

# Welcome to Utica University!

## A Welcome Message from the Dean of Students, Rich Racioppa

You have made a great choice in choosing to attend Utica University! You are now a Pioneer! Utica University provides you, our student, with a wide range of learning opportunities, both inside and outside of the classroom. I encourage you to take full advantage of what Utica University 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 academic, co-curricular, and work commitments. Our faculty and staff are here to help you integrate these experiences as you develop new interests, skills and competencies.

The Student Handbook is your guide to the broad range of student support services and resources available to you, as well as providing information about opportunities for being fully involved at Utica University. Many university policies and procedures, including those outlining our expectations for student conduct, our community standards, and related responsibilities, are also outlined here. As a member of our learning community, you are expected to become familiar with and adhere to these policies, procedures and guidelines.

Throughout the handbook, you will find links to appropriate pages on the Utica University Website, including the Utica University catalog, to ensure you are accessing the most updated information. The Student Handbook is divided into several sections:

- Academic Offices, Programs, and Related Resources
- Getting Involved: Life Outside of the Classroom
- Finances and Financial Resources
- Health and Safety
- Living and Dining on Campus
- Other Campus Offices and Services
- Policies, Procedures, Rules and Regulations
- Where to Go for Information and Assistance
- What to See and Where to Stay in Central New York
- Commonly Called Numbers

We want you to know ... it is our promise that we will inspire you to create for yourself a future that's beyond your imagining. This begins with **you** becoming actively engaged in contributing to the quality of life at Utica University by participating in campus events and organizations, community service, and student leadership roles. Utilize all of the resources and opportunities available to you, and make the most of your time at Utica!

Most campus offices are open Monday through Friday from 8:30 a.m. until 5:00 p.m. However, should you have questions or concerns outside of these hours, faculty and staff often can be contacted via email! If you live on campus, you can also contact a member of the Student Living staff. For emergencies, call Campus Safety at 315-792-3046 or by dialing 611 on campus.

# Statement of Principles Regarding Expression on Campus

Utica University is a community committed to the pursuit of knowledge, meaningful academic experiences, and intellectual growth. In order to serve these goals, we recognize that we have a responsibility to create an inclusive community in which all of its members feel valued, as well an obligation to build a community that affirms, cherishes, and sustains freedom of expression. We acknowledge that this balance is sometimes difficult to maintain and that, even though there are some clear legal precedents regarding protected forms of expression, the boundaries of allowable expression are nonetheless sometimes unclear, situation-specific, and subject to contestation, particularly in moments of crisis. Further, we contend that it is frequently precisely those ideas that challenge, frustrate, trouble, and offend some members of the community that may most advance the pursuit of knowledge. Therefore, the faculty and students, the administration and staff, and the Board of Trustees of The University have a duty both to maintain a system of tolerance and civility so that all of us feel empowered to participate in the sometimes-difficult discourse of an academic community, and to protect the precious heritage of freedom of thought and expression.

As an institution of higher education Utica University has a mission and a responsibility to encourage the widest possible discussion of ideas that bear on the development of our students and the enhancement of the larger society. In the classroom this principle is essential to the academic enterprise. Outside of the classroom, in both curricular and extracurricular venues, the goals of our purpose as an academic institution are best served by breadth of discussion and tolerance for controversy and disagreement. We embrace the intellectual challenge of confronting difficult, complex, and controversial ideas. This must be balanced with the necessity of providing an environment that is free of harassment to members of our student body and our larger community, so that a sense of marginalization and powerlessness does not frustrate the very goals we pursue. As we recognize and seek to expand the rich diversity of our students and employees and the varying cultures, backgrounds, and experiences we bring to The University, we find it essential to articulate our commitment to creating, maintaining, and promoting an environment where our similarities and differences are respected and valued.

In all of our principles we should also be mindful of the fact that we are an academic community that exists for the specific purpose of developing, testing, and teaching advances of knowledge and understanding. While we must be tolerant of the purveyors of a wide array of views, The University has no good purpose to be served by the advancement of factually inaccurate information. Ideas, beliefs, values, and aesthetic judgments that are offered up to The University community, or that are current in the wider public discourse, will be scrutinized and judged by The University community according to the standards of evidence and reason, and may be subject to repudiation and rejection based on that evaluation.

To these ends Utica University urges community members to recognize the following principles:

- We must encourage the widest possible discussion of ideas, with the understanding that the ideas with which some members of The University community disagree should not be silenced but are best met by other viewpoints and engaged argumentation;
- Speech or other forms of expression intended to harass, threaten, cause fear of physical injury, or otherwise incite violence or other criminal action against an individual or group will not be tolerated and may be subject to sanction;

- The University's mission is best served by proactively creating opportunities through which community members can engage more fully on topics of curricular and societal interest and are empowered to do so in forums and through processes that allow for discussion and debate.

We know that our understanding and use of these principles will necessarily evolve over time as our experiences as a community and as individuals change and grow. We put forth this Statement of Principles not as an end in itself, but as a dynamic document intended to reflect and affirm the values and principles most integral to who we are as an educational institution and the experiences we believe all of our members deserve to have.

Utica University, in adopting this Statement of Principles, also acknowledges its duty to take steps to protect the physical safety of our community. Nothing in this Statement shall serve to limit The University's ability to make decisions designed to meet that obligation.

## Statement of Stance

***We present this statement with recognition of the social unrest around racial and social injustice and the pain and oppression that many historically disenfranchised groups have experienced and suffered from as a result of the perpetuation of institutionalized and systemic inequities.***

A key component of Utica University's mission is to foster a rich diversity of perspective, background, and experience in the context of an equitable, respectful, and inclusive environment. This endeavor is at the core of our academic mission, and it is reflected in all that we do as an institution of higher learning and in the many ways we interact with the broader society.

We the students, faculty, and staff of Utica University stand with all those who believe in equal justice and equal opportunity for all, and state unequivocally that no person's civil liberties, rights, nor freedoms should ever be compromised due to the color of their skin, ethnic heritage, religious belief, gender identity or expression, sexual orientation, age, ability, geography, political stance or any other aspect of their identity that influences how we see and experience the world. With this in mind, Utica University is committed to:

- Playing a positive and constructive role in the national conversation on diversity, equity, and inclusion, and social justice;
- Strongly supporting the right to engage in peaceful protest as a means of bringing about a more just and equitable society;
- Condemning hatred and dehumanization in all of its forms;
- Confronting reprehensible and heinous behaviors or practices through the relentless pursuit of fact, knowledge, and education, with a willingness to engage society with firm and reasonable inquiry and discourse on the issues at hand.

These commitments, in concert with our [Statement of Principles](#) regarding expression on campus, reflect the values of our community and our vision for the future.

Furthermore, our commitment to standing against racism, xenophobia, homophobia, sexism, cis-hetero-sexism, transphobia, and all forms of bigotry and injustice is deeply woven into our mission, values, and history. As an institution of higher education, we have an important role to play in our nation's progress toward a more perfect union.

While ensuring an equitable and inclusive community is everyone's responsibility, it is the responsibility of Utica University to lead on the educational and professional development front; we lead by example through a rigorous pursuit of academic excellence, continuous education and training for members of our community on matters of social and racial justice, diversity, equity, and inclusion, and the intersectionality of intra-cultural competence, via practice and dialogue for elucidation of thought and viewpoints in order to evolve as the racial and social issues of our society evolve.

## **Academic Offices, Programs and Related Resources**

Utica University has a dean for each academic school or division, as well as chairs 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. The Utica University Web site lists academic schools, the majors and minors that fall within each school, and contact information for program chairs, coordinators, directors and individual faculty members. For administrative questions and guidance regarding particular fields of study, please consult the Utica University website at [www.utica.edu/academic](http://www.utica.edu/academic).

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 school or the Center for Student Success.

## **Academic Offices**

### **Office of Academic Affairs**

*315-792-3122  
Room 200, DePerno Hall*

The Office of Academic Affairs oversees The University's academic programs, faculty, and related educational activities. The Office of the Provost and Senior Vice President for Academic Affairs is located in 200 DePerno Hall. For more information about Academic Affairs, see the related webpage at [www.utica.edu/academics](http://www.utica.edu/academics).

### **School of Arts and Sciences**

*315-792-3028  
Room 286 Gordon Science Center*

The School of Arts and Sciences is home to academic programs in the Natural Sciences, Mathematics, Humanities, Social Sciences, and Performing and Fine Arts.

Undergraduate majors in the Division of Natural Sciences and Mathematics include animal behavior, biochemistry, biology, chemistry, computer science, dietetics and nutrition, geosciences, mathematics, nutrition, and physics. Undergraduate majors in the Division of Humanities and Social Science include

communication and media, English, history, liberal studies, political science, psychology, and sociology/anthropology and science.

In addition to these academic programs, the School of Arts and Sciences also sponsors and manages a number of important cultural and co-curricular activities at Utica University including the Film@Utica film series, Jackson Lunch Hour series, Asa Gray Biological Society seminar series, Applied Ethics Institute, Center for Historical Research, History Brown Bag Talks, Pizza and Politics, Nexus talks, Geotalk, and gallery events at the Barrett Art Gallery. The school also houses the UticaTV Station, WPNR Radio Station, Newspaper, The Tangerine. More information for the School of Arts and Sciences, can be found at [www.utica.edu/academic/as](http://www.utica.edu/academic/as).

## **School of Business and Justice Studies**

*315-792-3055*

*Room 102 Bull Hall*

*Room 115 Robert Brvenik Center for Business Education*

The School of Business and Justice Studies houses undergraduate programs in accounting, business administration, business data analytics, business management, economics, finance, construction management, criminal justice, cybersecurity, cybersecurity operations management, fraud and financial crime investigation, health care management, public relations and marketing, and sports management.

The School also offers graduate programs in accounting, cybersecurity, cybersecurity operations management, data science, financial crime and compliance management, forensic accounting, healthcare administration, general management and professional accountancy. In addition, the School oversees a number of important co-curricular activities at The University. Contact information for the school dean, coordinators and directors, as well as information about co-curricular activities sponsored by the school of business and justice studies, may be found at [www.utica.edu/ssm](http://www.utica.edu/ssm).

## **School of Health Professions and Education**

*315-792-3075*

*Room 230 Addison Miller White Hall*

The School of Health Professions and Education is home to undergraduate professional preparation programs in Nursing, Health Sciences, Psychology-child life, Therapeutic recreation, Physical and health education and Exercise and Wellness studies. Graduate health-related programs include Masters of Nursing, Pre- and post-licensure Doctor of Occupational Therapy and Master of Occupational Therapy (both traditional day and weekend/hybrid formats), Master of Social work and a pre- and post-licensure doctor of physical therapy programs. Undergraduate and graduate programs in teacher preparation are also housed in this school.

More information for the School of Health Professions and Education may be found at [www.utica.edu/hhs](http://www.utica.edu/hhs).

# Special Academic Programs and Opportunities

## Honors Program and Major Honors

The Utica University Honors Program and Major Honors express Utica University's commitment to supporting challenging academic opportunities that may serve as a model for the larger University community.

The Utica University Honors Program provides unique learning opportunities for high-achieving students, and promotes intellectual growth by engaging students with a multidisciplinary, seminar-based educational pathway designed to enhance critical thinking and foster an inclusive community that empowers students to expand their scholarly curiosity and become lifelong learners and leaders. More information can be found at: [utica.edu/Honors](https://utica.edu/Honors).

In addition to the Utica University Honors Program, which is based on general education requirements, the University also offers opportunities to complete Major Honors, which is related to individual scholarship in the student's major course of study.

Major Honors offers students 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.

Questions about the Utica University Honors Program or Major Honors should be directed to the Honors Program director by emailing [honors@utica.edu](mailto:honors@utica.edu).

## Independent Study

The faculty of each school, department, or subject area defines its own concept of independent study, but it is understood that students only undertake individual projects beyond subject matter covered by the courses listed in the catalog. Normally open to juniors and seniors only, independent study may be taken for a total of no more than 18 credit hours toward a degree. Independent study courses usually are numbered 290, 390, or 490, may be offered for variable credits, and can be repeated, providing the projects are not the same. Disciplines may add individual criteria and requirements.

In order to register for independent study, students must obtain and complete a registration form and a study plan form (available here: [https://www.utica.edu/academic/registrar/INDEPENDENT\\_STUDY\\_FORM-Research\\_Methods.pdf](https://www.utica.edu/academic/registrar/INDEPENDENT_STUDY_FORM-Research_Methods.pdf)) and have them signed by the faculty member who will supervise their projects, by the coordinator of the subject area in which they will be working, and by the appropriate school dean. School and department independent study guidelines are available in the appropriate school offices. The study plan is, in effect, a contract between the student and the faculty member who will supervise the student's work. It must specify the nature, title, goals, and methods of the student's project; the means of evaluation to be used by the student's faculty supervisor; and the number of credit hours the student will receive for successfully completing the project. The completed forms must be filed with the Office of the Registrar when students register for the course.

Independent study is limited to matriculated students only.

## Pre-professional Programs

The University offers a pre-law preparatory and advising program and a pre-professional medical program. Please visit [https://www.utica.edu/academic/opportunities/preprofessional\\_programs.cfm](https://www.utica.edu/academic/opportunities/preprofessional_programs.cfm).

## 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.

## Study Abroad

The goal of Study Abroad is to encourage students to broaden their horizons and prepare themselves for the global marketplace, whether through semester-long or short term faculty-led programs. Students are encouraged to plan early in their college careers for Study Abroad and to consult with staff in the Office of International Education on options suitable for their specific majors. Utica University offers many unique locations around the world to choose for a Study Abroad experience.

For further information on all Study Abroad programs go to [www.utica.edu/academic/international/studyabroad.cfm](http://www.utica.edu/academic/international/studyabroad.cfm).

## 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

Courses that are listed in the catalog, but that are not offered regularly, may be taken on a tutorial basis under extraordinary circumstances, and are designated by the word "Tutorial" in the course title when appearing on a student's transcript.

Information on registration procedures for courses students need to take on a tutorial basis is available in the appropriate department or school office or from the Office of the Registrar. The forms are also available on the Registrar's Forms Page at <http://www.utica.edu/academic/registrar/forms.cfm>.

# Academic Resources and Student Support Services

## Office of Admissions

315-792-3006

*The Cynkus Family Welcome Center*

The Office of Admissions introduces and recruits prospective students to The University, processes applications, and selects students for admission to Utica University. The Office encourages current students to get involved in the admissions process. Students can do this by applying for the Utica University Ambassador Position. For additional information on admissions and related opportunities, see [www.utica.edu/admissions](http://www.utica.edu/admissions).

## Office of International Education

315-792-3082

*Room 120, Addison Miller White Hall*

The Office of International Education (OIE) develops programs and provides support services for Utica University students and faculty going abroad as well as international students, faculty, and scholars at Utica University. OIE staff assist international students in their cultural adjustment to the United States and offer a personal level of support on a daily basis. The OIE provides academic, personal, financial, and immigration counseling, as well as programming events throughout the year.

All international students and scholars must contact the Office of International Education as soon as they arrive on campus to complete necessary forms required by the Department of Homeland Security (DHS). OIE advisors must be consulted before students travel, seek employment, or make changes to their academic schedule. See [www.utica.edu/academic/international/student.cfm](http://www.utica.edu/academic/international/student.cfm) for additional information.

## Division for Diversity, Equity, and Inclusion & Student Transitions

315-792-3101

*Room 119/121, White Hall*

*Room 206B, Strelbel Student Center*

*Room 103, Wilcox Center*

Utica University's Division for Diversity, Equity, and Inclusion & Student Transitions works to create an equitable and inclusive campus community by being strategic and collaborative when engaging in long-term, ongoing antiracism and anti-discrimination work.

Acknowledging that our lived experiences are shaped by multiple intersectional identities and traditions, we create safe spaces for community-building events and brave spaces for robust dialogue across experiences and identities. We bring together diverse constituents from the community who work on DEI



& B training initiatives, projects, programs, and events intended to create a university and community that embraces and affirms our diverse population.

DE&I at a glance:

1. The Strategic Advisory Committee for Diversity, Equity, and Inclusion (SACDEI) works with faculty, staff, and students to commit resources, effectively communicate across campus networks, and recommend revisions to policies, procedures, and curricula.
2. The DE&I Collaborative is a collective of several task and action groups that participate in ongoing antiracist and anti-discriminatory work. These groups create safe spaces and brave spaces for open dialogue.
3. Utica University is a member of the University of Southern California's (USC) Race and Equity Center's prestigious Liberal Arts Colleges Racial Equity Leadership Alliance (LACRELA). LACRELA's eConvening Series occurs monthly.
4. The Bias Response and Referral Network (BRRN) has been established as part of Utica University's commitment to fostering an inclusive campus climate and supporting members of our community when bias-related incidents or hate crimes occur.
5. Search committee diversity advocates assist with promoting diverse hiring practices, policies, and procedures for faculty and staff searches.

For more information about diversity, equity, and inclusion at Utica University, please visit [www.utica.edu/diversity](http://www.utica.edu/diversity).

## **Louis Stokes Alliance for Minority Participation (LSAMP) Program**

Funded by the National Science Foundation (NSF), the LSAMP program aims to increase the number of STEM degrees awarded to African American, Hispanic, American Indian, Alaskan Native, Native Hawaiian, and Native Pacific Islander students. The Central New York LSAMP Alliance (CNYLA) community enhances student success through faculty and peer mentorship, paid research experiences, and professional development opportunities.

Students in this program have access to resources both on their home campus and alliance-wide multiplying opportunities for personal and professional networking and collaboration. Additionally, they will be supported with STEM career awareness and readiness programs, tutoring, scholarly seminars, and networking activities. Such programming will help prepare students for 21st century STEM careers through strong experiential learning and professional development activities.

Please visit [utica.edu/lsamp](http://utica.edu/lsamp) or email [diversity@utica.edu](mailto:diversity@utica.edu) for more information about the program and the application process.

# The Jeremy C. Thurston '00 Center for Career Readiness

315-792-3087

*Room 115, Hubbard Hall*

The Center for Career Readiness offers a full range of services designed to help students and recent alumni explore how their interests, skills, and values relate to possible career paths, understand the importance of proper planning and preparation in goal setting, and assist in the successful transition from academic to professional life.

The Center oversees Pioneer Pitch-In, which is a day of community service during New Student Orientation. The purpose of this event is to offer early exposure to the “real world” and provide an immersive experience within the Utica community. All first-year students participate in the day-long program, which allows them to partner with area non-profit organizations to complete a service-based project.

The Center establishes and maintains contact with recruiters from many fields in the public, private and not-for-profit sectors. Students and alumni are encouraged to connect with those contacts through career and volunteer fairs, networking events, and the online career management system, Handshake, which is accessible through the Center for Career Readiness website at <https://utica.joinhandshake.com/login>.

For graduate school-bound students, The Center provides individual coaching and assistance throughout the application process. The Office also maintains graduate school guidebooks, including GMAT (Graduate Management Admission Test), GRE (Graduate Record Exam), LSAT (Law School Admission Test), and MCAT (Medical College Admissions Test) resources.

For additional information about The Center, its services, and extensive online resources, visit [www.utica.edu/careerdevelopment](http://www.utica.edu/careerdevelopment).

## Office of Opportunity Programs

315-792-3209

*Room 110 Hubbard Hall*

The Office of Opportunity Programs administers the Higher Education Opportunity Program (HEOP), the Collegiate Science and Technology Entry Program (CSTEP), and the pre-freshman Summer Institute for HEOP and CSTEP students. Additionally, the Office provides a full range of study skills workshops for program students.

Information about HEOP, CSTEP, and services provided by Opportunity Programs staff can be found at [www.utica.edu/opportunity-programs](http://www.utica.edu/opportunity-programs). Both programs are supported by grants from the New York State Department of Education.

# TRIO Student Support Services (SSS)

315-792-3799

*Room 111 and 112, Hubbard Hall*

The TRIO Student Support Services at Utica University is a federally funded grant program through the U.S. Department of Education providing support for students in meeting their academic, personal, career, and other education-related goals. To qualify, the students must meet the following:

1. You are a citizen, national, or permanent resident of the United States
2. You don't already have a baccalaureate (bachelor's) degree

AND at least one of the following is true

- Neither of your parents (or guardians) have a baccalaureate (bachelor's) degree.
- Your family's taxable income meets federal income eligibility guidelines based on household size.
- You have a documented permanent physical or learning disability that impacts your educational experience.

