

## **Welcome**

The Office of Residential Life welcomes you to the State University of New York, College at Old Westbury. The entire Residential Life staff is dedicated to assisting you with meeting new people, learning new skills and becoming involved in a variety of activities and organizations that will help make your experience at the College at Old Westbury rewarding, happy and productive. You are now a part of a Residence Hall community. We encourage you to become a positive, contributing member of that community.

## **Purpose of the Guide**

The Office of Residential Life has prepared the *Guide to Campus Living* to help you enhance your residence hall experience. The information in this guide will help you become more familiar with our residence hall system by describing its services, programs, facilities, staff responsibilities, policies and procedures; acquainting you with the philosophy and goals of residence hall living at SUNY College at Old Westbury; clarifying your rights and responsibilities as a residence hall community member; and serving as a reference guide that provides important dates and timely information for your use throughout the year.

It is important that you have an overall understanding of the residence hall program. You will be responsible for knowing and following the procedures and regulations contained in the *Guide to Campus Living*. This document may answer many of your questions; however, no publication can give you all the answers. Residence hall staff members are valuable information resources who will provide clarification and more specific information about the residence hall and campus communities.

## **Office of Residential Life Mission and Goals**

The Office of Residential Life, an integral part of the Division of Student Affairs, is committed to facilitating the personal growth of each resident student and to creating a living and learning environment that promotes educational achievement, embraces cultural pluralism and encourages positive social relationships. There are five primary goals for the Residential Life Program at SUNY College at Old Westbury:

1. To maintain and improve the residence hall facilities to satisfy students' needs for a safe, secure and comfortable environment.
2. To maintain an environment that encourages academic achievement, integrates academic and social experiences, and fosters wholesome campus life-styles.
3. To create a community living experience in which resident students are encouraged to take responsibility for their own actions and to make purposeful, self-directed choices.
4. To provide experiences that will increase students' understanding of and respect for persons with different life-styles and backgrounds.
5. To provide experiences that will promote interaction among the resident students and offer opportunities for personal growth, as well as social, intellectual and career development.

## **Residential Life Staff**

The Office of Residential Life staff is highly committed to providing a positive residence hall environment. The Residential Life staff consists of the Director, an Assistant Director, Residence Hall Directors, an Assistant to the Director, Resident Assistants. The Office of Residential Life is located in H-316 of the Campus Center. Office hours are from 8:30 A.M. to 5:00 P.M., Monday through Friday. The professional staff who reside on campus provide evening on-call coverage of the residence halls.

### *Director of Residential Life*

The Director of Residential Life is responsible for the overall administration of seven residence halls. This includes the management of the budget planning and implementation, staff recruitment, supervision of the residential judicial system, facilities management and residential programming. The Director is also responsible for enhancing the depth of student development thrust in all aspects the Office's operations. The Director supervises one Assistant Director, one support staff, six RHD's and 36 Resident Assistants.

### *Assistant Director of Residential Life*

The Assistant Director is charged with the responsibility of the housing operations of the office. This includes

room assignments, coordinating necessary repairs and improvements with facilities staff, managing the opening and closing of the residence halls and the day - to - day supervision of the Residential Life operations. The Assistant Director assists the Director in budget preparation, furniture purchases and smooth operation of the residence halls programs.

#### *Residence Hall Directors (RHD)*

Residence Hall Directors are full time live-in professional staff members who are responsible for the daily operation of the residence halls. They have the responsibility to assist in conflict resolution, counseling, advising and supervising the administrative functions of their respective halls and community office operations. Each RHD has significant experience and training in the areas of crisis intervention, counseling and advising, mediation, and residence hall management.

The RHDs offices are located by the main entrance of each residence hall. Residence Hall Directors conduct and schedule daytime and evening office hours Monday through Friday.

#### *Resident Assistants (RA)*

Your Resident Assistant (RA) can be one of the most helpful and resourceful people you will interact with at SUNY College at Old Westbury. These individuals are full-time, academically successful students who have been carefully selected because of their leadership potential, interpersonal skills, positive attitudes and sense of commitment to promoting a living/learning environment.

As peers, the RA's provide general information, referral help and models of successful adjustment to college living. They also assist you with roommate conflicts and plan educational, social and cultural programs and activities.

RA's complete extensive and ongoing training to fulfill their many roles and responsibilities such as planning of wing meetings, creating activities for residents, providing evening residence hall duty coverage, arranging study groups and/or answering specific questions regarding academic or college policies and procedures.

#### **Residence Hall Community**

The Woodland Halls are traditional hallway style buildings with common bathrooms on each wing and a small kitchenette on the first floor. The Academic Village Halls provide the atmosphere of more 'independent' living environment featuring suite style room accommodations. All residence halls are equipped with study lounges, laundry rooms, land line phone access, and high-speed access to Internet and Campus Net.

As a resident of one of these halls, you are a member of a residential community. Your primary community consists of you and your roommates and/or suitemates. This community further extends to include residents of your floor, hall and entire residence halls complex. With other community members' help and that of your residence hall staff members, you can work to make your residence your home. The key is to communicate and work together to build a positive environment that recognizes academic achievement and performance as the common purpose for attending SUNY College at Old Westbury. Before you act, remember to consider the impact of your behavior on the lives of your fellow community members.

Residence living at the College at Old Westbury will provide you the opportunity to meet and communicate with a variety of people from many different backgrounds and life-styles. The interactions you have with these people may well be one of the most important aspects of your college career. As a resident student you are encouraged to freely and actively explore, listen and learn from these experiences and to be willing to share your own in return.

The Office of Residential Life has provided staff, facilities, policies and procedures to help you make the most of your residence hall experience. Your level of involvement, too, in your residential community will have an important impact on your personal development and those around you.

### *Residence Hall Council*

Every building is comprised of a hall government that has an executive board and wing representatives. Hall council is responsible for providing comprehensive programming that stimulates the particular interest of their building population. Elections are done a yearly basis or semester by semester if needed. If interested feel free to contact a Resident Assistant, Resident Director or the Office of Residential Life.

### *The Residence Hall Association*

The Residence Hall Association (RHA) is a recognized student group whose purpose is to raise concerns of resident students. The RHA seeks to determine what needs/issues are of particular concern to resident students, to determine the appropriate college channels for voicing those concerns, and to then empower other resident students to make a difference in campus living. RHA meetings (general meetings) are held one night per week and are open to all interested parties.

### *Resident Student Rights and Responsibilities*

The College at Old Westbury is committed to a firm policy of nondiscrimination and provides housing without regard to race, age, sex, religion, physical disability, creed, national origin or sexual orientation. The College will not condone any action by individuals or groups that may be contrary to this policy.

As a resident student you have the potential for governing yourself in a mature and responsible manner. Your behavior and conduct should not interfere with the established educational goals of the College or the Office of Residential Life or infringe on the rights and privileges of any other person. Therefore, the residents of SUNY College at Old Westbury residence halls, and their guests, are expected to both know and abide by Office of Residential Life's License Agreement, Code for Student Conduct and Rules, Regulations & Policies.

The College at Old Westbury also subscribes to the "Statement of Students' Rights and Responsibilities" promoted by the Association of College and University Housing Officers-International (ACUHO-I) reprinted here:

Residents in university housing facilities possess specific individual and group rights and responsibilities, which must serve to guide Housing Personnel in making decisions concerning student welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities. Each resident has the right to engage in activities that are a part of university life. However, these rights carry with them reciprocal responsibilities on the part of the individual to insure these same rights for other residents. Individuals must be educated regarding these particular rights and responsibilities that are associated with community living.

#### **Students have the right...**

- To have free access to their living accommodations.
- To live in a clean and secure environment
- To expect a regionally competitive price on housing accommodations and/or food service.
- To written copies of university housing rules and regulations, or individual building policies, which govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves creatively within established guidelines.
- To expect enforcement of the housing agreement/contract.
- To direct access of staff who provide assistance, guidance and support as needed.
- To equitable treatment when behavior is in question.
- To enjoy individual freedoms without regard to race, sex, national origin, handicap, age, religion, sexual orientation, or political affiliation.
- To participate in student governmental bodies, and housing departmental committees.
- To individual and group educational and developmental opportunities in their living community.

