



Student Housing Handbook

2026-2027



Important Numbers

Keep this page. Save these numbers in your phone.

IN ANY EMERGENCY — CALL 911 FIRST

Then call SUNY Niagara Public Safety at **(716) 614-6400**

Who	Number
Emergency — Police / Fire / Ambulance	911
SUNY Niagara Public Safety — 24 hours a day, 7 days a week	(716) 614-6400
Student Housing Village Office	(716) 731-8850
Resident Assistant Phone — call or text	(716) 598-1494
988 Suicide & Crisis Lifeline — 24/7	Call or text 988
Crisis Text Line	Text HOME to 741741
SUNY Niagara Counseling Services	(716) 614-6280
SUNY Niagara Wellness Center	(716) 614-6275
Title IX Coordinator — John Lindahl, Room A-266	(716) 614-6240
Accessibility Office	(716) 614-6728
Vice President of Student Services — Room A-265	(716) 614-6240
YWCA Domestic Violence Crisis Hotline — confidential	(716) 433-6716
NYS Domestic and Sexual Violence Hotline — 24/7	1-800-942-6906
RAINN National Sexual Assault Hotline — 24/7	1-800-656-4673
SAMHSA National Helpline — substance use, 24/7	1-800-662-4357
Poison Control	1-800-222-1222
Niagara County Sheriff's Office — non-emergency	(716) 438-3393
Anonymous Tip Line	sunyniagara.edu/security/tipline/

If someone may need medical help because of alcohol or other drugs, call. Every time. The Student Housing Village has a Medical Amnesty and Good Samaritan policy so that no resident hesitates to call for help. See “Amnesty and Good Samaritan Policy.”

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Student Housing Village Corporation

Office of Residence Life · 3115 Saunders Settlement Road · Sanborn, NY 14132 · 716-731-8850

Dear Residents of the Student Housing Village,

On behalf of the Office of Student Housing and the College Association at SUNY Niagara, it is my pleasure to welcome you to the Student Housing Village. We are committed to fostering a safe and supportive residential community where students of all backgrounds can feel respected, valued, and at home. Student Housing is designed to enhance your college experience while supporting your academic success at SUNY Niagara and beyond.

We recognize that navigating college life can be both exciting and challenging. To support you along the way, our team of dedicated and highly trained Resident Assistants (RAs) is here to help. Whether you are developing independent living skills, learning to advocate for yourself, or simply adjusting to a new environment, your RA, along with the Housing Office staff, will be available to guide and assist you. In all interactions, you can expect to be treated with unconditional positive regard and a commitment to helping you resolve concerns constructively.

Building a strong sense of community is a central part of the residential experience. Your RA will host events and activities designed to help you connect with fellow residents and feel more engaged in campus life. Additionally, the Wellness Center will offer programs such as *Mental Health Mondays* and *Wellness Wednesdays* in the game room. We encourage you to take advantage of these opportunities, as well as other events sponsored by the Office of Student Engagement and Leadership Innovation.

The Student Housing Village is a secure facility with key fob access for building entry and floor access control. Public Safety officers are stationed on-site at the main entrance in the evenings to ensure your safety and security. In addition to greeting residents, they help uphold the policies and procedures outlined in this handbook. Please be reminded that alcohol, marijuana, and any THC-containing products are strictly prohibited in student housing, regardless of age and regardless of state law. These policies are in place to support a living environment that is safe, secure, and conducive to academics, socialization, and rest.

I look forward to another successful and rewarding academic year at the Student Housing Village. Please feel free to stop by the Housing Office at any time with questions, concerns, or ideas. We are here to support you.

Welcome home, and best wishes for a great year ahead!

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Lindahl'.

John Lindahl
Director of Housing
Title VI and Title IX Coordinator
Coordinator of Student Conduct
& Campus Community Standards

Mission

Student Housing Village Corporation ("Student Housing Village," "Housing Village," or "SHVC") provides students with a safe and comfortable residential experience, one that fosters independent learning and full engagement in all that SUNY Niagara has to offer.

Vision

The Student Housing Village will be the place SUNY Niagara students choose to call home. As a residential community at a two-year college, we know our time with each student is short, and we intend to make it count. We envision a community where residents from every background find belonging, where the friendships formed in these hallways last long after students move on, and where students learn through daily practice what it means to be a good neighbor. Living here should change students, not just house them. Whether a resident transfers to a four-year institution, enters the workforce, or returns home, our aspiration is that they leave more connected, more capable, and better prepared for the communities they will join next.

Eligibility

Residents of the Student Housing Village must be students in "good standing" with SUNY Niagara. "Good standing" means the student is not subject to academic dismissal and/or disciplinary suspension or dismissal. Students released from "good standing" for any reason from the College will immediately forfeit their right of occupancy as a resident of the Student Housing Village. Residents must also be registered for a minimum of six (6) credits at SUNY Niagara and have a signed Student Housing License Agreement ("License Agreement").

Students who have their License Agreement revoked may no longer access Student Housing Village property and remain responsible for all costs and fees associated with their License Agreement.

Notice of Non-Discrimination

Pursuant to SUNY Niagara policy, the Student Housing Village is fully committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, transgender status, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

Employees, students, applicants, and other members of the College and Student Housing Village communities (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, treated adversely, or retaliated against based upon a protected characteristic.

Inquiries concerning the application of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act may be directed to the officials below, or to the U.S. Department of Education Office for Civil Rights.

Role	Name and Title	Location	Contact
Title IX and Title VI Coordinator for Students	John Lindahl Coordinator of Student Conduct and Campus Community Standards; Director of Housing	Ernest Notar Administration Building, Room A-266	(716) 614-6240 jlindahl@niagaracc.suny.edu
ADA / Section 504 Coordinator	Carrie Dudek Director, Accessibility Office	Ernest Notar Administration Building, Room A-167	(716) 614-6728
U.S. Dept. of Education, Office for Civil Rights (New York Office)	—	32 Old Slip, 26th Floor, New York, NY 10005-2500	(646) 428-3800 OCR.NewYork@ed.gov

For more information, please visit <https://sunyniagara.edu/hr/compliance> .

Student Housing Village Staff

Director of Student Housing

Responsible for the oversight of all aspects of the Student Housing Village at SUNY Niagara consistent with College's mission, vision, and goals. Establishes and administers policies and procedures, develops an annual recruitment and marketing plan, prepares and administers budgets, oversees all programming and operational aspects, and works with college departments to achieve student success initiatives. The Director of Student Housing (hereinafter referred to as "Housing Director") reports to the Executive Director of the College Association of SUNY Niagara.

Facilities Manager

The Facilities Manager is responsible for the maintenance, repair, and appearance of the Student Housing Village building, consistent with the College's mission, vision, and goals. They work collaboratively with SUNY Niagara's Facilities crew to ensure the outside grounds of the Student Housing Village are also well-maintained. He/she also responds to maintenance requests from residents and lives on-site in case of maintenance issues that require immediate attention. The Facilities Manager reports to the Housing Director.

Senior Resident Assistant

The Senior Resident Assistant (Senior RA) is a student leader within the Office of Student Housing who supports the overall operation of the Student Housing Village, consistent with the College's mission, vision, and goals. The Senior RA provides peer leadership and guidance to the Resident Assistant staff, assists with the coordination of programming and community development initiatives, and serves as a liaison between Resident Assistants and professional Housing staff. They assist in addressing resident concerns, supports conflict resolution efforts, and helps ensure that policies and procedures are upheld in a fair and consistent manner. The Senior Resident Assistant may also assist with training, scheduling, and administrative tasks as assigned. The Senior Resident Assistant reports to the Housing Director.

Administrative Assistant

The Administrative Assistant provides essential support to ensure the smooth and efficient operation of housing services for students, consistent with the SUNY Niagara's mission, vision, and goals. They manage front-desk operations, handling resident inquiries, maintaining records, scheduling appointments, and assisting with housing assignments and communications. The Administrative Assistant also assists in the development of the Residence Life program at the Student Housing Village, and works with college departments to achieve student success initiatives. The Administrative Assistant reports to the Housing Director.

Resident Assistants

Resident Assistants (RA) are student-residents employed by the Office of Student Housing. The primary responsibility of an RA is to assist in ensuring student safety and promoting community within the residence hall through programs and organizing activities within the building. RAs are also available to assist residents with any issues and concerns that may arise, including roommate conflicts. The Resident Assistants report to the Senior Resident Assistant, Administrative Assistant, and to the Housing Director.

Important: Resident Assistants are Campus Security Authorities under the Clery Act and are responsible employees for purposes of Title IX. **RAs are not confidential resources.** If you disclose an incident of sexual harassment, sexual violence, dating violence, domestic violence, or stalking to an RA, the RA is required to report that disclosure to the Title IX Coordinator. If you wish to speak with someone confidentially, please see “Confidential and Private Resources.”

To report an issue or a concern, you can also call or text the RA Phone: (716) 598-1494.

