



**STEVENS**  
INSTITUTE OF TECHNOLOGY  
1870

# *Student Handbook*

## *2025-2026*

*Dear Stevens Student,*

*Welcome to a new year at Stevens Institute of Technology!*

*This Student Handbook is just one of the many tools we offer to assist you as a member of the Stevens family. At Stevens, we pride ourselves on our strong sense of community, which is maintained by respect for the expectations, practices, and policies set forth in this Handbook.*

*As a college student, you are responsible for being familiar with the policies and procedures published within this Handbook and the Academic Catalog. It is our hope that the information in this Handbook will support your success at Stevens, both in and out of the classroom.*

*Please recognize that all Stevens students are responsible for reading and understanding the Student Handbook and all official notices distributed to students throughout the academic year. All students and student organizations must abide by the policies set forth by the university, both in this Handbook, in the University Policy Library and elsewhere. Failure to be aware of policies and procedures does not constitute an excuse in the event of a violation of policy or procedure. Students and student organizations will be held responsible according to the Code of Conduct and subsequent student conduct processes that are explained in detail in the pages that follow.*

*The staff and faculty are here to support you throughout your time at Stevens. Please don't be afraid to ask for assistance if you need it, or to seek help for another member of the Stevens community who may be struggling.*

*Best wishes for a wonderful year ahead.*



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# MISSION AND VISION

## Our Vision

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By 2032, Stevens will be a national and global leader in technology-centric education and research, serving as a magnet for exceptional students from all backgrounds who will fuel the innovation economy and for world-class faculty who create knowledge and technologies that transform the future.

## Our Mission

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Our mission is to inspire, nurture and prepare students for an increasingly complex and technology-centric world, to develop innovative solutions to the most challenging problems of our time and to expand the frontiers of knowledge.

## Our Core Values

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Since its founding in 1870, Stevens has recognized that technology is the key driver of human progress. For more than 150 years, the Stevens education has prepared well-rounded, ethical and resilient leaders and problem-solvers for an increasingly technology-driven world.

In an environment where technology will continue to permeate all aspects of our lives and work, we believe our core values will stand the test of time and guide our behavior and our decisions. These core values are foundational in everything we do; they define who we are and who we aspire to be as a community.

- **Excellence:** We insist on excellence in everything we do, and we set high expectations for each of us individually and for our community as a whole.
- **Integrity:** Our actions, interactions and decisions are founded on integrity, ethics and strong moral principles. We hold ourselves and each other to the highest standards of professional conduct and uphold the Stevens Honor System, and we strive to earn and maintain the public trust.
- **Student-Centricity:** We are educators first and foremost, committed to cultivating the next generation of ethical leaders. We design our academic enterprise and co-curriculum around student learning and development. We measure our success by the growth, satisfaction and achievements of our students and the impact of our graduates in improving their own lives and the lives of others.
- **Collaboration and Innovation:** Through interdisciplinary scholarship and interdepartmental collaboration, we are relentless in our pursuit of new and creative ideas and their application to solve problems that drive progress both at the university and around the world.
- **One Stevens:** We are one Stevens, a global community with diverse experiences and perspectives that make us stronger as an institution. We work individually and collectively to advance our university and members of our community. We act with transparency, empathy and compassion to support each other and to engender pride in our affiliation with Stevens. We strive to ensure that all members of our community feel welcome, are included and have opportunities to succeed.
- **Sustainability:** We take seriously our solemn responsibilities to steward and sustain all the resources with which we are entrusted.

# Our Strategic Priorities

Four interconnected strategic priorities provide the overarching framework for our vision of Stevens in 2032:

1. Student Experience and Success – To enhance the educational experience and professional and personal success of our students and to help contribute to a workforce that fuels future economic growth
2. Impact Through Research and Innovation – To amplify the impact of our technology-centric scholarship, discovery, invention and innovation enterprise to solve societal problems
3. Academic Reputation – To build our university’s academic reputation as a national and international leader in technology-centric education and research
4. Connected Community – To enhance and strengthen our university community on campus and around the world, and to strengthen the physical and digital infrastructure that supports our connected community on campus and with alumni, friends and partners



# HISTORY AND TRADITIONS

## History of the University and the Founding Family

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On February 15, 1870, an act to incorporate Stevens Institute of Technology was approved by the State of New Jersey, making it the first institution in the United States to offer the degree of Mechanical Engineer.

The story of Stevens largely begins with Colonel John Stevens III (1749-1838) who, as an inventor and former New Jersey State Treasurer, was one of the first to demonstrate the feasibility of steam-powered transportation in the United States in the early nineteenth century. His two sons, Edwin A. Stevens (1795-1868) and Robert L. Stevens (1787-1856), went on to establish the Camden and Amboy Railroad, one of the earliest railroads in the country and the first in New Jersey.

When Edwin passed away in 1868, he set aside a bequest in his will as well as a block of land adjoining his family's estate in Hoboken for an "institution of learning." His widow, Martha Bayard Stevens (1831-1899), served on the founding Board of Trustees and was particularly instrumental in ensuring this institution would perpetuate the Stevens family's legacy of innovation and be "devoted to the study of mechanical engineering." Dr. Henry Morton, the prominent Philadelphia scientist, professor and polymath, became the school's first president and sought to bring mechanical engineering "out of the workshop" and raise its professional status in the eyes of industry. Morton helped shape the school's curriculum to balance the principles of engineering with a broad foundation in mathematics, physics, chemistry, metallurgy, drawing, as well as in the humanities and foreign languages.

When Stevens officially opened its doors in the fall of 1871, the student body consisted of 21 students (two juniors, three sophomores and 16 first-year students). The first graduating class in 1873 consisted of one person, John Augustus Henderson, who went on to have a successful career in the Engineer Corps of the United States Navy.

To learn more about the history of Stevens, the Stevens family and much more, visit the Samuel C. Williams Library Archives & Special Collections website or contact the Archives & Special Collections staff at [leah.loscutoff@stevens.edu](mailto:leah.loscutoff@stevens.edu) and [ted.houghtaling@stevens.edu](mailto:ted.houghtaling@stevens.edu).

## Campus Traditions

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Stevens has a long history rooted in tradition and pride. Throughout the academic year, the campus community comes together to recognize our shared connection to Stevens and our pride in the Ducks. Notable traditions include the Wittpenn Walk, which represents the beginning and end of a student's undergraduate academic journey at Stevens. New students, led by their class banner and Attila, walk up Wittpenn Walk surrounded by cheering students, faculty and staff members as they make their way to New Student Convocation. Graduating seniors walk down the same path, surrounded by the same cheering crowd, on their last day of classes on their way to the Senior Toast. Stevens students, faculty and staff come together in community at Quack or Treat, MLK Day of Service, and Attila's Spirit Day. Students take great pride in traditions such as Breakfast After Dark, the Leadership Conference, Unity Showcase, and Founder's Day Ball.

Visit the [Campus Traditions page](#) to learn about Stevens' annual traditions.

# The Stevens Seal, Colors and Song

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Edwin Augustus Stevens, the founder of the university, is on the Stevens Seal. The Latin motto “Per Aspera Ad Astra” means “Through adversity to the stars.” The school colors are cardinal red and silver gray. The official nickname of Stevens is “The Stute,” although it is also referred to as “The Old Stone Mill” or “The Mill.” The official mascot is Attila the Duck. Stevens has its own songs, and two of the most popular are its “Alma Mater” and “The Old Stone Mill,” the latter being Stevens’ fight song.



## Alma Mater

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*Where flows the Hudson River out to the mighty sea.  
On Castle Point so proudly stands there in majesty.  
Stevens, our Alma Mater, homage to Thee we pay.  
With loyal hearts and voices true to the Red and Gray.  
Though years our path may sever and best of friends may part,  
We'll ne'er forget fond memories treasured within our hearts.  
Our thoughts will turn to Stevens and with our comrades be Stevens,  
fair Alma Mater loyal and true to Thee.*

## The Old Stone Mill

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*There's an Institute of engineering  
That is known as the Old Stone Mill;  
Every part of it is dear  
To a Stevens Engineer  
From the shop to the Castle on the hill;  
And where her sons and daughters gather  
And you bet your life they'll say:  
"The Engineers the Engineers  
Are in the lead again today."  
Stevens, we're true to you and to the old Red and Gray;  
Stevens, we're going to raise your colors high today.  
"I'm a rambling wreck from Stevens Tech. A mechanical engineer" –  
We can hear the old song still, and it means we're going to fight, fight, fight,  
For the Old Stone Mill.*



# STUDENT AFFAIRS

The [Division of Student Affairs](#) creates and facilitates opportunities for students to develop intellectually, personally, and professionally outside of the traditional classroom. The Student Affairs staff collaborate with students, faculty, staff, alumni and the local community to provide opportunities for engagement and to continually improve the Stevens student experience. Student Affairs offices include the Dean of Students, Community Standards and Title IX, Undergraduate Student Life, Graduate Student Life, Student Culture and Belonging, Residential Education, Residential and Dining Services (RDS), Student Support, Student Health Services, Counseling and Psychological Services (CAPS), Disability Services, the Stevens Career Center, Athletics, the DeBaun Performing Arts Center, University Events and the Stevens Technical Enrichment Program (STEP).

## Mission Statement

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The Division of Student Affairs furthers the mission of Stevens Institute of Technology by promoting student learning and success through innovative programs and services that prepare our students to lead and serve in a global society.

## Core Values

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Student Affairs staff are student-centered, providing experiences and services with a focus on students and their success. We embrace a student development mindset in which we support students in need and challenge students to grow. We strive for unity and inclusion on our campus and commit to teaching social justice and promoting respect for all identities. Integrity, innovation and excellence serve as guiding tenets in our daily work with students, faculty, administrators and families.

# UNIVERSITY POLICIES AND PRACTICES

The following is a selection of policies and practices that are of particular interest to Stevens' students. Other policies, and more detailed versions of these policies, are located later in this Handbook, in the [University Policy Library](#), in the [Academic Catalog](#), in the Undergraduate Academics Policies and Procedures, and in the [Graduate Academics Student Handbook](#). All students are responsible for reading the complete versions of all policies.

This Student Handbook defines the structure within which organized student life is carried on and the means by which students may achieve the fullest realization of the university's resources and facilities. This document represents a part of every student's obligation to the university. It does not purport to fully address all policies, procedures, and regulations for every area of the university.

Therefore, the Student Handbook must be used as a companion document to other published regulations and guidelines issued by various university offices and programs. The dynamic nature of the university brings about a concomitant requirement that all community members periodically review practices, policies, and procedures as they relate to institutional mission and purpose. Hence, the Student Handbook and other university policies undergo periodic revision to reflect these changes.

# Preserving Academic Freedom

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1. Academic freedom is an essential value of institutions of higher education. This freedom must be exercised within the restraint that the freedom of any one individual must not intrude upon or limit the freedom of others. Coercion in any form is not acceptable.
2. Full and open communication of points of view is welcome and for this reason, there exist many channels and forums on campus. All members of the Stevens community are expected to use these established channels to promote ideas, air grievances, and effect changes.
3. Nothing contained above is intended or shall be construed to limit or restrict the right of freedom of speech or peaceful assembly of any member of the Stevens community.



# Policy for Assembly

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Stevens seeks to maintain an atmosphere of free inquiry and debate for its faculty, students, and staff (“Members of the Stevens Community”) while respecting the rights of all individuals to pursue their education and engage in related activities on Stevens’ campus, and ensuring that there are no disruptions to the regular operations of the university. Members of the Stevens Community may sponsor limited peaceful protests, dissents, demonstrations, or similar gatherings (“Assemblies”) on Stevens’ campus, as permitted within the requirements described below. Any planned counter-protest will be treated as an Assembly for purposes of these Guidelines.

**A. Prohibited Conduct.** Although all university Policies (including, but not limited to, the Student Code of Conduct) apply to Assemblies on Stevens’ campus, the following non-exhaustive list provides examples of specific conduct that is prohibited at all Assemblies on Stevens’ campus:

- Obstruction or disruption of the normal operations and activities of the university;
- Obstruction or disruption of any individual’s ability to participate in their educational activities or other related university activities occurring on campus;
- Unauthorized entry, presence or use, or blocking of ingress or egress, of university facilities or property;
- Conduct that threatens or endangers the physical or mental health or safety of any person;
- Physical or verbal intimidation or harassment;
- Use of words in a situation of clear and present danger that incites others to engage in behavior that would violate Stevens’ Policies or applicable law;
- Possession or use of a weapon as defined in [Stevens’ Policy on Weapons](#);
- Unauthorized use, misuse, taking unauthorized possession of, or destruction of university property, or acts committed with disregard for possible harm to such property;
- Defacement of any area of the campus;
- Intentionally or recklessly starting a fire;
- Use of vehicles or personal transportation devices (as defined in Stevens Policy on Personal Transportation Devices), or any activity which blocks vehicles from entering any area of campus;
- Erecting structures, such as pop-up tents, canopies, or encampments of any kind;
- Using sound amplification equipment in a loud or disruptive manner; and
- Failure to comply with the directives of Campus Police or a Stevens staff member.

When an individual or group engages in any of the above conduct, the individual will be subject to university discipline and/or arrest (as appropriate). In addition, under serious circumstances as described below, Stevens’ approval for an Assembly may be revoked with immediate effect.

**B. Permitted Conduct.** Members of the Stevens Community may engage in Assemblies on Stevens’ campus, provided that individuals participating in such Assemblies comply with all directives from Stevens Campus Police and university administrators and do not engage in the conduct described in Section A of these Guidelines. To ensure that Assemblies are properly planned and supported, and to ensure that no Assembly disrupts the normal operations and activities of the university or interferes with the ability of any individual to pursue their educational or related activities on campus, it is required that members of the Stevens Community submit a request to the Vice President for Student Affairs or designee at least three weeks before the planned occurrence of any Assembly. The Vice President for Student Affairs or designee will consider the request and propose a location, date, time, and any specific requirements for the Assembly. The Vice President for Student Affairs or designee will discuss the proposed Assembly

with Stevens Campus Police and the Office of University Events and others as appropriate. If Stevens Campus Police or the Office of University Events have any questions or concerns regarding the proposed Assembly, the Vice President for Student Affairs or designee will request further information from the Requesting Party. No Assembly may occur without written approval from the Vice President for Student Affairs (or designee). The Vice President for Student Affairs (or designee) may revoke Stevens' approval of an Assembly at any time if a serious violation of these Guidelines occurs or there is insufficient planning to ensure such compliance, in each case upon providing written notice to the student group which is sponsoring the Assembly.

**C. Assembly Logistics.** In addition to any requirements contained within the approval of an Assembly, every Assembly must comply with the following protocols:

- Assemblies must be scheduled between the hours of 8 am – 9 pm.
- Assemblies must take place within the specific locations designated by the written approval.
- The Assembly area will be designated by barricades provided by Stevens Campus Police.
- All participants in an Assembly (except for invited and approved speakers) must be members of the Stevens community and must be scanned through Ducklink as they enter the Assembly area.
- A closed area for those who may wish to dissent from the Assembly message (and are not part of a planned counter-protest) will be set up across from the Assembly area.
- No backpacks or bags, large signs, banners, full-sized flags, furniture, or other large items may be present in the Assembly area.
- Student Affairs and/or Campus Police staff members reserve the right to prohibit any object within the Assembly area that may pose a danger to the community.
- All Assemblies may be videotaped or otherwise monitored by Stevens Campus Police.
- The student group planning the Assembly must have regular meetings with the Vice President for Student Affairs or designee to organize event logistics and ensure compliance with these Guidelines.
- Any non-Stevens speaker(s) must be reviewed and approved by the Vice President for Student Affairs or designee at least ten days prior to the Assembly date.
- Any materials and messaging relating to the Assembly which will be posted on Stevens' campus or shared on social media accounts or websites by the sponsoring student organization must be reviewed for compliance with Stevens policies by the Vice President for Student Affairs or designee in advance of posting.
- All Assembly materials and messaging must reference that the Assembly is an event for the Stevens community that is closed to the general public.
- All Assembly materials, messaging, chants, speakers, and participants must comply with all Stevens policies and applicable law.

# Family Educational Rights and Privacy Act

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The Family Educational Rights and Privacy Act of 1974 (“FERPA”) protects the privacy of a student’s education records and affords students certain rights to control access to their education records. Under FERPA, education records are defined as: records, files, documents and other materials that contain information directly related to a student and are maintained by Stevens or a third party acting on Stevens’ behalf. These education records include, but are not limited to, academic, financial and disciplinary records.

Consistent with FERPA, student records may be disclosed without the consent of the student if the disclosure meets one of the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on the release of directory information. Please see Stevens’ [Policy on Student Privacy Rights](#) for a description of a student’s rights under FERPA and the university’s practices and procedures to protect those rights.

Students have the right to grant permission for others to access their academic records, including allowing university officials to discuss those records with third parties.

To authorize the release of your education records:

- Log in to Workday.
- Select the “Requests” application from your homepage.
- Click “Create Request” and follow the prompts to complete your authorization.

## Non-Discrimination Statement

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Stevens Institute of Technology is committed to the principle of equality of opportunity and creating a campus climate that supports, nurtures, and rewards educational and career advancement on the basis of ability and performance. Accordingly, it is the policy of the university not to discriminate on the basis of any individual’s race, color, sex, pregnancy or pregnancy-related condition, religion, creed, national origin (including shared ancestry, ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender identity or expression, veteran or military status (including special disabled veteran, Vietnam-era veteran or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other characteristic protected by applicable state or federal law or Stevens’ policy, including but not limited to in any phase of its admissions, financial aid, athletics, educational or employment programs or activities.

Any member of the university community who has been subject to discrimination, harassment, or a bias incident, or who has witnessed clear circumstances of discrimination, harassment or bias, should report it. Students should report such conduct or incidents to the Office of Student Affairs or via the [“Report a Concern”](#) icon on myStevens. Employees should report such conduct or incidents to the Division of Human Resources. Please see [Stevens’ Policy on Discrimination, Harassment, and Bias Incidents](#) for additional information.

# Religious Accommodations

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Stevens is committed to fostering an environment in which individuals of different religious beliefs and practices are treated with respect, understanding and inclusivity. The [Policy on Time Away from Stevens' Responsibilities for Religious Observances](#) is intended to address the ways in which members of the Stevens community may take time away from their work, studies or athletic responsibilities to observe a religious practice.

## Leave and Return

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Stevens Institute of Technology offers three types of voluntary Leave of Absence for degree-seeking students: Medical, Military Service, and Personal. Each leave type has specific eligibility criteria and documentation requirements. A voluntary Leave of Absence is limited to a maximum duration of six months or 180 days from start of leave. An approved Leave of Absence cannot exceed 180 days in a twelve-month period. During the approved leave period, the student's right to access Stevens facilities and services is limited.

### Reasons:

- Medical
- Military
- Personal
  - Academic Difficulty, Family, Financial Difficulty, Personal, Professional Opportunity

### Medical Leave of Absence

A student with a physical or mental health concern may request a medical leave of absence by contacting Student Affairs for approval.

- Undergraduate students must meet with the Dean of Students, and graduate students must meet with the Assistant Dean and Director of Graduate Student Life or their respective designees to discuss their request to take a voluntary Medical Leave of Absence. The Dean of Students/Assistant Dean and Director of Graduate Student Life will make a referral to the appropriate Director (of Student Health Services or Counseling and Psychological Services-CAPS).
- After receiving the referral from the Dean of Students or Assistant Dean and Director of Graduate Student Life or their respective designees, the Director of Student Health Services or CAPS meets with the student to: (i) review available documentation from the student's medical and /or mental health care providers or make arrangements with the student to access or obtain documentation regarding the student's medical status; (ii) assess the student's health, safety and academic success; and (iii) recommend a plan of action to help the student regain their health during a potential leave of absence.
- If the Director of Student Health Services/CAPS recommends a voluntary Medical Leave of Absence, they will inform the Dean of Students or Assistant Dean and Director of Graduate Student Life or designee(s), who is responsible for: (i) providing a final review and approval of the voluntary medical Leave of Absence; (ii) consulting with the Office of Undergraduate Academics or the Office of Graduate Academics and Student Success, as appropriate, and (iii) notifying all pertinent campus personnel of the change in the student's status.
- If the student does not return to Stevens at the end of the voluntary leave period, the student is discontinued from Stevens and will need to complete the Readmission/Reactivation Application.

### Military Leave of Absence

A Leave of Absence is usually granted for six months. Although active military personnel on orders may extend

their leave for up to two years with permission from the Office of Undergraduate Academics or the Office of Graduate Academics and Student Success along with the Office of the Registrar, records with no active enrollment for 180 days will be categorized as discontinued. In these cases, students will need to follow the reenrollment steps. Students must provide their official military orders to the School Certifying Official in the Office of the Registrar. Time spent on active duty while on Leave of Absence is not included in the degree completion limit. Special provisions to the policy apply to students seeking reenrollment after performing military service.

### Personal Leave of Absence

Students must reach out to the Office of Undergraduate Academics (Undergraduates) or the Office of Graduate Academics and Student Success (Graduates) to initiate a voluntary Leave of Absence.

To facilitate the return following a voluntary Leave of Absence, the student must connect with the Office of Undergraduate Academics or the Office of Graduate Academics and Student Success to confirm their plan to return. If the student does not return to Stevens at the end of the voluntary leave period, the student is discontinued from Stevens and will need to complete the Readmission/Reenrollment Application.

### Process

1. Student must first reach out to the appropriate office via email
  - a. Medical - Student Affairs
    - i. Graduate Student Affairs - [OGSA@stevens.edu](mailto:OGSA@stevens.edu)
    - ii. Undergraduate Student Affairs - [studentaffairs@stevens.edu](mailto:studentaffairs@stevens.edu)
  - b. Military - Office of the Registrar - [registrar@stevens.edu](mailto:registrar@stevens.edu)
  - c. Personal - Office of Undergraduate Academics or Office of Graduate Academics & Student Success
    - i. Office of Graduate Academics & Student Success - [gradacademics@stevens.edu](mailto:gradacademics@stevens.edu)
    - ii. Office of Undergraduate Academics - [undergradacademics@stevens.edu](mailto:undergradacademics@stevens.edu)
2. Supporting documentation is required for both Medical and Military leaves
  - a. Medical - Documentation from your licensed health care provider to Student Affairs via Advocate
  - b. Military - email your official orders to [registrar@stevens.edu](mailto:registrar@stevens.edu)
  - c. Personal - none required
3. Student must complete the Workday Leave of Absence request after discussion and/or approval with the appropriate office above
4. Students who receive any form of federal and /or state financial aid—including federal grants, federal loans, and state grant assistance—are strongly encouraged to contact the Office of Financial Aid prior to taking a leave. An advisor can provide guidance on how the withdrawal may affect eligibility for Title IV funds, state financial aid, Satisfactory Academic Progress (SAP), and assist with completing the required Direct Loan Exit Counseling.
5. Students currently residing in University Housing and on a university meal plan should review the Student Housing and Dining Contract to understand the policies and procedures related to cancellations and releases, including any potential financial obligations. The contract also outlines expectations and procedures for properly checking out of the residence halls and cancelling meal plans. Please note that students who are not enrolled in credit-bearing courses are not eligible to remain in campus housing.
6. Student should contact their academic advisor to create a reentry plan for their return
7. Students on a Leave of Absence are still responsible for meeting all accrued tuition and fee deadlines as outlined in their onboarding tasks. Registration for future terms will not be permitted until all financial

obligations are satisfied in accordance with the University's tuition policies. Please note that students will not accrue any additional charges or be eligible for any additional financial aid while on leave.

### **Administrative Leave of Absence**

Students may be involuntarily placed on an Administrative Leave of Absence for any of the reasons listed below. The length of an administrative leave of absence is based on an individualized assessment of the circumstances surrounding the student and the reason for the leave of absence.

