



STUDENT HANDBOOK

2025-2026

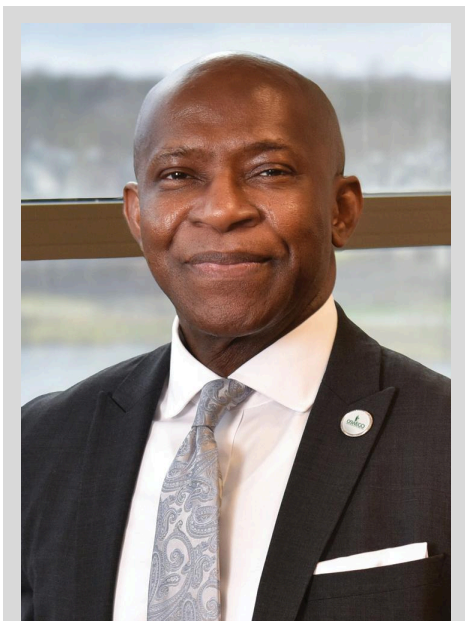
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The Student Handbook is published annually by the Division of Student Affairs
Questions or suggestions may be directed to:

Office of the Dean of Students
501 Culkin Hall | 315-312-5483 | deanofstudents@oswego.edu



Message from the President

The start of every semester at SUNY Oswego is an amazing time. I share your excitement about discovering all the university has to offer, making new connections, and enjoying the many wonderful experiences this tremendous community presents.

You made the right decision to come to a storied institution, founded 164 years ago, on a simple but powerful promise: to transform lives and ignite new possibilities. You belong here and deserve the best experience as you pursue this promise that is so vital for upward mobility and the maintenance and sustenance of our democracy. Creating and supporting your success is the most important and rewarding part of being your president. Your success is also a priority of all members of the Oswego family and all operations of the university.

This Student Handbook serves as a guide to help you navigate your years here successfully. We value each one of you, so it's important that every community member realizes the best ways to create a safe, inclusive, respectful, supportive, responsible and vibrant university experience. These policies and procedures are your roadmap from your first day through graduation.

We encourage you to take advantage of SUNY Oswego's many resources. Whether you're seeking opportunities to engage in hands-on research with a faculty mentor, increase understanding of our course content through tutoring or advising programs, explore avenues for finding internships, volunteer experiences, and/or ways to develop your career readiness, you will find so many possibilities. These programs and offerings are all staffed by helpful and caring members of the university community who share our goal of helping you achieve your academic goals.

Student involvement is another key part of unlocking the best campus experience. Students who join clubs and organizations, and who participate in events and out-of-class activities, find this kind of engagement to be the best way to make friends, gain leadership experience and hone new skills, and establish lifelong connections.

Let me be one of many to welcome you to the SUNY Oswego family! I look forward to seeing you in person or virtually, if you are an online student, and sharing a smile at Commencement.

Sincerely,

Peter O. Nwosu
President, SUNY Oswego

SUNY Oswego

Alma Mater

Voices fill the air singing reverently
Pledging our school fair truth and loyalty
This our song we raise in her name and praise
Oswego, Alma Mater, Hail to Thee
Ever in our heart you will cherished be
All that you impart makes us bound to thee
And our college days we'll recall always
Oswego, Alma Mater, gloriously
Wisdom pure and bright, light our way to see
All the good and right where e're we may be
So that all we do will pay tribute to
Oswego, Alma Mater, endlessly.

What is the Student Handbook?

The SUNY Oswego Student Handbook is intended to serve as a resource for SUNY Oswego Students as they navigate their time at the University. Students are encouraged to review it annually and reference it frequently when questions arise.

The Student Handbook serves as a companion to University webpages, where many policies and University guidelines can be found. Throughout this handbook students will find links that will take them to additional resources, full policies, etc.

Students are responsible for the information available on those webpages, as well as for the information contained within this handbook.

Below are quick links to the webpages of important student support offices, and a directory of the departments within the [Division of Student Affairs](#).

Students may use the Student Handbook as a quick reference guide when seeking answers to questions, or are in need of support, and assistance.

Where to Start?

[Oz Concern Navigator](#), a web-based application available 24/7 designed to help you find resources on campus, based on various concerns.

[Office of the Dean of Students](#), if you aren't sure where to get assistance.

[The Advisement Center](#), for all questions related to your academics.

[The Office of Financial Aid](#), for concerns about your bill and to explore options for paying your bill.

[The Office of Diversity and Inclusion](#), to talk with someone about a bias incident or Title IX situation.

[The Office of Accessibility Resources](#), to request accommodations.

Division of Student Affairs (DSA)

The Division of Student Affairs is a student-centered division whose staff members support the growth and development of students inside and outside of the classroom. DSA offers programs and opportunities that support student success, through initiatives that connect students to campus resources and to one another; complement and supplement classroom learning; and actively engage students in our campus community. Students have opportunities to develop a sense of belonging and accomplish both their academic and personal goals.

We are committed to our students and to the student experience at Oswego. We seek out opportunities to hear and amplify students' voices and to serve as role models and student advocates. We believe in a holistic approach to student success and strive to create an environment where all students will flourish.

Name	Office	Phone
Dr. Kathleen G. Kerr Vice President for Student Affairs	711 Culkin Hall	315-312-3214
Dr. Gabriel Marshall Associate Vice President for Student Affairs	711 Culkin Hall	315-312-3214
Ms. Christy Huynh Assistant Vice President for Student Affairs and Dean of Students	501 Culkin Hall	315-312-5483
Auxiliary Services oswego.edu/auxiliary-services	507 Culkin Hall	315-312-2106
Campus Events and Conference Services oswego.edu/campus-life/event-management	135 Marano Campus Center	315-312-2301
Campus Recreation oswego.edu/campus-recreation	101 Lee Hall	315-312-3114
Counseling Services oswego.edu/counseling-services	150 Mary Walker	315-312-4416
Health Services oswego.edu/walker-health-center	119 Mary Walker	315-312-4100
Intercollegiate Athletics oswegolakers.com	203 Laker Hall	315-312-3056
Office of Accessibility Resources oswego.edu/accessibility-resources	155 Marano Campus Center	315-312-3358
Office of the Dean of Students oswego.edu/student-affairs/dean-students	501 Culkin Hall	315-312-5483
Office of Diversity and Inclusion oswego.edu/diversity	710 Culkin Hall	315-312-4478
Office of Student Conduct oswego.edu/student-conduct	501 Culkin Hall	315-312-3378
Residence Life and Housing oswego.edu/reslife	303 Culkin Hall	315-312-2246
Student Engagement and Leadership oswego.edu/sel	131 Marano Campus Center	315-312-5420
Student Orientation and Family Engagement oswego.edu/sofe	145 Marano Campus Center	315-312-5522

Regulations and Procedures for Maintaining Public Order on Campuses of the State University of New York

It is the policy of the State University of New York (University) to comply with legal requirements of NYS Education Law §6430. Accordingly, the Board of Trustees of the State University of New York has adopted written rules ([8 NYCRR §535](#)) for the maintenance of public order on University campuses and other campus properties used for educational purposes pursuant to NYS Education Law §6430.

The [Rules for the Maintenance of Public Order policy](#) outlines the rules for the maintenance of public order (including prohibited conduct), applicability and communication of the rules, and statements regarding freedom of speech, assembly, picketing and demonstrations on campuses. Campus procedures and penalties for the violation of the rules and enforcement procedures are prescribed.

