Welcome to Residence Life & Jefferson Community College!

Welcome to on-campus living at Jefferson Community College. The entire Jefferson community, including the Faculty Student Association and the Housing & Residence Life staff look forward to hosting you for the upcoming academic year. We hope you will find your stay with us enjoyable and come to consider East Hall your home away from home.

Living on campus provides many exciting opportunities and benefits. We encourage you to get involved in your residential community, meet the staff and get to know your neighbors. During your stay, we hope you will participate in hall programs and plan some of your own activities with friends. You might also consider a leadership role in a recognized student organization, get involved with the Residence Hall Association (RHA) and help to create a sense of community on campus. Through your involvement, you will develop relationships and important life skills that will complement your classroom experience and college education.

This Housing & Residence Life Handbook is filled with important information you need to know while living on campus, including policies and procedures that govern residential living. Your understanding and respect for these issues are critical to your success as a residential student. Please take time to familiarize yourself with the contents of this handbook. If you have any questions or require assistance with your living situation, Residence Life staff members are here for you. Let us know what we can do to assist you.

Welcome, again, to Residence Life. Be safe, have fun and make the most of your residential experience.

Go Cannoneers!!!!

Sincerely,

Ronald Shidemantle
Dean of Students
Important Dates for East Hall Residents

**Fall 2015 Semester**

Friday, August 28, 2015 ........................................... Check-In and Move-in for all NEW Residence Hall students at 8:00 a.m.
Friday, August 28, 2015 ................................................................. Matriculation Ceremony
Friday, August 28, 2015 - Sunday, August 30, 2015 .................................................. Cannoneer Welcome Weekend
Sunday, August 30, 2015 ......................... Check-In and Move-in for all RETURNING Residence Hall students at 12:00 p.m.
Monday, August 31, 2015 ................................................. First Day of Classes – Fall 2015 Semester
Friday, September 4, 2015 ................................................ Roommate Agreement Forms due by 5:00 p.m.
Friday, August 29, 2014 .......................................................... Room/Suite Condition Report Forms due by 5:00 p.m.
Monday, September 7, 2015 ........................ Labor Day (No classes; Residence Halls remain open. College offices are closed.)
Monday, September 7, 2015 ........................ Labor Day (Campus offices are closed.)
Monday, October 12, 2015 ............................................. Fall Break (No Classes; Residence Halls remain open.)
Wednesday, November 11, 2015 .......... Veteran’s Day (No Classes; Residence Halls remain open.)
Thanksgiving Break begins November 24 at 10:00 p.m.
Wednesday, November 25, 2015 .............................................. Residence Halls close for Thanksgiving Break at 12:00 p.m.
Sunday, November 29, 2015 .............................................. Residence Halls reopen at 12:00 p.m.
Monday, December 14, 2015 .................................................. Last Day of Classes
Tuesday, December 15, 2015 .................................................. Reading Day
Wed., December 16, 2015 - Tues., December 22, 2015 ............................... 24-Hour Quiet Hours - Final Examinations*
Friday, December 18, 2015 ................................................................. Fall Commencement Ceremony
Wednesday, December 23, 2015 .............................................. Residence Halls close for Winter Break at 12:00 p.m.

**Spring 2016 Semester**

Sunday, January 24, 2016 ...................................................... Residence Halls reopen at 12:00 p.m.
Monday, January 25, 2016 .......................................................... First Day of Classes – Spring 2016 Semester
Saturday, February 13, 2016 - Tuesday, February 16, 2016 .............. Winter Break (No classes; Residence Halls remain open.)
Monday, February 15, 2016 .......................................................... College offices are closed.
Saturday, March 26, 2016 ...................................................... Residence Halls close for Spring Break at 5:00 p.m.
Sunday, April 3, 2016 .............................................................. Residence Halls reopen at 12:00 p.m.
Tuesday, May 10, 2016 ............................................................ Last Day of Classes
Wednesday, May 11, 2016 - Thursday, May 12, 2016 ................................. Reading Days
Friday, May 13, 2016 - Thursday, May 19, 2016 ................................. 24-Hour Quiet Hours - Final Examinations*
Friday, May 20, 2016 ................................................................. Spring Commencement Ceremony at 7:00 p.m.
Saturday, May 21, 2016 .............................................................. Residence Halls close for the academic year at 12:00 p.m.

*Student check-out is 24 hours after the last final examination.
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OFFICE OF HOUSING & RESIDENCE LIFE MISSION STATEMENT

The Housing & Residence Life program will exist as an integral part of the educational program and academic support services of Jefferson Community College. The mission of the office includes:

1. Providing reasonably priced living environments that are clean, attractive, well maintained, comfortable, sustainable, and which include contemporary safety features.

2. Ensuring the orderly and effective administration of the program through effective and sound management.

3. Providing an environment that promotes learning and success. Programs and services will be provided with an emphasis on academic support, diversity, community service, personal development, and student success.

The Office of Housing & Residence Life at Jefferson supports the educational mission of the College by providing a living and learning environment that is conducive to academic achievement and personal growth. The program will engage in regular assessment of its services for continuous improvement of the residential community and the residence hall facilities.

COMMUNITY STANDARDS IN THE RESIDENCE HALLS

Living in a residence hall at Jefferson Community College means living in a community of students and scholars. This community is a dynamic place, composed of various people with different values, cultures, life styles, and attitudes. When a student signs his/her Housing Contract, he/she agrees to abide by the terms and conditions in the contract, as well as to the community standards established in the residence areas. Housing & Residence Life staff will work with students at the beginning of the semester and throughout the year to develop and maintain a sense of community within each floor, suite and building. The Resident Bill of Rights articulates some basic components of good relations between roommates, suitemates and hall mates. It is recommended for roommates to sit down at the beginning of the year and discuss how each would like to deal with issues such as personal property, cleaning responsibilities, study time, visits by friends, etc. These practices will assist in developing a community in which we can best learn from one another in an atmosphere of positive encouragement and mutual respect.
RESIDENT STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

RIGHT: It is your right to socialize in your room and to live in a supportive and stimulating community.
RESPONSIBILITY: It is your responsibility to consider the needs of other residents and balance them with your own.

RIGHT: It is your right to live in a safe, secure, healthy, and clean environment.
RESPONSIBILITY: It is your responsibility to promote campus and individual safety and to care for the physical living environment.

RIGHT: It is your right to sleep and study without disturbance.
RESPONSIBILITY: It is your responsibility not to disrupt other students and to politely let other residents know when they are disturbing you.

RIGHT: It is your right to enjoy access to a variety of programs, services and facilities.
RESPONSIBILITY: It is your responsibility to demonstrate a commitment to the community by getting involved.

RIGHT: It is your right to enjoy an educational, open, respectful, and responsible community.
RESPONSIBILITY: It is your responsibility to demonstrate dignity and respect for all individuals.

RIGHT: It is your right to expect that a roommate will respect one’s personal belongings and personal privacy.
RESPONSIBILITY: It is your responsibility to communicate effectively with your roommate.

RIGHT: It is your right to be free from intimidation, as well as physical and emotional harm.
RESPONSIBILITY: It is your responsibility to treat others with RESPECT.
About Jefferson Community College Residence Life

HOUSING TEAM

Dean of Students
The Dean of Students is responsible for all aspects of the residence life program at Jefferson Community College. The Dean provides direction for staff training and student programming activities. Additional responsibilities also include housing management, housing appeals, the room selection process, budget oversight and program development. The Dean of Students office is located in the HUB on the first floor of East Hall.

Resident Directors (RDs)
The residence halls are supervised by two Resident Directors (RDs). RD offices are located in the HUB on the first floor of East Hall. RDs are full-time professional staff members who reside in the buildings. Their primary responsibilities include supervising Resident Assistants (RAs), planning and participating in residence hall programs, and the management of the residence halls. They have posted office hours during the work day to respond to the needs of the residential students. The Resident Directors work with the student staff members and residents to establish and maintain a healthy and safe community in the residence halls and are available in case of emergency.

Resident Assistants (RAs)
Resident Assistants (RAs) are student staff members who live in the residence halls. As a member of the Office of Housing and Residence Life staff, one RA is assigned to each floor. RAs are selected on the basis of leadership and other personal qualities that enable them to assist residential students with concerns and everyday issues.

Front Desk Attendant
The Front Desk Attendant (FDA) is the staff member on duty in the residence halls at the entrance desk. The FDA assists in maintaining a safe and comfortable residence hall environment in the evening and weekend hours at the halls. The FDA is responsible for checking in each resident and their visitor(s) and/or guest(s) according to established procedures. The FDA may be asked to assist the Housing & Residence Life staff and Campus Safety & Security in responding to emergency situations.

Administrative Assistant
This individual works for the Dean of Students and coordinates the daily activities in the office including answering questions, processing applications, and is most likely the first person to greet you in the Dean of Students & Housing and Residence Life offices.

Facilities Maintenance
The Facilities Maintenance staff is responsible for cleaning the hallways, lounges and other public areas in the Residence Halls. The Facilities Maintenance staff is not responsible for cleaning individual suites or student bedrooms. As a member of the residence life community, everyone is responsible for keeping our community clean and in good condition.

HOUSING & RESIDENCE LIFE CONTACT NUMBERS

Dean of Students ...................... 315-755-0411
Housing & Residence Life Office ...... 315-755-0411
Campus Safety & Security ............. 315-786-2222
(immediate response) or 2222 from campus phones
Resident Assistant on Duty .......... 315-755-0414
Resident Director – A Wing .......... 315-755-0412
Resident Director – B Wing .......... 315-755-0413
East Hall
East Hall consists of 294 beds located throughout two residential wings connected by the HUB common area. The living area features a combination of double bedrooms and single bedrooms in four spacious styles of suites or quads designed for 6-person, 5-person, 4-person or 3-person occupancy. The suites are furnished with living room and bedroom furniture. Each floor within each building has a lounge, study room, vending area, and laundry room.

Full-Time Status
Residents must be enrolled full-time each semester to reside in the residence halls. “Full-time” is defined as twelve (12) credit hours or more that includes hours adjusted during the drop-add period. If a resident falls below the credit hour requirement, they may be removed from the residence halls. Further, the majority of a resident’s class schedule each semester must be comprised of on-campus classes.

It is strongly recommended that residents enroll for a minimum 15 credit hour load. This would provide a safeguard so that a resident does not fall below full-time status (12 credit hours), if a schedule is adjusted.

There are a number of ways a resident can drop below full time:

- Drop/Add
- Withdraw
- Faculty member can withdraw a student

A resident should not fall below twelve (12) credits without prior approval of the Dean of Students or his/her designee. Residents are encouraged to respond to all notices regarding registration status. Failure to respond will result in denied or limited access to the residence halls or removal from the residence halls.