To obtain information about the program and the application process, contact staff at 315-792-3799, [trio@utica.edu](mailto:trio@utica.edu); or go to the the TRIO SSS website [www.utica.edu/trio](http://www.utica.edu/trio).

# Young Scholars Liberty Partnerships Program

315-792-3237

*Room 121A, Addison Miller White Hall*

The Young Scholars Liberty Partnerships Program is a collaborative project between Utica University and the Utica City School District that was launched in 1993 in Utica, New York. Students in the Young Scholars LPP attend Utica City Schools and participate in a comprehensive program providing academic, social, and cultural enrichment. For additional information about the Young Scholars Liberty Partnerships Program, see [www.utica.edu/yslpp](http://www.utica.edu/yslpp).

# Division of Student Success

315-792-3179

*Room 117, Hubbard Hall*

The Division of Student Success is responsible for helping to provide proactive academic support to all students. The Division includes the Office of Learning Services, Tutoring, and Success Coaching, and serves all students at Utica University. It is our goal to provide academic support to all students. including tutoring, time management assistance, note-taking and test-taking skills, organizational skills, help with course registration and more.

The Center for Student Success is located in Hubbard 117 and includes Success Coaching, Financial Aid, and Student Accounts. Students are encouraged to meet with their Success Coach and Financial Aid

Counselor at least one time per semester. Students can make appointments online, but walk-ins are welcome. The Office of Student Accounts also handles all billing questions and payments.

## Success Coaching

Success Coaches are specifically charged with fostering student success through providing services that support and guide students in their personal and academic lives. The Success Coach is responsible for initiating proactive interventions with first year, residential, and commuter students through on-going, structured student contact, programming focused on academic and transition issues, and regular communication with and referrals to offices and academic divisions across campus. Success Coaches assist in increasing graduation rates and retention while ensuring that students are on track to graduate in a timely fashion. In addition, Success Coaches serve as a liaison between the student, faculty members, and on campus resources.

More information about the Success Coaches can be found at [www.utica.edu/studentsuccess](http://www.utica.edu/studentsuccess).

## Office of Learning Services

315-792-3032  
*Room 109 Hubbard Hall*

Utica University recognizes its responsibility to provide equal access to opportunity for students with disabilities under Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990 as amended. The University will provide reasonable adjustments and/or accommodations for our students to meet the equal access/non-discrimination nature of the federal mandates.

The Office of Learning Services provides advice, advocacy, and academic support to students who identify themselves as having a disability. To initiate recognition and consideration as a student with a disability, students should:

- Self-disclose their disability by contacting the office of Learning Services, either in person, via email or by phone.
- Submit appropriate documentation to verify eligibility. Eligibility is determined on an individualized basis, and is based upon documentation of a disability that currently substantially limits some major life activity.
- Request accommodations.

Questions related to this process should be directed to the Director of Learning Services at (315) 792-3032. Additional information about services for students with disabilities may be found on the Utica University website at [www.utica.edu/learning](http://www.utica.edu/learning).

## Services for Students with Disabilities

315-792-3032

Room 109, Hubbard Hall

Questions related to services for students with disabilities should be directed to the Office of Learning Services in 109 Hubbard Hall (315-792-3032). Additional information about the Office of Learning Services and services for students with disabilities may be found on the Utica University website at [www.utica.edu/learning](http://www.utica.edu/learning).

## Subject Tutoring

Tutoring Services at the Learning Commons offers peer-to-peer tutoring to students taking introductory courses in math, science, foreign languages, criminal justice, cybersecurity, and a variety of other subjects. Students can both make an appointment online through Navigate or simply drop in without an appointment. Although tutoring hours may vary each semester, the center is usually open in the afternoons and evenings Sunday through Thursday, as well as Friday afternoons. A current schedule of tutors and the courses for which they can provide assistance is posted each semester on Navigate and on the Tutoring Services website: [www.utica.edu/tutoring](http://www.utica.edu/tutoring).

## Writing Tutoring

Writing tutors offer individual responses to undergraduate writers of all levels and all majors. Hours vary during each semester, and drop-ins are welcome. For information regarding the staff, services, hours, and related links, see [www.utica.edu/tutoring](http://www.utica.edu/tutoring).

## Thinking Storm 24/7 Online Tutoring

Thinking Storm is an online, professional tutoring service that is also available to you 24/7 at no additional cost. Thinking Storm provides expert assistance in a variety of subjects, including writing. Simply login with your Utica username and password. Visit the 24/7 Online Tutoring tab on [www.utica.edu/tutoring](http://www.utica.edu/tutoring) to learn more.

## Student Health & Wellness Center

### Counseling Services

315-792-3094

Room 204 & Suite 207, Strebel Student Center

[counseling@utica.edu](mailto:counseling@utica.edu)

Counseling is an outlet to explore feelings, examine beliefs, gain new perspectives, and work toward making healthy changes. Individual counseling services are available for free for enrolled Utica students, with the aim of supporting students in a way that better allows them to gain the maximum benefit from their whole experience at Utica. Throughout the year, HWC staff offer programs on topics such as stress

management, healthy relationships, and making responsible choices in college. Additionally, we are here to support faculty and staff learn ways to more effectively support students who may be experiencing difficulties and challenges. Counseling staff are also available after hours for mental health emergencies by contacting Campus Safety at 315-792-3046 (after regular business hours).

Additional information about services provided, as well as links to online resources, can be found at <https://www.utica.edu/student-counseling-services>.

## Health Services

315-792-3094

Room 204, Strebel Student Center/Student Wellness Center

[hwc@utica.edu](mailto:hwc@utica.edu)

We are all about keeping you healthy! The Student Health and Wellness Center provides confidential medical care for students with acute, short-term illness, testing, and preventative healthcare. Call our office to set up an appointment or visit <https://www.utica.edu/directory/health-center> for more information and to learn about our clinic services.

## Immunization Requirements

- MMR (measles, mumps, and rubella)
- Meningitis

All full and part-time graduate and graduate students must provide proof of immunization, prior to attending any classes, for measles, mumps, and rubella or proof of immunity as demonstrated by positive titers for measles, mumps, and rubella.

All students must show proof of vaccination against meningitis within the last 5 years or sign a waiver form declining the vaccination. For more information, please visit <https://www.utica.edu/directory/health-center/health-forms>.

The immunizations are due July 1st for the Fall semester. For the Spring Semester Immunizations are due on January 5th.

Some students of a specific curriculum may still need to show proof of COVID-19 vaccines in order to participate in their clinical experiences. Please check with your program if this is still required for you to do a specific internship.

## Lactation Space

A lactation room is provided for campus stakeholders in the basement of Hubbard Hall.

## Absences

To submit a request to notify faculty and staff regarding an absence from class, please go to <https://www.utica.edu/forms/absence-request> and complete the form.

### **Disclaimer:**

- By completing this form, it does NOT guarantee that you will be approved for a Verified Extended Absence. A Verified Extended Absence is for extenuating circumstances for a short time period and serves a courtesy notification to your professors.
- You are responsible for completing all of your coursework and working with your Professor(s) to arrange how you will make up any missed class periods or assigned work.
- If you cannot complete the semester for any reason, you must contact your Success Coach and complete an official Complete Withdrawal Form.
- If you have any questions regarding this form, please contact the Dean of Students Office.

## **Office of the Registrar**

315-792-3195

*Room 122, Addison Miller White Hall*

The Office of the Registrar is committed to enhancing a culture of high performance and improving the student experience. Our team has specialized expertise within service areas including enrollment, academic records, degree certification and diplomas, grade collection and recording, transfer credit processing, student-athlete and veteran certification, classroom and event scheduling, curriculum and catalog, and much more. Information about staff, services provided, forms, and procedures may be found at [www.utica.edu/registrar](http://www.utica.edu/registrar).

## **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 online registration for the fall semester takes place in April, and online registration for the spring semester takes place in November.

Utica University offers online transcript ordering via the Parchment Exchange. The following link will take you to the transcript request page: <http://www.utica.edu/academic/registrar/Transcript/transcripts.cfm>

Please note, unofficial transcripts are available to current students at no charge online via students' BANNER account. At the conclusion of each semester, all final grades will be available online via students' BANNER account. The Office of the Registrar does not mail grade reports automatically. If you require a grade report to submit to your employer for reimbursement purposes, please send an email from your Utica University email to [registrar@utica.edu](mailto:registrar@utica.edu) with your Utica University ID number to request the grade report. Please visit the Office of the Registrar pages on The University's Website for more information on transcripts and registration.

## **Mid-Semester Progress Reports**

Reports indicating the level of achievement at mid-semester are entered by faculty into Banner where they may be viewed by students through Banner Web for students. Students should not consider these mid-semester reports as official grades; they are designed to identify those who may benefit from academic counseling. These grades will not print on a transcript when students request their transcripts. The grades may be standard letter grades, or they may be "MS" - Midterm Satisfactory or "MU" - Midterm

Unsatisfactory. Students who do not receive a mid-semester progress report should not assume that their performance in any given course is satisfactory, but should check with their instructors if they are in doubt.

## Campus Bookstore

315-792-3197

Room 101, Strelbel Student Center

[bookst@utica.edu](mailto:bookst@utica.edu)

The Utica University Bookstore is a one-stop-shop for all of your academic needs and more, run and operated by Follett Higher Education. As a trusted partner of Utica University, we bring together educational content, products, and technology to prepare the next generation of learners and educators. Our Campus Store is open year round and you can shop any time at <http://www.utica-shop.com>. The <http://www.utica.edu/bookstore> site will help explain these offerings and the benefit they provide the Utica University community.

## Hours of Operation

The bookstore is open Monday - Friday 9:00 a.m. to 5:00 p.m. with extended hours at the beginning of each semester. The store is closed on weekends and holidays with the exception of special events. The bookstore's website is available 24/7 at [www.utica-shop.com](http://www.utica-shop.com).

## All Access Book Program

As a way to drive affordability, Utica University and Follett have partnered together to offer a solution to obtaining the required materials Utica University wants to make sure you're ready to succeed from day one. We're also dedicated to making your college experience more affordable. That's why we have built textbooks into your total cost of attendance, which makes preparing for the next semester simpler and actually saves you money. So when you arrive on campus, all of your books will be ready for you either digitally or physically, saving you up to 30% on your textbooks.

Follett All Access is a powerful program that enables colleges and universities to deliver all course materials (textbooks, lab kits, supplies, etc.) as part of tuition. With Follett All Access, all students have what they need on the first day of class, stress-free and effortlessly — which levels the playing field for all students, regardless of economic background or social status.

The All Access program currently only applies to undergraduate courses, graduate course materials are still available at the bookstore or online for purchase. For more information please visit [www.utica.edu/allaccess](http://www.utica.edu/allaccess).

## Textbooks

The bookstore is proud to offer multiple course material options to Utica University students. Aside from traditional new and used textbooks, students are offered a very popular and cost-saving rental option as well as a large selection of digital textbooks.



## Rental Option

Renting a textbook will save students up to 80% off the new price. To rent, students must be at least 18 years old, possess a valid ID, and provide a credit card as collateral. For more information, visit [www.rent-a-text.com](http://www.rent-a-text.com).

## Digital Option

As technology advances, the way students learn must also advance. The Campus Store offers a large selection of textbooks on our BryteWave digital platform powered by RedShelf. For more information about digital textbooks and the future of digital learning, visit <http://www.brytewave.com>.

## General Merchandise

The bookstore offers a wide selection of supplemental items such as academic supplies, which include writing instruments, paper, supplies, folders, notebooks, desk accessories, calculators, computer supplies, and dorm supplies. The store also offers a wide variety of collegiate apparel items, gifts and accessories, snacks and beverages, health and beauty aids, and other convenience items. Technology items such as iPads, Macbooks, laptops, headphones, and more are available to ship directly to the store from [www.utica-shop.com](http://www.utica-shop.com).

## Payment Types

The Campus store gladly accepts all major credit cards, debit cards, ApplePay, SamsungPay, PayPal, cash, check, gift cards (issued by store), and Book Line of Credit (when available from school).

For more information, contact the Campus Store at (315)792-3197, [bookst@utica.edu](mailto:bookst@utica.edu), or visit [www.utica.edu/bookstore](http://www.utica.edu/bookstore).

## Francis A. Wilcox Intercultural & Student Organization Center

This 3,500 square foot building features a great room with a fireplace, large flat-screen TV, speakers, a full kitchen, and an outdoor patio where students can convene around the ambience of an outdoor gas fireplace. Additionally, there are a number of meeting and study rooms, as well as a prayer space for students. Housed here are the University's Division of Diversity, Equity, and Inclusion and Student Transitions, as well as the K. Della Ferguson Women's Resource Center.

## Frank E. Gannett Memorial Library

315-792-3041

[library@utica.edu](mailto:library@utica.edu)

The Frank E. Gannett Memorial Library provides a physical and virtual focal point for learning, teaching and research. Library hours and information regarding resources and services can be found on the [Library Introduction for Students](#) research guide.

Your Utica ID card and Banner ID number are required for many library services.

## Library Web Pages

- The library website provides links to all of the library's online resources and services including **Research Guides, Databases, Course Reserves, Interlibrary Loan, RefWorks** - a citation management tool, as well as style guides for APA, MLA and other styles, and **contact information** for all library staff and service points.

## Research Help

- **Information Desk:** In person, by phone, email, or chat - reference librarians are available to answer research questions. Whether students are online or on campus, reference librarians are here to help! Students can also get in-depth help by scheduling a research appointment. For online students, research appointments can be conducted remotely.
- *Ask Us 24/7:* research help via live chat with an academic librarian 24 hours a day, 7 days a week. There are also Online video tutorials available.

## Electronic and Print Resources

- **Library resources** include print and electronic books, several thousand print and electronic journal subscriptions, and approximately 100 research databases.
- *Note to distance students:* along with access to electronic books and journal articles, Utica library books and journal articles can be shipped to you upon request. Use the *ILLiad* request form.

## Interlibrary Loan (ILL) and Document Delivery

- Need a resource that the library doesn't own? Utica's ILL service will get you a copy from another library, free of charge. Use the *ILLiad* request form

## Circulation and Reserves

- Check out books, reserve materials and laptops.
- Reserve a study room
- Access electronic reserves in your learning management system (Engage, Canvas).

## Learning Commons

- **Information Desk** for reference and research help: in person, by phone, email, or chat.
- Computers and technical assistance
- Printers, copiers, microfilm reader/scanner
- Color printer
- Scanners at several workstations
- Library classroom (The Kelly Teaching and Learning Center) with workstations and two large-screen TV monitors for presentations and instruction.

## Study and Groups

- Group study rooms each equipped with a computer workstation and large screen TV/monitor.
- Quiet Study Areas (2nd floor)

## Integrated Information Technology Services (IITS)

315-792-3115

*Room L120, Frank E. Gannett Memorial Library (Lower Level)*

IITS is responsible for the computer labs, faculty/staff computers, software, classroom technology, event support and networking on the Utica University campus. IITS does not provide technical support for personal student devices, except for assistance in connecting to the Utica University network.

The University's twelve general computer labs are in the Gordon Science Center (GSC260), Hubbard Hall (HUB217), Frank E. Gannett Memorial Library (LIB108, LIB109, General Library Area), Thurston Hall (THR205), Clark City Center (CCC106) and Bull Hall (BUL212). There are also six specialty computer labs in Faculty Center (FCB01), Hubbard Hall (HUB B3, HUB B10), and Thurston Hall (THR202, THR204) open to certain academic programs. The Trax Business Center on the second floor of the Strebel Student Center also has computer access.

All labs are Windows based computers and are available for use when they are not reserved for classes, maintenance, or when restricted for specialized purposes. Lab computers are connected to the Internet with printer access. The use of The University's computing facilities must be consistent with The University Policies, international, federal and state laws, and the code of student conduct.

IITS hours of operation are Monday through Friday 8:30 a.m. to 5:00 p.m. For more information pertaining to Labs, Technical Support, or to report issues, please see [www.utica.edu/iits](http://www.utica.edu/iits).

## Classroom and Event Support

315-792-3115

*Room L120, Frank E. Gannett Memorial Library (Lower Level)*

IITS provides audio-visual support to faculty, staff, students and off-campus guests in our on-ground classrooms, along with working closely with the Office of Campus Events and Conference Programs in planning support for a wide variety of special events held on campus.

Classroom and Event Support staff maintain all audio visual equipment in classrooms, auditoriums, conference rooms, and study rooms on campus. To request technical assistance, equipment loans, or event support, please visit [www.utica.edu/iits](http://www.utica.edu/iits) and select 'Request Technology, Classroom and Event Support' to complete the online request form.

# Getting Involved: Life Outside of the Classroom

## Strebel Student Center

Strebel Student Center serves as the hub of activity for Utica University. In addition to hosting many activities, lectures and cultural events, Strebel Student Center also serves as a gathering place for students, staff, faculty and alumni.

## Office of Student Affairs

315-792-3100

*Room 103, Strebel Student Center*

The Office of Student Affairs consists of the Dean of Students and the Director of Student Conduct & Community Standard.

Reporting to the College Provost, the Dean of Students is responsible for coordinating and overseeing all functions of the Student Health & Wellness Center, Student Conduct and Community Standards, Student Living and Campus Engagement, as well as working closely with other student support services, such as with the Learning Services, Opportunity Programs, Center for Student Success, and the auxiliary services of the Dining Services, Facilities Management and Utica Campus Store.

The Office of Student Affairs is also responsible for The University's emergency loan fund. The Dr. Jacob Oser Student Emergency Loan Fund provides students with small, short-term loans to cover emergencies. An Emergency Relief Fund is also available to assist students impacted by natural disasters or similar emergencies. Additional information about the Office of Student Affairs may be found at [www.utica.edu/student](http://www.utica.edu/student).

## Office of Student Living and Campus Engagement (SLCE)

315-792-3285

*Room 206, Strebel Student Center*

The Office of Student Living and Campus Engagement is the place to go to get involved on campus. They advise many of the major organizations on campus, including Student Government Association, Utica Campus Programming Board, Inter Greek Council, and the National Society for Leadership and Success. There are over 90 clubs and organizations on campus, including Greek organizations. This office supports the work of all of the organizations on campus through leadership training & development, room reservations, and working with service providers on campus to ensure our students have high quality events. All of our student organizations can be found on PioHub, The University's student organization portal, which is managed out of this office.

Student Living and Campus Engagement is also involved in major campus traditions such as Orientation, Homecoming, and the Holiday Dinner. They also offer a campus shuttle to local malls and stores free of charge to students. This is the office to visit -- when you don't know who to ask, they always find an answer.

Additional information about office hours and services provided by the SLCE office can be found at [www.utica.edu/student/slce](http://www.utica.edu/student/slce).

## **Voter Registration**

The Office of Student Living and Campus Engagement works closely with other offices on campus as well as local organizations to ensure that students are properly educated about the registration process and are able to vote in local and national elections on a timely basis.

## **Office of Athletics and Physical Education**

315-792-3051

*Harold Thomas Clark Jr. Athletic Center*

The Office of Athletics and Physical Education is responsible for coordinating, overseeing, and supervising all sports and athletic programs including intramural sports and intercollegiate athletics. Intercollegiate sports participation is encouraged for as many students as possible, with an emphasis on competitive excellence, sportsmanship, and positive attitudes.

For a list of Utica's team sports, information on athletic activities and facilities, facility hours and reserving facilities for use, and contact information for athletics staff, contact the Office of Athletics and Physical Education or see [www.uticapioneers.com](http://www.uticapioneers.com)

## **Opportunities for Getting Involved**

### **Student Involvement**

The Student Government Association (SGA) is responsible for the allocation of funds collected through the student activity fee. Examples of common funding requests include, but are not limited to:

- Cultural events
- Support for clubs and organizations
- Equipment for student use
- Fun and Entertainment

Utica employs professional staff members to advise students in the allocation of student funding, but strongly encourages active student participation. Student involvement adds a vibrant quality to Utica's activities and helps students develop leadership, decision-making, budgeting, and related skills.

### **Admissions Ambassadors**

Students may apply through Campus Employment to become Ambassadors for Utica University. This elite position on campus consists of students who represent The University through interactions with prospective students and their families. Ambassadors assist the admissions staff by providing more personalized and in-depth information to persons interested in attending Utica. They conduct campus

tours and assist at various Admissions events. Ambassadors also call students to answer questions and share their Utica experience from the perspective of a current student. For additional information, call the Office of Admissions at (315) 792-3006 or visit [utica.edu/admissions](http://utica.edu/admissions).