Office of Student Conduct

SUNY Oswego promotes standards of student behavior and conduct that help maintain a campus environment where ideas are freely exchanged, property and processes are respected, and conflicts are resolved civilly.

Code of Conduct

The Code of Conduct, administered by the Director of Student Conduct, outlines policies and procedures to address violations that interfere with the educational mission of the University including residential conduct, organizational conduct, organizational misconduct, and sexual misconduct.

[SUNY Oswego Code of Conduct](#)

University Disciplinary Status

Students, recognized student organizations, groups and athletic teams who have violated the Code and receive imposed sanctions ranging from disciplinary probation to expulsion are considered to be not in Good Standing with the university. Good Standing includes a requirement that all matters pending with Student Conduct have been fully and finally resolved including, but not limited to, full satisfaction of any disciplinary sanctions imposed, or active status (period of observation and review) has been lifted. Students, student organizations, groups and athletic teams who are not in good standing may be ineligible to participate in university activities or programs, hold positions with campus offices and/or organizations, or run for or hold certain campus-wide leadership positions.

Student groups or organizations who have been suspended may apply for reinstatement. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from the university. Any evidence that members of a student group or organization have failed to comply with restrictions imposed by disciplinary action may result in individual charges and may postpone the group or organization's ability to be reinstated or registered in the future.

Hazing Statement

Student groups, organizations, and athletic teams are an integral component of campus life. At all times participants in University programs and activities are expected to act in accordance with the Code of Conduct and treat others with respect. Hazing can happen in any organization and is not limited to fraternities and sororities. In all forms, hazing is abusive, degrading, psychologically damaging, often life-threatening, and has no place within the SUNY Oswego community. The University takes every report of hazing seriously and will investigate all complaints thoroughly and vigorously to ensure all students are treated with fairness and dignity. Those found responsible for committing, soliciting, encouraging, directing, aiding, or recklessly permitting hazing to occur will be subject to disciplinary action. Sanctions may range from educational outcomes to suspension or expulsion.

[SUNY Oswego Hazing Policy and Prevention](#)

Good Samaritan Policy

Students, student groups, and organizations are strongly encouraged to seek immediate medical assistance for any person who may be suffering from a medical emergency. To minimize hesitation in getting help for a person experiencing adverse side effects from alcohol or drug consumption, amnesty from disciplinary action for minor alcohol and drug violations may be granted to anyone who, in good faith and in a timely manner, seeks emergency medical assistance for themselves or someone in need. The conditions of this policy are as follows:

- Students involved in a situation where alcohol/drug consumption led to a medical emergency must, as a condition of this policy, agree to participate in additional educational programming surrounding responsible use of alcohol/drugs. Fees related to these activities will be waived or significantly reduced for all parties.
- Amnesty from disciplinary measures will be revoked whenever a student fails or refuses to complete educational programming following the incident.
- In most circumstances, parents/guardians **will not** be notified of the outcome.
- Amnesty **will not** be granted for violations of *M.10.Operation of a motor vehicle while under the influence of alcohol, including but not limited to a DUI/DWI* and *N.4. Manufacturing, selling, or distribution of drugs, controlled substances, or non-prescribed medication*.
- Incidents that qualify for the Good Samaritan policy will not be added to student disciplinary records and **will not** be subject to disclosure to third party entities requesting access to view student disciplinary records.
- Amnesty is not guaranteed in all circumstances. The Director of Student Conduct makes final determinations on the application, scope, and appropriateness of the Good Samaritan policy for each unique incident.

Amnesty Policy for Alcohol and/or Drug Use Amnesty in Sexual Violence Cases

The health and safety of every student at the State University of New York and its State-operated and community Universities is of utmost importance. SUNY Oswego recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Oswego strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to the Title IX coordinator. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to SUNY Oswego officials or law enforcement will not be subject to SUNY Oswego code of conduct action for violations of alcohol and/ or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Refer to the policies page for additional information: <https://ww1.oswego.edu/title-ix/policies>. If you have any questions about any of the applicable policies, please contact lisa.evaneski@oswego.edu.

University Policies

Academic Policies

University standards and policies related to Academics for undergraduate students may be found in the ["University Standards and Policies" section of the Undergraduate Catalog.](#)

University standards and policies related to Academics for graduate students may be found in the ["Academic Procedures and Regulations" section of the Graduate Catalog.](#)

Attendance Policy

The attendance policy is focused on achieving effective instruction, scholarly accomplishment, and sustaining an effective learning environment. Student achievement and the development of scholarship are responsibilities shared by the student and the university. It is the responsibility of the staff of the university to provide worthwhile and rewarding learning experiences commensurate with the objectives of the university, and it is the responsibility of each student to maintain attendance at each class and other assigned educational activity since such attendance is essential to obtain optimum benefits from the university programs. Regular class attendance is expected and is obligatory. Faculty may consider attendance when determining grades.

1. Absences

- a. Students who have two unexcused absences during the first two class meetings of the semester may be dropped from the course at the discretion of the instructor. The instructor or the department offering the course will notify the Registrar of this action. However, students should not assume that they have been dropped from a class just because the first two classes were missed. It is ultimately the responsibility of students to drop a course that they are not planning to attend by the deadline published in the university calendar. Failure to do this may result in a failing grade for the course.
- b. The university does not set a numerical quota of allowable absences. However, regular class attendance is obligatory and each faculty member may set an attendance policy in their course syllabus. Any absence from class or other assigned educational activity results in lessening, to some degree, the student's progress. It is, therefore, the responsibility of each student, insofar as possible, to become acquainted with the concepts and to attain the skills developed in any class missed.

2. Procedures

- a. If an instructor determines that a student has failed a class due to lack of attendance as stipulated in the course syllabus, the student should be notified as soon as possible via e-mail or in person. Depending on the timing of this final absence, the student may have time to withdraw from the class, but this action is the responsibility of the student and falls under the rules of late course withdrawal.
- b. The university recognizes that certain instances of absence from class are unavoidable. In the case of such unavoidable absence, the student should consult the course syllabus for any statement concerning absence and talk with the instructor before, during, and/or immediately after the absence occurs, whichever is possible. The student should also realize that the attendance of the entire semester may factor into the instructor's decision about such unavoidable absences. The best policy is to have excellent attendance so most course attendance policies may accommodate such unavoidable absences.
- c. Faculty members have the responsibility, insofar as feasible, to provide students with the opportunity to make up any examination, study, or work requirement missed for duly verified medical reasons, university sponsored activities, religious observances or other unavoidable absence.

Experiential and Field Placements

The university encourages students to make full use of the learning environment outside the classroom. Work and volunteer experiences broaden a student's understanding and provide opportunities to apply concepts learned in the classroom to practical situations. Learning is enhanced by applying classroom learning and by reflecting on these experiences.

1. Expectations for Behavior

The university expects students to be responsible, ethical and professional in all work environments consistent with guidelines as expressed in the Code of Conduct, including adherence to federal, state and local laws and the policies of the field placement site. Students who engage in experiential placements, both on and off-campus, such as internships, co-ops, student teaching, practica, community service, service learning, and field-based independent studies are participating in university sponsored programs and thus, are subject to the Code of Conduct. Misconduct, poor judgment, and inappropriate actions in any work or volunteer placement may subject the student to dismissal from a specific placement and/or disciplinary action. The university will provide an explanation of the circumstances surrounding dismissal. The university in such circumstances has no obligation to reassign a student. The School of Education has its own Fair Process Policy. Under advisement, students dismissed during their practica, field experience, or student teaching will be reassigned if they are permitted to re-register for the course.