- a. **Financial.** Students who are unable to meet financial obligations for the semester or who have an outstanding balance from a previous semester or academic year may be placed on an Administrative Leave of Absence as determined by the Dean of Students/Assistant Dean and Director of Graduate Student Life, or designee, and the Office of Student Accounts.
- b. **Disciplinary.** Students who have violated the Student Code of Conduct or another Stevens policy or procedure may be placed on an Administrative Leave of Absence as determined by the Dean of Students or the Vice President of Student Affairs, or designee.
- c. **Academic.** Students who have violated the Stevens Honor Code or Graduate Student Code of Academic Integrity may be placed on an Administrative Leave of Absence as determined by the Academic Promotions Committee for undergraduates, or by the academic department and the Office of Graduate Academics and Student Success for graduate students.
- d. **Medical.** Students who decline to take a Voluntary Medical Leave of Absence may be placed on an Administrative Leave of Absence when the severity of a student's illness or behavior is such that it creates a significant risk of serious harm to themselves or members of the community that cannot be mitigated by reasonable accommodations or academic adjustments.

### **Definitions**

- a. **Active in Workday** - Student's Workday Summary page shows a status of "Active" and the Academic Overview page lists a status of "in progress" or "pending completion"
- b. **Enrolled** - Student is actively registered and participating in courses
- c. **Not enrolled** - Student is not actively registered and participating in courses
- d. **Loan repayment** - Loan Repayment Status initiates after 180 days of non-enrollment for at least half-time status.

### **Unapproved Leave of Absence**

Degree-seeking students who discontinue active enrollment without an approved Leave of Absence, or who fail to return at the conclusion of their approved leave period, must apply for academic readmission/reenrollment and will be subject to the academic regulations and degree requirements in effect at the time of their return. All students with no active enrollment for two years will be required to reapply for admission/enrollment.

### **Withdrawal from Stevens.**

Students seeking to withdraw from Stevens must visit the Office of Undergraduate Academics or the Office of Graduate Academics and Student Success, as appropriate, to complete a withdrawal form. Students who wish to return to Stevens after a withdrawal must reapply for admission.

### **Returning to Stevens Following a Medical Leave of Absence.**

A student who wishes to return to Stevens housing, educational programs or other student activities following a medical leave of absence must submit all required forms to the appropriate Director in advance of their desired semester of return. The forms must be submitted by July 15 for fall semester returns and December 1 for spring semester returns. Deadlines for international students with visas are June 1 for fall semester returns and November 1 for spring semester returns. Following the student's submission of the required

forms, the Director will individually assess the request after a review of available treatment documentation from professionals with whom the student has been receiving treatment while on leave, an interview with the student to assess readiness to return to campus and follow-up inquiries with the professionals that provided treatment to the student. The Director will request that the student sign any authorizations or waivers needed to allow the Director to engage in these inquiries. The Director may also request additional information from the student or request that the student undergo additional assessments that will better allow the university to make a determination about the student's readiness for return to Stevens housing, educational programs or other student activities. In these cases, the Director will explain the rationale for the additional requests in writing.

### **Returning to Stevens Following Discharge from a Medical or Mental Health Facility.**

A student who has been discharged from a medical or mental health facility may not return to Stevens housing, educational programs or other student activities until the Director of Student Health Services or the Director of Counseling and Psychological Services has completed an individualized assessment of the student's readiness for return. To initiate the process for an individualized assessment by these administrators, the Dean of Students or the Assistant Dean and Director of Graduate Student Life, as appropriate, will provide the student with all required forms. The student will submit these forms and any discharge summary to the Director of Student Health Services or the Director of Counseling and Psychological Services. The discharge summary must note the diagnosed condition, the recommended treatment plan and the prognosis. It is the responsibility of the discharging medical or mental health facility to ensure that a plan for adequate aftercare has been planned for the student upon discharge from the facility. If the discharging facility has failed to provide the student with an adequate aftercare plan, Stevens may ask the student to contact the discharging facility or to see an alternative medical provider for the creation of an adequate aftercare plan.

### **Returning from a Voluntary or Administrative Leave of Absence.**

Students wishing to return from a Voluntary or Administrative Absence must consult with the Office or staff member who facilitated their initial Leave of Absence process.

### **Refund Policies for Leaves of Absence or Withdrawals.**

Students who withdraw from Stevens voluntarily or who take a voluntary leave of absence, including a voluntary medical leave of absence, will receive a tuition refund based on the [Stevens Charge Adjustment Schedule](#). Refunds for housing and meal plans will follow the [Housing and Cancellation Policy](#). The effective date of the withdrawal or leave of absence for the refund is the date the student requests their withdrawal or leave of absence with the Office of Undergraduate Academics or the Office of Graduate Academics.

- a. Students who would like to request an exception for unforeseen circumstances to the Stevens Charge Adjustment Schedule or a review of the tuition refund decision based on the Stevens Charge Adjustment Schedule may submit an appeal to the Office of Undergraduate Academics or to the Office of Graduate Academics within 5 business days of the decision. All correspondence should include a brief summary of the unforeseen circumstances, along with documentation to support the appeal. Appeal decisions will be made within 5 – 10 business days. All decisions are final. This process is for tuition refunds only. All refund decisions for housing and meal plans follow the Housing and Cancellation Policy and are final.
- b. Students who withdraw from Stevens involuntarily or are placed on involuntary leave, including involuntary administrative or involuntary interim leave, will not receive a refund for tuition, fees, housing and meal plans. No appeals from this requirement may be made.

## Parking on Campus

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Student parking at Stevens is restricted to certain eligible students and is restricted to valid permit holders during [stated operating hours](#).

Students may learn more about parking by going to the [Stevens Hub Transportation and Parking site](#). The Stevens [campus map](#) shows all parking facilities.

Contact the [Office of Transportation and Parking](#) within the Division of Facilities and Campus Operations with any questions.

- A. Daily Permits.** Undergraduate and Graduate students who live outside of Hoboken are eligible to purchase daily parking permits by visiting the [Stevens Hub Transportation and Parking site](#).
- B. Semester Permits for Commuter Students.** Students who live outside of Hoboken are eligible to apply for parking permits for each academic semester or year. These permits do not allow for overnight parking.
- C. Semester Overnight Permits.** Undergraduate students who live on campus, in Stevens-leased housing, or in Greek housing are eligible to apply for overnight parking permits for each academic semester or year if they:
  - Are employed in co-operative education assignments or internships obtained through Stevens at locations that are not accessible by public transit or other non-vehicle modes, or
  - Are enrolled in the AFROTC program at NJIT, the ROTC program at Seton Hall University, or an equivalent program, or
  - Have disabilities or temporary mobility limitations and an approved accommodation through the Office of Disability Services.

## Personal Transportation Devices

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The use of skateboards, scooters, roller skates, rollerblades, hoverboards or other [personal transportation devices](#) on campus is prohibited. Non-motorized bicycles are not subject to this prohibition and may be used on campus, provided they are operated only on paved pathways at a safe speed and in a responsible and courteous manner. Individuals who use skateboards, scooters, roller skates, rollerblades, hoverboards or other personal transportation devices on campus, or operate a bicycle in violation of this policy, will be subject to disciplinary action and/or other sanctions imposed by Student Affairs as appropriate.

Under no circumstances may motorized personal transportation devices be stored, charged, or parked in campus buildings. Only small non-motorized personal transportation devices may be stored in campus buildings, if they do not block common areas, hallways, stairways, or building entrances and exits.

More information on this policy can be found [here](#).

## Bicycle and Scooter Registration

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Stevens partners with Bike Index to provide bicycle and scooter registration. All students who bring their bicycles or scooters to campus must register them with Bike Index by going to the [Stevens Hub Transportation and Parking site](#).

## Campus Photography and Videography

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Stevens Institute of Technology reserves the right to photograph, film, and record university events and campus activities. At any time, photography or videography may be occurring on the Stevens campus or at Stevens events. The resulting footage, which may include Stevens faculty, staff, students and members of the general public may be used for commercial and non-commercial purposes. By entering Stevens property or events, individuals grant all rights and permissions to use, record, and reproduce their image or likeness in print, digital, or other media, including but not limited to, in photographs, videos, social media, press releases, and funding applications on the internet and otherwise (“Materials”). The duration of the permission to use the materials is in perpetuity and has a worldwide geographic scope.

All Materials are property of Stevens. Individuals entering Stevens’ campus or events waive any right to inspect or approve the Materials, shall not own any right, title, or interest in or to the Materials and waive any right to royalties or other compensation arising out of or related to the use of the Materials.



## Student-Run Businesses

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Stevens Institute of Technology supports and encourages student entrepreneurship. Students who wish to pursue a business without the support and structure of a Stevens program may do so, although they may not use Stevens' facilities or services in connection with their business activities. Stevens' facilities include, but are not limited to, residence hall rooms, campus telephone numbers, postal facilities and computer and network services, including Stevens email addresses and web domains. In addition, student entrepreneurs must adhere to the following guidelines:

1. Student businesses must not jeopardize Stevens' tax-exempt status. To that end, student businesses must maintain their own bank accounts and accounting records and cannot use the Stevens name (as further described below), or Stevens' tax identification number or address. Stevens reserves the right to identify additional issues that may be relevant to its tax-exempt status and may, upon notice to the student, require modifications to eliminate such issues.
2. Student businesses may not use the Stevens name or insignia, or any name that implies the sponsorship or support of Stevens or any name which might confuse the public as to the relationship between the business and Stevens (for example, "Castle Point"), without the prior written consent of the Office of the General Counsel.
3. Students may not solicit members of the Stevens community in connection with their business activities. Advertising within the Stevens campus is not permitted without the prior written consent of the Vice President for Student Affairs or designee.
4. Student entrepreneurs may not compete with campus services.

Student entrepreneurs operating outside of a Stevens program should speak with the Vice President for Student Affairs or designee prior to commencing any business activities in order to ensure that their activities comply with these guidelines. Failure to comply with these guidelines may result in disciplinary action.

## Undergraduate First in Class Criteria

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Annually, a student(s) is recognized as being the First in Class at the Senior Awards Ceremony and Commencement Ceremony. The following are the First in Class criteria:

1. All courses taken as an Undergraduate will be evaluated to determine the final calculated grade point average (GPA).
2. The student(s) must have the highest GPA in the graduating class, using the GPA that includes all courses taken towards and completing an undergraduate degree.
3. The student(s) must have completed undergraduate curriculum courses at Stevens. Courses taken during high school enrollment do not disqualify a student for consideration for First in Class. Students who transfer credits from other higher education institutions (except for credits transferred from university-approved Study Abroad programs) may not be considered for First in Class.
4. The student(s) must have received a letter grade in all classes attempted for which receiving a letter grade is an option.
5. The student(s) must have completed or be in the process of completing all courses required for the degree to be granted in the term in which they are participating in the Commencement Ceremony.
6. The student(s) must complete all undergraduate courses prior to Commencement.
7. The student(s) must have been in good academic standing throughout their Stevens career.
8. The student(s)' disciplinary history will be reviewed by the Dean of Students to ensure the student is in good standing.

On or about February 15th of each year, the Dean of Students or designee will review the list of students who meet the eligibility criteria. The student or students that are selected will be contacted the first week of March.

Requirements for First in Class to be recognized at the Awards Ceremony and Commencement:

1. Student(s) must attend the ceremonies.
1. Student(s) must submit an updated resume to the Dean of Students who will submit it to the Office of Communications and Marketing and be available for an interview with them prior to the ceremonies.
1. Student(s) must complete their coursework.

Students who are First in Class are not entitled to speak at the Stevens Commencement Ceremonies. The student Commencement speaker is selected through an application process; First in Class students are eligible to apply to speak through this process.

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## Student Commencement Speakers

One graduating Stevens Institute of Technology undergraduate student and one graduate student are chosen annually to deliver a brief inspirational speech at Commencement. Only students who have met all requirements for graduation, have a cumulative grade point average of at least 3.5/4.0, are in good academic and disciplinary standing with the university, and have significant involvement in at least two co-curricular activities are eligible to apply. See the [Commencement website](#) for more information and application details.

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## Alumni Trustee Eligibility and Selection Process

Graduating Stevens undergraduate students are eligible for nomination to a seat on the Stevens Board of Trustees as an Alumni Trustee. The Board of Trustees position is a three-year term that begins September 1 following graduation. Service as an Alumni Trustee involves participation in all meetings of the Board and membership on at least one committee of the Board. The Board holds approximately three in-person meetings each year and often conducts an off-site Strategic Planning Summit.

Eligible students must have a minimum cumulative GPA of 3.0, a stellar record of academic and co-curricular achievements and a record of exemplary behavior. Students who plan on being employed by Stevens during the three-year term, enrolled as a Stevens student during the three-year term, and students who are related to Board of Trustees members or Stevens employees are not eligible for this position. Anyone in the Stevens community may nominate a graduating undergraduate student for an Alumni Trustee seat. Eligible students may also choose to self-nominate.

A committee made up of Student Affairs staff, faculty and student representatives will review all nominations. The committee will identify three nominated individuals who exemplify the requirements for service through a review of the nomination packet, academic and disciplinary history, and co-curricular involvement. The committee may request a meeting with one or more candidates to make a more informed decision. After the review, the committee will select three candidates for referral to the Board of Trustees' Nominating and Corporate Governance Committee for further consideration at its May meeting. At the May meeting of the Board of Trustees, one Alumni Trustee will be selected from this group.

If a successful candidate resides more than 50 miles from Stevens' campus post-graduation, a limited amount of funding assistance for travel and lodging in connection with any Board event held off-campus will be available, if needed.



# EMERGENCY INFORMATION

Emergency information is available [online](#), linked directly from the Stevens homepage, for reference for all members of the community.

## Stevens Guardian

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[Stevens Guardian](#) is a mobile safety app that connects your cell phone to a personalized protection network. The app can connect you directly with Stevens Campus Police or a local police department during an emergency and provides important information instantly.

With Stevens Guardian, students, faculty and staff can:

- Create a detailed caller profile which can assist the Police in an emergency
- Make fast-response panic calls from within the app
- Set safety networks and timers to notify Stevens Campus Police, friends and family of your whereabouts and expected arrival times
- Submit crime tips to Campus Police
- Make emergency 911 calls anywhere in the United States

All students, faculty and staff are strongly urged to download and install the Stevens Guardian App:

1. Download and install the 'Rave Guardian' App from the [Apple App Store](#) for iPhones and [Google Play](#) for Android devices
2. Verify your cell phone number
3. Use your Stevens email to enter the App

To learn more about the App visit the [Stevens Guardian webpage](#). For technical support, contact [support@stevens.edu](mailto:support@stevens.edu).

## CARE Team

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The [Campus Awareness and Response Education \(CARE\) Team](#) is a dedicated network of Stevens professionals that provide a support system for students. The CARE Team aims to support all campus community members in identifying students experiencing distress and knowing what action to take when they are concerned about a student. Students are often referred to the CARE Team when they are demonstrating behaviors indicating they may be experiencing distress personally, academically, physically and/or psychologically. Members of the CARE Team connect with referred students of concern to offer campus and community resources and support including academic, mental health, medical, or other resources while also being attentive to the needs of the campus community. A [CARE Referral](#) can be submitted online by any individual concerned about a Stevens student. CARE Referrals are intended as a means of alerting Stevens to the presence of concerns about a student which are not immediate in nature. Concerns that are immediate in nature should be reported to [Stevens Campus Police](#).

## Communications and Campus Alert System

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In an effort to ensure that all members of the Stevens community are informed of emergency conditions or urgent communications, students are expected to sign up for [Stevens Guardian](#) (see information above). Stevens communicates directly with students using their Stevens email address for all official communications. Therefore, students are expected to regularly check their Stevens email account for university announcements and updates.

# Fire Evacuation of Stevens Buildings

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Students should always be familiar with their nearest evacuation route and the location of alarm boxes. In the event of a fire, follow these instructions:

1. **Stay Calm:** Do not panic and assume it's a drill.
2. **Evacuate Immediately:** Walk quickly to the nearest stairwell or exit and leave the building. Do not run.
3. **Close Doors and Windows:** Close your room door and windows to prevent the spread of fire.
4. **Check Doors:** Before opening any door, feel the doorknob. If it's hot, do not open it. Find an alternate exit.
5. **Stay Low:** If there is smoke, stay low to the ground to avoid inhaling smoke.
6. **Use Stairs:** Always use the stairs, never the elevator.
7. **Alert Others:** Knock on doors and shout "Fire!" to alert others as you evacuate.
8. **Proceed to Designated Area:** Go to your residence hall's designated meeting location and wait for roll call.

## Missing Student Policy and Procedures

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Any member of the Stevens community who is concerned that a student is missing should contact Campus Police immediately at 201.216.3911. Campus Police will be responsible for investigating each report of a missing student, and for determining whether the student is missing in accordance with this policy. Students are under no obligation to notify Stevens of time spent away from their residences; however, a student is defined as "missing" when their absence for a period of 24 hours is inconsistent with their established patterns of behavior and such deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures will be taken by the Stevens Campus Police and Student Affairs staff to determine whether or not the person is at their on- or off-campus place of residence, and whether or not anyone familiar with the person has seen or heard from the person or is aware of where they may be. Each student has the option to identify a confidential contact person or persons who will be notified within 24 hours in the event that a determination is made by Campus Police that the student is missing. Residential students may provide and update a confidential contact person through StarRez when selecting a housing assignment each year. Only authorized campus officials and law enforcement officers acting in furtherance of a missing person investigation may access this information. Campus Police will coordinate with local law enforcement agencies no later than 24 hours after determining that a student is missing.

If a student is determined by Stevens Police to be missing, Stevens staff will:

- Notify the student's confidential contact (if one is designated) that the student is missing not later than 24 hours after Campus Police determines that the student is missing.
- Notify the student's emergency contact person if a confidential contact for this purpose is not designated.
- If the missing student is under 18 years of age and not an emancipated individual, notify a custodial parent or guardian of the missing student not later than 24 hours after Campus Police determines that the student is missing.
- Inform other Stevens units, as needed, that the student is missing.
- Initiate other actions, as needed, in the best interests of the student.

## On-Call System

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The Division of Student Affairs maintains a 24-hour, year-round on-call administrative structure designed to address emergency incidents on- and off-campus. The on-call team includes Resident Assistants, Resident Directors, Assistant Directors, Graduate Assistants, and Senior Administrators in the Offices of Residential Education, Residential and Dining Services, and Student Affairs who work in conjunction with Campus Police and other campus partners to ensure the safety of students and community members. On-call duty professionals rotate an on-call schedule and are called to address on- and off-campus emergencies and concerns. If you have an emergency to report, please contact Campus Police at 201.216.3911.

## Reporting a Concern

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All members of the Stevens community, including guests and visitors, are able to submit an [online public report](#) for any campus incidents, general complaints or concerns including but not limited to mental health concerns and academic concerns. Public reports are accessible through myStevens by clicking on the “Report a Concern” icon. Public reporting can be used for Accessibility concerns, Discrimination or Harassment Incidents, Hazing Incidents, Campus Incidents, CARE Referrals, Honor System Violations, International and Study Abroad Reports, Summer Campus Reports and Title IX Reports. Emergency and time-sensitive situations should be directed to Campus Police at 201.216.3911.

## Security Cameras

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Stevens Institute of Technology is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a security and safety camera system. The surveillance of public areas is intended to deter crime and assist in protecting the safety and property of the Stevens community. Please see the [Stevens Security Camera Policy](#).

## Student Right-to-Know and Campus Security Act

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Stevens Institute of Technology complies with the Clery Act. Inquiries for policies, statistics and data as required by the Act, including Stevens’ Annual Security and Fire Safety Report, can be obtained by visiting the [Stevens Campus Police Website](#).

## Lactation Rooms

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Lactation rooms are available on the 3rd floor of the Howe Center, in Library Room 313 and on the 4th floor of EAS. Students who wish to use a lactation room should email [titleix@stevens.edu](mailto:titleix@stevens.edu) to reserve the room. Once the room is reserved, the student is given the code to use to be able to enter the room during the requested times.

# STUDENT CODE OF CONDUCT

All undergraduate and graduate students shall conduct themselves in a manner consistent with the mission of the university. Students are expected to demonstrate integrity by maintaining an ongoing dedication to honesty and responsibility, to demonstrate trustworthiness by acting in a reliable and dependable manner, and to show respect by treating others with civility and decency. Free and open inquiry and discussion is critical to the university's mission and must be protected even when the views expressed are unpopular or controversial.

The following are violations of the Student Code of Conduct:

1. **Discrimination, Harassment and Violence** (for a complete text of Stevens' Policy on Discrimination, Harassment and Bias Incidents, please visit [this link](#).)
  - a. Discrimination on the basis of any individual's race, color, sex, pregnancy or pregnancy-related conditions, religion, creed, national origin (including shared ancestry, ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity), citizenship status, physical or mental disability, age, marital status, sexual orientation, gender identity or expression, veteran or military status (including special disabled veteran, Vietnam-era veteran or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other characteristic protected by federal or state law.
  - b. Harassment, which is defined as unwelcome conduct toward a member or members of the Stevens community that occurs on the basis of a protected characteristic.
  - c. Discrimination, harassment, or stalking based on a protected characteristic and occurring over electronic communications and social media are banned by the Policy whether or not they utilize Stevens' electronic equipment, servers or e-mail resources.

These terms would operate to protect students of any religion from discrimination, including harassment, based on a student's actual or perceived shared ancestry or ethnic characteristics, or citizenship or residency in a country with a dominant religion or distinct religious identity. For example, this might include students who are subjected to ethnic or ancestral slurs; harassed for how they look, dress, or speak in ways linked to ethnicity or ancestry (e.g., skin color, religious attire, language spoken), or stereotyped based on perceived shared ancestral or ethnic characteristics.

Harassing conduct is unwelcome conduct that may include verbal abuse, graphic or written statements, physical assault, or other conduct that may be threatening, harmful, or humiliating. It may occur in many different contexts and locations, including classrooms (including virtual classes), residence halls, hallways, cafeterias, buses, athletic fields, locker rooms, bathrooms, on the internet, and on social networking sites and apps.

2. **Gender-Based and Sexual Misconduct** (for the complete text of Stevens' Title IX policy please visit [this link](#).)

Stevens Institute of Technology is committed to maintaining a safe and nondiscriminatory learning environment that is free of gender-based and sexual misconduct and discrimination, including Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking, all of which are prohibited and defined in Stevens' Title IX Policy. Title IX prohibits discrimination on the basis of sex in the university's educational programs or activities, including admissions and employment.

3. **Intimidation or Bullying**

Stevens prohibits any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that is reasonably perceived as being motivated

by any actual or perceived protected characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, that takes place on Stevens property or at any function sponsored by Stevens, and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile educational environment for the student by interfering with a student's access to education or university activities or by severely or pervasively causing physical or emotional harm to the student.

#### **4. Violence**

Physical violence or threats of physical violence are prohibited, including, but not limited to, kicking, punching, biting, hitting, or any use of force with intent to cause harm.

#### **5. Academic Dishonesty**

All Stevens students, whether undergraduate, graduate, or doctoral, must follow the appropriate honor code to remain in good academic standing. Faculty and staff are expected to uphold and enforce this policy appropriately.

- **Stevens Honor System**

The Stevens Honor System applies to all undergraduate students, including those who participate in the 500 and 600 level graduate classes. Students must follow the Honor System and write the pledge on their submitted work: "I pledge my honor that I have abided by the Stevens Honor System." Violations of the Honor System include giving or receiving aid on exams or homework assignments, plagiarism, stealing or purchasing exams or homework assignments, and violating exam room conditions.

- **Graduate Student Code of Academic Integrity**

The Stevens policy on academic integrity for graduate students requires that students be fully truthful and avoid dishonesty, fraud, misrepresentation, and deceit of any type in relation to their academic work. A student's submission of work for academic credit indicates that the work is the student's own. All outside assistance must be acknowledged. Any student who violates this code or who knowingly assists another student in violating this code shall be subject to discipline.

- **Policy on Research Misconduct**

The research misconduct policy applies to Stevens faculty, academic staff, students, postdoctoral scholars, visiting scholars and others conducting research at the institution. Research misconduct includes but is not limited to the following:

1. Fabrication - making up data or results and recording or reporting them; and
2. Falsification - manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record; and
3. Plagiarism - the appropriation or another person's ideas, processes, results or words without giving appropriate credit.

#### **6. Alcohol and Other Drug Offenses**

The following are prohibited:

- a. Use, possession or sale of marijuana, narcotics or dangerous, illegal or controlled substances or

drug paraphernalia including hookahs, pens, vapes and bongs (except as expressly permitted by both state and federal law), including prescriptions not prescribed to the individual in possession. Please note that although New Jersey law permits adults aged 21 and older to possess and consume marijuana under certain circumstances, use of marijuana on university property or at university events constitutes a violation of the New Jersey Smoke Free Air Act and federal law still prohibits the possession, use, or distribution of marijuana, including for medical purposes. Thus, even if possession or use of marijuana would be permitted under New Jersey law, it remains prohibited on university property or at university events.