## Reserve Officers Training Corps (ROTC)

The Reserve Officers Training Corps program of the United States Air Force is available to Utica students through Syracuse University. For information regarding the ROTC program, scholarships, and course offerings, contact Captain Brian Manderfield, Syracuse University ROTC office at [bgmander@syr.edu](mailto:bgmander@syr.edu).

## Volunteer Opportunities

The Center for Career Readiness promotes volunteerism through hosting an annual Volunteer Fair which is open to all students and alumni. Participants will have the opportunity to meet representatives of local organizations to secure volunteer opportunities in order to experience the satisfaction of helping others, develop a network, and build a well-rounded résumé. Information about the Volunteer Fair and participating organizations may be found at [www.utica.edu/student/career/cs/volunteerfair.cfm](http://www.utica.edu/student/career/cs/volunteerfair.cfm).

## Governing Bodies, Programming Boards, and Activities

### University Governance

University governance groups include the Faculty Senate, the Professional Staff Advisory Council, and the Student Government Association. Information about these governing bodies may be obtained from the offices of The University's president, academic deans, or the Office of Student Living and Campus Engagement.

### Student Government Association (SGA)

The mission of the **Student Government Association** is to enhance student life by breaking down barriers to diversity, promoting the values of education, and empowering students through involvement in the Student Government Association, student clubs and organizations. The Student Government Association serves as a liaison between students and The University 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 Government Association serves as the voice for students at Utica University. Moreover, the Student Government Association 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 residential and off-campus populations. Elections for executive officers and class officers are held every spring semester.

## **The Classes**

The First Year, 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 Government Association.

## **Inter-Greek Council (IGC) / Fraternities and Sororities**

The Inter-Greek Council (IGC) serves as the governance body for the social fraternity and sorority community at Utica University. The IGC seeks to maximize the experience of our fraternity and sorority members through participation in a variety of social and educational programs across campus and involvement in community service projects. Through their constitution and by-laws, IGC is responsible for developing quality recruitment and new member education policies and establishing guidelines for the social Greek community that will not affect the uniqueness of each organization but still hold them all to high standards.

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. Recruitment is conducted on an independent basis by each organization. Students may join a Greek organization after their first semester at Utica, provided they are in good academic and conduct standing. For additional information go to [www.utica.edu/college-community/living-campus/greek-life](http://www.utica.edu/college-community/living-campus/greek-life)

The Greek letter social organizations currently recognized by the Inter Greek Council can be found at [www.utica.edu/PioHub](http://www.utica.edu/PioHub).

## **Residence Hall Association (RHA)**

The purpose of the Residence Hall Association is to bring residents together and promote a positive residential community. The RHA provides a forum for residents to exchange ideas about programming, develop leadership skills, engage in community service, and work together in an effort to further improve the quality of life in the residence halls. Additional information about the Residence Hall Association may be found on line at [www.utica.edu/rha](http://www.utica.edu/rha).

## **Utica Campus Programming Board (UCPB)**

This board plans and implements a wide variety of social and cultural activities. Much of the work is done by students who plan concerts, special events, comedy, and coffeehouse events. The events calendar and contact information for UCPB can be found at [www.utica.edu/PioHub](http://www.utica.edu/PioHub).

## Student Clubs and Organizations

Utica University is home to over 80 student clubs and organizations that involve and engage students with a wide range of interests. All student organizations and clubs at Utica University are organized and operated by students; therefore, the level of activity varies from year to year based on student participation. Clubs and organizations in which students participate include academic, major and career-related clubs, cultural organizations, honorary societies, political/social consciousness organizations, recreational clubs, religious organizations, and organizations with special interests.

Utica University maintains an online student organization portal called PioHub, which can be accessed at [www.utica.edu/PioHub](http://www.utica.edu/PioHub). A list of currently registered clubs and organizations can be found here, in addition to events coming up and more information about how to get involved. All currently enrolled students have access to PioHub with their Utica University usernames and passwords.

Organizations listed on PioHub are all recognized by the Student Government Association and the Office of Student Living and Campus Engagement. Students looking for organizations specific to their major but do not find that organization on PioHub are encouraged to contact their department or school office or the Office of Student Living and Campus Engagement for further information.

Even with all of our opportunities to be involved, students still look for and bring with them new interests. Organizations will then work with the Student Government Association to have the new organization recognized. For additional information about the process for recognizing new organizations, talk with one of the professional staff members in the Office of Student Living and Campus Engagement and consult the Club and Organization manual at [www.utica.edu/student/activities/Club&OrgManual/contents.cfm](http://www.utica.edu/student/activities/Club&OrgManual/contents.cfm).

## Religious Activities and Organizations

Utica University 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 Utica students. Those organizations can be found on PioHub; for questions or additional information, please contact the Office of Student Living and Campus Engagement or the Office of Student Affairs.

## Student Media Organizations

### Ampersand

Students combine their practical and creative abilities to produce *Ampersand*, The University's literary magazine, an impressive collection of Utica University students' literary and artistic work. Under the guidance of a faculty advisor, student editors oversee its production from submission and selection of materials to design and publication. 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 School of Arts and Sciences.



# The Tangerine

Utica University's weekly student-run campus newspaper is a great place to improve your writing, editing, and photography skills, as well as put into practice the web design and social media principles you learn in your classes. There are many opportunities for students to participate in both the editorial and advertising areas.

Students of all majors are welcome to interview for paid staff positions as writers, editors, layout designers, reviewers, and photographers, and in advertising sales, and can take a one-credit course to earn credit by writing for the Tangerine. For more information, contact Professor Mary Christopher, faculty adviser, at [mcchrist@utica.edu](mailto:mcchrist@utica.edu), visit the Tangerine website at [www.uctangerine.com](http://www.uctangerine.com) or follow us on: [www.facebook.com/uctangerine](http://www.facebook.com/uctangerine) [https://twitter.com/uc\\_tangerine](https://twitter.com/uc_tangerine), and [www.instagram.com/uc\\_tangerine](http://www.instagram.com/uc_tangerine).

## WPNR-FM

WPNR-FM is a fully licensed educational radio station operated by students under the advice of a designated Chief Operator and Adviser from the Communication and Media faculty. "The Voice of the Pioneers" operates year round, 24 hours per day. The format is primarily a 'modern college mix' of music; but also includes specialty programming, news updates, public service programming, and Utica University athletics. Volunteer and campus employment opportunities for matriculated students range from learning to be an on-air host to working in one of several radio station departments (music, sports, production, public relations and public service). Each semester students may take a practicum course (COM 130) up to a total of 4 times for a more advanced on-air learning experience. Prospective students within the local area can find Pioneer Radio on 90.7 FM of their radio dial, but anyone can listen to WPNR-FM by visiting their website [www.PioneerRadio.org](http://www.PioneerRadio.org).

## Campus Events and Cultural Activities

One of the characteristics of a vital, healthy organization is that it celebrates its traditions together. As a relatively young institution, Utica University has developed a surprising array of traditions, and sponsors a variety of social, cultural, and recreational programs and events on campus throughout the academic year.

Because of Utica University's culturally diverse population, activities reflecting that diversity and create an opportunity to share varied experiences are encouraged and strongly supported. Our goal is to provide an environment where differences are valued. Many special programs and events are sponsored by fraternities, sororities, and student clubs and organizations. Information about those events may be found at <http://www.utica.edu/student/activities/eventschedule.cfm> and [www.utica.edu/PioHub](http://www.utica.edu/PioHub). Events hosted by the Office of Diversity, Equity and Inclusion can be found at <https://utica.edu/diversity>

In addition, The University hosts an array of special events including Homecoming/Alumni and Family Weekend, Holiday Dinner, Convocation, and Commencement. For information on these and other events, please see <https://www.utica.edu/news-events/events?topics=129>.

## Campus Theme Committee

One of Utica University's most enjoyable traditions is the "Campus Theme," a year-long opportunity for all members of The University community to explore issues of great social importance from a variety of viewpoints. Events sponsored by other campus organizations, offices, or programs may all participate in and be recognized for "theme-related" activities. The theme committee reviews proposals for theme sponsored events and contributes, as approved, to the funding of events that foster the campus theme. Faculty, staff, and students are invited to participate in and suggest public events, including presentations by nationally recognized public figures, classroom discussions, FILMS@UC, and/or topics for All-University forums. Information about the Campus Theme committee and the theme for the current academic year may be found at [www.utica.edu/instadvance/marketingcomm/theme/index.cfm](http://www.utica.edu/instadvance/marketingcomm/theme/index.cfm).

## The Arts at Utica University

### FILM@UC

Utica University's weekly film series - sometimes thematic, more often eclectic - presents critically acclaimed independent, foreign language, experimental, and classic films throughout the semester. Events take place in Macfarlane Auditorium and are free of charge. Students, faculty, staff, and the public are welcome to attend. Descriptions of these films and related programs may be found at [www.utica.edu/film](http://www.utica.edu/film).

### Professor Harry F. and Mary Ruth Jackson Lunch Hour Series

Sponsored by Utica University's Social Cultural Committee, this series features readings by acclaimed authors and musical performances from jazz to classical, by regional, national, and international artists. Readings and performances are usually held on Wednesdays at 12:30 p.m. Music performances are held in the John A. Donohue Sr. '57 and Valerie Donohue Concourse and reading programs in Macfarlane Auditorium. All programs are free of charge and are open to students, faculty, staff, and the public. Audience members are invited to bring bag lunches. Interested students should check the Lunch Hour Series web page for details on specific programs: <http://www.utica.edu/academic/as/culture/jackson/>.

Series readings and musical performances are regularly broadcast on The University student-run radio station WPNR 90.7 FM at 1:00 on Wednesdays and at <https://www.pioneerradio.org/>.

### Theatre Activities

Every semester students have the opportunity to participate in theatrical performances. Opportunities exist for all students to participate as actors, technicians, and/or student designers, and academic credit may be received for participation in theatrical activities. Shows that are performed vary and can include comedy, drama, musicals and more. Some students have also developed individual projects based on

their interests. For information about auditions, working with theater crews or other theater opportunities, please contact Laura Salvaggio at [lsalvag@utica.edu](mailto:lsalvag@utica.edu).

## **Utica University Choir**

The Utica University Choir performs choral music from a variety of genres including classical, pop, musical theater and spirituals. Choir is offered as a 1 credit course (MUS 110) and can be taken up to four times for credit. Students may also participate in choir without taking the course for credit. Membership is open to Utica University faculty, staff and alumni as well.

## **Utica University Concert Band**

The Utica University Concert 60 piece ensemble rehearses on Monday nights in the John A. Donohue Sr. '57 and Valerie Donohue Concourse. Membership is open to staff, students, and community members. The band performs on campus and in the Utica-Rome area for various functions.

## **Utica University String Ensemble**

The String Ensemble meets on Wednesday evenings from 4-6 p.m. and can be joined for fun or taken as a one credit class. Membership is open to Utica University faculty, staff, alumni and their families, as well as local high school students with approval of the ensemble director. For more information, please contact Laura Salvaggio at [lsalvag@utica.edu](mailto:lsalvag@utica.edu).

## **Lectures and Seminars**

Utica University provides a number of lecture and seminar series every semester, which are listed below. Additional information regarding lectures, seminars, performances and other events may be found on the Cultural Events Calendar page at [www.utica.edu/culture](http://www.utica.edu/culture).

## **Asa Gray Biological Society Seminar Series**

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 University community and the general public.

## **GeoTalk**

The GeoTalk series fosters an awareness of the world, its lands, and its people. Faculty members share insights, pictures, and stories from their time in various countries, cultures and terrain.

## **Nexus**

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

## **Where to Go for Information**

The *Morning Mention*, distributed daily via email to the Utica University Community and available online at [www.utica.edu/daysheet](http://www.utica.edu/daysheet).

The *Student Engagement Calendar* can be found online at [www.utica.edu/student/activities/#cal](http://www.utica.edu/student/activities/#cal).

## **Office of Student Living and Campus Engagement**

*Room 206, Strebel Student Center*  
315-792-3285  
<http://www.utica.edu/slce>

## **Office of Marketing and Communications**

*Champlin House*  
315-792-3047  
<http://www.utica.edu/marcomm>

## **Finances and Financial Resource Offices**

### **Office of Campus Employment**

315-792-3411  
*Room 124, White Hall*

The Office of Campus Employment, located with The Center for Career Readiness, is responsible for processing students who apply for campus employment positions at Utica University. Information about campus employment and services this office provides may be found at [www.utica.edu/directory/campus-employment](http://www.utica.edu/directory/campus-employment).

### **Financial Aid and Student Accounts**

315-792-3179  
*Room 117, Hubbard Hall*  
[sfs@utica.edu](mailto:sfs@utica.edu)

Financial Aid and Student Accounts are responsible for the administration of financial aid funds, answering questions and providing payment options to assist Utica University students in fulfilling financial obligations to The University. 95% percent of students receive some form of financial aid. Financial counselors work with students from the financial aid application through the billing process. Additionally, a detailed account specialist is on hand for the convenience of the students who are making payment. Members of the Financial Aid and Student Accounts team also assist students with FAFSA completion and foster increased financial literacy.

For information about Financial Aid and Student Accounts, as well as related resources and services, see [www.utica.edu/sfs](http://www.utica.edu/sfs).

## **Part-Time Employment Opportunities**

### **Federal Work-Study Program**

315-792-3365

*Room 115, Moses G. Hubbard Hall*

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 University. Only students with Federal Work-Study are eligible to apply for employment, with very limited exceptions. Students must be enrolled at least half-time at Utica University and be in good academic standing to qualify. A minimum GPA of 2.0 is required.

### **On-Campus Internships**

315-792-3087

*Room 121, Addison Miller White Hall*

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. A student receiving course credit for being an intern cannot also be paid for their work. Paid interns receive a paycheck for their work. Interns are selected by the hiring departments..

### **Student Living Student Staff Positions**

315-792-3285

*Office of Student Living and Campus Engagement (SLCE)*

*Room 206, Strebel Student Center*

[utica.edu/studentlivingemployment](http://utica.edu/studentlivingemployment)

The Office of Student Living and Campus Engagement hires students to cover a range of duties within our residence halls. Each position is intended to be year-long employment (or semesterly as needed).

Each position is paid at an hourly minimum wage rate. These positions include: Community Advisor, Evening Assistants, Operations Coordinators, Marketing Coordinators, and Senior Community Advisors. More information on each of these positions can be found at the website listed above.

## **Student Payroll**

315-792-3353

*Room 124, Addison Miller White Hall*

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 University 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 Student Employment. For more information, see <https://www.utica.edu/directory/campus-employment>.

## **Tutoring Positions**

A student with a demonstrated proficiency in a particular subject, with a recommendation from his/her professor, may serve as a tutor for that subject. Visit the Office of Opportunity Programs for more details at [www.utica.edu/student/development/tutoring](http://www.utica.edu/student/development/tutoring).

## **Tangerine Grove**

*Room B23 Hubbard Hall - Utica University's Food Pantry*

*Monday-Friday 11:30 am - 1:30 PM; 4:00 - 5:00 PM*

*Room 105 Strebel Center - Tangerine Grove Extension*

The Tangerine Grove is Utica University's food and supply pantry. With locations in Hubbard Hall and Strebel Student Center, the Tangerine Grove provides food staples and grab-and-go items as well as personal hygiene supplies at no cost to students, staff, and faculty. Whether a person's need is large or small, ongoing or brief, the Tangerine Grove works to ensure that all Utica University community members can reach their full potential.

## **Office of Campus Safety**

315-792-3046

*Room 112, Strebel Student Center*

All campus emergencies should be reported immediately to the Office of Campus Safety. Campus Safety officers can be reached any day, 24 hours a day, by dialing (315) 792-3046 or 611. This puts the caller in direct communication with the officers through the duty phone.

The University 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 University 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 University.

Please keep in mind that the safety and the security of community members and their property is the highest priority for Campus Safety staff. While the Office of Campus Safety is dedicated to making Utica University the safest place possible, each of us must assume responsibility for our own personal protection.

## **ID Cards**

All full-time and part-time students must have a valid Utica student ID card. The card is the official University identification for students and should be carried at all times. Students must present their Utica ID to any University official (e.g., safety officers, residence life personnel, etc.) upon request. Students who are distance learners may request an ID card by logging on to [www.utica.edu/academic/uticaonline/idcard.cfm](http://www.utica.edu/academic/uticaonline/idcard.cfm). All other students may obtain ID cards by visiting the Office of Campus Safety.

The ID card is required to use the library and other University facilities. In addition, the ID card serves as a meal card for students who are on a University meal plan and provides entry to residential students for the hall in which they live. Loss of a card should be reported immediately to the Office of Campus Safety. A fee of \$20 is charged for a replacement card. Damaged cards will be replaced at no charge if the pieces are returned.

For additional information about Campus Safety and the services they provide, see the Campus Safety Web page at [www.utica.edu/safety](http://www.utica.edu/safety).

## **Reporting Emergencies**

Any student, faculty member, or employee can report an incident or other emergency 24 hours a day, 7 days a week.

Call 611 or (315) 792-3046. This puts callers in direct communication with the Office of Campus Safety and The University'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, then will notify the proper police agencies in accordance with mandated reporting procedures.

Failure to produce identification when directed by a safety officer is a serious breach of University regulations and will result in disciplinary action. Any person hindering campus safety officers in the execution of their duties is subject to University discipline and/or arrest by local police agencies.

## **Personal Security Recommendations**

Although the number of crimes committed at The University is relatively low, there are safety tips and precautions that students can follow to reduce their vulnerability.

### **For Students Living On Campus**

- 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 University.
- 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 valuables 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.

## The Office of Emergency Management

*(315) 792-3472*

*Room 106 Boehlert Hall*

The Office of Emergency Management (OEM) is responsible for the development, implementation, and maintenance of policies and programs related to emergency preparedness at Utica University. Coordination and integration of activities necessary to build and sustain UC's emergency response capabilities is a priority focus. Specifically, to prepare for, respond to, recover from, or mitigate against, threatened or actual disasters or emergencies impacting campus. Vital to the success of emergency preparedness is a synchronic relationship between local first responder and emergency organizations and **all** Utica University stakeholders (Faculty, Staff, & Students).

Emergency Management focuses on, but is not limited to, crisis and emergency response, law enforcement coordination, management of risk, regulatory compliance, and the safe, efficient travel of Utica community members. Emphasis on the unification of the functional areas of Utica University that



focus on community safety is a priority. This effort includes both local and "away from" Utica campus resources.

Shad M. Crowe, Vice President for Emergency Management can be reached at [smcrowe@utica.edu](mailto:smcrowe@utica.edu).

# **Campus Safety Enforcement of Policies and Laws**

## **Alcohol and Other Drugs**

Campus Safety personnel uphold 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 University 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 University regulations.

Student organizations may request permission from the 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 Dean of Students in consultation with the Director of Campus Safety, Director of Student Living and the Director of Campus Engagement.

Illegal drugs are not permitted on campus. Possession and use of drugs may result in arrest and action through The University's conduct system. Also, violations of the New York state alcoholic beverage laws and New York state drug laws may result in arrest and action through The University's conduct system.

Utica University makes available to all students and employees of The University a substance abuse prevention program consisting of educational programs, counseling, and referral to off-campus agencies. For more information about such programs, see the "Regulations on the Use of Alcohol" section of the Student Handbook.

## **Fire Equipment and Fire Alarms**

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 University and/or criminal prosecution.

If you discover fire or smoke, pull the nearest fire alarm and quickly call 611 or (315) 792-3046 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.

If the fire alarm sounds, take the following steps:

- 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 University employee that it is safe to do so.

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.

## **Firearms and Dangerous Instruments**

Possession of firearms or other dangerous weapons is not permitted on campus. Any person who possesses a firearm on University property is in violation of the penal law of the state of New York and is guilty of a FELONY. Firearms are not permitted in the residence halls at any time. It is a violation of New York state law to possess weapons in residence halls even if residents are licensed to possess such weapons.

Any person who possesses a gravity knife, switchblade knife, cane sword, billy club, blackjack, bludgeon, metal knuckles, sandclub, chukka sticks, nightsticks, slingshot, 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.

## **Reporting Incidents and Maintaining Statistics**

Campus Safety Office personnel submit accurate reports of crimes to the director as they occur. All incident reports or crimes involving students are immediately reported to the appropriate administrators, including the Director of Student Conduct & Community Standards and the Dean of Students. They are also immediately reported to the Director of Student Living if the student resides in the residence halls or the incident occurs in the residence halls.

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.