Students enrolled full-time with the academic institutions partners in the Jefferson Higher Education Center pursuing bachelor’s and advanced degree programs are eligible for student housing. For more information, contact the Office of Housing & Residence Life at 315-755-0411.

Suite Agreements
The Housing & Residence Life staff will assist residents with establishing community living standards within their suites by conducting suite agreement meetings as necessary. Failure to comply with the agreement may result in further documentation and a possible conduct violation.

Mandatory Hall/Floor Meetings
During the semester, certain floor and hall meetings will be designated as “mandatory” by the Housing and Residence Life staff. Residents must attend mandatory hall/floor meetings with their Resident Assistant and/or Resident Director. Failure to attend these meetings could result in missing out on valuable information and it will be the responsibility of the resident to get the information. Residents will be held accountable for any information disseminated. Many meetings are not mandatory; however, it is highly recommended that residents attend all meetings on their floor and for the hall so that they are aware of all information that is being provided for their benefit.
Cable Television Service
Basic cable service is provided free of charge in each residential bedroom as well as in the suite living room. Problems with cable service should be reported directly to Time Warner Cable at 1-877-253-7323. Residents must set up appointments with Time Warner to activate/deactivate premium service to their room or suite. The individual who is named on the account is financially responsible for all equipment and monetary obligations. The Office of Housing & Residence Life will not be involved in any disputes regarding cable service, equipment or monetary issues.

Lounges & Study Rooms
Each residence hall wing has an open lounge located on each floor of the building intended for quiet conversation and relaxation. Each lounge includes comfortable furniture and is for the use of the residents and accompanied guests in that building. In addition, each wing has a Study Room exclusively for academic purposes. The East Hall HUB has a large common area, classrooms, a multipurpose room and a tech nook. Removal of common room furniture is prohibited and will result in student conduct action. Sleeping in the lounges is prohibited. Programs and events planned in the common rooms must be approved and registered with the Office of Housing & Residence Life. These events will be given priority over other daily activities.

Institutional Technology (IT) Services
The department of Institutional Technology provides a wired telephone in each suite as well as emergency telephones located in the foyer of the HUB. Additionally, the technology in the two residence hall classrooms and computer nook are provided by the College.

Students are provided a network ID and password for access to Jefferson’s web applications through myJCC (the portal to CannonMail, Blackboard for your courses, SOAR, and the library databases.) In addition, that same network ID and password will allow students to log on to the computers in all computer classrooms, the Melvil Dewey Library, and the open lab (Jules Center, Room 6-204) and the JCC student wireless network throughout the campus. JCC wireless public access locations are available in the Residence Hall Hub, and in most areas across campus. External wireless routers are not permitted in the Residence Hall or on campus without written permission from the Chief Information Officer.

For questions or problems with the telephone, logging into or using College applications, or using wireless in the classrooms, students can contact the JCC Helpdesk at 315-786-2262, or via email at helpdesk@sunyjefferson.edu.

JCC Helpdesk Hours
Monday - Thursday 8:00 am – 9:00 pm
Friday 8:00 am – 5:00 pm
Saturday 11:00 am – 5:00 pm

High Speed Internet (ResLife Net)
High speed wireless internet service for Residence Hall students is provided free of charge by Time Warner Cable. This service is available throughout the residence hall. This service is only available in the Residence Hall and does not extend onto the campus. This service also provides dedicated wireless with greater speeds 24/7 for Residence Hall students. Residence Hall students may connect a telephone, computer, tablet, and most any other WiFi device to this network. For assistance connecting to the ResLife Net wireless network, contact the Time Warner Cable 24hr support Team at 1-877-253-7323.

Problems with the wireless internet service in the suites or when using ResLife Net anywhere in the Residence Hall should be reported to the Time Warner Cable 24hr support team at 1-877-253-7323. When reporting an issue with the wireless internet service you should have the information on your Service Card in your rooms ready for the technician to be able to serve you. The ResLife Net wireless network is not supported by the college IT team.

ResLife Net services are not part of the JCC wireless network. Some services available on the JCC wireless network will not be available on the ResLife Net wireless.

NOTE: Due to the varied level of available cellular services throughout the Residence Hall, it is recommended that students connect phones to the ResLife Net wireless network for optimal performance of smart phones.
General Residence Hall Information

Deliveries
Residents who order packages from off-campus must provide the vendor with their room number for reference purposes and a contact telephone number. The vendor will then call the resident when they arrive at East Hall. It is the resident’s responsibility to meet the delivery person in the HUB (first floor lobby) to pick up and pay for the delivered items. Packages delivered to East Hall can be retrieved at the front desk during regular business hours throughout the week. Residents must retrieve all food deliveries at the front desk at all times throughout the academic year. No delivery person will be allowed to enter the living areas in the residence halls.

Heating and Air Conditioning
For best heating results, do not block air vents and keep all windows closed. In the summer, air conditioning will not work properly unless the windows are closed. Cooperation from the student residents in helping to conserve energy is appreciated. If there are questions about heating/air units, please contact the Office of Housing & Residence Life.

Laundry
Washers and dryers are located on each floor of each residential wing. A laundry fee is included in the residence hall charges, so there is no student cost per load. Please report any problems with the washers and dryers to the Office of Housing & Residence Life at 315-755-0411. The Faculty Student Association is not responsible for lost, stolen or damaged items left unattended in the laundry room. Non-resident usage of the washers and dryers is prohibited.

Mail Service
Each resident is assigned a mailbox and receives a mailbox key upon check-in. Mail is delivered daily, with the exception of Saturdays, Sundays, federal holidays and during breaks when the residence halls are closed. Mail takes up to two days to arrive in residence hall mailboxes once it has arrived on campus. There will be limited mail service during Intersession. Stamps may be purchased at the bookstore. If there are any questions concerning mail delivery or if your mail key is lost/stolen, please contact the Office of Housing and Residence Life. When a resident receives a package, a slip will be placed in the resident’s mailbox, and residents will be able to pick it up during posted pick up hours. Mail will not be forwarded over College breaks or beyond July 1 following the close of the academic year.

The correct mailing address for residents is:
Name
775 Rand Drive
East Hall, Room XXX
Watertown, NY 13601

Every resident is responsible for checking their on-campus mailbox daily. Important, dated intercampus mail will be sent to residents via resident mailboxes. All keys must be returned to a Resident Director before leaving school or a $25 lost key charge will be assessed to the resident’s account. Please complete the U.S. Post Office Mail Forwarding Form online before departing from the residence halls. All mail received after a residence hall student checks out of East Hall will be marked return to sender.

Telephones
All residence hall units are provided with one (1) campus telephone. To call any on-campus number, simply dial the last 4 digits of the telephone number. To call an off-campus number, dial 9 and then the seven digit number. To place a call outside the 315 area code, dial 9, then dial 1, then the area code and seven digit number. To call Campus Safety & Security, residence hall students in East Hall need to dial 2222.

NOTE: International calling is not enabled on our campus Residence Hall telephones. Nationwide Long-distance is available at no charge to our students.

Trash & Recycling
Students are required to place all trash in the college provided trash receptacles. JCC staff will remove trash according to the building cleaning schedule. Recycling bins are available in close proximity to the residence halls for the collection of paper, plastic, glass and metals. Details are provided and posted on each container.
**Vending**

Vending machines are conveniently located in the HUB. A selection of snack items and cold drinks are available 24 hours a day in these machines. If a machine is broken or fails to dispense a product, please complete a service or refund request with the Faculty Student Association (FSA) office in the Bookstore. Be as specific as possible about which machine is not working and about the nature of the problem. Students can use Cannon Cash for all East Hall Vending Machines. For more information on Cannon Cash, go to the Faculty Student Association Website at: http://www.sunyjefferson.edu/faculty-student-association.

**Meal Options**

Jefferson Community College residents are required to purchase a meal plan to live in the residence halls. Residents can refer to the Faculty Student Association web page for updates and information regarding meal options: www.sunyjefferson.edu/faculty-student-association

**Parking**

All Jefferson Community College Campus Traffic and Parking Regulations are in effect and applicable for on-campus residents and visitors. Violators may be ticketed/towed at the owner’s/operator’s expense if cars are parked illegally or out of compliance with College rules. Residence hall parking permits must be obtained in person from the Office of Campus Safety & Security (Dulles Building / Room 3-119). If a parking permit is lost, resident students should go to the Office of Campus Safety & Security for assistance.

Each resident will be permitted to register one vehicle. East Hall parking is restricted to designated parking lots. From 5:00 p.m. until midnight, residents may park in other parking lots on campus with a valid parking permit. Failure to abide by residence parking policy may result in the vehicle being ticketed and/or towed at the owner’s/operator’s expense. Residents may be asked to move their vehicles to allow for the clearing of parking lots during snow removal operations. Non-college community members visiting campus may obtain a visitor parking pass and park in designated open lots. Visitor parking passes must be obtained by a residence hall student with the Office of Campus Safety & Security, at the East Hall Front Desk, or on the JCC portal.

**Pest Control**

Please notify a Housing & Residence Life staff member if there is any problem with insects or rodents in a room or suite. Residents do not have to be present, but make sure an accurate description of the problem is given. All non-perishable food should be stored in airtight containers and be well wrapped. No food is to be placed on window sills. Food must be properly stored or discarded during vacations. If pest control is contacted for an issue that a student is responsible for, all costs may be passed on to that student or all students within the suite.

**Recreation**

On campus, residents have access to numerous clubs and outdoor activities, the fitness center, gymnasium, intramurals program and campus trails for walking, jogging or cross-country skiing. For additional information, visit Jefferson’s online events calendar or call the Athletics office at 315-786-2232 or Student Activities Center at 315-786-2431. Off campus, the Watertown, Thousand Islands region and nearby Adirondack Park provides ample opportunity for activity year round.

**Maintenance Problems**

If any Faculty Student Association, Inc. property in a room/suite needs repair, residents must visit the JCC Portal to submit a work order online. Residents failing to report maintenance problems could be held responsible for any resulting damages. All repairs must be done by authorized college personnel only. Any unauthorized repairs may result in judicial action. If the request has not been completed within five (5) working days, or if you are unable to log into the website, please notify the Office of Housing & Residence Life at 315-755-0411 or your Resident Assistant. For all after-hours maintenance-related emergencies, contact Campus Safety and Security at 2222 or 315-786-2222. All maintenance requests will be addressed as soon as possible; higher priority is given to more severe repairs.
Jefferson Community College and East Hall have safety features including secure card access readers, blue light emergency telephone stations, state-of-the-art smoke/heat alarm systems, camera monitoring system, and 24-hour campus safety surveillance around campus. Safety is everyone’s responsibility. Report any unusual, dangerous, illegal, harassing, or otherwise unsafe behaviors to a Housing & Residence Life staff member or to the Office of Campus Safety & Security.