- b. Serving or making alcoholic beverages available to individuals under 21 years of age.
- c. Possession of an alcoholic beverage by or in the presence of any individual under 21 years of age.
- d. Alcohol in a first-year student residence hall or room.
- e. When all residents, occupants and guests of the room are of legal drinking age, possession of more than six (6) 12 oz. bottles or cans of beer, or .75 liters of wine or .75 liters of spirits per resident at one time.
- f. Possession and/or consumption from a “common source,” such as a keg, beer ball, punchbowl, etc.
- g. Use of items or methods that promote binge consumption of alcohol, which include, but are not limited to, funnels, beer bongs, or drinking games, including imitations or non-alcoholic beverages (i.e., root beer pong), are prohibited. All individuals present at the time of the incident may be charged for a policy violation
- h. Unauthorized possession of an open container of an alcoholic beverage.
- i. Unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for purposes of distribution.
- j. Drunken or disorderly behavior.

Violation of university Policy or federal or state law regarding possession, use, or sale of alcohol, illegal drugs, drug paraphernalia or the misuse of legal prescription drugs is a violation of this Code of Conduct. The minimum sanction for such conduct is a warning; the maximum sanction for such conduct is expulsion, in each case depending upon the circumstances. Conviction for violation of federal drug laws may also result in loss of federal aid for financing the student’s education and may impact visa status.

For additional information concerning drug laws and regulations, please see Appendix A.

## **7. Disruptive or Harmful Conduct**

The following are prohibited:

- a. Conduct that threatens or endangers the physical or mental health or safety of any person.
- b. Unauthorized use, misuse, taking unauthorized possession of, or destruction of public, private or university property on campus, or acts committed with disregard for possible harm to such property.
- c. Obstruction or disruption of university operations (academic or non-academic) and/or obstruction or disruption of university-authorized activities on property owned or controlled by the university, or at a university-sponsored event.
- d. Unauthorized entry, presence, or use, or blocking of ingress or egress, of university facilities or property. No person may climb into, out of, or on university buildings, or walk upon the roof, residential balcony, fire escape of a university-owned or university-affiliated building, except when an emergency makes exits and access to a fire escape necessary.

- e. Unauthorized use of or copying of university keys or swipe cards.
- f. Lewd, indecent or obscene conduct.
- g. Organizing and conducting any form of gambling activity on campus, except pursuant to a permit issued by the relevant authority.
- h. Intentionally filing a false complaint under this Code of Conduct or any other Stevens' Policy.
- i. Aiding or abetting any conduct prohibited by this Code of Conduct.

## 8. Falsification of Records

The following are prohibited:

- a. Furnishing false information to the university, and/or forging, altering or misusing university documents, records, or identification, including, but not limited to, giving false testimony or other evidence at a conduct proceeding.
- b. Unauthorized use of the name, trademark, seal or other insignia of the university by an individual or a group.
- c. Students are expected to have a valid university ID (either a physical card or mobile credentials) at all times while on campus or university property. Furthermore, students must present ID to a university official, including student staff (Resident Assistants, etc.) upon request for identification purposes or other authorized intent. Duplicating, sharing, or passing of ID cards is prohibited.

## 9. Campus Safety Violations

The following are prohibited:

- a. As a general matter, weapons are prohibited on university property. Such items will be confiscated immediately by Stevens Campus Police, and individuals involved will be subject to conduct action and criminal penalties. For more information, please see [Stevens' Policy on Weapons](#).
- b. Circulating a report or warning that property under university control or supervision may be subject to a bombing, fire, crime, emergency or other catastrophe, knowing that the report or warning is false.
- c. Intentionally deactivating any alarms or sensors.
- d. Intentionally activating any alarms or sensors when no emergency is present.
- e. Intentionally or recklessly starting or maintaining a fire on university property.
- f. Illegal use, possession of, or tampering with fire safety equipment, including fire alarms, fire sprinklers, smoke detectors and sensors.
- g. Displaying mock fire exit signs in a student room.
- h. Failure to evacuate a campus building when a fire alarm is activated.
- i. Use of fog machines and other items that may trigger fire or smoke alarms.

## 10. Misuse of Technology

The following are prohibited:

- a. Making or assisting in making harassing, threatening, or unwanted telephone calls, emails, text messages, or otherwise misusing or abusing telephone, computer or similar equipment or systems.
- b. Intentional disruption of the university's computer systems; unauthorized alteration, disclosure or destruction of Stevens' computer systems; improper access to the computer files and systems belonging to the university or another member of the Stevens community; or violation of copyright or proprietary material restrictions connected with the university's computer systems, programs or

material.

- c. Computer abuse, including but not limited to plagiarism of programs, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession of unauthorized passwords, hacking, reverse-engineering and disruptive or annoying behavior, in each case using the university's computer system.
- d. The use of technology, including social media, to harass, bully intimidate or threaten any person.
- e. Filming or recording another person without their permission.
- f. Any violations of the Division of Information Technology's [Information Security Policy](#).

## 11. Non-Compliance with University Directives

The following are prohibited:

- a. Failure to comply with the directives of a Stevens official acting in the performance of their duties, or failure to respond to a request from an administrative office within the designated time.
- b. Intentionally and substantially interfering with the freedom of expression of others on the campus or at a university-sponsored activity.
- c. Knowingly violating the terms of any disciplinary sanction imposed by the university.
- d. Failure to participate in a university investigation or knowingly providing incorrect or misleading information in the context of a university investigation.

## 12. Use of and Possession of Prohibited Items

The following are prohibited on university property:

- a. The use of drones, unmanned aerial vehicles or any other similar devices on University property. [Please see Stevens Policy on Drone Use here.](#)
- b. The use of skateboards, scooters, roller skates, rollerblades, hoverboards or other personal transportation devices on University property. Battery powered transportation devices are not permitted in any University buildings. [Please see Stevens' Policy on Personal Transportation Devices.](#)
- c. The use of electric kitchen appliances, particularly those with exposed heating elements, such as toasters, toaster ovens, air fryers, hot pots, coffee makers with an exposed heating element (pod coffee makers are permitted) and electric grills.
- d. The possession of more than one microwave (700 watts or less) and more than one refrigerator (3.2 cubic foot or less) in a single residence hall room.
- e. The use of power strips or extension cords without a built-in circuit breaker or fuse in residential facilities.
- f. The possession of lab chemicals, lab equipment, test equipment and other electrical devices in residential facilities that exceed reasonable limitations.
- g. The use of floodlights, air conditioners or space heaters in residential facilities without permission of the Office of Residential and Dining Services.
- h. The possession of non-Stevens-issued furniture and lofted beds in residential facilities.
- i. The possession of combustibles and other flammable items, including live Christmas trees, accumulations of paper, flammable liquids (lighter fluids), tires, fireworks, candles (with or without wicks), or incense in residential facilities.
- j. The possession of chemicals and ordinary household items with the intent to create illegal or dangerous substances in residential facilities.

- k. The use or generation of open flames.
- l. The use or placement of antennas outside the boundaries of a student room or satellite dishes of any kind.
- m. The use or storage of larger musical instruments, such as immobile harps, drums or drum sets, pianos and organs in student rooms. Larger instruments are permitted in common spaces with the permission of the Office of Residential and Dining Services or may be stored in the music facilities with the permission of the Director of the DeBaun Performing Arts Center.
- n. The use or possession of power tools in residential facilities.
- o. The keeping of pets, except service animals, approved assistance animals, or fish in a 10-gallon or smaller tank.
- p. The possession of halogen lamps.
- q. The use or storage of automotive and related equipment.
- r. The placement of objects of any kind on outside window ledges.
- s. The storage of bicycles in student rooms.
- t. Displaying traffic, street or other municipal signage.
- u. Displaying collections of glasses, shot glasses, bottles, bottle caps, beer cans, wine bottles or other containers affiliated with alcohol in residential facilities.

### 13. Vandalism

Intentional damage to property of the university, including but not limited to campus landscaping, trees, buildings, furnishings, or equipment, or to property of a member of the university community is prohibited.

### 14. Retaliation

Retaliation against an individual for reporting a violation or alleged violation of this Code of Conduct, any university policy or state, federal or local law is prohibited. Retaliation refers to any adverse action, including acts or attempts to retaliate or seek retribution against any individual or group of individuals involved in a good faith report, a complaint, investigation and/or resolution of an allegation of misconduct under this Code of Conduct or other such policy or law. Retaliation may take many forms including, without limitation, threats, intimidation, pressure, continued abuse, violence or other forms of harm to others. Anyone found to have engaged in retaliation shall be subject to discipline, including potential dismissal from university employment or expulsion.

### 15. Hazing (for the complete text of Stevens' Policy on Hazing, please visit [this link](#).)

Hazing in all its forms, by any member of the Stevens community or Organization is strictly prohibited by this policy, the Stop Campus Hazing Act, and by The Timothy J. Piazza Anti-Hazing Law, C.S. § 2810, et seq. Hazing is:

- a. any action taken or situation created by an individual or Organization to produce mental or physical discomfort, embarrassment, harassment, or ridicule in connection with the initiation of applicants to or members of an organization,
- b. any requirement, suggestion, expectation or tradition that an applicant or member consumes any amount of drugs, alcohol or non-food item or any unusual amount of any other substance, or otherwise take (or refrain from taking) any action which might present an unusual or excessive risk to the applicant or member including without limitation, blindfolded activities and travel, and
- c. all behavior prohibited under New Jersey law, as summarized below.

An "Organization" is a fraternity, sorority, athletic team, association, corporation, order, society, corps,

club or service, social or similar group, whose members are primarily minors, students, or alumni of the organization or Stevens; or a national or international organization with which such a group is affiliated.

Under NJ law, a person will be guilty of hazing if their conduct is in connection with initiation of applicants to or members of a student or fraternal Organization and the person knowingly or recklessly:

- a. Causes, coerces or otherwise induces another person to commit an act that violates federal or state criminal law;
- b. Causes, coerces or otherwise induces another person to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the person to a risk of emotional or physical harm or is otherwise deleterious to the person's health;
- c. Subjects another person to abuse, mistreatment, harassment or degradation (i) of a physical nature including, without limitation, whipping, beating, branding, excessive calisthenics, or exposure to the elements or (ii) of a mental or emotional nature including, without limitation, activities adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or (iii) of a sexual nature, or
- d. Subjects another person to any other activity that creates a reasonable likelihood of bodily injury to the person.

In accordance with federal law and university policy, all Organizations found responsible for hazing will be publicly disclosed on the university's website. Disclosures will include the name of the Organization, date of the violation, a general description of the hazing incident, and the disciplinary action taken.

Incidents of hazing that meet the definition of a crime under federal law will be included in the university's Annual Security Report pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The university will provide hazing prevention education to all students, including new and transfer students, and to members and advisors of Organizations. Such training includes the dangers of hazing, applicable laws and policies, methods for reporting, and Safe Harbor protections.

Any member of the university community may report suspected hazing through the university's online reporting portal, hotline, or by contacting designated student conduct officials. Reports may be made anonymously. Retaliation against individuals who report hazing in good faith is strictly prohibited.

## **16. Quiet Hours and Noise**

Students are responsible for maintaining reasonable noise levels in their rooms and must avoid disturbing or disrupting other students. Televisions, audio equipment and reasonably sized musical instruments are permitted in student rooms. The use of amplified musical instruments and/or stereos that are disturbing to the community and that cannot be turned down or used with headphones to prevent unnecessary noise issues are prohibited. Portable and handheld music devices should not be audible outside of the room or apartment.

Quiet hours are essential for all residents. Quiet hours are Sunday evening through Friday morning, 10 p.m. to 10 a.m., and 1 a.m. to 10 a.m. on Friday and Saturday. There are 24-hour quiet hours during final exams at the end of each semester. At times other than quiet hours, students are expected to be considerate of others.

## **17. Smoking (for a complete text of Stevens' policy on smoking, please visit [this link](#).)**

Stevens maintains a smoke-free campus. Accordingly, the smoking of tobacco, marijuana or any other substance is prohibited on Stevens' campus and at Stevens events.

## 18. Guests and Visitors

A guest is defined as any person who is not a Stevens student, faculty or staff member who is invited onto the Stevens campus by a student. Stevens students must take full responsibility for their guests. Students are considered responsible for the behavior of their guests at university events, on university premises and in Stevens housing. Guests may not be present in a room, apartment, or building without their host. Organizations, such as fraternities and sororities, are responsible for the conduct of their guests on Stevens' campus; organizations may be sanctioned via the student conduct process for the conduct of their guests.

Stevens housing guests are defined as any person who is not an assigned resident of a residence hall room, suite, apartment or house owned by Stevens Institute of Technology.

The following guest policies apply to all residents of Stevens housing:

- a. Residents of Stevens housing must obtain their roommates' permission before having a guest.
- b. Residential students may only have one overnight guest for two days in any seven-day period, and no more than five days in any thirty-day period.
- c. Residential students will be held responsible for the actions of any guests.
- d. Gatherings in student rooms must be limited to two guests per resident and must not disturb others.
- e. Overnight guests in the UCC Residential Towers must be registered with the Office of Residential Education by visiting one of the Towers front desks, with their residential student host and must provide a valid college or state/federal-issued ID.
- f. The registered guests of a room do not have the privilege of extending the use of the room to anyone else.

The following guest policies apply at university events:

- g. Stevens students are permitted to bring one guest to student organization events, unless the student organization sponsoring the event determines and communicates that no guests are permitted due to the nature of an event.
- h. Guests must be escorted into the event with the sponsoring Stevens student.
- i. All non-Stevens students must present a valid college or state/federal-issued ID and must sign in at the event.
- j. Non-Stevens students under the age of 18 will not be permitted into student organization events without prior permission granted by the Office of Undergraduate Student Life or Office of Graduate Student Life or without a parent or legal guardian present.
- k. Non-Stevens students are not permitted to attend events if they are under the influence of alcohol or drugs.
- l. Non-Stevens students must behave in accordance with university policies and procedures and applicable law.

## 19. Violation of Residence Hall Regulations

Students are required to abide by policies and procedures of the Office of Residential Education and the Office of Residential and Dining Services. Any policy violation within a residential facility may result in a referral to and charges under the conduct process. Failure to abide by instruction by Residential Education and Residential and Dining Services staff constitutes a violation of policy. Students are accountable for their residential space and theirs and their guests' behaviors within residential facilities. More information about these policies can be found [here](#).

## **20. Violation of the Law**

Members of the Stevens community must comply with local, state, and federal laws. Violations of such laws occurring on Stevens' campus may be subject to university disciplinary action in addition to criminal penalties. Violations of such laws occurring off-campus will ordinarily not be subject to university discipline, unless such conduct violates Stevens policies or this Code of Conduct, occurs in close proximity to Stevens' campus and is connected with an on-campus violation, or is of a serious nature and affects the interests of the university.

## **21. Abuse of the Conduct System**

Any abuse of the university's conduct process, including but not limited to the following:

- a. Failure to obey the notice from a university official to appear for a meeting or hearing as part of the student conduct process.
- b. Falsification, distortion, or misrepresentation of information before a conduct officer.
- c. Disruption or interference with the orderly conduct of a student conduct proceeding.
- d. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
- e. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- f. Influencing or attempting to influence another person to commit an abuse of the student conduct system.
- g. Repeated and/or multiple violations of university policy.



## THE STUDENT CONDUCT PROCESS

The university expects its students to act as responsible citizens whether on campus property or in the community. Students accept the rights and responsibilities of membership in the university community when they enroll at the university. All undergraduate and graduate students, student groups and student organizations are responsible for reading, understanding, and abiding by the Student Code of Conduct and the Stevens policies referred to in this Code of Conduct. The student conduct process allows for investigation and adjudication of alleged violations of the Student Code of Conduct. The student conduct process at Stevens is an educational process that promotes safety and respect in the Stevens community.

If an undergraduate or graduate student, a student group or a student organization is found responsible for a violation of the Student Code of Conduct, sanctions and stipulations may be imposed that reflect the severity of the violation, previous disciplinary action (if any) and the impact on the greater Stevens community.

Academic dishonesty and impropriety are violations of the Student Code of Conduct. For undergraduate students, the resolution of academic concerns is managed by the [Honor Board](#); the process for students enrolled in graduate courses is described in the [Graduate Student Code of Academic Integrity](#).

The student conduct process is not a legal process. As a result, the formal rules of evidence will not apply and questions relating to the competency, relevancy, or materiality of evidence and the latitude in the questioning of parties involved shall be based upon the determination of the Conduct Officer as to what is just, fair, and reasonable under the circumstances. Conduct Officers will use the preponderance of the evidence (i.e., more likely than not) standard to make decisions regarding Code of Conduct violations. Participants in the Student Conduct Process may consult with legal counsel outside of the Student Conduct Process but are not permitted to involve legal counsel in Conduct Meetings (as defined in the next section) or other proceedings held in accordance with the Student Conduct Process, with the exception of alleged violations of the Title IX policy. A Complainant or Respondent (as defined in the next section) may involve an advisor, who must be a member of the Stevens community, in Conduct Meetings or proceedings, but the advisor may not speak or participate at these meetings or proceedings.

**Reporting Alleged Violations.** Incidents that may violate the Student Code of Conduct may be reported via public reporting forms, which can be submitted by any member of the Stevens community, or by speaking directly with a Conduct Officer (as defined below) or Campus Police Officer.

**Conduct Officers.** Once an incident report is received, the Director of Community Standards or designee will assign a Conduct Officer to review and resolve the matter. The Conduct Officer may be the Director of Community Standards, the Director of Residential Education, the Director of Undergraduate or Graduate Student Life, an Assistant Director of Residential Education, a Resident Director, or another designee.

**Student Organization Process.** The Offices of Undergraduate and Graduate Student Life investigate alleged violations by undergraduate and graduate student organizations, respectively. The investigation includes interviewing those individuals with information about the incident and meeting with the appropriate officers of the organization, and other matters and interviews determined to be necessary and appropriate by the investigator. If deemed necessary, the case may also be referred to the Office of Community Standards to assist with the process. The investigator(s) will liaise, as determined to be necessary and appropriate by the investigator, with an organization or group's advisor, coach, and/or national leadership/headquarters.

The notice of the investigation, procedures for the investigation, and the appeal process will follow the same procedures as described for violations of the Student Code of Conduct. Sanctions will be imposed as determined by the investigator(s).

**Title IX Policy Violations.** Alleged violations of Stevens' Title IX Policy should be reported and will be handled via the process described in that [policy](#). Contact information for the university's Title IX Coordinators, who have centralized oversight responsibility for Gender-Based and Sexual Misconduct matters at Stevens, is located in the Title IX Policy and in the Campus Offices and Services section of this Handbook.

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## Commencement of the Student Conduct Process

The Conduct Officer commences the student conduct process within ten business days of receipt of a report by notifying the accused student, group or organization ("Respondent") of the alleged violation(s). The Conduct Officer will meet with the Complainant (if applicable), the Respondent, and any witnesses in a Conduct Meeting within fifteen business days of the notice and may meet with other individuals who could have pertinent information regarding the alleged violation(s).

All parties are required to participate and cooperate with the student conduct process. Failure to participate and cooperate constitutes a violation of the Student Code of Conduct. Should a Respondent fail to schedule or attend a Conduct Meeting in the time designated by the Conduct Officer, the student conduct process will move forward, and the Respondent's case will be decided in the Respondent's absence.

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## Resolution Process

If the Respondent **accepts responsibility** for the alleged violation(s) at the initial Conduct Meeting, the Conduct Officer will, within fifteen business days of the admission of responsibility, provide the Respondent with a letter identifying the specific violation(s) and sanctions imposed as a result.

If the Respondent **does not accept responsibility** for the alleged violation(s) at the initial Conduct Meeting, the Conduct Officer will complete their fact-finding inquiry within fifteen business days and determine whether a violation has occurred. Once the Conduct Officer completes the fact-finding inquiry, the Conduct Officer will convene another Conduct Meeting with the Respondent, where the Conduct Officer will explain the results of the fact-finding inquiry and the Respondent will have the opportunity to respond and discuss any alleged violations with the Conduct Officer before the Conduct Officer renders their final decision and sanction(s) (if any).

If the Conduct Officer finds the Respondent responsible for violating the Code of Conduct, the Respondent will receive a letter within fifteen business days of the conclusion of the fact-finding process identifying the specific Code of Conduct violation(s) and sanction(s) imposed as a result.

If the Conduct Officer finds the Respondent not responsible for violating the Code of Conduct, the Respondent will receive a letter within fifteen business days of the conclusion of the fact-finding process with this determination.

The Conduct Officer may extend any deadline set forth below for good cause or in exigent circumstances, with written notice to the Respondent.

## Sanctions

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The Conduct Officer shall have broad discretion to determine an appropriate sanction based upon the findings, whether the Respondent has accepted responsibility and other relevant factors.

Possible sanctions which may be imposed by the Conduct Officer include, but are not limited to:

**Warning.** A disciplinary warning is a written notification to the Respondent that their behavior is unacceptable, and that repetition of or similar behavior will result in further and more serious disciplinary action.

**Probation.** The requirements of probation are determined by the Conduct Officer and may relate directly to the Respondent's violation. This sanction is assigned for a specified period of time, during which the Respondent may be required to fulfill specified conditions or obligations, with the understanding that failure to meet the requirements of probation or a further infraction of the Student Code of Conduct may result in more severe sanctions, including suspension or expulsion from the university. Individuals on Disciplinary Probation are not eligible to hold office or significant leadership position in any student group or organization; are not eligible for certain leadership positions or employment positions on campus; and are not eligible to participate in study abroad programs or to join a social Greek letter organization. This sanction may limit student participation in other university activities or programs, as determined by the Conduct Officer.

**Interim Suspension.** The Conduct Officer may impose an interim suspension prior to and during the administration of the student conduct process to ensure the safety of the campus community, to protect the interests of the university, to ensure the Respondent's own physical or emotional safety, or when a Respondent poses a threat of disruption or interference with the normal operations of the university. Unless otherwise determined by the Conduct Officer, Respondents who are interim suspended may not submit academic coursework or attend class, may not graduate, and may not participate in co-curricular activities or events. Interim suspended students are on leave from all classes for the duration of the interim suspension. The Conduct Officer will outline the conditions for return to the university at the time of interim suspension. If a student organization is placed on Interim Suspension, the organization's activities will cease during this period. Students given an Interim Suspension will not receive a refund of any amount including, without limitation, for housing, dining or tuition.

**Suspension.** This sanction separates a Respondent from the university for a specified period of time and is automatically accompanied by the assignment of persona non grata status during such period, banning the Respondent from the university and all of its affiliated properties and activities. Respondents who are suspended may not submit academic coursework or attend class, may not graduate, and may not participate in co-curricular activities or events. Suspended students are withdrawn from all classes for the duration of the suspension. The Conduct Officer will outline the conditions for return to the university at the time of suspension. Students given a Suspension will not receive a refund of any amount including, without limitation, for housing, dining or tuition.

**Suspension from On-Campus Activities.** This sanction separates a Respondent from the physical facilities and campus of the University for a specified period of time and is automatically accompanied by the assignment of persona non grata status during such period, banning the Respondent from the university and all of its affiliated properties and activities. Students given a Suspension from On-Campus Activities will not receive a refund of any amount including, without limitation, for housing, dining or tuition.

**Organizational Disciplinary Warning.** An organization placed on warning is not able to reserve space, use funds allocated by the Student Government Association or Graduate Student Life, or send students to off-campus events and conferences.

**Organizational Probation.** An organization placed on probation is not able to reserve space, access University funds allocated by the Student Government Association or Graduate Student Life, send students to off-campus events or conferences, host events, participate in new members orientation or otherwise function as a campus organization.

**Organizational Interim Suspension.** The Conduct Officer may impose an interim suspension when receiving a report of an alleged violation of the Student Code of Conduct or Student Life Policies/Procedures. During this period the organization must cease all activity. The Conduct Officer will communicate the conditions to return to activities at the appropriate time.

**Organizational Suspension.** This sanction terminates the University recognition and all related privileges for a specific period of time. If a social fraternity or sorority living in Stevens-owned housing is placed on suspension, they will not be permitted to occupy the house during the suspension period.