#### **Students have the responsibility...**

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff or university officials.
- To meet expected room and board payment schedules.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To participate actively in self-governance.
- To participate in housing departmental committees as requested.
- To express themselves individually, or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.

## **Residence Halls Regulations and Policies**

### *Access to Resident Rooms*

1. The College recognizes residents' rights to privacy but maintains the right for its personnel to enter resident premises for:
  - a. Routine and immediate maintenance.
  - b. In the event of emergencies or when there is reasonable evidence of imminent danger to life, safety, health or property, i.e., fire.
  - c. When a condition is observed that is prohibited by the License Agreement or College policies and regulations.
  - d. When it is reasonably believed that a resident is using an assignment space in a manner contrary to the provisions of the License Agreement or College policies and regulations.

Where there is reasonable cause to believe that any of these conditions exist and before entering a resident's premises for any of the above noted reasons, college personnel will knock and announce themselves. If there is no response, this procedure will be repeated once. If there is still no response, College personnel will announce they are entering the premises before keying into the room. When consent is not provided, the room may be entered without the student's permission and items in plain view that are specifically prohibited or pose an immediate danger to the room, safety or life will be removed. If the room is to be entered for any other reason, the resident will be notified at least 24 hours in advance.

2. At the close of the residence halls and during breaks, the Residential Life staff will enter rooms to check for plugged-in appliances, trash, open windows, lights, unlocked doors, etc.

### *Alcohol Policy*

Possession, sale, consumption, forced consumption or other use of alcohol beverages on College property or at College-sponsored or supervised functions, regardless of age, is prohibited. (**Refer to Code of Student Conduct 4.B.6**).

*Alcohol bottles or containers for decoration are not allowed in the Residence Halls.*

### *Antennae*

Antennae should not extend outside of the bedroom area; nor should position cause damage to the room.

### *Bicycles*

Bicycles may not be chained to railings, left in lounges, public areas or balconies, or stored anywhere that might hamper the exit of resident students during an emergency.

### *Care of Rooms*

It is the student's responsibility to keep his/her room clean. The responsibility of cleaning the suite/room and bathroom (AV Halls only) areas is to be shared among suitemates. The housekeeping (custodial) staff cleans public areas such as stairwells, lounges and hallways and can provide such items as light bulbs and toilet paper. Contact your community office to obtain these items... These supplies are maintained in your Community office. Failure to keep the

room, suite and/or bathroom area clean will result in damage charges and/or disciplinary action.

#### *Children in Residence Halls*

It is the judgment of the College Officers, in consultation with the College community, the College Council, and SUNY that children 17 and under are not allowed to reside within the residence halls.

#### *Compliance with Staff*

Residents and their guests and visitors are expected to follow the instructions of Residential Life and College staff (including College administrators, University Police Officers, and Resident Assistants) in the performance of their duties. Noncompliance with, abuse or threat of abuse to (either physical or verbal), or any behavior which willfully restricts or prevents a member of the Residential Life or College staff from effectively executing his/her responsibilities will result in serious disciplinary action, up to and including expulsion from the College.

#### *Confiscation*

Items which are prohibited or which pose a danger to safety are subject to confiscation and the resident may be subject to disciplinary action. Confiscated items will not be returned.

#### *Drugs*

Possession, sale, consumption, distribution or being knowingly in the presence of narcotics or other controlled substances is prohibited except as expressly permitted by law (**Refer to the Code of Student Conduct 4.B.7**).

#### *Electrical Appliances/Energy Conservation*

The electrical circuitry of the residence halls is not designed to handle certain electrical equipment or appliances. Equipment such as hair dryers, curling irons and clothing irons should be used with extreme caution and should be unplugged immediately following their use.

Use of refrigerators (see appropriate section) and personal computers is permissible, given the specified restrictions. Wires and cords should never be placed under rugs or across walking paths. No appliances with frayed cords or damaged plugs should be used, nor may residents tamper with or change the electrical fixtures or wiring in the residence halls.

Residents are advised to check with a residence hall staff member before using any electrical appliance or piece of equipment in the residence halls. Residents should be advised that if any prohibited electrical equipment or appliances are found they will be confiscated and result in disciplinary action.

#### *Fire Alarms/Drills*

The College is required by state law to conduct a minimum of three fire drills in the residence halls per academic year. When a fire alarm rings all residents must immediately vacate the building. Failing to do so during an alarm will result in disciplinary action.

#### *Fire Drill Evacuation Procedures*

- 1) Upon hearing the sound of alarm, please remain calm.
- 2) Proceed to evacuate the hall utilizing emergency exit doors located down the corridor on each wing of every floor to the stairwells. Residential Life staff will assist you in directing you to the nearest exit doors. Follow the directives of Residential Life staff and the University Police to exit the hall. **Do not use the elevators.**
- 3) Once at the ground level, exit through emergency exit doors to an area 50 feet away from the hall and out of the pathway of vehicle trying to reach the hall.
- 4) An immediate check of every room in the hall will be conducted to make sure that all rooms are cleared of students by the following departments
  - a) University Police
  - b) Residential Life staff.
- 5) No one shall be allowed to return to the halls for any reasons until all students are accounted for and then directed to go back to the hall by the University Police and the Residential Life staff.
- 6) Failure to evacuate the hall during fire drill will result in disciplinary action.

### *Furnishings*

Depending on its design and capacity, each student room is furnished with one of the each of the following for each student: desk chair, bed, mattress, desk, bureau/closet, and floor lamp. The resident is responsible for the proper care and use of all furnishings. The use of waterbeds is prohibited in the residence halls.

Residents are permitted to rearrange furniture in the room in a reasonable manner as long as roommates agreed upon the arrangement. Furniture must remain on the floor and may not be suspended or placed on supports of any kind. Furnishings and any items brought into the room may not be arranged in a manner that prevents clear access to exits, including windows. Residents can not move furniture from one room to another, nor may residents remove lounge furniture from any lounge. A \$30.00 fine is assessed if the resident is found in possession of lounge furniture (disciplinary action may also be taken if deemed appropriate).

Residents are permitted to bring personal items, such as rugs, throw pillows, curtains and bedspreads. However, residents are encouraged to fireproof all such items. Residents are not permitted to drape, or otherwise cover, lights or ceilings in any manner. Paper or other flammable decorations (posters, collages, etc.) should be used in moderation.

### *Kitchenette*

Each Woodland Hall is equipped with a kitchenette on the first floor. Maintaining the kitchenettes is the responsibility of the student who last used the facility.

When students want to use the kitchenette:

- 1) Student signs the use of kitchenette form (indicating name, ID#, room #, date, time in and time out)
- 2) Student hands in his/her ID card to the RA.
- 3) Residential Life staff will escort the student to the kitchenette and unlock it.
- 4) Student will be responsible for cleaning the kitchenette (the stove and/or microwave, if used) after him/her.
- 5) When done, student will go to Residential Life staff to lock the kitchenette.
- 6) Residential Life staff, before returning the ID card, will go to the kitchenette and inspect, lock the door and return the ID card to the student.

If the student has not cleaned after himself or herself, the student will be sanctioned with up to and including the loss of privileges of using the kitchenette again.

### *Limitation of College Liability*

The College cannot be held responsible for loss of or damage to personal possessions in student rooms or suites resulting from fire, theft, leaks, vandalism, confiscation, mechanical failure or acts of nature. Residents are encouraged to carry personal property insurance. The packet is available in the main Office of Residential Life, in Campus Center room H-316.

### *Lock-Outs*

If you are locked out of your room, you should contact the following persons/office according to the schedule indicated. Please be aware that lock-outs are not considered to be emergencies or priorities and you may experience delays in obtaining a response to your request. You will be required to show your College ID to verify your residence hall assignment.

#### Monday through Friday

9:00a.m. to 12:00 midnight: Contact your RA. If unavailable, please go to your ORL community office or call community office.

12 midnight to 9:00 a.m.: Call your community office.

