech.

Physical Therapy Society

The society is open to all physical therapy majors and students interested in applying to the program. Its purposes are to explore topics relevant to the profession, assist in the improvement of the program where appropriate, promote the profession and program to the local community, and engage in activities that benefit the local community.

Psychology-Child Life Society

The club is open to all child life majors or other interested students. The purpose of the organization is to spread an awareness of the child life major throughout the campus and community. Throughout the year, the group sponsors several bake sales, flower sales, and a band in the Strebel Student Center. The main project for

the year is Children and Hospitals Week, during which numerous activities are organized.

Psychology Society

Although the group is predominantly psychology majors, it is open to all students who wish to join. The group consists of students and faculty advisers who all share a strong interest in psychology and topics relating to it. The purpose of the group is to search out careers and opportunities in, and become better acquainted with, the various fields of psychology; to promote understanding and cooperation between faculty and students in psychology; and to work together in improving the curriculum for psychology majors.

Public Relations Student Society of America (PRSSA)

The society is a national organization of public relations students and is affiliated with the Public Relations Society of America. The College's Raymond Simon Chapter was the second chapter to be organized in this national society. The UC group meets monthly and sponsors a wide variety of activities, including an annual spring trip to visit public relations firms.

Student Affiliates of the American Chemical Society

This group exists to promote the public's perception and understanding of chemistry and the chemical science through public outreach programs and public awareness campaigns. In addition, the group provides opportunity for peer interaction for students in the sciences.

Student Nurses Association

The association is open to all students in the Utica College nursing program. Its purpose is to promote interaction among students and professional persons in order to promote a wider understanding of the nursing profession.

Student Teacher Education Program (STEP)

STEP is open to any student who expresses an interest in education. The purpose of the organization is to encourage a coalition among Utica College students who are interested in the education field, thus increasing participation in academic issues relevant to education, and to develop a professional atmosphere by promoting interaction between students and faculty.

Therapeutic Recreation Society

The society is open to all therapeutic recreation majors and interested students.

The Society for Human Resource Management (SHRM), Utica College Student Chapter

The chapter is open to all students interested in the field of human resource management. The UC chapter is a student chapter of the national organization, which is made up of professional human resource managers. Members receive numerous publications from the national headquarters plus many other benefits and services. The UC chapter meets regularly throughout the year for workshops, discussions, and guest lectures given by experienced human resource managers.

Cultural Organizations

Africa in Motion (AIM)

AIM celebrates the rhythm and spirit of African and Latino music through dance, spiritual movement, singing, and poetry. AIM is an ensemble of both men and women who perform on the Utica College campus and in the surrounding area. All students are encouraged to join.

Angelic Voices of Unity (Utica College Gospel Choir)

The choir believes in maintaining a religious atmosphere through song. Students learn to sing together and take opportunities to perform on campus and in the community. The choir provides important exposure to the African-American gospel experience.

Asian Association

The association exists to increase awareness of Asian cultures. The group sponsors cultural and educational activities to foster greater understanding of Asian issues. Membership is open to the entire Utica College community.

Black Student Union (BSU)

The Black Student Union is an organization whose purpose is to promote awareness of the African American culture. The organization's function is to help establish diversity and unity throughout the Utica College Campus as well as the community. This will be done by holding both social and educational events. Everyone is welcome to join, no matter what race, religion, nationality or creed.

Brothers on a New Direction (B.O.N.D.)

B.O.N.D. is an organization of men of all races and nationalities organized to promote awareness and understanding of the cultures, traditions, and history of the African-American people.

F.L.A.M.E. (Full Liberation African Movement Ensemble)

This group introduces club members of all cultures and nationalities to the art of African dance. F.L.A.M.E. provides a social, cultural, and creative connection for its members to the African culture.

International Students Club

The International Club brings together, through social and educational activities, American and foreign students to enhance understanding between different cultures. The club also acts as a support group for newly arrived international students, helping them acclimate to college life. Membership is open to all students.

Italian-American Club

This club was created for the purpose of promoting Italian culture in both Utica College and the surrounding community.

Latin American Student Union

The union serves the interests of Latin American students and educates the College community about the Latin American experience. The LASU recruits Latin American students; sponsors speakers, movies, workshops, and cultural activities; and operates a tutoring program for Latin American students.

Utica College Band

The group is devoted to the rehearsal and performance of music for band and, as instrumentation permits, stage band. The group rehearses three hours per week and presents concerts for the campus community and public. (Academic credit may be received.)

West Indian Connection

The West Indian Connection provides the Utica College community with exposure to the traditions and customs of the various West Indian cultures through festivals, workshops, and other special events.

W.I.N.D. (Women in a New Direction)

This group aims to promote unity between male and female students on the Utica College campus by working together with B.O.N.D. as brothers and sisters.

Political/Social Consciousness Organizations

Circle K

Circle K was established on the UC campus in 1994. It is the Utica College student chapter of Kiwanis International. Circle K is involved in service projects on and off-campus.

College Republicans

This group furthers the intellectual interests of Republican students by providing a forum for the examination of topics of political concern.

People Respecting Intimacy and Diversity Everywhere (UC PRIDE)

The major goal of this group is to offer positive educational information to Utica College and its extended community in order to encourage wider knowledge and understanding of gay men, lesbians, bisexuals, and transgendered individuals. The group offers a confidential, informal atmosphere where students can meet other students like themselves, discuss matters of concern, develop and use a body of supportive resources, and socially interact. Currently, contact with the group can be made through the Office of Student Affairs.

VOX (Voices of Planned Parenthood)

This is a national program that serves to educate the College community about the threats to reproductive health and rights and mobilize the community in support of reproductive freedom. VOX is Latin for the word “voice” and the Utica College chapter of VOX organizes events to raise public awareness of reproductive rights,

educate the community about sexual health, support and work with local Planned Parenthood health centers, and mobilize advocates of reproductive freedom.

The Womyn's Activist Association

This is a student organization advocating the empowerment of all women. The group sponsors programs to educate the College community about women's issues. All interested students are invited to participate.

The Womyn's Resource Center

The Utica College Womyn's Resource Center was established during the 1990-91 academic year. Its recognized goal is the empowerment of all women through education, mutual support, and growth. The center is staffed by students and provides reading resources, referrals, networking opportunities, and programs addressing the wide range of issues women of all ages, races, religions, and lifestyles confront on a daily basis. The Womyn of Color group is also affiliated with the center, and deals primarily with issues related to the health and well being of women of color.

Young Democrats

This group promotes the ideals of the Democratic Party.

Recreational Clubs

Anime Club

The Anime Club was established to provide a forum for those students showing an interest in anime and manga. Members should be knowledgeable in and be able to discuss such topics.

Fencing Club

The club meets weekly and is made up of students, faculty, and staff. Foil, epee, and saber fencers are represented with skill levels ranging from novice to intermediate.

Outing Club

The club was formed by a group of students for the purpose of taking nature trips to the forests and lakes in the area. It is open to all students, faculty, and staff who enjoy the outdoors.

Paintball Club

This club is founded on the principles of harmless activity and sport. The purpose of the UC Paintball Club is to give people in the college community an opportunity to play a sport in which they may not have originally participated. The paintball club is open to all, regardless of skill level.

Running Club

This is an athletic organization formed to involve students and faculty in the appreciation of running. Members also provide technical assistance to those who need help and share knowledge with each other. The club creates activities to assist in these endeavors.

Utica College Ski Club

The club was established to unite the skiers of UC in a social and recreational organization. The club sponsors weekend ski trips and is open to all students.

Men's Water Polo Club Team

This club team was formed to give students the ability to participate in and play an aquatic sport during the fall semester. Goals are to promote good sportsmanship, build friendships, and allow for the enjoyment of the game. Interested women are encouraged to contact the club's advisor in Clark Athletic Center.

Yoga Club

The Yoga Club seeks to spread the knowledge and practices of Yoga and to reduce the risk of injury and pulled muscles for student athletes. All students are welcome to learn the art of increasing strength and flexibility that Yoga provides.

Cultural Activities

The Edith Langley Barrett Fine Arts Gallery

The art gallery, located in the Library Concourse, offers exhibits featuring original works of visual art in the areas of drawing, painting, printmaking, sculpture, ceramics, graphic design, mixed media, art photography, book arts, fiber arts, installation art, and ethnological/historical/cultural exhibits. The gallery serves individual artists and small professional artist groups within central New York, as well as Utica College students, visiting artists, and local school students and teachers.

FILM@UC

This weekly film series – sometimes thematic, sometimes eclectic – challenges our assumptions about and enhances our appreciation of motion pictures. FILM@UC presents critically acclaimed independent, foreign language, experimental, and classic films throughout the semester, and regularly features distinguished filmmakers discussing and showing their work. Events take place in Macfarlane Auditorium and are free of charge. Students, faculty, staff, and the public are welcome to attend.

Harry F. and Mary Ruth Jackson Lunch Hour Series

The series presents a series of musical and literary programs each semester. Performances are given in the Library Concourse. All programs are free of charge and are open to students, faculty, staff, and the public.

Micro-Art Gallery

The gallery provides members of the College community with an opportunity to exhibit original works of art, works in progress, or part of their art collection. Located in the Strebel Student Center next to the UC Bookstore, the gallery serves to encourage first-time exhibitors, non-professionals, and students willing to display their artistic efforts. The gallery is also used to promote upcoming events and the activities of Utica College clubs and organizations.

Theatre Activities

The UC theatre department presents one major production each semester. All full-time students are eligible to participate in the theatre activities, which include acting, costume, make-up, set construction, painting, and lighting. (Academic credit may be received.)

Athletic Activities and Facilities

Intercollegiate Athletics

The College sponsors men's varsity teams in basketball, baseball, football, ice hockey, lacrosse, soccer, swimming and diving, tennis, and cross-country. Women's varsity teams compete in basketball, cross-country, field hockey, ice hockey, lacrosse, soccer, softball, swimming and diving, tennis, volleyball, and water polo. Varsity golf is open to both men and women.

Utica College is a member of the Empire 8 athletic conference. UC teams also compete against regional non-conference opponents as scheduling allows. UC is a member of Division III of the National Collegiate Athletic Association (NCAA), the Eastern College Athletic Conference (ECAC), and the New York State Women's Collegiate Athletic Association (NYSWCAA), all of which provide postseason tournament opportunities for teams that qualify.

Intramural and Club Sports

The intramural sports program is an integral part of the total educational environment. Intramural participation is an excellent way to become involved and relax from the stress of the academic schedule. The College offers intramural programs in a number of sports; the most popular are: basketball, floor hockey, softball, racquetball, volleyball, beach volleyball, 8 ball pool, indoor soccer, and wiffleball.

Participants in club sports compete in a limited intercollegiate schedule. Currently the College offers club programs in cheerleading, fencing, karate, waterpolo, and dance team.

Facilities

All indoor and outdoor recreational facilities are available to all students throughout the academic year.

Indoor facilities in the Harold T. Clark Jr. Athletic Center include:

- A large gymnasium with two full-length basketball courts and a main court
- A 25-yard by 25-meter swimming pool
- A multipurpose/conference room
- Saunas in the men's and women's locker rooms
- A fully equipped weight and fitness room, racquetball courts, and an aerobic room for modern dance, and exercise

Outdoor facilities include:

- Tennis courts and a sand volleyball court
- Fields for soccer, lacrosse, flag football, and volleyball
- Softball and baseball diamonds
- A multipurpose stadium with artificial turf

Selected facilities can be reserved for use by a group or an organization. To make a reservation, contact the director of athletics and physical education in the Clark Athletic Center. Hours for gym facilities are Monday through Friday from 7 a.m. to 11 p.m., and Saturday and Sunday from 10 a.m. to 10 p.m., unless classes, events, or team practices are scheduled. The pool is open Monday through Friday from noon to 3:30 p.m., Tuesday, Wednesday, and Thursday from 7 to 9 p.m., and on alternate Saturdays and Sundays from 1 to 4 p.m., unless it is reserved for other activities. Pool hours may vary for holidays and athletic events.

Gym lockers are available to all students on a space-available basis for the entire academic year. A \$5 deposit is required for each locker assignment. The student will receive a College lock to place on the locker and a towel for personal use. The towel must be returned each time to receive a clean towel. To obtain a locker assignment, go to the cage located downstairs in the Clark Athletic Center.

Campus Events

Utica College sponsors a variety of social, cultural, and recreational programs and events on campus throughout the academic year. Because of Utica College's culturally diverse population, activities reflecting that diversity and creating an opportunity to share varied experiences are encouraged and strongly supported. Our goal is to provide an environment where differences are valued. Events include major social weekends, the annual Kwanzaa celebration, the Holiday Dinner, and Womyn's Herstory Month programming. Many activities and events also are sponsored by fraternities, sororities, and clubs.

Edith Langley Barrett Art Gallery

Gallery Director 792-5292

Docent's Desk 223-2554

Located in the Library Concourse, the gallery is the site of many art shows throughout the year. The mission of the Gallery is to exhibit original works of visual arts within the framework of the educational goals of the College. While the Gallery's primary focus is individual artists and small groups of professional artists in the Central New York region, exhibits of national and international artists also add to understanding art and cultural diversity. The Gallery is open Monday through Friday from 1:00 p.m. - 6:00 p.m. when courses are in session. For a listing of events, refer to the Cultural Events Calendar, which is published by the Office of Marketing and Communications, or the Utica College website.

Athletics

The College pool, gym, and tennis and racquetball courts offer a full range of athletic activities every weekend during the academic year. See the "Athletics Activities and Facilities" listing in the "Student Activities and Organizations" section of this handbook for information.

College Traditions

A listing of College Traditions is available on the College's website at www.utica.edu/student/media/traditionsproject2006.pdf

Where To Go For Information

Office of Student Activities

Room 103, Strebel
Student Center
792-3037

Student Services Center

Room 109, Strebel
Student Center

Activities Bulletin Board

Located just outside the
Office of Student
Activities

Office of Marketing and Communications

Champlin House
792-3047

The *Daysheet*, printed
Monday through Friday by
the Office of Student
Activities and available on
the Utica College Web site

The department or organization sponsoring the event

Film Series

For information regarding this series, see the “Film@UC” listing in the “Cultural Activities” section of the handbook. There is no admission charge, and the public is cordially invited.

Lectures and Seminars

Asa Gray Biological Society Seminar Series

Tom McCarthy, Coordinator

792-2510

This free lecture gives students an opportunity to participate in discussions of a biological nature. Sponsored by the Asa Gray Biological Society, the seminars are open to the College community and the general public.

Distinguished Visiting Lecturers Series

This series focuses on a general topic and each lecturer speaks on his or her area of expertise as it relates to the topic. Each division coordinates lectures for the series.

Geotalk

Alicja Rieger, Coordinator

792-3721

The Geotalk series is designed to foster an awareness of the world, its lands, and its people by sharing information on the geographical aspects of various countries including cultures and terrain.

Nexus

Sharon L. Khanfoush, Coordinator

792-3124

This seminar series provides an opportunity for UC faculty to discuss their research and scholarly pursuits. Faculty, students, and community members come together to explore new findings and viewpoints.

Music and Readings

Entertainment by local rock, blues, jazz, and folk performers is often provided in the Strebel Student Center on Friday afternoons and at other times during the year. Musical presentations are given by the UC Band and visiting artists. At least one major concert is sponsored by UC each year.