**Organizational Expulsion.** An organization that is expelled is permanently excluded from recognition and all related privileges at the University. If a social fraternity or sorority living in Stevens-owned housing is expelled, they will be required to vacate the house in a reasonable timeframe determined by the Office of Residential and Dining Services.

**Expulsion.** Expulsion is the permanent separation of a student from the University. It is reserved for the most serious offenses and is automatically accompanied by the assignment of persona non grata status from the University, banning the student from the University, all of its affiliated properties and any University organizations and activities, including fraternities and sororities.

## Stipulations

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Stipulations are developmental in nature and aid the student in learning from the student conduct violation. The Conduct Officer shall assign stipulation(s) along with a sanction.

**Community Service.** The Conduct Officer assigns a compulsory service project that may relate to the violation.

**Educational Sanctions.** Educational sanctions are intended to further the education of the Respondent. For example, the Respondent may be required to attend, plan or participate in a program, workshop, counseling session or other activity, or a Respondent may be asked to write a paper about an appropriate subject related to the offense or a letter of apology or explanation.

**Residence Hall Relocation.** A student or organization may be required to move to an administratively assigned residential space.

**Residence Hall/Greek Housing Eviction or Suspension.** This sanction requires the student to vacate a Stevens housing or Stevens-owned, leased or Greek-affiliated residence permanently or for a specified period of time.

**Fraternity and Sorority Ineligibility.** Fraternity and sorority ineligibility is the inability of a student to engage in fraternity/sorority recruitment activities, accept a bid/invitation/interview or join, pledge or participate in any social Greek letter-affiliated events.

**Loss of Privileges.** A Respondent's privileges within the university community may be restricted or revoked for a specific period of time.

**No Contact Order.** No contact orders are used so that students involved in the student conduct process do not have any communication with one another to minimize further incidents. No contact orders need to be reciprocal – that is, a no contact order may only restrict a particular individual's contact with another specific individual.

**Restitution.** This stipulation requires the Respondent to pay for direct and indirect costs of damage or injury to Stevens, the Complainant or a third party, as determined by the Conduct Officer.

**Withholding Degree.** The University may withhold the award of a degree otherwise earned until the completion of the student conduct process, including the completion of all sanctions imposed, if any, at its sole discretion.

## Appeals

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Respondents may appeal a decision made by a Conduct Officer if they have not accepted responsibility for the relevant violations. Appeals are adjudicated by the Vice President of Student Affairs.

A Respondent appealing a disciplinary decision or sanction must submit a formal letter of appeal in writing to the appropriate Appellate Officer (Vice President for Student Affairs or designee) within ten business days of receiving the disciplinary decision and sanction. In the letter of appeal, the Respondent must state the specific grounds for the appeal. The Respondent should email the letter of appeal as an attachment to the Appellate Officer.

The only grounds for an appeal are:

- New information not available or unknown at the time of the student conduct process;
- Evidence of procedural error that impacted the outcome of the process; or
- Severity of sanction(s) imposed, where the sanction involves suspension or expulsion.

After receiving an appeal, the Appellate Officer will review the information from the Conduct Officer's fact-finding inquiry and may elect to meet with the Complainant, the Respondent or others. Within 20 business days of receipt of the appeal, the Appellate Officer will render a decision in writing and inform the Respondent and the Complainant.

The options available to the Appellate Officer are:

- Affirm the disciplinary decision and the sanction(s);
- Find the Respondent not responsible and dismiss the sanction(s); or
- Modify the sanction(s).

The decision of the Appellate Officer is **final**.

# Medical Amnesty Policy (Good Samaritan Policy)

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Student health and safety are fundamental to our community. Whenever there is concern for another student or belief that assistance is needed, students are expected to contact the Campus Police at 201-216-3911.

Stevens is aware that students are sometimes reluctant to seek medical attention in alcohol and other drug-related emergencies out of fear that they may face sanctions related to possessing or consuming alcohol or other drugs. This policy seeks to diminish fear of disciplinary and conduct sanctions in such situations and to encourage individuals and organizations to seek needed medical attention for students in distress from alcohol and drug use.

This policy provides amnesty from disciplinary action for students or student organizations who seek medical assistance during an alcohol- or other drug-related emergency. The policy is in compliance with The Timothy J. Piazza Anti-Hazing Law, C.S. § 2810, et seq.

The following are examples of when the Medical Amnesty Policy (MAP) may be applied:

- Personally seeking out medical assistance when you are experiencing a medical emergency due to consumption of alcohol or other drugs.
- Seeking medical assistance for another student who is experiencing a medical emergency due to consumption of alcohol or other drugs, as long as you remain with the student until assistance arrives, barring immediate threats to personal safety.
- Student organizations, including Fraternities and Sororities, who seek medical assistance for another student who is experiencing a medical emergency due to consumption of alcohol or other drugs, as long as representatives of the organization remain with the student until assistance arrives, barring immediate threats to personal safety.

Student(s) and student organization(s) may be asked to attend an educational meeting to discuss the incident and understand any sanctions that may be applied; failure to attend this meeting may result in the Medical Amnesty Policy not being applied.

Please be aware of the following conditions which may result in the Medical Amnesty Policy (MAP) not being applied:

- MAP does not provide amnesty for criminal, civil, or other legal consequences for violations of federal, state, or local laws.
  - MAP does not preclude students from being held responsible for other violations of the Code of Conduct.
  - MAP does not apply to individuals experiencing an alcohol-related medical emergency who are discovered by university employees. (i.e., Stevens Police, faculty, administrative staff, residence directors, resident assistants, etc.)
  - In cases where repeated violations of the Code of Conduct occur, regardless of whether MAP may apply, the university reserves the right to take disciplinary action on a case-by-case basis regardless of the manner in which the incident is reported. Additionally, the university reserves the right to adjudicate any case in which the violations are determined by the university in its sole discretion to be egregious.
  - The Office of Community Standards reserves the right to contact any student to discuss an incident whether or not MAP is applied.
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## CAMPUS OFFICES AND SERVICES

### Academic Support Center

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The [Academic Support Center \(ASC\)](#) provides a variety of support programs and services to undergraduate students, including:

- **Free Peer Tutoring:** Individual tutoring by request and the Drop-In Tutoring Center located on the first floor of the Library in Sam's Place.
- **First-Year Course Quiz Reviews:** Offered for major foundational courses. Reviews are coordinated with academic departments and conducted by undergraduate student tutors.
- **Peer Leader Program:** A collaborative program with the Office of Student Life. All incoming first-year students are paired with an undergraduate student mentor to support their transition to Stevens.
- **Academic Success Workshops:** Topics such as time management, developing effective study skills and preparing for exams.

Questions about Academic Support Center services can be emailed to [asc@stevens.edu](mailto:asc@stevens.edu).

# Alumni Association

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The Stevens Alumni Association (SAA) was formed to establish, maintain, and cultivate among its members a sentiment of regard for one another and of attachment to Stevens Institute of Technology, and to promote in every way the interests of the institute. The SAA serves Stevens alumni across the globe by organizing reunions, sharing benefits, spreading news and more. Graduates of the undergraduate and graduate programs of Stevens are automatically enrolled as members.

## Athletics

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The Department of Athletics and Recreation offers a comprehensive program with a focus on encouraging activities that promote a healthy lifestyle, physical fitness, and overall wellness. Student-athletes participate in 25 intercollegiate sports, demonstrating the university's commitment to the ideals of sportsmanship and the philosophy of NCAA Division III athletics. In addition to top notch facilities that include a swimming pool, multiple fitness centers, varsity weight room, two gymnasiums, an auxiliary gym, wrestling room, locker rooms, sports medicine facilities, tennis courts, and a turf field complex, Stevens offers numerous club and intramural sport programs, and many other recreational opportunities.

### Varsity Sports

Stevens is a member of the Middle Atlantic Conference's (MAC) and MAC Freedom, along with Arcadia University, Delaware Valley University, DeSales University, Fairleigh Dickinson University – Florham Campus, King's College, Lebanon Valley College, and Misericordia University. Stevens also is a member of the Eastern Women's Fencing Conference (women's fencing) and Middle Atlantic Collegiate Fencing Association (men's fencing). Stevens Athletics has demonstrated overall athletic excellence at the conference, state, and national levels having won 12 MAC/MAC Freedom championships in the 2023-2024 year and finishing in the top 45 of the Learfield Directors' Cup for 14 consecutive years. Stevens recorded an 18th place finish for the second straight year in 2023-2024 among the approximate 434 institutions in the NCAA's Division III, in the 2022-2023 year, which was first among all member institutions in the MAC.

### Campus Recreation

The Office of Campus Recreation provides a comprehensive program of sport and wellness activities designed to meet the diverse needs and interests of students, faculty, and staff. The office oversees the following areas:

- **Recreational sports:** intramurals, fitness and wellness classes, aquatics, and outdoor recreation. These programs provide opportunities to learn skills for contemporary or lifelong needs; to participate in structured competitive or non-competitive activities; to develop and maintain physical fitness; to participate in activities for the development of social skills and emotional well-being; and to assist in promoting a university atmosphere designed to stimulate, promote, and enhance the formal education process.
- **The club sports program,** consistent with the university's mission, strives to develop leadership and offers recreational opportunities for the student body to advance knowledge and skills in a specific sport of interest and maintain involvement in competitive sport. Stevens Student Government Association allocates funding for club sports to provide resources, guidance, mentorship, and to complement the overall student experience.

**Access to the athletic facilities.** The DSE platform serves as the recreational sports portal for use of and reservations at the fitness center, pool, basketball courts, and other recreational facilities of the athletic department. DSE is also used to register intramural teams and to submit forms for club sports. [Learn how to register for and use DSE here.](#)

## Campus Police

The Stevens Police Department is a highly trained, experienced, and diverse agency that consists of 22 police officers who are all commissioned by the Stevens Board of Trustees. Working 24/7, the police officers have full statewide arrest powers and investigate all crimes that occur on campus. The department emphasizes service and assistance over enforcement with the underlying mission of “Community Caretaking,” which is an “all-in philosophy” with every officer engaged in the community policing mission of the department every day.

Additional responsibilities include patrolling campus, responding to emergencies, rendering first aid, parking enforcement, monitoring security cameras and working with local, county, state, and federal law enforcement agencies to provide crime bulletins on criminal activity in areas frequented by our students and Stevens community members. Officers regularly participate in training activities to prepare for emergencies and provide training related to Active Shooter and Campus Safety to the Stevens community.

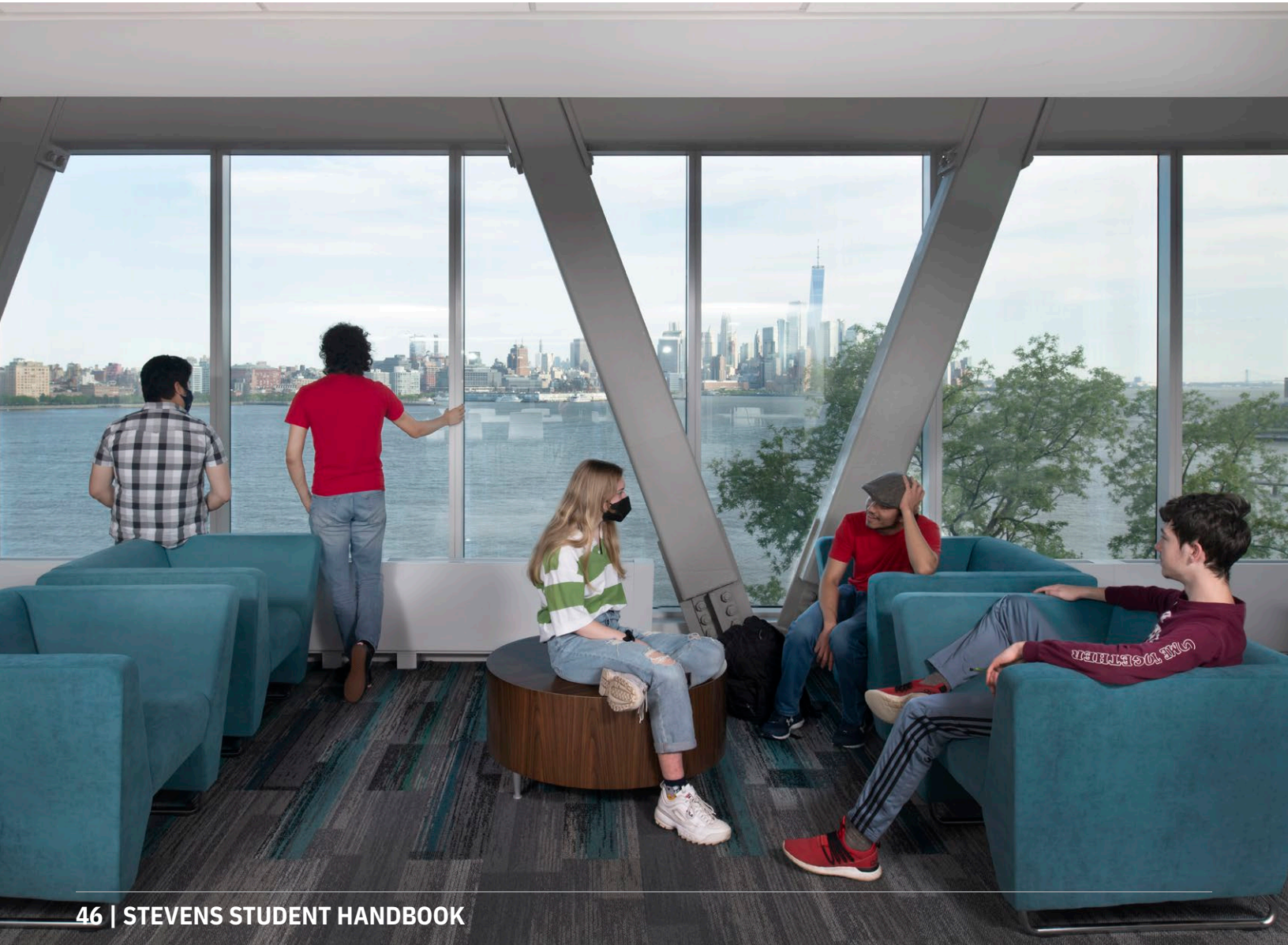
All suspicious or criminal activity should be immediately reported to the Stevens Police 24 hours a day.

**Campus Police can be reached 24 hours a day, 7 days a week.**

Campus Police Headquarters is located on the 1st floor of the Kidde Building.

Non-Emergency Phone: 201.216.5105

Emergency Phone: 201.216.3911



## Career Center

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The Stevens Career Center provides personalized career advising to help students connect their education, skills, and interests with a variety of career opportunities. Students are encouraged to attend introductory workshops during their first year to start the career exploration and planning process. Whether students are interested in pursuing a Co-op, internship, research or full-time job, the Stevens Career Center has the resources and professional staff to help.

### Career Advising and Career Exploration

Students are encouraged to schedule an appointment on Handshake to meet with a professional career coach for one-on-one career coaching meetings to learn about a broad range of career options available to Stevens students. All matriculated, full-time students have access to Handshake, a career management platform that supports an interactive student recruitment process, including job and internship postings, employer events, and a calendar of career center events. In addition, The Stevens Career Center offers career development workshops throughout the academic year to ensure students gain the foundational skills needed to conduct a successful job search.

### The Stevens Co-op Program

The Co-op Program is designed to attract undergraduate students driven to secure challenging, hands-on work experiences in a field related to their academic degree program. Participants work in full-time paid co-op jobs or internships while gaining ongoing career development which serves as a catalyst for future career satisfaction and success.

### For Student Entering Stevens Fall 2025 and After

To successfully complete the Co-op Program and graduate with a Bachelor's degree in four years, first-year students entering Stevens in Fall 2025 and after must complete two co-op job search semesters and two co-op work semesters. To learn more about the Co-op Program and eligibility requirements, please visit the [Co-op Program webpage](#).

### Employer Recruiting

Employer recruiting events provide an opportunity for students to learn about different types of employers, industries, career paths, and opportunities. The Stevens Career Center collaborates with over 600 employers each year and coordinates hundreds of on-campus and virtual employer recruiting events. Students are encouraged to regularly attend employer recruiting events throughout the fall and spring semesters.

## Commuter Student Services

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Resources for commuter students to help make the adjustment to college:

### Commuter Student Union

This active student organization represents the interests of commuting students, helps orient new commuters, arranges social activities and makes sure commuters are represented in all aspects of student life.

### Transportation to Campus

For commuters who opt not to drive, the Hoboken Terminal is well-served by NJ Transit trains and buses, the PATH train and NY Waterway. For more information about public transportation to Stevens, visit [stevens.edu/visit/public-transportation](https://stevens.edu/visit/public-transportation).

### NJ TRANSIT Discount Student Monthly Passes

NJ TRANSIT operates commuter trains, buses, and light rail trains throughout New Jersey and to New York City's Penn Station. Full-time undergraduate and graduate students are eligible to purchase monthly passes

for any of these services at 25% off the regular monthly prices when they enroll online through NJ TRANSIT's Mobile Student program. Information on the program can be found on the [website](#).

### Lockers

Lockers are available on a first-come, first-served basis for commuting through the Commuter Student Union (CSU). The lockers are located in the basement corridor of Kidde Hall. Each locker is shared among three students on a semesterly basis. You may obtain a locker assignment from CSU by contacting them through their [DuckLink page](#). In addition, daily-use lockers are available on the Babbio 2nd and 3rd floors in the main corridors. These are available for temporary use only for students' convenience.

### Microwaves

Microwaves are available for student use on the 2nd floor of the University Center and in the Babbio Center 2nd floor Lounge.

### Dining

Commuters may purchase a meal plan through the Housing and Dining portal on myStevens.

## Counseling and Psychological Services

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Stevens offers free and confidential mental health support to all enrolled students who are struggling to cope with personal issues (e.g., difficulty adjusting to college or trouble managing stress) and/or psychological difficulties (e.g., anxiety and depression).

**Counseling and Psychological Services (CAPS)** is the primary student mental health center on campus. Located on the 2nd floor of the Student Wellness Center, the team at CAPS delivers treatment in a number of ways, including short-term individual treatment, group therapy and crisis services for students in urgent need of support. In circumstances where a student requires long-term or specialized treatment, CAPS will provide referrals to outside clinicians in the local community. Additionally, CAPS offers consultations to staff, faculty and students who are concerned about a student or peer. CAPS also offers workshops and training seminars covering topics that include conflict resolution and anxiety management. All CAPS clinicians are licensed or supervised by a licensed professional.

- Appointments can be made in-person, by phone at 201.216.5177, and through the Healthy Stevens Portal in your myStevens.
- Evening appointments are often available in fall and spring. Please refer to the [CAPS website](#) for up-to-date information on hours of availability.
- All Stevens students have access to free and unlimited telehealth through Uwill. Uwill is a service staffed by licensed mental health counselors. This service is provided through a generous grant from the New Jersey Office of the Secretary of Higher Education and is available until April 2026. Get started today by visiting [app.uwill.com](http://app.uwill.com) and registering for free with your Stevens email address.

### In a crisis, help is always available:

- The team at CAPS is available to assist with a mental health crisis 24/7. During regular business hours, students can visit the CAPS office in person or call 201.216.5177. After hours, call 201.216.5177 and press option '2' to connect with a live counselor.
- Campus police can also be reached 24/7 by calling 201.216.5105 (main line) or 201.216.3911 (emergency)
- National Suicide Prevention Lifeline can also be reached 24-7 at 1.800.273.8255 or by texting 988.
- For concerns that do not require an immediate response, students can submit a referral to the CARE team by writing to [care@stevens.edu](mailto:care@stevens.edu).

Early intervention and prevention efforts aimed at reducing the risk of suicide are also provided by the CAPS staff. Stevens offers a mix of bystander intervention training and warning sign training to students, staff and faculty who might be the first to notice signs of distress in someone they care about. [Click here to learn more about CAPS' signature trainings.](#)

## DeBaun Performing Arts Center

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The mission of DeBaun Performing Arts Center (PAC) is to provide performing arts opportunities for students to participate in, supporting and enhancing their education at Stevens, and to present high-quality performances and special events to the Stevens community. Music programs include the Stevens Choir, Jazz Band, Concert Band, Orchestra, Brass Ensemble, Saxophone Ensemble, Pep Band, President's Ensemble, and Voice Studio. Annual theater programs include DeBaun PAC's Shakespeare Project, Modern Theater Series, Acting Workshops, Theta Alpha Phi (National Theatre Honors Fraternity) Musical Theater productions, and more. Students who are more technically minded can join the stage crew at DeBaun Auditorium, designing, building, and running the Center's performances. You can learn more about DeBaun [here](#).

## Dining Services

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Stevens Dining offers a wide variety of wholesome and delicious menu selections which support the local economy and promote sustainability. It is an extensive program which features balanced, nutritious, versatile and exciting options across our on-campus locations: America's Cup, Pierce Café, Pierce Dining Hall, Gateway Café, the UCC Marketplace, the Cannon Café, and Pi Kitchen (dining for faculty and staff).

### Meal Card

The Stevens Mobile DuckCard allows our students, who have purchased a meal plan, to have access to Pierce Dining Hall and the ability to exchange a meal for specific menu items at any on-campus dining location. Accessibility and options are determined by the meal plan selected. Learn more about meal plans [here](#).

### Nutritious Dining & Dining Accommodations

As a resource to the campus, a full-time registered dietitian-nutritionist (RDN) is available on-campus daily to provide counseling services, engaging presentations and seminars to the entire campus community at no charge. All students with allergies and special dietary needs are highly encouraged to contact [dietitian@stevens.edu](mailto:dietitian@stevens.edu) to discuss their individual needs and accommodation(s).

### Pierce Dining Hall Reminders

To keep serving our guests efficiently, please keep in mind the following:

- A valid Stevens DuckCard must be used to enter Pierce Dining Hall. The DuckCard and your selected meal plan are for your personal use only and are not transferable to anyone else.
- Do not remove food from the dining hall for later consumption.
- Do not borrow or remove plates, glasses and silverware from the dining hall.
- Did you know almost 40 percent of the food in the United States ends up as uneaten waste? Do your part to reduce food waste by remembering you can always come back for more and asking for a taste test of menu items.

### Feed the Flock

Stevens Dining, in collaboration with the Office of Student Support, proudly facilitate Stevens' meal swipe donation program, Feed the Flock. Recognizing the prevalence of food insecurity among our student body, this initiative represents a significant step forward in our commitment to fostering a supportive campus community. Through Feed the Flock, Stevens community members have the opportunity to donate their

unused meal swipes, providing vital support to graduate and undergraduate students in need working to ensure that no student goes hungry in our Stevens Community. With an increasing number of college students experiencing food insecurity, initiatives like Feed the Flock play a crucial role in fostering a supportive where all students can thrive. Click [here](#) for more information on the program and to learn how to donate or request meals.

## Disability Services

Stevens is committed to ensuring equal opportunity for individuals with disabilities and an environment free from discrimination. It is Stevens' policy that no qualified student shall be excluded from participating in or be denied the benefit of any university program, activity, event or employment on the basis of disability where a reasonable accommodation may be made to allow for participation. Stevens is committed to providing reasonable accommodations to students, employees and visitors participating in Stevens programs or events. Students with disabilities who need academic accommodations or other disability-related support services must make the Office of Disability Services staff aware of their needs and file timely request forms each semester with the office. For more information, please see [Stevens' Policy on Accessibility and Accommodations for Individuals with Disabilities](#).



## Financial Aid

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The Office of Financial Aid is available to work with students and families to develop concrete plans for financing college, from estimating the cost of attending Stevens to learning about eligibility for different types of aid and how to apply for them. The office strives to provide excellent service to students and their families, and students are encouraged to meet with their financial aid advisor throughout their enrollment at Stevens.

## Graduate Student Life

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The Office of Graduate Student Life (GSL), in conjunction with various university partners, provides comprehensive resources and support to all graduate students at Stevens.

The department plans and implements programs and workshops throughout the year that focus on social engagement, professional and personal development. Along with supporting a number of student-led organizations, GSL advises the Graduate Student Council and several student advisory boards.

The goal of GSL is to create opportunities and experiences that add value to each student's Stevens experience. We are committed to providing experiences that empower graduate students to realize their individual goals and belonging at Stevens.