All incidents reported to the Office of Campus Safety are tracked in a weekly incident activity report. Each crime that occurs on campus is filed and categorized for compilation reporting in accordance with the law.

Through multiple media sources such as The University's website, flyers, The University's *Daysheet*, and articles in the student newspaper, the campus community is informed of safety concerns and urged to promptly report crimes to the Office of Campus Safety and police.

For information on general security procedures and practices, see the Campus Safety webpage at <http://www.utica.edu/finance/environment/safety/>.

## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

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 University Web site at [www.utica.edu/finance/environment/safety/media/campussafety.pdf](http://www.utica.edu/finance/environment/safety/media/campussafety.pdf).

Additionally, upon request, the Campus Safety Committee will provide all campus crime statistics as reported to the United States Department of Education. The University contact authorized to provide these statistics for Utica University is the 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 Website address for the campus crime statistics is <http://ope.ed.gov/security/>.

The Office of Campus Safety also 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 <http://ope.ed.gov/security/>.

## **Office of Environmental Health and Conservation**

315-792-3743

*Room 279, Gordon Science Center*

This office is responsible for developing, implementing, and maintaining an overall Environmental Health and Safety Plan. Additionally, the office leads campus environmental sustainability efforts. The Office of Environmental Health and Conservation executes policies and procedures that relate to the health and safety of employees, students, and visitors at Utica University. Areas of greatest concentration are laboratory safety, exposure control 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 University. For information about this office's

responsibilities and services as well as sustainability and recycling information, see [www.utica.edu/finance/environment](http://www.utica.edu/finance/environment).

## Local Health Services and Facilities

The cost of these services is the responsibility of the student.

### Hospitals

- The Wynn Hospital, 111 Hospital Drive, Utica, NY 13502

### Urgent Care

- Faxton St. Luke's Urgent Care, 1676 Sunset Avenue, Utica, NY
- Slocum-Dickson Clinic Urgent Care, 1729 Burrstone Road, New Hartford, NY
- Genesee Urgent Care, 1904 Genesee Street, Utica, NY

### Emergency Telephone Numbers

Oneida County Emergency	911
Kunkel Ambulance	315-797-4111
Fire Department (main campus)	315-724-5151
Fire Department (Champlin House)	315-733-6666
Police (main campus)	315-735-3301
Police (Champlin House)	315-733-6666

## Living and Dining on Campus

### Student Living and Campus Engagement (SLCE)

315-792-3285

Room 206, Strebel Student Center

The Office of Student Living and Campus Engagement manages seven University residence halls: North Hall, South Hall, Alumni Hall, Boehlert Hall, Tower Hall, Bell Hall and Pioneer Village. 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. All students are required to live in university residence halls for their first two years unless they meet the qualifications for a housing exemption. More information on the parameters for a housing exemption can be found on our website.

The health, safety, and welfare of each residential student is the core of the student living program. For more information about living on campus, see the Office of Student Living and Campus Engagement Web page at [www.utica.edu/slce](http://www.utica.edu/slce).

### On-Campus Housing

The seven University residence halls are managed by the SLCE staff. Students interested in living on campus must complete a residence hall agreement, located on the Student Living and Campus Engagement website. Rooms (singles, doubles, and triples) are assigned on a space-available basis. First-year students are encouraged to provide roommate preferences using our MooseMatch process. A more detailed explanation of room assignment procedures can be obtained from the SLCE Office or on line at [www.utica.edu/slce](http://www.utica.edu/slce).

The Student Living staff consists of:

- **60+ Student Staff** - Student paraprofessional staff members who focus on community development, programming, safety, and administrative tasks within the residence halls.
- **Four Graduate Resident Directors (GRD's)** - Graduate-level professional staff members responsible for specific residence halls and functions with the department.
- **Three Assistant Directors of Student Living** - Professional staff members responsible for specific residence halls and functions within the department.
- **Director of Student Living** - responsible for the oversight of the Student Living program.

The Student Living staff is responsible for student life in the residence halls, including:

- Peer counseling
- Planning and assisting residents with organizing activities
- Assuring student safety
- Providing an educationally conducive environment to live.

For more information about living on campus and specifics about policies and procedures, please visit the website at <http://www.utica.edu/slce>.

**Laundry:** Laundry facilities are available in each residence hall and in each section of Alumni Hall, as well as each apartment in Pioneer Village. The cost of laundry is included in the room rate. Any necessary repairs should be reported by submitting a work request.

**ID Cards:** All full-time and part-time students must have a valid Utica student ID card. The card is the official University identification for students and must be carried at all times. Students must present their Utica ID to any University official (e.g., safety officers, Student Living personnel, etc.) upon request.

**Keys:** Students are advised to lock their doors, especially when they leave their rooms. Keys are the property of The University and may not be loaned out or given to anyone. Students who lose keys must report the loss to the Office of Student Living and Campus Engagement (Strebel 206) ASAP. 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 and Packages:** Students receiving mail and packages will receive a message to their University email account advising them to obtain the parcel at The University mailroom in Gordon Science Center during office hours, typically 8:30 am - 5:00 pm Monday through Friday. Packages should be addressed as follows:

Student's Name  
Utica University  
1600 Burrstone Road Utica, NY 13502-4892

## Off-Campus Housing

After a student has met or been released from the two-year housing requirement, they may opt to live off-campus. There are a variety of apartments located near the Utica 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, which can also be accessed online at [www.uticaod.com](http://www.uticaod.com). Students seeking roommates or apartments often post signs on bulletin boards around the campus.

If students live off campus, they are asked to be a good neighbor and respect those who live in the community around them. Please keep houses, apartments, and yards clean and maintain an appropriate and reasonable noise level.

## Campus Dining Services

315-792-3178  
*Room 209, Strebel Student Center*

Services at the Dining Commons, the Pioneer Pub, Le Bistro, and Common Grounds are provided by Sodexo. 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 Services.

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 entrees from a brick oven pizza station, with made to order pasta. Fresh made to order sandwiches and salads, a grill station that features burgers and fries, and the new Wok 360 that specializes in stir fry and gourmet specialty sandwiches.

Special festive meals are offered at least once per month to observe holidays, special events, and ethnic history celebrations. Residential meal plans, Declining Balance, cash, VISA, AMEX, Discover and MasterCard are accepted at this location.

Hours of operation and a complete listing of menu items may be found online at

All resident students are required to subscribe to one of the following two meal plans:

- The Platinum Plan, featuring unlimited meals in Strebel Dining Commons, \$200 Declining Balance and five guest meals per semester.
- The Gold Plan, featuring unlimited meals in the Strebel Dining Commons, \$100 Declining Balance and five guest meals per semester.

All residential students living in the Pioneer Village only may choose an unlimited plan or one of the following:

- Pioneer Village Orange Plan: 185 meals per semester, plus 5 guest passes. Only residential students in the Pioneer Village may purchase this plan. Approximately two meals per day.
- Pioneer Village Blue Plan: 90 meals per semester, plus 5 guest passes. Only residential students in the Pioneer Village may purchase this plan. Approximately one meal per day.

Commuter students are not required to have a meal plan but may choose from the following 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. Please check out our website to see the bonus offers. Money added to your card is tax exempt. Visit Campus Dining's website at <https://uticauniversity.sodexomyway.com/> to purchase Pioneer Orange and Blue plans, declining balance dollars or to check your balance.
- Commuter Advantage Plan, featuring any 60 meals you choose per semester in the Dining Commons and \$125 in Declining Balance.
- Commuter Advantage Plan, featuring any 35 meals you choose per semester in the Dining Commons and \$250 in Declining Balance.

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, MasterCard, and AMEX at the Office of Campus Dining Services in the Strebel Student Center, 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 Services immediately. The student must then purchase a new ID card from the Office of Campus Safety from 8:30 a.m. to 5:00 p.m., Monday through Friday.

More information about menus and services are available online at The Office of Campus Dining Services 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.

Hours of operation and a complete listing of menu items may be found in the daily Morning Mention.

## **Additional Dining Opportunities**

Sodexo offers a variety of alternative dining options as well. Hours of operation and complete listing of menu items may be found on line at

### **Common Grounds**

*Gannett Library, First Floor*

Common Grounds is located on the first floor of the Gannett Library. It features Utica Roasters Coffee, gourmet sandwiches, salads, soups, Holland Farms pastries and Bagel Grove Bagels

## Le Bistro

*Gordon Science Center, First Floor*

Newly Renovated Le Bistro, located in the Gordon Science Center, features Starbucks Coffee. Other menu items include sandwiches, grab and go salads, homemade soups, and desserts. Declining Balance, cash, VISA, MasterCard, Discover and AMEX are accepted at this location.

## Pioneer Pub

*Strebel Student Center, Bottom Floor*

The Pioneer Pub, located on the first floor of the Strebel Student Center, features three retail operations. Pioneer Café that specializes in Burgers, Fried Foods, Specialty Salads and Sandwiches and daily specials. The Pioneer Pub which is the home of House Selected Wines, Local Craft brews and a gathering place for friends and family to meet. Declining Balance, cash, VISA, MasterCard, Discover and AMEX are accepted at this location.

## Other Basic Services

### Mailboxes and Stamps

United States mailboxes are located in front of Strebel Student Center and White Hall (last pick-up at 5 p.m.). The post office closest to The University is Kernan Station. Other post office locations can be found at: <http://www.yellowpages.com/utica-ny/usps-united-states-post-office-utica-main-office>.

### Newspapers

The *Tangerine*, UC's campus newspaper, is distributed most Fridays during the academic year. The *Observer-Dispatch* is the local daily paper. Copies of the *Observer-Dispatch* and *The New York Times* are on file in the library.

### Radio Stations

There are a number of radio stations with a variety of formats, including Utica University's WPNR (90.7 FM), in the Utica area.

## Other Campus Offices and Services

There are some offices on campus with which students may periodically have contact as they work on campus or have specific issues they need to address. University offices are open Monday through Friday from 8:30 a.m. to 5:00 p.m. during the academic year, and from 8:30 a.m. to 4:30 p.m. during the summer. Offices are closed during University-recognized holidays.



# Office of the President of The University

315-792-3222

*Room 200, DePerno Hall*

The President's welcome and information about the history, mission, and strategic plan for The University, as well as information about the President, can be found on the President's Web page at [www.utica.edu/president](http://www.utica.edu/president).

## Office of Advancement

315-792-3053

*Clark City Center (4th Floor)*

The Office of Advancement is responsible for managing the relationships with the University's most important external constituents including alumni, parents, friends, corporations, foundations, and state and federal government officials. Members of the Advancement staff work to engage key stakeholders in the life of the University through campus and regional events, volunteer opportunities with students and faculty, and philanthropic support for Utica's most important annual and capital priorities. Students are invited to learn more about Advancement and its staff by visiting <http://www.utica.edu/directory/advancement>. Students are also invited to review the University's policy regarding fundraising by visiting: <https://www.utica.edu/policies/policies.cfm?id=112>.

## Office of Marketing and Communications

315-792-3047

*Frank E. Gannett Library, Basement Level*

The Office of Marketing and Communications is responsible for stewarding The University's brand so that it is well positioned to achieve its strategic goals, advance its reputation, and build support among various stakeholders. The office's responsibilities include overseeing visual standards and brand identity, strategic communications and messaging, institutional marketing and advertising, media relations, web content management, publication design, and project management for integrated communications campaigns. Information about marketing and communications may be found at [www.utica.edu/marcomm](http://www.utica.edu/marcomm).

## Office of Financial Affairs

315-792-3011

*Room 203, DePerno Hall*

The Office of Financial Affairs is responsible for providing effective stewardship of the financial affairs of The University. This includes responsibility for the oversight of financial operations, budgetary planning and control, student accounts, endowment and debt management, institutional risk and certain compliance and reporting matters. Offices under Financial Affairs include General Accounting, Purchasing/Accounts Payable, Financial Planning and Analysis, Payroll Processing, Student Accounts (within the Center for Student Success), Copy Center, and Mailroom. In addition, the Office of Financial

Affairs is responsible for establishing and maintaining the dining services and bookstore vendor relationships. Additional information may be found at [www.utica.edu/finance](http://www.utica.edu/finance).

## Office of Human Resources/Payroll

315-792-3276

*Room 124, Addison Miller White Hall*

The Office of Human Resources serves dedicated faculty and staff, who are committed to the mission of The University. Being part of Utica University means being part of a community which is friendly, supportive, highly educated, diverse and inclusive. The Office of Human Resources serves as a strategic partner, change agent, and employee advocate to provide expert support and encourage professional development.

Utica University is an equal opportunity, affirmative action institution that does not unlawfully discriminate on the basis of a person's race, creed, color, sex, pregnancy, ethnic or national origin, religion, marital status, age, sexual orientation, gender identity, gender expression, veteran status, disability, AIDS, citizenship status, genetic predisposition, domestic violence victim status, or protected status under applicable local, state, or federal law. For additional information about human resources, see their webpage at [www.utica.edu/hr](http://www.utica.edu/hr).

## Office of Institutional Effectiveness

315-792-3228

*Room 127, Addison Miller White Hall*

The Office of Institutional Effectiveness advances institutional quality by providing diverse University stakeholders with accurate and reliable information for evidence-based planning decisions. Operations include assessment, accreditation, institutional research, and financial and business analytics. Typical planning information includes historical and current demographic information about Utica, comparisons to peer institutions, and summaries of qualitative and quantitative feedback gathered from faculty, staff, students, and alumni. This data is used for program planning and review, departmental and university-wide accreditations, and department specific projects and goals. The IE office also coordinates required university reporting to the federal Integrated Postsecondary Education Data System (IPEDS) and the New York State Education Department (NYSED), and also provides data to various prospective student university guides. Information regarding data gathered and maintained by this office may be found at <https://www.utica.edu/academic/Assessment/new/ie.cfm>.

## Policies, Procedures, Rules, and Regulations

While this section provides information regarding many of the Utica University policies most pertinent to students, it does not fully encompass all Utica University policies and procedures. Because policies and procedures are regularly reviewed and updated, additional information on policies detailed in this handbook, or the most current version of these or other policies and procedures of The University, may be found in the Online Policies and Procedures Manual, available at [www.utica.edu/policies](http://www.utica.edu/policies). Links for specific policies are also provided in each section.

## Federal, State, and Local Laws

Utica University 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 Utica University policy for the safety of all, and cooperation is essential.**

## Student Complaint Process

Any student who has been treated unfairly will have the right to be heard fairly and promptly. The University recognizes that disputes may sometimes arise and requires the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached, a formal complaint can be submitted to assure impartial and equitable resolution.

This complaint process may not be invoked for matters that have independent appeal processes that are already established. Examples of these include but are not limited to: Student Conduct, Title IX, FERPA, Academic Appeals, Academic Integrity, Financial Aid.

The process is divided into an informal and formal process. Resolution may be reached at any stage of the process.

## Academic Appeals

Academic appeals are petitions by students to change a decision rendered about an academic matter. For information on how to file an academic appeal see the Academic Appeals page on The University's website at [www.utica.edu/academic/appeals.cfm](http://www.utica.edu/academic/appeals.cfm).

## Office of Student Conduct & Community Standards

*(315) 792-3363*

*Room 103, Strebel Student Center*

The Utica University Student Conduct Program is intended to support the mission of The University through educating students about appropriate behavior and fostering a community where academic success can occur. The Program seeks to inspire the development of future leaders and responsible citizens by engaging in responsible and ethical decision-making. Students are treated with respect, and expected to take appropriate responsibility for their behavior, and the behavior of those around them.

The Student Conduct Program believes that every student has individual rights as a member of the Utica University community, but with those rights come responsibilities. Students are expected to be leaders, and should educate their peers on what is and isn't appropriate. Utica University strives, through its Student Conduct Program, to fairly and equitably address behavior that has a negative impact on the members of The University 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 University community;
- Hold students accountable and responsible for their actions;
- Provide a conduct process in which there is the opportunity for participants to experience personal growth;
- Assist students in developing alternatives to inappropriate behavior.

## Student Rights and Responsibilities

Utica University is an academic community in which all persons - student, staff, and faculty - share responsibility for its growth and continued welfare. As members of The University community, students can reasonably expect that the following rights will be respected by all University offices, programs, employees, and organizations. Utica University further encourages all members of The University 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 University to exercise these freedoms. For further information, see the Statement of Principles Regarding Expression on Campus, below.

### 2. **Tolerance and Civility**

Students have the right to, and responsibility to maintain, a system of tolerance and civility that allows everyone to feel empowered to participate in the sometimes difficult discourse of an academic community, and to protect the precious heritage of freedom of thought and expression. This must be balanced with the necessity of providing an environment that is free of harassment to members of our student body and our larger community, so that a sense of marginalization and powerlessness does not frustrate the very goals we pursue.

### 3. **Non-Discrimination**

Students have the right not to be discriminated against by any agent or organization of Utica University 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.

### 4. **Assembly/Protest**

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

### 5. **Religion/Association**

Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice in University 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 University community to free exercise of their religious convictions and to free association with organizations of their choice.

6. **Privacy/Search/Seizure**

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

7. **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.

8. **Quality Environment**

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

9. **Governance/Participation**

Students have the right to establish representative governmental bodies and participate in University governance in accordance with the rules and regulations of The University.

10. **Fair Process**

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

11. **Confidentiality**

Under the federal Family Educational Rights and Privacy Act, students have a right to (a) inspect and review educational records, (b) amend educational records, and (c) have some control of the information The University discloses related to their educational records. 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

Utica University Code of Student Conduct Utica University is a community committed to the principles of civility and fairness in pursuit of a purposeful academic experience. Students (residential, commuter, and online), staff, and faculty can expect that every interaction will be governed by the values of The University - lifelong learning, ethical behavior and integrity, honest communication, and the well-being of others. These are integral components of Utica University. The Code of Student Conduct articulates the connection between student behavior and these norms and expectations of The University community.

Each student is responsible for his/her conduct from admission to Utica University to graduation. Students are expected to know and uphold the Code of Student Conduct, as well as abide by local, state, and federal law. When the Code is not upheld, students will face action through the conduct process. While most alleged violations of the Code of Student Conduct occur while the student is on campus, students involved in off-campus incidents may also be charged through The University's conduct process. This occurs when the alleged incident adversely affects members of The University community, interferes with the daily lives of local residents, and/or jeopardizes The University's positive public relationship with the community/public. This may also occur prior to an applicant being accepted as a Utica University student

when an alleged incident adversely affects members of The University community, interferes with the daily lives of local residents, and/or jeopardizes The University's positive public relationship with the community/public.

### **The following behaviors are violations of the Code of Student Conduct:**

1. **Academic dishonesty** which includes, but is not limited to: plagiarism, cheating, misuse of academic resources or facilities, misuse of software, data, equipment, or networks, or any act that hinders the academic process.

2. **Academic and professional misconduct** which includes, but is not limited to: misuse of academic resources or facilities, behavior in and outside of the classroom, misuse of software, data, equipment, or networks, or any act that hinders the academic process.

3. **Disruptive Behavior** - Participating in any activity that disrupts or obstructs the normal operations of The University or its members, or leading/inciting others to disrupt scheduled and/or normal activities. Specific examples of how The University categorizes misconduct in this area include, but are not limited to:

- A. Disruptive Behavior
- B. Insubordination to Faculty or Staff
- C. Noise Violation

4. **Physical harm** or threat of physical harm to any person(s). Specific examples of how The University categorizes misconduct in this area include, but are not limited to:

- A. Aggressive behavior, including behavior that is perceived to be forceful, hostile or attacking, which may occur either in retaliation or without provocation.
- B. Physical violence, including striking, shoving, or kicking another person, or attempting/threatening to do the same.

5. **Harassment** occurs if an individual engages in conduct (physical, verbal, graphic, written, or electronic) that is sufficiently severe, pervasive, or persistent so as to interfere unreasonably with or limit the ability of another individual to participate in or benefit from the services, activities or privileges provided by The University, or has the purpose of creating an intimidating or hostile environment. Harassment may include conduct that occurs based on race, sex, color, ethnic or national origin, religion, age, sexual orientation, disability, or veteran status. Harassment is not limited to the categories listed above, and may include obscene or threatening behavior and/or verbal abuse. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated instances. The University reserves the right to discipline offensive conduct that is inconsistent with community standards even if it does not rise to the level as defined by applicable law.

- A. Conduct that is sufficiently severe, pervasive, or persistent so as to interfere unreasonably with or limit the ability of another individual to participate in or benefit from the services, activities or privileges provided by The University
- B. Behavior that creates an intimidating or hostile environment
- C. Retaliatory Behavior

6. **Unauthorized Use of Electronic or other Devices** - Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.