CAMPUS SAFETY AND SECURITY
Dial 315-786-2222 or 2222 from any on-campus telephone.

The Office of Campus Safety & Security provides security and related services to the college community seven days a week, 24 hours a day. The Office of Campus Safety & Security works very closely with the Watertown City Police Department and other local and state law enforcement agencies to assist them with incidents that may occur on or off campus.

Potential criminal actions and other emergencies on campus can be reported by any student, faculty member or employee directly to the Office of Campus Safety & Security. It is extremely important to notify Campus Safety so they are aware and involved with any action or investigation. If dialing from a residence hall or campus telephone, dial 2222 to contact Campus Safety. If dialing from a cellular telephone or off campus line, dial 315-786-2222. Emergencies can also be reported by using a blue-light emergency telephone, located throughout campus. The blue-light emergency telephones will immediately dial direct to 911. Upon receiving a call, officers are dispatched immediately to the site of the complaint.

The college encourages accurate and prompt reporting of all crimes or suspected criminal activity. In a non-emergency situation, reports may be made anonymously via the web by going to the Jefferson Community College website at www.sunyjefferson.edu/safety. To contact Campus Safety & Security for an immediate response, please call 315-786-2222 or 2222 from a campus telephone.

Crime Prevention Tips
Criminals who see an opportunity for gain will take risks. Assault and robberies can happen to anyone, anywhere, at any time. If we work together, we can stop crime before it occurs. Crime reduction on campus requires the continued active support of the College community. The following are a few suggestions, which may help to prevent crime by planning ahead for personal protection.

Personal Safety...What You Can Do!
The best defense against crime is to take adequate precautions, and always practice good personal safety. Precaution and prevention are the most effective tools that can be used to reduce the chances of falling victim to a crime. Know the current environment and be alert at all times, whether at home, out walking (especially at night), driving or at work.

At Home, Your Apartment, or Residence Hall Room:
- Keep doors and windows locked when at home to keep out unwanted visitors
- Lock all doors and windows whenever exiting. Even the best locks won’t work if you do not use them
- Don’t automatically open the door when someone knocks. Use the peephole in the front door to see who is there
- When strangers ask to use personal phones, offer to make the necessary call but don’t let the person into the room
- Do not loan room keys or your SUNYCard to anyone

When Walking:
- Know the locations of blue-light courtesy call boxes along daily routes
- Plan routes in advance. Stay away from alleys, fields, and dark areas. Avoid shortcuts
- Walk on lighted walkways on campus.
- Use the Campus Safety Safe Walk escort service
- Do not walk alone; walk with a friend, especially at night
- Use Watertown City buses; wait for the bus with a friend
- If being followed, change directions and head for a public place
- Have keys ready to enter a car, room, or apartment immediately
- Do not accept rides from strangers; don’t hitch-hike
Safety and Security

If You Are the Victim of A Crime:
The first thing to do is notify the authorities at once. If the incident happened on campus, call the Office of Campus Safety & Security at 2222 from any Jefferson Community College campus telephone. If dialing from a residence hall telephone, dial 2222 to contact Campus Safety. If dialing from a cellular telephone or off campus line, dial 315-786-2222. If the incident happened off campus, dial 911 or contact the local law enforcement agency serving that area.

If you are the victim of domestic/family violence, sexual assault/abuse, or stalking, confidential counseling services and emergency shelter services are available through the Victims Assistance Center by calling the 24 hour hotline at 1-866-782-1855.

OTHER SAFETY-RELATED INFORMATION

Campus Closings
Campus closing and delayed opening information is available on the College’s website, www.sunyjefferson.edu, myJCC portal and, if due to weather, by calling the College Weather Line 315-786-6565, as well as on local television and radio stations. Please refrain from calling the media or the College for closing information. It is recommended that students sign up for NY-Alert to be notified by text, phone call, email or all three options in the event of campus closing or emergency notification.

Emergency Messages
If someone needs to contact a resident in case of an emergency, call the Office of Housing & Residence Life at 315-755-0411. After 5:00PM, Campus Safety & Security should be contacted directly at 315-786-2222. Campus Safety & Security will try to reach the resident.

Safe Walks
Campus Safety & Security officers can escort college community members who are on campus late in the evening. Call 315-786-2222 to utilize this service.

HARASSMENT AND NON-DISCRIMINATION PROHIBITION INFORMATION, POLICIES, AND PROCEDURES

Members of Jefferson Community College’s residence life community, including students, staff, vendors, and visitors are expected to follow Jefferson’s policies and procedures including those related to harassment, discrimination and Title IX.

Non-Discrimination Policy
Jefferson Community College is 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, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.
All employees, students, visitors and vendors share in the responsibility for ensuring a work and educational environment free from prohibited discrimination and harassment. Individuals responsible for, or participating in, campus activities will refrain from, and are encouraged to report, any inappropriate conduct that may give rise to a claim of harassment or discrimination.

The College’s policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to the College’s Affirmative Action Officer, 315-786-2401. Inquiries may also be directed to the United States Department of Education’s Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. (646) 428-3900; TDD: 800-877-8339, Email OCR.NewYork@ed.gov.

**TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972**

What is Title IX?
Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs and activities that receive federal financial assistance. The regulation describes the conduct that violates Title IX. Examples of the types of discrimination that are covered under Title IX include sexual harassment including sexual assault, the failure to provide equal opportunity in athletics, and discrimination based on pregnancy.

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

All Jefferson Community College, students, staff, vendors, and visitors are held to the highest level of ethical responsibility including the requirements under Title IX.

**Title IX and Sexual Harassment**
In addition to Title IX regulations, Jefferson Community College maintains policies and procedures that prohibit and address gender discrimination, sexual harassment, dating violence, domestic violence, stalking and sexual violence.

These policies are be located on the College website: www.sunyjefferson.edu/policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such is made explicitly or implicitly a term or condition of an individual’s employment or of a student’s evaluation;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or student evaluations affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s (employee or student) performance or creating an intimidating, hostile or offensive working environment.

Sexual violence is defined as “sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion.” All such acts of sexual violence are forms of sexual harassment and are covered under Title IX, Jefferson Community College Policies and Student Code of Conduct, and Federal, local, and New York State law.

All questions regarding Jefferson’s Harassment and Discrimination Prohibition Policy or Title IX should be addressed to the College’s Title IX Coordinator, Jeri Fairman, Dewey Library Bldg., Room # 5-103C, email: titleix@sunyjefferson.edu, telephone (315) 786-2418.
SECTION C
Safety and Security

SEXUAL VIOLENCE VICTIM/SURVIVOR BILL OF RIGHTS

The State University of New York and Jefferson Community College are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College/University-wide and campus programs, activities, and employment.

All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

• Have disclosures of sexual violence treated seriously.
• Make a decision about whether or not to disclose a crime or incident and participate in the conduct or criminal justice process free from outside pressures from college officials.
• Be treated with dignity and to receive from college officials courteous, fair, and respectful health care and counseling services.
• Be free from any suggestion that the victim/survivor is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such a crime.
• Describe the incident to as few individuals as practicable and not to be required to unnecessarily repeat a description of the incident.
• Be free from retaliation by the College, the accused, and/or their friends, family and acquaintances.
• Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of the College.

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

• Receive resources, such as counseling and medical attention;
• Anonymously disclose a crime or violation at www.sunyjefferson.edu/incidentreport.
• Confidently disclose a crime or violation to the College Counselor or Nurse in the Health and Wellness Center, McVean Student Center Office 4-104 at 786-2376.
• Make a report to:
  » Title IX Coordinator: Jeri Fairman at 786-2418, located in Dewey Office 5-103C
  » Campus Security at 786-2222, office located in Dulles 3-119
  » Watertown Police Department at 911
  » NYS dedicated hotline for reporting sexual assaults on college and university campuses at 1-844-845-7269
  » Family Court or Civil Court
FIRE SAFETY RULES

East Hall is equipped with many safety features. In addition, annual fire safety inspections are conducted by local and state officials. Any failed or successful attempt to dismantle or bypass any safety features, including but not limited to the following, is prohibited: security cameras, building access doors, exterior and interior safety lights, sprinkler system and fire alarm systems. Residents are expected to observe fire code regulations. Violators of these regulations are subject to student conduct action, payment of any damages, and fines. The fine for setting off a smoke or fire detector, sprinkler system or fire extinguisher within a building as a result of negligence, misuse or abuse can range from $100-$1000 plus the cost of damages. Personal items that are in violation of the fire code will be confiscated and tagged. All confiscated items which are not picked up and taken home within thirty (30) days will be disposed of by the Housing & Residence Life staff. Residents will be subject to a fine.

- For the protection of residents, East Hall is equipped with smoke and fire detection, sprinkler systems and fire extinguishers. Tampering with any of these systems is a violation of the college Code of Conduct and well as a violation of New York State law. At no time should anything be hung from a sprinkler head.
- Stairwell doors leading to hallways should be kept closed.
- Hallways must be kept clear at all times. Furniture and personal belongings such as trunks, boxes, and drying racks may not be placed in the hallways.
- Ceiling hangings of any description are not permissible, as they interfere with the proper function of the fire/smoke detection and prevention devices. Room decorations shall be non-combustible or flame retardant. Fireworks and firecrackers are not permitted in the residence halls. (Residents are not permitted to possess fireworks and firecrackers while on campus.)
- Bedroom furniture must allow at least a 36 inches clear walkway from the opposite side of the bedroom or common area to the door.
- Wall decorations are limited to 20 percent of each wall of the room. Wall decorations cannot cover windows, such as blankets or tapestry and must be at least 18 inches below the ceiling height.
- Lighting or heating devices that produce an open flame are prohibited in the residence halls. This includes but is not limited to: candles, kerosene lamps, and lamps with the globe facing upward, such as torchier lamps, hot plates, toaster ovens, George Foreman and similar grills, electric fry pans, waffle, sandwich and quesadilla makers, NuWave Infrared Ovens and induction cooktops, oil fryers or auxiliary heaters. Coffee pots should be used only on the kitchen counter.
- Bicycles left in residence hall common rooms, halls, stairwells, or where they obstruct exits will be removed. They should be stored only in designated bike storage areas located outside each building.
- Flammable holiday decorations such as live Christmas trees (cut or balled), wreaths made from pine boughs, and untreated bunting are not permitted in the building.
- Only Faculty Student Association wiring is allowed in residence hall rooms with the following exceptions: U.L. listed power strips with circuit breaker, and power surge protection. Power strips may not be used in a series to gain greater lengths and ceiling fixtures may not be installed. Electrical cords must not be used unsafely (under carpets, in pathways, taped down, etc.). Spliced, taped or frayed cords must not be used. Multi-outlet devices such as adapters, cubes, plug-in air fresheners etc., are prohibited. Dimmer switches and ceiling fixtures may not be installed. Extension cords are prohibited.
- Electrical cords and data cables cannot be installed from room to room where their existence may cause tripping hazard, nor can they be ran through the ceiling tiles.
- Combustible liquids such as gasoline, turpentine, charcoal lighter, diesel fuel, liquid propane tanks or cylinders and self-starting charcoal are prohibited from being in the building.
- Motorized vehicles, including motorcycles, mopeds, and motorbikes, are not allowed in or near the residence halls.
- Do not leave food unattended in the microwave.
FIRE EVACUATION PROCEDURES

The fire alarm system in the residence halls is monitored 24 hours per day.