## Intercultural Space

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Located in the University Center, the Intercultural Space was created as a hub for identity development, social justice education, community-building, empowerment, and allyship on campus. This space came about through efforts by the Student Government Association in February 2019. Housing the Office of Student Culture and Belonging Lending Library, resources, and student art, this space is both a vibrant area for programming as well as a student-centered lounge. All are welcome. [Find out more online.](#)

## International Programs

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The Office of International Programs provides overall strategic direction and visibility for the internationalization of the Institute.

The Study Abroad and Exchange Program provides international opportunities for undergraduate students in numerous countries through semester exchange programs, our direct enroll programs, as well as through our affiliate study abroad providers. Stevens students are studying in Argentina, Australia, Chile, China, Costa Rica, Cyprus, Czech Republic, England, France, Iceland, Ireland, Italy, Japan, Morocco, Peru, Poland, the Netherlands, Spain, South Korea and many others.

- Semester study abroad options include studying with one of our approved exchange partner universities, the Global Engineering Education Exchange (Global E3), with a study abroad provider, or direct enroll university partners, including University College Dublin and the University of Nicosia.
- Shorter options include our popular winter (J term) programs, summer courses, research, service learning, intensive language courses and virtual and in-person international internships.

## International Student and Scholar Services

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International Student and Scholar Services (ISSS) supports the academic mission of the university by providing specific programs and services to international students and scholars. The main role of ISSS is to facilitate compliance with federal regulations that govern the immigration status of international students and scholars during their time at Stevens.

## Information Technology

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The Division of Information Technology is dedicated to empowering the Stevens community with innovative technology solutions, exceptional digital experiences, reliable service, and trusted partnerships. Our OneIT team is committed to enhancing the quality and value of our technology services. We recognize the critical role of technology in the success of our community and strive to offer the best solutions and support to meet your needs. To learn more about our value-driven services and support options, visit [www.stevens.edu/oneit](http://www.stevens.edu/oneit).

## Library

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The Samuel C. Williams Library aspires to create an intellectual and inspiring environment that makes use of humanity's knowledge to fuel tomorrow's innovations for the common good.

**The Library is Here for You.** As a student you can explore millions of articles, books, journals, and ebooks in the Library's collection of scholarly and popular resources generated by diverse perspectives and experiences that support the curriculum at Stevens.

**Searching for a place to study?** The Library building offers three levels depending on your study needs ranging from collaborative spaces on the first and second floors to the quiet zone on the third floor. Single and group study rooms are reservable through the Library website. The Library also provides you with excellent wi-fi, desktop PC and Apple computers, lending laptops, printers, and scanners.

**Interested in learning about Stevens history?** The Archives & Special Collections department has historical records of the university from before its founding in 1870 to the present, as well as photographs, paintings, art, alumni and faculty collections, and artifacts related to the history of the university.

**Need help with your research?** Expert librarians will help you find reliable and scholarly works to support your course, paper, and project needs. We invite you to reach out to the Library staff via chat on the Library website, via email at [library@stevens.edu](mailto:library@stevens.edu), or in-person at the Library!

## Lore-El Center for Women's Leadership

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The Lore-El Center is a vibrant and unique space on campus dedicated to the exploration of gender, leadership and community. Housed in a beautiful, Victorian-style building, the Lore- El Center was established in 1999 to increase awareness of issues facing not only female students, but all students; empower Stevens women and others in furthering their co-curricular development; and create a supportive campus environment. All students are encouraged to engage with the center, and a small group of students committed to women's programming and leadership apply to reside in the house each year. For more information, visit our [website](#).

## Mail Services

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The Office of Mail Services provides mailing, shipping and logistical services for students, faculty and staff. The Office, which houses the Stevens Receiving department in the basement of the Howe Center and the Stevens Mail Center, located on the first floor of the Howe Center, handle all incoming and outgoing U.S. mail, packages and parcels and letter mail. The Receiving Area processes, scans, tracks and manages distribution of all packages from carriers such as FedEx, DHL, UPS and USPS, manages and distributes larger student packages and delivers mail and packages to staff and faculty.

**Package Notification.** All residential students currently living in Stevens provided housing will be notified by email that a package has arrived for them. Student packages will be deposited in our electronic locker system, located by the Stevens Post Office. Larger packages may be located in the Receiving Area in the Howe Center basement. Feel free to stop by the Post Office when you receive your email to determine where to pick up your

package. Please check your letter mail by asking a Post Office clerk at the window on a regular basis. If you do not pick up your mail regularly, your mail may be returned to the sender. All packages that are not picked up within three weeks are returned to sender. If you require special considerations, such as the receipt of medicines, items that require refrigeration or other concerns, please speak with a Post Office clerk directly.

**Mailing Address.** All inbound residential student campus mail and packages should be addressed with the name and main address of the school only. No other buildings or campus locations should be indicated.

Please address mail this way:

[Name of Student]  
Stevens Institute of Technology  
1 Castle Point Terrace  
[Student's Stevens Post Office Box Number]  
Hoboken, NJ 07030

**Amazon Lockers.** The Division of Facilities and Campus Operations and Stevens Mail Services has partnered with Amazon to participate in the Amazon University Locker Program for the Stevens campus.

Amazon has installed the new package lockers in the rear driveway behind 600-602 River Street, next to the Gateway North Building (Gianforte Family Hall). Students may have their Amazon orders sent directly to this delivery location.

To select this delivery location when placing your order on Amazon:

- Click 'Add Address' under your current addressee list.
- You will land at the 'Add New Amazon Address' window.
- Click 'Find a Location Near You.'
- Click "Locations" enter the schools zip code "07030"

The address of the Stevens locker location is listed as:

Amazon Locker Name: Installation  
Stevens Institute of Technology,  
600-602 River Street, Rear Driveway at Gateway  
Gianforte Family Hall, Hoboken, NJ, 07030

For further instructions visit this Amazon Help [link](#).

For more information or questions, students should go to the Post Office located on the 1st floor of the Howe Center for further information, or email [infomailservices@stevens.edu](mailto:infomailservices@stevens.edu).

## Mobile DuckCard Office

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The Mobile DuckCard Office provides services related to the Stevens Mobile DuckCard, and DuckBills.

**Stevens Mobile DuckCard.** The Stevens Mobile DuckCard serves as the university's official photo identification and provides access to DuckBills, meal plans, the library, gym, labs, events, Pierce Dining Hall, vending, residence hall buildings, room door access, and more. Learn how to Mobile Order by visiting the [Stevens Dining website](#).

**DuckBills.** DuckBills are a prepaid, dollar-for-dollar, declining-balance account housed on your Stevens Mobile DuckCard that may be used to pay for purchases at participating on- and off-campus merchants. Grubhub also accepts DuckBills. For more information, please access the Mobile DuckCard Office website from your mystevens home page. Add DuckBills deposits to your Stevens Mobile DuckCard via:

- Transact eAccounts (from your MyStevens Account); or
- PHIL Cash Deposit Station (located in the library)

## Quiet Space

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The [Quiet Space](#), located on the lower level of the Wellness Center, is open 24 hours, 7 days a week to Stevens students, faculty and staff for meditation, prayer, and quiet reflection. The creation of this space was spearheaded by students affiliated with the Student Government Association, specifically many leaders of the religious organizations. All are welcome.

## Registrar

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The Office of the Registrar serves as the steward of student records and offers a wide range of services to faculty, students, and administrative staff, including academic record maintenance, registration, course scheduling, classroom assignments, transcript processing, grade collection, graduation evaluation, address changes, enrollment verification and diploma distribution. Additionally, the Registrar's Office is responsible for publishing and managing the [Academic Calendar](#).

## Residential Education and Residential & Dining Services

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### Living at Stevens

The Office of Residential and Dining Services and the Office of Residential Education are committed to providing a safe and comfortable living and learning environment that nurtures each student and promotes their personal and academic growth and development. At Stevens, many undergraduate students live in Stevens housing which includes Stevens-owned fraternity and sorority residential facilities.

The Office of Residential Education supports students in their experience living in Stevens housing by fostering a welcoming and supportive community, through supervision of the Resident Assistants and Resident Directors, and by creating a diverse array of programs that are both social and educational in nature.

The Office of Residential and Dining Services manages housing assignments and room selection processes, works with Stevens Dining, responds to facilities concerns, and manages residence hall keys and door access.

Students who submit their housing application and \$200 non-refundable housing application fee by the published deadline are eligible for Stevens housing. Housing contracts are a full-year commitment (fall and spring semester). Priority for housing is given to first year students. A housing application fee is required when the application is submitted. There is a cancellation fee assessed to any student who cancels their housing or housing application.

All rooms in Stevens housing are furnished, including a twin xl bed, desk, desk chair, dresser and closet or wardrobe. All on-campus student rooms have state-of-the-art WIFI connection service to the campus network, cable TV within the traditional residence halls and WIFI cable streaming services available to all residents. Complimentary laundry facilities are located in each building. On-campus student residences are located throughout campus just steps from classrooms, laboratories, dining, and recreational facilities. Most Stevens graduate students live in their own apartments in the surrounding area. Graduate students do not live in Stevens housing.

### Living-Learning Communities

A [Living Learning Community](#), or LLC, is a Residential Education initiative designed to support the academic, social, and personal needs of Stevens students as they pursue their academic goals. Students living in an LLC have the opportunity to engage in academic experiences with their peers, to interact with faculty and staff, and to enjoy the benefits of being a part of a diverse community with common scholarly and social interests and identities. Each Living-Learning Community is a collaboration between students, faculty, and staff from across campus focused on engaging the student participants in programs and events that enhance their Stevens experience. Students will be a part of a close-knit community that supports academic success,

cultivates a supportive environment, fosters personal growth and social responsibility, and develops leaders and global citizens during their time at Stevens and beyond.

## **2024-2025 Living-Learning Communities**

### **First Year Living Learning Communities**

**1GS.** In collaboration with peers, staff, and faculty, the 1GS Living-Learning Community offers a residential experience aimed at assisting first-year, first-generation college students (i.e., those students who are the first in their family to attend a college or university) in navigating the academic and social transition to Stevens. First-generation college students have a special chance to establish stronger connections with their classmates through the 1GS LLC, which will help them succeed academically, become more involved on campus, and feel more like they belong. Increased interaction between faculty and staff, along with purposeful engagement opportunities such as social gatherings, cultural enrichment experiences, and community service activity, are key factors in fostering growth for 1GS members.

**Scholars House.** Pinnacle Scholars have a place to love and study together at The Scholars House. The Scholars House will carry on the customs of peer mentoring, the cultural passport that enables students to take advantage of rich cultural events and the formation of a strong sense of community among peers. All of which support the current program's objectives. The highly acclaimed program, with its personalized approach to advisement and faculty connections, will be more closely linked with The Scholars House, a purposefully designed residential experience that offers a fulfilling academic and co-curricular experience.

**WiMSE (Women in Math, Science, and Engineering).** WiMSE is dedicated to helping women succeed in STEM fields. First-year female students have the chance to live together in a welcoming residential community through the WiMSE Living-Learning Community. Interactions with peers who have comparable opportunities and challenges in their academic, social, and professional lives are available to WiMSE members. WiMSE provides its residents with academic support, interactions with faculty, and a friendly community of fellow STEM students. The residents' perseverance in achieving success in their chosen STEM field is aided by the mentorship they receive from the Lore-El Center residents as well as the social events and programs designed specifically for WiMSE residents.

**FYRE.** The First Year Residential Experience (FYRE) provides each first-year student living on campus the opportunity to engage in programs and events focused on helping students transition into their first year at Stevens. FYRE is a year-long, intentionally designed residential community that fosters the development of relationships with their peers, faculty, and staff and promotes learning valuable information about academic success, life, the Stevens community and beyond.

The mission of FYRE is to support residents as they transition and adjust to the academic rigor and campus community of Stevens through access points to academic enrichment opportunities, support services, and campus involvement. Living in FYRE presents many opportunities for students to live in a residential community that promotes all aspects of wellness, including social, emotional, ethical, and physical well-being.

### **Living-Learning Opportunities for Returning Students**

**Clark Scholars.** Clark Scholars is an upperclassman Living-Learning Community housing Clark Scholars. Members of the Clark Scholars LLC will be able to bond in a supportive residential community with peers in the same honors program.

**Ducks by Design.** (DbD) are student-designed communities that offer an opportunity for groups of returning students with a concept for a themed community to propose their idea to create a year-long residential experience in the UCC Residential Towers. Ducks by Design are application-based, and proposals will be reviewed by the Office of Residential Education and the LLC Advisory Committee. Ducks by Design communities can be centered around a shared interest, passion or identity.

## Ducks by Design (DbD) Application Details:

- A minimum of 12 students and a maximum of 33 students are required to propose an idea (the average floor size is 23-33 residents).
- All students must apply for housing and submit the housing application fee by the deadline outlined by the Office of Residential and Dining Services in order to be assigned to the DbD.
- DbD are reviewed and assigned prior to the Housing Selection Process
- DbDs are assigned by Residential Education and Residential and Dining Services to a residential floor that best suits the program's specific needs. Residents in the approved DbD will be asked to complete a form with floor preferences and roommate request.
- DbD residents will need to provide the name and contact information of the faculty member who will be supporting the DbD's goals.
- Enrollment in a DbD may be opened to other interested students during the room selection process should additional bed spaces be available on the assigned floor. Students involved in the original proposal process will receive first priority for room assignments and roommate pairings.
- Students enrolled in a DbD acknowledge that the living commitment is for one full year. Students who change their mind about living in their designated DbD can submit a request to change their room or apartment with the Office of Residential Education, with the understanding that our ability to accommodate requests for such changes are contingent upon space availability and timing of the submitted request.
- If any student leaves a DbD room or apartment for any reason, the students remaining in the assignment will be given one full week to fill the vacant space with an upper-class student of their choosing. After one week, if the space is not filled by the students remaining in the assignment, the vacancy will be returned to the Office of Residential and Dining Services to fill the vacancy as needed.

For the 2025-2026 academic year, Residential Education will support three (3) Ducks by Design communities:

**Stevens Spotlight** aims to cultivate a community of artistic and cultural curiosity that highlights the fine arts perspective within a tech campus. In Stevens Spotlight, residents will be inspired to critically review popular entertainment and art mediums in a collaborative "salon" culture. Engaging in a variety of fine arts, Stevens Spotlight residents will attend on-campus performances and break into New York City's rich art scene of installations and events.

**Ducks Around the World** aims to unite students from all over the world by creating meaningful connections and embracing new perspectives. Our goal is to foster a sense of community in which everyone feels at home, near or far, by celebrating different cultural traditions and practices that bring us together. The primary values across the community are mutual respect and understanding. The community cultivates a space where all Stevens Ducks can share their unique perspectives, enriching the collective experience and strengthening the bonds that connect us.

**Stevens Chefs** aims to instill a valuable life skill: cooking. Whether you're an experienced chef or learning how to make ramen, being connected to other people who share a passion for cooking can help you develop your own skills

**Lore-El.** The Lore-El Living-Learning Community (LLC), located at 802 Castle Point Terrace, offers female returning students the chance to live together in a welcoming residential community. Interactions with peers who have comparable opportunities and challenges in their academic, social and professional lives are beneficial to members of Lore-El. In addition to academic support, Lore-El provides its residents with faculty engagement and a friendly community of fellow STEM students.

## Flexible Housing

Stevens Institute of Technology prides itself on supporting all our students. Flexible Housing allows residents

to create roommate groups and be assigned to rooms/suites, regardless of sex. Students applying for Stevens' housing may identify roommates and suitemates of any sex if all residents of the apartment agree to the assignment. Students selecting a Flexible Housing room/suite must fill all beds in the room/suite they are selecting. In rooms and suites where the entire space is not filled through the housing selection process, the Office of Residential and Dining Services will revert those spaces to traditional spaces and assign students accordingly.

Students desiring a Flexible Housing assignment must first gain eligibility for Stevens housing by completing all requirements set forth by the Office of Residential and Dining Services – this includes applying and paying the housing application fee by the deadline. This housing option is available to all students in Stevens' housing.

Students selecting Flexible Housing rooms/suites acknowledge that the living commitment is for one full year (fall and spring semester).

Students who change their mind about Flexible Housing can submit a request to change their room or suite, with the understanding that the ability to accommodate requests for such changes is contingent upon space availability and timing of the submitted request. If any student leaves the Flexible Housing assignment for any reason, the students remaining in the assignment will be given one full week to fill the vacant space with a student of their choosing. After one week, if the space is not filled by the students remaining in the assignment, the Office of Residential and Dining Services may revert the entire room or suite back to a traditional space and may fill the vacancy accordingly. This process of reverting to a traditional space may involve asking students living in the assignment to move to a new space; the involved students are expected to comply with this request.

It is the decision of the student, and not the institution, to communicate with parents, family members, and/or guardians about the decision to live in Flexible Housing.

### **Housing Application**

The Housing Application is a binding agreement from the time the application is submitted. Students must submit a \$200 non-refundable application fee with the housing application. Students who cancel their housing application will be assessed a \$500 cancellation fee.

On Campus, Special Interest, Stevens-Owned Greek Housing residents: The housing contract is binding for both the fall and spring semesters of one academic year. Spring-Only residents: The housing contract is binding for the spring semester.

### **Housing Cancellation**

Housing Cancellation requests must be submitted online through myStevens by clicking the Housing/Dining icon and choosing the "Housing Cancellation Request Form". After this form is submitted, the Office of Residential and Dining Services will approve or deny the cancellation request within 5 business days. Please provide supporting documentation for the request (if applicable).

### **Approved Housing Contract Cancellation & Refund Eligibility**

Residents cancelling housing must submit the online housing cancellation form through myStevens – housing/dining. Students who meet one or more of the below requirements and are approved for housing cancellation may be assessed a cancellation fee and may have their housing fee prorated on a weekly basis from the time their housing term begins until they remove all items from the room and return the key. Housing charges are not based on usage; charges are based on room assignment term and room fees. Approved cancellation reasons may include:

- Absence due to a Stevens-approved program (i.e., co-op or study abroad)
- Life changing event (i.e., marriage)
- Leave of Absence (not related to a student conduct matter)

- Mid-Year Graduation
- Unforeseen circumstances

If a student cancels for any of the reasons listed below, they will **not** receive a housing refund:

- Removed from housing due to a student conduct matter (required to vacate)
- Suspended or dismissed from the university (required to vacate)
- Decided to secure non-Stevens housing

### **Housing Contract Cancellation Charges and Timeline**

Residents cancelling housing must submit the online housing cancellation form through myStevens – housing/dining. Students will be required to pay a \$500 cancellation fee for cancellation from the time of Housing Application submission and before receipt of a Housing Assignment. Students will be required to pay a \$500 cancellation fee and 50% of the total yearly housing fee for cancellation from receipt of Housing Assignment through Add/Drop Period. Students would be required to pay 100% of the total yearly housing fee for cancellation from Add/Drop Period through the end of the semester.

### **Meal Plan Requirements**

First-year students living on campus are required to purchase the Tera Bite meal plan. Returning students living in Stevens housing are required to purchase either the Tera, Mega or Giga bite meal plan.

### **Meal Plan Cancellation and Changes**

Meal plan charges are based on the meal plan membership selected or assigned, not based on meal plan usage. Meal plans can be changed during the first 2 weeks of the semester as long as the desired meal plan meets the Stevens residency requirements. Meal plans can also be changed to a higher plan anytime throughout the semester. If you are eligible for a meal plan cancellation, you will be prorated based on the weekly rate of your approved cancellation date. Meal plan cancellations will not be granted after the third (3rd) week of the semester.

### **Meal Plan Swipes and Grubhub Dollars**

Unused meal swipes do not carry over from one semester to the next. All meals that are not used by the end of each semester will be forfeited. Unused Grubhub Dining Dollars will carry over from fall to spring but will be forfeited at the end of the spring semester. Unused DuckBills will carry over to the next semester as long as the student is still registered at Stevens.

### **Door/Room Access**

Residents are given access through mobile credentials to operate the outside door of their assigned residence hall. There are also residents who are not issued physical keys to their rooms as some buildings have mobile credential room/suite access (River Terrace and the UCC Towers). Residents who are issued a key are not permitted to copy their room key. Students should not give access to their rooms without their presence. At no time should building entrance doors be propped open or room doors left unlocked when the room is unattended. Students are not permitted in non-residential or non-open common areas including boiler rooms, maintenance closets, mechanical rooms or fire sprinkler control rooms, elevator control rooms or cable/IT closets in the residence halls. Students are not permitted on ledges, roofs, balconies and fire escapes. All hallway and stairwell fire doors must be closed at all times.

### **Consolidation**

At all times the university reserves the right to assign or re-assign students to any space as needed. Student accounts will be billed accordingly for any changes to room or building. In a shared room, should a roommate vacate, the remaining student may be given one of the following options at the discretion of the Office of Residential and Dining Services:

- The student may be asked to move to another room for consolidation.

- The student will be assigned a new roommate. Students may also request to move in with a roommate of their choice.

### **Construction**

Student rooms may not be altered in any way. Nothing may be bolted or fastened to any wall in a manner that would cause damage to the wall. Furniture bolted to the walls by the university may not be removed. All rooms must be left in the original condition at the end of the school year. Any alterations not consistent with office policies will be corrected immediately at the student's expense. Lofting of beds is prohibited, however a work order can be submitted to bunk the beds.

### **Cooking**

Kitchen facilities are available in each residence hall for resident use. Cooking and food waste must be disposed of properly. Residents must stay with food and monitor it at all times while you are cooking. Food kept in student rooms and suites should be properly stored in sealed containers.

### **Damages**

Students will be held responsible for all damage in their room, building and common areas, including all doors. The cost of damages will be charged to the student account, and a service charge may be assessed to cover processing. If damage is done to a community space, and person(s) responsible are unable to be determined, the damage charge will be dispersed among all members of the building or floor. Room condition reports must be completed and submitted online to the office of Residential and Dining Services within the first week of occupancy.

### **Electrical Items**

Electric kitchen appliances, particularly those with heating elements such as toasters, toaster ovens, hot pots, coffee makers, air fryers and indoor or outdoor electric grills are prohibited and may not be stored in student rooms. Only one microwave (700 watts or less) and one refrigerator (4 cubic foot or less) are permitted in each room. River Terrace and UCC suites have refrigerators and microwaves/convection ovens provided. Stevens will provide a microfridge (the freezer is 0.7 cubic feet, the refrigerator is 2.1 cubic feet and the microwave is 0.6 cubic feet) in the other residential communities. Residents who require an additional refrigerator in River Terrace or the UCC must request permission from the Office of Disability Services and the Office of Residential and Dining Services. Power strips must contain a built-in circuit breaker. UL certified is recommended. Personal extension cords are prohibited. Electronic projects, test equipment, and other electrical devices are not permitted in residence halls if they exceed reasonable limitations. The use of floodlights, air conditioners and space heaters are not permitted in the residence halls. E-vehicles, including electric bikes and scooters, and e-vehicle batteries are not permitted in any student room/building. This includes common areas, hallways and stairwells.

### **Extended Housing**

An additional charge may be required of any student requiring campus housing during periods when Stevens housing is normally closed. This includes early arrivals and late stays.

### **Fire Safety**

Tampering with the fire safety equipment, smoke detectors, fire alarms, sprinklers or detectors is prohibited. This includes willfully de-activating or covering any alarm or smoke detectors. Displaying fire exit signs in a student room will result in a fine. The evacuation of each building is required, whenever a fire alarm is sounded. All fire alarms are for the protection of all students. Accidental activation of the fire alarms due to negligence is a violation of Stevens fire safety code. Any violation of fire rules and regulations may result in the loss of residential privileges, as well as a fine.

## **Furniture and Prohibited Items**

Non-Stevens issued furniture is not permitted in the residence halls. Oversized items including additional closets, storage unit containers, non-Stevens issued mattresses and waterbeds and large musical instruments, are not permitted. Exercising and weightlifting equipment is also prohibited. Power/hand tools and construction/demolition materials and supplies are strictly prohibited. The removal of Stevens issued furniture out of one's room is not permitted. Each student is responsible for the furniture in their assigned room or suite, and the student will be charged for damaged or missing furniture. Furnishings may not be removed from the lounge or other public areas of the university. Mattresses must be kept on the bed frame. The Office of Residential and Dining Services will not provide additional furnishings or store Stevens issued furniture.