This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, restroom, or in any place where there is a reasonable expectation of privacy.

7. **Health and Safety** - Conduct that threatens the mental or physical health and safety of any person(s). Specific examples of how The University categorizes misconduct in this area include, but are not limited to:

- A. Endangering one's safety
- B. Endangering the safety of others
- C. Alcohol/drug use resulting in medical treatment
- D. Inhaling or ingesting any substance that could alter a student's mental state or have a negative impact on a student's well-being

8. **Theft or Damage** - Theft or damage to personal or institutional property or services. Specific examples of how The University categorizes misconduct in this area include, but are not limited to:

- A. Theft
- B. Theft of services
- C. Vandalism
- D. Damage to property
- E. Possession or use of stolen property
- F. Misappropriation of funds

9. **Misuse of Documents or Identification** - Misuse of University identification cards, records, or documents, including forgery, alteration, or fabrication.

10. **Failure to Comply/Act** - Failure to comply/failure to act. Specific examples of how The University categorizes misconduct in this area include, but are not limited to:

- A. Failure to comply with the directives of University officials or representatives in the performance of their duties
- B. Furnishing false information to a University official or representative
- C. Being present when a violation of the Code of Student Conduct or Residence Hall Agreement is occurring, and failing to leave and notify campus authorities that there is a violation(s) taking place
- D. Failure to carry Utica University ID and/or provide ID at the request of a University official
- E. Intentionally reporting a false incident/situation
- F. Violation of parking regulations (3rd parking ticket)
- G. Violation of traffic regulations (2nd incident)

11. **Unauthorized Entry/Use of Facilities - Unauthorized entry, use, or occupation of University facilities** that are locked, closed, or otherwise restricted as to use. Specific examples of how The University categorizes misconduct in this area include, but are not limited to:

- A. Unauthorized use/misuse of keys
- B. Trespassing
- C. Unauthorized use of property
- D. Providing unauthorized access to University facilities

12. **Campus Quality of Life** - Conduct that adversely affects the campus's quality of life or unduly disturbs one or more members of The University community. Specific examples of how The University categorizes misconduct in this area include, but are not limited to:

- A. Solicitation
- B. Hallway sports
- C. Lewd/indecent behavior

13. **Alcohol** - Underage use, possession, purchase, or distribution of alcohol to underage persons, or being an underage person in the presence of alcohol being consumed. Specific examples of how The University categorizes misconduct in this area include, but are not limited to:

- A. Underage possession/underage consumption of alcohol
- B. Underage persons in the presence of alcohol being consumed
- C. Providing alcoholic beverages to underage persons
- D. Hosting or participating in any activity that promotes mass or excessive consumption of alcohol
- E. Public intoxication
- F. Possession or being in the presence of alcohol paraphernalia including, but not limited to, empty containers
- G. Violating Residence Hall Alcohol Policy
- H. Suspicion of possession/use of alcohol

14. **Drugs** - Use, possession, manufacturing, distribution, or sale of drugs or other controlled substances except as expressly permitted by law, or being in the presence of any of the above. Specific examples of how The University categorizes misconduct in this area include, but are not limited to:

- A. Sale/distribution of illegal drugs
- B. Possession/use of illegal drugs
- C. Being in the presence of drugs or other controlled substances except as expressly permitted by law
- D. Use of a prescription drug if the prescription was not issued to the student, or the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued
- E. Possession or being in the presence of drug paraphernalia, including, but not limited to, bongos, glass pipes, hookahs, vaping equipment, e-cigarettes, etc.
- F. Suspicion of marijuana/illegal drug use

**NOTE: While the new state law immediately permits using marijuana, it remains illegal, in all forms, at the federal level. Since Utica University receives federal funding, it is required to operate under applicable federal guidelines. As such, Utica University's policy continues to ban the purchase, use, or possession of marijuana and cannabis derivatives on campus.**

15. **Weapons** - Unauthorized possession or use of firearms, explosive devices, fireworks, dangerous or illegal weapons (contact Campus Safety for specifications), or hazardous materials. This may include the use of anything as a weapon which was not intended for that purpose.

16. **Safety Equipment** - Interference with or misuse of fire alarms, fire prevention and detection equipment, or other safety and security equipment. Specific examples of how The University categorizes misconduct in this area include, but are not limited to:

- A. Tampering with or misuse of fire, safety, or security equipment
- B. Causing the false report of a fire
- C. Intentional or reckless behavior that causes a fire



- D. Interfering with or failing to follow emergency procedures
- E. Fire safety violations including, but not limited to, candles and extension cords.

17. **Policy Violations** - Violation of any university policy, rule, or regulation published in hard copy or available electronically on the Utica University website. Specific examples of how The University categorizes misconduct in this area include, but are not limited to:

- A. Violation of the Residence Hall Agreement  
(<https://www.utica.edu/student/reslife/agreement.cfm>)
- B. Violation of the Hazing Policy  
(<http://www.utica.edu/student/activities/organizations/igc/hazing.cfm>)
- C. Violation of the Utica University Posting Policy  
(<http://www.utica.edu/policies/policies.cfm?id=89>)
- D. Violation of the Copyright and Peer to Peer File Sharing Policy  
(<http://www.utica.edu/policies/policies.cfm?id=129>)

18. **Comply with laws** - Violation of federal, state, or local laws. Students are expected to comply with all laws, whether or not they are on The University campus.

19. **Off-Campus Disruption** - Behavior that reflects negatively on the reputation of The University and its students as a result of a student's behavior anywhere off campus. Examples of off-campus disruption include but are not limited to damage to neighbors' and/or public property hosting large parties/noise ordinance violations, obstruction of public streets by crowds or vehicles, illegal parking, upkeep of rented apartment/areas, littering, etc.

20. **Social Media and Online Conduct** - Although it is acknowledged that students use technology to connect, collaborate, and communicate with each other and that online forms of expression such as the value of open sharing, diversity of opinion, and civil debate are as important to student development as traditional oral and written expression; The University categorizes misconduct in this area to include, but not be limited to:

- A. Personal attacks, insults, or threatening language
- B. Plagiarized or copyrighted material
- C. Commercial promotions or spam

21. **Bias Related Conduct** - Conduct that adversely and unfairly targets an individual or group based on social identity categories (national origin, ethnicity, race, age, religion, gender, gender identity & expression, sexual orientation, disability, veteran status, color, creed, marital status or any combination of these characteristics); and speech or other forms of expression intended to harass, threaten, cause fear of physical injury, or otherwise incite violence or other criminal action against an individual or group. The act may be verbal, written or physical and occur on campus or within an area that affects the campus community.

22. **Hate Crime** - A person commits a hate crime when they commit a specified criminal offense and either intentionally commits the act or intentionally selects the person against whom the offense is committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct.

23. **Sexual Misconduct** - Sexual Misconduct is a term used by this policy to refer to forms of non-consensual sexual activity or offenses. While sexual misconduct can be a criminal offense under

New York State law, a person's conduct may violate Utica University's policy even if it does not violate State law. Thus, offenders may be prosecuted under New York State criminal statutes and/or be subject to disciplinary action by the University. The University may choose to pursue disciplinary action while criminal action is pending, even if criminal justice authorities choose not to prosecute. Sexual misconduct includes the following behaviors:

A. **Sexual Harassment** - "Sexual harassment" means unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex or gender, sexual orientation, or gender identity or expression, when such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic, or extracurricular performance, or creating an intimidating, hostile, or offensive work or learning environment, even if the reporting individual is not the intended target of the sexual harassment. Harassing conduct can occur in various forms, including: verbal, physical, visual, sex-stereotyping, or communication based.

B. **Sexual Assault** - "Sexual assault" includes any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will, without affirmative consent, or where the victim is incapable of giving affirmative consent.). Sexual assault consists of the following specific acts:

- Non-Consensual Sexual Intercourse - Sexual assault of this type includes the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, forcibly or without affirmative consent or where the victim is incapable of affirmative consent due to mental or physical incapacity. This type of sexual assault also includes non-forcible sexual intercourse with a person who is under the statutory age of consent. In New York, the statutory age of consent is 17 years old.
- Non-Consensual Sexual Contact - This form of sexual assault includes any intentional touching, however slight, for purposes of sexual gratification or with sexual intent, of the private body parts (including genitalia, anus, groin, breast, inner thigh, or buttocks) of another person without affirmative consent. This may include non-penetrative acts, touching directly or with an object, and/or touching the private body parts of another over clothing. This may also include forcing or causing another without affirmative consent to touch one's own private body parts.

C. **Sexual Exploitation** - Taking non-consensual or abusive sexual advantage of another for one's own benefit or for the benefit of anyone other than the person being exploited, if the conduct does not otherwise constitute another offense under this policy. Examples of sexual exploitation include (a) sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed); (b) taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent or beyond the parameters of consent), including the making or posting of revenge pornography; (c) exposing one's genitals in non-consensual circumstances or nonconsensual disrobing of another person so as to expose the other person's private body parts; (d) prostituting another person; (e) engaging in sexual activity with another person while knowingly infected with a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the STD or STI; (f) causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity; (g) misappropriation of another person's identity on apps, websites, or other venues designed for

dating or sexual connections; (h) forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity; or (i) knowingly soliciting a minor for sexual activity.

**D. Dating Violence** - Dating violence refers to violence (including but not limited to sexual or physical abuse or the threat of such abuse) committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the statement or the reporting party with consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship. Dating violence can include behavior such as coercion, isolation or other forms of emotional, verbal or economic abuse if it reflects a threat of sexual or physical abuse as described above. Dating violence does not include acts covered under the definition of domestic violence.

**E. Domestic Violence** - Domestic violence refers to violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner. To categorize an incident as Domestic Violence, the relationship between the responding party and the reporting party/complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship as described above.

**F. Stalking** - Stalking refers to a course of knowingly unwanted conduct directed at a specific person that would cause a reasonable person to fear for that person's safety or the safety of others, or suffer substantial emotional distress. Stalking involves repeated and continued harassment made against the expressed wishes of another individual, which causes the targeted individual to feel emotional distress, including fear and apprehension. Stalking behaviors may include, but are not limited to, intentional pursuing, following, or observing another; repeated non-consensual (unwanted) communication or contact (including face-to-face, telephone calls, voice messages, electronic messages, web-based messages, text messages, unwanted gifts, etc.); or using "spyware" or other electronic means to gain impermissible access to a person's private information. Such behaviors may also include interference with the safety of any of the immediate family of members of the community.

**Community Standards Violations - The University prohibits the previous listed behavior (Sexual Misconduct) under circumstances in which a University interest is implicated (such as an impact on individuals as members of the University community). For the purpose of Community Standards Violations, the above conduct (Sexual Misconduct) is prohibited even if the conduct occurs off-campus, outside the United States, if the reporting party/complainant is not participating or seeking to participate in the University's education program or activity, or otherwise in circumstances over which the University does not have influence or control, including but not limited to during University academic breaks.**

**24. Infectious Disease** - Infectious Disease (e.g. COVID-19), violating University requirements or public health orders in place to reduce the risk of spreading infectious disease.

A. Failing to comply with any and all applicable University federal, state, and/or local public health orders.

B. Failing to comply with University policies, procedures, and any other requirements in place to help reduce the risk of contracting or spreading infectious diseases.

C. Failing to comply with any additional or more specific actions to limit the spread of infectious disease, while participating in a program or activity, utilizing a service or benefit, or using University facilities.

- D. Failing to abide by face covering requirements.
- E. Failing to abide by social gathering/distancing requirements.

\*Instances of academic dishonesty may be referred to the Academic Standards Committee by the Office of Student Conduct & Community Standards, and instances of academic misconduct may be referred by the Academic Standards Committee to the Office of Conduct & Community Standards for possible action through the student conduct process. Behavior by a student may result in both academic action and action through the student conduct 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 University catalog for a complete description of the definition and procedures followed for cases involving academic dishonesty.

\*\*Matters of professional misconduct are typically handled by the relevant academic department, unless the behavior is so egregious as to warrant it being referred to the Office of Academic Affairs.

\*\*\*This document will be reviewed annually, and periodically revised and distributed to The University community. The responsibility for review and revision of this document falls under the purview of the Office of Student Conduct & Community Standards.

**Revised August 2023**

## **Jurisdiction**

The University 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 University-owned or controlled property and alleged misconduct that takes place at any University sponsored event when it has a significant impact on the educational mission and well-being of The University or well-being of a student or student organization. Jurisdiction may also extend to off-campus incidents when the alleged incident adversely affects members of The University community, interferes with the daily lives of local residents, and/or jeopardizes The University's positive public relationship with the community/public. Jurisdiction may also be extended if The University is made aware of a pending incident that occurred prior to admission that could adversely affect members of The University community, interfere with the daily lives of local residents, and/or jeopardize The University's positive public relationship with the community/public.

## **Interim Measures**

The Dean of Students/designee may assign an interim action(s) upon learning of potential violations, if the allegation(s) of misconduct is apparently reliable and relates to the safety and/or welfare of any person, University property, or any University function. The assignment of an interim action(s) restricts the student from certain privileges at the University in the interest of safety and/or the wellbeing of the community or the student themselves; it does not mean the student has been found responsible for violating the Code of Student Conduct. Interim actions can include (1) modification or suspension of the ability of a student to be present in specific areas or buildings on campus; (2) modification or suspension of the ability of a student to be present on University property in its entirety; (3) modification or suspension of the ability to attend class(es); (4) modification or suspension of the ability to participate in a University-related activity; or (5) the issuance of a No Contact Restriction. The interim action(s) will be communicated in writing to the student, by email or in person and is effective immediately. Failure or refusal to take receipt of notification will not negate or postpone said interim action. Interim actions are in

effect from the time of issuance until the Dean of Students/designee determines that the reason for imposing the interim action no longer exists and the student receives written notice that the interim action is no longer applicable or until the resolution of the student conduct matter through the Student Conduct Process.

## **Medical and Good Samaritan Amnesty**

The safety of our students is of the utmost importance to Utica University. For that reason, Utica University has a Medical and Good Samaritan Amnesty policy that assures students will always seek out the appropriate assistance of Campus Safety staff, Student Living staff, or local medical first responders in a time of medical or psychological distress for themselves or other members of The University community resulting from the use of alcohol and/or drugs.

Any individual including friends, witnesses or a third parties, who shares information in the interest of any individual's health and safety will not be subject to assignment of points or disciplinary action by The University for their own personal consumption of alcohol or other drugs at or near the time of any incident, provided they did not harm or place the health or safety of any other person at risk. The University may require an educational meeting where support, resources, and educational counseling options may be discussed and potentially required for an individual who has engaged in the illegal or prohibited use of alcohol or drugs.

Failing to seek assistance for a member of The University community in medical need may have dire consequences for the person in need of assistance. Sanctions for students who fail to seek assistance or interfere with an individual's attempt to get assistance will be severe.

## **Point System for Student Conduct**

Utica University has developed a point system for use in sanctioning students that are found responsible for violations of the Code of Student Conduct. This point system is designed to provide clarity, predictability, and consistency in the sanctioning process. Assigned point values reflect the level of severity for each possible violation of the Code of Student Conduct. The system also tracks a student's conduct history. If a student continues to violate the Code of Student Conduct, their point total rises to reflect their conduct history. Point totals are cumulative within a single incident as well as over a student's academic career at Utica University.

For example, if a student is found responsible during the first week of the semester for underage consumption of alcohol, they will be assigned 4 points for the incident. If the same student is then found responsible for failure to follow emergency procedures later in the semester, they will be assigned 4 points for that violation for an accumulated total of 8 points. Students can consult the table of violations to see what points will be assigned for certain violations as well as how points will accumulate based on future violations.

## **Notification & Restriction Program**

In addition to assignment of points, students will face a system of educational sanctions, notifications, and restrictions. When students are found responsible for violations and their point totals reach the following

levels; either from one incident or multiple incidents; the following notifications or restrictions will take place (as well as educational sanctions at each level):

**1-Point** – Written Warning (Judicial Educator related to violation and reflection paper may be used)

**2-Points** – Written Warning (Judicial Educator related to violation and reflection paper may be used)

**3-Points** – Judicial Educator related to violation and reflection paper

**4-Points** – Five hours of campus service

**5-Points** – The student will be placed on Residential Probation if applicable. Educational assignment that explores their educational and career goals or a specific topic based on the violation

**6-Points** – The student will be penalized in the housing selection process and perform ten hours of campus service. AOD assessment with Counseling staff for AOD violations

**7-Points** – The student will not be eligible for Greek Life or Study Abroad, and will be placed on social restriction or social probation

**8-Points** – The student will be placed on Disciplinary Probation and a second notification will be sent to the student's parent(s) or guardian, success coach, and athletic coach will be notified of their violation(s).

**9-Points** – Meeting with the Dean of Students. Fifteen hours of campus service

**10-Points** – The student will be suspended for a period of time or expelled depending on the severity of the violation(s). Students may receive a sanction of expulsion without having been suspended first.

Students will be assigned points based on violations. Other sanctions will occur at the point levels identified and can also include sanctions for lower point totals (i.e.: If a student reaches 7 points, they can be assigned ten hours of campus service as well as any restrictions listed for 6 points). Any sanction listed above that is not applicable to a certain student (i.e.: Residential Probation for a student who does not live on campus) will be replaced by an equivalent sanction.

In our example describing the point system, the student was assigned 4 points for an incident of underage consumption of alcohol. At that time, they would receive a Written Warning, be asked to complete a Judicial Educator related to violation and write a reflection paper, and perform Five hours of campus service. Later in the semester when they were found responsible for failure to follow emergency procedures, they were assigned 4 points for that violation giving them a total of 8 points. At that time, (less than 90-days from their first violations), the student will be placed on Residential Probation if applicable and be given an educational assignment that explores their educational and career goals or a specific topic based on the violation. They would be penalized in the housing selection process and perform five more hours of campus service and be assigned an AOD assessment with Counseling staff for AOD violations. The student will not be eligible for Greek Life or Study Abroad, and will be placed on social restriction or social probation. The student could also be placed on Disciplinary Probation and a notification will be sent to the student's parent(s) or guardian, success coach, and athletic coach will be notified of their violation(s). This notification occurs because the student is very close to the 10 point threshold for suspension or expulsion.

## Point Forgiveness Program

**Students may have points forgiven in four ways:**

A two-point reduction will occur 90 days after the assignment of points. Students must complete all sanctions by their date due and not be found responsible for any other violations during the 90-day time

period. If a student does have another violation, a two-point reduction will not occur until 90 days after the most recent violation (with no further violations occurring).

A one-point reduction will occur for those students who have had an AOD violation if they complete the Alcohol EDU program and complete a reflection paper. This paper must be substantive and approved by the assigning hearing officer. Students will only be eligible to receive this particular reduction one time.

A two-point reduction will be given with the completion of an approved 10-hour service project that is overseen by the Director of Student Living or their designee. The Director of Student Living or their designee will approve, monitor progress, and verify completion of the aspects of the Residential P.R.I.D.E campaign. Upon completion, the student will need to write a reflection paper describing the project, the lessons learned throughout the project, and the positive impact the project had on the residential community. Students will only be eligible to receive this particular reduction one time per academic semester.

A two-point reduction may be given with the completion of an approved 10-hour community service project. This community service project must be proposed to the Director of Student Conduct & Community Standards and must be in cooperation with an off-campus agency. The off-campus agency will approve, monitor progress, and verify completion of the project. Upon completion, the student will need to write a reflection paper describing the project, the lessons learned throughout the project, and the positive impact the project had on the agency and the community. Students will only be eligible to receive this particular reduction one time per academic semester.

In our example describing the point system, the student was assigned 5 points for their first incident; 1 point for the noise violation and 4 points for the underage consumption of alcohol. The student decided to complete the Alcohol EDU program and a reflection paper. This provides the student a 1-point reduction and leaves them with a total of 4 points. Unfortunately, they were found responsible for failure to follow emergency procedures prior to 90 days passing. They were assigned 4 points for that violation giving them a total of 8 points (invoking the restrictions at the 6-point, 7-point, and 8-point notifications). Shortly after this incident, the student decided to complete an approved 10-hour community service project in cooperation with an off-campus agency and write a reflection paper. Upon completion and approval of the project and the paper, the student receives a 2-point reduction from their total resulting in a new point total of 6 points.