- When the alarm sounds, all occupants must vacate the building quickly and safely. An area of refuge exists on the upper floors for any student who is physically incapable of evacuating the building.
- Students will meet in the faculty-staff parking lot (Lot A located across Cannoneer Loop from the residence halls).
- The Fire Department, Campus Safety & Security, as well as Housing & Residence Life staff members will ensure that the building has been properly evacuated.
- Any resident found in the building during an alarm will be subject to student conduct sanctions and fines.
- The Fire Department will determine when it is appropriate to return to the building. Under no circumstances should a resident return to the building unless instructed to do so by the Fire Department, Campus Safety & Security or a Housing & Residence Life staff member.

FIRE SAFETY TIPS

- Before leaving the room, touch the door to see if it is warm. If the door is warm, DO NOT open it. If possible, put a damp towel along the bottom of the doorway. If the door is not warm, crack the door to see if there is smoke.
- If you cannot get out of the room and your room is filled with smoke, put your head out a window to breathe. Wave a towel or other object to let the firefighters know that you are trapped.
- Put a damp towel over your mouth and nose to keep from breathing smoke.
- Crawl or stoop low on the floor to avoid smoke inhalation.
- If you are trapped and there is a phone nearby, call Campus Safety.
- Close doors and windows behind you to help prevent the spread of fire. Do not lock the doors.
- Do not use the elevators.
- Call Campus Safety and Security to report the fire from a safe location.
FIRE SAFETY SANCTIONS

Building Fire Alarm Activation:
• First time violation: $200 fine and residence hall probation issued to the suite or responsible resident(s)
• Second time violation: $500 fine, referral to the Office of Housing and Residence Life and possible suspension or removal from the residence halls
• Third time violation: $1000 fine, referral to the Vice President for Students and suspension or removal from the residence halls

Failure to Evacuate:
• First time violation: $200 fine, residence hall probation and an educational project
• Second time violation: $300 fine, referral to the Office of Housing and Residence Life and possible suspension or removal from the residence halls
• Third time violation: $500 fine, referral to the Vice President for Students and suspension or removal from the residence halls

Intentional Fire Alarm Activation or Tampering with Fire Safety Signs/Apparatus:
• First time violation: Minimum $500 fine, referral to the Office of Housing and Residence Life and possible suspension or removal from the residence halls
• Second time violation: Minimum $500 fine, referral to the Vice President for Students and suspension or removal from the residence halls

Smoking in the Residence Halls
Smoking is prohibited within the residence halls. Regardless of alarm activation, if it is determined that smoking has occurred inside the suite, all residents may be subject to the following sanctions:

First Violation*
• Residence Hall Probation - Duration based on severity of the incident and resident’s judicial history
• Fine: $50.00
• Educational sanction/referral
• Possible referral to the Campus Hearing Officer

Second Violation*
• Heightened Residence Hall Probation - Duration based on severity of the incident and resident’s judicial history
• Educational sanction/referral
• Fine: $100.00
• Referral to the Campus Hearing Officer

* These are the minimal recommended sanctions for violations and are not required. Depending on the severity of the incident, students may also be suspended or removed from the residence halls and/or referred to the Vice President for Students for additional sanctions outlined in the College’s Code of Conduct Regulations.
The following are residence hall policies, which apply to all East Hall residents and students, their guests, and visitors. In addition to the residence hall policies, all residents must follow the Jefferson Community College Code of Conduct, as outlined in this handbook and online.

**Room Responsibility**
It is necessary to emphasize the responsibility that each student must assume for his/her room. Each student can be held responsible for any activity or any violation that occurs in his/her room whether or not he/she is present.

**Compliance with College Officials & Staff**
All students and their guests are expected to comply with all directives from College and Housing & Residence Life staff. All students and their guests are expected to show a valid picture ID when asked by a College official. Failure to identify yourself to a College staff member upon request is a violation of the Jefferson Community College Code of Conduct.

**Alcohol and Other Drugs**
The use, sale, transfer, possession or being in the presence of alcoholic beverages in the residence halls or on College premises is prohibited, regardless of age. No alcohol beverage containers or drinking game devices or paraphernalia are allowed in the residence halls or on the College premises, regardless of age. Paraphernalia includes alcohol cans/bottles, beer pong tables, funnels, shot glasses, hookahs, grinders, needles (excluding medical requirements), and rolling papers.

Individuals involved with the illegal possession, use, sale, transfer, or being in the presence of any controlled substances, including those used for medicinal purposes, may be dismissed from the residence halls without refund. All drug paraphernalia is prohibited and will be confiscated. Drug-related violations may result in criminal charges, in addition to residence hall and college student conduct action.

**Alcohol/Substance Incident Sanction Model**

**First Violation**
- Residence Hall Probation- Duration based on severity of the incident and resident’s judicial history
- Parental notification
- Educational sanction/referral
- Fine: $75 alcohol; $100 substance and/or paraphernalia
- Possible referral to the Office of Housing & Residence Life
- Possible referral to the Campus Hearing Officer (for serious violations)
- Possible Residence Hall Suspension or Removal
- Possible Suspension from Jefferson Community College

**Second Violation**
- Heightened Residence Hall Probation- Duration based on severity of the incident and resident’s judicial history
- Parental notification
- Educational sanction/referral
- Fine: $125 alcohol; $200 substances and/or paraphernalia
- Referral to the Office of Housing and Residence Life
- Possible referral to Campus Hearing Officer (for serious violations)
- Possible Residence Hall Suspension or Removal
- Possible Suspension from Jefferson Community College

*These are the minimal recommended sanctions for violations and are not required. Depending on the severity of the incident, a student resident may also be suspended or removed from the residence halls and/or referred to the Campus Judicial Officer for additional sanctions outlined in the College’s Code of Conduct Regulations.*
Black River
Adjacent to the campus, the 114-mile-long Black River starts in the lower Adirondacks, passes through Watertown, and empties into the eastern end of Lake Ontario. Especially in the Watertown region, the river has fast-moving whitewater with a strong undercurrent; the river is marked by boulders, ledges, gorges, pinning spots, holes, and drop-offs. For safety reasons, all JCC students are prohibited from entering and utilizing all areas of the Black River that are immediately adjacent to campus property. Recreation access points are available at www.blackriverny.com for paddling, whitewater rafting, public fishing access, boat launches, trails and observation areas. The Black River is a Class IV+ river appropriate for experienced paddlers and professional whitewater guides; kayaking on the Black River should not be attempted by novices. Whitewater rafting is available through area rafting companies.

Cooking
Only microwave cooking is allowed in suite kitchen areas. Residents will be held financially responsible for any building fire alarm activation or related damages resulting from negligence while cooking. Only UL-approved sealed-unit coffee makers and toasters are allowed to be used in the kitchen area. The use of any other cooking appliances are prohibited in all suites including, but not limited to, hot plates, toaster ovens, George Foreman and similar grills, electric fry pans, waffle, sandwich and quesadilla makers, NuWave Oven Infrared Ovens and induction cooktops, oil fryers or auxiliary heaters.

Damages and Vandalism
Residential students are responsible for any loss/damage to personal property, College property, or property of the Faculty Student Association. Anyone causing damages, whether intentionally or by accident must report the incident to the Office of Housing & Residence Life. Damages occurring during the academic year will be invoiced to the resident. Vandalism to common area property will be assessed and divided equally among all resident students living in the suite, floor or building. All damage deemed vandalism by the Housing and Residence Life staff will incur a base charge per incident based on building occupancy. Residential students are responsible for any damage to their bedroom. Any damage to common areas that cannot be attributed to individual resident(s) will be considered the joint responsibility of the residents of the hall or suite. The repair/replacement costs will be charged to the residents by dividing the total cost equally by the number of residents in the hall or suite involved.

Outstanding fees in excess of $75.00 will result in a hold preventing the resident from registering for classes or adjusting their class schedule. Outstanding fees less than $75.00 will result in a hold preventing the resident from obtaining a college transcript. Unresolved balances may be referred to a collection agency and residents will be responsible for all associated collection fees.

We recommend that all residents obtain renter’s insurance to protect their belongings in the event of theft or damage. The Faculty Student Association will not compensate residents for loss or theft of personal property in the residence halls.