Harry F. and Mary Ruth Jackson Lunch Hour Series

Louis Angelini, Coordinator of Musical Programs

792-3172

Diana Matza, Coordinator of Literature and Drama

792-3259

Sponsored by Utica College’s Social Cultural Committee, this hour of poetry read-

ings, musical programs, and dramatic performances is held each Wednesday at 12:30 p.m. in the Library Concourse. This series is free and open to the public. Audience members are invited to bring bag lunches, or they can purchase refreshments available during the performances.

Utica College Band

Mike Dimeo, Director

792-3154

The Utica College Band rehearses for three hours per week and presents concerts for the campus community and the public.

Special Events

The College hosts an array of special events including Homecoming/Parent Weekend, Holiday Dinner, Convocation, and Commencement.

Theatre

Marijean Levering, Coordinator of Performing and Fine Arts

792-3234

Theatrical performances are held throughout the academic year during the evenings in Strebel Auditorium. One major play is performed each semester.

Utica and the Mohawk Valley

Utica and the Mohawk Valley have a good deal to offer UC students. The area features a variety of social, cultural, historical, natural, and recreational attractions. A number of shopping centers and malls are located throughout the Utica area. Utica also has a variety of restaurants offering a wide range of ethnic foods and taste experiences well worth exploring. There are many hotels and motels in the area for the convenience of visiting family and friends, as well as bus, train, airline, and travel services to get students to and from their destinations.

Area Colleges

Colleges and universities are great places to start when you're looking for something to do. From lectures to concerts, art exhibits to athletic events, there's an abundance of things going on, and best of all they're usually free.

Utica

SUNYIT at Utica-Rome; 792-7100

Mohawk Valley Community College; 792-5400

Pratt at Munson-Williams-Proctor Arts Institute School of Art; 797-8260

Utica School of Commerce; 733-2300

Syracuse

Syracuse University; (315) 443-1870

Le Moyne College; (315) 445-4110

Central NY Area

Hamilton College (Clinton); (315) 859-4011

Herkimer County Community College; (315) 866-0300

Colgate University (Hamilton); (315) 824-1000

SUNY Morrisville; (315) 684-6000

Cazenovia College; (315) 655-8283

Interesting Places and Attractions

Historical and Cultural Attractions

Utica

Adirondack Scenic Railroad

Union Station, 321 Main Street, Utica; (315) 724-0700

The Children's Museum

311 Main Street; 724-6129

A fantasy land of educational play things and hands-on exhibits, games, and computers. Closed Mondays.

Hanna Park

1 Kennedy Plaza (next to City Hall); 792-0249

A variety of musical and cultural events are offered throughout the summer and in the fall. Free and open to the public.

The F.X. Matt Brewery

Court and Varick Street; 624-2434

From fermenting and aging through the bottling process, learn how the Matt family has been creating their alcoholic and non-alcoholic beverages for more than 100 years right here in the Mohawk Valley.

Munson-Williams-Proctor Arts Institute

310 Genesee Street; 797-0000

One of the finest art collections in the Northeast, internationally recognized. Includes 18th, 19th, and 20th century works of art and works by Picasso, Dali, Calder, Moore, Pollack, Burchfield, and others.

National Distance Running Hall of Fame

114 Genesee Street in Utica; 724-4525

Oneida County Historical Society

1608 Genesee Street; 735-3642

The Oneida County Historical Society has collected, preserved, and made accessible the past heritage of Oneida County and the upper Mohawk River Valley since 1876. Services include a research library and bookstore, museum exhibit area, and weekly programs.

Rome

Oriskany Battlefield

Route 69, east of Rome in Oriskany; 768-7224

National historic landmark, location of the 1777 battle termed the bloodiest of the Revolution.

Fort Stanwix National Monument

Junction of Routes 365, 49, and 46; 336-2090

Erie Canal Village

Routes 49 and 46; 337-3999

Central NY Area

www.cnyarts.com

Adirondack Museum

Take Route 12 north to Route 28, in Blue Mountain Lake; (518) 352-7311

Arnot Art Museum

235 Lake Street, via Church Street exit off Route 17, Elmira; (607) 734-3697

Restored 1880 picture gallery; permanent collections include: Flemish Masters Brueghel, Lorrain, and Sir Joshua Reynolds; French Academy painters Gerome, Breton, Courbet; 20th century artists Henri, Picasso; and local artists.

Kirkland Art Center

E. Park Row, Clinton; 853-8871

Cooperstown

One hour south of Utica. Take Route 8 south to Bridgewater, Route 20 west, then Route 80 south to Cooperstown. The home of the Baseball Hall of Fame and Fenimore House, which holds one of the nation's three great collections of American Folk Art.

Parks and Natural Attractions

Utica

T.R. Proctor Park and Roscoe Conkling Park

Culver Avenue, east of Utica

Utica Zoo

Steele Hill Road, off the Parkway; 738-0472

Rome

Lake Delta State Park

Take Route 49 to Route 46, north of Rome

Rome Fish Hatchery

Between Rome and Lake Delta State Park, take Route 49 to Route 46; 337-1390

Syracuse

Burnet Park and Zoo

S. Wilber Avenue; (315) 435-8516

Central NY Area

Howe Caverns

Take Route 8 south to Route 20 east, then Route 145 to Route 7, between Central Bridge and Cobleskill; (518) 296-8990

Geological wonder, 160-200 feet below surface. Tours, boat ride.

Sylvan Beach Amusement Park

Sylvan Beach; (315) 762-5212

Verona Beach State Park

Verona; (315) 762-4463

Performing Arts Centers and Facilities

Utica

Broadway Theatre League of Utica, Inc.

259 Genesee Street; 724-7196 (Season tickets are available to the College community through the Office of Student Activities.)

The Players of Utica, Inc.

505 Henry Street, Utica; for reservations and ticket information, 724-4000

Stanley Performing Arts Center

259 Genesee Street; 724-4000

Utica Memorial Auditorium

Oriskany Boulevard; 738-0164

Syracuse

Civic Center

411 Montgomery Street; (315) 425-2121

Landmark Theatre

362 Salina Street; (315) 475-7979

Onondaga County War Memorial

515 Montgomery Street; (315) 425-2660

Central NY Area

Saratoga Performing Arts Center (SPAC)

Route 90 east (Thruway) to exit 27, then Route 30 north to Route 29 east, in Saratoga Springs; (518) 587-3330

Shopping Centers and Malls

Utica

Consumer Square

Exit off Route 5 or 5A, New Hartford

Downtown

Genesee Street

Riverside Center

Take Route 5 east to Route 12 north, exit at shopping center sign; 797-8520

New Hartford Shopping Center

Exit off Route 5, New Hartford; 732-4171

The Orchards

One block south of Consumer Square

Sangertown Square

Exit off Route 5 or 5A, New Hartford; 797-8520

Rome

Mohawk Acres

Black River Boulevard

Freedom Mall

Erie Boulevard

West Gate Shopping Plaza

Erie Boulevard

Syracuse

Carousel Center

330 West Hiawatha Boulevard, Syracuse; (315) 466-7000

Fayetteville Mall

Route 5, Fayetteville; (315) 445-2272

Great Northern Mall

Route 31, Clay; (315) 622-4449

Shoppingtown Mall

Erie Boulevard, Dewitt; (315) 446-9160

Sports and Recreation Areas

Utica

Parkway Recreation Center

(Val Bialas); on the Parkway; 738-0327

Municipal Tennis Courts, on the Parkway; 738-0623

Valley View Golf Course, Valley View Road; 732-8755

Syracuse

New York State Fairgrounds

(315) 487-6422/7711

Home of the State Fair at the end of every summer. Site of motorcycle races, horse shows, concerts, etc. through the year.

Central NY Area

Turning Stone Casino and Resort

5218 Patrick Road, Verona, NY; (315) 361-7711

Take NYS Thruway to Exit 33

Vernon Downs Harness Racing Track

Route 5 to Vernon, (315) 475-3822

Old Forge

52 miles north of Utica, take Route 12 to Alder Creek, then north on Route 28. Mountains and streams, skiing, and boating; in the Adirondacks.

Transportation

Airlines/Airports

Albany International Airport

Take Route 90 (Thruway) east to I-87 north, exit 4, (518) 242-2200

Hancock International Airport

(Many major airlines); Syracuse, take Route 90 (Thruway) west to Interstate 81 north. (315) 454-4330

Bus Services

Adirondack Trailways; Union Station; 797-2550

Birnie Bus Service; Utica; 797-4933

Centro; corner of Leland and Wurz Avenues.; 797-1121

Greyhound Bus Lines; 321 Main Street; 735-4471

Utica-Rome Buslines; Kirkland Avenue, Clinton; 853-3902

Taxi/Limousine Services

Brognano Limousine Service; 5994 Judd Road, Oriskany; 736-9601

Courtesy Cab Co.; 1005 Thorn Street; Utica; 797-7272

White Star; 1000 Columbia Street; 733-4647

Yellow Cab Co.; 409 Lincoln Avenue; 735-8511

Train Service

Amtrak; 321 Main Street, Utica; 797-8962 or 1-800-872-7245

Lodging

A-1 Motel*

238 N. Genesee Street, Utica; 735-6698

Bed and Breakfast Stays

www.bedandbreakfast.com

Best Western Gateway Adirondack Inn*

175 N. Genesee Street; 732-4121 or 1-800-528-1234

Holiday Inn+

Burrstone Road & Business Park Drive; 797-2131 or 1-800-465-4329

Hotel Utica++

102 Lafayette Street; 724-7829

Motel 6*

150 N. Genesee Street; 797-8743

Ramada Inn+

Campion Road, New Hartford; 735-3392

The Radisson Utica Centre++

200 Genesee Street; 797-8010 or 1-800-333-3333

Red Roof Inn*

20 Weaver St.; 724-7128 or 1-800-THE-ROOF

Super 8 Motel*

309 N. Genesee Street, Utica; 797-0964

* Located near the Exit 31 of the New York State Thruway (Rt. 90).

+ Restaurant facilities on premises.

† Located downtown.

Where To Go For Information and Assistance

Absence from exam/class

- Contact the course instructor and notify Student Health Center and the Office of Student Affairs

Academic Advising

- Student's faculty adviser
(*Students who don't have an adviser should see the division dean*)
- Academic Support Services Center; Hubbard Hall, Room 109; x-3032

Academic Dishonesty

- Individual faculty member. See "Academic Dishonesty" in the College catalog
- Academic Support Services Center; Hubbard Hall; Room 109; x-3032

Academic Records

- Information available from individual faculty adviser
- Office of the Registrar; White Hall; Room 121A; x-3393

Activities

- Student Activities; Strebel, Room 103; x-3037

AIDS/HIV

- AIDS Community Resources, 1119 Elm Street, Utica, N.Y.; 793-0661
- UC Student Health Center; Strebel, 2nd Floor; x-3094

Billing/Fees

- Business Affairs Office (Cashier's window); White Hall; x-3224

Bus Service

- Centro; 797-1121 (*Bus schedules available in the Office of Student Activities in Strebel.*)
- Greyhound; Union Station, Main Street; 735-4471

Cable Service

- Adelphia Cable Premium Channel Service; 1-888-683-1000

Campus Information

- *Daysheet* – daily information regarding campus activities, events, and announcements. Located in boxes in Hubbard Hall, Gordon Science Center, and DePerno Hall; also available online.
- Office of Student Activities; Strebel, Room 103; x-3037
- WPNR-FM Radio Station (90.7); Strebel, Room 201; x-3066
- *The Tangerine*, Strebel, 2nd Floor; x-3065
- Student Service Center; Strebel, Room 109
- Office of Marketing and Communications; Champlin House; x-3047

Career Direction

- Career Services; Strebel, Room 206; x-3087

Changing Majors

- Division office

Check Cashing

- Utica College Bookstore; Strebel, 1st Floor; x-3193; Monday-Friday, 10 a.m. to 3 p.m. Will cash only Utica College student employment checks, no personal checks will be cashed.
- Cashier's window, White Hall; x-3224. Monday-Friday, 10:30 a.m. to 3:30 p.m. Personal checks cashed up to \$50.
- Local banks – see the Utica area Yellow Pages
- ATM's - Two ATM machines on campus, located 2nd floor of Strebel Student Center, opposite the entrance to the Dining Commons, and Hubbard Hall main entry vestibule.

Computer Facilities

- Computer Help Desk; Gannett Library, Room 378; x-3115
- Economic Crime Investigation (ECI) Lab; Frank E. Gannett Memorial Library, Lower Level, Room 361
- Dorothy M. Thurston Construction Management (CM) Lab; Frank E. Gannett Memorial Library, Lower Level, Room 360
- Microcomputer Lab, Frank E. Gannett Memorial Library, Lower Level, Room 371
- Public Relations/Journalism Lab; Frank E. Gannett Memorial Library, Lower Level, Room 350
- Writing Center; Hubbard Hall, Room 216
- Strebel Student Center Lab, Room 102
- Wireless Laptop Labs

Counseling

- Academic Support Services Center; Hubbard Hall, Room 109; x-3032. Academic and personal counseling
- Career Services; Strebel, Room 206; x-3087. Career-related and graduate study counseling
- Financial Aid Office; White Hall, Room 126; x-3179. Financial aid counseling
- Residence Life Office; North Hall, Room 149; x-3285. Difficulties with roommates or the residence hall environment

Disabilities, People with (*see also, Physical Disabilities, Facilities for People with*)

- Academic Support Services Center; Hubbard Hall; x-3032. Services include providing readers who tape material for courses, administering exams, and offering any extra tutoring

Discrimination Concerns

- Office of Human Resources, White Hall, Room 252; x-3276. Coordinator of the College's efforts to comply with Title IX and Education Amendments of 1972

Domestic/Relationship Violence

- Sexual Violence and Domestic Violence Services Hotline; 797-7740

Drop/Add a Course

- Office of the Registrar; White Hall, Room 121A; x-3393. Faculty adviser for signature

Emergencies

- Office of Campus Safety; Strebel, Room 207; x-3046, x-3046/x-611 for direct 24-hour communication with Office of Campus Safety
- Student Health Center; Strebel, Room 204; x-3094 When the center is not open, emergency care is provided by Faxton St. Luke's Healthcare across the street from campus, 624-6000
- Residence Life Office; North Hall, Room 149; x-3285; or RA or RD on call
- Utica Police; emergency calls, 735-3301
- New York State Police (Marcy barracks); 736-0121
- New Hartford Police (for Burrstone and Champlin); 724-7111
- New York Mills Police; 736-6623
- Utica Fire and Rescue; 724-5151
- New York Mills Fire and Rescue; 736-9026
- Kunkel Ambulance Service; 797-4111 24-hour emergency service 7 days a week
- Oneida County-wide Emergency – 911 Emergency Telephones outside residence halls and Strebel Student Center.