2. Student Disclosure During Application Process

Students should realize that for certain specific experiential placements, the university or the placement itself may require that students provide references, fingerprint checks, disclosure of information concerning criminal convictions, or other information as part of an application for experiential placements. Release of information may be a requirement of an individual placement. Criminal convictions or university disciplinary action may have an adverse effect on the opportunity for students to obtain an experiential placement and licensure in a profession.

3. Placements

- a. The university attempts to make placements for eligible students; however, the university cannot provide nor guarantee a placement in all cases. Final decisions for eligibility, appropriateness, and preparedness for a placement rest in the professional judgment of those who review students for possible placement. Factors beyond the control of the university may influence a student's ability to find a placement. A student's inability to obtain a placement may affect the student's ability to complete an educational program. In such cases a student may be encouraged to withdraw or transfer to another degree program.
- b. Students may not create their own experiential placements for credit, whether voluntary or required for an academic program, without informing the sponsoring department and obtaining prior approval directly from that department. Students are not employees or agents of the university while engaging in their experiential placements. Students may not represent themselves as an agent of the university seeking a placement unless they have department sponsorship and supervision from a member of the university faculty and/or staff.

4. Confidential Information and Referrals

If a student is placed in a department at the university for their experiential placement, the student may, as a result of the placement, have access to confidential information and materials related to other members of the university community. The student is prohibited from disclosing to any party any academic or personal information or materials related to another member of the university community. It will be the responsibility of the experiential placement supervisor to inform the student of the expectations regarding confidentiality. Students should also be aware that a similar expectation for confidentiality is required in many off-campus experiential placements.

See individual department and/or program handbooks for additional information related to experiential and field placement procedures and expectation.

Campus Events and Conference Services

The Department of Campus Events and Conference Services delivers comprehensive logistical event coordination for registered student organizations, the campus community and external partners. Information about policies, resources and services are available on the [Campus Events and Conference Services website](#).

Compliance

Bias Crimes and Prevention (New York State Education Law Article 129.A)

The university's values and goals advocate a broad degree of human understanding amongst its community members: students, faculty, staff, visitors and alumni. We seek to enroll and engage a diverse population of students across diverse cultural and national experiences. A vibrant, productive learning environment requires a richness in the variety of voices and life experiences that are represented among us.

For this reason, prejudice, discrimination, and bias related actions by community members or visitors and guests, based on race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, are counterproductive and harmful to the purposes of our educational community. The university does not limit freedom of expression, particularly speech, even if the ideals and values held by some of its members are challenged by that speech. Even bigoted or racist speech or other forms of intolerant speech or offensive expression are protected. In this way, the university values of an inclusive and diverse learning environment may occasionally be challenged by, or at least not furthered by, freedom of speech. However, conduct that targets a specific individual or group of individuals and creates an unreasonable interference with that individual's or group's ability to pursue educational purposes or to benefit from university life is prohibited by the university through this policy, the Code of Conduct, and Maintaining Public Order on Campuses of the State University of New York.

Procedures for Reporting and Responding to Hate Crimes

1. Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes, in particular, are addressed by the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law 485.05). Copies of the New York law are available from the Office of Student Conduct, 501 Culkin Hall, 315-312-3378 and University Police, Pathfinder Hall, 315-312-5555.
2. Perpetrators of hate crimes and bias incidents intentionally:
 - a. Select the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
 - b. Commit the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
3. Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, arson, and fire bombings.
4. Penalties for hate and bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal from the university are possible.

5. If you are a victim of, or witness to, a hate/bias incident or crime on campus, report it to University Police by calling 315-312-5555. Reporting to the University Police gives the university the best advantage in further investigating the incident. University Police will investigate and follow the appropriate adjudication procedures.
6. Reporting procedures apply, to the extent reasonably practicable under the circumstances, during both business and non-business hours. All bias-related incident reports shall be considered confidential. Any personal information obtained during the investigation or adjudication of the matter will be subject to disclosure only to the extent required by law. When a student, faculty or staff member becomes aware of a bias-related incident, the following procedures are to be applied:
 - a. Contact University Police 315-312-5555) for on-campus incidents or the Oswego City Police (911) for off campus incidents. Provide your name, location, the nature of the incident and whether you or those involved have sustained injury. Ask the responding agency to provide a camera to the scene. Photographs should be taken of physical injuries, offensive graffiti and evidence of vandalism or other crimes.
 - b. If possible, remain on or near the location while you wait for the police to respond. Do not touch or move any items from the scene. Retain any physical evidence of the incident (e.g., messages written on doors, physical objects, etc.). If you cannot remain, write down what you experienced or witnessed as soon as possible to preserve details and contact University Police to arrange an interview.
 - c. Once the Police arrive provide a detailed description of what occurred. Include time, location, any persons observed at the scene, and any subsequent actions. University Police will be responsible to report all documents and information to the Office of Affirmative Action. If Oswego Police are called, it is strongly encouraged to report the incident to University Police 315-312-5555) the Affirmative Action Officer 315-312-2238), and/or Human Resources 315-312-2230).
 - d. Upon completion of the interview, write a detailed deposition of the events for the Police.
 - e. University Police will secure the services of the university's Affirmative Action Officer, the Office of Human Resources, or whenever appropriate the Dean of Students may also be consulted who will request an interview with you and other witnesses. You should bring a copy of your deposition with you. The Affirmative Action Officer, Human Resources or Dean of Students staff member will engage you in a discussion to determine the dimensions of the incident and an appropriate response.
 - f. University Police will contact the Maintenance and Operations department to remove graffiti, repair damage and clean the area as soon as practicable, after appropriate evidence gathering procedures are completed.
 - g. Victims and witnesses of bias crime or bias incidents can avail themselves of support services from the campus as follows:
 - University Police: 315-312-5555
 - Counseling Services: 315-312-4416
 - Office of Student Conduct: 315-312-3378
 - Office of Human Resources: 315-312-2230
 - Residence Life and Housing: 315-312-2246
7. Statistics concerning campus bias-related and hate crimes are available from the University Police website under "Reports." The Annual Security and Fire Safety Report contains the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crimes Statistics Act Information.
8. In addition to preventing and prosecuting hate/bias crimes, the university addresses bias-related acts that do not rise to the level of a crime. It is the position of the university that bias-related incidents include acts that are motivated by bias, but may not meet the necessary elements required to prove a crime. These activities, referred to as bias incidents, are violations of the university's Code of Conduct where the perpetrator selects a person or group of persons against whom the offense is committed in whole or in part because of a belief or perception regarding national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status.
9. All bias incidents can be reported to the Bias Prevention and Response Team via the [Bias-Related Incident Report](#); University Police, Pathfinder Hall, 315-312-5555 and the university's Affirmative Action Officer, 106A Culkin Hall, 315-312-2238.

For more information, please refer to the University Police website:
[Reports, Policies and Statistics | University Police](#)

Child Sexual Abuse Reporting Policy

Any employee, student, or volunteer of SUNY Oswego who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on SUNY Oswego property or while off campus during official SUNY Oswego business or SUNY Oswego-sponsored events shall have an affirmative obligation to report such conduct to the University Police Department immediately by calling 315-312-5555. [SUNY Oswego Child Sexual Abuse Reporting Policy](#)

Additional Resources:

[SUNY Mandatory Child Sexual Abuse Reporting and Prevention Policy](#)

SUNY Child Protection Policy: [SUNY's Child Protection Policy - SUNY](#)

New York State Penal Law: [New York State Penal Law | NY Penal Law Code | NYS Laws](#)

Accommodations for Individuals with Disabilities

SUNY Oswego is committed to accommodating the needs of individuals with disabilities for the purpose of providing access to its programs and services as required by the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the New York State Human Rights Law (NYSHRL), and the ADA Amendments Act of 2008. This document establishes the policy and procedures for determining reasonable accommodations for students (matriculated and non-matriculated), employees, and visitors to campus events, activities, and programs.