Below is a list of approximate repair costs for commonly damaged items. Any damages not listed in the Handbook will be estimated and provided to the students for payment purposes. Individual costs may be more or less as follows:

- Clean appliance (microwave, refrigerator) $35.00 each
- Clean bathroom ........................................ $40.00
- Clean bedroom ........................................ $75.00
- Clean & extract carpet .......................... $100.00
- Clean common area in suite .................... $100.00
- Paint room ........................................... $50.00/wall
- Remove trash ........................................ $25.00/each bag
- Remove personal items .......................... $25.00 & up
- Repair hole in wall (varies by size).... $30.00 - $100.00

Replacement Costs
- Chair (upholstered) .............................. $525.00
- Bed board ............................................... $200.00
- Bed spring ............................................. $200.00
- Bedroom door .......................... $280.00 - $350.00
- Carpeting ($ per square yard) ............... $25.00
- Coffee table ......................................... $200.00
- Desk .................................................. $400.00
- Desk chair .......................................... $175.00
- Dining table (large) ...................... $325.00
- Dining table (small) ...................... $350.00
Residence Hall Regulations and Policies

- Dresser wardrobe.......................... $850.00
- End table ---------------------------- $175.00
- Kitchen bar stool.................. $200.00
- Kitchen chair...................... $175.00
- Lockset for mailbox ............... $25.00
- Lockset for suite/bedroom ...... $225.00
- Light cover............................ $40.00
- Light fixtures.......................... $40.00
- Love seat.................................. $625.00
- Mirrors .................................... $60-200
- Mattress.................................. $150.00
- Microwave................................. $100.00
- Recycling box.......................... $15.00
- Refrigerator .............................. $600.00
- Smoke detector ........................ $100.00
- Sofa (upholstered).................. $725.00
- Thermostats............................... $50.00
- Toilet paper dispenser ............. $35.00
- Towel Bar................................. $25.00
- Two-drawer chest .................... $375.00
- Wardrobe mirror ........... $60.00
- Window blinds ..................... $50.00/per window
- Window glass .................... $95.00 - $400.00
- Window screen ................... $50.00

Health and Safety Inspections
The College expects a certain level of cleanliness and a certain level of safety standards to be maintained in the residence halls. It is the responsibility of all residents within a suite to maintain a clean and healthy living environment. To ensure that this standard is met, the Housing and Residence Life staff will conduct:

- Regular “walk-throughs” to make sure the suites common areas are kept in a safe and sanitary condition;
- At least three (3) health and safety inspections of the entire suite, including individual bedrooms each semester;
- New York State fire safety inspections of the entire suite, including individual bedrooms.

If a problem is noted in the room/suite, residents will be given a verbal/written request to rectify the situation by a specific date. At that time, the room/suite will be re-inspected. Failure to correct a documented problem may result in judicial action.

Excessive damage or a problem that produces an unsafe/unhealthy living condition may result in judicial action including, but not limited to, residence hall probation, professional cleaning charges or the loss of residence hall privileges.

Any fines that are imposed by the New York State fire inspector will be billed directly to the resident(s) responsible for the violation. In the case where the responsible party cannot be identified for a violation within a suite, the amount will be split equally among the members of the suite.

Keys and IDs
Residents will be issued a student SUNY ID card, or SUNYCard, that will provide access to East Hall, their residential floor, and will open the outer door to their suite. Residents will also be issued a key for their assigned bedroom and mailbox. It is the resident’s responsibility to carry their key and SUNYCard at all times and present SUNYCards when requested by a college official, member of the Housing & Residence Life staff or employee of the Faculty Student Association.

Hall Sports
The playing of sports e.g., baseball, basketball, football, hockey, soccer, Frisbee, the riding of a skateboard, bicycle, roller skates, rollerblades, etc., and the throwing of water in East Hall is prohibited.

Storage of sporting equipment (i.e. hockey equipment, etc.) is not permitted in public areas (i.e. lounges, hallways, bathrooms, stairways, etc.). Bicycles can be stored on the East Hall Bike Racks. Bike locks are strongly recommended for security purposes. Sports items or equipment may be confiscated until a student conduct review.
Residents must report lost/stolen keys to a Resident Director or the Office of Housing and Residence Life immediately. A locksmith will change the locks on the bedroom door within a reasonable timeframe of the resident reporting the key lost or stolen. A lock change fee of $75.00 will be billed to the resident for immediate payment. There will be no refund once a lock change has been requested.

Lost room keys will be replaced for a fee of $75.00 and will be billed to the resident for immediate payment. Lost mailbox keys will be replaced for a fee of $25.00 and will be billed to the resident for immediate payment. Failure to return keys at the time of checkout will result in lock change fees. Lost SUNYCards will be replaced for a fee of $10.00 and will be billed to the resident for immediate payment. Residents may not allow anyone to borrow their housing issued keys or SUNYCard. Duplication and unauthorized use or possession of college or residence hall keys is prohibited. Violation of these policies will result in student code of conduct action.

Residents must use their SUNYCard to gain access to the residence halls. SUNYCards also provide entry to the Courtyard Cafeteria and are used to access meal plans and CannonCash. Replacement SUNYCards are available in the Campus Bookstore; lost cards will be replaced for a fee. If you have any issues with your SUNYCard, please go to the Faculty Student Association Campus Bookstore or call 315-786-2260.

Lockouts
Residents who are locked out should contact their Resident Assistant. If the Resident Assistant cannot be contacted, the resident should contact the Office of Campus Safety & Security at 315-786-2222. A SUNYCard must be presented at the time of the lockout. Housing and Residence Life staff members will only let residents into their assigned room. Staff members will not give residents access to other resident’s rooms. Staff will not unlock doors for guests. Upon the assistance for each lockout by a staff member, the resident will be required to verify that they are in possession of their keys. Residents who cannot produce their keys may be charged for a lock change. Lockout assistance will be completed at the earliest time feasible to the Housing and Residence Life staff or Campus Safety & Security. Leaving room/suite doors unlocked is dangerous and also places suitemates’ belongings at risk.

Lounge & Study Room Policy
Lounges and study rooms are provided for the use of the hall residents and their escorted guests. Residents are responsible for keeping all areas neat and presentable. It is a violation of College policy to remove furniture or other provided equipment from building common areas. Lounge furnishings must remain in their designated areas. If lounge furniture is missing and attempts to locate it fail, the Office of Housing & Residence Life reserves the option to do a residence hall room search. Students who are found in possession of public area furniture will be subject to College disciplinary action. Any lounge furniture not accounted for will be assessed as a group billing.

Overnight Guest Policy
Overnight guests are permitted, with the consent of all roommates, only on Friday and Saturday nights. Overnight guests are defined as any individual (student or non-student) who is not the assigned and designated resident of a residence hall room at Jefferson. All overnight guests must be registered with the Office of Housing & Residence Life and the Office of Safety & Security. All overnight guests must be at least 18 years of age.

All guests of Jefferson resident students must be escorted by their hosts at all times. It is the responsibility of the host student to ensure that their guests abide by all Residence Life and College policies. The host student assumes full responsibility for their guest’s actions. Any violation of policy may result in the guest being asked to leave the campus immediately, the guest being barred from future visits to campus, and the host being processed through the College Student Conduct Process.

Residents signing in a non-resident as an overnight guest must do so at the time of registration at the front desk. Overnight non-residents who fail to check out of the residence halls at the sign-in desk will be considered an illegal overnight non-resident.
Section E
Residence Hall Regulations and Policies

Prohibited Items
The following are prohibited in or around East Hall and violators are subject to immediate action and/or removal by College personnel. The Office of Housing and Residence Life reserves the right to authorize personnel to confiscate any prohibited item or items deemed to be a danger to the individual, other residents or college property at any time. Confiscated items must be picked up by the resident within thirty (30) days of confiscation for the purpose of taking the item off-campus. Residents are responsible for any charges related to confiscated items including, but not limited to, storage or transport. All confiscated items which are not picked up and taken home may be disposed of by the Housing and Residence Life staff.

1. Alcohol advertisements, signs and/or potentially offensive material in public viewing areas (including windows, hallways and doors).
2. Animals or pets of any kind including snakes and turtles, excluding aquarium fish with a maximum five gallon tank per room.
3. Any type of smoking substance or inhalant, including tobacco products (cigarettes, cigars, chewing tobacco).
4. Candles (with or without wicks; decorative or otherwise), fireworks, explosives, charcoal/gas grills, oil lamps, incense or any combustible device (i.e., gasoline, benzene, flammable liquids, chemicals).
5. Dartboards of any kind including magnetic, felt or plastic tipped darts.
6. Electric blankets or air mattresses.
7. Electrically amplified instruments, including DJ equipment and drum sets.
8. Extension cords or multi-plug outlets, plug-in air fresheners (power strips and surge protectors are permitted).
9. Exterior television, radio antennas, or satellite dishes or any object that protrudes from a window or attaches to the exterior of a residence hall.
10. Federal, state, college, local or other signs.
11. Firearms, weapons, or other dangerous instruments which may cause injury or damage to person or property. This includes, but is not limited to: firearms, B-B guns, paintball guns, fireworks, knives, and archery equipment.
12. Halogen lamps, black lights, lava lamps or other high-intensity lamps including torcher lamps, spider lamps or any upward facing bowl lamps.
13. Hot plates, toaster ovens, George Foreman and similar grills, electric fry pans, waffle, sandwich and quesadilla makers, NuWave Oven Infra-red Ovens and induction cooktops, oil fryers or auxiliary heaters and refrigerators exceeding 4.0 cubic feet.
14. Indoor use of any athletic or recreation equipment, any hall sports/gaming, water/food fights, or horseplay, including bouncing or throwing any type of ball, skateboarding or utilization of any other recreational device with wheels.
15. Kegs and beer balls, alcohol cans/bottles (full or empty), beer pong tables, funnels, shot glasses or any other item affiliated with the consumption or possession of alcohol (including those beers designated “non-alcoholic”).
16. Live-cut Christmas trees; flammable decorations.
17. Neon signs.
18. Strings of lights (incl. holiday and rope lights).
19. Waterbeds, air mattresses, hot tubs, Jacuzzis and non-college lofts and cinder blocks.
20. Weightlifting apparatus (barbells, free weights, exercise machines, pull up bars etc.).
21. Wireless routers from external providers.
22. Personal mattresses (without medical documentation).
23. Cinder blocks.
24. Fog machines.
25. Gas power tools.
27. Tattoo equipment.
Residence Hall Regulations and Policies

Publicity and Posting of Flyers/Posters
The Office of Housing & Residence Life must approve all promotional material prior to posting or distribution in the residence halls. Only events that meet one or more of the following criteria will be allowed to be advertised in the residence halls:

- Sponsored by a recognized Jefferson Community College club, organization, or department. “Sponsored” means to have a financial and/or production involvement with the event
- A function taking place on the campus of Jefferson Community College.

Materials in violation of the above policy will be removed. Promotional materials for other area college events or non-college groups may be posted in the residence halls with permission from the Office of Housing & Residence Life.

General Posting Specifications
- The standard size of 8.5” x 11” for flyers is encouraged
- 22” by 28” is the maximum size allowed for any flyers or posters
- Publicity/Posters will be secured on bulletin boards with tacks or approved tape only
- Publicity/Posters are not permitted on glass, painted areas, wood, or metal/concrete pillars or walls, except in designated areas, unless otherwise approved by the Office of Housing & Residence Life
- Discriminatory or derogatory material based on race, ethnic origin, gender, disability, age, religion, or sexual orientation will not be accepted or tolerated
- Posting cannot imply the consumption of alcohol or contain sexually explicit material
- It is the responsibility of the requesting person or group to make the appropriate number of copies needed for posting or distribution
- Nothing should be slid under room/suite doors or posted in the front doors of any building or on individual suite or room doors
- Graphics should be clear, concise and appropriate, in accordance with the previously stated items
- Nothing can be placed in mailboxes unless each item is addressed to a specific mailbox number

Quiet Hours & Courtesy Hours
Residents are members of a community and are expected to act responsibly and not to interfere with the rights, comfort, or safety of their roommates, suitemates or other residents. Excessive noise and disorderly behavior will not be tolerated.