Public Safety

SUNY Niagara Public Safety operates 24 hours a day, 7 days a week and can be reached at (716) 614-6400. The department’s main office is located in the Student Center, G Building, Room 106. The Public Safety Chief is Terry Gill. Blue light emergency phones are located throughout campus.

Public Safety officers are also posted at the Student Housing Village, with an office located at the main entrance to the building. Public Safety officers assist the Office of Student Housing staff in promoting the safety and well-being of the building and its residents, and they enforce the policies and procedures outlined in this handbook. Residents should bring any emergency or safety concern to the Public Safety Office at the Student Housing Village or call (716) 614-6400.

Community Expectations

Students of SUNY Niagara, and residents at the Student Housing Village are expected to conduct themselves in accordance with conduct appropriate for an academic community living environment. As a member of the Student Housing Village community, residents have rights and responsibilities granted to them. Residents have the right to live comfortably and securely while enjoying the community that they have chosen to live in. Residents also have the responsibility to ensure that their behavior does not infringe on any other resident's ability to live comfortably and securely.

As a resident of the Student Housing Village, you agree to abide by all local, state and federal laws, as well as all College and Student Housing Village policies. These policies are contained in the SUNY Niagara Rights and Responsibilities (Code of Conduct), the SHVC License Agreement, and this handbook. Failure to act in accordance with the rules and regulations outlined in this handbook may result in Student Housing Village disciplinary action (including termination of the License Agreement) and/or civil/criminal action and/or financial liability. By assuming occupancy at the Student Housing Village, you agree to abide by Student Housing Village policies, including the disciplinary policies and procedures outlined in this handbook.

Personal Property

The Student Housing Village, including all employees, do not accept liability for lost, damaged, or stolen personal property. The resident holds the Student Housing Village, its owners and employees harmless against all such loss. Residents have the responsibility of keeping their rooms (including windows) locked at all times. The Office of Student Housing urges all residents to invest in adequate personal renter's insurance.

Common Areas

As a resident of the Student Housing Village, you are encouraged to feel welcome and make full use of the building's common areas for informal gatherings. The Great Room, Game Room, and Weight Room are available to residents 24 hours a day. Previously, access to these spaces was limited to designated hours and required sign-out procedures. They are now open continuously for your convenience. We ask that all residents take pride in these shared spaces by treating them with care and respect. Please be mindful to leave each area in the same, or better, condition than you found it so that all members of the community can enjoy them.

Recess Periods

Student Housing will close during the Fall, Winter, and Spring recess. Residents must make prior appropriate travel arrangements. Residents who are found in the building when it is closed will be charged the occupancy rate of \$40 per day, plus a \$40 fine per day. Recess housing may be approved by the Director of Housing when there are extenuating circumstances. The resident will be charged \$40 per day for recess housing.

Security Deposits

A Security Deposit of \$200 was deposited prior to occupancy. The condition of the room at the time of occupancy is established by completing a Room Condition form immediately upon arrival. When moving out, if any damage/cleaning charges are assessed, they will be deducted from this deposit. A loss of Security Deposit may result from a 1st degree Fire Code Violation, 1st degree Fire Alarm Activation, or an unauthorized room change. Fines specified in the Sanction Chart may also be applied to the Security Deposit. If the resident owes more than \$200, they will be billed. If the resident is charged less than \$200, the balance will be refunded within 60 days of checking out of their room/suite. The \$200 Security Deposit is separate and distinct from the application fee (\$75), which is non-refundable. Residents should note that if their License Agreement is terminated for any reason, they shall forfeit their security deposit as an early termination fee.

Damages

Residents are held personally responsible for the condition and furnishings of their own room. The use of any materials on walls, ceiling, furniture, and woodwork (including doors) that cause damage is expressly prohibited. The room and room/suite must be left in clean and rentable condition and in the same material condition as when the resident moved in. Intentional or reckless conduct which results in damage (including tampering or defacing), loss, theft, or unauthorized use of property of the Student Housing Village or of any person or business is prohibited. The unauthorized use of the Student Housing Village for personal gain is also prohibited. Damage or vandalism occurring in common or public areas, e.g., resident lounges, elevators, building lobbies, etc., will be assessed to all residents registered in that common or public area and jointly responsible for public areas at the time of the damage or vandalism. A resident is also responsible for the loss, theft or damage to the residence and/or personal property by his or her guest(s). This assessment will be applied first to the resident's security deposit, with any amount over \$200 billed to the resident.

All residents in a room/suite will be considered responsible for the furnishings and appliances in the room. Residents will be billed for the replacement or repair of any damaged items. Each resident's room is equipped with a bed, mattress, closet/wardrobe, dresser, desk and chair. Only beds supplied by the Student Housing Village are allowed. The student shall make no alterations to the unit, the room/suite complex or move, remove, disconnect or install any fixtures, furniture, equipment, or appliances situated therein without the written approval of the Office of Student Housing.

The walls cannot be painted, papered, stenciled, or sponged. Any color change is subject to a minimum \$400.00 maintenance fee.

Parking

Parking at the Student Housing Village is available to residents in the lot next to the residence hall (Lot #6). To park a vehicle in lot #6, resident students must obtain a parking permit and properly display this permit in their vehicle. The parking permit is available at the Student Housing Office.

Public Safety at SUNY Niagara along with the Student Housing staff are responsible for enforcing parking rules and regulations for vehicles located in lot #6. Any unauthorized, or unregistered vehicles will be towed at the owner's expense. Guests parking in lot #6 are required to display a guest parking pass that can be obtained from the security and/or housing office. Standing or parking is not permitted in the loop located behind the complex as this is a fire lane.

Room Changes

Part of the residential experience is becoming a member of a diverse learning community with the objective of learning from, and how to live with, others. When roommates and/or suitemates face disagreements, they should first try to resolve these conflicts themselves. If this is not successful, the Resident Assistant should be contacted. A room change should be viewed as a last resort, and not a first option. Room change requests can be submitted in the Housing Office beginning the second week of classes in the semester. Requests will be honored on a first come, first served basis, provided that there is availability. Room changes cannot be guaranteed.

Any room change granted by the Housing Director or Senior RA after the 4th week of classes of any semester will incur a \$40 room cleaning/change fee, payable at the time the room change is made. No room changes will occur until this fee is paid. Any resident, who chooses to switch bedrooms or apartments without the approval of the Housing Director or Senior RA will be required to move back to their original room and will be charged \$200 or a loss of their security deposit.

If an opening occurs in a suite or room, the remaining residents within that suite will be expected to accommodate another roommate/suitemate. Residents are expected to welcome new roommates/suitemates in a hospitable manner. Residents who have an empty bed in their suite or bedroom are expected to maintain the space in such a manner as to allow another resident to move in immediately. Residents may not expand to fill all space in a suite making it inhospitable to another resident.

Privacy

The Housing Office understands and respects a resident's right to privacy. However, when safety, wellness, repair, emergency, or maintenance issues arise, the SHVC reserves the right to enter and inspect any room/suite without notice.

Reporting Instructions

Incidents during normal business hours should be reported immediately to the Housing Office or to Public Safety at (716) 614-6400. Please report the type of incident and the individuals involved. For incidents that may require emergency action, call 911 first, then contact Public Safety. It is important to state:

*This is an emergency. My name is _____. I am at the Student Housing Village at SUNY Niagara. The address is 3115 Saunders Settlement Road in suite # _____.
Then state the nature of the emergency.*

Immediately report the following to the Housing Office or to Public Safety:

- Any type of fire or smoke.
- Any electrical issues including sparking or smoking outlets.
- Any evidence of water leaks or excessive moisture in your room/suite or common areas.
- Any failure or malfunction of the heating, ventilation, and air-conditioning system (HVAC). Do not block the heating ducts in your room/suite.
- Insecure doors or windows in room or building.

To report an issue or a concern, you can also call or text the RA Phone (716) 598-1494

Confidential Reporting

To report an issue anonymously, see the SUNY Niagara Public Safety web site and follow the *Report a Crime* link. <http://www.niagaracc.suny.edu/security/>

Fire Safety and Regulations

Evacuation

When an alarm is sounded, all persons are required by law to vacate the building according to proper procedures. Emergency notice can be in the form of a fire alarm or a directive from Public Safety or Student Housing staff. All residents should familiarize themselves with the evacuation procedures and know the location of all the exits on the floor. In the event an evacuation is necessary, immediately proceed to the nearest exit door and leave the building. Residents should leave as quickly as possible. Walk and keep moving as far away from the building as possible. Residents will assemble in the snack bar in the G building of the Sanborn campus (residents may not go to their vehicles). Evacuation/fire drills will be conducted throughout the academic year.

- Be sure to stay out of the way of and do not block access for responding Fire Department, Police or EMS workers.
- Residents should leave all lights on and close doors as they exit the building.
- Leave by the nearest staircase. Do not use the elevator.
- Student Housing staff at Sanborn will account for students who might have not escaped.
- It is important to leave the building in silence so that, if necessary, special instructions can be given and heard by all.