Financial Aid

- Financial Aid Office; White Hall, Room 126; x-3179 or toll free at (888) 458-8422; help with information, assistance, and planning

Gay and Lesbian Issues

- Academic Support Services Center; Hubbard Hall; x-3032
- UC Pride (gay-straight student alliance), Alane Varga, x-3100

Graduate Studies

- Career Services; Strebel, Room 206; x-3087
- Office of Graduate and Extended Studies, White Hall, Room 124; x-3244

Graduation Requirements

- Office of the Registrar; White Hall, Room 121A; x-3195
- Faculty adviser (assigned to student)

Greek Life

- Office of Student Activities; Strebel, Room 103; x-3037

Grievances (Academic)

- Academic Support Services Center; Hubbard Hall, Room 109; x-3032

Grievances (Non-academic)

- Office of Student Affairs; Strebel, Room 205; x-3100

Hazing Concerns

- Office of Student Activities; Strebel, Room 103; x-3037
- Office of Student Affairs; Strebel, Room 205; x-3100
- Academic Support Services Center; Hubbard Hall; x-3032. Provides confidential counseling for personal concerns.

Health Concerns

- Student Health Center; Strebel, Room 204; x-3094. Provides students with short term acute health care and offers other services including physician referrals and allergy injections.

Hotlines

- Eating Disorders; 24-hour hotline, 1-800-931-2237
- N.Y. State HIV/AIDS Hotline: 1-800-541-2437, Monday-Friday, 8:30 a.m. to 4:45 p.m.
- Crisis Services, 24-hour hotline, 734-3456
- Sexual Violence and Domestic Violence Services: 24-hour hotline, 797-7740

Housing

- Residence Life Office; North Hall, 1st Floor; x-3285. Information about on-campus and off-campus housing

ID Cards

- Student Activities Office; Strebel, Room 103; x-3037. Issues cards

Independent Study

- Contact the course instructor to make arrangements.

International Students' Concerns

- Office of International Programs; DePerno Hall, Room 420; x-3082

International Study/Study Abroad

- Office of International Programs; DePerno Hall, Room 420; x-3082
- Syracuse University's DIPA Office; (315) 443-3471. UC students can make arrangements to study abroad through SU's Division of International Programs Abroad (DIPA) Office

Intramural Sports

- Office of Athletics and Physical Education; Clark Athletic Center, 1st Floor; x-3281

Jobs, Student Employment

- Office of Student Employment; White Hall, 2nd Floor; x-3353
- Career Services; Strebel, Room 206; x-3087

Leadership Development

- Office of Student Affairs; Strebel, Room 205; x-3100
- Office of Student Activities, Strebel, Room 103, x-3037

Learning Disabilities

- Academic Support Services Center; Hubbard Hall, Room 109; x-3032. Services include providing readers who tape material for courses, administering exams, and offering any extra tutoring. If the possibility of a learning disability exists, referral for testing is provided so the student can receive appropriate assistance.

Lost and Found

- Office of Campus Safety; Strebel, Room 207; x-3046

Mediation

- Office of Student Affairs; Strebel, Room 205; x-3100.

Motor Vehicles

- Office of Campus Safety; Strebel, Room 207; x-3046. Provides vehicle registration stickers and enforces campus traffic regulations.

Paper Writing Assistance

- Writing Center; Hubbard Hall, Room 217; x-3258

Personal Concerns

- Academic Support Services Center; Hubbard Hall, Room 109; x-3032. Provides confidential counseling

Physical Disabilities, Facilities for People with (*see also, Disabilities, People with*)

- Kateri Henkel; Academic Support Services; Hubbard Hall, Room 109; x-3032. Coordinator of the College's efforts to comply with applicable laws and regulations. Parking areas for people with physical disabilities are located in front of White Hall and Strebel, on the side of the Library, and behind the Clark Athletic Center. Elevators are available in Strebel, Hubbard Hall, Gordon Science Center, and the Clark Athletic Center. Parking permits are available at the Campus Safety Office; Strebel, Room 207; x-3046

Post Office

- See the "Miscellaneous Services" section of this handbook

Psychological Services

- Academic Support Services Center; Hubbard Hall, Room 109; x-3032. Provides counseling and referrals

Religious Concerns/Activities

- Newman Center; x-3284. See the "Religious Life" listing under the "Student Services" section.

Scholarships

- Office of Financial Aid; White Hall, Room 126; x-3179. Refer to the College catalog under the "Scholarships, Grants, and Awards" section for a complete listing of all available scholarships

Sexual Assault

- Academic Support Services Center; Hubbard Hall, Room 109; x-3032. Provides counseling and referrals

- Sexual Violence and Domestic Violence Services; 24-hour hotline, 797-7740
- Office of Campus Safety; Strebel, Room 207; x-3046. 24-hour pager, dial 611 or x-3046 for direct communication with campus security
- Local Police: emergency calls, 735-3301

Student Organizations and Involvement

- Office of Student Affairs, Strebel, Room 205; x-3100
- Student Activities; Strebel, Room 103.; x-3037

Suicide Prevention

- Crisis Center: 24-hour hotline; 734-5456
- Academic Support Services Center; Hubbard Hall, Room 109; x-3032. Provides counseling and referrals

Summer Sessions

- Division of Graduate and Extended Studies; White Hall; x-3001 for information on UC Summer Sessions
- Academic Support Services Center; Hubbard Hall, Room 109; x-3032. Information on registering for Summer Sessions at other area colleges. Forms also available at Registrar's Office, White Hall

Telephone Service

- Billing and Repair; College Operator, x-3144

Test Anxiety/Preparation

- Academic Support Services Center; Hubbard Hall, Room 109; x-3032

Theatre

- See the "Theatre" listing under the "Campus Events" and "Student Activities & Organizations" sections

Traffic Regulations

- Office of Campus Safety; Strebel, Room 207; x-3046. See the "Campus Safety" listing under the "Student Services" section

Transcripts

- Registrars Office, White Hall, Room 121A; x-3393. \$5 fee for each transcript

Tutoring

- Academic Support Services Center; Hubbard Hall, Room 109; x-3032
- Math and Science Center; Hubbard Hall, Room 216; x-3258. Walk-in tutoring in math and science
- Writing Center; Hubbard Hall, Room, 216; x-3258. Walk-in English tutoring and paper writing assistance

Yearbook

- Yearbook Office; Strebel, Room 107; x-3039
- Office of Student Activities; Strebel, Room 103; x-3037

Policies, Rules, and Regulations

Student Rights and Responsibilities

Utica College is an academic community in which all persons – students, faculty, administration, and staff – share responsibility for its growth and continued welfare. As members of the College community, students can reasonably expect that the following rights will be respected by all College offices, programs, employees, and organizations. Utica College further encourages all members of the College community to endorse, support, and abide by the following statement of values which this community has deemed fundamental to its mission and integral to its growth.

1. Speech/Expressions/Press

Students have the right to express themselves freely on any subject provided they do so in a manner that does not violate the Code of Student Conduct. Students in turn have the responsibility to respect the rights of all members of the College to exercise these freedoms.

2. Non-Discrimination

Students have the right not to be discriminated against by any agent or organization of Utica College for reasons of age, color, disability, ethnic or national origin, gender, marital status, political or social affiliation, race, religion, sexual orientation, or veteran status. Students have the responsibility not to discriminate against others in their individual roles or as members of student organizations.

3. Assembly/Protest

Students have the right to assemble in an orderly manner and engage in peaceable protest, demonstration, and picketing which does not disrupt the functions of the College, threaten the health or safety of any person, or violate the Code of Student Conduct.

4. Religion/Association

Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice in College facilities designated for such purposes provided they do so in a manner that respects the rights of other members of the community and complies with the Code of Student Conduct. Students have the responsibility to respect the rights of other members of the College community to free exercise of their religious convictions and to free association with organizations of their choice.

5. Privacy/Search/Seizure

Students have the right of privacy and to be free from unreasonable searches or unlawful arrest on College property and within their campus residences. Students have the responsibility to respect the privacy of other members of the College community in their person and in their place of residence.

6. Academic Pursuits

Students have the right to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements, and

individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate academic requirements.

7. Quality Environment

Students have the right to expect a reasonably safe environment supportive of the College's mission and their own educational goals. Students have the responsibility to protect themselves, exercise reasonable behavior, and take precautions to avoid risk.

8. Governance/Participation

Students have the right to establish representative governmental bodies and to participate in College governance in accordance with the rules and regulations of the College. Students who accept representative roles in the governance of the College have the obligation to participate responsibly.

9. Fair Process

Students have the right to fair process before formal disciplinary sanctions are imposed by the College for violations of the Code of Student Conduct, as outlined in the Code of Conduct. Students have the right to written notice and the opportunity for a hearing before any change in status is incurred for disciplinary reasons unless a significant threat to persons or property exists.

10. Confidentiality

Students have the right to access and control access to their educational records as provided in the federal Family Educational Rights and Privacy Act, also known as the Buckley Amendment. These include the rights to view and challenge the content of specified records, to control the release of personal and academic information to third parties, and to suppress all or some information categorized as "directory information" by legislation.

Code of Student Conduct

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

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

1. Physical harm or threat of physical harm to any person or persons, including but not limited to: assault, sexual abuse, or other forms of personal abuse.
2. Harassment, whether physical or verbal, oral or written, including gestures or language, of any individual(s), directed but not limited to: color, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion, or sexual orientation, when such harassment is reasonably likely to provoke a breach of the peace or other violent reaction.

3. Conduct that threatens the mental health or physical health and safety of any person or persons, including but not limited to, hazing, drug and/or alcohol abuse, attempted abuse, attempted suicide, and other forms of self-destructive behavior.
4. Academic dishonesty, including but not limited to plagiarism and cheating.*
5. Academic misconduct, including but not limited to misuse of academic resources or facilities; misuse of software, data, equipment, or networks; or any act that hinders the academic process.*
6. Intentional disruption or obstruction of lawful activities of the College or its members, including the exercise of the right to assemble and to protest peacefully. This includes, but is not limited to unauthorized use of beepers, cell phones, headphones, or any other technological device when such use disrupts the academic process.
7. Theft of or damage to personal or institutional property or services and illegal possession or use of the same.
8. Forgery, alteration, fabrication, or misuse of College identification cards, records, diplomas, or other College-related documents and misrepresentation of any other kind to a College office or official.
9. Unauthorized entry, use, or occupation of College facilities that are locked, closed, or otherwise restricted as to use.
10. Disorderly conduct, which includes but is not limited to: public intoxication; lewd, indecent, or obscene behavior; gambling; and conduct that tends to degrade the College or its members.
11. Illegal purchase, use, possession, or distribution of alcohol, drugs, or controlled substances.
12. Failure to comply with the directives of College officials or contract personnel who are performing the duties of their office, especially as they are related to the maintenance of safety or security.
13. Possession and/or use of firearms, explosive devices, fireworks, dangerous, and/or illegal weapons or hazardous materials.
14. Interference with or misuse of fire alarms, fire prevention and detection equipment, elevators, or other safety and security equipment or programs.
15. Violation of any federal, state, or local law when the violation has a negative impact on the well-being of Utica College or its individual members.
16. Violation of College policies, rules, or regulations that are published in the student handbook, or other official College publications or agreements.

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

* Instances of academic dishonesty may be referred to the Academic Standards Committee by the Office of Student Affairs, and instances of academic misconduct may be referred by the Academic Standards Committee to the Office of Student Affairs for possible action through the student disciplinary process. Behavior by a student may result in both academic action and action through the

student disciplinary process. As these processes are separate, the decision rendered in one place will not determine the decision rendered in the other. Please refer to the College catalog for a complete description of the definition and procedures followed for cases involving academic dishonesty.

Student Disciplinary System and Penalties

Philosophy and Goals of the Student Disciplinary System

The Utica College student disciplinary system is intended to support the mission of the College through educating students about appropriate behavior and fostering a community where academic success can occur. In addition, we seek to inspire the development of future leaders and responsible citizens by engaging students in responsible and ethical decision-making.

Utica College strives, through its student disciplinary system, to fairly and equitably address behavior that has a negative impact on the members of the College community in order to:

- Foster a sense of community that allows every member to comfortably live, work, and study in an atmosphere of mutual respect;
- Protect the rights of all members of the College community;
- Hold students accountable and responsible for their actions;
- Provide a disciplinary process in which there is the opportunity for participants to experience personal growth and appreciation for the responsibilities of living in a community;
- Assist students in developing alternatives to inappropriate behavior.

Information about the Student Disciplinary Process

Once documentation is received by the Dean of Students Office that indicates that a possible violation of the Code of Student Conduct has occurred, an investigation ensues. If, on the basis of this investigation, formal charges are to be made in response to an alleged violation of the Code of Student Conduct, a written notice shall be forwarded to the student(s) involved which sets forth the specific violations.

Complainants and students accused of violating the College's Code of Student Conduct are assured of the opportunity to be heard in an impartial hearing, and in a timely manner (usually within 30 days). In addition, all parties have the right to present and respond to testimony and evidence, and to be advised by a member of the College faculty, staff, or student body. Names of individuals trained as advocates are available through the Dean of Students' Office; while any individual interested in doing so may volunteer to be an advocate, students serving as an advocate must be in good disciplinary standing (meaning they are not on any form of probation and any sanctions previously imposed have been fulfilled) and may not be integrally involved in the situation being adjudicated. Outside representation is not permitted at College hearings.

At all hearings, the administrative official, board, or committee shall convene in private session, and may examine witnesses and evidence to determine if a violation of the Code of Student Conduct occurred. If a student acknowledges responsibility for the violation or if a decision is reached that a violation has occurred, the administra-

tive official, board, or committee shall impose an appropriate sanction or sanctions. If the accused person fails to appear at the time and place set for the hearing of his/her case, the administrative official, board, or committee may hear evidence and proceed to a judgment in the absence of the accused.

Penalties for students and student organizations who violate the Code of Student Conduct include, but are not limited to, letters of warning, disciplinary probation, residential probation, social probation, restriction from certain College buildings or activities, performance of community service, financial restitution, relocation within the residence hall system, eviction from the College residence halls, suspension, and dismissal from the College.

It is important to note that disciplinary probation constitutes a change in status between good standing and suspension or expulsion from the College. The student or student organization is permitted to remain enrolled, or to “retain recognition” at the College, but under certain stated conditions depending upon the nature of the violation and upon the potential learning value that may derive from such restrictive measures. Residential probation indicates that a student's ability to continue to reside on campus may be in jeopardy. Students on social probation are ineligible to hold or run for elected or appointed positions in student organizations and may not travel on behalf of the College or represent the College in intercollegiate competition, either on or off campus.

In cases where students fail to comply with imposed penalties, the College has the right to impose additional sanctions, which may include but are not limited to a fine and/or restrictions on the student's ability to take action through the registrar's office in addition to the original sanction. Penalties involving suspension or dismissal are administered by the vice president for student affairs and dean of students and/or the associate dean of students.

Administrative officials, boards, or committees may hear appeals based upon the alleged assertion of innocence, application of a sanction which is inappropriate for the offense, introduction of new information that was not available at the time of the hearing that would have had a substantial impact on the outcome of the hearing, and/or evidence of violation of a student's fair process. The College Judicial Committee (CJC), the associate dean of students, the vice president for student affairs and dean of students, and/or the director of residence life may hear appeals dependent upon the original hearing venue and the choice of the student (in appeals of administrative decisions).

In cases of major infractions, the president of the College may be used as the final appeal only when violations (normally involving suspension or expulsion) of fair process are in question. The president of the College may schedule hearings at his/her discretion, but may decide a case based on a review of the documentation alone.

Pending a final judgment, the College reserves the right to exclude from the College property any student whose presence it regards as constituting a threat to the safety and welfare of any individual(s) including the excluded student.