Courtesy hours are in effect 24-hours a day. Residents have the right to ask (with the expectations of compliance) that fellow residents hold noise to a level that he/she will not be able to hear. If a resident does not comply with the request by a fellow resident or staff member, student conduct action may be taken.

In addition to courtesy hours, specific quiet hours are as follows:
- 10:00 p.m. to 9:00 a.m. on Sunday through Thursday
- 12:00 a.m. (midnight) to 9:00 a.m. on Friday and Saturday

During quiet hours, residents are requested to refrain from congregating in the hallway or HUB areas; loud talking or laughing, pounding, running; playing loud music, radios, television, or musical instruments. Quiet hours pertain to the interior and surrounding areas of the residence halls including, but not limited to, the HUB area and the areas immediately surrounding all residence halls.

During posted final exams periods, quiet hours will be 24-hours a day.
Residence Hall Check-In/Check-Out Procedures

Upon occupancy of a room/suite, residents will be required to review a room condition report that has been completed by a Housing and Residence Life staff member. This report should be reviewed thoroughly and accurately with great detail and previous damage items included. Residents will have 24 hours from the time of check-in to claim any additional damages to the room condition report. After the 24-hour grace period has expired, the resident will be responsible for the condition of the room/suite.

Upon check-out of the room/suite, a preliminary check-out will be conducted by a Housing and Residence Life staff member. The preliminary check-out does not serve as the final damage assessment to the room/suite. After the halls are closed, a thorough inspection will be conducted where the current condition of the room/suite will be compared to the original room inspection report filled out when the resident moved into the room/suite. If items are lost, missing, damaged, or not left in good condition, charges will be incurred and they will be deducted from the housing/security deposit. Damages that incur a cost greater than the housing/security deposit amount will be billed to the resident's account.

To avoid unnecessary charges during check out, be sure to follow all of the guidelines provided by the Housing and Residence Life staff. Residents who improperly check out of the residence halls will forfeit the opportunity to appeal any damages or fees. Upon leaving, the room and suite must be clean and free from all trash and personal items. Any items that are found after keys are turned in will be discarded and a fee will be charged against a resident student’s account. Any personal items that are abandoned or remain after it is determined that a student is not returning to a room or suite will be immediately removed and stored at the residents expense and/or discarded within fourteen (14) business days, and a fee will be charged at the discretion of the Faculty Student Association.

Residents must turn their suite/quad and mailbox keys in to a Housing and Residence Life staff member. Failure to turn in a room key or mailbox key will result in a $25 fee per key, in addition to a lock change fee of $75.00 when deemed necessary for security purposes. Residents will be assessed a fee for keys that are lost or not returned at check-out. This includes vehicles that are left in College parking lots without prior permission.

A resident choosing to terminate the housing agreement is required to meet with the Dean of Students or the designee to be advised regarding the financial responsibility.

Residence Hall Openings/Closings

The East Hall move-in dates for new residents is the Friday before classes begin for the Fall semester and the day before classes begin for the Spring semester during designated times. The East Hall move-in dates for returning residents is the Sunday before classes begin for the Fall semester and the day before classes begin for the Spring semester during designated times. Alternate arrangements following the identified check in times will need to be coordinated with the Office of Housing & Residence Life.

 Residents must vacate the halls 24 hours after their last final exam during the fall and spring semesters. Residents will be charged $25 per half hour after the building closes if they fail to vacate—not to exceed $200. Any exceptions to this policy must be approved by the Dean of Students or his/her designee, a minimum of one week in advance.

Residents must vacate the halls during all college vacation periods.

When leaving for the vacation periods, residents are responsible for the following:

- All windows and doors must be closed and locked.
- All window blinds must be drawn.
- Clean the room and suite; empty wastebaskets, remove all perishable food items from refrigerators and rooms and take all trash to designated location.
- There is a $25 fee for each bag of trash that has to be removed from the suite.
Residence Hall Regulations and Policies

• All electronic appliances, excluding housing issued refrigerator and microwave must be unplugged. Personal mini-refrigerators only need to be unplugged during winter break.
• Take all personal items that will be needed during the break period. Residents will not have access to their room or suite during the break period.
• Lower the heat in the suite to 65 degrees and set to auto.
• Remove all valuable personal belongings. The Faculty Student Association is not responsible for lost or stolen property.
• Resident vehicles may not be left on campus and must be removed during vacation periods.

A Housing & Residence Life staff member will check each room and suite to ensure that the above guidelines have been followed. All prohibited items will be confiscated.

Room Change Policy and Procedures
Residents may not change rooms without the prior approval of the Office of Housing & Residence Life. Residents requesting room changes may contact the Office of Housing & Residence Life for more information. Room changes are not allowed during the first two weeks of each semester. Room changes are also not permitted during the last four weeks of the spring semester.

A specific date will be established each semester for approved room changes to begin. A student wishing to change rooms must complete a Room Change Request Form, which is available from the Office of Housing & Residence Life. The Resident Director involved in the change must sign this form before the student will be permitted to move. Any student changing rooms without the written approval of the Resident Director may be subject to College disciplinary action and disapproval of any subsequent requests to change rooms.

• Jefferson Community College reserves the right to consolidate those students who are in a room or suite that is currently housing less than the capacity of said room or suite.
• Jefferson Community College reserves the right to make administrative room changes which are believed to be in the best interests of those involved and the College.

When problems with roommates occur, students are encouraged to make an effort to resolve their conflicts. Before a room change can be made, the following procedure must be followed:

• Both roommates must meet together with their Resident Assistant or Resident Director to discuss their concerns.
• The residents will create a contract with their Resident Assistant or Resident Director, designed to resolve specific needs/concerns of both roommates.
• The roommates must make every effort to abide by this contract for a minimum of one week.
• If roommate differences are still irreconcilable at the end of one week contract period, both roommates must again meet with their Resident Director to discuss an alternative resolution.
• It is the resident’s responsibility to present a room change alternative. All residents involved in the prospective room change must have prior knowledge of the impending change and agree to the proposed change.
• Upon approval, rooms must be inspected by the Office of Housing & Residence Life prior to the move. Residents who are changing rooms are responsible for making arrangements to be properly checked out of his/her room, including room inspection by the Office of Housing & Residence Life. NO ROOM CHANGE MAY BE INSTITUTED WITHOUT FOLLOWING PROPER PROCEDURES OR WITHOUT THE RESIDENT DIRECTOR’S APPROVAL.
**Room Decorating**

Residents may not damage any surfaces of furniture when decorating their room. The room and furnishings may not be painted or permanently altered in any way. It is important to remember when hanging items on the wall, to use substances that will not damage the wall, i.e., nails, hooks, sticky adhesive, etc. Nails and hooks are prohibited in the Residence Halls. If the room or furnishings are damaged in any way, the resident will be billed and may be subject to student conduct action.

Additionally, residents may not cover their walls or hang from their ceilings items such as tapestries, sheets, canopies and fishnets. Window curtains are prohibited. Items are not permitted to be hung or placed over light fixtures, sprinkler heads, or smoke detectors. Wall decorations are limited to 20 percent of each wall of the room. Wall decorations cannot cover windows, such as blankets or tapestry and must be at least 18 inches below the ceiling height.

**Products for Hanging Posters**

We recommend the following products for hanging pictures/posters on the wall to avoid excess damage. These items are widely available in the bookstore.

- OOK® Picture Hangers and thumbtacks (for hanging items on sheetrock walls)
- 3M Command Adhesive™ (for hanging items on metal doors or wood furniture)
- Snap Hook™ (suction hanger, useable on metal and glass surfaces)

**Tips to Avoid Excessive Damage Charges**

- Do not use scotch or masking tape
- Do not use thumb tacks
- Do not use sticky, gum like adhesive substances on any surfaces
- Do not use sticker decals, bumper stickers, etc. on any surfaces

**Room Entry**

The Office of Housing & Residence Life reserves the right to authorize personnel to enter into any area of a suite in the absence of the resident. The authorized personnel include, but are not limited to: professional members of the Enrollment Management and Student Life Division staff, the Faculty Student Association staff, Resident Assistants, Resident Directors, the Dean of Students, Campus Safety & Security Officers, and repair/maintenance/cleaning personnel.

Housing and Residence staff will inspect rooms during semester breaks and other times designated by the Dean of Students. If it is believed that an immediate danger exists in a bedroom or suite, staff will contact Campus Safety and Security for assistance. Examples of these situations include, but are not limited to; fire, possession of chemicals, explosives, weapons, or other items that would cause serious injury. The same procedure is prescribed if the danger involves assault or other acts constituting possible jeopardy to persons or property. Staff or residents may be asked to assist in a medical or emergency situation requiring room entry which threatens immediate harm to the safety of the individuals.

Staff may also enter into a resident’s room to eliminate disruptive noise from electronic equipment which may violate an individual's right to sleep or study. This includes, but is not limited to, unattended stereos, televisions and alarm clocks.

State and federal laws govern entry of police officers and Public Safety officers into a resident's room for purposes of investigation. This includes, but is not necessarily limited to, officers in possession of a valid search/arrest warrant, hot pursuit, a safety emergency, or when a police officer/security officer has probable cause to believe a felony, misdemeanor, or any other illegal activity is being or has been committed by the individual therein.
Room Furnishings
Each resident room is fully furnished. College mattresses are to be used only on the provided bed frames. All beds must remain free standing on the floor, supported by legs attached to the bed frame. The Housing and Residence Life staff will take inventory during check-in and all items recorded on the inventory form must remain in the room at all times. Residents may be limited in the amount of personal furniture in each room/suite. Damaged or missing furniture will be billed to the resident of the room. To avoid excessive mattress damage, it is strongly recommended that residents bring an extra-long twin mattress pad for their bed. Room furniture may not be disassembled at any time for any reason.

Only Faculty Student Association furniture including beds and mattresses are permitted. FSA, Inc. furniture supplied is known to meet flame spread and smoke retardant requirements. Air mattresses or personally supplied furniture may compromise this requirement and is prohibited.