#### Weekends

9:00 a.m. to 8:00 p.m.: Call the RA on Duty. The phone number will be posted at each community office

8:00 p.m. to 12:00 midnight: Call or go to your ORL community office.

12 midnight to 9:00 a.m.: Call your community office.

### *Loitering*

Loitering in front of the halls and in the lobby is prohibited at anytime.

### *Noise*

Living in a residence hall requires students to develop sensitivity to the needs and rights of others. The noise that you make (through music or through loud talking or yelling) may be offensive or disturbing to others. The following noise policy is in effect:

1. Noise or music should not extend outside your room/suite.
2. No stereo speakers, radios, etc. are permitted at or near windows.
3. No music or excessive noise is allowed in the hallways and in front of the halls except with written permission from the Office of Residential Life.
4. Any excessively loud stereo equipment (i.e. DJ equipment) is not allowed in the residence halls and may be subject to confiscation by College staff.

### *Open Flames*

Use of candles (including birthday candles), incense, oil lamps, or any other item using open flames is prohibited in the residence halls.

### *Pets*

For health reasons, no other pets of any kind are allowed in the residence halls. Residents may keep a fish aquarium, for fish only, in their rooms. The aquarium must be in good repair and no larger than 5 gallons.

### *Prohibited Items*

Residents are prohibited from possessing or using the following items in the residence halls:

- (a) Alcohol containers
- (b) Kegs, beer ball, taps or any drug paraphernalia
- (c) Hot pots
- (d) Candles, incense or anything with an open flame
- (e) Halogen, spiders & oil lamps
- (f) Toaster ovens
- (g) Hot plates and anything with an open coil
- (h) Electric frying pans
- (i) Microwave ovens
- (j) Convection ovens
- (k) Space heaters
- (l) Air conditioners
- (m) High-wattage electrical appliances
- (n) Coffee makers
- (o) Any cooking or food processing appliances
- (p) Non-Surge Protected extension cords or octopuses
- (q) Waterbeds
- (r) Fire arms or other weapons (including hunting equipment, knives, etc.)

### *Quiet Hours*

1. Quiet hours are observed during the hours of 10:00 p.m. through 8:00 a.m.
2. Twenty-four (24) quiet hours are strictly enforced during examination periods.

Repeat violators of quiet hours will be subject to disciplinary action, including the possible confiscation of the equipment associated with the violations. Disruptive or loud behavior or playing loud music in or around the residence halls is not permitted.

Residents are expected to monitor their own noise levels and to initiate and respond to requests for noise reduction in a

courteous and respectful manner. When others fail to reasonably respond to the request for the lowering of noise, the resident should seek the aid of a Resident Assistant.

#### *Refrigerators*

A student is permitted to have a refrigerator in his/her room provided that it meets the following specifications: must not exceed 115-200 volts, maximum power 2.0 running amps, maximum capacity of 5 cubic feet, UL-approved and in good working condition, and arranged in the room in a manner that permits of 2" clearance on all sides. No refrigerator will be allowed in a common or suite area. All refrigerators must be emptied, unplugged, defrosted and cleaned before each recess period. Check with a Residence Life staff member for further information or clarification.

#### *Room Keys-Lost/Broken*

If you lose your keys, you must immediately contact your Residence Hall Director (RHD) during their office hours. Your RHD will request a lock change at the cost of \$80 per core. If your key is bent or broken your RHD will provide you with replacements at the cost of \$30.00 for room key assuming you can prove the key to be replaced. In all cases of lost key(s) a charge for change of locks and/or replacement key(s) will be charged to student account prior to obtaining your replacement key(s). If a lock change is made, see your RHD to pick-up your new key(s).

#### *Room and Safety Inspections*

At the close of the residence halls and during breaks, the Residential Life staff will enter rooms to check for plugged-in appliances, trash, open windows, lights, unlocked doors, etc.

The Residential Life staff will conduct health and safety inspections each semester. Rooms are inspected for illegal or inappropriately used electrical appliances and/or health and safety hazards. Any violation will result in disciplinary action against the resident and possible confiscation. Inspection periods will be announced in advance. It is preferred that students be present during inspections, however, staff will enter rooms with or without the presence of students.

When conducting Health and Safety Inspections, and before entering a resident's premises, Residential Life staff will knock and announce themselves. If there is no response, this procedure will be repeated once. If there is still no response, staff will then announce that they are entering the premises before keying into the room. When consent is not provided, the room may be entered without the student's permission and items in plain view that are specifically prohibited or pose an immediate danger to the room, safety or life will be removed.

#### *Sales and Solicitation*

Residents may not sell or solicit any services or products door to door within the residence halls, nor use his/her room or suite for commercial purposes (including use of telephone).

#### *Smoking Policy*

**Smoking is prohibited in all residence halls regardless of age.**

#### *Social Event Policy*

A resident wishing to conduct a social gathering must properly register the event with the RHD no less than two business days prior to the event and adhere to all social event policies outlined below:

1. No social events are permitted in room or suite areas.
2. A gathering is considered a social event when there are four people in a single room, six in a double room or eight in the suite area.
3. The number of people attending a lounge social event may not exceed fire code regulations. The total number of people varies for each lounge. Contact your RHD for exact totals.
4. The resident(s) hosting a social event are responsible for insuring that all housing policies and regulations are following, that the noise level does not carry beyond the immediate area of the event, and for preventing the overflow of guests or the event into the hallways.
5. The lounge and lounge furniture must be returned to its original condition.
6. The resident(s) hosting the social event are liable for all room, suite area and/or lounge area damages that occur, including those for which guests are responsible.

Failure to comply with any of the above policies will result in the termination of the social event, forfeiture of future privileges to hold social events and/or disciplinary action.

#### *Trash*

Dumpsters for trash are located in the rear of each residence hall. It is the residents' responsibility to properly dispose of trash and to assist housekeeping staff in keeping the residence hall area clean. Under no circumstances should trash, or any other item, be thrown in suite areas, hallways, stairwells, lobby areas or out of windows. Clean-up of excessive trash in any of the above mentioned areas will result in damages charges (see Damage Charge on page 13.)

#### *Visitation and Overnight Policy*

The College's Visitation Policy was developed to protect residents' rights to security, privacy and comfort and to prevent unauthorized persons from entering the campus and/or staying overnight in the residence halls.

#### *Visitation Policy*

A *visitor* is defined as any person who does not reside in the residence hall on campus.

1. A non-student (friends, parents, and relatives, etc.) wishing to visit a student in the residence halls can do so between 9:00 a.m. to 10:00 p.m. by providing a proper photo identification to the Office of Residential Life staff at the front desk office. Non-student visitor must leave the Halls and campus by 12:00 midnight.

***Resident student wishing to host a non-student visitor(s) on campus after 10:00 p.m. is required to obtain an authorized Visitor's pass from University Police by 8:00 p.m. on the day of the visit. In an emergency situation, residents can obtain a Visitor's Pass from University Police after 8:00 p.m. A visitor is required to carry the visitor's pass at all times and must produce the pass upon request for any member of the University Police or Residential Life staff.***

2. A commuter student wishing to visit a student in the Residence Halls can do so between 9:00 a. m. and 10:00 p.m. (Sunday through Thursday) by providing proper photo identification to the Office of Residential Life staff at the front desk office. Commuter student visitors must leave the residence halls by 12:00 midnight Sunday through Thursday, and 2:00 a.m. on Friday and Saturday.

Residents are responsible for the behavior of his/her visitors and their adherence to the College rules and regulations.

#### *Overnight Guest Policy*

It is our intent to limit the use of overnight passes. An overnight guest is defined as a non-resident who is in student's room after 12:00 midnight. **An overnight guest is permitted only for Friday and Saturday nights through obtaining an Overnight Guest Pass.** Residents wishing to host an overnight guest must obtain an Overnight Guest Pass from their RHD, completed and returned no later than 4:00pm on Friday. All requests for overnight guest applications are subject to the host's roommate's signed approval. Approval of the RHD must also be obtained before the issuance of the pass. Once registered, the guest's name will be provided to University Police for placement on the overnight guest list. An overnight guest is required to carry the Overnight Guest Pass at all times and must produce the pass upon request for any member of the University Police or Residential Life Staff. **THERE WILL BE NO APPROVAL FOR OVERNIGHT GUEST PASSES, WHICH ARE MADE BY RESIDENTS FOR ANY GUEST OF THE OPPOSITE GENDER. EMERGENCY EXCEPTION MAY BE MADE BY THE DEAN OR HIS DESIGNEE IF GUEST HOUSING IS AVAILABLE.**

Residents are limited to one overnight guest per night. The maximum number of overnight guest visitations per resident is two per week, not to exceed six passes per month. There will be no overnight guest passes SUNDAY THROUGH THURSDAY.