The College may notify a parent or guardian, in consultation with the student and as permitted by law, if a student's disciplinary violation(s) appear to place a student at risk of a change in status with the College (i.e. eviction from the residence halls or

disciplinary suspension from the College) or if the student's well-being appears to be at risk. Such notification may occur at any point in the disciplinary process.

Questions about the Utica College student disciplinary process and procedures can be addressed in the Office of the Vice President for Student Affairs and Dean of Students.

Jurisdiction

The College has jurisdiction over all alleged violations of the Code of Student Conduct by any student(s) or student organization(s) that may be brought to its attention. Jurisdiction extends to alleged misconduct that takes place on College-owned or controlled property and alleged misconduct that takes place at any College-sponsored event. Jurisdiction may extend to alleged misconduct that has a significant impact on the educational mission and well-being of the College or well-being of a student or student organization that takes place at any location off campus.

College proceedings through the student disciplinary process are administrative in nature and are held independently of any criminal and/or civil proceedings that may be concurrently in process. The student disciplinary process is intended to enforce the Code of Student Conduct at Utica College although the conduct in question may be simultaneously in violation of federal, state, or local laws. The College may notify local and federal authorities as permitted by law when a serious violation of a criminal nature has occurred, but such notification will not modify the College's ability to adjudicate the alleged misconduct through its own procedures.

Utica College Alcohol Policy Statement

No alcoholic beverages may be sold, served, given away, or consumed on the UC campus or any property owned or in the care of UC, except as delineated in #1 and #5 below.

1. Occupants of campus residence halls who are 21 years of age or older will be allowed to consume alcoholic beverages in their rooms only. This is subject to further regulation by the director of residence life.
2. No funds derived from College fees may be used to purchase alcoholic beverages, nor will these funds be available to support any activity on or off campus where alcoholic beverages may be sold, served, or given away, except as delineated in #6 below.
3. The College alcohol policy applies equally to all UC students, employees, contract personnel, and guests during the time they are on campus or at campus-related events.
4. Violations of the alcohol policy may be referred to a hearing board or committee, a professional staff member in residence life, the associate dean of students, and/or the vice president for student affairs and dean of students. Penalties for such violations may range from a statement of concern/letter of warning to suspension/expulsion from UC.
5. The president of the College and/or the president's designee may, at his/her discretion, allow consumption of alcoholic beverages on UC property in accordance with the laws of New York.

6. Questions of interpretation of this policy statement may be addressed to the vice president for student affairs and dean of students.
7. In all circumstances, New York state law will apply.

Alcoholic Beverages in the Residence Halls

Resident students are allowed to have alcohol in their rooms with the following restrictions:

1. All state and local regulations apply to the consumption of alcohol in the residence halls. UC cannot condone the use or consumption of alcohol by students under the 21-year-old New York state drinking age. The amount of liquor allowed per student of legal drinking age is at the resident hall director's discretion.
2. Students of legal drinking age may consume alcoholic beverages only in the privacy of their rooms. No open containers of alcohol are allowed in public areas (hallways, lounges, residence hall lawns, etc.).
3. Neither beerballs nor kegs are allowed in the residence halls. Items which may encourage high consumption, such as funnels, beer-pong tables, etc., are not permitted in or outside of the residence halls.
4. Students living in the residence halls need to be especially responsible for their own behavior at all times. Intoxication, when it leads to destruction, injury, or unacceptable behavior, will not be tolerated.
5. Students who are of the 21-year-old drinking age will be held responsible, under New York state law, should they provide a minor with alcoholic beverages. UC cannot assume any additional liability, other than that which now exists, for the safety of residents. Students are expected to learn their limits, and accept responsibility for their behavior.

Policy on Alcohol at Athletic Events

Utica College sponsors an extensive athletic program with the intention of providing a healthful and beneficial educational experience for athletic participants, and a satisfying and spirited experience for spectators. Consistent with this philosophy, alcoholic beverages are not permitted at any College-sponsored athletic event.

Alcohol is generally not permitted on campus, except at organized events approved in advance by the president of the College or his/her designee. Accordingly, "tailgate" parties or other pre- or post-game social events where alcohol may be served are not permitted on campus, unless they are sponsored by the College or an approved campus organization and have received approval in advance. At such events, alcoholic beverages may be served, in accordance with state law, only by a licensed distributor.

Because of the close association between tailgating and alcohol, no informal tailgating or similar events will be permitted on College property.

College organizations wishing to sponsor a social event in connection with an athletic event should contact the vice president for student affairs and dean of students or, in the case of alumni groups, the vice president for institutional advancement.

Advertising Alcohol-Related Events

The Inter-Greek Council has adopted the following policy which governs the advertising of all events where alcohol is served. All individuals, clubs, and organizations which advertise on campus must adhere to the following guidelines:

1. Advertisements, flyers, banners, etc. for events where alcohol will be served may not list specific drink specials, prices, brand names, or contain language which can be construed as to encourage intoxication. Such advertisements may, of course, include the name of the establishment where the event is being held and may also note the fact that drink specials will be in effect.
2. Advertisements, flyers, banners, etc. for events where alcohol will be served must prominently display a message promoting safe driving practices, such as “Don’t Drink and Drive.” It is also recommended that such advertising contain a reminder that those who wish to consume alcoholic beverages must be 21 and be able to provide proof of age. The phrase “I.D. a must” or similar language is acceptable for this.
3. Advertisements, flyers, banners, etc., which do not conform to the above mentioned regulations will be removed from College property. Persons or organizations will be held accountable for the violation. Moreover, such advertisements in the residence halls must only be displayed on designated bulletin boards, and larger publicity items (e.g. banners) are limited to one per lobby.
4. It is expected that organizations advertising in campus buildings will be guided by common sense and good taste. The College reserves the right to remove advertising which can be construed as racist, sexist, or otherwise offensive to members of the College community. The Director of Student Activities will have the sole discretionary responsibility to make this decision.
5. Advertisements must comply with the Utica College Posting Policy, and are not to be placed on public doors, car windshields, or windows, or distributed door-to-door by any organizations or vendors. Any individual or organization found to have violated the policy will have all posters removed from all halls, classrooms, and administrative buildings. As a penalty for violating the policy, the individual or organization may lose the privilege of posting for a period of time determined by the Director of Student Activities. Repeated violations will result in more severe disciplinary action.

Health Risks Associated With Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. The three leading causes of death among young people (accidents, homicides, and suicide) are related to alcohol use. Alcohol is clearly linked to vandalism, fights, missed classes, poor grades, unplanned pregnancies, and acquaintance rape.

Driving While Intoxicated and Driving With Ability Impaired

Attempting to operate a motor vehicle while under the influence of alcoholic beverages or other drugs is an extremely dangerous practice which may result in injury or death. In addition, persons who operate a motor vehicle while under the influence of alcoholic beverages or other drugs are subject to arrest and conviction for Driving While Intoxicated (DWI) or Driving With Ability Impaired (DWAI). A person operating a motor vehicle with a blood alcohol level of 0.08% or more can be arrested and convicted of Driving While Intoxicated, a misdemeanor under New York state's Vehicle and Traffic Law. Sanctions include suspension of driving privileges for one year and a fine of from \$500 to \$1,000 and/or imprisonment for one year. Persons operating a motor vehicle with a blood alcohol level of 0.05% or more are subject to arrest and conviction for Driving With Ability Impaired, a violation. Persons found guilty of this offense will be fined \$350 to \$500 and their license suspended for 90 days; if under 21 years of age, their license will be suspended for six months. Persons operating a motor vehicle under the influence of drugs other than alcoholic beverages are subject to arrest for Driving With Ability Impaired by Drugs, a misdemeanor. Persons found guilty of this offense may have their license revoked for six months or driving privileges suspended, probation of up to three years, or imprisonment for one year.

In recent years, New York state has instituted a statewide program to deter "drunk driving," and police at all levels (state, county, and municipal) have stepped up their efforts in this area. The number of students arrested for these offenses has increased rather dramatically. The maxim, "Don't drink and drive," and the corollary, "Don't do drugs and drive," were never more true than they are today. Convictions under these statutes are serious matters, and fines, legal fees, and increased insurance premiums can be extraordinarily costly to the individual convicted. Further, conviction under a misdemeanor drug- or alcohol-related driving offense results in a criminal record which may have to be reported when seeking employment, applying to graduate programs, etc.

Multiple offenses may result in additional charges at the misdemeanor or felony level and penalties as defined in New York State penal law.

Criminal Sanctions for Unlawful Use and Distribution of Alcohol in New York State

The use of alcoholic beverages is subject to the New York Alcoholic Beverage Control Law and certain provisions of the New York state Penal Law. It is important to understand these laws clearly, as they pertain to the possession, sale, or serving of alcoholic beverages.

1. It is illegal for individuals under the age of 21 to possess alcoholic beverages. Underage drinkers are subject to a \$50 fine.
2. An underage drinker who uses fraudulent identification is guilty of a violation punishable by a fine of up to \$100 and community service of 30 hours. If the fraudulent identification is a New York state driver's license, the revocation of the license will be added to the above penalty.
3. No person may sell, deliver, or give any alcoholic beverage to a person under the age of 21. (The law does not apply to the parent of a minor.) Individuals violating this law are guilty of a Class B Misdemeanor, and may be subject to a fine not exceeding \$500 and a term of imprisonment not to exceed three months.
4. A person who misrepresents the age of a person under 21 for the purpose of inducing the sale of alcohol to the "underage" person is guilty of an offense and is subject to a fine of not more than \$200 and imprisonment not to exceed five days, or both.
5. Any person who shall be injured in person, property, means of support, or otherwise by any intoxicated person, or by reason of the intoxication of any person, shall have right of action against any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor to such intoxication; and in any such action such person shall have the right to recover actual damages.
6. Any person who shall be injured in person, property, means of support, or otherwise by reason of intoxication or impairment of any person under the age of 21 years shall have a right of action against any person who knowingly causes such intoxication or impairment by unlawfully furnishing to or assisting in procuring alcohol for such a person with knowledge or cause to believe that such person was under the age of 21 years.

Utica College Drug Policy Statement

Utica College prohibits the unlawful possession, use, or distribution of illicit drugs by students, employees, and guests on its property or as part of any of its activities.

Criminal Sanctions for Unlawful Use and Distribution of Drugs in New York State

Marijuana

Article 221 of the Penal Law of the State of New York is a special section of the law dealing with offenses involving marijuana. In total, there are 12 subsections which deal with the definition, possession, and sale of marijuana. Possession of marijuana in any amount is illegal. Sale of marijuana will at minimum be considered a misdemeanor and at maximum will be considered a Class C felony, carrying with it a

minimum jail sentence from five to 15 years. Keep in mind that being convicted under these statutes results in a permanent criminal record which may have a serious impact on a person's future educational or professional plans.

Controlled Substances

Section 220 of the Penal Law defines those drugs considered "Controlled Substances," including narcotic drugs, narcotic preparations, hallucinogens (LSD, "hallucinogenic mushrooms," etc.), stimulants, depressants, and concentrated forms of cannabis. Individual statutes deal with the criminal possession or sale of these substances and are categorized as misdemeanors or felonies depending on the specific substance, the amount of the substance in question, or the circumstances surrounding the possession or sale of the substance. Possession or sale (or possession with intent to sell) of even a very small amount of some substances is considered a felonious offense and may result in a lengthy jail sentence. In fact, with the exception of "Criminal Possession of a Controlled Substance in the Seventh Degree," which is considered a misdemeanor, all other statutes in Section 220 of the Penal Law are felonies. In New York state, felonies are ranked from Category A-I, the most serious, to Category E, the least serious. First offenders convicted of a Category A-I felony are subject to a minimum sentence of from 15-25 years and a maximum of life imprisonment. At the other end of the scale, for a first offender, Category E felony convictions carry with them a jail sentence of from one to three years, with a maximum of three to four years. First degree criminal sale or possession of controlled substances is placed in the same category as first degree arson, first degree kidnapping, or first or second degree murder.

Summary

Possession or sale of controlled substances, including marijuana, is considered a serious offense in the State of New York and can result in stiff fines and/or lengthy jail sentences. Similarly, violations of New York state law concerning purchase, possession, and distribution of alcoholic beverages can result in fines, imprisonment, and/or other penalties.

Because laws differ significantly from state to state, it is important that members of the Utica College community understand applicable laws and govern their behavior accordingly. There is, unfortunately, a great deal of misinformation that has grown up surrounding the possession, use, and/or sale of certain drugs, and more than one person has been surprised when he or she has found that the penalties were so severe.

College Disciplinary Sanctions for Violations of Drug and Alcohol Regulations

Students and employees who violate the College's standards of conduct pertaining to illegal drug and alcohol use will be subject to disciplinary sanctions. For students, these sanctions may include mandatory completion of a counseling or rehabilitation program, social or disciplinary probation, restriction from certain College buildings or activities, eviction from College residence halls, or, for serious or repeated offenses, suspension or expulsion from the College.

Employees engaged in such prohibited conduct will be subject to disciplinary sanctions up to and including termination of employment. The College reserves the right to require employees who engage in prohibited conduct to participate in and successfully complete a drug abuse assistance or rehabilitation program. Refusal to participate in, or failure to complete, such a program may itself be grounds for disciplinary action.

In the case of any student or employee, the College reserves the right to refer illegal activities to appropriate civil authorities for prosecution.

Substance Abuse Prevention Program

Utica College makes available to all students and employees of the College a substance abuse prevention program consisting of educational programs, counseling, and referral to off-campus agencies.

During the academic year, the Division of Student Affairs sponsors workshops, seminars, and other sessions designed to educate the campus on the topic of drug and alcohol abuse. Often, these sessions are offered in conjunction with the Oneida County Drug Abuse Treatment Program, popularly known as Insight House.

The College, through its Academic Support Services Center, offers confidential professional counseling services to any member of the academic community who wishes to discuss problems related to drug or alcohol abuse. In addition, residence hall personnel may refer students with obvious drug or alcohol related problems to the **Academic Support Services Center** for counseling.

Although members of the College community are encouraged to use counseling services on campus, the College realizes that some may feel more comfortable discussing sensitive matters with an off-campus agency. In addition to services and referrals offered through the Academic Support Services Center and Student Health Center, the following services and sources of information are available in the surrounding community:

- Alcoholics Anonymous, 732-6880
- Alcohol Crisis Center, 735-1116
- Mohawk Valley Council on Alcoholism and Addictions, 768-1361
- Center for Addiction Recovery 853-7111
- Community Recovery Center 334-4701
- Insight House Chemical Dependency Services, 724-5168

The following are toll-free information and referral services:

- NY State Council on Alcoholism Information Line, 1-800-252-2557
- Cocaine Hotline, 1-800-COCAINE
- Drug Abuse Information Line, 1-800-522-5353
- National Institute on Drug Abuse, 1-800-662-HELP
- Parent Resource Institute for Drug Education (PRIDE), 1-800-241-7946

Questions and concerns regarding the College's Drug Abuse Program should be addressed to the vice president for student affairs and dean of students.

College Smoking Policy

It is the policy of the College to achieve a smoke free environment in accordance with Public Health Law, Article 13E, Section 1399 paragraph 02a “Smoking shall not be permitted and no person shall smoke in any indoor area open to the public in all public and private schools including elementary and secondary schools, colleges, universities and other education and vocational institutions.” As we learn more about the harmful effects of involuntary smoking, the public interest in non-smoking rules grows. There has been an increasing amount of new legislation on tobacco products and their use.