Residents will remain outside until Public Safety and/or local law enforcement give the “all clear” announcement. Public Safety and Student Housing staff with radios will assist students and employees to return to the building.

All windows within Student Housing Village have been designated as egress/exit points during an evacuation, if necessary. Please keep all furniture away from your window to allow for your exit during emergencies.

Fire and Safety Equipment

SHVC residences have both passive and active fire protection systems to protect residents in the event of a fire.

- Smoke and fire doors are strategically positioned in each building for the purpose of limiting the travel of fire and smoke.
- Fire detection systems in the form of smoke and heat detectors are provided throughout the residence halls and each student room.
- Graphics are provided in each residence hall showing appropriate exit routes and all exits are clearly marked with lighted signs.
- Sprinkler systems are located in various locations. Portable fire extinguishers are located on every floor. Fire alarm pull stations are readily accessible throughout the residence halls

New York State Education Law §6438 requires notification of fire safety standards and measures in all college-owned or college operated housing. Additional fire safety information may also be found in the Annual Security & Fire Safety Report, located on the SUNY Niagara Public Safety website at <http://niagaracc.suny.edu/security/>.

In the event of an actual fire, activate the alarm with one of the red pull stations located on every floor in the halls, as you evacuate the building. It is important to note that in case of fire, elevators are out of service and you must exit the buildings via stairways. If you are in your room and discover a fire in the hallway, making it difficult or impossible to leave the room, close your room door and call Public Safety at 716-614-6400 (Sanborn), then go to your window and call for help. Until help arrives, try to seal off your room by stuffing towels or clothes in the space between the bottom of the room door and floor.

Flammable Materials

Furniture, decorations, and other items that increase the flammability of the residents' rooms may be prohibited at the discretion of Student Housing staff or New York State Fire Inspector or Sanborn Fire Department personnel. Excessive amounts of combustible wall decorations are particularly dangerous in that they can promote rapid flame spread in the event of fire and are therefore prohibited. Combustible materials such as posters, pictures, etc. are limited to 20% of available wall space in each room. Nothing is to be put on the ceilings or on room doors. Fabric, including sheets, fishnet, tapestries, should not be used as decorations as they are extremely flammable.

- Open flames or incendiary devices are prohibited in all areas.
- The burning and possession of candles and incense are prohibited.
- The use of tart melting devices or similar objects are prohibited.
- Cooking devices such as griddles, hot plates, air fryers, pressure cookers, insta-pots and toaster ovens are prohibited.
- The storage or use of flammable liquids and substances, such as gasoline, kerosene, charcoal lighter fluid, etc., is strictly prohibited.
- Extension cords are prohibited. UL approved power surge protectors are acceptable.
- Light bulbs shall not exceed 100 watts. Halogen lamps/bulbs are prohibited.
- Personal property shall not be kept in hallways/stairwells or placed in any manner where they may create an obstacle to an exit route.
- The use of multiple plugs off a single outlet is prohibited. If additional plugs are required, please use a surge protector type power strip.
- Tampering with any fire safety equipment (i.e. exit signs, safety lights, fire extinguishers, and sprinklers heads) is prohibited. This includes covering the smoke/heat detectors in bedrooms. Any tampering with fire safety equipment may result in the termination of the resident's License Agreement.
- String lights are not permitted in suites/rooms.

Emergencies

Emergency Procedures

Depending on the scope of the emergency as well as the area(s) of campus affected, specific campus responses are in place with regard to student/parent communications, evacuation and relocation procedures and resources available to students.

Emergency Preparedness for Residents

As colleges are not immune from emergencies and disasters, SHVC has plans in place to respond accordingly. However, it is everyone's responsibility to prepare for emergencies. Contained in this guide are some emergency procedures that students are expected to follow in the event of an emergency. Always comply with the instructions from Student Housing Staff and Security.

Communicating to Students

For the health, safety and emotional well-being of students living on campus, it is important that students and parents are kept informed of the status of any emergency. The following methods of communication to students may be utilized during an emergency:

- E-mail messages utilizing college email accounts
- Announcements on the Campus website (<http://www.niagaracc.suny.edu/>)
- Announcement on the campus monitors on main campus - Normal programming will be interrupted, advising students of emergency circumstance.
- Posters/fliers distributed/posted
- Floor meetings
- Door-to-door announcements by Housing Staff and/or Security staff
- Public address systems on Sanborn campus
- Emergency text messages – more information at <http://www.niagaracc.suny.edu/pdf/security/>

Depending on the emergency, students will be expected to act in accordance with instructions communicated by Housing Staff and Security staff. Instructions include but are not limited to the following:

- No specific action necessary
- Limited facility/utility usage
- Evacuation
- Temporary relocation
- "Shelter in place" (stay in your room or lounge)
- "Lock down" (stay where you are and lock and/or barricade the door)
- Access to food and water

Evacuation

In the event an evacuation is necessary, immediately proceed to the nearest exit door and leave the building. Sanborn campus will assemble in G building or an area designated by Housing Staff or Public Safety. Evacuation/fire drills will be conducted throughout the academic year.

Closing the College Campus

To find out if the campus is closed due to weather or other emergencies, an announcement will be made using SUNY Niagara's Emergency Texting System. Enrollment is required. Students may also learn about closings through TV stations 2(WGRZ), 4(WIVB), and 7(WKBW). These stations are recommended for closing information since they have agreed to provide the most specific information. The following radio stations will also provide closing information, but it will be a general message:

AM Stations: WGR (550), WBEN (930), WNED (970), WHLD (1270), WLVL (1340), WJLL (1440), and WKBW (1520).

FM Stations: WBUF (92.9), WBLK (93.7), WJYE (96.1), WGRF (96.9), WKSE (98.5), WTSS (102.5), WEDG (103.3), WHTT (104.1), and WYRK (106.5).

During any emergency it is important to remain calm. Do not argue with security, police, fire, or residence hall personnel called to handle the emergency. Cooperating with officials will decrease the potential danger during an emergency. Failure to comply with reasonable requests of officials is subject to a sanction. Questions and/or concerns about what has happened should be directed to your RA or other Student Housing staff.

Bomb Threats

If someone calls saying that there is a bomb, try to get as much information from the caller as you can, such as where and at what time it is supposed to go off. Immediately call Public Safety (Sanborn) at (716) 614-6400 or any other Housing staff member. Give your name and the exact information you received. Do not investigate, but rather be alert to unfamiliar objects along exit routes. Do not touch anything and do not pull the fire alarm!

Medical Emergencies/Injuries

For any medical emergency or serious injury, contact Public Safety at (716) 614-6400 and/or a member of the Student Housing staff. You should inform of the nature of the problem. If you feel the situation is critical and an ambulance should be called immediately, tell Public Safety to call 911. Be sure to identify yourself and the exact location of the emergency. Arrange for someone to meet emergency responders when they arrive, if possible.

Student Wellness Center

SUNY Niagara provides health and wellness services through the Wellness Center, a cooperative group of professionals whose goal is to enhance individual health and cultivate an environment supportive of lifelong healthy behaviors. The Wellness Center specializes in Counseling Services, Health Services, and Wellness Education Services.

Wellness Center Room C – 122

<https://sunyniagara.edu/wellness/>

Phone: (716) 614-6275

Wellness Center Counseling Services

<https://sunyniagara.edu/wellness/counseling/>

Phone: (716) 614-6280

All services are available to every SUNY Niagara student regardless of insurance status, medical condition, race, gender, sexual orientation, disability, nationality, or religion. Most services/programs are provided at no cost to students. Student medical records are confidential and cannot be released to anyone without the student's written consent. To schedule an appointment or consult with a healthcare professional in an emergency Contact the Wellness Center at (716) 614-6275.

Influenza Virus

The influenza virus spreads mainly from person to person through coughing or sneezing by people with the virus. Sometimes people may become infected by touching something –such as a surface or object –with flu viruses on it and then touching their mouth or nose. If you think you have the flu, visit the Student Wellness Center for assessment and treatment. You should stay in your room, away from class, and away from your friends, until your temperature is normal for 24 hours without the use of medication. Severe cases requiring immediate medical attention would show the following symptoms:

- Difficulty breathing or shortness of breath
- Pain or heavy pressure in your chest or abdomen
- Sudden dizziness or near fainting
- Passing out or loss of consciousness
- Confusion
- Severe or persistent vomiting
- Symptoms improve but then return with fever, increased sinus pressure, or worsening cough or shortness of breath

Missing Persons

This applies to students who reside in campus housing, operated by Student Housing Village. The purpose of this policy is to establish procedures for the College's response to reports of missing students, as required by the Higher Education Opportunity Act.