Policy: SUNY Oswego provides reasonable accommodations for qualified individuals with disabilities on a case-by-case basis. Accommodations are determined through an interactive process.

SUNY Oswego and its employees shall comply with all applicable federal laws and regulations regarding reasonable accommodations necessary to ensure equal opportunity to qualified individuals with disabilities. SUNY Oswego has:

- Established procedures to respond to requests for accommodations
- Established procedures to provide notice to interested parties of the existence of services, including the office location and information for the contact person to obtain information and services
- Developed a process for the provision of services for students with disabilities

Accessibility and Equal Opportunity

It is the policy of SUNY Oswego to provide reasonable accommodations for individuals with disabilities on an individualized and flexible basis. Although programs are not required to have all the resources individuals with disabilities may need, they are expected to have the flexibility and capacity to provide reasonable accommodations as needs arise. Final determination as to the appropriateness of an accommodation is evaluated on a case by case basis and rests with SUNY Oswego.

Individuals with documented disabilities (as defined by state and federal regulations), may be eligible for reasonable accommodations. The responsibility for initiating a request for accommodations lies with the individual with a disability. It is the responsibility of every individual making a request for accommodations to provide adequate documentation that supports their request. Submitted documentation must be from an appropriate, qualified professional. In accordance with federal and state regulations disability related information will be treated in a confidential manner by SUNY Oswego.

Designated Campus Contacts

a. Students

Accessibility Resources coordinates services for students with disabilities. Accessibility Resources collects student disability related documentation, evaluates requests from students for reasonable accommodations, and coordinates appropriate services. Accessibility Resources also assists faculty, staff, and students with information and resources relating to disabilities and serves as a consultant for persons needing information or referrals to outside agencies or professionals.

Accessibility Resources
155 Marano Campus Center
315-312-3358

b. Employees

The ADA/504 Compliance Officer, Dr. Starr Wheeler coordinates services for employees with disabilities requesting reasonable accommodations. The Compliance Officer collects employee disability related documentation, evaluates requests from employees for reasonable accommodations and coordinates appropriate services. The Compliance Officer is available to assist faculty and staff in gaining a greater understanding of the law and to clarify institutional obligations under the law to provide reasonable accommodations.

Dr. Starr Wheeler
310A Park Hall
315-312-3872
starr.wheeler@oswego.edu

c. Visitors to the Campus

Persons with disabilities who are visiting the campus and in need of accommodations should contact the specific department coordinating the specific activities, programs or events they will be attending. Visitors in need of accommodations should provide a reasonable advance notice of their request of at least three (3) weeks, to allow time to make logistical arrangements. With the goal of providing access to and participation in all SUNY Oswego programs, services, and activities, however, every effort will be made to respond to requests for reasonable accommodations within any reasonable time frame.

Determination as to how to best meet the needs of those individuals with disabilities attending on-campus programs, services and activities shall be made on a case by case basis.

Accessing Accommodations

1. Determination of accommodations are handled through the designated campus contact. Students with disabilities should contact Accessibility Resources, employees with disabilities should contact ADA/504 Compliance Officer, Dr. Starr Wheeler, and all other requests should be directed to the office sponsoring the specific program or activity. (See Designated Campus Contacts section above.)
2. Individuals with disabilities may choose to self-disclose, to the appropriate campus office, information about their disability at any time. However, in order to ensure sufficient time to coordinate auxiliary aids and services, it is the responsibility of the individual to make the request in a timely manner.

Requests for accommodations should be made in advance, if possible, to allow for early planning and coordination. Untimely requests may result in delay of an accommodation.

3. The responsibility for requesting or initiating a request for accommodation lies with the individual with a disability. Students must register with Accessibility Resources every semester they wish to receive accommodations. Students with off-campus program requirements such as an internship or student teaching placement are encouraged to request accommodations at least one semester prior to the semester they will be participating in the off-campus program.
4. Verification of a disability is required. It is the responsibility of the individual with a disability to provide documentation to the designated campus office that supports the request for reasonable accommodation. Disability documentation must clearly indicate:
 - a. the existence of a disability (as defined by state and federal regulations);
 - b. that the disability substantially limits a major life activity, including a statement of the nature and extent of the limitations; and,
 - c. a statement of what accommodation(s) is recommended

Additional information regarding documentation requirements may be obtained from the designated campus office.

5. Once a qualified individual with a disability has requested an accommodation, the designated campus office will take steps to determine an appropriate accommodation. The appropriateness of an accommodation is determined through a flexible, interactive process that involves the individual with a disability and the designated campus office. Early consultation is essential to allow adequate time to process the request.

Final responsibility for selection of the most appropriate accommodation rests with SUNY Oswego.

Reasonable Accommodations

1. Factors to determine whether a requested accommodation is considered reasonable include:
 - a. the individual is “otherwise qualified”
 - b. the request does not fundamentally alter the essential elements of a program
 - c. the request does not create an undue financial or administrative burden
 - d. the request does not create a danger to others
 - e. the request is not of a “personal” nature
2. Students with disabilities will be expected to meet the academic and technical standards of a course or program with or without reasonable accommodations. The types of accommodations provided to students with disabilities may vary according to the nature of the disability and the physical environment or course content.
3. An employee with a disability must be able to perform the essential functions of the job with or without reasonable accommodations.

Non-Discrimination

SUNY Oswego values the contributions to learning for its members that result from maintaining a diverse student body, faculty and staff. SUNY Oswego does not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

The goal of SUNY Oswego is to nurture members’ abilities and capacities for appreciation of living and working together in a diverse learning environment. Members must not expose others to discriminatory acts of any form related to race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction since such acts, either active or passive, create a hostile environment.

Reporting Discrimination

Members of the university community who experience or observe discrimination should immediately report their experience or observation to:

Office of Diversity and Inclusion
Anneke McEvoy
Affirmative Action Officer
710 Culkin Hall
315-312-2238
anneke.mcevoy@oswego.edu

[Non-Discrimination Policy | SUNY Oswego](#)

Title IX

The Title IX Coordinator is responsible for monitoring overall Title IX implementation for the institution and coordinating compliance with all areas and departments covered under Title IX and other laws that regulate prevention and response to sexual and interpersonal violence. The Title IX Coordinator will meet with the complainant to explain the available options and processes

and investigate the complaint, to the extent possible. Inquiries concerning the application of Title IX and its implementing regulation may be referred to the Title IX Coordinator or to the Office of Civil Rights.

If the Institution's Title IX Coordinator finds an Auxiliary Services employee in violation of this policy, Management reserves the right to terminate employment.

Reporting Sexual and Interpersonal Violence

Members of the university community who experience or observe sexual or interpersonal violence should immediately report their experience or observation to:

Lisa Evaneski
Title IX Coordinator
407 Culkin Hall
lisa.evaneski@oswego.edu
315-312-5604

Members of the university community may file a complaint as directed above and/or with the Office of Civil Rights, using OCR's online complaint form, or via mail:

Office for Civil Rights
New York Office
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
P: 646-428-3800
F: 646-428-3843
E: OCR.NewYork@ed.gov

Reports of discrimination that happen off campus may also be reported to the university or to the OCR.