The following guidelines are to be used in implementing the College’s smoking policy: In keeping with this law, smoking is prohibited in all indoor areas that are open to the public. Such areas include but are not limited to: classrooms, computing facilities, laboratories, seminar and conference rooms, auditoriums, athletics facilities, restrooms, elevators, food preparation and consumption areas, foyers, all lounges. In addition, no smoking is permitted in any residence hall or any student, faculty, or staff office. Smoking is permitted in designated areas outside most buildings.

Signs indicating areas where smoking is permitted or prohibited will be installed on the campus, but implementation of this policy will not be dependent upon such installation.

The policy requires the mutual cooperation of smokers and nonsmokers for its success. It is the responsibility of all members of the College community to observe the College’s smoking policy. Supervisors are responsible for communicating this policy and implementing its guidelines. A complaint, concern, or dispute regarding the policy should be promptly referred to a supervisor or the Office of the Vice President for Student Affairs and Dean of Students.

Additional Policies Regarding Programming and Events

In addition to policies cited and reviewed throughout this handbook, the following policies may have implications for organizations and individuals as they plan and advertise programs on the Utica College campus. Students or student groups are urged to consult these policies before proceeding with their plans. Those policies are:

1. Utica College Posting Policy
2. Utica College Solicitation Policy
3. Utica College Credit Card Marketing Policy
4. Policy on Political Activity on the Utica College Campus

The specifics of these policies can be found in the Student Organization Handbook or by contacting the Office of Student Activities and/or the Office of Student Affairs.

Rules and Regulations for Campus Parties that Require Campus Safety

There are specific rules and regulations in place intended for any campus event hosted by a student organization in which there is a reasonable expectation that a large number of non-Utica College students will be in attendance. Such regulations include planning with, and the approval of, your adviser, the director of student activities, and the director of campus safety. If you or your organization is planning on hosting one of these events, go to the Office of Student Activities, obtain the Large Event Request Form, and consult with the director of student activities for specific information regarding requirements you must meet prior to your party taking place.

Campus Safety

In November 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act was signed into law. The law requires each institution receiving Title IV student aid assistance to set forth its policies on crime prevention issues and to give statistics on the number of specific crimes that have occurred on campus and the number of arrests or persons referred for campus disciplinary action for various violations.

In compliance with the law, the Office of Campus Safety annually publishes and distributes to the campus community a safety awareness brochure that contains these campus safety policies and resources as well as the statistics on campus crime. To view a copy of this publication, visit the Campus Safety segment of the Utica College Web site at www.utica.edu.

Additionally, upon request, the Advisory Committee on Campus Safety will provide all campus crime statistics as reported to the United States Department of Education. The College contact authorized to provide these statistics for Utica College is the vice president for student affairs and dean of students, who can be reached at (315) 792-3100. Any person requesting campus crime statistics will be provided a hard copy, by mail, of information required under 20 USC §1092 (f) within 10 days of the request. The United States Department of Education's Web site address for the campus crime statistics is <http://www.ope.ed.gov/security>.

UC's crime prevention policies are outlined below. Please keep in mind that your safety and the security of your property are our highest priority. While the Office of Campus Safety is dedicated to making Utica College the safest place possible, each of us must assume responsibility for our own personal protection.

1. **Any student, faculty member, or employee can report a crime or other emergency by dialing College extension 3046 or 611.** This will put callers in direct communication with the Office of Campus Safety and the College's safety officers on patrol (through their hand-held radios). A crime can be reported 24 hours a day every day. The Office of Campus Safety will respond to and investigate all reports of crimes and then will notify the proper police agencies in accordance with mandated reporting procedures.
2. **Except for residence halls and Strebel Student Center, all campus buildings are locked at 10:15 p.m.** Persons needing access to these buildings after hours should

inform the Office of Campus Safety that they will be in the building, and for what length of time. Students requesting access to buildings after hours must obtain written permission from the faculty or staff member in charge. These buildings are checked regularly during closed hours by the safety officers on patrol.

Residence hall outer doors are locked 24 hours-a-day. Safety officers are stationed in most residence halls from 11 p.m. to 7 a.m. daily. In addition, most residences are staffed by full-time professional live-in resident directors who are on call each evening when students reside on campus. They each direct a full staff of trained student resident assistants who also are given on-call duties to supplement security coverage. As part of their regular duties, resident assistants are empowered by the College to enforce regulations, observe violations of law, and then report them accordingly. Visitors must register with personnel stationed at residence hall lobby desks. Off-campus guests must be escorted at all times by the residential student he or she is visiting. Exterior telephones are located at the front and back of each hall so visitors may contact residential students.

The Office of Campus Safety works closely with the Office of Environmental Health and Safety and the Office of Facilities Management staff with regard to potentially hazardous conditions which may create a safety hazard for the College community.

3. **Utica College contracts with Morris Protective Services to provide security coverage for the campus 24 hours a day, every day.** UC maintains a staff of 17 full-time and seven part-time contract safety officers. In addition, the College uses additional safety personnel for large functions or for those events where alcohol is served. College patrols are supplemented by local police who routinely patrol the campus. UC safety officers are expected to enforce College regulations as well as the laws of the State of New York. They are trained in general security procedures and are kept abreast of changes in College rules and New York state law through departmental directives and in-service trainings. Through security channels, they also are informed of any criminal activity in the surrounding community which may affect the safety of the UC community. The safety officers are not armed, but they are empowered by the College to detain for arrest and will file criminal complaints against any perpetrators. The director of campus safety maintains a close liaison with all local police agencies, and assists these agencies in investigations for both on-campus and off-campus offenses.
4. **All Safety Office personnel submit accurate reports of crimes to the director as they occur.** If not previously reported, the director informs the proper police agencies. All incident reports or crimes involving students or the residence halls are immediately reported to the dean of students. They are also immediately reported to the director of residence life if the student resides in the residence halls. Through statements in the *Student Handbook*, poster announcements, notices in the College's *Daysheet*, and articles in the student newspaper, the campus community is urged to promptly report crimes to the Office of Campus Safety and police.
5. **Security procedures and practices are published in the *Student Handbook*, which is updated every two years, and also in the *Utica College Employee Handbook*.** In addition, the Office of Campus Safety utilizes the campus media –

the radio station, newspaper, Web site, and *Daysheet* – to inform the College community of security matters. At least once each semester, bulletins, which are designed to provide awareness in security and safety matters, are distributed to the College community. When necessary, the office conducts meetings with employee or student groups to discuss specific safety concerns.

The Office of Campus Safety maintains a weekly incident activity report. This report tracks all incidents – ranging from alcohol violations and assault to speeding violations and theft – reported to the Office of Campus Safety.

These procedures are used in conjunction with programs sponsored by the Residence Life Office and the Academic Support Services Center. The staffs of these offices provide personal safety awareness, rape and date rape prevention, burglary prevention, and fire safety seminars to incoming and current students.

6. **Each crime that occurs on campus is filed and categorized for compilation reporting in accordance with the law.** The Office of Campus Safety keeps mandated records for reporting certain crimes in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These records are categorized and provided annually in the Campus Safety Information and Statistics Report. These detailed statistics are also available on the U.S. Department of Education crime statistics Web site at www.ope.ed.gov/security.
7. **The Office of Campus Safety maintains a close working relationship with all local police agencies.** As part of this working relationship, criminal activity occurring on campus is reported to these agencies. Through frequent contacts with police agencies, off-campus criminal activities and violations of penal law are monitored by the Office of Campus Safety.
8. **Campus Safety personnel enforce New York state law and campus regulations regarding underage possession and consumption of alcoholic beverages, illegal drugs, and weapons.** No alcoholic beverages are allowed in common areas of the College such as residence hall lounges and campus grounds. Students of legal drinking age may have alcoholic beverages in their residence hall rooms as long as possession and use are consistent with New York state law and College regulations.

Student organizations may request permission from the vice president for student affairs and dean of students to hold an event where alcohol is served. At all such approved events, sponsoring organizations must comply with New York state alcoholic beverage control laws. The frequency of these events is controlled by the Office of the Vice President for Student Affairs and Dean of Students.

Illegal drugs are not permitted on campus; possession and use of drugs may result in arrest and campus discipline. Possession of firearms or other dangerous weapons is not permitted on campus. It is a violation of New York state law to possess weapons in residence halls even if residents are licensed to possess such weapons.

Violations of the New York state alcoholic beverage laws and New York state drug laws may result in arrest and campus discipline.

Utica College makes available to all students and employees of the College a substance abuse prevention program consisting of educational programs, counseling,

and referral to off-campus agencies. For more information about such programs, see the “Drug and Alcohol Policy” section of the *Student Handbook*.

Hazing

Hazing is against New York State Law and is a violation of Utica College's Code of Student Conduct. Hazing of any type will not be tolerated. Hazing includes, but is not limited to, any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization.

Anyone accused of hazing will be subject to the disciplinary processes outlined in the *Student Handbook*. Any student found to violate the Code of Student Conduct is subject to implementation of any of the following: letter of warning, disciplinary probation, residential probation, social probation, restriction from certain College buildings or activities, performance of community service, financial restitution, eviction from the College residence halls, residential relocation, suspension, and/or dismissal from the College. Utica College organizations found to have authorized and/or condoned hazing may also be subject to losing their on-campus recognition and having their permission to operate on campus property revoked. Pending a final judgment, the College, through its vice president for student affairs and dean of students, or his or her designee, reserves the right to exclude from College property any student or organization whose presence it regards as a threat to the safety and welfare of any individual.

All members of the Utica College community are covered under this policy; however, resolution of charges may differ depending upon whether the individuals involved are students or employees of the College. Complaints against students will be processed through the Office of the Vice President for Student Affairs and Dean of Students for resolution within the College student disciplinary system.

Complaints against College employees will be forwarded to the Office of Human Resources for resolution within the appropriate College grievance procedure systems. Any visitor, licensee, or invitee to the campus who is involved in any type of hazing shall be immediately removed from the campus or College property and shall not be permitted to return to said campus or College property until further determination by Utica College.

All such penalties set forth above shall be in addition to any penalty pursuant to the New York State Penal Law or any other law to which a violator or organization may be subject.

Utica College's Policy on Hate Crimes

Utica College is committed to the maintenance of an environment that is supportive of its primary educational mission and free from exploitation and intimidation. The College will not tolerate actions of hatred based upon bias and prejudice of any type. Such acts include, but are not limited to, acts involving violence, intimidation, and destruction of property based upon bias and prejudice where victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation.

Utica College supports this policy for students, faculty and staff through its educational prevention programs and its counseling services. In an effort to address issues of bias-related crimes, the College makes lectures, films, and group discussions available regularly to students. The College also provides counseling services to students who wish to discuss these matters on an individual basis.

Any individual who believes she or he is a victim of hate or bias-related crimes is encouraged to notify the Residence Life Office (either 792-3285 or through the resident director on duty), the Office of Campus Safety (792-3046) or the Office of Student Affairs (792-3100). Students also have the option of notifying local law enforcement authorities and will be assisted in doing so.

Counseling and supportive services for victims of hate or bias-related crimes are available both on and off campus. The Academic Support Services Center is staffed by professional counselors who are trained in crisis counseling, who will also assist victims in seeking off-campus assistance and in contacting law enforcement authorities if desired. The Academic Support Services Center (792-3032) is open during the normal business hours of the College. However, counselors are available at any time for emergencies. To access College counselors when offices are closed, students may call either the Office of Campus Safety or the resident director on duty. All counseling contacts are held in confidence and seeking counseling will not result in an official report, disciplinary action, or criminal prosecution of the incident without the victim's permission.

Students who wish to discuss possible incidents of hate or bias-related crimes with counselors not connected with the College are encouraged to request referrals from the Academic Support Services Center or the Office of Campus Safety.

The College will make every effort to assist victims of hate or bias-related crimes as outlined above. In addition, the College will assist such students in adjusting their academic or living situation, if requested by the student and if such changes are reasonably available.

Acts based upon hatred, bias, and prejudice violate New York State Law and the Code of Student Conduct at Utica College. The Office of Campus Safety shall investigate all complaints and allegations of violations of applicable laws, ordinances, and regulations of hate crimes made by any student, employee, or invitee, or visitor to the campus or Utica College property, and will provide support for the external prosecution of the alleged offenders in the appropriate external judicial forums as permitted by and subject to the mandates of all applicable federal, state and local laws, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA).

Members of the College community found to be in violation of this policy are subject to the disciplinary processes outlined in the *Student Handbook*. Following a hearing and appeal if requested, a student who is found to have violated the College's Code of Student Conduct may receive penalties including, but not limited to, letters of warning, disciplinary probation, residential probation, social probation, restriction from certain College buildings or activities, residential relocation, eviction from College housing, or dismissal from the College. Pending a final judgment, the College, through its vice president for student affairs and dean of students, or his or her designee, reserves the right to exclude from College property any student

whose presence it regards as a threat to the safety and welfare of any individual.

All members of the Utica College community are covered under this policy; however, resolution of charges may differ depending upon whether the individuals involved are students or employees of the College. Complaints against students will be processed through the Office of the Vice President for Student Affairs and Dean of Students for resolution within the College disciplinary system. Complaints against College employees will be forwarded to the Office of Human Resources for resolution within the appropriate College grievance procedure systems.

New York State Laws and Penalties for Bias and Hate Crimes

Under the New York State Hate Crimes Act of 2000 (Penal Law §485 et al), when an individual commits a "specific offense" (as defined by statute) and intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception of the race, color, national origin, sexual orientation, ancestry, disability, gender, age, religion or religious practice of an individual, it is considered a hate crime punishable under applicable law. Section 485.05 defines the "specific offenses" subject to this law, which include, but are not limited to, certain acts of assault, menacing, reckless endangerment, manslaughter, murder, stalking, rape, criminal sexual acts, sexual abuse, aggravated sexual abuse, unlawful imprisonment, kidnapping, coercion, criminal trespass, burglary, criminal mischief, arson, petit larceny, grand larceny, bribery, harassment and any attempt or conspiracy to commit any of said offenses. The penalty for violation of said law shall be one category higher than the specific offense the defendant has committed or attempted to commit. (§485.10)

Utica College's Policy on Nonconsensual Sexual Activity

Utica College is committed to the maintenance of an environment that is supportive of its primary educational mission and free from exploitation and intimidation. The College will not tolerate rape, sexual assault, or other forms of nonconsensual sexual activity.

Utica College supports this policy for students, faculty, and staff through its educational prevention programs and its counseling services. In an effort to prevent incidents of nonconsensual sexual activity, the College conducts programs during new student orientation and throughout the year on issues related to topics such as rape, acquaintance rape, and other sex offenses. Lectures, films, and group discussions are offered regularly to students. The College also provides counseling services to students who wish to discuss these matters on an individual basis.

Utica College will enforce this policy through internal disciplinary procedures, safety programs, and the exploration of and support for external prosecution of alleged offenders through the appropriate external judicial forums. Violations of this policy shall include, but not be limited to, any form of nonconsensual sexual intercourse or sexual touching, committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim. Sexual inter-

course can involve anal, oral, or vaginal penetration. Also included in this policy is any actual or attempted nonconsensual sexual activity by a person(s) known or unknown to the victim, including, but not limited to sexual intercourse or sexual touching committed without physical force, coercion, threat, or intimidation, exhibitionism, or sexual threats.