## **Health and Safety**

The Offices of Residential and Dining Services, Facilities, Campus Police and Risk Management reserve the right to inspect all rooms where students reside within Stevens housing when deemed necessary. This includes on-campus housing, special interest housing and Stevens- owned fraternity and sorority houses. Health and Safety inspections occur every semester by the Office of Residential and Dining Services and the Office of Residential Education staff members and are designed to address any health and safety violations within a room, suite, or common area. Residents will be notified of any violations and removal or correction of said violations is the responsibility of the student.

## **Hygiene**

Residents are responsible for keeping their rooms in a sanitary condition consistent with good safety and hygiene.

## **Lockouts**

We create residential communities at Stevens that become a student's home away from home. With that in mind, we foster a sense of safety and responsibility in each of our residents. As such, residents are expected to carry their Duckcard (mobile credentials) and room keys with them at all times, whether leaving the building or not. This sense of responsibility is vital as living in housing is a privilege. To ensure that this privilege is not abused, the following policy is in effect if a resident is locked out of their room or suite and their key is not lost:

- To avoid any fees, residents who are locked out should first contact their roommate(s) or suitemate(s) to help them gain access to the room.
- If roommate(s) or suitemate(s) are unavailable, Residents should call Harries Tower front desk at 201-216-3777 to inform staff that they are locked out of their room.
- The following are the service fees associated with multiple uses of the lockout service when provided by the Office of Residential Education or any of its staff members. These fees will be billed to the student account:

1st lockout - \$25.00

2nd lockout - \$50.00

3rd and each subsequent lockout - \$75.00

4th lockout will result in a lock change and the student will incur a lock change fee of \$100. There will also be formal documentation of the lockouts and a conduct meeting with a staff member from the Office of Residential Education.

To keep our residential communities safe, students should not prop any doors or leave their room doors unlocked. If a resident loses their key, they should report it to the Office of Residential and Dining Services immediately so the locks can be changed.

## **Personal Belongings**

Stevens has no responsibility for any personal possessions in the residence halls. It is therefore advisable to remove all important possessions and valuables from rooms during student break periods. Residents should also protect themselves by carrying fire, theft and liability and renters' insurance, as the university's insurance does not include your personal property or personal liability at any time. When a resident's possessions are left in a room and the checkout deadline has expired and no information has been relayed to the Office of Residential and Dining Services regarding the plans of the resident, the items will be bagged and discarded.

## **Personal Modes of Transportation**

Stevens reserves the right to limit personal means of transportation within any residence hall. Bicycles, unicycles, push scooters, and other similar means of personal transportation are prohibited from the residence halls. Stevens prohibits bringing or storing electric scooters, electric bikes, and electric hoverboard indoors. Charging of the detached batteries within the residence halls is also prohibited. All personal modes of transportation must be secured in an outdoor bike rack.

## **Pest Control**

The university contracts with a vetted, licensed, and insured pest control company. Where deemed necessary, all pest control needs in the residence halls are mandatory. Residents are not permitted to decline pest control unless there are documented medical reasons. Failure to comply with mandatory pest control practices may result in the suspension of housing privileges.

## **Prohibited Items**

Please see the policies set forth in the Student Code of Conduct regarding the Use of and Possession of Prohibited Items for detailed information about items prohibited in Stevens housing.

## **Public Displays and Postings**

Residents are not permitted to post, hang or display anything that may be deemed offensive or inappropriate by any student, administrator or guest. This includes but is not limited to posters, flyers and whiteboard messages in hallways, on doors or anywhere visible from the exterior. It is the responsibility of all residents to confirm with the Office of Residential Education that any item to be posted is allowed, prior to posting. All approved items are only to be hung with command strips. Wall covering/decorations should cover no more than 50% of the wall. There should be nothing hung from the ceiling or fire equipment. All hangings left behind will be disposed of and any damage due to the hanging will be billed to the student.

## **Quiet Hours and Noise Levels**

Students are responsible for maintaining reasonable noise levels in their rooms and must avoid disturbing or disrupting other students and the surrounding community. One television per room is allowed. Audio equipment and musical instruments are permitted in student rooms as long as they do not cause disruption to others. The privilege of having such equipment may be revoked if it disturbs other residents. Amplified musical instruments and/or stereos are prohibited. Therefore, musical instruments of any type generally should not be played in the residence halls. Larger musical instruments such as immobile harps, pianos, organs and drum sets are not allowed in Stevens housing. Portable and handheld music devices should not be audible outside of the room/suite. No antennas are permitted outside the boundaries of the room. Satellite dishes of any kind are not permitted in the residence halls.

Quiet hours are considered essential for all residents. Stevens housing quiet hours are Sunday evening through Friday morning, 10pm to 10am, and 1am to 10am on Friday and Saturday. There will be 24-hour quiet hours during final exams at the end of each semester. At times other than quiet hours, students are expected to be considerate of others (courtesy hours).

## **Recycling**

Recycling bins are located in room/halls for the disposal of recyclable materials. Only recyclable materials may be placed in the bins.

## **Residence Hall Floor and Individual Meetings**

Resident Assistants are the main mechanism through which the Office of Residential Education and the Office of Residential and Dining Services communicate with and address the concerns of the residents. As such, it is mandatory for all residents to attend their floor meetings throughout the year. If a meeting is missed, it is the responsibility of the resident to meet with their RA before or after the meeting to obtain the information shared. Additionally, RAs will connect with residents on an individual basis, once per month, to check in, provide any necessary support or resources regarding roommates, academics, and their Stevens experience.

## **Room Changes**

At all times the university reserves the right to assign or reassign students to any space as needed. Housing assignments are made for one academic year. Approval from the Office of Residential & Dining Services is required to change rooms. A resident wishing to do so must complete the Room Change Form located on their myStevens Housing & Dining Portal. No move is to take place without permission from the Office of Residential & Dining Services. During the first 2 weeks and last 2 weeks of each semester, room changes will not be permitted. Failure to follow proper procedures may result in a fine or judicial proceeding. Keys may never be exchanged by residents. Keys are only issued by the Office of Residential & Dining Services staff.

## **Roommate Agreements**

Each roommate/suitemate pairing is expected to complete a Roommate Agreement using the StarRez software to set expectations for how they will share space and respect boundaries within their residential assignment. These completed roommate agreements will be utilized to assist residents in mediating concerns when issues may arise prior to room changes being granted.

## **Smoking**

Stevens is a Smoke Free Campus. Smoking of any substance is prohibited in any campus building. Smoking paraphernalia such as hookahs, pipes, e-cigarettes, etc. are not permitted to be used or stored in Stevens housing.

## **Windows**

No objects of any kind may be placed on the outside window ledges. Objects may not be placed on the inside ledges or windows if they do not meet appearance and safety standards. Additionally, no items may be hung in the windows. This includes, but is not limited to, posters, flags, drawings, etc.

## **Withdrawal**

Residents who are withdrawing must submit the online housing cancellation form through myStevens – housing and dining. Students must totally vacate institutional housing and cease using institutional dining facilities within 24 hours after they withdraw or request a leave of absence, or they will be held liable for room and board charges beyond their last date of attendance.

## Student Accounts

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The Office of Student Accounts seeks to provide a high level of customer service to students, parents, sponsors and university departments while efficiently collecting the tuition and fees necessary to keep the university operating. The office is responsible for providing payment options in accordance with Stevens' policies and managing the issuance of health insurance as required by Stevens. The office assists students and families with questions regarding account activity, payment options, refunds and all student-related account information.

## Student Employment

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The Student Employment Office offers assistance with on-campus, part-time employment for undergraduate, graduate or professional students, which can help students earn money and get on-the-job training while pursuing their studies at Stevens. Students can be employed at an hourly rate, or through a need-based Federal Financial Aid program. Available positions are posted on the Student Job Board located [here](#).

Job Postings are monitored by the recruiter for the specific department that you are applying for.

## Stevens Bookstore

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The Stevens Bookstore, located on the 1st floor of the Wesley J. Howe Center, carries course required materials, supplies and novelty items. At the Stevens Bookstore, you can also purchase your Stevens logo wear, gift items and much more. Providing services in-store, online and over the phone, the bookstore is proud to serve the Stevens community.

## Stevens Technical Enrichment Program (STEP)

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STEP promotes and supports the academic, personal and career development of undergraduates from varied backgrounds including those from under- resourced or underserved communities. STEP offers its students a broad range of services, programs, and activities including:

- Tutoring
- Academic advising
- Career and professional development
- Workshops and seminars
- the Bridge summer program (for incoming new students)
- Counseling
- Mentoring
- Scholarship information
- Limited financial support

STEP is also the home of the **New Jersey Educational Opportunity Fund (EOF)** Program, and the Accessing Careers in Engineering and Science (ACES) Program.

**EOF** is a New Jersey state funded program which provides eligible students with access, support and financial assistance to matriculate, and graduate from participating New Jersey colleges and universities. Eligible students are New Jersey residents who meet state established financial guidelines.

**ACES** aims to increase the number of academically talented students from underserved communities at

Stevens and in STEM fields. ACES provides high school and enrolled undergraduate students (ACES scholars) with the support and resources that they and their families may need. ACES high school participants are offered advising, year-round enrichment workshops, and mentoring opportunities, and have the possibility to receive scholarships to enroll in Stevens Summer Pre-College Programs.

The ACES Undergraduate Scholars receive sufficient financial aid to meet their cost of attendance as determined by the Stevens Financial Aid Office, and have access to the same services, programs, and activities available to all STEP students. Additionally, they will receive a scholarship to study abroad, and a stipend when engaging in summer research.

The majority of STEP's participants are selected prior to their entry to Stevens however, any current Stevens undergraduate may apply to join the program.

## Student Culture and Belonging

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The Office of Student Culture and Belonging (SCB), located on the 2nd Floor of the University Center, empowers and advocates for all students to engage on campus and in the world as leaders, and facilitates cultural events and learning opportunities for the Stevens community. The Office of SCB oversees the [Intercultural Space](#), the [Lore-El Center](#), [belonging resources and support](#), and campus [spirituality programs](#), in addition to supporting [student organizations](#), [Veterans and Military-Connected Student Services](#), and the [First-Generation and Limited Income \(FLI\) Network](#).

## Student Health Services

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Student Health Services is an acute-care facility at which Stevens students can be seen by appointment only. Services include care during acute and chronic phases of illness, referrals to outside providers when appropriate, health promotion and disease prevention. Our main focus is to improve and maintain physical wellness and productivity. Student Health Services staff members are committed to treating all students with respect, consideration and confidentiality.

Common reasons to use Health Services:

- Illness (cold, flu, GI issues)
- Minor Injury (sprains/strains)
- STI/STD Testing
- PrEP, birth control, or prescription refills
- Lab testing (blood work); Rapid Testing: flu, COVID, strep, mono, HIV, and pregnancy

There is no charge to students to see providers for an office visit at Student Health Services. Fees for Rapid Testing may be applied, however there are no fees for those with Student Health Insurance. LabCorp bills each student's insurance directly. Each student should check with their health insurance provider to determine if they are in-network with LabCorp. There are limited prescription medications available on-site for purchase.

Student Health Services accepts prescriptions for testing from outside providers (for instance, for monthly routine lab testing) in addition to orders from Stevens Health Services providers. Insurance cards must be provided before a service is performed.

Students interested in these services must first schedule an appointment at Student Health Services. Appointments can be made through the Healthy Stevens Portal or by calling 201-216-5678. Information about Student Health Services and immunization requirements can be found on the [website](#). If you have any questions concerning the above information, please email Student Health Services. at [StudentHealthServices@stevens.edu](mailto:StudentHealthServices@stevens.edu).

## Student Health Insurance

All undergraduate, international, and full-time domestic graduate students are required by Stevens to enroll in the Student Health Insurance Plan (SHIP) or be covered by a comprehensive Affordable Care Act (ACA) compliant health insurance plan. To ensure compliance the required students are automatically billed for the Stevens Student Health Insurance Plan. If you are covered by a comprehensive ACA compliant health insurance plan you can opt-out of the SHIP by completing the waiver form, which can be found at [www.universityhealthplans.com/stevens](http://www.universityhealthplans.com/stevens). Before waiving compare the cost, coverage, and benefits of the SHIP to your existing plan. Please consider the following:

- The plan must provide access to doctors, specialists, behavioral health care providers, hospitals, labs, and pharmacies in the Stevens campus area.
- The plan must be a U.S. health insurance plan that is filed and approved in the U.S. and compliant with the Affordable Care Act (ACA) benefit requirements. Travel insurance and short-term limited duration plans are not accepted.
- Out-of-state Medicaid and many out-of-state HMO or EPO plans do not provide out-of-network coverage. Urgent and/or emergency-only coverage does not meet the insurance requirements.

Undergraduate students must submit a student health insurance waiver form by August 31, 2025, for the fall semester and by January 19, 2026 for the spring semester. Graduate students must submit a Student Health Insurance Waiver Form by September 15, 2025, for the fall semester and by February 2, 2026, for the spring semester. If a student does not submit a waiver form by the waiver deadline, they will be enrolled in SHIP and responsible for the premium.

For specific deadlines and more information on the Stevens Health Insurance Plan, please contact [University Health Plans](#). When enrollment in the Student Health Insurance Plan is submitted, students will receive an emailed copy of their ID to their Stevens account. Students may request a hard copy of the card by contacting UHP at 1.800.437.6448 or by emailing [info@univhealthplans.com](mailto:info@univhealthplans.com). Dental insurance and a vision plan are not required by Stevens; however, you may purchase this insurance through University Health Plans.

## Student Support

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The Office of Student Support, located on the 3rd floor of Martha Bayard Stevens Hall, contributes to the university's comprehensive, coordinated, and holistic approach to student wellness. The mission of the Office of Student Support is to encourage student success both personally and academically by helping students during challenging times, connecting students with wellness and support services, aligning university wellness initiatives, inspiring intentional positive lifestyles choices, and providing wellness and health promotion programming. The Office of Student Support collaborates with various departments to offer comprehensive education, resources, and services that enable students to reach their full potential in well-being. Workshops and programs can be requested by student groups, residence halls, and other campus organizations.

## Title IX

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If you experience, or become aware of, an incident covered under [Stevens' Title IX Policy](#) on gender-based and sexual misconduct, please report the incident to the Title IX Coordinators and/or Campus Police. Students, staff and faculty can also report such conduct or incidents via the “[Submit a Public Report](#)” forum using this [link](#).

### TITLE IX COORDINATOR

Dr. Stacy Fisher, Director of Community Standards and Title IX Coordinator

Phone: 201.216.3383

Location: University Center, 2nd Floor

Email: [sflowers@stevens.edu](mailto:sflowers@stevens.edu)

### DEPUTY TITLE IX COORDINATORS

Cynthia Eubanks, Director of Residential Education

Phone: 201.216.8963

Location: Harries Tower, 1st Floor

Email: [ceubanks@stevens.edu](mailto:ceubanks@stevens.edu)

Xhiljola Ruci Kluger, Director of Employee Relations and Compliance

Phone: 201.216.5122

Location: Howe Center, 5th Floor

Email: [xruci@stevens.edu](mailto:xruci@stevens.edu)

Christopher Gladden, STEP/EOF Assistant Director and Counselor

Phone: 201.216.5389

Location: Howe Center, Room 305

Email: [cgladden@stevens.edu](mailto:cgladden@stevens.edu)

### CAMPUS POLICE

Phone: 201.216.3911

Location: Kidde Building, Ground Floor (separate entrance)

## Undergraduate Academics

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The Office of Undergraduate Academics (“OUA”) provides academic advising and support to the entire undergraduate student body. OUA assists students with enrollment issues, such as special permissions and scheduling conflicts. The Office is also responsible for monitoring academic standing and for administering the Academic Support Program for students on Academic Notice and Academic Warning. OUA oversees the awarding of Advanced Placement (AP) and International Baccalaureate (IB) credits and manages the transfer credit process for transfer students.

OUA also oversees the Reduced Load and Freshman Option program. The office provides general academic advising in addition to the specific guidance provided to students by their academic units. Finally, OUA operates the [Academic Support Center](#) for tutoring.

## Undergraduate Student Life

The Office of Undergraduate Student Life prepares students holistically through leadership development, co-curricular programming, community building, and dialogue around civic engagement and social responsibility. The office strives to create a community of learners who think critically and act responsibly both within the Stevens community and beyond. Student Life team members are educators committed to student learning and engagement and work in tandem with students to develop meaningful experiences beyond the classroom. Specifically, Undergraduate Student Life advises and provides support to more than **150 student organizations** and 22 social sororities and fraternities (see the [Fraternity and Sorority Handbook](#) for additional information on social sororities and fraternities), which includes creating partnerships and opportunities for civic engagement within Hoboken and the greater community. Furthermore, the office facilitates programming through the Stevens Duck Leadership curriculum. Additionally, the office coordinates annual campus-wide programs (often in conjunction with student organizations) such as Orientation, Pre-Orientation, Techfest, Family Day, StevensTHON, Senior Week, the Founder's Day Ball, the WittPenn Walk tradition, and the Undergraduate Student Awards Ceremony.



## University Center

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The University Center serves as a hub of life at Stevens. The University Center has seating and communal space for the Stevens community, as well as event and conference space. Dining venues including the Marketplace, Cannon Café, and Pi Kitchen are housed in the University Center, in addition to a welcome desk, a game room and a state-of-the-art fitness center and movement studio. The University Center is home to many of the Student Affairs offices including the Office of Student Affairs, the Office of Community Standards and Title IX, the Office of Undergraduate Student Life and the Office of Student Culture and Belonging. The Offices of Residential Education and the Residential and Dining Services are located in the Harries Tower, part of the University Center Complex. Student organizations including the Stute, the LINK, the Honor Board, the Student Government Association, and the Graduate Student Council have offices on the 2nd floor of the University Center. The Student Commons on the 2nd floor of the University Center offers seating, a microwave, and student organization lockers. The 2nd floor is also home to the Intercultural Space, conference rooms, and the Museum of Ducks.

## University Events

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The Office of University Events (OUE) handles room reservations and event management for all Stevens events, including the annual [Commencement Ceremony](#). The leaders of Registered Student Organizations can make room reservations online by registering for and using Coursedog. Reservations can also be made in person by visiting the OUE offices on 3rd floor of the Howe Center.

## Veterans and Military-Connected Student Services

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The [Veterans and Military-Connected Student Services](#) team assists undergraduate and graduate students before and throughout their Stevens experience with the application process, benefits review, financial aid, career advising, belonging, and other areas that may impact their educational experience.

## Writing and Communications Center

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The Writing and Communications Center (WCC) at Stevens Institute of Technology offers individualized support to help students strengthen their written and oral communication skills for academic and professional success. The WCC provides three types of tutoring appointments to meet diverse student needs:

- In-person consultations (Kidde 219)
- Synchronous video sessions
- Asynchronous written feedback on uploaded documents

Consultants are available at any stage of the writing process and work with students to build clarity, organization, and argumentation, while fostering independence and confidence.

In addition to tutoring, the WCC delivers live and recorded webinars each semester on a wide range of topics, including common writing pitfalls, academic discourse, and professional communication strategies. The center also curates supplemental resources, such as handouts and links, to support students' ongoing development as writers and communicators.

For more information or to schedule an appointment, please visit our [SharePoint site](#). You may also contact us at [wcc@stevens.edu](mailto:wcc@stevens.edu) or stop by the center in Kidde 219.

# STUDENT ORGANIZATIONS AND EVENTS

At Stevens, we encourage students to become involved through student organizations and campus events. Stevens has more than 150 undergraduate student organizations that focus in nine different areas: arts and music, media, multicultural, professional, recreational, service, special interest, spiritual and religious organizations, and fraternities and sororities.

Joining a student organization yields many benefits that can positively impact a student's life at Stevens and can help jumpstart a career after graduation. Student organizations offer the opportunity to meet new people, network with professionals in many career fields and gain resume-building experience. Students can also develop teambuilding and leadership skills — two strengths that will help students both in and out of the classroom.

## Student Government Association

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The Student Government Association (SGA) serves to facilitate the vast interests of the undergraduate student body, as well as to provide a means of communication between the students and the faculty, administration, and staff. Its fundamental purpose is to improve the student experience in a variety of ways. Primarily, this involves providing guidance and allocating funds to the 150+ student organizations that allow the campus to thrive and representing student interests on important issues regarding the future of Stevens. For a listing of student organizations, please visit the organization directory on [DuckLink](#).

At Stevens, you are an important member of the community and Stevens values your contributions through the SGA is its sponsorship of a variety of student-led initiatives. The SGA is comprised of senators who serve on committees ranging from academic affairs to event planning to see these initiatives through and make a positive impact on campus and in the broader community. Additionally, members of the administration frequently hold informal meetings with small groups of students, providing an opportunity for an exchange of ideas and opinions. All students are encouraged to refer to the SGA DuckLink page for up-to-date information. Stop by our office in Room 213 of the University Center Complex or contact [sga@stevens.edu](mailto:sga@stevens.edu) with any questions, concerns, or ideas on initiatives.

## Registered Student Organization Good Standing Policy

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All [Student Organizations \(SO\)](#) are responsible for maintaining a good standing with the institution in conjunction with rules and regulations as provided by the Office of Undergraduate Student Life (OSL) and SGA. Each organization must adhere to the following expectations as set forth by OSL as well as abide by the policies set forth in the [Student Organization Handbook](#):

1. Maintain accurate membership and officer information in DuckLink, which includes, but is not limited to:
  - a. Maintaining an updated Primary Contact, President, and Treasurer
  - b. Creating Events on Ducklink for all programs held by SO before the event takes place.
  - c. Complete all new officer nominations in DuckLink PRIOR to holding elections.
2. All officers must be in good academic standing with the institution, which includes:
  - a. Maintaining an overall grade point average at or above 2.5.
  - b. Staying enrolled in at least 12 credits as a full-time, undergraduate student at Stevens.
    - i. Students in their final year at Stevens can work part-time and hold an officer position.

- c. Not being on academic probation
3. Be responsible for proper use of the organization's purchasing card (P-card), which includes:
  - a. Uploading all receipts to DuckLink within 24 hours of purchase(s).
  - b. Ensuring the P-card remains in OSL when not in use.
4. Have at minimum 2 Executive Board or elected leadership members participate in and complete Student Leadership Series each semester.
5. Follow all policies regarding the utilization of financial resources, as outlined in the [Student Organization Handbook](#).

Each organization must adhere to the following expectations as set forth by the SGA.

1. Follow all policies and regulations regarding operations as per the Constitution and Bylaws of both the organization and the SGA.
2. Follow all budgeting and policy guidelines as set forth by the Senate Budget Committee.
3. Organize and hold at least two general body meetings per semester.

Failure to comply with any of these expectations may result in immediate budgetary freezes or a change of status for the organization. If an organization does not consistently meet these requirements, the organization will be considered inactive until proper steps are taken as determined by the Office of Undergraduate Student Life and/or the Student Government Association. If you have any questions, please contact [student\\_life@stevens.edu](mailto:student_life@stevens.edu) or [sga@stevens.edu](mailto:sga@stevens.edu).

## Graduate Student Council

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The purpose of this governing organization is to provide a structure through which graduate students work together to improve the quality of graduate student life. The objectives of the Graduate Student Council at Stevens are as follows:

- To represent graduate students (certificate, master's, doctorate) on all matters pertaining to their general welfare as graduate students with the administration.
- To build a graduate student community via graduate student co-curricular activities.
- To approve and oversee all graduate student organizations and allocate budgets appropriately.
- To provide a formal means of communication among graduate students. Information about graduate student clubs and organizations is available [online](#).

## Donations, Gifts and Sponsorships

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All donations and gifts to student organizations must be processed through the Office of Development. If a student organization is aware of a donation that will be sent to Stevens directly, the Financial Coordinator in the Office of Undergraduate Student Life must be informed to ensure that the funds are received by the Office of Development and categorized appropriately. If the organization has the donation in hand, the organization must meet with the Financial Assistant to ensure the check is processed through the Office of Development and is deposited into the correct account and spent according to the donor agreement. Student organizations cannot use donations or gift money to purchase gift cards in any monetary amount unless specified in the donor agreement.