## Table of Point Assignments

Below is a listing of most violations of the Student Code of Conduct and the assigned point values. **This list is not exhaustive nor inclusive of all possible violations.**

### Alcohol/Drug Violations

<u>Point/Point Range</u>	<u>Violation</u>
2	Suspicion of possession/use of alcohol
2	Possession or being in the presence of alcohol paraphernalia including, but not limited to, empty containers
2	Underage persons in the presence of alcohol

2	Suspicion of marijuana/illegal drug use
2	Violating Residence Hall Alcohol Policy
3	Possession of drug paraphernalia
4	Drinking underage
4	Public intoxication
4	Being in the presence of drugs or other controlled substances except as expressly permitted by law
4	Marijuana possession (personal use)
4	Marijuana use
5	Disorderly conduct (Specific instances invoke other violations)
5	Public intoxication/disruptive behavior (Specific instances invoke other violations)
6	Providing alcohol to underage persons
6	Hosting parties of any size with underage drinking
6	In the presence of any activity that promotes excessive drinking
6	Drinking/using drugs to the point of requiring medical intervention
8	Hosting any activity that promotes excessive drinking
8	Possession of narcotic/prescription drugs
10	Felony level possession of drugs
10	Selling marijuana/drugs
10	Selling of narcotic/prescription drugs

## Damage Vandalism

<u>Point/Point Range</u>	<u>Violation</u>
2	Damage to University property (relatively minor and unintentional)
2	Damage to another person's personal property (relatively minor and unintentional)
6	Intentional or reckless damage to University property
6	Intentional or reckless damage to another person's personal property
6	Vandalism



# Endangering/Threatening Behaviors

<u>Point/Point Range</u>	<u>Violation</u>
6	Inhaling or ingesting any substance that could alter mental state or have a negative impact on a well-being
6	Unauthorized use of electronic or other recording devices
8	Endangering the safety of others
8	Retaliatory behavior
8	Possessing/displaying a weapon
8	Fighting/Physical Violence
8	Interfering with emergency procedures (Campus Safety and local emergency personnel)
8	Sexual Harassment (Quid Pro Quo, Hostile Environment)
8	Gender Based Harassment: Non-aggravated
10	Infectious Disease - Failure to comply with university, federal, state and/or local public health orders
10	Infectious Disease - Failure to comply with University policies, procedures, and requirements to help reduce the risk of contracting or spreading infectious disease
10	Infectious Disease - Failing to comply with any additional or more specific actions to limit the spread of infectious disease, while participating in a program or activity, utilizing a service or benefit, or using University facilities
10	Infectious Disease - Failure to follow face covering requirements when required
10	Infectious Disease - Failure to abide by social gathering/distancing requirements on and off campus when required
10	Intentionally causing injury to another person with no physical provocation
10	Hazing
10	Use of predatory drugs
10	Threatening/Using a weapon
10	Setting/causing fire

10	Sexual Assault (Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Rape, Statutory Rape)
10	Sexual Exploitation (Prostitution, Observing, recording or distributing of a sexual or private activity without the consent of all involved)
10	Coercion
10	Dating Violence
10	Domestic Violence: Aggravated
10	Gender Based Harassment: Aggravated
10	Stalking

## General Conduct/Behavior

<u>Point/Point Range</u>	<u>Violation</u>
1	Posting policy violation (minor - content may invoke other violations)
1	Solicitation policy violation
2	Violation of parking regulations (3rd ticket)
2	Refusing to comply with University employees
2	Giving ID card or key to another student or to a non-student
2	Failure to carry Utica University ID and or provide ID at the request of a University official
2	Using University ID/keys that does not belong to you
2	Being present when a violation of the Code of Student Conduct or Residence Hall Agreement is occurring, and failing to leave and notify campus authorities that a violation is taking place
3	Illegal file sharing or violation of copyright policy
3	Unauthorized entry into Residence Hall or other University facility
3	Off-campus disruption such as hosting large parties, noise ordinance, or city code violations, etc.
3	Academic misconduct
3	Disrupting a University class, event or activity
4	Disruptive behavior

4	Theft of University property or another person's property - minor
4	Furnishing false information
4	Insubordination to Faculty or Staff
4	Failure to comply/Act
4	Failure to follow emergency procedures
4	Impeding/preventing University personnel from doing their jobs
5	Violation of traffic regulations (2nd moving violation)
5	Forging a University employee's signature
5	Social Media Policy
6	Aggressive behavior
6	Harassing behavior of another person (calls, emails, in-person confrontations)
6	Creating a hostile or intimidating environment
6	Lewd/Indecent behavior
6	Possession or use of stolen property
6	Misuse of records or documents; including forgery, alteration, or fabrication (including federal, state, county identification)
6	Theft of services
6	Belligerent/abusive behavior
8	Theft of university property or another person's property - major
8	Intentionally reporting a false incident/situation
8	Intentional or reckless behavior that causes a fire
10	Embezzling/misappropriation of funds
10	Unauthorized use of electronic devices, etc. to make audio or video recordings of any person without their prior knowledge/consent
10	Bias Incident
10	Hate Crime

# Housing Related Violations

<u>Point/Point Range</u>	<u>Violation</u>
1	Courtesy/Quiet Hours violations
1	Violation of residence hall regulations (minor - specific instances may invoke other violations)
2	Hallway sports
2	Causing the false report of a fire
2	Fire safety violations
8	Pulling a fire alarm falsely
8	Tampering with or misuse of fire equipment

^ Violations denoted as 10 are violations that rise to the level of suspension or expulsion. Suspension does not need to precede expulsion. Students may receive a sanction of expulsion without having been suspended first.

^ This point system in its entirety was developed with input from the systems and Conduct Administrators at Bucknell University, Gettysburg College, Hendrix College, Colgate University, Hamilton College and Union College.

**Revised August 2023**

## Housing Policy

Utica University's goal is to offer students diversity in housing while maintaining The University's resident student population at a level that permits Utica to maximize student services. The following housing policies have been adopted to achieve that aim. Under normal circumstances, these policies will be respected in the assignment of residence hall space:

- Housing assignments for returning residential students are processed by academic class standing, as well as academic performance and conduct history (the Office of Student Living and Campus Engagement reserves the right to alter the returning student selection process as needed to accommodate a growing residential student population). A \$200 room deposit is required prior to the room selection process. The schedule for housing is established by the office of Student Living and Campus Engagement, including deadlines for deposits. All returning residential students may apply for housing during the spring semester provided their room deposits have been paid. See the "**Schedule of Tuition, Fees, and Deposits**" section of The University catalog for room charges.
- Returning students may apply in groups for rooms in Tower, Bell, Pioneer Village, Alumni, or Boehlert Hall. Selection for Alumni Hall, Boehlert Hall, Tower Hall, and Bell Hall and Pioneer Village is based on class year, and conduct history. A limited number of single rooms are

available in Tower, Bell, North, and South Halls, Boehlert and Pioneer Village. Each of these accommodations will be assigned according to the current housing selection guidelines. Double occupancy rooms are the most common style of housing available at Utica University. As housing demand requires, some students may be assigned triple rooms.

- When a vacancy occurs in an apartment, in a suite, or in a double room, a student has the following options:
  - The student may move voluntarily to another room to fill an existing vacancy; or
  - The Office of Student Living and Campus Engagement will assist the student in finding a compatible roommate to fill the vacancy; or
  - the student may be moved by the Office of Student Living and Campus Engagement to another room to fill an existing vacancy; or
  - The student may pay the additional cost to lease the room as a double-single for the remainder of the semester (if space is not needed).
- Exceptions to the above procedures may be granted by the Director of Student Living.
- Students desiring to be released from The University's student housing requirement or academic year housing agreement need to request permission from the Director of Student Living by completing a Housing Release Application. Release requests should detail a medical necessity or significant change in financial situation. Students who will be departing The University, or leaving student housing for an approved internship, affiliation, or study abroad program, must notify the Office of Student Living and Campus Engagement before the end of the prior semester. Students who reside on campus beyond the second week remain responsible for the payment of all housing charges until the end of the occupancy term. Charges for board will be on a prorated basis through the second week of each semester. Requests to withdraw must be given not less than seven days prior to the intended withdrawal date. Housing agreements are binding for an entire academic year. Exceptions are granted by the Director of Student Living.

## Residence Hall Guidelines

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 through Utica University email.

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 Student Living staff to assist residents in maintaining order in the residence halls. Staff members represent the division of Student Affairs in the residence hall, and their request for cooperation and compliance with policies should be taken seriously. Incidents of failure to cooperate with the Student Living staff will be referred to the Office of Student Conduct and Community Standards and may ultimately be dealt with through Student Conduct. While The University wants to offer as much freedom as possible within the residence halls, The University also must expect responsible participation on the part of all students. For further information, contact the Office of Student Living and Campus Engagement or the Office of Student Affairs. Students are also urged to review their housing agreement, available online at [www.utica.edu/HousingAgreement](http://www.utica.edu/HousingAgreement).

# General Regulations

## Check-In

When students arrive on campus the student living staff will have previously inspected each room. To avoid being held responsible for previous damages, each student must complete a room condition report. This is the opportunity for students to point out to staff members any conditions or damages that existed prior to moving into the room. Rooms will be inspected on a regular basis for damages, and students will be billed accordingly if damages are found. Students may check out of their rooms together with a Student Living staff member or use an express checkout option when moving out of their rooms. Using the express checkout option, however, means a student waives their right to appeal any assessed repair or cleaning charges.

## Electrical Appliances

Because of the risk of overloading circuits or creating 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, grills, griddles, hot plates, hot pots, electric frying pans, heating coils, space heaters, air conditioners, and sun lamps. In addition, in North Hall, South Hall, Boehlert Hall, 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, small refrigerators (no larger than 3.0 cubic feet), electric hair dryers, razors, coffee makers (with automatic shutoff), popcorn poppers, and irons. The Office of Student Living and Campus Engagement provides a "packing guide" of suggested items to bring to campus and a list of items to leave at home. The list is available on the Office of Student Living and Campus Engagement web page. If in doubt about an electrical appliance, check with the Student Living staff.

## Fire Regulations

All University 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. Only multiple plug strips with a circuit breaker may be used when decorating your room, suite, or apartment; other extension cords are not permitted. 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 (unless issued by The University) are strictly forbidden for safety purposes.

Student Living staff members will review these regulations with you and are responsible for their enforcement. 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 conduct action and sanctions ranging up to removal from housing and/or The University.

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 conduct action for falsely activating an alarm and may be removed from housing and/or The University. 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. Any student who is responsible for a fire alarm, whether the activation is accidental or willfully caused by the student, will be assessed the \$50 fee from the City of Utica as charged to The University.

## **Firearms and Weapons**

Firearms, spring-loaded and air-propelled pistols, BB and pellet guns, and all other weapons are prohibited in residence halls and Utica 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 Utica property; in fact, such materials are illegal.

## **Gambling**

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

## Residence Hall Sports

Sports are not permitted in the residence halls. This includes, but is not limited to, the throwing of balls, tossing Frisbees, hacky sack, rollerblading, and the use of squirt guns. Residence hall sports can damage facilities, activate fire alarms or sprinkler systems, disrupt and/or injure other residents.

## Parking Information

All residential students are to park in Lots E through I ONLY, and WALK TO CLASS. Pioneer Village students are to park in the Pioneer Village lots ONLY, and walk to class. Lots A through D are designated for Faculty/Staff/Commuters ONLY. Lots A and B fill up quickly, so prepare accordingly. Lot J is reserved for faculty/staff from the Athletics Department ONLY.

Regarding the Clark City Center parking, students are to park on the top level of the Utica Place parking garage.

Parking registration is not required on an annual basis. Stickers handed out will not have expiration dates, and will be valid for the entire time of attendance. Should any student have changes to their vehicle information, or need a new sticker for any reason, they will need to come in and notify our office.

Visitors to campus, or students needing short-term passes, can obtain a visitor pass for up to one week by visiting the office of Campus Safety during business hours. If the visitor is arriving after hours, the hosting student can stop in and request the pass on their behalf.

Please remember that, should you receive a ticket, you have seven days to appeal or discuss the violation. After this period your ticket will be billed, and you are responsible for the fine. Speeding violations cannot be appealed under any circumstance. The campus speed limit is fifteen miles per hour, and it is of utmost importance to exercise caution when driving on campus roads and in the parking lots.

## Pets

Because of city and state health regulations, students are only allowed small tanks (maximum of 10 gallons) of fish in the residence halls. No other pets are allowed. Service animals are excluded from this policy. Students who wish to request permission for a service animal or emotional support animal (ESA) must reach out to the Office of Learning Services. Students who will have an animal in residence (Service Dog or ESA), must connect with the Office of Learning services to discuss care and vaccinations before moving into the residence halls.

## Room Changes

Students must receive approval the Office of Student Living and Campus Engagement in order to change rooms. The Office of Student Living and Campus Engagement identifies specific times when room changes may be made. Students who change rooms without permission may be subject to action through the student conduct process and will be held responsible for damages in their designated room/suite.



## Solicitors

No personal soliciting, door-to-door selling, or poll-taking is allowed on campus by members of The University 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. University groups may contact the Office of Student Living and Campus Engagement 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 Office of Student Living and Campus Engagement.

No personal soliciting, door-to-door selling, or poll-taking is allowed in the residence halls by residents, other members of The University community, or by external individuals or organizations. Exceptions may be granted only by the Dean of Students.

If a student is approached by a salesperson or solicitor, this should be reported immediately to a University staff member. The complete Solicitation Policy is available in the Club & Organization Manual, in the Office of Financial Affairs and Treasurer, or online at [www.utica.edu/policies](http://www.utica.edu/policies).

## Social Regulations Open Hall Policy

The University has determined that Utica 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 their 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. All overnight guests must be signed in at the front desk of the residence halls and cannot stay longer than 3 consecutive nights or more than 6 nights in a month, subject to the consent of roommates. The University reserves the right to deny permission of a visitor. Student Living staff can limit the number of guests per room/apartment. Student Living staff also have the right to restrict a guest (for up to 72 hours or until the Office of Student Affairs can be notified) from visiting a certain room or hall. This policy is under constant review by the Director of Student Living and the Dean of Students.

## Alcoholic Beverages

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

- 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. 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 Student Living staff's discretion. Guests are not allowed to bring alcoholic beverages into the residence halls.
- 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.).

- No bulk alcohol dispensers (kegs, etc.) 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.
- 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.
- 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. The University 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.

## **Planning Events**

The Student Living and Campus Engagement 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 they have chosen to study. In order to ensure adequate quiet for studying and sleeping purposes, The University has quiet hours as designated in the residence halls. However, 24-hour courtesy hours are always in effect. A student should not play radios, TVs, and/or talk at a level that will disturb others. At any time, including daytime 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 does 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 The University students. Any conduct that is inappropriate may be reprimanded by a staff member.

## **Maintenance of Property and Services**

### **Maintenance of University Property**

Each student is responsible for the condition of their room and the furniture for the time that they live there. At the beginning of the semester, each room will be inventoried by student living staff. Students are to indicate any damages that the room already has incurred. At the end of the student's occupancy, a staff member will review the room with the student. Student rooms/apartments are inspected by a professional staff member after the occupant's departure. Normal wear and tear are taken into consideration during an inspection. Students will be charged accordingly for any damages not listed on the inventory form. Failure to have a room condition report in The University files can result in the student(s) being charged for all damages in the room. Students may choose the express checkout option

when moving out of their rooms. Using the express checkout option, however, means a student waives their right to appeal any assessed repair or cleaning charges.

## **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.). The University 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 Student Living staff is authorized to collectively charge students for such damages.

## **Personal Property**

Each student is responsible for respecting the 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. Students in Alumni, Bell, Boehlert, Pioneer Village and Tower are expected to clean the bathrooms within their assigned living unit. 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 waste baskets 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 waste baskets outside their rooms. Recycling bins are located throughout the halls and should be used accordingly. Pioneer Village trash must be brought to and placed inside the dumpster located at the North end of the parking lot. No trash should be left in the hallway or outside the building doors for any amount of time.

## **Repairs**

Any repairs necessary to the building, the equipment, or the furnishings should be reported by submitting a student work order request immediately. Student Living staff will submit a work order for repairs. Students should use the online work order system to report any room/suite damages. Repairs left unreported by students may be charged to those students.

## **Regulations on the Use of Alcohol and Other Drugs at Utica University**

### **Alcoholic Beverages in the Residence Halls**

Residential students are allowed to have alcohol in their rooms with some restrictions. See the Student Living section of this handbook for additional information.

### **Tailgating and the Use of Alcohol at Athletic Events**

The Utica University Athletic Department, in conjunction with the Utica University Campus Safety Office, reserves the right to monitor, control, and modify all aspects of tailgating as it pertains to Utica University athletic events.

The designated tailgating area for all home sporting events will be parking lot "A" of the Utica University main campus. This area is generally reserved for home fans. In the tailgating area, spectators may use outdoor grills and the consumption of alcoholic beverages in a responsible manner for those of legal drinking age (21 years of age or older) is allowed. Any public intoxication or disorderly behavior will be grounds for dismissal from campus and the notification of local law enforcement. The cleanup and trash removal of tailgating locations is the responsibility of the individual, or individuals, hosting/utilizing the tailgate area (trash cans are usually provided for all varsity football games). The failure to clean a tailgating location may result in a ban on tailgating for future Utica University athletic events.

Visiting institutions that wish to conduct tailgating will be directed to an appropriate area on campus, away from the competition site. Utica University does not allow for any fans (home or visiting) to set up a tailgate area near the Clark Athletic Center, Gaetano Stadium or The Todd and Jen Hutton Sports and Recreation Center, regardless of the intent of tailgating (ie. setting up a few tables to feed the visiting team). In addition, because of space constraints, indoor facilities and or the reservations thereof are not available for guest tailgates or gatherings.

Any questions or concerns may be directed to the Utica University Campus Safety Office (315-792-3046) or the Athletic Department (315-792-3051).

### **Promotion of Events Where Alcohol is Served**

The following procedures govern the promotion of all events where alcohol is served. All student organizations promoting events where alcohol is served must have their ads approved by the Assistant

Director of Campus Engagement. All individuals, clubs, and organizations which promote events on campus must have their ads approved by the Office of Student Living and Campus Engagement prior to posting and must adhere to the following guidelines:

- 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.
- 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.
- Advertisements, flyers, banners, etc., which do not conform to the above-mentioned regulations will be removed from University 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.
- It is expected that organizations promoting events in campus buildings will be guided by common sense and good taste. The University reserves the right to remove promotional materials which can be construed as racist, sexist, or otherwise offensive to members of The University community. The Director of Campus Engagement will have the sole discretionary responsibility to make this decision.
- Advertisements must comply with the Utica University Posting Policy and are not to be placed on public doors, car windshields, 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 Campus Engagement. Repeated violations will result in more severe disciplinary action.

## **Utica University Annual Notice Regarding Drug and Alcohol Abuse Prevention Policies**

Utica University is required by federal law to provide the following notice to all students and employees. This notice is provided via email to ensure that the distribution is as effective and efficient as possible.

Utica University is committed to protecting the safety, health, and well-being of all students, employees, and invitees in the Utica University workplace and the Utica University community at large. Alcohol and drug use and abuse can be very disruptive, often adversely affecting one's quality of work and performance and posing serious health risks to users and others, resulting in a negative impact on productivity and morale.

Utica University recognizes that early intervention and treatment, as well as a strong support system, improve the success of rehabilitation. Utica University has therefore established a drug and alcohol abuse and prevention program that balances The University's respect for the individual's choices with the need

to maintain a drug-free environment and prevent alcohol and substance abuse. Utica University encourages individuals to voluntarily seek help with drug and alcohol problems.

Utica University policies concerning a drug-free workplace and drug and alcohol abuse prevention are consistent with all federal and state laws, regulations, and orders, including, but not limited to, the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 (as amended).

Utica University's Annual Notice Regarding Drug and Alcohol Abuse Prevention Policies may be accessed at:

<https://www.utica.edu/policies/Annual%20Notice%20Regarding%20Drug%20and%20Alcohol%20Abuse%20Prevention%20Policies.pdf>.

## **Policies and Procedures for Planning Events**

### **Scheduling Rooms for Meetings and Activities**

Student groups who wish to use a University room for a meeting or activity should do so by signing on to <https://ems.utica.edu> from any computer. The electronic approval of a facilities request from an EMS administrator indicates confirmation of the request; any additional requests for tables and chairs, catering, security, technology or other arrangements must be done through those respective departments and can be discussed at an event management meeting.