Nonconsensual sexual activity shall include, but not be limited to, situations where the victim is unable to consent because he or she is physically helpless, is mentally incapacitated due to drug or alcohol consumption, or is unconscious, regardless of whether or not the consumption was with the victim's consent.

Victims of nonconsensual sexual activity are encouraged to notify the Residence Life Office (either 792-3285 or through the resident director on duty), the Office of Campus Safety (792-3046), or the Office of the Vice President for Student Affairs and Dean of Students (792-3100). Students also have the option of notifying local law enforcement authorities and will be assisted in doing so. The College urges any student who believes he or she is the victim of nonconsensual sexual activity to report it and to take steps to preserve such evidence as may be helpful in criminal or College judicial procedures.

Counseling and supportive services for victims of nonconsensual sexual activity are available both on and off campus. The Academic Support Services Center is staffed by professional counselors who are trained in crisis counseling and sexual assault issues. These counselors will also assist victims in obtaining medical care and in contacting law enforcement authorities, if desired. The Academic Support Services Center (792-3032) is open during the normal business hours of the College.

However, counselors are available at any time for emergencies. To access College counselors when offices are closed, students may call either the Office of Campus Safety or the resident director on duty. All counseling contacts are held in confidence and seeking counseling will not result in an official report, disciplinary action, or criminal prosecution of the incident without the victim's permission.

Students who wish to discuss issues of nonconsensual sexual activity with counselors not connected with the College are encouraged to call Oneida County's YWCA Sexual and Domestic Violence Services at 797-7740. The YWCA offers 24 hour per day crisis services, some short-term counseling, and assistance in dealing with medical and law enforcement authorities.

The College will make every effort to assist victims of nonconsensual sexual activity as outlined above. In addition, the College will assist such students in adjusting their academic or living situation, if requested by the student and if such changes are reasonably available.

Members of the College community found to be in violation of this policy are subject to the disciplinary processes outlined in the *Student Handbook* and modified in more detailed policy to be found in offices listed below. Following a disciplinary hearing and appeal, a student who is found to have violated the College's Code of Student Conduct may receive penalties including, but not limited to, letters of warning, disciplinary probation, restriction from certain College buildings or activities, eviction from College housing, or dismissal from the College. Pending a final judgment, the College, through its vice president for student affairs and dean of students or his or her designee reserves the right to exclude from College property any student whose presence it regards as a threat to the safety and welfare of any individual.

All members of the Utica College community are covered under this policy; however, resolution of charges may differ depending upon whether the individuals involved are students or employees of the College. Complaints against students will be processed through the Office of the Vice President for Student Affairs and Dean of Students for resolution within the College student disciplinary system. Disciplinary hearings are the responsibility of the dean of students and the associate dean of students. Hearings are conducted by the dean of students, the associate dean, or, on appeal, the College Judicial Committee. During such disciplinary hearings, both the complainant and the accused have the right to be assisted by a member of the College faculty, staff, or student body. In addition, both the complainant and the accused shall be informed of the outcome of any campus disciplinary proceedings where nonconsensual sexual activity is alleged. Complaints against College employees will be forwarded to the Office of Human Resources for resolution within the appropriate College grievance procedure systems.

This policy shall replace all other College policies relating to sexual abuse or sexual assault, and supplement those relating to harassment, which shall remain in effect. Any individual may seek clarification of this policy through the Office of the Vice President for Student Affairs and Dean of Students. All policies shall be applied consistently in such a manner as to effectuate their collective purposes and may be amended from time to time as deemed necessary or desirable by the College.

New York State Laws and Penalties for Sexual Offenses

The information provided here is designed to provide you with the applicable laws, ordinances and regulations concerning sexual offenses, as well as the corresponding penalties concerning commission of said offenses as required by New York State Education Law §6432. It is by no means legal advice. If you believe you have been a victim of a crime, you are urged to report said crime and seek help immediately.

Article 130 of the New York State Penal Code defines sex offenses under New York State Law. The applicable laws and the offenses include:

1. Sexual Misconduct: (Penal Law §130.20)

A person is guilty of sexual misconduct if he or she engages in sexual intercourse, oral sexual conduct or anal sexual conduct with another person without such person's consent, as defined by the penal code; or he or she engages in sexual conduct with an animal or dead human body. Sexual Misconduct is a Class A misdemeanor and the penalty for violation may include a fine, six (6) years probation and/or imprisonment for up to one (1) year.

2. Rape New York State Law defines three degrees of rape:

a. Third Degree Rape (§130.25):

- 1) an individual engages in sexual intercourse with another person who is not capable of consenting by reason of some factor other than being less than 17 years old;
- 2) an individual over the age of 21 engages in sexual intercourse with a person under 17; or

3) an individual engages in sexual intercourse with another person without that person's consent where lack of consent is not based upon inability to consent.

Rape in the Third Degree is a Class E felony and the penalty for violation may result in a sentence of probation of ten (10) years, a fine and/or imprisonment not to exceed four (4) years.

b. Second Degree Rape (§130.30)

1) an individual over the age of 18 engages in sexual intercourse with another person less than 15 years old. It shall be an affirmative defense if the defendant was less than four (4) years older than the victim at the time of the act.

2) an individual engages in sexual intercourse with another person who is unable to consent by reason of mental disability or mental incapacity.

Rape in the Second Degree is a Class D felony and the penalty for violation may result in a sentence of probation of ten (10) years, a fine and/or imprisonment not to exceed seven (7) years.

c. First Degree Rape (§130.35) An individual engages in sexual intercourse with another person:

1) by compelling another person to engage in such act by the use of physical force or a threat which places a person in fear of immediate death or physical injury to that person or someone else or a fear that the person or someone else will be kidnapped;

2) who is physically helpless as said person is unconscious or unable to communicate an unwillingness to an act;

3) is less than eleven (11) years old; or

4) is less than thirteen (13) years old and the individual actor is eighteen (18) years old or more.

Rape in the First Degree is a Class B felony and the penalty for violation may result in a sentence of probation of ten (10) years, a fine and/or imprisonment of up to twenty-five (25) years.

3. Criminal Sexual Act New York State Law defines three degrees of criminal sexual acts:

a. Criminal Sexual Act in the Third Degree (§130.40)

1. when an individual engages in anal or oral sexual conduct with an individual who is unable to consent because of some reason other than being younger than seventeen (17);

2. an individual over twenty-one (21) years old engages in anal or oral sexual conduct with a person younger than seventeen (17); or

3. an individual engages in anal or oral sexual conduct without that person's consent, other than by reason of incapacity to consent.

A Criminal Sexual Act in the Third Degree is a Class E felony and the penalty for violation may result in a sentence of probation of ten (10) years, a fine and/or imprisonment not to exceed four (4) years.

b. Criminal Sexual Act in the Second Degree (§130.45)

1) an individual over eighteen (18) engages in oral or anal sexual conduct with another person less than fifteen (15). It shall be an affirmative defense of the individual was less than four (4) years older than the victim.

2) an individual engages in oral or anal sexual conduct with a person unable to consent by reason of mental disability or mental incapacitation.

A Criminal Sexual Act in the Second Degree is a Class D felony, and penalty for violation may include a sentence of probation of ten (10) years, a fine and/or imprisonment not to exceed seven (7) years.

c. Criminal Sexual Act in the First Degree (§130.50) An individual engages in anal or oral sexual conduct with another person:

1) by compelling another person to engage in such act by the use of physical force or a threat which places a person in fear of immediate death or physical injury to that person or someone else or a fear that the person or someone else will be kidnapped;

2) who is physically helpless as said person is unconscious or unable to communicate an unwillingness to act;

3) is less than eleven (11) years old; or

4) is less than thirteen (13) years old and the individual actor is eighteen (18) years old or more.

Criminal Sexual Act in the First Degree is a Class B felony and the penalty for violation may include a sentence of probation of ten (10) years, a fine and/or imprisonment up to twenty-five (25) years.

4. Forcible Touching (§130.52) Occurs when an individual intentionally, and for no legitimate purpose, forcibly touches the sexual or other intimate parts of another person to degrade or abuse said person, or for the individual's own sexual gratification. Forcible touching includes, but is not limited to, squeezing, grabbing or pinching. Forcible Touching is a Class A misdemeanor and the penalty for violation may include a sentence of six (6) years probation, a fine and/or up to one (1) year imprisonment.

5. Sexual Abuse New York State Law defines three degrees of sexual abuse:

a. Sexual Abuse in the Third Degree (§130.55)

An individual subjects another person to touching of sexual or other intimate parts of either the actor or the victim's body for the purpose of sexual gratification. It can be direct touching or through clothing. An affirmative defense to this is if the lack of consent is based upon age (under 17) and the victim is more than fourteen and the defendant was less than five (5) years older. Sexual Abuse in the Third Degree is a Class B misdemeanor and the penalty for violation may include a sentence of probation of one (1) year, a fine and/or imprisonment not to exceed three (3) months.

b. Sexual Abuse in the Second Degree (§130.60)

An individual subjects another person to touching of sexual or other intimate parts of either the actor or the victim's body for the purpose of sexual gratification, and the victim is unable to consent for any reason other

than being less than 17, or the victim is in fact less than 14. Sexual Abuse in the Second Degree is a Class A misdemeanor and the penalty for violation may include a sentence of probation of six (6) years, a fine and/or imprisonment not to exceed one (1) year.

c. Sexual Abuse in the First Degree (§130.65) An individual subjects another person to touching of sexual or other intimate parts of the actor or the victim's body for the purpose of sexual gratification

1) by compelling another person to engage in such act by the use of physical force or a threat, which places a person in fear of immediate death or physical injury to that person or someone else or a fear that the person or someone else will be kidnapped.

2) if the other person is physically helpless as said person is unconscious or unable to communicate an unwillingness to act; or

3) is less than eleven (11) years old.

Sexual Abuse in the First Degree is a Class D felony and the penalty for violation may include probation of ten (10) years, a fine and/or imprisonment not to exceed seven (7) years.

6. Aggravated Sexual Abuse New York State Law defines four degrees of aggravated sexual abuse:

a. Aggravated Sexual Abuse in the Fourth Degree (§130.65-a)

An individual inserts a foreign object or finger in the vagina, urethra, penis or rectum of another who is incapable of consenting to said act (except lack of consent because individual is under 17). Aggravated Sexual Abuse in the Fourth Degree is a Class E felony and the penalty for violation may result in a sentence of probation of ten (10) years, a fine and/or imprisonment not to exceed four (4) years.

b. Aggravated Sexual Abuse in the Third Degree (§130.66)

1) an individual inserts a foreign object into the vagina, urethra, penis or rectum of another and

a) compels such person to do so by the use of physical force or a threat, which places a person in fear of immediate death or physical injury to that person or someone else or a fear that the person or someone else will be kidnapped.

b) the other person is physically helpless as said person is unconscious or unable to communicate an unwillingness to act; or

c) the other person is less than eleven (11) years old.

2) an individual inserts a foreign object into the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is unable to consent by reason of mental disability or incapacity.

Aggravated Sexual Abuse in the Third Degree is a Class D Felony and a violation is punishable by ten (10) years probation, a fine and/or imprisonment not to exceed seven (7) years.

c. Aggravated Sexual Abuse in the Second Degree An individual inserts

his/her finger into the vagina, urethra, penis or rectum of another person causing physical injury to said person and

- 1) compels said action by the use of physical force or a threat which places a person in fear of immediate death or physical injury to that person or someone else or a fear that the person or someone else will be kidnapped;
- 2) the other person is physically helpless as said person is unconscious or unable to communicate an unwillingness to act;
- 3) the other person is less than eleven (11) years old.

Aggravated Sexual Abuse in the Second Degree is a Class C felony and penalty for violation may include probation of ten (10) years, a fine and/or imprisonment not to exceed fifteen (15) years.

d. Aggravated Sexual Assault in the First Degree (§130.70) An individual inserts a foreign object into the vagina, urethra, penis or rectum of another person causing physical injury to said person and

- 1) compels said action by the use of physical force or a threat which places a person in fear of immediate death or physical injury to that person or someone else or a fear that the person or someone else will be kidnapped;
- 2) the other person is physically helpless as said person is unconscious or unable to communicate an unwillingness to act; or
- 3) the other person is less than eleven (11) years old.

Aggravated Sexual Abuse in the First Degree is a Class B felony and penalty for violation may result in ten (10) years probation, a fine and/or up to twenty-five (25) years imprisonment.

In addition, there are various crimes for repeated conduct in violation of these statutes over time including, but not limited to, aggravated sexual abuse (§130.66-130.68) and persistent sexual abuse (§130.53). The potential penalties may increase if there are repeat offenses (§60.00 and §70.00 et al).

Utica College's Policy on Sexual Harassment

Statement of Purpose

Utica College affirms the principle that its students, faculty, staff, and guests have a right to work, study and enjoy the society of the College community without being subjected to sexual harassment or sexual assault, including rape. The academic community depends on the integrity of its members to maintain an environment in which all may function free of intimidation. Sexual harassment subverts the mission and the work of the College, and will not be tolerated in any form or context at Utica College. All members of the College community have a responsibility to ensure that the College is free from all forms of sexual harassment.

This policy also reflects the College's commitment to educate, counsel, and train all of the members of the College community about the nature of sexual harassment, its impact on individuals and the College community as a whole, and the steps necessary to combat it.

Definition

Sexual harassment constitutes a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Elementary/Secondary Education Act of 1972, and state law. All forms of sexual harassment are prohibited, including the following: an unwelcome sexual advance, request for sexual favors, or other expressive, visual, or physical conduct of a sexual or gender-motivated nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a Utica College course, program, or activity; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment-related, educational, or other decision affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, educational performance, or status; or
4. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment.

Scope

This policy applies in all contexts and relationships at Utica College, whether a faculty/student, faculty/faculty, staff/student, student/student, worker/co-worker, or other relationship. While Utica College does not prohibit the development of consensual relationships between persons of unequal power (i.e., faculty/student, supervisor/supervisee, etc.), such relationships are considered ill-advised and are discouraged.

Procedure

Individuals who have been harassed or assaulted have recourse through the formal and informal grievance procedures of the College. Any employee may present a complaint without fear of reprisal. Individuals with a complaint regarding sexual harassment may have initial contact with the individual's supervisor, department head, division dean, or the director of human resources. Depending on the individuals involved, the vice president for academic affairs and dean of the faculty, the vice

president for student affairs and dean of students, or the associate dean of students may also be appropriate initial contact people. Supervisors, complainants, etc., may also wish to consult with Academic Support Services Center staff; if counseling support is desired, counselors are available through the Academic Support Services Center or the Employee Assistance Program. All serious and formal complaints must be taken to the Office of Human Resources or the Office of the Vice President for Student Affairs and Dean of Students, and complaints will be investigated in a prompt and confidential manner.

Violations of this policy are prohibited. Any member of the College community who violates this policy will be subject to action on the part of the College, which may range from informal problem resolution processes to formal grievance/disciplinary procedures, up to and including discharge.