# Fundraising

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Fundraising is the process of soliciting money or other resources from individuals, companies or other outside entities. Any fundraising activity must be approved by the Office of Undergraduate Student Life and must be sponsored by a student organization or athletic team for a specific purpose or cause. Fundraisers should be treated as student organization or athletic team events. The sponsoring body is responsible for justification as to the need for fundraising. Proper documentation must be outlined with the date of the fundraiser, how money is raised and collected, and how and where the funds raised will be allocated. Student fundraising activities are not automatically tax exempt as a result of the students' association with Stevens. Student organizations and athletic teams cannot use third-party payment options for fundraising purposes (i.e., Venmo, GoFundMe, personal banking accounts, etc.) and may accept donations only in the form of cash, check or Duckbills, or direct donations to the organization for which the students are fundraising. Further information about procedures for managing fundraising activities is provided in the [Student Organization Handbook](#).

Philanthropic initiatives are an essential part of a vibrant and healthy university. Student participation in fundraising activities provides hands-on experience with the impact of philanthropy at Stevens, secures resources for meaningful student experiences and strengthens our campus culture of philanthropy. Close partnership and communication with DAE ensures that fundraising activities are managed both ethically and effectively and broadens support for the many programs and initiatives most important to the Stevens community.

Fundraisers help students to raise money for their organization or group and invite the broader Stevens community to engage, connect and provide support. Fundraising activities for a student group, student organization, athletic team or Stevens' program must include DAE in the planning process to ensure proper strategy, allocation and acknowledgement of gifts.

Any transfer of funds, without exchange of services or goods, from an individual or organization to a Stevens program, initiative, group or student organization at Stevens is considered a fundraising activity. This includes, but is not limited to the following fundraising activities:

- direct appeals such as mail, email, texts, personal outreach to alumni, online gift forms or crowdfunding pages
- sponsorship or funding requests from corporations, foundations or other organizations
- and events where any portion of revenue provides financial support to Stevens.

All fundraising activities must be sponsored by a recognized student organization (RSO), athletic team or department, must be for a specific purpose or cause, must be supported by an advisor or Student Affairs liaison and must obtain prior approval from DAE.

## Process for Approval

Students must submit a Fundraising Request Form for approval for direct appeals or sponsorship requests. Students must submit an Events Request Form for approval for fundraising events. Preferential approvals will be granted to organizations that complete the request form through their annual planning process and submit requests by Sept 30 for the upcoming academic year.

The request forms remain open throughout the year and must be completed no later than 30 days prior to the desired start date for the fundraising activity.

Upon completion of the form, students will be invited to schedule a time to meet with their advisor and/or Student Affairs liaison and a representative from DAE to discuss their submission. This meeting will be used to determine fundraising strategies, including additional needs for approval, potential alignment with broader campaigns, scope of the fundraising activity, guidelines for the activity, roles and responsibilities and appropriate deadlines.

## **General Information**

### **Tax-deductible donations and receipts**

Student organizations officially recognized by Stevens are eligible to receive tax-deductible contributions if they have an active gift account. Gifts received for an organization must be processed by DAE. The donor will receive a tax receipt and the funds will be transferred to the appropriate gift account.

### **Corporate and Foundation Philanthropic Partners**

A charitable donation is a cash gift, grant, property, or in-kind support made to help Stevens accomplish its goals, for which the donor receives nothing of value in return. Value is defined by any tangible or intangible benefits such as services, events, or data and information.

A sponsorship is different because it is an exchange of public recognition value. It is not the same as philanthropy, which involves donations to causes that serve the public good that may not yield any return, branding or otherwise, to the donor. Gifts from corporations are welcomed at Stevens, as long as no value is exchanged to the donor. Upon approval from DAE, further instructions and guidelines will be provided.

### **Gift Accounts**

Gift accounts are established to accept and allocate gifts appropriately to programs, initiatives, or groups within Stevens. Upon a gift account's creation, the terms and acceptable use of each account is determined and must be adhered to. Gift accounts must not be used to accept funds for distribution to another organization.

### **Crowdfunding**

Crowdfunding platforms help Stevens students, faculty and community members raise money so that their ideas and passions can take flight. Crowdfunding projects advance innovation, teaching and learning at Stevens, including those focused on student groups, student experience, athletics, library or faculty-specific initiatives, and allow us to showcase projects and initiatives from across campus. Crowdfunding utilizes storytelling and peer-to-peer connection to reach your fundraising goals within a specific timeframe.

### **Crowdfunding Offerings**

#### **Stevens Day of Giving**

The entire Stevens community comes together to support their favorite schools and programs, partake in friendly competition and celebrate the power of philanthropy and our collective impact! Donors can give to every area of Stevens, and student organizations and alumni affinity groups are invited to apply for a featured page to rally support.

#### **All Rise Challenge**

A 5-day giving challenge to help inspire participation from parents, students, alumni and friends to support Stevens Athletics. Teams have specific fundraising goals and participate throughout the week for matches and challenges.

#### **Standalone Projects**

Beyond our larger crowdfunding initiatives, Stevens students, faculty, staff and alumni can apply for a crowdfunding page to support real-time needs for projects. Eligible projects meet the following criteria:

- affiliated with Stevens and non-profit in nature,
- have a sponsoring department, program, organization or center in which donations can be deposited into,
- consist of project leaders that are willing to create and market promotion materials before, during, and after the campaign,
- and gain approval by submitting an application.

To learn more about crowdfunding opportunities at Stevens and how you can meet your fundraising goals, contact [giving@stevens.edu](mailto:giving@stevens.edu).

### **Online Giving**

You are encouraged to have a custom giving URL on your organization's website. Please contact the Office of Annual Giving at [giving@stevens.edu](mailto:giving@stevens.edu) to receive a custom giving URL specifically for your organization. It is important to have donations processed through DAE so donors can receive tax receipts for their donations. Gifts received through your custom URL will automatically receive tax receipts. Sample language to direct donors to online gifts:

*To make your gift online, visit [YOUR CUSTOM URL HERE] to make sure your gift goes to the [ABC] Student Organization.*

### **Gifts by Check**

Checks should be made payable to Stevens Institute of Technology with the organization, team or group's name in the memo line. Checks can be sent via mail, campus mail or dropped off to Development and Alumni Engagement 8th Floor, Howe Center 1 Castle Point on Hudson, Hoboken, NJ.

### **The Alumni Database and DAE resources**

The Office of Annual Giving manages and must approve all gift solicitations of alumni and friends through our alumni and donor database. This includes but is not limited to:

- Direct mail
- Email
- Weekly alumni newsletter
- Mobile giving
- Crowdfunding
- Social media
- Telephone
- Text
- Legal receipts

Upon receipt of the Fundraising Request Form, the director, or assigned liaison, will arrange a consultation to discuss the request. The Office of Annual Giving must approve the design, message, timing, and audience of any gift solicitation.

DAE resources are to be utilized to benefit Stevens and not outside organizations as a pass-through organization. For example, a student organization cannot use crowdfunding platform to solicit funds that will immediately pass to a third-party charity.

### **Gift Acceptance Policy**

The full gift acceptance policy at Stevens is available online by visiting [this link](#).

### **Saying Thank You**

All student organizations that receive contributions are encouraged to write thank you notes to their donors. The notes can be a physical card or an email, should be from the heart and describe how the group has used funds in the past year or will use funds in the future. When appropriate, donors should be invited to your group's events or activities.



## Events

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Events sponsored by student organizations are first and foremost for the enjoyment and education of Stevens students. Student organizations must have approval from the Office of Student Life to hold an event that is open and advertised to the public. A public event is one that allows individuals who are not guests of Stevens students to attend a student organization event. The Office of Student Life must approve an event that is open to the public prior to any advertising of the event. The University may require that administrators attend and supervise any event about which there are concerns based on event type, liability, or safety and security needs.

## The Honor System and Board

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The Stevens Honor System is the rigorous ethical and moral standard to which undergraduate students are held, and which seeks to ensure that all academic work is bona fide. This standard was formally established in 1908 with the creation of the Stevens Honor System as well as its governing body, the Stevens Honor Board. The Honor System at Stevens fulfills two objectives: First, it seeks to ensure that work submitted by students can be trusted as their own and was performed in an atmosphere of honesty and fair play. Second, it promotes a sense of honor and integrity throughout campus and for Stevens' students in preparation for the professional world.

Enrollment into the undergraduate student body at Stevens Institute of Technology signifies a student's commitment to the Honor System and the university's ethical and moral standards. It is the responsibility of each student to become acquainted with and uphold the ideals set forth in the Honor System Constitution. Specific student responsibilities include:

- Maintaining honesty and fair play in all aspects of academic life at Stevens;
- Writing and signing the pledge, in full, on all submitted academic work;
- Reporting any suspected violations to the Honor Board; and
- Cooperating with the Honor Board during investigations and hearings.

Student responsibilities are further outlined in the [constitution](#) and [bylaws](#) of the Honor System, which may be reviewed online at [www.stevens.edu/honor](http://www.stevens.edu/honor).

The Honor Board is the Honor System's governing body. It is composed of undergraduate students who are elected by their peers. Members of the Honor Board investigate all suspected breaches of academic integrity, and assign penalties to students who either confess to, or are found responsible for, Honor System violations.

When investigating a case, Honor Board members meet with the accused student, pertinent witnesses and relevant faculty. The investigation culminates with one of three outcomes: The case is dropped due to insufficient evidence to support the suspected violation, the accused student confesses, or a hearing is held, and the case is presented to a jury of the student's peers.

The Honor System also includes a two-level appeals process. Any student who is dissatisfied with the penalty assigned by the Honor Board after confessing or being found responsible by a jury may appeal to the Academic Appeals Committee for a reduced penalty. If unsuccessful, the student may submit a final appeal to the Provost or appointed designee.



# APPENDIX A: DRUG AND ALCOHOL ABUSE PREVENTION

Stevens community members are its most valuable resource, and their health and safety are matters of serious concern. The abuse of drugs and alcohol is potentially a grave danger to the university and its educational mission, and to the well-being of the community as a whole. Because of our concern for the health and safety of our students and employees, our desire for an efficient and effective workforce, and our intent to comply with applicable federal, state and local laws regarding substance abuse, the university has formulated the following policy.

Stevens is committed to a drug-free environment in accordance with current statutory provisions. Unlawful manufacture, possession, distribution, dispensation, sale or use of controlled substances (illegal drugs) on the campus is prohibited and will not be tolerated. Alcoholic beverages cannot be brought into or consumed on the premises, except in connection with authorized events and in accordance with stated university policies. The university strictly enforces these policies. Violators are subject to sanctions up to and including dismissal, and/or arrest and prosecution.

Please note that although New Jersey law now permits adults aged 21 or older to possess and consume marijuana under certain circumstances, use of marijuana on Stevens campus and on any facility associated with Stevens constitutes a violation of the New Jersey Smoke Free Air Act and federal law prohibits the possession, use, or distribution of marijuana, including for medical purposes. Thus, even if possession or use of marijuana would be permitted under New Jersey law, it remains prohibited on university property under state and federal law and this handbook.

## Summary of Applicable Federal Laws Regarding Drug Offenses and Penalties

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**21 U.S.C. 844(a):** First conviction: up to one year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.

After one prior drug conviction: at least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000 or both.

After two or more prior drug convictions: at least ninety days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: mandatory at least five years in prison, not to exceed twenty years and fined up to \$250,000, or both, if: (a) first conviction and the amount of crack possessed exceeds five grams; (b) second crack conviction and the amount of crack possessed exceeds three grams; (c) third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

**21 U.S.C. 853(a)(2) and 881(a)(7):** Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than one-year imprisonment.

**21 U.S.C. 881(a)(4):** Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

**21 U.S.C. 884a:** Civil fine of up to \$10,000 (pending adoption of final regulations).

**21 U.S.C. 883a:** Denial of Federal Benefits, such as student loans, grants, contracts and professional commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

**18 U.S.C. 922(g):** Ineligible to receive or purchase a firearm.

# Summary of Applicable New Jersey State and Local Laws Regarding Alcohol Offenses and Penalties

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## 1. Legal Drinking Age

**N.J.S.A. 33:1-81:** The Legal Drinking Age in the State of New Jersey is twenty-one years of age.

## 2. Regulation of Sales or Gifts

Title 33 of the New Jersey Statutes makes it unlawful to directly or indirectly sell alcoholic beverages to any person of any age without a license or special permit issued by the New Jersey Alcoholic Beverage Control Commission. “Sale” is construed to include admission charges, the sale of cups, the sale of tickets and/or the acceptance of donations.

## 3. Serving Alcoholic Beverages to Minors

**N.J.S.A. 2C:33-17:** It is a disorderly person’s offense to offer, serve or make available alcohol to persons under 21 or to entice persons under 21 to drink alcohol. This offense is punishable by up to six months in prison or a \$1,000 fine, or both. This law does not apply where 1) a parent or guardian over 21 offers, serves or makes available the alcohol; 2) the alcohol is consumed in a religious ceremony or rite; or 3) a person over 21 serves alcohol in their home to someone under 21 with the permission of and in the presence of the minor’s parent or guardian who is over 21 years of age.

**Social Host/Hostess Liability (N.J.S.A.2A: 15-5.6)** New Jersey has decided that social hosts may be directly liable to minors to whom alcohol is served. Social hosts may also be liable if they serve alcohol to a guest, knowing that the guest is intoxicated and may be driving, or to third persons injured in automobile accidents involving a guest of legal age to whom alcohol was served.

**Bartender Liability (N.J.A.C.13:2-23.1)** If a bartender either serves a minor or a visibly intoxicated customer, the bartender can be held liable for that customer’s injuries as well as injuries to a third party due to the negligent driving on the part of the customer.

## 4. Possession/Consumption Laws

**N.J.S.A. 2C:33-15:** Provides for a minimum fine of \$500 for any person under the legal drinking age (21) to possess or consume alcoholic beverages in any school, public conveyance or public place. If the offense is committed in a motor vehicle, it also carries a six-month driver’s license suspension. In addition, a court may mandate participation in an alcohol education or treatment program.

**N.J.S.A. 39:4-51a:** Provides for a minimum \$200 fine for any operator or passenger in a motor vehicle found to be in possession of any open container of an alcoholic beverage, regardless of his/her age.

## 5. Purchase of Alcoholic Beverages

An underaged person who purchases or attempts to purchase alcohol, or who misstates his/her age, or a person of legal age who purchases alcohol for an underaged person, faces a conviction of a disorderly person’s offense, which incurs a fine of not less than \$500 and loss of license for six months. In addition, the judge may revoke a driver’s license for six months from the date of conviction.

## 6. Transfer of ID

**N.J.S.A. 33:1-81.7:** Someone who is underage and uses another person’s ID card to obtain alcohol, or someone of legal age gives their ID card to an underage person so that they can obtain alcohol, faces a fine of up to \$300 or up to 60 days in jail.

## 7. False ID

**N.J.S.A. 2C:21-2.1:** A person who knowingly sells, offers or otherwise transfers or intends to transfer a document that simulates a driver’s license or other document issued by a government agency and that could

be used to verify a person's identity or age is guilty of a crime of the third degree. There is a fine of \$1,000 if convicted, with possible jail term of 4 years (or sometimes more).

#### 8. Alcoholic Beverage in the Car

**N.J.S.A. 39:4-51a–b:** A motorist or passenger found to have consumed an alcoholic beverage while in a car faces a fine of \$200 for a first offense and a fine of \$250 or ten days of community service for each subsequent offense. A motorist or passenger found to possess an open, unsealed alcoholic beverage container in a car faces a fine of \$200 for a first offense and a fine of \$250 or ten days of community service for each subsequent offense.

#### 9. Operating Motor Vehicles while Under the Influence of Intoxicants (**N.J.S.A. 17:29A-35b(2) and 39:4-50**)

Definition: A person is said to be legally intoxicated in New Jersey if their blood alcohol concentration is at or above 0.10%. A person may also be arrested and charged with driving while intoxicated (DWI) if the individual is determined to be under the influence of alcohol or drugs, regardless of the blood alcohol concentration level. A person can also be charged with or convicted of DWI for “allowing” an intoxicated driver to operate their vehicle.

##### Penalties

All persons convicted of DWI must pay an insurance surcharge of at least \$1,000 per year for three years.

In addition:

- For a first offense, there are additional fines and charges of at least \$470 (bringing the total minimum charges for a first offense to \$3,470); loss of license for 6-12 months; and a requirement to spend 12-48 hours in an Intoxicated Driver Resource Center or jail. There is also a possible potential 30-day jail term.
- For a second offense, there are additional fines and charges of at least \$720; loss of license for 2 years; a requirement to perform 30 days of community service and to spend 48 hours in an Intoxicated Driver Resource Center or jail. There is also a possible 90-day jail term.
- For a third offense, there are additional fines and charges of at least \$1,220; loss of license for 10 years; and a 180-day jail term. The insurance surcharge for a third-time offender is at least \$1,500 per year for three years.

*These fines and charges do not include court and legal fees.*

#### 10. Driving While License is Suspended due to DWI (**N.J.S.A. 39:3-40**)

If a person is found driving while their license is suspended due to a conviction of Driving While Intoxicated, they will lose their license for an additional 1-2 years, be fined \$500, and face a possible 90-day jail term. There is a minimum of 10-day sentence. If they are involved in an accident that results in an injury, they face a mandatory 45-day jail sentence.

#### 11. Refusal to Submit to a Breathalyzer Test (**N.J.S.A. 39:4–50.2**)

Any person who operates a motor vehicle on any public road, street or highway or quasi-public area in this State shall be deemed to have given consent to the taking of samples of their breath for the purpose of making chemical tests to determine the content of alcohol in their blood when requested by a police officer.

First Offense:

\$250 to \$500 fine

Six-month loss of driving privilege

All surcharges and fees as stipulated by law, plus may still be convicted of drunk driving and be assessed additional penalties as outlined above

Second Offense:

\$250 to \$500 fine

Two-year loss of driving privilege

All surcharges and fees as stipulated by law

Third Offense:

\$250 to \$500 fine

Ten-year loss of driving privilege

All surcharges and fees as stipulated by law

**12. Underage Driver who has Consumed Alcohol (N.J.S.A. 39:4-50.14)**  
A new law passed in 1992 applies to almost any alcohol consumption by underage drivers (with blood alcohol above 0.01%, but below 0.10%) and mandates suspension of driving privileges for 30- 90 days with 15-30 days community service. A person, in addition to being charged with underage consumption of alcohol, can also be charged with DWI and face the additional fines and penalties specified for a DWI conviction.

**13. Lifeline Legislation (N.J.S.A. 2C:33-15)**

Grants statutory immunity when:

- An underage person calls 9-1-1 and reports that another underage person is in need of medical assistance due to alcoholic consumption;
- The underage person who called 9-1-1 provides their name to the 9-1-1 operator;
- The underage person is the first person to make the 9-1-1 report;
- The underage person who made the 9-1-1 call remains at the scene with the person under the legal age in need of medical assistance until assistance arrives and cooperates with medical assistance and law enforcement personnel on the scene.
- The underage person who received medical assistance also shall be immune from prosecution under **N.J.S.A. 2C:33-15**.

**14. Overdose Protection Act**

**N.J.S.A. 24:6J-1:** New Jersey's Overdose Prevention Act, also referred to as the Good Samaritan Law, is intended to encourage witnesses and victims of drug overdoses to seek medical assistance by providing certain protections from criminal or civil liability, in an effort to decrease overdose-related fatalities.

**15. Possession or Consumption of Alcohol in Public places by the Underaged (N.J.S.A. 2C:33-15)**

Any person under the legal age to purchase alcoholic beverages who knowingly possesses without legal authority or who knowingly consumes any alcoholic beverage in any school, public conveyance, public place, place of public assembly, or motor vehicle is guilty of a disorderly person's offense and shall be fined not less than \$500. If the offense occurs in a motor vehicle, it will also result in a six-month loss of license.

# Hoboken Ordinance

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## Consumption in Public (**Hoboken Ordinance. c-5: 68-13**)

The drinking of alcoholic beverages on the public streets of Hoboken is hereby prohibited. No person shall serve, sell, dispense, drink or consume any alcoholic beverage on a public street, highway, avenue, alley or road of the municipality, or upon any public grounds, parks, sidewalks, marine basins or in any automobile, vehicle or in any other means of transportation on said public street, highway, alley, avenue, sidewalk, park or marine basin in said municipality.

Penalties for possessing and consuming alcoholic beverages in public vary from town to town. In Hoboken:

- Imprisonment in the county jail or in any place provided by the municipality for the detention of prisoners;
- By a fine not exceeding \$1,000; or
- By a period of community service not exceeding 90 days.

## Summary of Applicable State Laws Regarding Drug Offenses and Penalties

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**N.J.S.A. 2C:35-3:** Leader of Narcotics Trafficking Network, provides penalties for a person found to have acted as an organizer, supervisor, manager or financier of a scheme distributing any Schedules I or II drug.

**N.J.S.A. 2C:35-4:** Maintaining or Operating a Controlled Dangerous Substance (CDS) Production Facility, provides that such conduct is a first-degree crime punishable by imprisonment and fines.

**N.J.S.A. 2C:35-5:** Manufacturing, Distributing, or Dispensing, provides that such conduct results in imprisonment and fines.

**N.J.S.A. 2C:35-6:** Using a Juvenile in a Drug Distribution Scheme, provides that such conduct is a second-degree crime punishable by imprisonment and fines.

**N.J.S.A. 2C:35-7:** Drug-Free School Zones, provides that any person who distributes, dispenses, or possesses with intent to distribute a controlled dangerous substance within 1,000 feet of school property is guilty of a crime of the third degree.

**N.J.S.A. 2C:35-8:** Distribution to Persons Under Eighteen, provides that such conduct carries twice the usual term of imprisonment, fines and penalty.

**N.J.S.A. 2C:35-9:** Strict Liability for Drug-Induced Death, provides that such a situation is a first-degree crime, same as murder, but no intent need be shown, only that death resulted as a result of the use of a drug supplied by the defendant.

**N.J.S.A. 2C:35-10:** Possession, Use, Being Under the Influence, or Failure to Make Lawful Disposition, provides that such conduct carries penalties of imprisonment and fines. Possession of anabolic steroids is a third-degree crime.

**N.J.S.A. 2C:35-11:** Imitation Controlled Dangerous Substance (CDS), provides that dispensing or distributing a substance falsely purported to be a CDS is a third-degree crime and can carry a fine up to \$200,000. Paraphernalia: Drug paraphernalia is defined "...all equipment, products, and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance...including...roach clips...bongs...pipes..."

**N.J.S.A. 2C:36-3:** Distribute, Dispense, Possess with Intent to Distribute, Narcotics Paraphernalia, provides that such conduct is a fourth-degree crime.

**N.J.S.A. 2C:36-4:** Advertise to Promote Sale of Narcotics Paraphernalia, provides that such conduct is a fourth-degree crime.

**N.J.S.A. 2C:36-5:** Delivering Paraphernalia to Person Under Eighteen Years, provides that such conduct constitutes a third-degree crime.

**N.J.S.A. 2C:36-6:** Possession or Distribution of Hypodermic Syringe, provides that such conduct constitutes a disorderly person's offense.

## **Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989**

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It is unlawful for any University employee, including work-study students, and assistants in research or instruction, to manufacture, distribute, dispense, possess or use controlled substances in the workplace. Violations of such prohibitions are subject to penalties ranging from warning to permanent separation from the University. In addition, any employee convicted under a criminal drug statute for a violation occurring at the workplace must notify the University within five (5) days of that conviction.

## **Health Risks of Substance Use and Abuse**

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The use of tobacco, alcohol, and/or other drugs can have negative health implications and can often result in chronic physical ailments and chemical dependency, as well as permanent injury or

death. While the specific physical and psychological effects of drug abuse and addiction tend to vary based on the particular substance involved, the general effects of abuse or addiction to any drug can be devastating. Psychologically, intoxication with or withdrawal from a substance can cause everything from euphoria as with alcohol, Ecstasy, or inhalant intoxication, to paranoia with marijuana or steroid intoxication, to severe depression or suicidal thoughts with cocaine or amphetamine withdrawal. In terms of effects on the body, intoxication with a substance can cause physical effects that range from marked sleepiness and slowed breathing as with intoxication with heroin or sedative hypnotic drugs, to the rapid heart rate of cocaine intoxication, or the tremors to seizures of alcohol withdrawal.