Sponsoring organizations requesting Campus Safety must contact the Office of Campus Safety and/or The Office of Student Living and Campus Engagement as soon as reservation confirmation is received.

Most meetings, activities, and events are scheduled on a first-come, first-served basis; however, certain events may have priority over others. Events should be scheduled at least 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 the same audience as the events previously scheduled for the same date.

Event management meetings are held every Monday during the academic year. A representative from the organization(s) sponsoring the event should attend an event management meeting at least two weeks prior to the date of the event being planned.

For further information on scheduling a meeting, activity, or event, contact the Office of Student Living and Campus Engagement at [www.utica.edu/student/activities](http://www.utica.edu/student/activities).

### **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 University students will be in attendance. Such regulations include planning with, and the approval of, your advisor, the Director of Campus Engagement, and the Director of Campus Safety. If you or your organization is planning on hosting one of these events, submit the Late Night Large Event Request form, which can be

found at [www.utica.edu/student/activities/forms.cfm](http://www.utica.edu/student/activities/forms.cfm), and consult with the Director of Campus Engagement for specific information regarding requirements you must meet prior to your party taking place.

## **Additional Policies Regarding Programming and Events**

In addition to policies cited and reviewed throughout this handbook, policies such as the **Utica University Posting Policy**, the **Utica University Solicitation Policy**, and the **Policy on Political Activity** may have implications for organizations and individuals as they plan and advertise programs on the Utica University campus. Students or student groups are urged to consult these policies before proceeding with their plans.

The specifics of these and other relevant policies can be found by contacting the Office of Student Living and Campus Engagement and/or the Office of Student Affairs, or at [www.utica.edu/policies](http://www.utica.edu/policies).

## **Utica University Policy on Smoking and Tobacco Use**

It is the policy of The University 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 educational 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. Furthermore, based upon the negative health effects of smokeless tobacco and on the recommendation of the American College Health Association, it is also the policy of Utica University to restrict the use of smokeless tobacco as defined in the policy. For information about smoking and tobacco use on campus, including smoking cessation programs, see [www.utica.edu/smokingpolicy](http://www.utica.edu/smokingpolicy).

## **Utica University's Responsible Use of University Computing Resources Policy**

The rights, responsibilities, and limitations of academic freedom apply to the use of University computing resources. The use of University computing resources, like the use of any other University-provided assets, property, or services is subject to the requirements and standards of legal and ethical behavior, as they evolve over time, within The University community. Legitimate use of a computer, computer system, phone, device, or network resource does not extend to whatever is technically possible. Limitations built into operating systems and networks are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

This policy is designed to protect the safety and individual rights of Utica University faculty, staff, and students, comply with local, state, federal and international laws, safeguard The University from legal action, and provide an environment where The University network is safe and reliable.

For the full policy, please go to this website: <https://www.utica.edu/policies/policies.cfm?id=155>.

## **Utica University's Policy on Unauthorized Distribution of Copyrighted Material and Unauthorized Peer-to-Peer File Sharing**

Utica University is committed to educating The University community concerning the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing. Users of The University computing resources are prohibited from the unauthorized copying, distribution, alteration, use, or translation of copyrighted materials, software, motion pictures, music or other media without the express written permission of the copyright holder.

Violation of this policy puts users at risk of losing computing privileges, being charged with a violation of the Utica University Student Code of Conduct and resultant disciplinary sanctions, being disciplined as an employee, and/or facing civil or criminal liability.

For the full policy, please go to this website: <https://www.utica.edu/policies/policies.cfm?id=129>.

## **Utica University's Policy on Credit Card Marketing**

Utica University permits advertising, marketing, and merchandising of credit cards on the Utica University campus only for those companies and organizations that adhere to the conditions of The University's Credit Card Marketing Policy and as required by law. All companies and organizations wishing to market credit cards on the Utica University campus must obtain the written permission of the Director of Campus Engagement.

## **Utica University's Policy on Hazing**

Utica University defines hazing to include any action that intentionally or recklessly causes or poses a substantial risk of harm to the mental or physical health or safety of one or more persons. Subjecting any person to and/or encouraging any person to commit an act that violates human dignity, the Code of Student Conduct, or the law for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a group or organization is prohibited. The express or implied consent of participants or victims will not be a defense.

Hazing and abuse are expressly prohibited. These include, but are not limited to: forced consumption of alcohol or other substances, sleep deprivation, threats of harm, actual physical harm (e.g., paddling, beating, branding), performing any service or action under coercion or duress.

### **a) Physical Hazing**

Several examples are paddling, beating, slapping, kicking, pushing, sleep deprivation, duck walking, tearing clothes, consumption of alcohol, use of drugs, and forcing the use of alcohol or drugs.

### **b) Emotional/Psychological Hazing**



Several examples are cursing, yelling, humiliating, belittling; any morally degrading, illegal or indecent activity; any type of activity that is in violation of legal statutes or policies of the resident locale, i.e. university, city, state, etc.

1. Unapproved work and/or other activities: any road trip that would make it necessary for a prospective member to travel extreme distances or under hazardous conditions or any activity that would endanger a prospective member.
2. Requiring or accepting services from prospective members, including but not limited to visits, errands, buying food, gifts or personal items, being a personal chauffeur etc.

Hazing poses substantial risks to the safety and well being of individual students and The University community. As such, violations of this policy will result in referral to Student Conduct and possible disciplinary action which may include, but not be limited to, any or all of the following:

- Suspension or expulsion from The University, loss of recognition and privileges, referral to law enforcement, participation in educational programs, and other educational or remedial action appropriate to the circumstances.

Hazing is punishable under New York State Law as follows:

1. New York Penal Law 120.16; Hazing in the First Degree:

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

2. New York Penal Law 120.17; Hazing in the Second Degree:

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

Utica University and the Inter Greek Council have a zero tolerance hazing policy. Any accusations of hazing will be taken very seriously. Utica University will enforce this policy through internal disciplinary procedures, the external prosecution of alleged offenders, or both. Individuals who participate in acts of hazing will be held accountable under this policy, all other IGC policies, and the Code of Student Conduct.

## **Utica University's Policy on Hate Crimes**

Utica University is committed to the maintenance of an environment that is supportive of its primary educational mission and free from exploitation and intimidation. The University 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.

Any individual who believes they are a victim of bias-related behavior is encouraged to make a report through Utica University's Bias Incident Reporting system located at <https://www.utica.edu/bias-incident-reporting>. Individuals may also notify the Office of Student Living and Campus Engagement (either 792-3285 or through the professional staff member on call), the Office of Campus Safety (792-3046), the Office of Student Affairs (792-3100), or the Office of Human Resources (792-3276).

Any individual who believes they are a victim of a hate crime should contact local law enforcement, and may be assisted in doing so by contacting any one of the offices listed above.

## **Bias Response and Referral Network**

The Bias Response and Referral Network (BRRN) has been established as part of Utica University's commitment to fostering an inclusive campus climate and supporting members of our community when bias-related incidents or hate crimes occur.

Additionally, complaints from sources outside of the Utica University community are also funneled through this process and will be handled accordingly.

Nonetheless, when a bias-related incident or potential hate crime is reported, the BRRN coordinates responses to individuals and/or communities who have been affected by bias-related behaviors and potential hate crimes. The BRRN will be responsible for receiving reports of bias-related incidents, reaching out to the person filing the report and others as needed and formulating an appropriate response to impacted parties. If necessary, the BRRN will also make a referral to the appropriate investigatory person, team, or office. The BRRN provides support resources to impacted parties, promotes education and dialogue, and affirms The University's commitment to diversity, equity, and inclusion, free speech, and academic freedom.

Based on the nature of the reported incident, the BRRN may expand the team to include additional campus representatives. You are welcome to reach out to a member of our community with whom you feel comfortable; however, if you would like for your complaint handled via this system, you must report the incident in written form by clicking the "Submit a Bias Incident Report" tab below, or you can visit the "Procedures for Reporting" tab for more options.

You may also wish to get in touch with the Behavioral Intervention Team, Title IX Coordinator, or one of the individuals or offices listed in the resources section of this webpage.

Please contact any member of the BRRN listed in the "Procedures for Reporting" tab for assistance or to learn more about this process.

The BRRN is **not** a crisis response team - if your safety is at stake, and/or there are threats of immediate danger, contact the Office of Campus Safety immediately at (315) 792-3046.

For more information visit <https://www.utica.edu/bias-incident-reporting>.

## **Utica University's Missing Persons Policy**

All students who reside on campus have the option to identify an individual to be contacted by Utica University no later than twenty-four (24) hours after it has been determined the student is missing.

Students may register the confidential contact information by contacting the Office of Campus Safety and filling out a missing student contact form. Confidential contact information will be accessible only to authorized campus officials and law enforcement, as appropriate.

If someone has any reason to believe a student is missing, they should contact the Office of Campus Safety at (315) 792-3046 immediately. Utica University has established notification procedures to determine if a student is missing. Campus Safety will report the information to the Vice President for Emergency Management. Further notification will be made to the Dean of Students, who is responsible for informing the Vice President for Student Affairs and Enrollment Management.

If it is determined a student has been missing, Utica University will notify the appropriate law enforcement agency and the confidential contact identified by the student no later than 24 hours after the determination is made. In addition, if the missing student is under the age of 18 and is not an emancipated individual, the Dean of Students and Campus Life or his/her designee is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing.

No later than 24 hours after determining a student is missing, the Vice President for Student Affairs and Enrollment Management or their designee will notify the following university officials:

- President
- Provost & Sr. Vice President for Academic Affairs
- Vice President for Financial Affairs
- Vice President for Presidential Affairs and Marketing & Communications

## **Utica University's Policy on Sexual Harassment and Sexual Misconduct**

Utica University is committed to providing a learning and working environment in which all interpersonal relationships are based upon respect and dignity. Therefore, in accordance with Title IX of the Education Amendments Act of 1972 (Title IX), the Clery Act, and the Violence Against Women Act, Utica University will not tolerate sexual harassment or sexual misconduct, which are forms of discrimination on the basis of sex, that include any of the following when they impact or have the potential to impact the educational or employment environment of any members of The University community: sexual harassment; harassment based on gender identity, gender expression, or transgender status; sexual violence; domestic or dating violence; or stalking.

Utica University has an ethical and legal obligation to create a learning and working environment free from all forms of discrimination and harassment, including sexual assault, dating violence, domestic violence, stalking, or any other form of sexual misconduct, and is committed to fostering a healthy and safe environment in which every member of The University community can realize her or his fullest potential. This policy has been developed to reaffirm these principles, to define community expectations, to establish a mechanism for determining when those expectations have been violated, and to provide recourse for those individuals whose rights have been violated.

All members of the Utica University community have a responsibility to cooperate in creating a climate where sexual harassment and sexual misconduct do not occur. In addition to ensuring legal compliance,

this policy is designed to prepare members of The University community for that responsibility by creating an awareness of behavior that is considered to be sexual harassment or sexual misconduct, as well as fostering an understanding of the procedures Utica University will use to address such behavior in a way that protects reporting parties, witnesses, and responding parties.

Utica University endeavors to provide a fair, impartial, and prompt response when sexual harassment and/or sexual misconduct is alleged to have occurred within The University community. Reports of sexual harassment or sexual misconduct will be promptly and thoroughly investigated either through a process based on Title IX regulations, if applicable, or through an alternative investigative process.

Individuals who are found to have been engaged in sexual harassment or sexual misconduct will be sanctioned following guidelines established in the applicable handbook, contract, or policy. More specifically, any individual who engaged in such behavior will be subject to disciplinary action through the appropriate disciplinary process.

The University encourages any individuals covered by this policy who believe they are the victim of sexual harassment or sexual misconduct to make a report, in writing, to the Title IX Coordinator, or to ask the Title IX Coordinator to file a report on their behalf. A student making a report should take steps to preserve evidence, as it may be helpful in criminal and/or University disciplinary proceedings. Individuals who believe they are a victim of sexual harassment or sexual misconduct have the option of filing a report with The University, with local law enforcement, or with both. Those wishing to notify local law enforcement authorities will be assisted in doing so. Because the standards for finding a violation of criminal law are different from the standards in this policy, criminal investigations or reports will not determine whether or not a violation of this University policy has occurred.

All individuals have the right to:

1. Make a report to The University, local law enforcement, and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the conduct process and or criminal justice process free from pressure by Utica University;
4. Have access to supportive measures throughout the investigatory process;
5. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
6. Be treated with dignity and to receive from The University courteous, fair, and respectful health care and counseling services, where available;
7. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
8. Describe the incident to as few University representatives as practicable and not be required to unnecessarily repeat a description of the incident;
9. Be protected from retaliation by Utica University, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of Utica University;

10. Access to at least one level of appeal of a determination;
11. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the conduct process including during all meetings and hearings related to such process; and
12. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of Utica University.

## Confidential Resources

All members of the Utica University community have a number of resources available to discuss sexual harassment or sexual misconduct concerns or questions. Individuals who have experienced sexual harassment or sexual misconduct are encouraged to seek support for their physical and emotional needs.

A student seeking confidential emotional or medical care may contact the following:

Utica University Student Counseling Center  
Student Health & Wellness Center, Room 204 Strebel Student Center  
(315) 792-3094  
[counseling@utica.edu](mailto:counseling@utica.edu)

Utica University Student Health Center  
Student Health & Wellness Center, Room 204 Strebel Student Center  
(315) 792-3094  
[hwc@utica.edu](mailto:hwc@utica.edu)

Associate Director of Wellness and Prevention Education  
Bethany VanBenschoten  
Strebel Student Center Room 105A  
(315) 792-3037  
[bavanben@utica.edu](mailto:bavanben@utica.edu)

Oneida County's YWCA Domestic and Sexual Violence Services  
Campus Advocate (Office Hours on Campus): (315) 732-2159 ext. 312  
24-Hour Hotline: (315) 797-7740

The health and counseling services noted above are available to Utica University students free of charge.

These resources afford students the opportunity to discuss a concern or situation and the available options. These resources also offer the opportunity to gain information about The University's formal complaint procedures under this policy. Reports made to these resources will not be reported to other University officials in any personally identifiable manner (reports made to some of these individuals may result in a report to University officials that an incident occurred, but will not result in the reporting of any personally identifiable information), and, as a result, any individual making a report solely to such confidential resources should not expect action to be taken by The University against any alleged perpetrator. Similarly, if a victim discloses actions constituting a violation of this policy through public awareness events, such as "Take Back the Night" or other event or forum, Utica University is not

obligated to begin an investigation. Utica University may, however, use the information to inform the need for additional education and prevention efforts.

Confidential reports of any form of sexual misconduct can also be made to off-campus resources, including:

Oneida County's YWCA Domestic and Sexual Violence Services  
(315) 797-7740

Suicide/Crisis Services  
24 Hour Hotline  
(315) 732-6228

NYS Office of Victim Services Hotline  
1-800-247-8035

Crisis Services for Students at Liverpool, NY site:

Vera House

723 James St.

Syracuse, NY 13203

Phone: (315) 425-0818

24-Hour Hotline: (315) 468-3260

- Sexual Assault Nurse Examination (SANE) services are provided to all area emergency rooms through Vera House.

Crisis Services for Students, Faculty, Staff, and Contract Staff at Latham, NY site:

New York State Coalition Against Sexual Assault

30 N. Greenbush Rd. Suite 3

Troy, NY 12180

Phone: (518) 482-4222

Crisis Services for Students at St. Petersburg, FL site:

Suncoast Center, Inc.

PO Box 10970

St. Petersburg, FL 33733

Phone (appointments): (727) 388-1220

Hotline: (727) 530-7273

Crisis Services for Students, Faculty, Staff, and Contract Staff at Miramar, FL site:

211 Broward/First Call for Help (Information and Referral Line)

Dial 211 or (954) 527-0211

[www.211-broward.org](http://www.211-broward.org)

In addition to the resources listed above, Utica University shares a Memorandum of Understanding (MOU) with Mohawk Valley Health System, located in Utica, NY. This MOU ensures that any member of The University community who is a victim of sexual assault will have access to a sexual assault examination by a sexual assault nurse examiner or through a physical referral to a sexual assault nurse examiner.

A report to a Confidential Resource is not a report to The University and will not result in an investigation or disciplinary action.

## **Non-Confidential Resources: Responsible Parties (or Responsible Administrators)**

Any person having a complaint of sexual harassment or sexual misconduct is encouraged to make a report to any one of the following non-confidential resources, who are considered "Responsible Administrators" for purposes of Title IX:

### **Title IX Coordinator**

Lisa Green, Vice President for Human Resources & Personnel Development  
(315) 792-3736  
[lcgreen@utica.edu](mailto:lcgreen@utica.edu)

### **Deputy Title IX Coordinator**

David Fontaine, Director of Physical Education and Athletics  
(315) 792-3050  
[dsfontai@utica.edu](mailto:dsfontai@utica.edu)

### **Deputy Title IX Coordinator**

Ann Ciancia, Director of Contracts and Compliance/Deputy Title IX Coordinator  
(315) 223-2341  
[accianci@utica.edu](mailto:accianci@utica.edu)

### **Director of Campus Safety\***

Roberta Comerford  
(315) 792-3201  
[racomerf@utica.edu](mailto:racomerf@utica.edu)

### **Dean of Students**

Rich Racioppa  
(315) 792-3100  
[rraciop@utica.edu](mailto:rraciop@utica.edu)

### **Director of Student Living\*\***

Marissa Hall  
(315) 792-3285  
[mmfinch@utica.edu](mailto:mmfinch@utica.edu)

\*All personnel in the Office of Campus Safety are considered Responsible Administrators

\*\*Certain officers of The University (Provost and Senior Vice President for Academic Affairs, and Senior Vice President for Student Life and Enrollment Management) are also considered Responsible Administrators.

Students in Utica University's ABSN programs, or any other programs that exist in other physical Utica University locations, may also make a report to the site's assigned Success Coach. Success Coaches are also non-confidential resources who have been trained to engage the appropriate parties in order to assist others in reporting an incident.

Emergency access to the Title IX Coordinator is made available through contact with the Office of Campus Safety.

These individuals have been trained to receive and respond to allegations of violations of this policy. Complaints can be made to any of the Responsible Administrators by those who have been the victim of a violation of this policy or by a third party on a victim's behalf. While all employees are strongly encouraged to report incidents of sexual harassment or sexual misconduct, and certain other employees may be required to report them, if a complaint is made to anyone other than the Responsible Administrators listed above, the reporting party risks the possibility that it will not come to the attention of the proper University officials and may, therefore, not be acted upon. For this purpose, faculty and staff members are not Responsible Administrators unless they are named specifically, and one should not assume that information brought to the attention of a faculty or staff member not considered to be a Responsible Administrator will be reported to The University. On the other hand, unless a report is made to a Confidential Resource, one cannot be assured of confidentiality.

Although Responsible Administrators are specifically identified, all faculty and staff of Utica University who learn of a possible issue of sexual harassment or sexual misconduct are expected to bring reports to the attention of Responsible Administrators.

## **Non-Confidential External Resources: Law Enforcement**

All persons covered by this policy have the right to involve state and/or local law enforcement in matters of sexual harassment or sexual misconduct. Utica University partners with law enforcement agencies in any way necessary to provide cooperative assistance as needed, whether or not the individual chooses to also make a report to The University. Following is contact information for those resources:

New York State Police  
1-844-845-7269

Utica Police Department  
413 Oriskany Street West  
Utica, New York 13502  
(315) 735-3301

New Hartford Police Department  
8635 Clinton St., New Hartford, NY 13413  
(315) 724-7111

### **For Students at Liverpool, NY site:**

Liverpool Police number  
(315) 457-0722

Onondaga County Sheriff (located in Liverpool, NY)  
(315) 435-0722



**For Students at Latham, NY site:**

Colonie Town Police Department  
(518) 783-2744

**For Students at St. Petersburg, FL site:**

Pinellas County Police  
(727) 582-6200

**For Students at Miramar, FL site:**

Miramar Police Department  
(954) 602-4000

A reporting party who is not satisfied with the attempts to resolve the sexual harassment or sexual misconduct may seek resolution through other sources, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights, or the U.S. Department of Education.

For any questions or additional information, contact the Office of Student Affairs, the Office of Student Living and Campus Engagement, the Office of Campus Safety, the Office of Human Resources, or consult the Title IX webpage.