Responsibility

It is the responsibility of the employee or student to notify any of the persons identified above. Once notified, it is the responsibility of the College to work with the complainant to take appropriate action and notify the complainant of the results of any formal intervention to the degree possible.

Resources/Questions

For any questions or additional information, please refer to the following resources:

- Orientation brochure on sexual harassment (Office of Human Resources)
- Sexual harassment procedural guide (in progress)
- Student Non-Consensual Sexual Activity Policy (in this handbook)
- Employee grievance procedures (Office of Human Resources)

Residence Hall Guidelines and Disciplinary Procedures

The following guidelines are necessary to assist with the safety, well-being, and overall administration of the residence halls. Each student is responsible for knowing and following the guidelines, and for complying with requests of staff members in their efforts to maintain a reasonable degree of order throughout the residence halls. Any changes that may occur in these guidelines will be clearly posted and/or distributed in student mailboxes.

While all students living in the residence halls have responsibility for the development of adequate community life for all, it is the special responsibility of the residence life staff to assist residents in maintaining order in the residence halls. Staff members represent the vice president for student affairs and dean of students in the residence hall, and their request for cooperation and compliance with policies should be taken seriously. Incidents of failure to cooperate with the residential life staff will be referred to the director of residence life and may ultimately be dealt with through the student disciplinary system. While the College wants to offer as much freedom as possible within the living centers, the College also must expect responsible participation on the part of all students. For further information, contact the Office of Student Affairs or the Residence Life Office.

Federal, State, and Local Laws

UC and its official representatives cannot condone conduct that is contrary to federal, state, or local laws or ordinances. Each student is expected to comply with regulations that apply to him or her as a citizen of the state of New York and the city of Utica. The Office of Campus Safety will cooperate with law enforcement agencies when appropriate in dealing with legal infractions.

NOTE: The regulations outlined in this section of the handbook are mandated by law or UC policy for the safety of all, and cooperation is essential.

General Regulations

Check In

When students arrive on campus the resident assistant will have previously inspected each room. To avoid being held responsible for previous damages, each student must complete a room condition report. Damages will be assessed at the end of each academic year or when the student moves out of the room to which he or she was assigned. Students will be billed accordingly.

Electrical Appliances

Because of the risk of overloading the circuits, too great a power drain, and fire hazards, certain electrical appliances are not permitted in the residence halls. These include but are not limited to, immersion heaters or other similar coil devices, toasters or toaster ovens, broilers, griddles, hot plates, electric frying pans, heating coils, space heaters, air conditioners, and sun lamps. In addition, in North Hall, South Hall, New Hall, Burrstone House, Bell Hall, and Tower Hall the following appliances are provided in the kitchen areas: a microwave, sink, stove, and an oven. Appliances that are permissible for use in all students' rooms include: radios, stereo equipment, televisions, VCRs, small refrigerators (no larger than 3.0 cubic feet), electric hair dryers, razors, coffee makers, popcorn poppers, irons, and hot pots. The Residence Life Office provides a "packing guide" of suggested items to bring to campus and a list of items to leave at home. The guide will be mailed with student housing forms prior to students' arrival on campus. If in doubt about an electrical appliance, check with the residence life staff.

Fire Regulations

All College residence halls are smoke-free. If students or visitors to the residence halls wish to smoke, they must do so **outside** at designated areas. All necessary precautions against fire are expected of each student.

Fire alarms and equipment (hoses, extinguishers, smoke detectors, sprinklers, etc.) are not to be used except in case of the emergency for which they were intended. Tampering with any safety devices or equipment is a serious offense. The failure of such equipment, if misused or damaged, becomes a threat to the safety of all. For further information, see the "Fire Equipment" listing in the "Campus Safety" section of this handbook.

Fire drills will be held at least once each semester and may be either announced or unannounced; all persons in the building at the time of the fire drill are required to participate by immediately vacating the premises by the nearest exit. Fire drill instructions will be provided early in the first semester.

Fire Safety

The best approach to fires is prevention. Check all your electrical appliances such as radios, TVs, stereos, computers, and lamps to see that cords are not frayed and that plugs are in good condition. Use multiple plug strips with a circuit breaker when decorating your room, suite, or apartment; be sure that posters, draperies, and other flammable items are not located over or near light fixtures and lamps. Posters, fishnets, and tapestries are not permitted on the ceiling or hanging in any door entrances. Candles, incense, and lofts are strictly forbidden for safety purposes.

Residence life staff members will review these regulations with you, and are responsible for their enforcement. Check all posted fire safety information on the back of your room door. When an alarm sounds, evacuate by way of the nearest exit.

You must leave the building, even if the alarm is determined to not be fire related. Failing to evacuate a building during a fire alarm is viewed as a very serious offense, as you needlessly risk endangering yourself and others. Students who choose not to evacuate face judicial action and sanctions ranging up to removal from housing and/or the College.

Additionally, the activation of false alarms is extremely serious. (The same is true of tampering with any other life safety equipment.) This inconveniences other residents and may pull the fire department away from actual emergencies. Students face judicial action for falsely activating an alarm, and may be removed from housing and/or the College. Students may also face the minimum penalty in New York state for activating a false alarm, which is a fine of up to \$1,000 and/or one year in prison.

Firearms and Weapons

Firearms, spring-loaded and air-propelled pistols, BB and pellet guns, and all other weapons are prohibited from residence halls and UC premises. New York state law prohibits any firearms on campus, under severe penalties. For more information, see the "Firearms and Dangerous Weapons" listing in the "Campus Safety" section of this handbook.

Firecrackers

Firecrackers, sparklers, fireworks, and other explosive materials cannot be used or kept in the residence halls or on UC property; in fact, such materials are illegal in New York state.

Gambling

Gambling of any kind is not permitted in the residence halls.

Hall Sports

Sports are not permitted in the residence halls. This includes, but is not limited to, the throwing of balls, tossing Frisbees, hackey-sac, rollerblading, and the use of squirt guns. Hall sports can damage facilities, activate fire alarms or sprinkler systems, and injure other residents.

Motor Vehicles

Automobiles belonging to students must be registered with the Office of Campus Safety within 48 hours of their arrival on campus. Resident students are required to use parking spaces designated for their use rather than other campus lots which are for the convenience of faculty, staff, commuting students, and visitors. For further

information, refer to the “Campus Safety” section of this handbook and/or the *Parking and Traffic Regulations* brochure published by the Office of Campus Safety.

Pets

Because of city and state health regulations, only small tanks with fish are allowed in the residence halls. No other pets are allowed.

Room Changes

Students must receive approval by their resident director or the director of residence life in order to change rooms. The Residence Life Office dictates specific times when room changes may be made. Students who change rooms without permission may be subject to disciplinary action.

Solicitors

No personal soliciting, door-to-door selling, or poll-taking is allowed on campus by members of the College community or by external individuals or organizations without the written permission of the Vice President for Financial Affairs and Treasurer. Exceptions are routinely made for course research projects, and student organizations and College groups may contact the Student Activities office to reserve a table in the Strebel Student Center or in Addison Miller White Hall. External groups and commercial vendors may reserve a table in the Strebel Student Center only, through the Student Activities office. No personal soliciting, door-to-door selling, or poll-taking is allowed in the residence halls by residents, other members of the College community or by external individuals or organizations. If a student is approached by a salesperson or solicitor, this should be reported immediately to a College staff member. The complete Solicitation Policy is available in the Club & Organization Manual or Office of Financial Affairs and Treasurer.

Social Regulations

Open Hall Policy

The College has determined that UC will have open halls. This means that students can have friends in their rooms at times of their choosing, as long as the rights of others are being respected. Through common courtesy, roommate(s) should be informed ahead of time, if possible, of anticipated visitors. Each student is responsible for his or her guest’s behavior, and any damages incurred will be billed to the student. All guests must be invited, signed in, and escorted at all times. Cohabitation between members of the opposite sex is not permitted in the residence halls. All overnight guests must be signed in at the front desk of the residence halls and cannot stay longer than a 72 hour period. Resident directors can limit the number of guests per room/apartment. Resident directors also have the right to restrict a guest (for up to 72 hours or until the Office of the Vice President for Student Affairs and Dean of Students can be notified) from visiting a certain room or hall. UC provides safety officers during the night in each building. This policy is under constant review by the director of residence life and the vice president for student affairs and dean of students.

Alcoholic Beverages

Resident students are allowed to have alcohol in their rooms with the following restrictions:

1. All state and local regulations apply to the consumption of alcohol in the residence halls. UC can not condone the use or consumption of alcohol by students under the 21-year-old New York state drinking age. Students who are 21 years old or more may possess a maximum of one case of beer per student. The amount of liquor allowed per student of legal drinking age is at the resident director's discretion.
2. Students of legal drinking age may consume alcoholic beverages in the privacy of their rooms or in the room(s) of students who are also 21 years of age. No open containers of alcohol are allowed in public areas (hallways, lounges, residence hall lawns, etc.).
3. Neither beerballs nor kegs are allowed in or outside of the residence halls.
4. Students living in the residence halls need to be especially responsible for their own behavior at all times. Intoxication and public drunkenness, especially when it leads to destruction, quiet hour violation, injury, or unacceptable behavior, will not be tolerated.
5. Students who are of the 21-year-old drinking age will be held responsible, under New York state law, should they provide a minor with alcoholic beverages. UC cannot assume any additional liability, other than that which now exists, for the safety of the residents. Students are expected to learn their limits and accept responsibility for their behavior.

For more information, see the "UC Alcohol Policy Statement" listing under the "Policies, Rules, and Regulations" section of this handbook.

Planning Events

The residence life staff plan a variety of programs based on the needs of their residents that they hope will be of interest and enjoyment to the students. The staff welcomes new ideas for events.

Quiet Hours

Every student living in the residence halls is here for one reason – to earn a degree in the field that he or she has chosen to study. In order to ensure adequate quiet for studying and sleeping purposes, UC has quiet hours as designated in the residence halls. However, 24-hour courtesy hours always are in effect. A student should not play radios, TVs, and/or talk at a level that will disturb others. At any time, including day time hours, if a student or staff member requests someone to lower the volume of any of the above mentioned, it is expected that the person do so. During finals, 24-hour quiet hours will be in effect.

Public Areas

Since students never know who is going to walk through the front doors and into the lobby, it is expected that students act in a way appropriate for UC students. Any conduct that is inappropriate may be reprovved by a staff member.

Maintenance of Property and Services*

Maintenance of College Property

Each student is responsible for the condition of his or her room and the furniture for the time that he or she lives there. At the beginning of the semester, each room will be inventoried by the resident assistant. Students are to indicate any damages that the room already has incurred. At the end of the student's occupancy, a staff member will inspect the room with the student. Students will be charged accordingly for any damages not listed on the inventory form. Failure to have a room form in UC files can result in the student(s) being charged for all damages in the room.

Maintenance of Common Areas

In addition to responsibility for their rooms, students share responsibility for areas used in common (e.g., lounges, bathrooms, hallways, etc.). UC will make every effort to keep these areas well-equipped, clean, and in repair. When it is determined that resident students have deliberately damaged these common areas, the resident director is authorized to collectively charge students for such damages.

Personal Property: Each student is responsible for respecting personal property of others; another student's personal possessions should not be borrowed without permission.

Public Area Furnishings

Furniture is provided for student use in the public areas (lobbies, study lounges, game rooms, etc.) for the use of all residents in the hall. Relocation of public area furnishings is prohibited and is considered to be theft.

Housekeeping

The care and cleaning of the rooms is the responsibility of the students. Cleaning supplies, brooms, dustmops, etc., may be borrowed upon request. Maintenance personnel will clean the hallways, common bathrooms, and public areas. However, students are requested to exercise care and consideration in maintaining these areas as they use the common facilities. Because of the type of building materials used, tape, nails, and tacks cause damage to wall surfaces. Such damage may be charged to the student.

Removal of Trash

Each room is furnished with a wastebasket. Students should empty their own wastebaskets into the centrally located pail on each floor. Large amounts of garbage should be placed directly in the outside hall dumpster. Students should not leave their wastebaskets outside their rooms. Recycling bins are located throughout the halls and should be used accordingly.

Repairs

Any repairs necessary to the building, the equipment, or the furnishings should be reported to the Residence Life Office or a resident assistant immediately. Repairs left unreported by students may be charged to those students.

* See also *Advertising Alcohol-Related Events and Posting Policy*

Campus Disruption

Utica College regulations on campus disruptions apply to students, faculty, administrators, and staff for the maintenance of public order on its owned and controlled property and at its sponsored events.

Pursuant to the requirements of the New York Educational Law SS6450 (Act 129a, 1969), the following rules, regulations, and enforcement procedures are adopted for the maintenance of public order on Utica College-owned or controlled premises.

1. Utica College is committed to the principle that freedom of discussion is essential to the search for truth and, consequently, welcomes and encourages the expression of dissent. Freedom of expression, however, ceases at that point at which its exercise infringes on the rights of either participants or non-participants. In order to preserve freedom of discussion and to protect the rights of all, the following conduct is prohibited:
 - a. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including the College's public service functions, or of other authorized activities on College-owned or controlled property or at a College-sponsored event.
 - b. Physical abuse or detention of any person on College property or at a College-sponsored event.
 - c. Illegal or unauthorized possession or use of firearms or other dangerous weapons or substances.
 - d. Damage or theft of College property or the property of any individual which is located on College-owned or controlled property, or at a College-sponsored event.
 - e. Interference with the free flow of pedestrian or vehicular traffic on College-owned or controlled property.
 - f. Entry or use of College facilities or property without authorization.
 - g. Violation of regulations governing the use of College facilities or property.
 - h. Failure to comply with directives of College officials or law enforcement officers acting in performance of their duties.
 - i. Acts that recklessly or intentionally endanger mental or physical health or involve forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization.
 - j. Soliciting, commanding, or aiding any other person in any act or conduct listed above.

The foregoing prohibitions shall apply to all students, faculty, and staff of the College. They also shall apply to all visitors and other licensees and invitees on the Utica College campus and property.

2. Any person, while on College-owned or controlled premises or in attendance at a College-sponsored event, who refuses the request or command of a College official to desist in any prohibited conduct shall be ejected from such premises or event.
3. A student found to have engaged in any act or conduct prohibited under Section 1 may be subject to sanctions outlined in the section entitled "Student Disciplinary System" of this handbook.

Access to and Release of Student Data/Information

The policy of Utica College on access to and release of student data/information follows. Pursuant to the Family Education Rights and Privacy Act of 1974, this will constitute official notice of the following information:

1. Official files containing material directly related to students are maintained in the following locations on campus:
 - a. The Office of the Registrar contains the student's official academic record, admissions material, copies of correspondence with the student, and copies of information concerning the student's academic record sent to prospective employers or other educational institutions at his or her request. These files are maintained by the registrar.
 - b. The Academic Support Services Center maintains a file containing academic records, admissions material, and copies of correspondence with the student. These copies are maintained by the dean for student success and director of student development.
 - c. The Office of Financial Aid maintains files containing information related to financial aid applications and awards. These files are maintained by the director of financial aid.
 - d. The Office of Student Employment maintains files containing information related to a student's employment in all campus based work programs. These files are maintained by the assistant director of financial aid and student employment.
 - e. The Office of Opportunity Programs maintains files for students enrolled in those programs, which contain academic records, admissions material, and copies of correspondence with the student. These files are maintained by the director of opportunity programs.
 - f. If a student has registered with Career Services and assembled a credentials file, the office will send copies of this file to prospective employers at their and/or the student's request.
 - g. The Office of the Vice President for Student Affairs and Dean of Students maintains files of students who have had cases adjudicated through the College's student disciplinary system. The disciplinary system is used to resolve cases of students who are accused of violating the code of student conduct. The discipline files are maintained by the associate dean of students.
 - h. The Residence Life Office maintains files which include completed housing forms and the disciplinary records of resident students. These files are maintained by the director of residence life and held for up to seven years.
 - i. The Division of Graduate and Extended Studies maintains files for students enrolled in that program, which contain academic records, admissions material, and copies of correspondence. These files are maintained by the dean of graduate and extended studies.
 - j. The Division of Institutional Advancement maintains files on students who contribute to the College. These files contain a record of their donations and correspondence.