If any resident is found hosting illegal residents (person living in residence halls without consent, license agreement or

payment) she/he will face strict sanction including immediate suspension from the residence halls.

Areas not designated for sleeping (lounges, hallways, suites, etc.) may not be used for sleeping by residents or guests.

#### *Residence Hall Visitation Procedures*

- 1) A visitor passes the first sliding door and comes to the front desk.
- 2) A visitor shows his/her proper photo Identification Card to the Desk Attendant at the desk.
- 3) The Desk Attendant Staff will then check for (1) the validity of visitor's ID i.e. whether it is current or not and (2) complete the visitor's log with the visitor's information.
- 4) Desk Attendant will contact the intended host of the visitor.
- 5) The intended host must come to the front desk and sign in their guest.
- 6) The Desk Attendant will then grant access to the visitor.
- 7) The Desk Attendant records the visitor's name, ID# (i.e. a valid Driver's License), the name of resident he/she is visiting, room number and time of entrance in the log.
- 8) When the visitor departs record the time recorded in the log book.

***No visitor (commuter or otherwise) shall be allowed to enter any residence halls without following the above procedures.***

#### ***Campus Access (not limited to Residence Halls)***

After the hour of 10:00 P.M. the entry point for all student visitors to the campus is the Main Campus entrance on Route 107. Unless a visitor's name appears on the Authorized Visitors List or the subject of visitor's pass, entrance to the campus will not be permitted. For resident and commuter students a valid Old Westbury ID card is necessary for entrance to the campus. All visiting non-students must leave a form of photo identification with the Officer at the Gatehouse upon entering the campus. The identification will be returned to the visitor upon exiting the campus by 12:00 midnight.

Persons who attempt to enter campus or the residence halls without authorization are considered to be trespassing and are subject to arrest. Residents who harbor unauthorized persons or otherwise permit their rooms to be shared by persons not assigned by the College will be subject to immediate interim suspension of visitation privileges or interim suspension from the residence halls, pending a hearing.

#### *Resident's Responsibilities for Hosting a Guest*

Hosting residents are responsible for the behavior of their guest(s) at all times. Further, at no time will a host's roommate or suitemates not denied access nor be deprived of comfort or privacy in the use of his/her room or suite. Therefore, the host must carefully discuss visitation with his/her roommate and each member of the suite, so everyone has a clear understanding of preferences, expectations, rights and need for privacy.

Visitation on campus and in the residence halls is considered a privilege and not a right and may be restricted or revoked for groups or individuals if deemed appropriate by the Office of Residential Life. Violations of the Visitation Policy will minimally result in suspension of visitation privileges for a specified period; subsequent violations may result in longer restrictions of visitation privileges or suspension from the residence halls.

#### *Parties and Authorized Events*

Individuals (non-resident students) attending authorized parties and special events at the College are not considered authorized visitors for either overnight or day visitation purposes. The presence of such individuals on the campus is governed by the authorization filed pursuant to the regulations on parties and events in the Office of Student Activities.

#### *Windows*

Residents responsible for any noise or objects coming out of windows will be subject to appropriate disciplinary action. Residents are not permitted to remove the screens from windows, yell, play music loudly, drop things from windows, climb out of windows, sit on the window ledge, or climb up onto any roofs. This applies to all lounge windows as well as individual room windows

## **Residence Halls Facilities & Services**

### *Community Offices*

Each residence hall has a community office on the first floor by the main entrance to the hall. These offices accommodate the RHD's office and a front desk. The offices are open various hours during the day from 9:00 a.m. to 8:00pm, Monday Friday. Specific day and nighttime office hours are posted on the community office's front windows. The community offices provide the following services: recording/reporting maintenance requests, ordering lock core changes and key replacements, room check-in/check-out, equipment check-out, room change requests, resident room lock-outs, and lounge accessibility

### *Laundry Facilities*

Each hall has its own laundry facility which is currently open 24 hours a day, seven days a week. Special attention must be given to the time of usage so not to inconvenience your fellow students who may be in bed. They are operated with a card, which can be purchased from the card machine located in the Student Union. Problems with the laundry and card machines should be addressed to the Office of Business Compliance at Extension 4220.

### *Lounges*

Lounges are only to be used for relaxation and as places for study. Lounges are designated as either General/Multi-purpose or Study Lounges. Ask your RA or Residence Hall Director for specific designations. The Resident Assistant staff utilizes these lounges for resident student programs and activities. A resident wishing to reserve lounge space must register the event with the Residence Hall Director no less than two business days prior to the event and adhere to all social event procedures as outlined in the *Guide to Campus Living*.

All lounge space is for the use of resident student or resident student group only. Use of the facilities by other campus students or groups is prohibited.

### *Telephone Service*

The College provides each room with telephone line service to make on campus calls and receive calls from off campus. To arrange for out-going local, regional and long distance service in your room, you must contract directly with Verizon. The resident is responsible for the payment of out-going and long distance fees and any phone service disconnection or connection fees resulting from room changes, reassignment or consolidation. Students are also responsible for coordinating the disconnection of outgoing and long distance services directly with Verizon at the conclusion of every semester. For an application for out-going and long distance service, please contact the Office of Residential Life or your RHD.

Although the College pays for the initial installation and on campus service for each room, the College will assume no responsibility for collection of out-going and/or long distance fees on behalf of telephone companies or students, nor will the College be held responsible for students' phone service disconnection or connection fees resulting from room changes, reassignments or consolidations. If jacks or other College-provided equipment are damaged, students will be charged for repair or replacement.

The College cannot provide message service for students; therefore, it is important that you notify family, friends, and other contacts of your phone number (and mailing address).

### *Cable Service*

The College provides each room with a cable line. The cable service provides a wide variety of channels and programs. Sports, 24 hour news, concerts, music videos, weather, movies, history and comedy channels are just some of the special interest programming that is available through our cable service. Your TV set must be cable-ready and you need a coaxial cable to operate it. You may purchase this cable wire from any electrical store. Vital information from the Office of Residential Life and or the College as well as Residence Life Cinema will be available to you via Old Westbury access

channel (Channel 3). Please tune into this channel so that you will be updated frequently.

## **Housing Policies & Procedures**

### *Eligibility for Campus Housing*

You are eligible for campus housing only if you are a full-time student (carrying 12 or more credits) and you are in good academic standing (2.0 cumulative GPA). The College offers year round housing for athletes, exchange and international students.

### *Advance Cancellation*

The advance housing deposit is not refundable after July 1 for Fall semester reservations and December 15 for Spring semester reservations. If you cancel after these dates you forfeit your advance housing deposit. An advance housing deposit made after these dates is non-refundable 30 days from the date your application is received by the Office of Residential Life or the first day of classes, whichever comes first. However, if you are placed on a housing waiting list and you cancel your application, you will be entitled to an advance housing deposit refund.

### *License Agreement Termination*

***This license is in effect for both the Fall and Spring semesters of the 2009-2010 academic year. Students may be released from their Housing License Agreement after the Fall semester only under the following conditions: Not enrolled at the college, December graduation, Study abroad and/ or other similar situations.*** Residents who fulfill the above mentioned criteria may request permission to cancel their License Agreement by submitting a "Request to Terminate" form and any supporting documentation. Filling out this form does not relieve you from your housing agreement; you must receive written approval from the Director of Residential Life. In addition, a resident who vacates his/her room without License Agreement cancellation approval is not relieved of the responsibility to fulfill the terms.