What follows is a summary of the health effects and risks associated with various illicit drugs:

**Substance Abuse** — All students and employees should be aware that the use of tobacco, alcohol and/ or other drugs can have negative health implications and can often result in chronic physical ailments and chemical dependency, as well as permanent injury or death.

**Alcoholic Beverages** — Whether in the form of beer, wine or liquor, alcohol is a mind-altering chemical that has effects similar to barbiturates and narcotics. Alcohol acts as a depressant to the central nervous system. Even though small amounts of alcohol can produce mild relaxation and a feeling of well-being, alcohol affects each individual in different ways. Alcohol can cause intoxication, sedation, unconsciousness or death. Hangovers are probably the best-known sign of too much alcohol in the body. They are caused by the body's reaction to the toxic, or poisonous, effects of alcohol. Often those effects can occur at very low levels of drinking.

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

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics.

Here are some facts regarding alcohol poisoning, blood alcohol levels and binge drinking:

### Signs of Alcohol Poisoning

- Staggering
- Slurred speech
- Incoherent, unresponsive and/or unconscious speech
- Numbness (does not react when pinched)
- Skin becomes pale, blue, cold and/or clammy
- Breathing becomes irregular, slow or shallow
- Check for attentiveness (does person respond to her/his name; pinch skin).
- Do not leave the person alone.
- Turn the person on her/his side to prevent airway blockage if s/he vomits.
- Call for help; seek medical attention. Blood Alcohol Level (BAL)

The first consistent mood or behavioral changes occur when the blood alcohol level (BAL) reaches 0.05%. This level is reached by a 150 lb. person taking two drinks in an hour. The person might feel relaxed and have a sense of well-being. However, alcohol has already begun to affect their reflexes, vision, coordination, ability to concentrate, judgment and restraint. This interferes with their ability to operate a car or other machinery safely.

At a BAL of 0.10% to 0.20%, alcohol further impairs a person's motor functions. Walking and hand and arm coordination are clearly affected. The person is likely to be clumsy. Reaction times increase greatly; that is, the person does not respond to stimuli as quickly. The drug seriously hampers reasoning and judgment. Most states consider a person legally intoxicated when they have a BAL of 0.10%.

At a BAL of 0.30% to 0.40%, alcohol further affects the centers of the brain that control response to stimuli and understanding. The person is probably in a stupor. Although possibly aware, they will not understand what they hear or see.

A BAL above 0.30% is very dangerous. Alcohol blocks the brain's ability to control breathing and heartbeat. This can result in unconsciousness and possible death. A person with a BAL of 0.30% should receive immediate medical care.

### Heavy Drinking and Its Social Effects

Heavy episodic or "high risk" drinking was first brought to national attention in 1993 by the Harvard School of Public Health College Alcohol Study and has become the focus of extensive media coverage. Defined as five (5) drinks in one drinking session for males (four drinks for females), one or more times in a two-week period, binge, or high-risk, drinking is referred to by the Harvard researchers as the most serious health hazard confronting American colleges and universities.

## Other Physical Effects

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Each year, alcohol is involved in more than half of the auto accidents in the U.S. Even a B.A.L. of 0.03% can impair a person's ability to drive or operate machinery safely.

Any amount of alcoholic consumed while pregnant may cause severe damage to the developing fetus.

Heavy, prolonged or excessive drinking can lead to malnutrition, cancer, psychological problems, miscarriages and infertility in females, impotency and sterility in males.

Liver — 95% of all alcohol is metabolized by the liver. Because clearing alcohol out of the body is a “priority,” the other functions of the liver, such as regulating blood glucose levels, are slowed.

Stomach — Alcohol causes a surge in the flow of digestive acids that can irritate the stomach lining. Nausea and vomiting frequently occur, while regular heavy drinking causes ulcers and chronic stomach problems.

Heart — Alcohol makes the heart work harder and less efficiently. Long-term heavy drinking is associated with heart muscle disease, irregular heartbeats and an increased risk of coronary artery disease.

## Controlled Substances

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Marijuana — Marijuana is a drug taken to produce a euphoric feeling and a state of relaxation. The short-term effects of marijuana include distortion of time perception, increased heart rates, dilation of the blood vessels and loss of short-term memory. Visual perception and psychomotor skills are also decreased, which has adverse effects on driving ability. The effects of long-term use include loss of motivation, chronic bronchitis, decreased lung capacity and an increased risk of lung cancer. In men, marijuana use has caused lower levels of the sex hormone testosterone and an increase in abnormal sperm.

Cocaine — Cocaine is a powerful stimulant. The drug's immediate effect is to create a feeling that is often described as euphoric. It creates increased alertness, suppresses appetite and temporarily relieves depression. Studies indicate that cocaine's effects on the body and psyche are dangerous, and that some damage may be irreversible. The least harmful effects are nosebleeds and nasal erosions that result from irritation of the lining of the nose when the drug is inhaled. Most dangerous are the “coke blues,” which are the intense downs that occur, often after a high, and result in the user trying other drugs to relieve the physical and emotional discomfort. There is a strong psychological dependence to cocaine that slowly accumulates as tolerance to the drug builds. Long-term use of cocaine can cause paranoia, sexual dysfunction and deep depression.

Ecstasy or MDMA (methylenedioxymethamphetamine) — Ecstasy is a stimulant that combines the properties of methamphetamine or “speed” with mind-altering or hallucinogenic properties. It has been billed as the “perfect drug” by users because it can induce enhanced thinking, coordination and empathy. Because of many different recipes used to manufacture Ecstasy, deaths have been caused by substances added during production of the drug. Users are at particular risk of heat exhaustion and dehydration with physical exertion. Long-term use has been shown to cause brain damage.

Special K (ketamine hydrochloride) — Ketamine hydrochloride is primarily used in veterinary medicine. Human users experience hallucinations and can experience a loss of time and identity. Ketamine can cause delirium, amnesia, impaired motor function, high blood pressure, depression, recurrent flashbacks and potentially fatal respiratory problems.

LSD — LSD is a potent hallucinogen derived from a fungus that grows on rye and other grains; the effects of LSD are unpredictable. A “bad trip” can be terrifying, including frightening thoughts and feelings, fear of losing control, fear of insanity, and death. Chronic users may experience flashbacks and visual hallucinations long after use of the drug has stopped.

Rohypnol (“Roofie”) – Rohypnol is a strong sedative (flunitrazepam), commonly referred to as the “date rape” drug, causes extreme drowsiness, and can cause deep sedation and amnesia. This drug is particularly dangerous, especially when combined with alcohol or other drugs, because of its sedative effects. It may have a paradoxical effect and cause aggression in some users.

GHB (gamma hydroxybutyrate) – GHB is also referred to as a “date rape” drug. It is a central nervous system depressant that produces intoxication, followed by deep sedation. GHB can cause nausea, vomiting, delusions, depression, seizures, loss of consciousness, and coma. When combined with alcohol or other drugs, the potential for deadly overdose increases dramatically.

Stimulants – Caffeine is the most widely used stimulant and can be found in coffee, tea, soda and cold medications. Amphetamines are known as “speed and uppers.” Stimulants increase awareness, keep people awake and depress the appetite. Short-term effects include elevated blood pressure, nervousness and hyperactivity. Long-term effects include insomnia, malnutrition and acute psychosis.

Tobacco – Tobacco contains nicotine, another central nervous system stimulant. Use of tobacco can cause heart disease, lung cancer, emphysema and other diseases. Use of tobacco by pregnant women is linked to higher incidence of stillborn and premature infants and low birth weights in infants. Some studies indicate that the children of people who smoke while pregnant have an increased risk for developing conduct disorders.

Depressants – Downers and depressants include Quaaludes, barbiturates and tranquilizers. These drugs reduce anxiety, induce sleep, and promote relaxation. Used together, they can be extremely dangerous and can suppress the central nervous system enough to cause death. Downers cause slowed response time, loss of rational judgment, decreased coordination and loss of motor skills. Driving skills are seriously affected.

Tolerance and physical dependence often develop.

Hallucinogens – Hallucinogens include LSD, mescaline and PCP. They promote dream-like perceptions and panic reactions that produce horrifying perceptions. PCP is particularly dangerous and can cause a person to become violent to her/himself and others.

Narcotic Analgesics – These drugs include opium, morphine, heroin and codeine. They relieve pain without the loss of consciousness. Narcotics can cause physical dependence to develop over a short period of time. Too much of a narcotic can cause a person to stop breathing. Intravenous narcotic use is associated with increased risk of AIDS and hepatitis.

Inhalants – The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays also decrease heart rate and respiration and impair judgment. Long-term use can result in permanent damage to the nervous system. High concentration of inhalants can cause disorientation, violent behavior, unconsciousness or death.

Steroids – Steroids are drugs that resemble the male sex hormone testosterone. Popular since the 1950s, steroids have been used by athletes and body builders to increase muscle mass and improve athletic performance. Taken in high doses, steroids can cause psychological dependence, increased anger, aggression and depression, and will stunt growth in adolescents who have not attained full height. Males may experience nipple and breast growth, shrunken testicles and baldness.

## Sources of Help

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We strongly urge any student who has a drug problem to seek professional help. Professional help and support is available on the Stevens campus. If you are aware of a friend or roommate who has an alcohol or drug problem, urge him or her to reach out for assistance, or you can find out specific ways that you can help.

On campus, any student facing a problem can receive free support from any of these Stevens resources:

- Dean of Students, 201.216.5699, University Center, 2nd Floor, Room 218
- Counseling and Psychological Services, 201.216.5177, Student Wellness Center, 2nd Floor
- Student Health Services, 201.216.5678, Student Wellness Center, 1st Floor
- Office of Student Support, Martha Bayard Stevens Hall, 3rd Floor, Room 301A
- Office of Community Standards, University Center, Room 2nd Floor, Room 215
- Office of Undergraduate Student Life, 201.216.5699, University Center, 2nd Floor, Room 219
- Office of Graduate Student Life, 201.216.5633, Martha Bayard Stevens Hall, 1st Floor
- Campus Police, 201.216.5105, Basement of Kidde Building

Off campus, the following resources and treatment centers provide assistance for drug and alcohol problems:

- [Addiction Hotline of NJ](#) (844-732-2465)
- [Alcoholics Anonymous of NJ](#) (908-687-8566)
- [Al-Anon Family Groups](#) (973-744-8686)
- [Narcotics Anonymous](#) (888-667-0854)
- [Harbor Alcoholism Treatment, Hoboken](#) (201-876-9158)
- [Carepoint Community Mental Health Center, Hoboken](#) (201-792-8200)
- [Summit Oaks Hospital](#) (800-753-5223)

## Outpatient and Residential Treatment

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Christ Hospital  
176 Palisade Ave  
Jersey City, NJ 07306  
201.795.8376

Addictions program offers both inpatient and outpatient services.

Bayonne Community Mental Health Center  
601 Broadway  
Bayonne, NJ 07002  
201.339.9200

Addictions program offers both outpatient and partial-care services.

Bayonne Medical Center  
29th Street at Avenue E  
Bayonne, NJ 07002  
201.858.5298

Psychiatric inpatient unit and psychiatric emergency services.

Hoboken University Medical Center (St. Mary's Hospital-Hoboken)  
308 Willow Ave  
Hoboken, NJ 07030  
201.792.8200

Offers dual patients services, partial-care programs, and outpatient services.

Giant Steps at Hoboken University Medical Center  
61 Monroe Street  
Hoboken, NJ 07030  
201.792.8290

The Giant Steps Program provides an array of services including:

- Bio-Psychosocial Assessment
- Early Intervention
- Treatment Planning
- Individual Counseling
- Group Counseling
- Family Sessions
- Urinalysis Screening
- IDRC Services

# APPENDIX B: NEW JERSEY ANTI-HAZING LAW

## Timothy J. Piazza's Law

### § 2C:40-3: Hazing; aggravated hazing

- a. A person is guilty of hazing, a disorderly person's offense, if, in connection with initiation of applicants to or members of a student or fraternal organization, he knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury.
- b. A person is guilty of aggravated hazing, a crime of the fourth degree, if he commits an act prohibited in subsection a. which results in serious bodily injury to another person.

### § 18A:3-25: Pledge's Bill of Rights

The Attorney General shall develop a "Pledge's Bill of Rights" which outlines acceptable and unacceptable behavior and activities in regard to the pledge or rushing activities of college and university fraternities and sororities and other similar campus organizations. In developing the Bill of Rights, the Attorney General shall review the existing pledge and anti-hazing policies and procedures of public and independent institutions of higher education within the State and shall, as appropriate, incorporate those policies into the bill of rights. The Attorney General shall make the "Pledge's Bill of Rights" available to each institution of higher education within the State.

### § 18A:3-26: Information on Hazing Included

The bill of rights developed by the Attorney General pursuant to section 2 of P.L.1991, c.388 (C.18A:3-25) shall include information on the criminal penalties for hazing and aggravated hazing established pursuant to P.L.1980, c.169 (C.2C:40-3 et seq.).

### Pledge's Bill of Rights Statutory Authority

This Pledge's Bill of Rights has been developed by the Attorney General pursuant to N.J.S.A. 18A: 3-24 et seq.

### Pledge

For the purpose of this Pledge's Bill of Rights, a pledge is defined as any student at the college/ university attempting to become a member of a fraternity or sorority or other similar campus organization.

### Definition of Hazing

For the purpose of this Pledge's Bill of Rights, "hazing" shall mean:

As indicated, pursuant to the New Jersey Statute:

- 2C: 40-3: a. A person is guilty of hazing, a disorderly person's offense, if, in connection with initiation of applicants or members of student or fraternal organizations, he knowingly or recklessly organizes, promotes, facilitates, or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury.
- b. A person is guilty of aggravated hazing — a crime of the fourth degree — if he commits an act prohibited in subsection a., which results in serious bodily injury to another person.
- 2C: 40-4: Notwithstanding any other provision of Title 2C of the New Jersey Statutes to the contrary, consent shall not be available as a defense to a prosecution under this act.
- 2C: 40-5: Conduct constituting an offense under this Act may, at the discretion of the prosecution attorney, be prosecuted under any other applicable provision of Title 2C of the New Jersey Statutes: and

Other behaviors or activities in addition to those prohibited under N.J.S.A. 2C: 40 et seq.

### **Prohibition on Hazing**

A pledge shall have the right to be free of all activities, which may constitute hazing while attempting to become a member of a fraternity or sorority, or other campus organization. Campus organizations and their members are prohibited from engaging in or encouraging others to engage in activities that are defined as hazing.

A broad range of behaviors that may place another person in danger of bodily injury or behavior that demonstrates indifference or disregard for another person's dignity or well-being may be classified as hazing under the above definition. Examples include, but are not limited to, the following:

- Forced or required ingestion of alcohol, drugs, food or any undesirable substance.
- Participation in sexual rituals or assaults.
- Mentally abusive or demeaning behavior.
- Acts that could result in physical, mental or emotional deprivation or harm.
- Physical abuse - e.g., whipping, paddling, beating, tattooing, branding and exposure to the elements.

### **Acceptable Behavior**

The pledge initiation process should be conducted in a manner which respects the dignity of pledges and protects their mental and physical well-being. Examples of acceptable behavior include pledge activities that are not classified as hazing but promote scholarship, promote service, develop leadership and/or social skills, assist career goals, involve students with alumni, improve relations with others, build awareness of fraternity or sorority history, instill a sense of brotherhood or sisterhood, foster solidarity or otherwise promote the institutional mission of the host college or university.

### **Written Notification of Rights**

Institutions shall require all fraternities, sororities and other similar campus organizations to provide all pledges with a written Bill of Rights that includes the provisions set forth herein. The written Bill of Rights shall be signed by the student pledge and filed in the appropriate office of the institution.

### **Other Policies Governing the Rush or Pledge Process**

Delineation of additional responsibilities of fraternities, sororities and other similar campus organizations in regard to rush or pledge activities shall rest with individual institutions. As such, institutions may develop policies and regulations governing other aspects of the rush or pledge process, which may include pledge and membership education, student eligibility to pledge, limitations on the pledge period, and membership selection.

Institutions may develop policies and procedures for discipline violations of its pledge process. Institutional action on a hazing violation is independent of any action which a prosecutor may pursue for violations under Title 2c.

### **The Stop Campus Hazing Act H.R. 5646**

To amend the Higher Education Act of 1965 to require institutions of higher education to disclose hazing incidents, and for other purposes.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,*

#### **SECTION 1. Short title.**

This Act may be cited as the "Stop Campus Hazing Act".

## **SEC. 2. Inclusion of hazing incidents in annual security reports.**

(a) Statistics on hazing incidents.—

(1) IN GENERAL.—Section 485(f)(1)(F) of the Higher Education Act of 1965 ([20 U.S.C. 1092\(f\)\(1\)\(F\)](#)) is amended—

(A) in clause (i)(IX), by striking “and” after the semicolon;

(B) in clause (ii), by striking “and” after the semicolon;

(C) in clause (iii), by striking the period at the end and inserting “; and”; and

(D) by adding at the end the following:

“(iv) of hazing incidents that were reported to campus security authorities or local police agencies.”.

(2) COMPILATION OF HAZING INCIDENTS.—Section 485(f)(7) of the Higher Education Act of 1965 ([20 U.S.C. 1092\(f\)\(7\)](#)) is amended by inserting after the second sentence the following: “For hazing incidents referred to in clause (iv) of paragraph (1)(F), such statistics shall be compiled per each single hazing incident and in accordance with the definition of the term ‘hazing’ in paragraph (6)(A)(vi), and if the same person or persons commit more than one hazing act, and the time and place intervals separating each such act are insignificant, such acts shall be reported as a single hazing incident.”.

(3) BEGINNING OF COMPILATION OF HAZING STATISTICS.—Not later than January 1 of the first year after the date of enactment of this Act, each eligible institution participating in any program under title IV of the Higher Education Act of 1965 ([20 U.S.C. 1070 et seq.](#)), other than a foreign institution of higher education, shall begin to collect statistics on hazing incidents for the purpose of complying with clause (iv) of section 485(f)(1)(F) of such Act, as added by paragraph (1) of this subsection.

(4) DEFINITION OF HAZING.—Section 485(f)(6)(A) of the Higher Education Act of 1965 ([20 U.S.C. 1092\(f\)\(6\)\(A\)](#)) is amended by adding at the end the following:

“(vi) The term ‘hazing’, for purposes of reporting statistics on hazing incidents under paragraph (1)(F)(iv), means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that—

“(I) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and

“(II) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—

“(aa) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone’s body, or similar activity;

“(bb) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;

“(cc) causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;

“(dd) causing, coercing, or otherwise inducing another person to perform sexual acts;

“(ee) any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;

“(ff) any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and

“(gg) any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.”.

(5) DEFINITION OF STUDENT ORGANIZATION.—Section 485(f)(6)(A) of the Higher Education Act of 1965 (20 U.S.C. 1092(f)(6)(A)) is further amended by adding at the end the following:

“(vii) The term ‘student organization’, for purposes of reporting under paragraph (1)(F)(iv) and paragraph (9) (A), means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.”.

(b) Statement of policy and prevention program on hazing.—Section 485(f)(1) of the Higher Education Act of 1965 (20 U.S.C. 1092(f)(1)) is amended by inserting after subparagraph (J) the following:

“(K) A statement of current policies relating to hazing (as defined by the institution), how to report incidents of such hazing, and the process used to investigate such incidents of hazing, and information on applicable local, State, and Tribal laws on hazing (as defined by such local, State, and Tribal laws).

“(L) A statement of policy regarding prevention and awareness programs related to hazing (as defined by the institution) that includes a description of research-informed campus-wide prevention programs designed to reach students, staff, and faculty, which includes—

“(i) the information referred to in subparagraph (K); and

“(ii) primary prevention strategies intended to stop hazing before hazing occurs, which may include skill building for bystander intervention, information about ethical leadership, and the promotion of strategies for building group cohesion without hazing.”.

(c) Effective date; application.—The amendments made by this section shall—

(1) take effect on the date that is 6 months after the date of enactment of this Act; and

(2) apply with respect to the annual security report required under section 485(f)(1) of the Higher Education Act of 1965 (20 U.S.C. 1092(f)(1)) for the calendar year that is 2 years after such date of enactment, including any data collected on or after such effective date, and any subsequent report required under such section.

### **SEC. 3. Campus hazing transparency report.**

Section 485(f) of the Higher Education Act of 1965 (20 U.S.C. 1092(f)) is further amended—

(1) by redesignating paragraphs (9) through (18) as paragraphs (10) through (19), respectively; and

(2) by inserting after paragraph (8) the following:

“(9) (A) Each institution participating in any program under this title, other than a foreign institution of higher education, shall develop, in accordance with the institution’s statement of policy relating to hazing under paragraph (1)(K), a report (which shall be referred to as the ‘Campus Hazing Transparency Report’) summarizing findings concerning any student organization (except that this shall only apply to student organizations that are established or recognized by the institution) found to be in violation of an institution’s standards of conduct relating to hazing, as defined by the institution, (hereinafter referred to in this paragraph as a ‘hazing violation’) that requires the institution to—

“(i) beginning July 1, 2025, collect information with respect to hazing incidents at the institution;

“(ii) not later than 12 months after the date of the enactment of the Stop Campus Hazing Act, make the Campus Hazing Transparency Report publicly available on the public website of the institution; and

“(iii) not less frequently than 2 times each year, update the Campus Hazing Transparency Report to include, for the period beginning on the date on which the Report was last published and ending on the date on which such update is submitted, each incident involving a student organization for which a finding of responsibility is

issued relating to a hazing violation, including—

“(I) the name of such student organization;

“(II) a general description of the violation that resulted in a finding of responsibility, including whether the violation involved the abuse or illegal use of alcohol or drugs, the findings of the institution, and any sanctions placed on the student organization by the institution, as applicable; and

“(III) the dates on which—

“(aa) the incident was alleged to have occurred;

“(bb) the investigation into the incident was initiated;

“(cc) the investigation ended with a finding that a hazing violation occurred; and

“(dd) the institution provided notice to the student organization that the incident resulted in a hazing violation.

“(B) The Campus Hazing Transparency Report may include—

“(i) to satisfy the requirements of this paragraph, information that—

“(I) is included as part of a report published by the institution; and

“(II) meets the requirements of the Campus Hazing Transparency Report; and

“(ii) any additional information—

“(I) determined by the institution to be necessary; or

“(II) reported as required by State law.

“(C) The Campus Hazing Transparency Report shall not include any personally identifiable information, including any information that would reveal personally identifiable information, about any individual student in accordance with section 444 of the General Education Provisions Act (commonly known as the ‘Family Educational Rights and Privacy Act of 1974’).

“(D) The institution shall publish, in a prominent location on the public website of the institution, the Campus Hazing Transparency Report, including—

“(i) a statement notifying the public of the annual availability of statistics on hazing pursuant to the report required under paragraph (1)(F), including a link to such report;

“(ii) information about the institution’s policies relating to hazing under paragraph (1)(K) and applicable local, State, and Tribal laws on hazing; and

“(iii) the information included in each update required under subparagraph (A)(iii), which shall be maintained for a period of 5 calendar years from the date of publication of such update.

“(E) The institution may include, as part of the publication of the Campus Hazing Transparency Report under subparagraph (D), a description of the purposes of, and differences between—

“(i) the report required under paragraph (1)(F); and

“(ii) the Campus Hazing Transparency Report required under this paragraph.

“(F) For purposes of this paragraph, the definition of ‘campus’ under paragraph (6)(A)(ii) shall not apply.

“(G) An institution described in subparagraph (A) is not required to—

“(i) develop the Campus Hazing Transparency Report under this subsection until such institution has a finding of a hazing violation; or

“(ii) update the Campus Hazing Transparency Report in accordance with clause (iii) of subparagraph (A) for a period described in such clause if such institution does not have a finding of a hazing violation for such period.”.

**SEC. 4. Jeanne Clery Campus Safety Act.**

Paragraph (19) of section 485(f) of the Higher Education Act of 1965 ([20 U.S.C. 1092\(f\)\(19\)](#)), as so redesignated, is amended by striking “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” and inserting “Jeanne Clery Campus Safety Act”.

**SEC. 5. Rule of construction.**

Nothing in this Act, or an amendment made by this Act, shall be construed to affect the rights (including remedies and procedures) available to persons under the First Amendment of the Constitution of the United States or rights to due process.