Discrimination on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction is illegal and can be redressed through institutional procedures which conform to State and Federal statutes.

Pursuant to State University of New York policy, [SUNY Oswego's Non-Discrimination Policy](#) is in accordance with federal and state laws and regulations prohibiting discrimination and harassment including the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law.

Federal Legislation
Sections 503 and 504 of the Rehabilitation Act, 1973
Title VI of the Civil Rights Act of 1964
Title VII as amended by the Equal Employment Opportunity Act of 1972
Title IX of the 1972 Education Amendments
New York Legislation
New York State Human Rights Law
Governor's Executive Order 40.1 (1980)
State University of New York Board of Trustees

More information available in [SUNY Oswego's Complaint Procedure for the Review of Allegations of Unlawful Discrimination](#)

SUNY Oswego Service and Emotional Support Animal Policies

SUNY Oswego recognizes the importance of "Service Animals" as defined by the Americans with Disabilities Act (ADA) and "Support Animals" under the Fair Housing Act (FHA) that provide physical and/or emotional support to individuals with disabilities. Visit the [Service and Support Animal Policies website](#) for more information.

Use of SUNY Oswego's Name and Registered Trademark

The use of the SUNY Oswego's name and registered trademarks are regulated in accordance with the following provisions:

- a. No student shall indicate or imply that they have a relationship with the State University of New York at Oswego or the State University of New York beyond that of their officially enrolled status.
- b. Only registered student organizations may indicate on their letterhead and in the routine course of business that the organization is located at the State University of New York at Oswego. Registered student organizations shall be referred to as "Name of Student Organization, a registered student organization at Oswego State." In no way shall a registered student organization indicate or imply that it has the authority to act in the name of SUNY Oswego or, in any way, make binding commitments on behalf of the university.
- c. The use of the registered trademarks of the State University of New York at Oswego without prior written permission from the university's Office of Communications and Marketing is strictly prohibited.
- d. Requests for permission to use any and all SUNY Oswego logos, Intercollegiate Athletics identity and/or any registered trademark of the State University of New York at Oswego shall be directed to the university's Office of Communications and Marketing.

Computer and Library Use

Computer Use Policies

There are certain technology policies all students of SUNY Oswego should be familiar with. These policies relate to the proper use of computers, the SUNY Oswego network, software, and data. To avoid breaking any SUNY Oswego policies or state or federal laws, please review the following:

1. [Computer Network and Acceptable Use Policy](#)
2. [Digital Copyright](#)
3. [Digital Millennium Copyright Act](#)

Library Use

Penfield Library provides a central place on campus for the university community to gather, study, conduct research, share ideas, and learn. The library has scholarly resources and expert staff who are here to help students with their research and succeed in their majors. Our collection includes research databases, book and journal literature in print and online formats, media (CDs, DVDs, Blu-ray, streaming), equipment (laptops, iPads, cameras, camcorders, etc.), and much more. We provide research help 24/7, offer 24/7 study space, access to many computers, and will borrow materials from other libraries if we don't have what you need.

To ensure that all members of our academic community are able to effectively use the facility and library resources, we have adopted the policies summarized below. More information on library policies is available on the Library web page ([Library Policies | SUNY Oswego](#)).

A. Study Areas in Penfield Library

The library offers both quiet and group study areas and values student help in maintaining appropriate use of these spaces. If there are problems, inform a library staff member at one of the service desks, who will help resolve reported issues. The library's quiet study area is the third floor, while group study is on the first and second floors. For details see our web page ([Using the Library - Spaces](#)).

B. Computers

The library has many computer workstations available for student use, primarily on the first floor. We also loan laptops (PCs and Macs) and Chromebooks from our main service desk. Students can connect their personal devices to the library's wireless network. Computer use should conform to all institutional [Technology Policies](#).

C. Food and Drink

Food and drink are welcome in the library but not in the computer lab or near other computers in the building. We ask that students use lidded containers for their beverages and that they report spills as soon as possible. Food should not be stored in the library's study carrels. Group meals should be eaten in the Lake Effect café.

D. Borrowing Materials

Loan periods vary by type of item and are outlined on our web page [Borrow & Renew](#). Students may borrow a maximum of 100 items at one time. Borrowed items are subject to recall if they are included in the required materials for a class.

When items are not returned by their due date or time, your fellow students are impacted. Penfield Library issues overdue fines for some late materials, including equipment and Reserves. Students may be suspended from borrowing materials for a specified period of time if they have more than one item overdue, have unpaid replacement fines/fees, ignore an item recall, or fail to return an interlibrary loan item promptly.

Students are responsible for paying replacement fees for unreturned, lost, or damaged materials.

Materials borrowed for students from other libraries (also known as interlibrary loan or resource sharing) are subject to the borrowing rules and overdue penalties of the lending library.

Email as the Official Mode of Communication

Email is the official, approved mode of communication at SUNY Oswego. Consequently, students, faculty and staff are expected to check their email on a frequent and consistent basis to stay current with university-related information, news and events. According to the approved policy, "failure to check one's email, failure to maintain one's email account resulting in mailbox storage limitations being reached, or forwarding errors will not constitute acceptable excuses for missing official university communications via email." More information is available under the "[Email as Official Mode of Communication](#)" policy.

An additional outlet for official communication includes the Oswego Today campus email – an informative message distributed to ALL students and university employees on weekday mornings throughout the academic year. These official Oswego Today emails feature important information including various campus announcements, pertinent news stories, imminent calendar items and more.

All students should register to receive emergency communication alerts and/or be notified of campus-wide cancellation of classes or the declaration of a remote instruction day due to severe winter weather. To do this, register to receive [NY-Alerts](#) by indicating your preferences through myOswego, under personal information. New York Alert is an emergency messaging platform that allows the university to send critical communications/alerts via text [SMS] message, mobile phones and email to members of the Oswego campus community who have registered to receive the alerts.

At SUNY Oswego, we pride ourselves on being a campus committed to the welfare and safety of our students, faculty, staff and friends. At the heart of our efforts is the charge to all community members to work together to create a safe campus environment through education, collaboration, communication and community empowerment. As such, we have established security policies and educational programming dedicated to maintaining a safe and secure environment in which to live and study, and provide resources and communication outlets to ensure timely notification and greater community awareness. A key communication-based component of Oswego's commitment to safety is its campus bulletin web page ([Campus Bulletin | SUNY Oswego](#)) that provides all members of the university community with direct access to campus notifications, NY-Alerts, messages from the president, as well as University Police's daily incident report and the federally required Annual Security and Fire Safety Report. For more information, visit [Safety on Campus](#).

Health and Safety

Good health enables students to focus on their educational and professional goals and their learning experiences. The University is committed to providing a learning environment that emphasizes good health care as both a foundational component of personal growth as well as an integral element of participating in a learning community. Primary health care, counseling, mental health, and

wellness education programs assist students in making positive choices about personal health and wellness. These programs and services are obtained through Health Services 315-312-4100; Counseling Services 315-312-4416; Office of the Dean of Students 315-312-5483.

Counseling Services

Counseling Services offers a variety of counseling services. Information about policies, resources, and services are available on the [Counseling Services website](#).

Health Services

Health Services provides a variety of services and resources for students to thrive. Information about policies, resources and services are available on the [Health Services website](#).

Office of the Dean of Students

The Office of the Dean of Students is a central resource that serves the needs of all students and provides critical resources, programs and services designed to support well-being and achievement. Information about policies, resources and services are available on the [Office of the Dean of Students Website](#).