The approval of a "Request to Terminate" releases the College from any present or future obligation to provide room and board for the resident, provides for the reassignment of the space the resident had previously occupied at the option of the College, and releases the resident from the responsibility to fulfill his/her License Agreement obligations.

If student is suspended, dismissed or expelled from the residence halls or the College for academic or disciplinary reasons, you will not be given refunds of any deposits or room charges. In the event that your housing is terminated, you will be required to check-out from the residence halls 48 hours after being notified (see Check-out section). If you remain in the residence halls after the 48-hour period you will be subject to arrest for trespassing.

The Office of Residential Life reserves the right to either cancel housing contracts or to refuse housing assignments to those students who consistently violate the rules and regulations in the *Guide to Campus Living and/or the Code for Student Conduct*.

### *Check-In*

The procedures for check-in are as follows:

1. Report to the assigned area office at the date and time indicated in your assignment letter. You will then receive confirmation of your room assignment. You must have a current Bursar's receipt stamped "Approved for Room and Board" and/or your name is on the allowed list.
2. Upon receiving your room/suite inventory form (RIF) from your area office, go to your room and check if the RIF have been accurately filled out. If so, return to the area office to sign the form. You will then receive your mailbox key and building key. If not, go the to area office where a RA will accompany you to your room to check for discrepancies. Once completed, sign the form. Your signature on this form acknowledges that the form accurately describes the condition of your room/suite and furnishings.

### *Check-out*

At a semester's end, you are required to vacate or checkout from your room no later than 24 hours after your last examination or the official closing date, whichever comes first. Please refer to the calendar provided by the Office of

Residential Life for specific closing dates and times. Whenever you permanently check out of your room you must abide by the following check-out procedures:

1. Remove all personal belongings, empty closets and drawers (double-check for overlooked items), dispose of all trash from your room, suite and bathroom in the dumpster outside your building. The College cannot be held responsible for items that you have left in the room after checkout or closing of the residence halls.
2. Once step #1 is fully completed, go to your area office to request a staff member to check you out. NOTE: for the most expedient service, please try to arrange, in advance, a time with your Resident Assistant to check out of your room.
3. Together with a staff member or your Resident Assistant, you will carefully review the condition of your room and furnishings. All findings will be recorded on your RIF, which will serve as a preliminary assessment of damages. Then, return your keys to the staff member and sign the completed RIF. You will receive a copy of the completed RIF as your confirmation of the completed checkout procedure.
4. If you are the last person to vacate a room, you should make certain that windows are locked, blinds are left open, all lights are off, and all doors are locked.

#### *Improper Check-out*

Failure to comply with any checkout procedures will result in the forfeiture of your room and common area damage and key deposits (amounting to \$110.00). Assessed damages will be billed to the individual student's account, to be paid in excess of the \$110 improper checkout fine.

#### *Damage & Key Deposits*

In accordance with SUNY policy, the college requires for campus residency the following deposits:

1. *Room Damage Deposit:* You are required to maintain a \$50 room damage deposit throughout each semester you live on campus, including summer sessions. Damages to college property within your room/suite and/or charges for reconditioning, e.g. unclean rooms will be assessed against your room/suite damage deposit. In the event two students occupy the same room and it cannot be ascertained which student is responsible for the damage and/or charges, the assessment will be made against both equally.
2. *Common Area Damage Deposit:* You will be required to maintain a \$25 deposit to defray costs of repair to public areas in and around the halls throughout each semester you live on campus. This deposit policy is in line with SUNY regulations and is intended to curtail vandalism in the halls as well as to help the College recover its costs for repairing and/or excessive cleaning of common area surfaces, structures or windows (in lounges, hallways, stairways, etc.) and for replacing, repairing or servicing discharged, damaged or missing fire equipment. The policy will be used only in cases when a person or persons cannot be identified as responsible for the specified damages. In such instances, all residents of a particular floor or residence hall will share equal financial responsibility for damage to a common area.
3. *Key Deposit:* You are required to maintain a \$30.00 key deposit. Keys must be returned to your area office at the end of each semester. Failure will result in forfeiture of your damage and key deposits amounting to \$110.00. Replacement keys will result in charges of \$30 for room key, \$10 and for mailbox key and \$10 for proximity card/hall accesses card activation. If keys are lost or stolen, all appropriate cylinders will be changed at an additional cost of \$50 per cylinder, plus the cost of the replacement keys. All charges for replacement cylinder(s) and/or key(s) must be paid to the Bursar's Office prior to receiving the replacement keys. In order to receive your key deposit refund, all keys must be surrendered immediately upon check out from your room.

#### *Damage Charges*

Residents are liable for all damages to the room/suite, floor and residence hall that occur during their residency (including those for which guests are responsible).

Damage charges are defined as damage, theft, repair or replacement of College property that have resulted from deliberate acts of destruction, negligence or theft. Repairs and replacement of items resulting from normal use will not be

included in damage assessments.

Whenever damages or theft of College property cannot be assigned to specific individuals, the charges are divided equally among the residents of the affected suite, floor, residence hall, or residence hall complex. This means that if any damage or theft occurs in such areas as a bathroom, suite or common areas such as stairwells, hallways, lounges, or building exterior which cannot be properly charged to an individual, all members of the suite, floor, building or area community will be billed equally. Damages and/or charges occurring within your room will be billed equally between roommates if the responsibility cannot be determined.

**Residents are therefore encouraged to lock their room and suite doors whenever they leave their living area and immediately report all suspicious behaviors or persons to Residential Life staff or University Police. Also, if building doors are not functioning properly or are not locked by the designated time, immediately report these concerns to the Residential Life staff or University Police.**

Final damage charge assessments will be completed by Residence Hall Directors through a review of your room/suite inventory form and thorough inspections of all residence halls. If no damage charges are apparent, residents will receive a full refund of their damage deposits. If damage does exist, but cannot be assigned to specific individuals, damage charges will be assessed against resident damage deposits and a letter delineating the charges will be mailed to them. The assessed amount will be deducted from the deposits, and the balance will be forwarded to the student from the Bursar's Office. Note: Room damage charges that extend beyond a resident's room damage deposit will be the responsibility of that resident.

#### *Fines*

Fines will be assessed for the possession and removal of extra or unauthorized furnishings found in a student room or area (e.g., lounge furniture, extra beds or mattresses, etc.). Any abandoned items left in rooms will be discarded, and the student will be assessed a fee for removal.

#### *Maintenance Requests*

Facilities Management handles maintenance request, which is responsible for maintaining all residence halls and other campus facilities. Services provided include plumbing, carpentry, electrical, painting and common area custodial care. In the event that service is needed in your living area, notify your community office immediately, where a work order will be generated electronically to remedy the problem(s). Your signature may be necessary to process the work order. Work order requests are processed in the order of severity of the situation. Emergencies such as plumbing problems or loss of electricity are given highest priority. Occasionally service may be delayed. If after three days your work request has not been completed, contact your community office and a follow-up work request will be submitted. Work requests not completed within five working days will be handled by your RD.

Residents are encouraged to report all maintenance problems promptly to their residence hall community office and complete a work request form. Student rooms and their furnishings are property of the College, and therefore, appropriate personnel have been assigned to complete the necessary repairs. If it is determined that a student is responsible for the damages, s/he will be billed for the repair. Such requests may result in a billing for the time and labor associated with the repair.

#### *Medical Room Requests*

There are no single rooms in the Woodland Halls. There are, however, limited Americans with Disabilities Act (ADA) rooms in each hall. A student who wishes to request an ADA room for reasons of disabilities must provide proof to Student Health Services and/or the Office of Services for Students with Disabilities (OSSD). A physician from the Student Health Center will evaluate the medical conditions and make recommendation in writing to the Director of Residential Life. An assessment of halls and availability will be made by the Director of Residential Life.

#### **Refund Policy**

For the purpose of refunds, occupancy is defined as acceptance of the key to the room. **If you withdraw from housing in the first two (2) weeks of the semester, your room and board charges will be prorated. You are liable for the full semester**

of room and board charges after the first two (2) weeks.