Smoking
Smoking is prohibited in East Hall. This includes the following but not limited to cigarettes, cigars, electric cigarettes, aromatic cigarettes, herbal cigars, hookahs and burning incense. Smoking is permitted only in the designated smoking areas outside the residence hall buildings. When smoking outside please be sure to comply with the Office of Housing & Residence Life policy which requires all individuals to smoke in the East Hall Smoking Gazebo and dispose of cigarette butts in the appropriate receptacles.

Jefferson Community College prohibits tobacco use in any form, in all indoor areas on campus, in designated smoke-free zones, and within 20 feet of any building entrance, exit, window or ventilation system, unless otherwise identified. This policy is in accordance with New York State’s Clean Air Act effective July 24, 2003.

Solicitation
Solicitation and sales of any service or product door to door in a residence hall or by way of the college telephone or mail system is prohibited. Solicitation and sales by registered student organizations of any service or product in the lobby of a residence hall must have the approval of the Office of Housing & Residence Life at least one week prior to the planned sale. Commercial sales will not be allowed from individual resident rooms or other areas within the residence halls. Residents may not use residence hall rooms or residence hall telephone numbers as a place of business or for the purposes of solicitation or for any purpose other than as a residence. Advertisement, sale or solicitation of alcoholic beverages is not allowed in the residence halls or resident mailboxes.

Storage
Storage of resident belongings outside of the resident rooms is not provided. Contact the Office of Housing & Residence Life staff for information about off-campus storage solutions. The Faculty Student Association assumes no responsibility for loss of personal property on the campus. Residents will not be compensated for loss of personal property in the residence halls during a regular semester, during a summer session, or over a vacation period. The Office of Housing & Residence Life staff may dispose of any belongings left by residents who have withdrawn, have been suspended, removed from the residence halls or who vacate their residence hall rooms for any other reason. Storage of guest/visitor property in a room/suite is prohibited. Storage of items and other personal property remaining in residence hall rooms, suites, and quads after student withdrawal from classes or checkout will be removed and/or donated to charity at the discretion of the Office of Housing & Residence Life.
Residence Hall Regulations and Policies

Windows/Window Blinds
Entering or exiting the residence halls through a window, dropping/throwing objects from windows, leaning out of windows, or placing property on a window sill or building ledge is prohibited. Screens may not be removed from the windows. A fine will be assessed for all missing or damaged screens.

All rooms/suites are furnished with window blinds. The blinds furnished to each room must remain installed at all times. Curtains including those that require drilling, nails or screws are not permitted; bed sheets, tapestries, or other large coverings are not permitted.

Electrical Power Strips/Extension Cords
When additional electrical outlets are needed, residents must use U.L. approved electrical power strips with built-in circuit breakers. Multiple plug adapters and extension cords are not permitted. Power strips should never be plugged into another power strip. Power strips should never be placed on the ceiling, underneath carpet or stapled or pinched in any way. Running extension cords underneath mattresses is prohibited.

Interior and Exterior Door Locking
All exterior residence hall doors are locked 24 hours a day. Propping of interior and/or exterior doors and/or tampering with locks are considered a serious security violation. Residents involved in such activities may be removed from College Housing.

Removal of Dining Services Property
Students may not remove food, silverware, dinnerware, or other items from the JCC Dining Services, except as allowed by JCC Dining Services. Dining Service items found in Residence Hall Rooms will be immediately confiscated. Student removal of any dining services item(s) may result in disciplinary action.
Visitation Policy
A resident’s right to privacy and comfort takes precedence over the community member’s privilege to have visitors. It is important for suitemates to discuss visitation and to arrive at an agreement acceptable to all roommates in the suite. A non-resident is defined as any person who is not a designated resident of a suite. Non-residents must possess a valid photo ID (driver’s license, work/college ID) and be signed in at the front desk during visitation hours. Non-residents must be in the presence of the host resident at all times. The visitation policy will be strictly enforced. Residents will be subject to student conduct sanctions and/or a fine if the guest visitation period is exceeded. The storage of guest/visitor property within the units is prohibited. Non-residents may not use a resident’s keys or access card. Non-residents are prohibited from visiting the residence halls for an extended period of time.

Any non-resident can be asked to vacate the residence halls at the discretion of a Resident Director, Campus Safety & Security or the Dean of Students at any time. Failure to vacate the premises upon request may result in the issuance of a persona non grata or trespass warning which prohibits future visits to the residence halls as well as all areas immediately surrounding the residence halls. Failure to abide by this issuance may result in the arrest of the individual and judicial action upon the host.

Non-residents must comply with all college policies and residence hall rules/regulations. Residents that host non-residents are responsible for the non-residents’ behavior. If a non-resident creates a disruption and affects a roommate, suitemate(s), other residents, or the community, they may be asked to leave the halls and the resident may be held accountable for their actions. In cases where a non-resident damages property or violates hall/college policy, the resident host may be subject to student code of conduct sanctions and/or restitution. This includes items found during searches.

- All non-residents must contact their host to be signed in
- Residents will be limited to signing in two (2) non-residents
- There is an 8 person occupancy limit on 4-person suites
- There is a 10 person occupancy limit on 5-person suites
- There is a 10 person occupancy limit on 6-person suites
- All non-residents, including parents and family members, will be required to sign in at the front desk. Any exceptions will be made by the Resident Director on duty.
- Hosts will be required to bring their Jefferson Community College IDs to the front desk when signing in non-residents.
- All non-residents will be required to present a valid photo ID at the front desk. The ID must be a college ID, driver’s license or other appropriate form of identification.
- All non-residents must be registered at the front desk during desk hours.
- Any visitor, overnight guest or resident entering the residence hall(s) is subject to search by authorized personnel.
- Children under the age of 17 visiting the halls must be accompanied by a parent or guardian and may only visit between the hours of 10:00 a.m. – 8:00 p.m. Any child may be asked to leave the halls at the discretion of a Resident Director, the Dean of Students or Campus Safety & Security at any time. Any exception to this policy may be made by one of the aforementioned parties.

The front desks are staffed daily from 5:00 p.m. – 8:00 a.m. Times are subject to change based on staff coverage.

Resident students are permitted to have visitors during the following times:

Sunday through Thursday:
10:00 a.m. to Midnight
Friday & Saturday:
10:00 a.m. to 2:00 a.m.
STUDENT CONDUCT PROCESS AND PROCEDURES

The residence hall student conduct process is designed to enforce college policy and residence hall regulations while maintaining educational principles. Community living requires standards of conduct, cooperation, negotiation, and respect for all community members, including students and staff. The student conduct process functions cooperatively with the Vice President for Students Office, the Dean of Students, the Campus Judicial Officers, Housing & Residence Life Staff, the Jefferson Community College Office of Campus Safety & Security, and local police and emergency response agencies. A resident may be referred to a Jefferson Community College Campus Judicial Officer for an alleged policy violation. Residents should refer to the Jefferson Community College Code of Conduct (see below) for more information. Students living in the residence halls sign a housing contract that stipulates individual resident student responsibilities. The rules and regulations apply to all residents and their guests/visitors as part of this license.

NOTE: Students will be notified via the Jefferson Community College email system of all scheduled student conduct matters (hearings, decisions, appeals and etc.). It is the responsibility of each student to check their email in a timely manner when involved in a student conduct incident. If a student is unable to access their email or has a problem viewing any correspondence, it is their responsibility to seek the assistance from Institutional Technology (IT) Services. Students can contact the JCC Help-desk at 315-786-6511 or 315-786-2262, or via email at helpdesk@sunyjefferson.edu.

Student Conduct Officers

Resident Directors. Resident Directors are designated hearing officers for the residence halls and adjudicate all but the most serious of residence hall incidents. Resident Directors are empowered to determine responsibility and assign sanctions.

Office of Housing & Residence Life. The Dean of Students is a designated hearing officer and hears appeals of Resident Director decisions and adjudicates incidents in which high level sanctions (i.e., removal from the residence halls) may be imposed.

Office of the Vice President for Students. The Vice President for Students (or designee) adjudicates the most serious of residence hall incidents, where college conduct regulations are also violated. The Vice President for Students may impose sanctions for the residence halls and the college simultaneously.
Resident Directors
When a Resident Director receives notice of a possible violation of a college policy or residence hall regulation (notice meeting), the Resident Director will review the report and schedule to meet the referred student(s) for a student conduct hearing to discuss the incident.

At this meeting, the referred student(s) will be provided a description of the incident and the alleged violation(s). The student(s) will be given an opportunity to hear the allegations and give their description of what happened. During this meeting, the student is expected to be honest and encouraged to ask questions. The Resident Director may dismiss allegations based on insufficient evidence.

If a resident fails to attend the student conduct hearing with the Resident Director, the hearing may take place in the absence of the student. The resident is responsible for completing all assigned sanctions. The resident maintains the right to appeal the decision to the Dean of Students.

The Resident Director may choose from any of the following options:

- Refer the incident to a Campus Hearing Officer for adjudication of the incident.
- Find the student “responsible” for violation of one or more allegations.
- Find the student “not responsible” for violation of one or more allegations. Dismiss one or more allegations based on insufficient evidence.

Once a resident has been found responsible for violating policy, the Resident Director may assign sanctions of:

- **Verbal Warning**: A verbal statement to the student offender who has violated the code.
- **Written Warning**: Written notice to the student that continuation or repetition of their misconduct may be cause for disciplinary action.
- **Referral for Assistance**: Recommendation that assistance be sought from various campus services and/or outside agencies to specifically address the situation.
- **Educational Programming**: A learning program to promote an understanding of inappropriate behaviors and positive change.
- **Probation**: Formal written notification to the student that any subsequent violation of college rules and regulations may result in suspension or expulsion.
- **Disciplinary Fines**: Monetary fine placed on a student’s account at Jefferson Community College.
- **Disciplinary Hold**: A hold placed on a student’s account for disciplinary reasons preventing further registration, enrollment, and participation in college activities.
- **Restriction**: Denial of access to any facility, activity, services, class or program, or denial of student privileges for a designated period of time.
- **Administrative Withdrawal**: Administrative separation from a specific course. The student will receive no credit for a class from which he/she has been administratively withdrawn.
- **Restitution**: Reimbursement by the student for damage or misappropriation of property to the College or other owners. Reimbursement may take the form of compensation for damages as calculated by the Vice President or their designee, or an appropriate period of time.
- **Work Assignment**: Supervised work assignment.
- **Community Service**: Community Service is a student conduct sanction which requires a student to perform unpaid work of benefit to the College Community. Community Service provides an opportunity for the student to contribute positively to their community. The tasks support and supplement services existing on campus.
- **Privilege Revocation**: Any privilege offered to the student by virtue of being a resident in housing may be suspended or revoked, such as hosting overnight guests, visitors, or borrowing hall equipment.
- **Notification of Parents**: In some situations parents or guardians may be contacted.
- **Behavioral Contract**: Signed behavioral contract, written agreement, or document that sets specific standards to be met or actions required to continue as a resident in the Residence Halls as a result of a violation of any College regulation or residence hall policy.
Section F