Behavioral Intervention Team

The [Behavioral Intervention Team](#) meets regularly to discuss students of concern in order to coordinate responses, resources, and management of relevant information so that campus professional staff can address student needs in a comprehensive manner. The group will also make recommendations to address any disruption or negative impact student issues may have on the student of concern, their peers, and others in the living and learning environment. Any campus member can bring a concern forward to the Office of the Dean of Students and when greater coordination is needed, the BIT team will review and provide feedback and recommendations.

Student Health Insurance

Full-time students are automatically enrolled in the [university's Student Health Insurance Plan](#) and the health insurance charge appears on the student bill. Students will be covered under this policy if they pay the health insurance premium as part of their payment of tuition and other fees. If students wish to continue to be covered under their parent's or a personal health insurance plan, a waiver can be requested on the [Health Insurance Portal](#). Proof of health insurance must be provided. Questions related to the Student Health Insurance plan can be directed to Auxiliary Services, 506 Culkin Hall, 315-312-2107

Emergency Evacuation for Individuals with Mobility Impairments or Special Needs

1. Emergency Evacuation Plan

In the event you smell smoke, see fire or the fire alarm activates, **Don't** assume it's a drill. Treat every alarm seriously.

- a. **Do not** attempt to extinguish any fires. Remain calm.
- b. Contact University Police by cell phone at 315-312-5555 or at x5555 from any campus phone giving the following information:
 - Your **name**
 - **Name** of the **building**
 - **Location** and type of Emergency (i.e. **medical** or **fire**)
- c. **Activate** the nearest Fire Alarm **pull station**.
- d. Exit the building **immediately** using stairwells.
 - **Never** use the elevators
 - Close and secure all doors behind you

- e. Proceed to your designated **evacuation assembly area** quietly and follow directions issued by emergency responders.
- f. **Notify** Emergency Responders of any disabled, trapped or injured occupants.
- g. **Never** re-enter the building unless directed to by the Emergency Responders.

If a person with special needs requires evacuation during an Emergency situation, each stairway landing is a protected area and they should wait for assistance. They may call University Police at 315-312-5555 or if you see them tell the building staff or the University Police Officer who will have the assistance of the City of Oswego, Town of Oswego Fire Department to assist with the evacuation.

2. Fire Drill Procedure

During fire drills, emergency evacuations will be identical to the Emergency Evacuation Plan, with the exception of persons with special needs may be advised to remain in the building in the event there is a delay with the emergency responders or appropriate equipment.

3. Non-Emergency Evacuation Procedure

If a person with special needs requires evacuation during a 'Non-Emergency' situation (i.e., a power failure or elevator shut down), they may call University Police at 315-312-5555 or x5555 from any campus phone. University Police may summon the assistance of the City of Oswego, Town of Oswego Fire Department or Menter Ambulance Service to assist with any evacuation.

All students who have identified themselves as having special needs will be informed of emergency evacuation procedures by Accessibility Resources at the beginning of each academic year and periodically throughout the academic year as new individuals are identified.

Lost, Stolen or Damaged Personal Property

The university is not responsible for the loss of property of any student or other individual because of fire, theft, or other cause. It is strongly recommended that resident students and students living off campus obtain insurance against loss by fire, theft, or other causes. Students, faculty and staff should lock residence hall rooms and office doors when they leave, even for short periods of time.

Members of the university community and other persons visiting the campus who find another's property on the grounds or in the facilities of this campus are required to report finding such property to University Police. Items found should be surrendered to University Police. Members of the university who have reason to believe that property they observe or receive is stolen property (including but not limited to textbooks, class notes, term paper, and computer equipment since they may contain student work or personal items) should notify University Police at 315-312-5555.

Missing Persons

Most reports of missing university students are caused by miscommunication between the student and those who are expressing concern for the student's welfare. Students have the option through MyOswego to inform the university of the name and personal telephone contact information for a person the student would like to designate as a person to notify in case the student is reported missing.

The university will take a proactive approach to all reports of missing students. A missing student is defined by the NYS Campus Safety Act of 1999 as "a student of an institution (college or university) who resides in a facility owned or operated by such institution and who is reported as missing from their residence." All reports of missing students should be made to University Police 315-312-5555) who, in turn, will initiate an immediate investigation. Depending on the circumstances surrounding the disappearance of the student, University Police may call on the assistance of, and work cooperatively with, other law enforcement agencies and other resources to locate the student. Any indication that a student, as defined above, was taken against their will or is otherwise in imminent jeopardy, should be brought to the attention of University Police without delay.

Reports that a student living off campus is missing should be directed to the law enforcement agency serving the area in which the student resides. The university will assist those agencies in their investigation wherever possible.

Nuclear Emergency Plan for the SUNY Oswego Community

Federal regulations require that counties located near nuclear power plants prepare emergency response plans. Oswego County has such an emergency response plan. The following summary of actions you may be required to take in the event of an emergency comes from Oswego County's plan and its "Public Emergency Response Information" calendar, which is distributed to residents within 10 miles of the county's nuclear power plants.

University Police will be responsible for coordinating the university's response in the event of an emergency. Instructions about what actions people on campus should take in a particular emergency will come from them. We are advised that there is little likelihood of an emergency being so acute that seconds or even minutes are critical; therefore, there should be time for you to follow the directions issued by University Police in a calm and orderly fashion.

1. How You Will Be Notified

Sirens designed for this purpose will notify area residents, including the university community, of a nuclear emergency. These off-campus sirens will sound for about three (3) minutes. The university also will send messages via the NY-Alert system, mass emails, broadcast loudspeakers on some campus buildings and digital signage. If you hear the siren and/or receive the alert, you can get information about the emergency by tuning a radio or television to an Emergency Alert System (EAS) station. Primary EAS stations are:

- WSYR – AM 570 kHz
- WSYR – FM 106.9 MHz
- WHEN – AM 620 kHz
- WYYY – FM 94.5 MHz
- WBBS – FM 104.7 MHz
- WWHT – FM 107.9 MHz
- WSTM – TV Channel 3, On Campus 5.1 (25.1)

Other stations expected to carry EAS messages are:

- WNYO – FM 88.9 MHz, Oswego
- WRVO – FM 89.9 MHz, Oswego
- WTVH – TV Channel 5, On Campus 2.1 (23.2)
- WSYR – TV Channel 9, On Campus 1.1 (23.1)
- WNYS – TV Channel 43, On Campus 3.1 (24.1)
- WSYT – TV Channel 68, On Campus 4.1 (24.2)
- Spectrum Cable News Channel 10, On Campus 7.1 (26.1)

2. Actions You May Be Instructed to Take

The types of actions you may be asked to take include:

- i. **Shelter-in-Place:** If you are asked to shelter-in-place that means:
 - a. Stay indoors.
 - b. Close all outside doors and all windows and then stay away from windows.
 - c. Stay tuned to Emergency Alert stations and await further instructions from University Police.
 - d. Do NOT use the telephone, except in the case of a special emergency, so that the phone lines do not overload.
- ii. **Evacuation:** If you are instructed to evacuate:
 - a. Remain calm.
 - b. Plan to be gone at least three days and take with you any needed personal items.
 - c. If you have a vehicle, we encourage you to take as many other people as you can. Unless contrary directives are issued by University Police, leave campus on Route 104 and head west. Close the windows and air vents in your vehicle and do not operate the air conditioner until you have left the

emergency zone. It is recommended you proceed to the reception center at the New York State Fairgrounds for registration and or radiological monitoring of yourself and your vehicle.