For residents continuing from the Fall to the Spring semester, occupancy is defined as failure to obtain written approval of a License Agreement termination request, failure to remove all possessions from the residence and/or failure to return all keys prior to the opening day of the residential facilities for the Spring semester (**see (X) in the License Agreement**). Room occupancy charge rates are not affected by brief lapses in service. Residents who are suspended/dismissed/expelled from the Residence Halls or the College for academic or disciplinary reasons will not be given refunds of room occupancy charges and damage deposits.

#### *Room Changes*

Under no circumstances may residents change their room assignments without written approval of their RHD. Residents who choose to make an illegal room change will face disciplinary action. After the initial three weeks room change freeze at the beginning of each semester, authorization to make a room change with another student is available only during the designated room change period.

If you are experiencing difficulties with your room assignment, you are encouraged to discuss the situation with your roommate or suitemates, as appropriate. Remember, your RA is able to suggest a variety of solutions or alternatives to problems that you are encountering. If you wish to change your room assignment, contact your RD immediately. If vacancies exist and you do not have another roommate in mind, your RD will direct you to someone who is currently residing without a roommate or who is also seeking a room change. The Office of Residential Life reserves the right to assign or re-assign any resident to any hall or room if appropriate or necessary. To complete a room assignment change, you must:

1. Obtain a room change application from your RD.
2. Your current RD and the RD responsible for the area you are moving into must sign the form to provide initial approval for the room change. Room change is contingent upon RD approval.
3. Once a room change is approved, you will have 24 hours to complete the move and check-out of your previous assignment.

#### *Approved Room Changes*

Upon approval from your RD, you will be required to complete the checkout process from your previous room assignment and the check-in process into your new room assignment by the date and time indicated on the approved room change application. Students will need to contact both RA's to finalize the change by following the steps below:

1. The new RA will unlock the new room for the student by using the master key.
2. Student will complete moving to the new room by designated date and time.
3. Student completely checks out of the former room and surrenders the key to the former RA.
4. A copy of the old RIF will be required in order to receive the new key to the new room.

*NOTE: Student will not be allowed to hold keys to two rooms at any time.*

#### *Room Consolidation*

The Office Residential Life reserves the right to reassign students at any time before or during occupancy. On occasion, it may become necessary for the ORL to fill vacancies or to consolidate rooms (prior to or at any time during the semester) in order to achieve the most efficient use of residence hall space. Whenever consolidation or reassignment becomes necessary, every effort will be made to minimize disruption to residents. If the College consolidation policy permits, residents living in an accommodation where a vacancy exists may be given the option to relocate to another room with an empty bed or pay a special single rate (150% of the standard double rate).

Residents are prohibited from switching rooms or permitting any part of their rooms to be shared by persons not assigned by the ORL, nor may residents refuse to reside with anyone assigned to an unoccupied bed space.

If for any reason you are reassigned to a new room, you will be expected to complete all necessary check-out and check-in procedures by the date and time indicated in your reassignment notification (*see Approved Room Changes*).

### **ROOM ASSIGNMENT AND GENERAL INFORMATION**

### *Housing Policy*

At Old Westbury, your education isn't limited to the time you spend in the classroom. Our entire campus becomes a place for you to continue growing and learning. That is especially true for resident students. By living in campus housing, you will learn what it's like to live with people from different walks of life. To remain on campus, residents must maintain full-time status, good financial and academic standings ( 2.0 or above CGPA).

### *Room Assignments Process*

Continuing students participate in the Room Selection process to reserve their rooms for the upcoming year. This process begins in April, after Pre-registration, with payment of the housing deposit. The current housing deposit is \$50.00.

The housing selection process for the Fall and Spring begins in April of each year. To participate in this process students will be required to participate in (1) early registration for the Fall semester classes, (2) begin the process of financial aid application (if applicable) and (3) make payment of the advance housing deposit at the Bursar's Office prior to completing the housing selection process. No resident will be permitted to participate in the housing selection without proof of completing the above three steps (i.e. early registration and payment of the advance housing deposit). Once this process is complete, each resident will be able to fill out the on-campus housing application.

The housing selection process will be conducted in the Office of Residential Life at an assigned date and time, on a first come, first-served basis. At the time of application, students will also be required to sign a Residence Hall License Agreement and a Special Interest Housing Agreement, if applicable, indicating their willingness to abide by the policies and regulations governing all aspects of the residence halls.

New applicants receive a housing application packet along with an acceptance letter from the Admissions Office. Applicants must mail the advance housing deposit to the Bursar's Office and the housing application to the Office of Residential Life. Once the ORL has received the housing application and the Bursar the advanced housing deposit, the Residence Hall License Agreement will be sent to the student.

An application will be considered to be complete when the \$50 advance housing deposit (subject to change) has been received, the Application for On-Campus Housing has been received, the Residence Hall License Agreement and any pertinent Special Interest Housing Agreements have been signed and returned to the ORL. Once an application is complete, the student will be eligible for assignment in the residence halls.

The Office of Residential Life staff completes all room assignments. Efforts are made to honor all room requests, but there is no guarantee that residents will receive the room of their choice.

If student's course registration is canceled, room and board will automatically be canceled. Students must re-registered for their classes within seventy-two (72) hours in order to reclaim their room. After seventy-two hours they will be placed at the bottom of the waiting list according to the date the application was received by the ORL.

### *Recess/Intersession Periods*

Residents wishing to reside on campus during the Thanksgiving recess and spring break must sign-up with your RHD no less than two business days in advance of the start of the recess. The Residence Halls will be completely closed during the Winter intersession and summer sessions except for those authorized to stay. Residents may, however, leave their personal property in their assigned rooms during the winter intersession at their own risk. **Any abandoned items left in rooms will be discarded by our facilities department and the cost of removing charged against the student's account. The college will not be responsible for any personal property left behind after formal closing of the residence halls at the end of every semester.**

Residents are required to apply for on-campus housing during summer intersession. Information describing all application procedures and other requirements will be available in the ORL office. Interested students should consult with the Office of Financial Aid, if applicable, to determine the affect on their financial aid package.

If granted permission to reside on-campus during this summer intersession, residents may be required to relocate to a designated area. Residents residing for summer session(s) may be required to purchase a meal plan. Individuals who fail to complete these application processes will, under no circumstances, be permitted to re-enter the residence halls after closing.

Unless otherwise provided for by the Director of Residential Life or designee, a resident shall have no right to enter, use, or occupy any residence hall during any period when the College is not in session for formal academic purposes. The resident may leave personal property in his/her assigned accommodations during periods of recess only at the risk of the resident.

Upon closing of the residence halls for intersession, residents must:

1. Be certain to clean their room.
2. For winter intersession/break: residents who have a vacancy in their room must prepare the room for possible assignment of a roommate (clear desk, bureau, wardrobe, bed, etc.).
3. Remove all trash and perishables from room, suite, and bathroom. Place in dumpsters outside the building.
4. Take home all valuables. The College will not assume responsibility for lost, damaged or stolen property.
5. Lock all windows and doors of the room and suite.

Residents who are permanently checking out of the residence halls before winter or summer intersession must follow the all checkout procedures (see checkout section).

#### IV. PROHIBITED CONDUCT

Section 4 defines acts that are deemed in violations of the Code for Student Conduct. Violations may result in a charge of misconduct, resulting in either an Administrative Hearing, agreed to by the Judicial Officer and the accused, or a hearing before the College Judicial Board.

In those cases where the Vice President for Student Affairs deems it appropriate the accused student may be placed on Interim Suspension (see Section 2 for definition).