## **Law Enforcement and Criminal Charges**

A victim of a crime, including sexual misconduct, is encouraged, but is not required, to report the incident to local law enforcement and pursue criminal charges. Members of The University community who want to pursue criminal charges may contact the Student Counseling Center, Office of Student Affairs, the Safe Trax Director, or Campus Safety for assistance in making a report of a crime to local law enforcement, or may contact the local police department directly. The criminal process and The University's investigatory/disciplinary processes are not mutually exclusive or dependent on each other, meaning that a person may pursue either a criminal complaint or internal complaint with The University or both. Any internal University investigation and/or hearing process will be conducted concurrently with any criminal justice investigation and proceeding that may be pending. Temporary delays in The University's internal processes may be requested by local law enforcement authorities for the purpose of evidence gathering. Any temporary delay shall not last more than ten (10) days, except when local law enforcement authorities specifically request and justify a longer delay.

The University will cooperate with any criminal proceedings as permitted by law. In criminal cases, including non-consensual sex offenses, the preservation of evidence is critical and must be done properly and promptly. Local law enforcement agencies can assist in filing a criminal complaint and in securing appropriate examination, including by a Sexual Assault Nurse Examiner. The New York State Police Sexual Assault Hotline, which can be reached at 1-844-845-7269, may also be of assistance in reporting an incident to law enforcement. Additionally, orders of protection and other forms of legal protection may be available to individuals who have experienced or are threatened with violence. In appropriate circumstances, an order of protection may be available that restricts the offender's right to enter University property, and The University will abide by a lawfully issued order of protection. Utica University officials will, upon request, provide reasonable assistance to any member of The University community in obtaining an order of protection or, if outside New York State, an equivalent protective or restraining order, including providing that person with:

- A copy of an order of protection or equivalent when received by The University and providing that person with an opportunity to meet or speak with a Utica University representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the other person's responsibility to stay away from the protected person or persons;
- An explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension; and
- Assistance in contacting local law enforcement related to alleged violations of such order of protection.

## **New York State Laws and Penalties for Sexual Offenses**

The information provided in the Annual Campus Safety Information and Statistics Report is designed to provide the Utica University community with the applicable laws, ordinances and regulations concerning sexual offenses, as well as the corresponding penalties concerning the commission of said offenses as required by New York State Education Law §6432. It is by no means legal advice. Anyone believing they have been a victim of a crime is urged to report that crime and seek help immediately.

Article 130 of the New York State Penal Code defines sex offenses under New York State Law. The text for the applicable laws and the offenses can be found at

<http://codes.lp.findlaw.com/nycode/PEN/THREE/H/130>

## **Education Records and FERPA**

Utica University fully complies with the Family Education Rights and Privacy Act (FERPA) and its implementing regulations. To see The University's policies and procedures in accordance with the FERPA regulations and understand rights afforded to students with respect to their educational records, please see <http://www.utica.edu/academic/registrar/ferpa.cfm>.

Questions regarding the types of FERPA information maintained by The University and the offices in which that information is maintained can be directed to the Office of the Registrar.

## **Confidentiality for Student Employees**

Students employed by Utica University offices (student employees, student living staff, or student interns) are considered employees of The University, and as such are sometimes required to handle confidential materials. Student employees complete a notice of employment which includes a statement of confidentiality. If a student knowingly reveals information learned in confidence while working in a University office, The University reserves the right to take disciplinary and/or employment action.

## **Students, 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 regardless of gender (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 University 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.
- Complete financial aid programs are included in The University catalog.

### **Career Services**

- Students must receive nondiscriminatory treatment in personal or academic counseling and in placement service.
- The University 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 University community, regardless of gender.
- All students must have comparable locker rooms, shower facilities, and sports equipment, regardless of gender.

## Housing

- Students must be provided with comparable housing facilities regardless of gender.

## Campus 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 regardless of gender.

## Filing a Complaint - Title IX

The University has developed a grievance procedure to address concerns and/or complaints by members of the Utica University community. Information can be found on the Utica University website at [www.utica.edu/titleix](http://www.utica.edu/titleix). For further information on this process, students are invited to call or visit:

- Title IX Coordinator: Lisa Green, Vice President for Human Resources and Personnel Development, 124 White Hall (315-792-3736 or [lcgreen@utica.edu](mailto:lcgreen@utica.edu))
- Deputy Title IX Coordinator David Fontaine, Director of Athletics and Physical Education, Clark Athletic Center (315-792-3050 or [dsfontai@utica.edu](mailto:dsfontai@utica.edu))
- Deputy Title IX Coordinator Ann Ciancia, Director of Contracts and Compliance/Title IX Coordinator, DePerno Hall 204 (315-223-2341 or [accianci@utica.edu](mailto:accianci@utica.edu))

## For Further Information

For students who 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), an electronic version can be found at [www.utica.edu/titleix](http://www.utica.edu/titleix).

The Director of Learning Services has been designated the individual responsible for inquiries, complaints, and coordination of compliance under the Americans with Disabilities Act of 1990 (as amended) and Section 504 of the Rehabilitation Act of 1973. For additional information on services provided for students with disabilities, please see <http://www.utica.edu/student/development/learning/>.

The 504 ADA Compliance Officer for Utica University is Lisa Green, Vice President for Human Resources and Personnel Development (315-792-3276). For additional information on services provided to Utica University employees, see the Office of Human Resources.

## Where To Go For Information and Assistance

Any of the Utica University resources listed below can be accessed through the Utica University Web site as well as by telephone. For the most current information about services and staff, or to contact offices, please consult the Utica University Web site at [www.utica.edu](http://www.utica.edu).

**Absence from exam/class:** Students must contact the course instructor directly regarding absences, and are encouraged to notify Student Health & Wellness Center at 315-792-3094 (if appropriate) and the Office of Student Affairs at 315-792-3100 if absent for more than three days.

**Academic Advising:** Student's faculty adviser, Center for Student Success; Hubbard Hall, Room 117; 315-792-3179

**Academic Records:** Information available from individual faculty advisers or online at [www.bannerweb.utica.edu](http://www.bannerweb.utica.edu) with personal username and password, Office of the Registrar; White Hall; Room 123; 315-792-3393

**AIDS/HIV:** AIDS Community Resources, 401 Columbia Street, Utica, NY; 315-793-0661, Student Health & Wellness Center; Strebel, Room 204; 315-792-3094, Planned Parenthood, 1424 Genesee Street, Utica, NY; 315-724-6146

**Billing/Fees:** Student Financial Services, Hubbard Hall, Room 117; 315-792-3179

**Bus Service:** The University provides a shuttle bus during the day while classes are in session from the Strebel Student Center to the Brvenik Center for Business Education in downtown Utica. Centro and Shortline bus schedules can be found online.

**Cable Service:** Spectrum; 1-866-874-2389. For more information see [www.utica.edu/cable](http://www.utica.edu/cable).

**Campus Information:** Morning Mention - daily information regarding campus activities, events, and announcements. Emailed daily to the Utica University community, Office of Student Living and Campus Engagement; Strebel, Room 206; 315-792-3285, WPNR-FM Radio Station (90.7); Strebel, Room 201; 315-792-3066, *The Tangerine*, basement Hubbard Hall; 315-792-3065, 315-792-3055, Office of Marketing and Communications; Champlin House; 315-792-3047.

**Career Direction:** Center for Career and Readiness: Hubbard Hall, Room 115; 315-792-3087

**Cheating/Plagiarism:** Individual faculty member. See "Academic Honesty" in The University catalog. Center for Student Success, Hubbard Hall, Room 117; 315-792-3179

**Check Cashing/ATMs:** Local banks - see <http://www.usbanklocations.com/utica-banks-ny.htm>. ATM's - Two ATM machines on campus, located on the first floor of Strebel Student Center, near the entrance to the Pioneer Cafe, (Adirondack Bank); and White Hall main entry vestibule (First Source Federal Credit Union).

**Computer Facilities:** Computer Help Desk, Gannett Library, Room 120 (lower level). Call 315-792-3115, email [helpdesk@utica.edu](mailto:helpdesk@utica.edu), or enter a support ticket online <https://iits.utica.edu>. AV Services for events, enter a request online at <https://iits.utica.edu>. Computer lab locations are listed online at <https://iits.utica.edu>, click User Services in the Menu, scroll down to the Computer Labs block.

**Counseling Services:** Student Health & Wellness Center; Strebel, Room 204; 315-792-3094

**Services for People With Disabilities:** Office of Learning Services; 109 Hubbard Hall; 315-792-3032. Services include learning and study strategy development, referrals for diagnostic evaluations, and accommodations appropriate for students based on individual needs, Parking areas for people with physical disabilities are located in our parking lots. There are additional designated parking spaces located in front of White Hall and Strebel Student Center, on the side of the Library, behind Clark Athletic Center and also next to the Todd & Jen Hutton Sports and Recreation Center (Dome). Parking permits may be obtained at the Campus Safety Office in 112 Strebel Student Center. Elevators available in Strebel, Hubbard Hall, Gordon Science Center, Clark Athletic Center, Romano Hall and the Economic Crime and Justice Studies building. Map including accessible pathways and elevator locations available at [www.utica.edu/campusmap](http://www.utica.edu/campusmap).

**Discrimination Concerns:** Office of Human Resources, Addison Miller White Hall, Room 124; 315-792-3276. Coordinator of The University's efforts to comply with Title IX and Education Amendments of 1972, Office of Learning Services; Hubbard Hall, Room 109; 315-792-3032, Office of Student Affairs, Strebel, Room 103; 315-792-3100, Student Health & Wellness Center; Strebel, Room 204; 315-792-3094.

**Domestic/Relationship Violence:** Student Health & Wellness Center; Strebel, Room 204; 315-792-3094, Sexual Violence and Domestic Violence Services Hotline; 315-797-7740, Office of Campus Safety, Strebel, Room 112; 315-792-3046, Office of Student Affairs, Strebel, Room 103; 315-792-3100, Office of Student Conduct & Community Standards, Strebel, Room 103; 315-792-3363

**Drop/Add a Course:** Follow process on [www.bannerweb.utica.edu](http://www.bannerweb.utica.edu) after providing username and password, Faculty adviser approval required, Office of the Registrar for exceptions and assistance; White Hall, Room 123, 315-792-3393.

#### **Emergencies:**

- Office of Campus Safety; Strebel, Room 112; 315-792-3046, x-611 for direct 24-hour communication with Office of Campus Safety
- Oneida County-wide Emergency - 911 Emergency Telephones outside residence halls and Strebel Student Center
- Office of Student Living and Campus Engagement; Strebel, Room 206; 315-792-3285 or professional staff on call; may be reached by calling Campus Safety

- Emergency care is available at Faxton St. Luke's Healthcare across the street from campus, 315-624-6000
- Utica Police; emergency calls, 315-735-3301
- New York State Police (Marcy barracks); 315-736-0122
- New Hartford Police (for Champlin House); 315-724-7111
- New York Mills Police; 315-736-6623
- Utica Fire and Rescue; 315-731-2000
- New York Mills Fire and Rescue; 315-736-1453
- Kunkel Ambulance Service; 315-797-4111 24-hour emergency service 7 days a week

**Financial Aid:** Office of Student Financial Services; Hubbard Hall, Room 117; 315-792-3179; help with information, assistance, and planning.

**LGBTQ2+ Support:**

- Student Health & Wellness Center; Strebel, Room 204; 315-792-3094
- Utica Gender and Sexuality Alliance
- Office of Student Living and Campus Engagement 315-792-3285
- Office of Student Affairs; 315-792-3100

**Graduation Requirements:** Office of the Registrar; White Hall, Room 122; 315-792-3393, Faculty adviser

**Greek Life:** Office of Student Living and Campus Engagement; Strebel, Room 206; 315-792-3285

**Grievances (Academic):** Center for Student Success; Hubbard Hall, Room 117; 315-792-3179

**Grievances (Non-academic):** Office of Student Affairs; Strebel, Room 103; 315-792-3100

**Hazing Concerns:**

- Office of Student Living and Campus Engagement; Strebel, Room 206; 315-792-3285
- Office of Student Affairs; Strebel, Room 103; 315-792-3100
- Student Health & Wellness Center; Strebel, Room 204; 315-792-3094. Provides confidential counseling for personal concerns.
- Campus Safety Office; Strebel, Room 112; 315-792-3046.

**Health Concerns:** Student Health & Wellness Center; Strebel, Room 204; 315-792-3094. Short term acute health care, physician referrals and other services.

**Hotlines:**

- Eating Disorders; 24-hour hotline, 1-800-931-2237
- Mobile Crisis Assessment Team (MCAT) 315-732-6228
- N.Y. State HIV/AIDS Hotline: 1-800-541-2437, Monday-Friday, 8:30 a.m. to 4:45 p.m.
- National Suicide Prevention LifeLine 1-800-273-8255
- Sexual Violence and Domestic Violence Services: 24-hour hotline, 315-797-7740
- Veterans Crisis Line 1-800-273-8255, press 1

**Housing:** Office of Student Living and Campus Engagement; 315-792-3285. Information about on-campus housing.

**ID Cards:** Campus Safety Office; Strebel, Room 112; 315-792-3046.

**Independent Study:** Contact the course instructor to make arrangements.

**International Students' Concerns:** Office of International Education; White Hall, Room 120; 315-792-3082

**Intramural Sports:** Office of Athletics and Physical Education; Clark Athletic Center, 1st Floor; 315-792-3281

**Jobs, Student Employment:** Campus Employment in the Center for Career Readiness; Hubbard Hall, Room 115; 315-792-3087, The Center for Career Readiness; Hubbard Hall, Room 115; 315-792-3087

**Lost and Found:** Office of Campus Safety; Strebel, Room 112; 315-792-3046

**Motor Vehicles:** Office of Campus Safety; Strebel, Room 112; 315-792-3046. Provides vehicle registration stickers and enforces campus traffic regulations.

**Paper Writing Assistance:** Writing Center, Division of Student Success

**Parking/Traffic Regulations:** Office of Campus Safety; Strebel, Room 112; 315-792-3046.

**Psychological Services:** Student Health & Wellness Center; Strebel, Room 204; 315-792-3094. Provides counseling and referrals.

**Scholarships:** Office of Student Financial Services; Hubbard Hall, Room 117; 315-792-3179, Refer to The University catalog under the "Scholarships, Grants, and Awards" section for a complete listing of all available scholarships.

**Sexual Assault:**

- Student Health & Wellness Center, Strebel, Room 204, 315-792-3094. Provides confidential counseling and referrals.
- Office of Campus Safety; Strebel, Room 112; 315-792-3046. 24-hour contact, dial 611 or 315-792-3046 for direct communication with campus security.
- Office of Human Resources, Addison Miller White Hall, Room 124; 315-792-3276. Coordinator of The University's efforts to comply with Title IX.
- Office of Student Affairs; Strebel, Room 103; 315-792-3100
- Sexual Violence and Domestic Violence Services; 24-hour hotline, 315-797-7740
- Local Police emergency calls, 315-735-3301 (UPD dispatch) or 911
- Office of Student Conduct & Community Standards; Strebel, Room 103; 315-792-3363

**Student Clubs/Organizations and Involvement:** Office of Student Living and Campus Engagement; Strebel, Room 205; 315-792-3285, <http://www.utica.edu/student/activities/piohub.cfm>



**Study Abroad:** Office of International Education; White Hall, Room 120; 315-792-3082

**Suicide Prevention** Student Health & Wellness Center; Strebel, Room 204; 315-792-3094. Provides confidential counseling and referrals, Crisis Center: 24-hour hotline; 315-732-6228 or 844-732-6228

**Summer Sessions:** Registrar's Office, White Hall, Room 122; 315-792-3393. Information on registering for summer sessions at other area colleges and forms for studying at another institution available at <http://www.utica.edu/academic/registrar/forms.cfm>.

**Test Anxiety/Preparation:** Office of Learning Services; Hubbard Hall, Room 109; 315-792-3032, The Center for Student Success, Hubbard Hall, Room 117; 315-792-3179, Student Health & Wellness Center; Strebel, Room 204; 315-792-3094

**Transcripts:** Office of the Registrar, Addison Miller White Hall, Room 122; 315-792-3393.

#### **Tutoring:**

- Opportunity Programs; Hubbard Hall, Room 109; 315-792-3209
- Online tutoring; [www.utica.edu/student/development/smart](http://www.utica.edu/student/development/smart).
- Math and Science Center; Library, Main Floor. Walk-in tutoring in math and science.
- Writing Center; Learning Commons, First Floor, Gannett Library. Walk-in English tutoring and paper writing assistance.

## **What to See and Where to Stay in Central New York**

### **Utica and the Mohawk Valley**

Utica and the Mohawk Valley have a good deal to offer 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 in the area for the convenience of visiting family and friends, as well as bus, train, and travel services to get students to and from their destinations.

Following is a link that will provide you with information about how to enjoy your community and the surrounding area: <http://www.utica.edu/instadvance/marketingcomm/community/attractions.cfm>

**The Welcome (College) Students Initiative** is a campaign developed by the local Genesis Group's College-Community Network Committee made of representatives from the many colleges within the Mohawk Valley region. The initiative welcomes college students by hosting events throughout the year to help students get to know the area. The program was launched in 2009, and is still growing, showcasing area businesses, important figures, and attractions to the new college students and encourages their involvement in and affinity for the Mohawk Valley. More information can be found at [www.thegenesisgroup.org](http://www.thegenesisgroup.org), you can "Like" the Facebook page found at [www.Facebook.com/TheGenesisGroupMV](http://www.Facebook.com/TheGenesisGroupMV) or follow @MoValleyGenesis on Twitter.

# 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

- SUNY Poly; 315-792-7500; [www.sunypoly.edu](http://www.sunypoly.edu)
- Mohawk Valley Community College; 315-792-5400; [www.mvcc.edu](http://www.mvcc.edu)
- Pratt at Munson-Williams-Proctor Arts Institute School of Art; 315-797-8260; [www.mwpai.org](http://www.mwpai.org)

## Central NY Area

- Hamilton College (Clinton); 315-859-4011; [www.hamilton.edu](http://www.hamilton.edu)
- Herkimer County Community College; 315-288-0300; [www.herkimer.edu](http://www.herkimer.edu)
- Colgate University (Hamilton); 315-228-1000; [www.colgate.edu](http://www.colgate.edu)
- SUNY Morrisville; 315-684-6000; [www.morrisville.edu](http://www.morrisville.edu)
- Cazenovia College; 315-655-8283; [www.cazenovia.edu](http://www.cazenovia.edu)

## Syracuse

- Syracuse University; 315-443-1870; [www.syr.edu](http://www.syr.edu)
- Le Moyne College; 315-445-4110; [www.lemoyne.edu](http://www.lemoyne.edu)

# Commonly Called Numbers

Academic Affairs	315-792-3122
Admissions	315-792-3006
Arts and Sciences	315-792-3057
Athletics	315-792-3051
Bookstore	315-792-3193
Business and Justice Studies	315-792-3055
Campus Dining Services	315-792-3178
Campus Safety	611/315-792-3046
Center for Career and Readiness	315-792-3087
Computer Help Desk	315-792-3115
Copy Center	315-792-3145
Dean of Students	315-792-3100
Diversity, Equity and Inclusion	315-792-3310
Dining Services, Campus	315-792-3178
Director Student Conduct & Community Standards	315-792-3363
Facilities	315-792-3191
Financial Aid (Student Financial Services)	315-792-3179
Graduate Admissions	315-792-3010
Gym	315-792-3103
Health Professions & Education	315-792-3075
Health & Wellness Center (Health Center & Counseling Center)	315-792-3094
Human Resources	315-792-3276
International Education	315-792-3082
Library	315-792-3041
Lost and Found	315-792-3046

Mailroom/Operator	315-792-3144
Maintenance/Repairs	315-792-3191
Marketing and Communications	315-792-3047
Math and Science Center	315-792-3864
Media Center (Audio/Visual)	315-792-3153
Online and Extended Studies	315-792-3001
Opportunity Programs	315-792-3209
Parent (and Alumni) Relations	315-792-3025
Pioneer Café	315-792-3118
President	315-792-3222
Provost	315-792-3122
Programming Board	315-792-3285
Radio Station-WP NR	315-792-3066/315-792-3069
Student Living & Campus Engagement	315-792-3285
Student Affairs	315-792-3100
Student Employment	315-792-3383
Student Financial Services	315-792-3179
Student Records/Registrar	315-792-3393
Student Senate	315-792-3200
Student Success	315-223-2555
Tangerine	315-792-3065
Veterans' Affairs	315-792-3393
Writing Center	315-792-3809
Young Scholars	315-792-3237