For purposes of this policy, a student will be considered missing, if a roommate, classmate, faculty member, family member, or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Procedures for designation of emergency contact information

- a. Students age 18 and older and emancipated minors – Residence students are required each semester to designate an individual or individuals to be contacted by the college "in case of emergency." In the event a student is reported missing, college personnel or the Housing Director, will attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee will remain in effect until changed or revoked by the student. This contact information will be registered confidentially and will only be accessible to authorized college officials and local law enforcement in the furtherance of a missing person's investigation.
- b. Students under the age of 18 – In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the College or the Housing Director is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Official notification procedures for missing persons

- a. Any individual on campus who has information that a student may be a missing person must contact Public Safety or Student Housing Staff as soon as possible. The Housing Staff will then notify the Vice President of Student Services and confirm information with the Public Safety Department. Note: If a commuter student is believed missing, the reporting person should immediately notify local law enforcement authorities. The Public Safety Department will assist outside agencies with these investigations as requested.
- b. Student Housing Staff and the Public Safety Officer will gather information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student. If the above actions are unsuccessful in locating the student within four hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Housing Director will contact the Niagara

County Sheriff's Office to report the student as a missing person and the local law enforcement agency will take over the investigation. No later than 24 hours after determining that a residential student is missing, the Housing Director, or designee, will notify the emergency contact (for students 18 and older) or the parent/guardian (for students under the age of 18) that the student is believed to be missing, unless local law enforcement agency was the entity that made the determination that the student is missing.

Campus communications about missing students

In all cases of a missing student, the law enforcement agency conducting the investigation will provide information to the media that is designed to obtain public assistance in the search for any missing student. The Chief of Public Safety, the Vice President of Student Services, or designee, is available to provide consultation on communication with the investigating law enforcement agency. Any media requests to the college will be directed to the Director of Public Relations.

Facility Information

Work Orders

Work orders should be submitted by filling out the maintenance request form available at the Housing Office. Emergency maintenance issues should be reported to Student Housing Staff during business hours and Security after business hours. An emergency is considered something that will jeopardize the residents' health, security, or cause damage to any person, or property. Please remember, for fires call 911 first as you vacate your room/suite. Pull the fire alarm on your way out of the building.

Students Maintenance Responsibility

The following are duties that each resident is responsible for performing to help with the upkeep and care of the building:

- Regularly clean the walls and floors around the sink, shower, toilets, windows, stove, and dishwasher.
- Please use the ventilation fan and shut the door when showering to vent excess moisture from the bathroom.
- Residents MUST have a plunger. If the toilet becomes clogged, and after attempting to unclog with your plunger doesn't work, then please notify maintenance promptly.
- Do not overfill closets or storage areas. Ventilation is important in these spaces.
- Do not allow damp or moist clothing, towels, or other cloth materials to lie in piles for extended periods of time.
- Clean and dust your room/suite on a regular basis.

Routinely cleaning your suite common areas, bathrooms and bedrooms will help with the fight against spreading germs. Residents should use sanitizing cleaning supplies to disinfect areas within the suite that are high touch areas such as door handles, tables, countertops, and faucet handles to assist in preventing the spread of illnesses and germs. If health and wellness checks result in a citation for uncleanliness, a sanction will be issued.

Proper Use of Appliances

Students are expected to use appliances furnished in their suite in the appropriate manner. The student takes full responsibility for the appliances use, functioning, cleaning during the course of their stay. Misuse, damage, and/or injury incurred by or caused by the student are the sole responsibility of the students within each suite. The students will incur appropriate charges for maintenance and upkeep as a result of damage caused by misuse.

All appliances, fixtures and equipment provided by the Student Housing Village, or as part of the room/ suite must be used strictly in accordance with the applicable user-manuals. All replacement, maintenance, and repair costs for use of appliances not consistent with the applicable manuals or damage due to neglect shall be borne equally by the residents in such unit.

Laundry Room

When using laundry rooms observance of the posted instructions is required. Both washers and dryers are free of charge. Please remember that the laundry rooms are an extension of your room/suite. Your cooperation in keeping them clean and usable for the next person is required. Misuse of the facilities will result in disciplinary action. Do not leave laundry in washers or dryers for an extended period of time. Items will be considered abandoned and may be removed if left for more than 48 hours.

Snow Removal

Please exercise care while walking in the wintertime. Facility staff are responsible for clearing the sidewalks and parking lot, however at times these areas may be snow or ice covered and extra care will need to be taken by residents.

During periods of severe weather, it might be necessary to move vehicles in the lots to accommodate snow removal. Should the need arise, signs will be posted at all entrances notifying residents that their cars must be parked in an alternative area. Any vehicle remaining in the lot during this time will be towed at the owner's expense.

Keys

Keys, including fobs, are not to be loaned out and duplicate keys are not to be made. Residents are strictly encouraged to lock their bedroom doors and ensure their suite door is closed whenever you leave the room. If a key or key fob is lost or stolen, the resident must notify the Office of Student Housing as soon as possible. Residents will be billed for any key and/or locks that need to be installed as the result of losing a key. Under no circumstances should a resident share their keys or fob with any other individual. Because this is a security issue, it is considered to be a violation of the Student Code of Conduct and is subject to sanction.

Elevator

In the event of a malfunction in an elevator during non-business hours, notify the Housing Staff or Public Safety. Activating the elevators "help button" will notify personnel. No one other than fire emergency personnel or employees of the elevator maintenance company should attempt to rescue someone caught in malfunctioning elevator.

Title IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.” -Title IX of the Education Amendments of 1972

SUNY Niagara’s Title IX policy and grievance procedures are governed by the federal Title IX regulations currently in effect, by SUNY system-wide policy, and by New York State Education Law Article 129-B (Enough is Enough).

Title IX of the Education Amendment of 1972 prohibits sex discrimination in educational programs and activities. Sex discrimination includes all forms of sexual harassment, including verbal sexual harassment and sexual violence by employees, students, or third parties against employees, students, or third parties. SUNY Niagara is fully compliant with Title IX and applies compliance to athletics, admissions, financial aid, academic matters, career services, counseling and medical services, and all other programs/activities available to students, as well as in the workplace for faculty and staff. Conduct covered by Title IX includes:

- Sex Discrimination and Harassment
- Sexual Violence
- Stalking
- Interpersonal Violence
- Retaliation
- Gender-based Discrimination, Sexual Orientation Discrimination, Sexual/Gender
- Identity Discrimination
- Bullying/Cyber-bullying, and Hazing

SUNY Niagara’s Title IX Officers

Catherine Brown
Director of Human Resources
Room A264
(716) 614-5951
cbrown@niagaracc.suny.edu

John Lindahl
Coordinator of Student Conduct
Room A266
(716) 614-6240
jlindahl@niagaracc.suny.edu

For updated information please check the website at <https://sunyniagara.edu/hr/titleix/>.

The Title IX Officer is responsible for facilitating the investigation and remedies, as well as offer support resources to the victim/complainant, for any allegation of sex or gender-based harassment, discrimination, misconduct, violence, or any other conduct covered by Title IX. The Title IX Officer works closely with Student Services, Housing, Academic Affairs, Human Resources, Campus Public Safety, and other offices during a Title IX investigation.

Affirmative Consent

Consistent with New York Education Law §6441, SUNY Niagara applies an affirmative consent standard. Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. It may be given by words or actions that create clear permission. Silence or lack of resistance does not, by itself, demonstrate consent.

- Consent to one act, or prior consensual activity, is not consent to any other act.
- Consent is required regardless of whether the person initiating is under the influence of drugs or alcohol.
- Consent may be withdrawn at any time; when it is, sexual activity must stop.
- Consent cannot be given by someone who is incapacitated — unable to knowingly choose because of drugs or alcohol, unconscious or asleep, or otherwise unaware the activity is occurring.
- Consent cannot be given where it results from coercion, intimidation, force, or threat of harm.

Students' Bill of Rights

All students, including residents of the Student Housing Village, have the right to:

- Report to local law enforcement and/or the State Police, or decline to report;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Decide whether to disclose and whether to participate in the conduct or criminal process, free from institutional pressure;
- Participate in a process that is fair and impartial, with adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and receive courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that they are at fault, or should have acted differently to avoid the incident;
- Describe the incident to as few institutional representatives as practicable, and not repeat it unnecessarily;
- Be protected from retaliation by the institution, any student, the respondent, or their associates within the institution's jurisdiction;
- Access at least one level of appeal of a determination;
- Be accompanied by an advisor of choice at all meetings and hearings;
- Exercise civil rights and practice of religion without interference.

The full Students' Bill of Rights is distributed to all students and is posted at sunyniagara.edu/hr/titleix/.

Confidential and Private Resources

Before sharing details with anyone at SUNY Niagara, it helps to know whether that person must report it. You may ask any employee, “Are you a confidential resource, or are you required to report this?” before you disclose anything. Every employee is expected to answer honestly.

Confidential (off campus). Not SUNY Niagara employees; no obligation to report to the College. Contacting them does not notify the Title IX Coordinator or begin an investigation.

- YWCA of the Niagara Frontier, Domestic Violence Crisis Hotline — (716) 433-6716
- NYS Domestic and Sexual Violence Hotline — 1-800-942-6906 (24/7)
- RAINN National Sexual Assault Hotline — 1-800-656-4673 (24/7)
- 988 Suicide & Crisis Lifeline — call or text 988 (24/7)

On-campus health and counseling. Licensed providers may be able to speak confidentially when acting in their clinical role, under New York’s privilege laws. Not everyone in these offices is a licensed provider. Ask before you disclose. Counseling Services — (716) 614-6280. Wellness Center — (716) 614-6275.