##### A. Conduct Which Impacts on the Common Good of the Community.

4. A.1 **Keys.** Unauthorized possession, duplication, or use of keys (including proximity cards) to any College premises.
4. A.2 **Unauthorized Entry.** Unauthorized entry to or use of a College or private room, building, structure, vehicle, or facility.
4. A.3 **Disorderly Conduct.** Conduct which is disruptive, lewd, or incident, regardless of intent, which breaches the peace of the community.
4. A.4 **Dangerous Objects.** Possession of any firearms, explosives, other weapons, dangerous chemicals, whether in proper working condition or not.
4. A.5 **Safety Regulations.** Including but not limited to:
  - a. Falsely reporting a bomb, fire, or any other emergency by means of activating a fire alarm or by any other means.
  - b. Unauthorized possession, use or alteration of any College emergency or safety equipment.
  - c. Failure to evacuate a building or other structure during an emergency, or during emergency drills.
  - d. Actions that create a substantial risk such that the safety of an individual(s) is compromised.
4. A.6 **Arson.** Committing acts of arson, creating a fire hazard, or unauthorized possession or use of flammable materials or hazardous substances.
4. A.7 **Disruption.** Including but not limited to:
  - a. Disruption or obstruction of teaching, research, administration, or other College activities, including its public-service functions on or off campus, or other authorized non-College activities.
  - b. Leading or inciting others to disrupt activities associated with the operations of the College.
  - c. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College- sponsored or supervised functions.
4. A.8 **Threats and Intimidation.** Action(s) which recklessly or intentionally endanger(s) the mental or physical health of any individual and/or results in a cessation of normal activities and operations of the College.

##### 4 A.9 Bias/hate crimes

It is a state University of New York College at Old Westbury police mandate to protect all members of the College at Old Westbury community by preventing and prosecuting bias or hate crimes that occur within the campus's jurisdiction. Hate crimes, also called bias crimes or bias-related crimes, are criminal activities motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics such as race, religion, ethnicity, gender, sexual orientation, or disability. Hate crimes have received renewed attention in recent years, particularly since the passage of the

**Federal Hate/Bias Crime Reporting Act of 1990 and the New York Hate Crimes Act of 2000 (Penal Law Article 485).**  
Copies of the Law are available in the Office of the University Police at the college.

- 4. A.10 Failure to Abide by Federal, State and/or Local Laws. Violation of federal, state, and/or local laws.
- 4. A.11 College Policies. Violation of published College policies, rules and regulations (i.e. Guide to Campus Living, College non-discrimination policy, etc.).

## **B. Conduct Associated With Personal Responsibility and Integrity**

- 4. B.1 **Acts of Dishonesty.** Including but not limited to:
  - a providing false information to any College official, faculty member or office.
  - b Forgery, alteration, or misuse of any College document, related, or instrument of identification.
  - c tampering with the election of an officer of any College-recognized student organization.
  - d Aiding, abetting or procuring another person to violate a College policy.Policies regarding academic dishonesty are not covered by this Code.
- 4. B.2 **Student Identification.** Failure to show proper identification or other identification to any faculty, staff, or student-staff in the performance of her/his official duties. All students are required to carry their identification with them at all times.
- 4. B.3 **Failure to Comply.** Failure to comply with reasonable and lawful requests or directives of College officials or law enforcement officers acting in the performance of their duties and/or interference with faculty, staff, or student-staff acting in the performance of their official duties.
- 4. B.4 **Damage to Property.** Any action that causes damage or which would tend to cause damage to the property of the College or property of a member of the College community or other personal or public property.
- 4. B.5 **Theft.** Including but not limited to:
  - a Attempted or actual theft of College property or services or property belonging any member of the College Community.
  - b the unauthorized possession of College property or property or property belonging any member of the College community.
  - c unauthorized use or abuse of computer time and/or computer systems, information, passwords, or computerized data.
  - d Obtaining or attempting to obtain telephone service by any devious means, including but not limited to: unauthorized charging of another person for service, utilizing fraudulent mechanical means to gain service, and/or tampering with connections, facilities, or documents.
- 4. B.6 **Alcohol.** Possession, sale, consumption or other use of alcoholic beverages on College property or at College-sponsored or supervised functions, regardless of age, is prohibited.
- 4. B.7 **Drugs.** Possession, Sale, consumption, distribution or being knowingly in the presence of narcotics or other controlled substances is prohibited except as expressly permitted by law. Further, any items that can be utilized for or are designed for the use of drugs (i.e. bowls, bongs, etc.) are not allowed on campus property. Any items possessed which are fashioned for the purpose of drug use will also be considered a violation of this policy.
- 4. B.8 **Gambling.** Gambling on College property or at College –sponsored or supervised functions is prohibited.
- 4. B.9 **Abuse of the Judicial System.** Including, but not limited to:
  - a Failure to obey the summons of a judicial body or College official.
  - b Falsification, distortion, or misrepresentation of information before a judicial body.
  - c Disruption or interference with the orderly conduct of a judicial proceeding.
  - d Institution of a judicial proceeding knowingly without cause by filing a false report or statement.
  - e attempting to discourage an individual's proper participation in, or use of, the judicial system through intimidation or any other means.
  - f attempting to influence the impartiality of a member of a judicial body prior to, during, and/or after a judicial proceeding.
  - g Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
  - h Influencing or attempting to influence another person to commit an abuse of the judicial system.
- 4. B.10 **Electronic Use Policy.** Misuse or abuse of the college computer system, voice mail or telephone services as defined by the college. This includes, but not limited to:
  - a unauthorized use or abuse of your computer account (i.e. Digital Millennium Copyright Act)
  - b Sending abusive or threatening messages to students, faculty, or staff.
  - c repeatedly sending messages with no appropriate intent (i.e. spam, etc.)
  - d Accessing a student or staff account without authorization.
  - e Using college office computer account without authorization.
  - f Failure to comply with college policies on computer, voice mail and telephone service.
  - g Violation of provisions within the SUNY College at Old Westbury Code of Computer Ethics and Computer Network Usage Policy (available at <http://www.oldwestbury.edu/techpolicies/>)

## C. Conduct Which Violates the Dignity and/or Safety of an Individual

- 4. C.1 Harassment/Sexual Harassment.** Actions which are intended to annoy, intimidate and/or alarm another. These include, but not limited to:
- a Attempting or threatening to subject another person to unwanted physical contact.
  - b following another person in or about a public place or places.
  - c Initiating or attempting contact by any means with no purpose of legitimate conversation.
  - d Directing obscene language or gestures at another persons group of people.
  - e Directing verbal abuse at another person because the individual is carrying out duties and responsibilities associated with her/his role as faculty, staff or student-staff at the College.
- 4. C.2 Hazing.** Any action which endangers the mental, emotional, or physical health or safety of a student, or which destroys or remove public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are or include students at the State University of New York College at Old Westbury. NOTE: A person commits a hazing offense if the person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another engaging in the hazing; or intentionally, knowingly, or recklessly permits hazing to occur.
- 4. C.3 Physical Assault.** Including but not limited to:
- a Inflicting bodily harm upon any person.
  - b taking any action for the purpose of inflicting harm upon any person.
  - c Threatened use of force upon any person.
  - d subjecting another person to unwanted physical contact.
- 4. C.4 Reckless Endangerment.** Taking any action that creates a substantial risk such that bodily harm could result to any person. These include but are not limited to:
- a. Objects or people on window ledge.
  - b. Use of weapons of any kind for any purpose.
  - c. Throwing objects.
  - d. Use of fireworks.
  - e. Jeopardizing the physical or emotional safety of oneself or another.
- 4. C.5 Sexual assault prevention:** The State University of New York College at Old Westbury has programs in place to protect all members of the College community from sexual assault, including programs for prevention and prosecution of these crimes that occur within the jurisdiction of SUNY University Police at the College at Old Westbury.
- 4. C.6 Involuntary evaluation and Medical Leave Policy**
- 4. C.7 Rape.** The act of sexual intercourse without consent.
- 4. C.8 Sexual Assault.** Including but not limited to:
- a any intentional and uninvited sexually explicit touching, or attempt or threat of such touching.
  - b any engagement in sexual activity with another person without his/her consent.