- d. If you do not have transportation, proceed to the Marano Campus Center circle (south side of Marano Campus Center) and await the arrival of buses. All buses will take riders to the reception center at the New York State Fairgrounds north of Syracuse where you can either wait for someone to pick you up or be provided lodging at a congregate care center from there.

After evacuation, the campus will be officially closed until the emergency is over and public notice of reopening is given. The campus community will be patrolled to prevent fires, looting etc., unless/until it is deemed unsafe to remain according to emergency health and safety officials.

Parking

All motor vehicles (including motorcycles) that park on campus property must be registered with the University Police Parking Division and properly display an affixed valid parking permit. This regulation is in effect 24 hours a day, 365 days a year. This includes all students (full and part-time), faculty, staff, visitors, guest speakers and conferees to the campus.

It is the responsibility of every vehicle owner to avail themselves of the information regarding the parking rules and regulations at the university and to comply with the parking regulations. Information regarding parking rules is available at the University Police website at [Parking | SUNY Oswego](#).

Personal Safety and Campus Emergencies

The university publishes the "[Annual Security and Fire Safety Report](#)". The report outlines university reporting procedures, support services and prevention programs for a variety of personal safety issues. Throughout each academic year, prevention education and awareness programs are offered by the university to inform students about personal health and safety issues.

The university encourages students, faculty, staff and visitors to act responsibly and to be alert to suspicious acts or circumstances which may be harmful and/or illegal. Included in this would be any suspicious person, object or condition that gives rise to a safety concern. Students, faculty, and staff are asked to report incidents and hazards to University Police.

Notice: The university will provide timely notice to students when incidents or conditions occur that raise concern for personal safety and require students to be alert. There are three levels of urgent situations that will activate timely notice to students:

Timely Warning: A campus-wide announcement of an incident involving the safety of a member or members of the campus community where a possible threat to the campus community remains on-going.

Emergency Notification: For weather-related emergencies, maintenance emergencies, fire emergencies. At times, emergency warnings are issued selectively to only affected areas or populations.

Imminent Threat Warning: An immediate campus-wide announcement of a significant danger or immediate threat.

SUNY Oswego is one of many State University campuses that have adopted New York Alert, an emergency messaging service offered through the State Emergency Management Office. This system will only be used for emergency and imminent threat warnings and only SUNY Oswego University Police and Office of Communications and Marketing have the ability to send emergency alerts to the campus community. At Oswego, alerts will include campus-wide cancellation of classes due to severe weather conditions. For information on how to enroll in New York Alert visit: [New York Alert](#).

Fire Safety

Per the Fire Code of New York State, (NYSFC 408.3 and Table 405.2 & New York State Education Law, Article 17, Part 807) four fire drills shall be conducted in Residence Halls and three fire drills performed in academic buildings during an academic year to familiarize students, staff, and visitors with proper evacuation routes.

During all fire alarm activations, all building occupants **shall** evacuate immediately and follow the directions from University Police, Campus Fire Marshal/EHS or Emergency Responders (i.e., the City of Oswego or Town of Oswego Fire Department personnel). Please keep in mind that failure to evacuate immediately during any fire alarm activation **shall** result in referral to the Office of

Student Conduct and may result in a student's removal from SUNY Oswego residence housing. Prohibited items listed in this student handbook **shall** be confiscated or red-tagged and removed from the building.

The following examples of misconduct are strictly PROHIBITED:

1. Smoke/Heat detectors may **never** be covered or otherwise disabled. This is a very serious violation.
2. The use of extension cords is strictly prohibited.
3. The installation of combustible decorative material, or other decorations, shall not exceed 10 percent of the specific wall.
4. Never cover any electrical outlets, lights, lamps or ceilings.
5. Any residence hall storage shall be at least 2 feet from the ceiling.
6. Theft or improper use of firefighting equipment such as extinguishers, fire alarms, smoke detectors, horn/strobes, fire hose cabinets, or standpipes.
7. Falsely reporting an emergency such as a fire or medical emergency.
8. Intentionally setting fires on campus property.
9. The daisy-chaining (two together) of electrical devices, including surge protectors, is prohibited.
10. Shoes, bikes, or other personal items cannot be stored in the hallway at any time.
11. Hoverboards, **EV Units** like Scooters, Skateboards and Bikes are prohibited from all campus buildings and **shall** be confiscated.

Open burning on campus is PROHIBITED except as authorized through the Department of Campus Events and Conference Services and Campus Fire Marshal/EHS. Authorized open burning must comply with the regulations of the Fire Code of New York State. [Facilities Use Policy](#)

Annual Security Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as the Clery Act), an annual security report (ASR) is published and includes campus crime statistics.

Any member of the campus community who has a concern about the university's compliance with provisions of the Federal Campus Security Act may address their concern to the Dean of Students, SUNY Oswego, 501 Culkin Hall, Oswego, NY, 13126, 315-312-5483, deanofstudents@oswego.edu, and further to the Director of the U. S. Department of Education, Office of Postsecondary Education, Regional Office, 75 Park Place, Room 1206, New York, NY 10007. Interested parties may access crime statistics on their website at [The Tools You Need for Campus Safety and Security Analysis](#).

Notice to students, staff, and visitors to campus of procedures related to Article 129-A of New York State Education Law is made available through the "Annual Security Report: Your Guide to Personal Safety", located at [Annual Security and Fire Safety Report](#) (updated and published on line annually) and through presentations at each new student orientation program. Responsibility for updating related information is the Office of the Dean of Students, 501 Culkin Hall, 315-312-5483 (deanofstudents@oswego.edu). Article 129-A also requires reporting procedures, support services, and campus information/education programs in each of the categories identified in the law: Alcohol and Other Drugs, Campus Crime, Domestic Violence, Hazing, Stalking, Sexual Assault, Felony Offenses, Bias Related Crime and Marketing of Credit Cards. Such educational programs are usually generated by Residence Life and Housing, Student Conduct, University Police, Campus Events and Conference Services, Student Engagement and Leadership, and the Office of the Dean of Students. Title IX resources can be found at [Sexual and Interpersonal Violence | Title IX](#).

In compliance with New York State Education Law Article 129-A; Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and Title IX.

Chosen Name Policy

The SUNY Oswego [chosen first name policy](#) allows students and employees to officially notify the university of their chosen first names, and have this change reflected in on-campus communication systems, as long as the chosen first name is not used for purposes of misidentification, fraud or misrepresentation and that the chosen first name meets community standards (i.e. not profane, obscene, or derived from hate-speech; and conform to technical requirements).

This policy is consistent with New York State law protecting students against discrimination based on gender identity and expression, and is a best practice for supporting transgender and gender non-conforming members of university communities.

The chosen first name is used for internal communication and certain external communication (i.e. website staff bio pages, sports information). The use of approved chosen first name may not be limited to: class rosters (including Brightspace), advising lists, housing lists, and email. SUNY Oswego ID Cards (employee/student identification cards) will display both legal and chosen first name. The university is obligated to use the legal first name for many official records and reports, including but not limited to: certain employment and payroll records, billing records, financial aid documents, official transcripts, medical records, employee benefits records, expense reimbursements, travel and purchasing authorizations, enrollment reporting, conduct hearing results, external reporting and federal immigration documents.

Requests for use of chosen first name shall be limited to one request per academic year. A [chosen first name request form](#) may be accessed online. Students may write to the deanofstudents@oswego.edu for additional information. [Chosen Name Policy | Title-IX](#).