Private (required to report). Private resources share your information only with those who need to know, but must report disclosures of sexual harassment, sexual violence, dating violence, domestic violence, or stalking to the Title IX Coordinator. All Student Housing staff (including Resident Assistants), Public Safety officers, faculty, and other College employees are private resources. Reporting to one does not obligate you to participate in an investigation.

Limits. No resource is absolutely confidential. Even a confidential resource may be required to act where there is imminent risk of serious harm, suspected abuse of a child or vulnerable adult, or a court order. Campus resources may report non-identifying Clery statistics, which exclude your name.

Supportive Measures

Supportive measures are non-disciplinary services offered free of charge to a reporting individual or a respondent, whether or not a formal complaint is filed. In housing these may include a room, suite, or roommate reassignment, a No Contact Order, adjusted facility access, escorts, academic accommodations, counseling referrals, and help contacting law enforcement. Request them from the Title IX Coordinator or any Housing staff member.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 provides: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. §2000d). This prohibition applies to all programs and activities of SUNY Niagara, including the Student Housing Village, and extends to discrimination based on shared ancestry or ethnic characteristics.

Prohibited Conduct

The following conduct violates Title VI when based on race, color, national origin, ancestry, or ethnicity:

- Slurs, epithets, or derogatory comments, spoken, written, or displayed
- Racist, antisemitic, Islamophobic, or other ethnically derogatory graffiti, images, or symbols
- Excluding or isolating a resident
- Threats, physical intimidation, or property damage
- The same conduct online or on social media affecting the residential community
- Retaliation against anyone who reports discrimination or participates in an investigation.

Reporting a Title VI Concern

To report discrimination or harassment based on race, color, or national origin, contact:

John Lindahl, Title VI Coordinator
Ernest Notar Administration Building, Room A-266
(716) 614-6240 | jlindahl@niagaracc.suny.edu

Reports may also be made to any Student Housing staff member or Public Safety at (716) 614-6400, who will forward them to the Coordinator, or anonymously at sunyniagara.edu/security/tipline/. The Coordinator will offer supportive measures, such as a room or suite change, No Contact Order, academic support, counseling referrals, or other housing adjustments, whether or not a formal complaint is filed. The College investigates formal complaints promptly and impartially, and takes steps to stop the conduct, remedy its effects, and prevent recurrence.

External Complaints

A resident may file with the U.S. Department of Education, Office for Civil Rights at any time, without using the internal process first, ordinarily within 180 calendar days.

OCR, New York Office
32 Old Slip, 26th Floor, New York, NY 10005-2500
(646) 428-3800 | OCR.NewYork@ed.gov | www.ed.gov/ocr

Parent / Guardian Notification and Beau's Law

In accordance with the Family Educational Rights and Privacy Act (FERPA) and New York State Education Law §6438-d (Beau's Law), the Student Housing Village may notify a parent, guardian, or designated emergency contact when a resident student under the age of 21 is involved in certain alcohol- or controlled substance-related incidents. This policy applies to incidents occurring on or off campus that are addressed through Student Housing Village or College conduct processes.

Notification decisions are handled by the Director of Student Housing and may be made in consultation with SUNY Niagara authorized offices and are intended to support student health, safety, well-being, and responsible decision-making. Notifications may occur in situations including, but not limited to:

- Violations involving the possession, use, or distribution of alcohol or controlled substances;
- Violations of federal, state, or local laws related to alcohol or controlled substances; or
- Alcohol- or controlled substance-related medical emergencies, including hospitalization, suspected overdose, or other situations presenting a significant risk to the student or others.

The Student Housing Village exercises this authority in a manner that respects student privacy rights, and information disclosed will be limited to that reasonably necessary to address the health, safety, or welfare concerns presented by the circumstances.

Questions regarding this policy should be directed to the Director of Student Housing.

John Lindahl
Director of Student Housing
jlindahl@niagaracc.suny.edu
(716) 731-8850

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. The Office Student Housing, in conjunction with the Office of Student Services, Office of Human Resources, and local law enforcement agencies, prepares the Annual Security and Fire Report to comply fully with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Statistics are compiled in accordance with the Uniform Crime Reporting System of the Department of Justice and the Federal Bureau of Investigation. To view

the current electronic Annual Security and Fire Report or the Clery statistics for the Sanborn or NFI campus please go to the SUNY Niagara campus security website at <https://sunyniagara.edu/security/clery/>.

Emotional Support Animals

The Student Housing Village recognizes that Emotional Support Animals (ESAs) may be approved as a disability-related accommodation for eligible students. ESA requests are reviewed through the Accessibility Services Office on an individualized basis. Residents are responsible for the health, safety, behavior, and supervision of approved animals at all times. Animals that are neglected, repeatedly disruptive, unclean, or create health or safety concerns may be subject to removal from campus housing and referral to appropriate local authorities as applicable.

Approved animals must comply with all applicable federal, state, and local laws, as well as College housing requirements. All dogs four months of age or older residing in campus housing must be licensed through the Town of Cambria. Dogs licensed in another New York municipality may reside in campus housing for up to 30 days. Continued residence beyond 30 days requires Cambria licensing. Proof of current rabies vaccination is required for licensing compliance.

Eligibility Standard

Approval of an ESA requires a qualifying disability under applicable disability law, and a documented disability-related need for the animal in campus housing. Comfort, companionship, or stress reduction alone do not establish eligibility for an ESA accommodation.

Accommodation Review Process

All ESA requests must be submitted to and evaluated by the Accessibility Services Office. Approval is based on individualized assessment and documentation. In general, approval may be granted where the student has a qualifying disability and the animal is necessary to afford the student equal access to and use of campus housing.

Reasonableness and Denial Criteria

An ESA request may be denied if the accommodation would:

- Pose a direct threat to the health or safety of others;
- Result in substantial property damage; or
- Create an undue financial or administrative burden or fundamentally alter housing operations.

Support Resources

The Student Housing Village remains committed to providing equal access and appropriate accommodations for students with disabilities. Students experiencing stress, anxiety, or other personal concerns are encouraged to utilize available campus resources, including the Wellness Center.

Student Housing Village Code of Conduct

Disclaimer

The Office of Student Housing may terminate any resident's License Agreement at any time at the discretion of the Housing Director for reasons of health, safety, security, conduct and/or damages, excessive uncleanliness, or for the failure to comply with the resident's License Agreement.

It is understood that the occupancy right granted to each resident is a revocable License Agreement and not a leasehold or other interest. While the rules and regulations contained in this handbook attempt to highlight the circumstances that may lead to termination of a resident's occupancy, the Office of Student Housing shall have complete discretion to terminate a resident's occupancy (whether specifically designated herein, in the License Agreement or not). Likewise, it shall be within the discretion of the Office of Student Housing to consider any specific circumstances in reaching such decision. Please see the License Agreement for more information regarding occupancy and removal. Residents should note that if their License Agreement is terminated for any reason, they shall forfeit their security deposit as an early termination fee.

A decision by the Office of Student Housing to not enforce any rule or regulation or terminate any resident's occupancy shall not act as a waiver of the Office's right to enforce such rule and regulation in the future. No resident shall have the right to enforce these rules and regulations against another resident, unless employed by the Student Housing Village and then as directed.

The Office of Student Housing reserves the right to inspect rooms, suites and contents by its authorized personnel at any time for the purpose of administering the provisions of the License Agreement and this handbook. Residents should be aware that they are responsible for what occurs in their suites/rooms whether or not they are present. This means that you will be held responsible for any misconduct that occurs in your suite/room. The rules and regulations contained in this handbook are subject to change by the Office of Student Housing in its discretion.

Conduct

The purpose of this procedure at the Student Housing Village is to serve as a process to hold residents accountable for their actions when these actions are not aligned with the academic community in which they have chosen to live in as outlined in this handbook, their License Agreement, and in the SUNY Niagara Student Rights and Responsibilities (Code of Conduct).

The following pages and the SHVC License Agreement outline the types of conduct that may result in disciplinary action through the Student Housing Village Judicial System. This list is not all-inclusive. Any conduct which also may be conducted online and/or through the use of social media is also prohibited.

Any conduct which also violates local, state or federal law may also be referred to law enforcement. Conduct which also violates the SUNY Niagara Student Rights and Responsibilities (Code of Conduct) may also be referred to the Vice President of Student Services for adjudication.

Any violation of prohibited conduct as described may result in the termination of the resident's License Agreement. If the resident's License Agreement is terminated, all resident and guardian financial obligations remain in effect.

Process and Procedures

Any resident or employee (including Public Safety personnel) of the Student Housing Village, or member of SUNY Niagara may submit a complaint to the Office of Student Housing or Public Safety. Once a complaint is received, the resident(s) who are alleged to have been involved in misconduct will be notified that a disciplinary conference is required. Notification may be made in writing and delivered to the resident's mailbox or be made in person or a resident may be issued an appearance ticket by Public Safety for violations of the Code of Conduct. If a resident is directed to appear via an appearance ticket, the individual must contact the designated office (documented on the appearance ticket) by the time listed on the appearance ticket.