### Damage Charges:

#### Bedrooms

Twin Mattress	\$60.25	
Queen Mattress	\$125.00	
Queen Box Spring	\$89.00	
5 Drawer Chest	\$194.00	
2 Drawer Chest	\$115.00	
Open Desk	\$115.00	
Mobile Desk Pedestal	\$88.00	
Hutch Bookshelf	\$68.00	
Bookshelf Light	\$25.00	
Wardrobe Closet	\$253.00	
Wardrobe 2 Drawers	\$324.00	
Bunkable Bed	\$154.00	

2 Position Chair	\$89.00	
Blinds	\$166.00	
Blind Slats (each)	\$5.00	
Blind Handle	\$15.00	
Lock Set	\$250.00	
Door Knob	20.00	
Phone Jacks	\$40.00	
Cable Box	\$25.00	
Floor Lamps	\$80.00	
Lamp Shade	\$27.27	
Doors	\$400.00	
Door viewer	\$20.00	
window glass (each)	\$175.00	
Window stops (installed)	\$5.00	
Missing window stops	\$10.00	
Spackle & Paint Wall	\$50.00	
Paint Room	\$175.00	
Clean Bedroom Door	\$25.00	
Heating Vent	\$30.21	

**Bathrooms**

Shower Head		
Toilet Seat	\$50.00	
Toilet Paper Holder	\$35.00	
Faucets	\$75.00	
Doors	\$400.00	
Partitions Doors		
Partitions	#####	
Blinds	\$112.00	
Locks	\$450.00	
Window	\$175.00	

**Hallway/Stairwell**

Camera	\$475.00	
Exit Signs	\$115.00	
Ceiling Tiles	\$15.00	
Doors	\$300.00	
Fire Extinguisher	\$110.00	
Fire Extinguisher Sign	\$10.00	
Exit Sign	\$115.00	

**Lounge Area**

Barron 60" Table	\$413.00	
Barron 36x72 Table	\$307.54	
Gray Stack Chairs	\$82.00	
30" Electric Range	\$273.00	
24" Electric Range	\$245.00	

Range Hood	\$82.00	
Window Cranks	\$500.00	
Lounge Blinds	\$166.00	
Microwave Ovens	\$95.00	

**RD AND Office Area**

Dbl. Ped. Desk	\$640.00	
4 Drawer File Cabinet	\$346.00	
3 Shelf Bookcase	\$165.00	
Desk Chair	\$260.00	
Guest Chair	\$92.00	
Monitors	\$425.00	

# Academic Calendar 2009-2010

## Fall 2009

Aug 19, 20	Wed	Thurs Advising for all students, 10 A.M. – 7 P.M.
Aug 19	Wed	Residence Halls open for new students
Aug 21	Fri	Advising for all students 10 A.M. – 4 P.M. Residence Halls open for continuing students
Aug 24	Mon	Classes begin
Aug 24-Aug 28	Mon-Fri	Add/Drop/Late Registration on the Web ( <a href="http://www.oldwestbury.edu">www.oldwestbury.edu</a> ) (\$40 late registration fee)
Sept 7	Mon	Labor Day – no classes; offices closed
Sept 18	Fri	Rosh Hashanah – no classes after 4:30 P.M.
Sept 19	Sat	Rosh Hashanah – no classes
Sept 28	Mon	Yom Kippur – no classes
Oct 1	Thurs	Applications for graduation (Registrar's Office) due from candidates expecting to complete requirements by December 2009
Oct 12	Mon	Columbus Day observed – no classes; offices closed
Oct 19-24	Mon-Sat	Mid-term week
Oct 28	Wed	Mid-term grades due
Oct 26-Dec 9		By Appointment Advising in department offices for Spring 2010 registration
Nov 3	Tues	Election Day – classes in session; offices minimally staffed
Nov 9	Mon	Spring 2010 registration for seniors on the Web ( <a href="http://www.oldwestbury.edu">www.oldwestbury.edu</a> )
Nov 11	Wed	Veterans Day – classes in session
Nov 12	Thurs	Spring 2010 registration for juniors on the Web ( <a href="http://www.oldwestbury.edu">www.oldwestbury.edu</a> )
Nov 16	Mon	Spring 2010 registration for sophomores on the Web ( <a href="http://www.oldwestbury.edu">www.oldwestbury.edu</a> )

Nov 19	Thurs	Spring 2010 registration for freshmen on the Web ( <a href="http://www.oldwestbury.edu">www.oldwestbury.edu</a> )
Nov 20-Dec 9		Continual registration for Spring 2010 for all students on the Web ( <a href="http://www.oldwestbury.edu">www.oldwestbury.edu</a> )
Nov 25	Wed	Dining Hall closes after dinner
Nov 26-Nov 29	Thurs-Sun	Thanksgiving Recess (begins after last class Wednesday)
Nov 29	Sun	Dining Hall reopens for dinner
Nov 30	Mon	Classes resume
Dec 8, 9	Tues, Wed	Make-Up/Study Days*
		*If classes are cancelled for any reason, they will be made up on these days. Otherwise, students should utilize these days as study days.
Dec 10-Dec 16	Thurs-Wed	Examinations week (Grades due 48 hours after final exams)
Dec 16	Wed	Fall semester ends after last examination
Dec 17	Thurs	Residence Halls close 1 P.M.
Dec 25	Fri	Christmas Day – offices closed

## SPRING 2010

Jan 1	Fri	New Year's Day – offices closed
Jan 4	Mon	Winter Mini-semester begins
Jan 4-Jan 22		Continual registration for Spring 2010 for all students on the Web ( <a href="http://www.oldwestbury.edu">www.oldwestbury.edu</a> )
Jan 18	Mon	Martin Luther King, Jr. Birthday observed – no classes; offices closed
Jan 20, 21	Wed, Thurs	Advising for all students 10 A.M. – 7 P.M.
Jan 22	Fri	Advising for all students 10 A.M. – 4 P.M. Residence Halls open Winter Mini-semester ends
Jan 25	Mon	Classes begin
Jan 25-Jan 29	Mon-Fri	Add/Drop/Late Registration on the Web ( <a href="http://www.oldwestbury.edu">www.oldwestbury.edu</a> ) (\$40 late registration fee)
Feb 12	Fri	Lincoln's Birthday – classes in session
Feb 15	Mon	President's Day – no classes; offices closed
March 1	Mon	Applications for graduation (Registrar's Office) due from candidates who expect to complete requirements by May 2010
March 22-March 27	Mon-Sat	Mid-term week
March 22-May 12		By Appointment Advising in department offices for Fall 2010 registration
March 27	Sat	Dining Hall closes at after breakfast
March 28-April 4	Sun-Sun	Spring Recess
March 31	Wed	Mid-term grades due
April 4	Sun	Dining Hall reopens for dinner
April 5	Mon	Classes resume
April 12	Mon	Fall 2010 registration for seniors on the Web ( <a href="http://www.oldwestbury.edu">www.oldwestbury.edu</a> )
April 15	Thurs	Fall 2010 registration for juniors on the Web ( <a href="http://www.oldwestbury.edu">www.oldwestbury.edu</a> )
April 19	Mon	Fall 2010 registration for sophomores on the Web ( <a href="http://www.oldwestbury.edu">www.oldwestbury.edu</a> )
April 22	Thurs	Fall 2010 registration for freshmen on the Web ( <a href="http://www.oldwestbury.edu">www.oldwestbury.edu</a> )
April 23-Aug 24		Continual registration for Fall 2010 for all students on the Web ( <a href="http://www.oldwestbury.edu">www.oldwestbury.edu</a> )
April 29	Thurs	Honors Convocation – classes cancelled from 2 P.M. – 6 P.M.
May 11, 12	Tues, Wed	Make-Up/Study Days*
		*If classes are cancelled for any reason, they will be made up on these days. Otherwise, students should utilize these days as study days.
May 13-May 19	Thurs-Wed	Examinations week (Grades due 48 hours after final examination)
May 19	Wed	Spring semester ends after last examination
May 20	Thurs	Residence Halls close, 1 P.M.
May 23	Sun	Commencement, 9 A.M.

## SUMMER 2010

May 31	Mon	Memorial Day observed; offices closed
June 1	Tues	Summer Session I begins (2 days/week)

July 5	Mon	Summer Session II begins (4 days/week)
July 6	Tues	Independence Day observed; no classes, offices closed
		Summer Session II ends Final grades due for Summer Session II 48 hours after final examination
July 12	Mon	Summer Session III begins (4 days/week, M-Th)
Aug 11	Wed	Summer Session I ends Final grades due for Summer Session I 48 hours after final examination
Aug 12	Thurs	Summer Session III ends Final grades due for Summer Session III 48 hours after final examination