Sex-Based Harassment (including Title IX and NYS 129B requirements)

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sex discrimination, including sexual and interpersonal violence, that interfere with a student's ability to equally access our educational programs and opportunities.

The university prohibits sexual harassment, including sexual assault, dating violence, domestic violence and stalking. In addition, discrimination based on sex, gender, gender identity, gender expression, sexual orientation, familial status, and pregnancy-related conditions is prohibited by SUNY policy and state law. We encourage reporting these instances so that the college can provide resources to students and employees, as well as investigate to the extent possible.

In recent years, "Title IX" cases have become a shorthand for any campus disciplinary process involving sex discrimination, including those arising from sexual and interpersonal violence. Although we will continue using the position title "Title IX Coordinator" students and employees can be assured that our Title IX Coordinator is also coordinating compliance with intersecting laws related to sexual harassment such as NYS Article 129A, NYS Article 129B, the Clery Act, Violence Against Women Act as well as other state and federal mandates, SUNY policies and SUNY Oswego policies.

For the full policies, go to: <https://ww1.oswego.edu/title-ix/policies>.

Smoke Free/Tobacco Free Policy

Health risks associated with smoking are well documented. Since 1990 when the university first restricted smoking, additional studies have indicated that exposure to environmental tobacco smoke (secondhand smoke) is a significant risk for the non-smoker. The university is responsible for providing a safe environment for its students, faculty, staff and visitors. Consequently, we have implemented a rigorous campus-wide policy on smoking.

[Smoke Free/Tobacco Free Policy](#)

Weapons and Dangerous Materials

Firearms and Weapons

The Penal Law of New York and the Rules of the Board of Trustees [Section 535.3(j)] of the Official Compilations of Codes, Rules, and Regulations of the State of New York prohibits the possession of any firearm or weapon on property controlled by the State University of New York, including SUNY Oswego, without the written authorization of the university. Weapons include, but are not limited to, any dagger, dangerous knife (other than table service utensils or pocket knife), stiletto, imitation firearm or any other dangerous or deadly instrument, including any loaded weapon from which a shot may be discharged by gunpowder, or a billy, blackjack, bludgeon, plastic knuckles, metal knuckles, rapier, cane sword, sand club, or slingshot. Firearms include, but are not limited to, a pistol, revolver, shotgun, rifle, machine gun, pellet gun, air gun, spring gun, and paintball gun. The fact that a person is in possession of a valid New York State pistol permit does not authorize that person to have a firearm on campus property without written authorization from the university.

In order to provide for the legitimate use by students of weapons for sporting purposes off university property as permitted by law, University Police have been authorized to establish a repository for the storage of these firearms in situations where students may desire to bring them to Oswego. Further, University Police may establish protocols for the use and storage of weapons in consultation with the university's Intramural and Recreation program for student organization recreational purposes and related portage of weapons on campus.

Students who wish to take advantage of this service are required to immediately transport such firearms to University Police when they are brought on university property. After such firearms are withdrawn from University Police, students are required to transport them immediately to the boundaries of university property. Members of the University Police force will be available 24 hours a day to assist students in taking advantage of this service.

Fireworks, Explosives, Flammables, and Self Defense Spray Devices

The use of fireworks, explosives and other dangerous or flammable materials such as gasoline, kerosene, propane, chemicals etc., is prohibited on the campus except when properly supervised in connection with curricular offerings.

In accordance with New York State Penal Law, Section 265.20 (14), the university permits the possession of a single self-defense spray device, meaning a pocket-sized spray device which contains and releases a chemical or organic substance which is intended to produce temporary physical discomfort or disability through being vaporized or otherwise dispensed in the air. All such devices possessed on campus must be consistent with standards established by New York State pursuant to New York State Penal Law Section 265.20 (14) for that purpose and shall only be used for the purpose of self-defense.

Hazardous Substances

Possession, distribution and/or use of hazardous substances for other than purposes sanctioned by the university are prohibited. A hazardous substance is any physical, chemical, microbiological or radiological substance or matter which, because of its quantity, concentration, or physical, chemical or infectious characteristics, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness, or pose a substantial present or potential hazard to human health.

Projectiles

Members of the university community have a mutual responsibility to act in a manner which does not jeopardize the health and safety of others. Students should be aware that anyone who throws or otherwise causes to launch projectiles of any nature at other persons on campus grounds or in campus facilities may be in violation of the Code of Conduct and may be subject to a disciplinary hearing which may result in suspension from the university.

Weapon Storage

The weapon needs to be unloaded and in a carrying case while being transported to the University Police Department.

Winter Weather

Inclement Weather May Prompt Oswego to Cancel Classes or Declare a "Remote" Instruction Day

Classes at SUNY Oswego's main campus in Oswego and Syracuse campus may be canceled due to adverse winter weather or prompt the university to declare a "remote" instruction day. When classes are canceled at SUNY Oswego or a remote instruction day is declared, faculty and commuting students are advised not to come to campus. In the case of a remote instruction day, all face-to-face and hybrid classes will be taught online according to your faculty member's instructions. Online courses will continue as normal. Please see the following links for more information on weather related closings.

[Severe Weather](#)

[Campus Bulletin](#)

Lake Hazards: Lake Ontario and Glimmerglass Lagoon

Lake Ontario's shoreline is a desirable place to visit, fish and play but also can be very dangerous due to hazards such as flooding, erosion, dynamic movement of beaches and water disruptions. To protect public safety, students must be aware that the lake is not a vehicle for recreation or entertainment and that they should not go in the water.

During the winter months, Lake Ontario is powerful and unpredictable and those who visit her frozen shoreline are wise to marvel at her grandeur from a safe distance. This lake is certainly an awesome sight in winter with towering ice sculptures adorning her shoreline but the ice, as incredible and alluring as it may seem, is dangerous. The ice floes are extremely hazardous and are made more so by the wind and waves. *The shore of the lake should be avoided entirely during the winter months.*

Do not walk out onto the ice floes or break walls. The footing is treacherous; the wind is strong; the ice can be unpredictably thin and covered with snow; the waves are overpowering; and the water is freezing.

With the freezing, thawing and refreezing, the ice on Glimmerglass Lagoon is also hazardous and should be avoided as well.

Privacy of Student Records (FERPA)

FERPA information: The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the "Buckley Amendment", is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. [FERPA information | Registrar](#)

Student Engagement and Leadership

Student Engagement and Leadership seeks to foster a highly engaged and active student body. For more information about policies and procedures related to student clubs and organizations, visit the [student clubs and organizations webpage](#).

Residence Life and Housing

Residence Life and Housing at SUNY Oswego is an integral part of the overall educational experience at the university. Living in a residential environment is a unique and rich experience providing the opportunity for students to live and work in close proximity to others whose backgrounds, goals, values and lifestyles often differ from their own; this is critical to students' preparation for their future lives professionally, personally and civically. Students in residence benefit from ready access to opportunities for active involvement in the intellectual and social events and organizations which contribute greatly to the vibrant life of our campus.

SUNY Oswego believes, based on our own and national research, that living in the residence halls:

- provides students with crucial connections to campus resources,
- supports their successful transition to university and
- allows students to find important engagement opportunities that are both fun, but also supplement to learning that occurs in the classroom.

Therefore, all full-time undergraduate students are required to live on campus, as directed by the [University Housing Policy](#).

Residential policies including the [Minimum Living Standards for University Residence Halls](#) and the [Resident Student Handbook](#) are available on the Residence Life and Housing [website](#).