NOTICE: FAILURE TO CONTACT THE INDICATED OFFICE BY THE DATE LISTED ON THE APPEARANCE TICKET WILL FORCE A RECOMMENDATION OF DISCIPLINARY ACTION BASED SOLELY ON THE INFORMATION DOCUMENTED IN THE SUNY NIAGARA PUBLIC SAFETY INCIDENT REPORT.

The disciplinary conference will be held with either the Housing Director or designee, and/or the Vice President of Student Services. At their discretion, and in cases where the welfare of the accused resident, other residents, or Student Housing Village, is considered to be at risk, the accused resident may be removed from housing until this procedure has been completed.

At this meeting, the resident will be provided a description on the incident and the alleged infractions. The resident will be given an opportunity to respond and present an account of their actions. The resident is expected to be honest and encouraged to ask questions. Failure to appear for the scheduled meeting will result in a decision regarding culpability being made without the benefit of the resident's account.

After the disciplinary conference is held, the staff member will decide, based on available information, whether the resident is found to be responsible or not responsible for the alleged infraction(s). A resident will be found responsible if the evidence available suggests that is more likely than not that the resident's conduct violated Student Housing Village policy. As this procedure is used to hold residents accountable for their actions, it is not necessary for there to be proof beyond a reasonable doubt when determining the resident's culpability.

Amnesty and Good Samaritan Policy

No resident should hesitate to call for medical help, or stay silent about violence, out of fear of being disciplined for their own drinking or drug use. In both situations below, a resident will not face Student Housing disciplinary action, fines, or sanctions for violations of the Alcohol or Drugs and Controlled Substances policies arising from that incident.

Medical Emergencies – Good Samaritan

If you think you or someone else may need medical attention because of alcohol or other drugs, **call 911 first**, then SUNY Niagara Public Safety at **(716) 614-6400**, or contact a Resident Assistant or Student Housing staff. Call immediately if a person cannot be woken, is vomiting while unconscious, has slow or irregular breathing, has cold or bluish skin, has a seizure, or cannot stand without help. **When in doubt, call.** Protection covers the person who needs help, anyone who calls in good faith, and anyone who stays or assists, resident or not. To qualify, a resident must call before the emergency is otherwise discovered, stay until help arrives, cooperate with responders and staff, and meet with the Housing Director or designee within five (5) business days. Leaving the scene, refusing to identify oneself, or giving false information forfeits protection.

Reporting Sexual or Interpersonal Violence

Under New York Education Law §6442, a reporting individual or bystander who in good faith discloses domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will not face conduct action for alcohol or drug violations occurring at or near the time of that incident. This applies whether the alcohol or drug use was voluntary or involuntary.

What Happens Instead of Discipline

The incident is documented but is not a conduct violation and does not count as a prior offense under the Sanction Chart. The resident meets with the Housing Director or designee — a supportive meeting, not a disciplinary one — and may be asked to complete alcohol and drug education, a voluntary Wellness Center assessment, or a wellness plan. No fine is assessed. Failure to complete an assigned follow-up may return the underlying violation to the conduct process.

Limits

Amnesty covers only the Alcohol and the Drugs and Controlled Substances policies. It does not extend to distribution or sale; hazing or coerced consumption; violence, threats, sexual misconduct, or harassment; property damage, theft, or fire safety violations; or weapons. It is not immunity from arrest, though New York's 911 Good Samaritan Law (Penal Law §220.78) offers substantial protection from possession charges. It does not affect Clery Act reporting, financial responsibility for medical treatment, or parent/guardian notification under "Beau's Law." Where a resident has received amnesty before, the Director may limit it, but only after weighing whether continued protection better serves that resident's health and safety. A resident's history will never be used to discourage anyone from calling for help. Questions: (716) 731-8850.

Rules and Regulations

Access to Building

The outside entry doors are locked 24 hours a day. Unauthorized entry to or use of these doors is prohibited. The main entrance may be accessed with a key fob. Propping open or opening the doors without permission may result in the termination of a resident's occupancy.

When entering the building, all residents may be asked to show proper identification. Any bags, purses, or other items are subject to search by Office of Student Housing and/or Security. Refusal to allow an item to be searched will result in the resident being denied entry to the building with the item.

Alcohol

The Student Housing Village is an alcohol-free facility. The consumption, manufacture or possession of any alcohol or alcohol paraphernalia is strictly prohibited, including for those residents who are of legal drinking age (21). Public intoxication resulting from the consumption of alcohol outside of Student Housing Village is also prohibited and subject to disciplinary action. Also included within this policy is the prohibition of any game that encourages the over-consumption of alcohol or any other substance (commonly referred to as drinking games).

The Office of Student Housing reserves the right to define what constitutes alcohol paraphernalia, however the items listed below should serve as a guide for residents.

- Beer bongs or funnels
- Posters displaying alcohol or its use or manufacture
- Any boxes, cans, bottles, shot glasses, etc.

Should a resident possess any alcohol paraphernalia, the objectionable object will be confiscated and destroyed by the Office of Student Housing and/or Public Safety. The resident agrees to not seek any compensation for the item(s).

Bias-related acts

It is the policy of SUNY Niagara and the Student Housing Village to establish an environment in which dignity and worth of all members of the College community are respected. In keeping with the principle, bias related crimes against students, employees or a third party (defined as prospective and for the former students as well other visitors to the campus, including parents, vendors, contractors etc.) is considered a criminal act under the hate crime law and will not be tolerated. Bias related or hate crimes subverts the mission of the College and the Housing Village and undermines the educational process.

SUNY Niagara and the Student Housing Village are committed to all provisions of and in compliance with Hate Crimes Act of 2000, Legislation Ch. 590 L.2003, and Penal Law 485. Based on federal and state reporting requirements there are varying definitions on hate crimes. The

definition most widely used by law enforcement agencies is from the U.S. Department of Justice publication Hate Crimes Data Collections Guidelines. These Guidelines define a hate/bias crime as: "Any criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against race, color, national origin, religion, gender, sexual orientation, gender identity, or disability."

Bullying

Bullying and cyberbullying (bullying achieved with information technology, including email, texting, and social media) are expressly prohibited in any form at the Student Housing Village, by residents, guests, and employees. The information below describes the types of behaviors that are considered bullying, obtained from the Department of Education.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both individuals who are bullied and who bully others may have serious, lasting problems.

Please visit <http://www.stopbullying.gov/> for more information.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Individuals who bully use their power— such as physical strength, access to information, or popularity— to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Three types of bullying are:

Verbal bullying is saying or writing mean things. Verbal bullying includes:

- Teasing and name-calling, or making inappropriate sexual comments
- Taunting, or threatening to cause harm

Social bullying involves hurting someone's reputation or relationships. Social bullying includes:

- Leaving someone out on purpose
- Telling other people not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- Hitting, kicking, pinching, spitting, tripping, or pushing
- Taking or breaking someone's things

Burglary

The unlawful entry of a structure to commit a felony or theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Disruptive Behavior

Disruptive behavior includes, but is not limited to, physical assault, verbal abuse, harassment, threats, excessive noise, and disorderly, lewd or indecent behavior, along with acts which compromise the peace, comfort and safety of other residents (including maintaining suite security by not propping doors or allowing others access to suite/room keys). Intentional or reckless acts that cause or could cause physical or mental harm to others or yourself is also considered Disruptive Behavior. This includes any threats that cause another person to believe that the offender may cause mental or physical harm. Disruptive Behavior is also any recreational activity which could be injurious to individuals, facilities, or grounds on Student Housing Village.

Drugs and Controlled Substances

The illegal use, possession, or distribution of controlled substances is strictly prohibited on the premises. Possession of drug paraphernalia is also prohibited. The Office of Student Housing reserves the right to define what constitutes drug paraphernalia, however the items listed below should serve as a guide for residents.

- Hookahs and hash pipes
- Bongs, pipes, wrapping papers, or other items used for inhaling or ingesting substances
- Spoofs or other items used to conceal the use of substances
- Posters that display controlled substances or their use

Should a resident possess any drug paraphernalia, the objectionable object will be confiscated and destroyed by the Office of Student Housing and/or Public Safety. The resident agrees to not seek any compensation for the item(s).

The use or possession of a prescription drug that is not the resident's is also prohibited and subject to disciplinary and/or legal action(s).

The use of over-the-counter medications or any other type of legal aerosol, inhalant, etc. for the purposes of getting "high" is extremely dangerous and therefore is also prohibited and subject to disciplinary and/or legal action(s).

Failure to Comply

The following is considered a failure to comply and may result in a fine and disciplinary action up to and including termination of the License Agreement:

- With any safety or other provision contained in this resident handbook
- With the reasonable request of an employee of Student Housing, Public Safety, or SUNY Niagara employee.
- With the terms of a previous sanction (i.e. fine, community service, etc.)