- k. The Office of Marketing and Communications maintains files on students who submit information for press releases.
 - l. The academic division office in which the student's major resides maintains a file containing academic records, admissions material, and copies of correspondence with the student. These copies are maintained by the dean of the academic division.
2. The Act stipulates that the following persons and officials may have access to a student's file without his/her permission:
 - a. Utica College officials and faculty members who have legitimate educational interests.
 - b. Authorized representatives of certain federal and state officials, including the Comptroller General, the Secretary of Education, etc. Please note that representatives of investigating agencies specifically are excluded.
 - c. Organizations conducting studies for educational agencies for the purpose of developing, validating, or administering predictive tests, or administering student aid programs and improving instruction.
 - d. Accrediting organizations in order to carry out their accrediting functions.
 - e. In compliance with judicial order or pursuant to any lawfully issued subpoena.
 - f. Parents of students who are dependents of their parents for income tax purposes. Students who are not dependents of their parents and who wish to have information released to them must register the request with the vice president for student affairs and dean of students and the registrar.
 3. No person, other than those enumerated in item 2 above, may have access to a student's records without his/her written consent.
 4. Records maintained in the Office of the Registrar constitute the official record and are maintained permanently. Career Services files are automatically maintained for a period of five years, but will be kept longer at the request of the student. Records maintained in the other offices are destroyed when there is no further need for them, usually three to five years after graduation or separation from Utica College.
 5. The Act stipulates that students have the right to inspect their records. To do so, they must direct their request in writing to the person responsible for the file they wish to inspect. The request normally will be honored at the time of its receipt, if staff are available, but in no case later than 45 days after the request is made. Students have the right to review all material in their file unless they have waived their right of access. They have the right to receive a copy of any portion of their record, which will be made available to them at a charge of \$1 for the first page requested and 10 cents for each additional page, with the exception of transcripts which will be made available at a charge of \$5 per copy.
 6. A student has the right to challenge the content of his/her records. If a student should wish to do so, the College will attempt to resolve the dispute informally, through the person having responsibility for the file. If this attempt proves to be unsatisfactory to the student making the challenge, the student may request the president of the College to convene a formal hearing. The president or a faculty or staff member appointed by the president, who shall have no direct interest in the

outcome, will conduct the hearing. The hearing will be held within a reasonable time following the request, and the student will be afforded a full and fair opportunity to present evidence relevant to the issues raised. The decision will be rendered in writing by the official conducting the hearing within a reasonable time after the conclusion of the hearing.

7. The Act permits the College to release directory information. Directory information will include the following categories: the student's name, home address, campus or local address, telephone number, date and place of birth, major field of study, weight and height of athletic team members, dates of attendance at Utica College, degrees and awards received, and the most recent previous educational institution attended. If you do not wish to have any or all of this information released without your prior consent, please notify the Office of the Registrar in writing. In the absence of such notification, directory information will be released when it is deemed appropriate by College officials.
8. The Act permits the College to reveal the results of disciplinary proceedings against students accused of violent crimes and to notify parents if a student younger than 21 is caught drinking or using illegal drugs.

Confidentiality for Student Employees

Students working in Utica College offices as work studies or interns are considered employees of the College, and as such, are sometimes required to handle confidential materials. Students are asked to sign a statement of confidentiality. If a student knowingly reveals information learned in confidence while working in a College office, the College reserves the right to take disciplinary and/or employment action.

Students and Title IX

Title IX and Section 504

Title IX of the Educational Amendments of 1972 is a federal law designed to eliminate sex discrimination in educational programs and activities. Section 504 prohibits discrimination on the basis of disability. All institutions receiving federal funds are required to comply with the laws in the admission and treatment of their students. Responsibility for enforcement rests with the Department of Education which has the power to withhold federal funds from any educational institution which practices discrimination based on sex or disability.

Both acts prohibit discrimination in:

- Admission to undergraduate public institutions;
- Admission to graduate and professional educational programs;
- Access to course offerings;
- Activities of enrolled students, including academic, extracurricular, and research activities;
- Career development and placement services;
- Financial aid (including student employment);
- Housing or the provision of other living facilities;

- Athletics;
- Health services; and
- Recruitment, hiring, and promotion practices of faculty, staff, and administrators.

What These Acts Mean to Students

Student Activities

- Students must be allowed equal access to or membership in any extracurricular or academic activity.
- Membership requirements for student activities must be the same for women and men. (Social sororities and fraternities are exempt from this regulation.) As members of organizations, students must be allowed to participate equally and may not be assigned or denied office or benefits on the basis of sex or disability.

Financial Aid

- Students must be given equal opportunities to receive financial aid, which includes scholarships, grants, loans, and participation in work-study programs.
- The College may not give an undue proportion of scholarships to one sex. Sex-restricted scholarships may be offered as long as the total amount offered to both sexes is equal. Reasonable opportunities for athletic scholarships for members of both sexes participating in interscholastic or intercollegiate athletics must be provided.
- Complete financial aid programs are included in the College catalog.

Career Services

- Students must receive nondiscriminatory treatment in personal or academic counseling and in placement service.
- The College may not employ biased assessment or testing materials.

Athletics

- Students must be provided with equal opportunities in athletics and access to athletic facilities.
- Sports offered should serve the interest of members of the College community, both women and men.
- Women and men must have comparable locker rooms, shower facilities, and sports equipment.

Housing

- Students must be provided with comparable housing facilities whether they are female or male.

Student Employment

- Students must be allowed equal access to all student employment and subsequent raises and promotions.
- Benefits for student employees must be provided equally.

Health Services

- Students must have access to health care on a nondiscriminatory basis.
- Medical, hospital, or accident insurance should be available to all students.
- Comparable services must be made available to both women and men.

Complaint Procedure

The College has developed a grievance procedure as required by the Title IX Regulations. For further information on this procedure, students are invited to telephone or visit:

Kenneth E. Kelly

Vice President for Student Affairs and Dean of Students

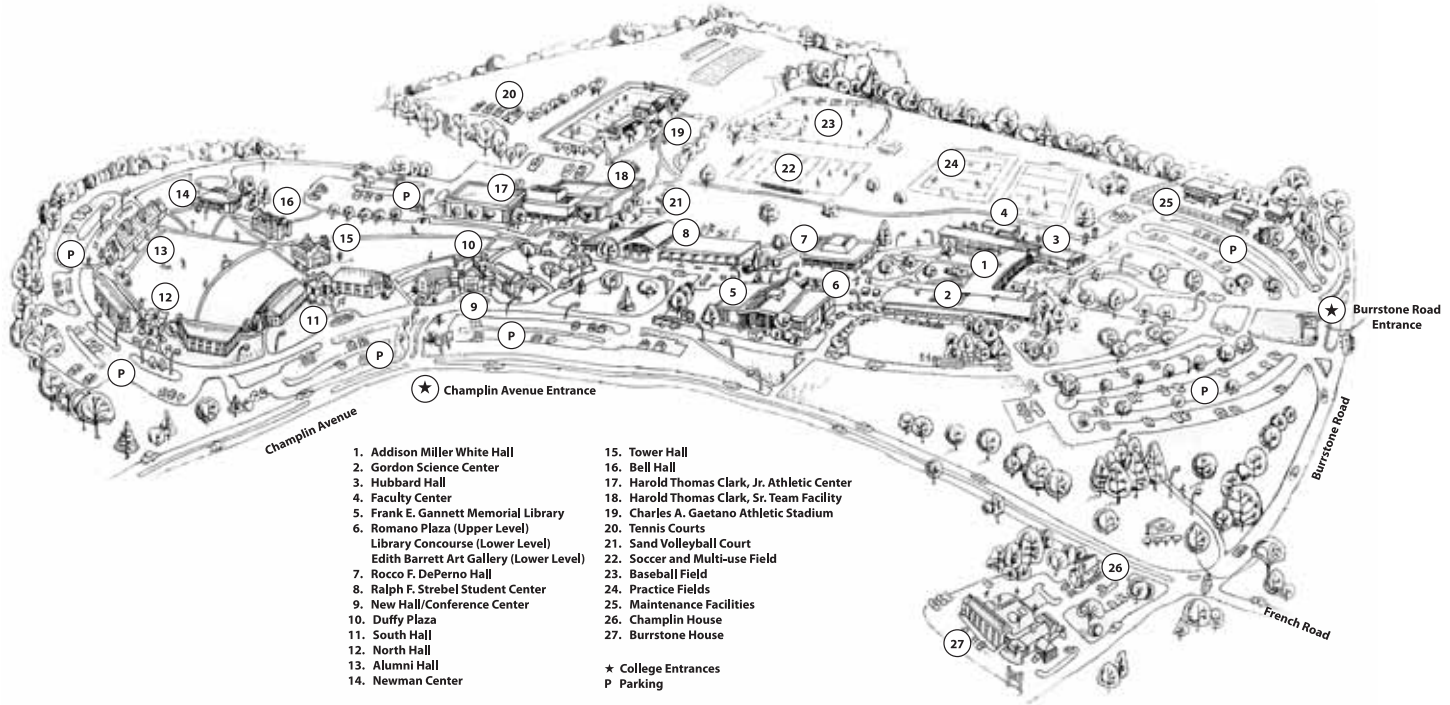
Room 205, Strebel Student Center

792-3100

For Further Information

Students may wish to read the publication *Final Title IX Regulation Implementing the Education Amendments of 1972 Prohibiting Sex Discrimination in Education* (US Government Printing Office: 1975 0-577-869). The status report of sex discrimination at Utica College is on reserve at the Frank E. Gannett Memorial Library main desk.

Campus Map



- | | |
|---|--|
| 1. Addison Miller White Hall | 15. Tower Hall |
| 2. Gordon Science Center | 16. Bell Hall |
| 3. Hubbard Hall | 17. Harold Thomas Clark, Jr. Athletic Center |
| 4. Faculty Center | 18. Harold Thomas Clark, Sr. Team Facility |
| 5. Frank E. Gannett Memorial Library | 19. Charles A. Gaetano Athletic Stadium |
| 6. Romano Plaza (Upper Level) Library Concourse (Lower Level) Edith Barrett Art Gallery (Lower Level) | 20. Tennis Courts |
| 7. Rocco F. DePerno Hall | 21. Sand Volleyball Court |
| 8. Ralph F. Strelbel Student Center | 22. Soccer and Multi-use Field |
| 9. New Hall/Conference Center | 23. Baseball Field |
| 10. Duffy Plaza | 24. Practice Fields |
| 11. South Hall | 25. Maintenance Facilities |
| 12. North Hall | 26. Champlin House |
| 13. Alumni Hall | 27. Burrstone House |
| 14. Newman Center | |
| | * College Entrances |
| | P Parking |

Frequently Called Numbers

| | | | |
|------------------------------------|-----------------|---|-----------|
| UC Info/Main Number | | | 792-3111 |
| Academic Advising | 3032 | Maintenance Garage | 3045 |
| Academic Affairs | 3122 | Maintenance/Repairs | 3191 |
| Academic Support Services Center | 3032 | Marketing and Communications | 3047 |
| Admissions | 3006 | Math and Science Center | 3258 |
| Alumni and Parent Relations | 3025 | Media Center | 3153 |
| Arts and Sciences Division | 3057 | Media Relations | 3047 |
| Associate Dean of Students | 3100 | Maintenance/Housekeeping | 3191 |
| Athletics | 3051 | Newman Center | 3284 |
| Audio-Visual Aids | 3153 | Opportunity Programs | 3209 |
| Bookstore | 3193 | Parent (and Alumni) Relations | 3025 |
| Business Office | 3224 | Payroll | 3063 |
| Campus Dining Services | 3178 | Pioneer Café | 3118 |
| Campus Safety | 611/3046 | Pool/Gym | 3103/3280 |
| Career Services | 3087 | President | 3222 |
| Champlin House | 3053 | Programming Board | 3037 |
| Computer Help Desk | 3115 | Publications | 3047 |
| Continuing Education | 3001 | Purchasing | 3128 |
| Copy Center | 3145 | Radio Station-WPNR | 3066/3069 |
| Credit Union | 735-8571, x-148 | Residence Life | 3285/3035 |
| Data Processing | 3229 | ROTC, Air Force | 443-2461 |
| Dean of Students | 3100 | ROTC, Army | 5282 |
| Development | 3219 | Social Sciences and Management Division | 3055 |
| Dining Services, Campus | 3178 | Speaker's Bureau | 3047 |
| Financial Aid | 3179 | Student Activities | 3037 |
| First-Year Seminar, Coordinator of | 5286 | Student Affairs | 3100 |
| Gym/Pool | 3103/3280 | Student Health Center | 3094 |
| Health Center | 3094 | Student Records/Registrar | 3393 |
| Health and Human Studies Division | 3059 | Syracuse University | 443-1870 |
| Human Resources | 3276 | Tangerine | 3065 |
| Institutional Advancement | 3219 | Veterans' Affairs | 3013 |
| International Programs Office | 3082 | Writing Center | 3258 |
| Library | 3041 | Yearbook | 3037/3039 |
| Lost and Found | 3046 | Young Scholars | 3237 |
| Mailroom/Operator | 3144 | | |

Residence Hall Telephones

Alumni Hall:

Resident Hall Complex Director's Office 792-3843

Bell Hall

Front Desk 792-4522

Resident Director's Office 792-3485

Burrstone House:

Front Desk 792-3321

North Hall:

Front Desk 792-3108

Resident Director's Office 792-4575

Lobby Phone 792-3104

Basement Lobby Pay Phone 732-9104

Resident Director's Office 792-3322

Lobby Pay Phone 732-9657

New Hall:

Front Desk 792-3760

Resident Hall Complex Director's Office 792-3843

Lobby Phone 792-3787

Lobby Pay Phone 735-9931

South Hall:

Front Desk 792-3070

Resident Director's Office 792-4561

Lobby Phone 792-3110

Lobby Pay Phone 724-9949

Tower Hall:

Front Desk 223-2300

Resident Hall Complex Director's Office 792-3843

Lobby Phone 223-2301

On-campus pay phones, in addition to those in the residence halls, are located on the first floor of Strelbel Student Center, Gordon Science Center, and the Clark Athletic Center, as well as on the lower level of the library.

Emergency Telephone Numbers

Ambulance 797-4111

Fire Department (main campus) 724-5151

Fire Department (Burrstone and Champlin House) 733-6666

Police (main campus) 735-3301

Police (Burrstone and Champlin House) 733-6666

Oneida County Emergency 911

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