Fire Alarm Activation

All residents must evacuate the building when a fire alarm sounds. If you find smoke or a fire in the building: Call 911, pull the fire alarm and evacuate the building. The following is strictly prohibited and will result in a fine and disciplinary action up to and including termination of your License Agreement:

- Failure to cooperate or to evacuate during a fire alarm;
- Intentionally causing a false alarm;
- Inappropriate behavior which results in the activation of a fire alarm system;
- Tampering with, damaging, or removing fire hoses, extinguishers, exit lights, sprinklers, heat/smoke sensors, extinguisher boxes or alarm covers; Or any other fire safety apparatus.

Gambling

Participation in gambling or games of chance for money or other items of value is prohibited within student residences as per state law.

Guests

A guest is anyone who is visiting the Student Housing Village and does not have a signed License Agreement on file with the Office of Student Housing. Guests must be met at the front door and escorted at all times by their resident host.

At all times all guests must surrender a State Issued photo identification to the security desk and sign into the building with a resident host. Overnight guests must sign in prior to 10 pm the night in which they want to stay. Overnight Guests under the age of 18 are prohibited without written consent from the Housing Director or designee. A guest may not stay overnight more than 3 times per calendar month. Residents are allowed a total of 3 guests per calendar month. Guests shall not interfere with the rights of roommates or suitemates and any guest conduct will be attributed to the resident host in accordance with the student conduct handbook. Guests exhibiting disruptive behavior will be banned from the premises and face criminal trespassing charges. The Office of Student Housing reserves the right to disallow any guest from entering the premises at its sole discretion.

Hazing

Hazing is strictly prohibited at the Student Housing Village, on all SUNY Niagara property, and at any event or activity associated with the College or a College-recognized organization or team, whether occurring on or off campus.

Definition. Hazing means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with others, against another person, regardless of that person's willingness to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a group, organization, or team, and that causes or creates a substantial risk of physical injury, mental or emotional harm, or personal degradation.

Consent is not a defense. A resident's willingness to participate, or a request to be hazed, does not excuse hazing. Residents who plan, direct, encourage, fund, aid, or knowingly permit hazing may be held responsible to the same degree as those who carry it out.

Examples of hazing include, but are not limited to:

- Forced, coerced, or pressured consumption of alcohol, drugs, food, or any other substance
- Paddling, beating, branding, tattooing, piercing, or exposure to physical shocks
- Sleep deprivation, forced physical exercise, or exposure to weather
- Confinement in a restricted or uncomfortable space
- Personal servitude, forced errands, or "line-ups" and interrogations
- Degrading, humiliating, or sexually suggestive games, stunts, or public acts
- Compelled violation of College policy or of local, state, or federal law
- Verbal abuse, harassment, threats, or intimidation imposed as a condition of membership
- Any activity that interferes with a resident's academic obligations or right to rest

New York State law. Under New York Penal Law §120.16, hazing in the first degree is a class A misdemeanor where the conduct recklessly causes physical injury. Under §120.17, hazing in the second degree is a violation. New York Education Law §6450 requires the College to adopt, publish, and enforce rules prohibiting conduct that threatens the physical or mental health of students in connection with initiation into any organization, and permits the College to withdraw recognition from any organization that authorizes hazing.

Federal law — Stop Campus Hazing Act. The Stop Campus Hazing Act amends the Jeanne Clery Act. SUNY Niagara reports hazing incidents meeting the Clery definition in its Annual Security and Fire Safety Report, and publishes a Campus Hazing Transparency Report identifying student organizations found responsible for hazing violations. The Transparency Report is updated at least twice each year and is available on the SUNY Niagara Public Safety website. The College also provides research-informed hazing prevention education to the campus community, including residents of the Student Housing Village.

Reporting. Report hazing to the Housing Director, any Student Housing staff member, a Resident Assistant, or Public Safety at (716) 614-6400. Reports may also be submitted anonymously through the Anonymous Tip Line at sunyniagara.edu/security/tipline/. Retaliation against any person who reports hazing or participates in an investigation is prohibited and is independently subject to sanction.

Amnesty. A resident who seeks medical assistance for themselves or for another person during a hazing incident, or who reports hazing in good faith, will not be subject to Student Housing disciplinary action for personal alcohol or drug violations arising from that same incident. Amnesty does not extend to residents who organized, directed, or participated in the hazing itself.

Sanctions. Hazing is treated as a serious violation. Sanctions may include Housing Probation, a No Contact Order, restitution, and termination of the License Agreement, in addition to referral to the Vice President of Student Services under the SUNY Niagara Student Rights and Responsibilities (Code of Conduct) and referral to law enforcement.

Housekeeping

Residents are expected to maintain a level of cleanliness in their room compatible with reasonable health and safety standards.

Lockouts

During regular office hours, any individuals locked out of their room at Sanborn shall report to the Office of Student Housing. After three lockouts (during semester) the resident will be charged a fine specified on the Sanction Chart. If the practice continues after the third time, termination of the License Agreement will be considered.

Pets

Due to allergy concerns and the safety of the animal(s), no pets are permitted, even fish. This prohibition does not apply to service animals as defined by the Americans with Disabilities Act, or to Emotional Support Animals approved as a disability-related accommodation through the Accessibility Office.

Prohibited Items

- Pets (including fish and reptiles), other than approved service animals and Emotional Support Animals
- Alcohol, narcotics, any product containing THC, and alcohol or narcotic paraphernalia (regardless of age)
- Any type of weapon (or anything resembling a weapon) including tasers, paintball and airsoft guns, pocket, hunting, and tactical knives, etc.
- Microwaves and mini-fridges (a microwave and refrigerator are provided)
- Any type of grill, including George Foreman grills (an oven and stove are provided)
- Toaster ovens, air fryers, pressure cookers, and any other appliances with a heating element (coffee makers are acceptable)
- Space heaters or air conditioners (heating and air conditioning are provided)
- Multi-plug outlet adapters and extension cords (UL-approved surge protector power strips are acceptable)
- String lights (plug-in and battery operated)
- Tapestries and flags
- Candles, incense burners, and wax melters
- Lighters, matches, and flammable liquids
- Fireworks
- Individual wireless modems (Wi-Fi is provided)
- Dart boards with metal darts

Quiet Hours

Excessive noise, defined as any sound that is audible from outside the apartment, is complemented by the enforcement of specific Quiet Hours, which are defined as:

- Sundays – Thursdays, 10:00 PM – 7:00 AM
- Fridays and Saturdays, 12:00 AM – 7:00 AM
- 7 day period before the designated Exam Week at the end of each semester – 24/7
- Exam week – 24/7

Robbery

The taking, or attempting to take, anything of value from the care, custody, or control of another person or persons by force or threat of force or violence and/or putting the victim in fear.

Retaliation

Retaliation is any adverse action against a person because they reported a violation, participated in an investigation, or supported someone who did — including threats, harassment, social exclusion, property damage, or encouraging others to do the same. It applies equally to the friends and roommates of the person reported. Retaliation is a separate violation, sanctionable regardless of whether the original report is substantiated, up to termination of the License Agreement. Report it to the Housing Director, any staff member, or Public Safety at (716) 614-6400.

Smoking

Smoking is strictly prohibited at the Student Housing Village. Residents who wish to smoke or vape must do so off the property of SUNY Niagara and the Student Housing Village. This includes cigarettes, cigars, aromatic cigarettes, herbal cigars, electronic cigarettes, and any electronic smoking devices.

Solicitation and/or Sales

There shall be no use of housing facilities for commercial activity, solicitation, or advertisement of any kind for purposes unrelated to official Housing or College functions.

Theft/Larceny Offense (Stealing)

The unlawful taking, carrying, leading or riding away of property from the possession of another person, or possession of property known to be stolen. Disciplinary action will be on a situational basis depending on severity of the theft/larceny.

Trash

Trash should be stored in a proper receptacle and emptied on a regular basis to avoid unsanitary conditions. Trash must be disposed of in the outside dumpster. Under no circumstances should trash be placed in any other area of the complex.

Weapons

All dangerous weapons and objects are strictly and expressly prohibited. A dangerous weapon/object is defined as any instrument, device, or object capable of inflicting physical harm or death and designed or specifically adapted for use as a weapon, or possessed, carried, or used as a weapon. Possession or use of a dangerous weapon (as defined by law) is prohibited. Examples of dangerous weapons include firearms, ammunition, chukka sticks, explosive devices, dangerous chemicals, flammable liquids, charcoal lighter fluid, items which constitute a fire hazard, knives, firecrackers, compressed air guns, pellet guns, stun or zip guns, and BB guns. Dangerous weapons are not to be stored or used in or around the Student Housing Village; this also includes the use and storage of helium and propane tanks. Internal combustion engines are prohibited within the building.

Windows

Window screens are to be in the windows at all times. Residents and guests will not use windows as a means of exiting or entering the building. The placing of any objects including aerials and antennas, is prohibited. Neon or other signs, advertising, stickers, banners, etc., are prohibited from being displayed in or on the windows. Throwing objects from windows, sitting in the window opening, and walking on the building roof is considered extremely dangerous and is subject to termination of the License Agreement. Residents may not keep anything on their window sills, pass items through the windows, enter or exit the building through the window, or discard anything out the window. Students are subject to fines if found in violation of the above.

Sanctions

Residents found to be responsible for infractions will be assigned one of the following sanctions. These sanctions may be used in any combination, at the discretion of the Housing Director or designee. Sanctions are imposed to ensure the resident understands and follows through on correcting their behavior and to protect the rights of individuals and the community from further disruption or harm.

Verbal Warning – A verbal warning is notice to the resident that their behavior does not conform to what is expected and the resident should take note that further violations will result in more serious sanctions. The verbal warning will be noted in the resident's file.

Written Warning – A written warning will be given to residents explaining their conduct infraction(s) and how the resident's behavior needs to be corrected to prevent issues in the future. A copy will be provided to the resident and kept in the resident's file.

Community Service – Community service hours may be assigned as a sanction in instances where the offending resident's conduct disrupts or harms the community. Residents will be given the opportunity to complete the assigned hours in a reasonable amount of time, and can complete them within the SHVC or at a local agency as assigned by the Office of Student Housing. Failure to complete assigned hours could result in further sanctions within housing.

Restitution – In situations where the resident is found responsible for violations involving theft, damage to property, etc. monetary restitution will be required. Residents will be given no less than 14 days to submit the restitution amount or face termination of their License Agreement.

Fine – Fines will be used for violations noted in the Sanction Chart and for intentional destruction of housing property or vandalism. Punitive fines must be paid within 14 days or residents may face termination of their License Agreement.

No Contact Order – A no contact order can be issued for incidents where it is in the best interest of both the reporting individual and the respondent to not have contact. A no contact order consists of physical, electronic, and verbal contact. The order may also restrict access to certain areas of the housing facilities and certain activities sponsored by the College or Student Housing Village.

Privilege Revocation – Privileges such as hosting guests, access to hallways and common areas, or borrowing equipment may be revoked in appropriate situations

Housing Probation – Residents may be placed on probation as official notification that further misconduct by the resident may result in the revocation of their License Agreement. Probation will be for a set period of time and will expire provided that no further misconduct has occurred during the specified period.

Occupancy Termination and Dismissal – When the health and safety of the offending resident, other residents, or Student Housing Village property is jeopardized and/or for multiple infractions without improvement in the resident's behavior the resident's License Agreement will be terminated. Residents will be given 24 hours to vacate the premises and may not re-enter Student Housing Village property, or face arrest for criminal trespass. Should this occur the resident and their guardian remain responsible for all costs and fees associated with the License Agreement that they have signed.

Sanction Chart

Type of Violation	Degree	1 st Offense	2 nd Offense	3 rd Offense
Alcohol	1 st	Confiscation of Alcohol, Participation in Alcohol and Drug Class, Housing Probation	Removal from Housing	
Drugs (including marijuana and any product containing THC)	1 st	Confiscation of Drugs, Participation in Alcohol and Drug Class, Housing Probation	Removal from Housing	
Drug Paraphernalia	1 st	Confiscation of Paraphernalia, Participation in Alcohol and Drug Class, Housing Probation	Removal from Housing	
Fire Code Violations (tampering with a smoke detector, failure to evacuate during a fire alarm)	1 st	Housing Probation or Removal from Housing	Removal from Housing	
Smoking tobacco, vaping, or other violations of the Tobacco-Free Policy	2 nd	Written Warning	\$25 fine	Housing Probation, \$55 fine
Activation of Fire Alarm (due to Code of Conduct violation)	1 st	Housing Probation, \$100 fine	Removal from Housing	
Activation of Fire Alarm	2 nd	Written Warning	Written Warning	\$55 fine for each alarm from this point forward
Possession of Candles/Incense	1 st	Confiscation of Candles/Incense, Written Warning	Confiscation of Candles/Incense, Housing Probation	Removal from Housing
Vandalism/Destruction of Housing Property (Intentional)	1 st	Fine based on amount for repairs, Housing Probation	Removal from Housing	
Damaged Property (Unintentional)	2 nd	Fine based on amount for repairs	Fine based on amount for repairs	Fine based on amount for repairs
Unauthorized Entry/Trespassing/Propping of Exterior Doors	1 st	Written Warning	Housing Probation	Removal from Housing
Guest Policy Violation	2 nd	Temporary loss of guest privileges, \$40 fine per unauthorized guest	Loss of Guest Privileges, \$40 fine per unauthorized guest, Housing Probation	Removal from Housing

Fighting	1 st	Removal from Housing		
Minor Altercations	2 nd	Written Warning, No Contact Order issued to all students depending on the severity of conduct	Housing Probation, No Contact Order issued to all students involved	Removal from Housing
Possession of Weapons	1 st	Confiscation of Weapon, Removal from Housing		
Hazing	1 st	Housing Probation or Removal from Housing depending on the severity of conduct	Removal from Housing	
Title IX Violation	1 st	Referral to Title IX Officer		
Gambling	2 nd	Written Warning	Housing Probation	Removal from Housing
Garbage/Excessive Uncleanliness/Unsanitary Conditions	2 nd	Written Warning, \$55 fine	Housing Probation, \$145 fine	Removal from Housing
Room Lockout	2 nd	Recorded in log	Recorded in log	\$30 fine for each lockout from this point forward
Excessive Noise	2 nd	Written Warning	Housing Probation	Removal from Housing
Failure to Comply with a Reasonable Directive from an Administrator of SHVC, Public Safety Officer, or designee	1 st	Housing Probation or Removal from Housing depending on the severity of conduct	Removal from Housing	
Failure to attend a mandatory meeting	2 nd	\$25 fine	\$25 fine	\$25 fine
Littering/Improper disposal of garbage	2 nd	\$25 fine	\$55 fine	\$120 fine
Unauthorized Occupancy of SHVC during recess	1 st	\$40 fine per day plus occupancy rate		
Neglect or cruelty to an Emotional Support Animal/Failure to license an ESA dog at the Cambria Town Hall	1 st	Written Warning	Confiscation of the animal by Niagara County SPCA, fine to cover associated costs	
Other Violations of SHVC Policy or Code of Conduct	2 nd	Sanctions will vary		

Unpaid Fine

If any fine remains unpaid, any or all of the following actions may be taken by the Student Housing Village and the College:

- A. Fines may be deducted from the student's security deposit with the Student Housing Village.
- B. Fines may be applied to the student's account at SUNY Niagara.
- C. A hold may be placed on the student's account at SUNY Niagara if their balance exceeds \$500.
- D. The amount due as a result of fine due and payable may be deducted from paychecks of SUNY Niagara employees, including student workers, if not paid within 14 days of receipt of ticket by the Business Office.
- E. Students may be permanently removed from the Student Housing Village.
- F. Outstanding fines may be referred to a collection agency.

Appeals

A resident may appeal a decision of the Housing Director on any of the following grounds:

- A. New information not reasonably available at the time of the decision that could have affected the outcome.
- B. A sanction disproportionate to the violation.
- C. A material departure from the procedures set out in this handbook.

To appeal, the resident must email jlindahl@niagaracc.suny.edu within five (5) business days of delivery of the sanction. The appeal must identify which ground or grounds the resident is appealing and explain the basis for it. Disagreement with the outcome, without reference to one of the grounds above, is not a basis for appeal.

The Housing Director will forward the appeal to the Vice President of Student Services or designee and will send the resident a confirmation that the appeal has been received and forwarded. A resident should not assume an appeal has been received until that confirmation arrives. If no confirmation is received within one (1) business day, the resident should contact the Housing Office. An appeal emailed within the five-day window is timely even if the confirmation follows later.

The appeal will be read by the Vice President of Student Services or designee, who will have had no prior involvement in the matter. The review is based on the written appeal and the record of the original decision; it is not a new hearing.

Sanctions remain in effect during the appeal unless stayed in writing. The reviewer may uphold, modify, or reverse the original decision, or return the matter to the Housing Director for reconsideration. The resident will be notified of the outcome in writing, ordinarily within ten (10) business days. That decision is final.

Where an incident involves conduct covered by Title IX or Article 129-B, appeals are governed by the College's Title IX grievance procedure, under which both parties have equal appeal rights. This section does not apply.

Where the immediate health or safety of any person is at risk, the College may remove a resident on an interim basis pending the outcome of any appeal.

A Final Word

Most of this handbook describes rules, procedures, and consequences, because those things have to be written down. But they exist to support something simpler: a community where every resident can sleep, study, and feel at home. Almost everything here comes down to looking out for the people around you.

If something isn't working — a policy that doesn't make sense, a problem that isn't getting solved, an idea for making the Village better — tell us. Talk to your RA, stop by the Housing Office, or email the Housing Director. We would rather hear about it.

GO THUNDERWOLVES!!!