Residence Hall Student Conduct Regulations

- **Suspension or Termination of Employment:** Removal from employment within the College (paid or volunteer) for a specific period of time (suspension) or permanently (termination).
- **Disciplinary Suspension:** Separation of the student from the College for a specified period of time up to a maximum of two years. Suspended students are barred from College premises, classes, and other college-sponsored activities. Expiration of the suspension period is no guarantee of re-admittance.
- **Disciplinary Expulsion:** Permanent separation of the student from the College. The student will be barred from College premises, classes, and other College-sponsored activities.
- **Revocation of Admission and/or Degree:** Revocation of admission to or of a degree awarded from the College due to fraud, misrepresentation, or other violations of College standards in obtaining the degree, where such violations were committed by a student prior to graduation.
- **Residence Hall Warning:** Residence Hall Warning serves to officially warn a student that he or she is in violation of community standards and that further violations can result in disciplinary sanctions. This warning may be given for either a specified or unlimited period of time.
- **Residence Hall Probation:** Residence Hall Probation serves to officially warn a student that he or she is in violation of community standards and that further violations can result in the denial of the privilege of on-campus housing. This probation may be given for either a specified or unlimited period of time.
- **Suspension or Removal from Residence Life:** Suspension (for a specific time period) or Removal from Residency may be given when serious and/or repeated misconduct in the residence community warrants separation of the student from that community. A suspension or removal from Residence may include a ban from residing in or visiting any residence facility operated by the College for the stated period of the suspension.
- **Residence Hall Visitors Suspension:** Residence Hall Visitors suspension prohibits a student from inviting guests (day or overnight) to the Residence Hall for a specific or unlimited time period.
- **Residence Hall Relocation:** An official action moving a student from one room to another within the residence halls.

Students relocated to another room may be restricted from entering a specified room, suite, floor, or building. Such written statements shall become a part of the College’s student conduct file and the student’s educational record.

**Appeal Process**

Residents may appeal the Resident Director’s student conduct decision to the Dean of Students. Appeals procedures are handled according to the Jefferson Community College Code of Conduct.

**Student Referrals.** A resident may be referred to meet with the Dean of Students for more serious matters and/or student conduct action according to the Jefferson Community College Code of Conduct.

Students may appeal the Dean of Students’ conduct decision to the Vice President for Students. Appeal procedures are handled according to the Jefferson Community College Code of Conduct.
1. **Preamble**

Jefferson Community College students enjoy all the rights and privileges conferred and guaranteed to them by federal and state laws as well as accept the inherent responsibilities implied by these rights. Students are expected to conduct themselves in a manner which reflects positively on the College and on themselves and to follow all college policies and regulations.

2. **Definitions**

2.1. The term “College” refers to Jefferson Community College.

2.2. The term “Code” refers to the Student Code of Conduct.

2.3. The term “student” refers to any person taking courses at the College at the time of a violation of the Code, as well as individuals on college premises for any purpose related to registration for enrollment. Persons who are not officially enrolled for a particular term but who have a continuing relationship as a student with the College are considered “students.”

2.4. The term “college official” refers to any person employed by the College or the College’s affiliated auxiliary operations performing assigned faculty, campus safety and security, administrative, or professional responsibilities.

2.5. The term “Judicial Board of Review (JBR)” refers to the hearing body comprised of students, faculty and staff. A minimum of three students and two faculty or staff will hear a case.

2.6. The term “college premises,” “college property” and “campus” include all land, buildings, facilities, or other property in the possession of or owned, used, or controlled by the College or the College’s affiliated auxiliary operations.

2.7. The term “judicial body” applies to the Judicial Board of Review, Administrative Hearing, Convener, or any person or persons authorized by the Dean of Students to determine whether a student has violated the code and to recommend sanctions when necessary.

2.8. The term “judicial advisor” refers to any individual assigned to advise a judicial body and/or student.

2.9. The term “complainant” refers to any persons or person who has filed disciplinary charges against a student. If the College is the complainant, then the Dean of Students or designee will appoint a person to represent the College.

2.10. The term “accused student” refers to any student who has pending disciplinary charges filed against him/her.

2.11. The term “college-sponsored activity” refers to any activity on or off campus which is initiated, aided, authorized or supervised by the College or its affiliate organizations.

2.12. The term “preponderance of evidence” refers to a standard used in civil trials as a criterion for determining the weight of the evidence, in particular what evidence is more credible and convincing and more reasonable and probable. This evidence can be circumstantial in nature.

2.13. The term “appeals review officer” refers to the College President, Dean of Students, or designee.

2.14. The term “notice against trespass/persona-non-grata” refers to an individual who is no longer welcome on campus which may result in arrest for trespass.

2.15. The term “convener” refers to a professional staff member or the judicial body authorized by the President of the College to administer the Student Conduct Code and to impose sanctions upon students found to have violated the Code. The convener may be any of the following:
2.15.1. The Dean of Students or designee who each may also serve as a judicial board in its entirety. The Dean of Students delegates daily operation of the judicial system to the following, including, but not limited to the Dean of Students, Campus Judicial Officer(s) and Resident Directors.

2.15.2. The Judicial Board of Review comprised of a minimum of two faculty/staff members, one of who is the convener, and, three students.

2.15.3. The term “administrative hearing” gives all parties the opportunity to be heard by a single judicial officer or a board consisting of faculty, staff and/or administrators.

2.16. The term ‘informal resolution’ refers to a one-on-one meeting between the student and the judicial officer to resolve charges informally.

2.17. The term “community member” refers to any administrators, staff, faculty and students at Jefferson.

3. Jurisdiction

JCC reserves the right to initiate disciplinary proceedings for on- and off-campus incidents and infractions. Generally, college jurisdiction and discipline shall be limited to conduct which occurs on college property and/or at college-related events on or off campus including, but not limited to, field trips, athletic events, or any action which adversely affects the college community and/or the pursuit of its objectives.

Initiation of a conduct review process for an off-campus violation may occur when the violation breaks the Code, the behavior adversely affects the educational and service functions of the College, or the violation adversely affects the suitability of the student as a member of the college community.

College disciplinary proceedings may be instituted against a student charged with a violation of a law which is also a violation of the code if both violations result from the same factual situation, without regard to the status of civil litigation in court or criminal arrest and prosecution. Proceedings under this code may be carried out prior to, simultaneously with, or following off campus civil or criminal proceedings. At the request of law enforcement, temporary delays in adjudication may be necessary and should last not more than 10 days unless law enforcement requests and justifies a longer delay.

4. Judicial Authority

The authority to oversee student conduct rests with the Board of Trustees. This authority is delegated to the President of the College who further delegates the operation of the judicial system to the Dean of Students or their designee. The Dean of Students delegates daily operations to the college judicial officer and all related personnel including, but not limited to, the Dean of Students, Campus Judicial Officer(s), and Resident Directors. The Dean of Students or designee may work with off-campus authorities prior, during, or after an investigation is started. The Dean of Students or designee and the judicial bodies function according to the principles and processes outlined in the code.

5. Prohibited Conduct

Violations of published college policies, rules and regulations; violations of SUNY Rules for the Maintenance of Public Order; and violations of federal and state laws not explicitly mentioned in this code also constitute prohibited conduct. These behaviors are prohibited in any environment within the jurisdiction of the code (whether in real time, online, or any other form of media).

5.1. Academic Misconduct.

All forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism and facilitation of academic dishonesty.

5.2. Dishonesty.

All forms of dishonesty, including, but not limited to fabricating of information or knowingly furnishing false information to the institution, electronic tampering, forgery, alteration or use of college documents or instruments of identification with intent to defraud, reporting a false emergency, giving false identification or aliases, or tampering with the election of any college-recognized student organization.

5.3. Mischief – Safety, Safety equipment and Drills.

Tampering with or the unauthorized use of fire safety equipment such as extinguishers, smoke detectors, alarm-pull stations, emergen-
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5.1 Cy exits including activating a false fire alarm, failing to evacuate a facility during the sounding of a fire alarm or upon the direction of a staff member, or attempting to re-enter the building without permission of the proper authorities once an alarm has been sounded.

5.4 Mischief – College Property or Equipment. Any action that is needlessly or potentially damaging to college property, including, but not limited to, furniture, electronic equipment, floor coverings, walls, doors, etc.

5.5 Bias-related offenses. “Bias related offenses” shall be defined as including, but not limited to, when a person commits an offense against another or others, including but not limited to physical or verbal abuse, harassment or discrimination, and either intentionally selects the person against whom the offense is committed or intended, or intentionally commits the act or acts constituting the offense in whole or in substantial part, because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct or not.

5.6 Obstruction of College Administration and Teaching. Disruption or obstruction of teaching, research, administration and administrative processes, services (including auxiliary services), disciplinary proceedings, or other college activities, including public-service functions, whether said activities occur on or off campus.

5.7 Offenses against the public order. Any of the acts prohibited by Article 240 of the New York Penal Law, including harassment, disorderly conduct, criminal nuisance, and/or any other conduct which threatens or endangers the health or safety of any person, including behavior that recklessly or intentionally endangers the mental or physical health of another person.

5.8 Larceny. Attempted or actual theft of and/or damage to the property of the College, a member of the college community, or any other personal or public property to include the unauthorized use of any College or College-affiliated organization’s equipment or property, or tampering with the same.

5.9 Hazing. Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, regardless of the express or implied consent of the victim, to include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, marching, and walking on line; wearing uniforms, chanting/greetings, forced servitude, or other forced activities such as public stunts or acts of buffoonery; exposure to the elements; forced consumption of any liquid, food, liquor, drug, or psychological abuse or humiliation, which adversely affect the mental health or dignity of the individual, the property of the individual or others, and/or demanding that the individual engage in conduct prohibited either by state law or the college’s rules and regulations.

5.10 Obstruction of Governmental Administration. Failure to comply with, obstruction of, or resistance to, the directives of college officials, Campus Security, or law enforcement officers acting in performances of their duties including refusing to identify oneself to these persons when requested to do so.

5.11 Trespassing. Unauthorized entry, presence upon, or use of college premises, and/or the unauthorized possession, duplication, or use of keys or access cards to any college premise which would enable them to do the same.

5.12 Wrongful Use of Computers/Computer Technology. Including, but not limited to, the unauthorized use of college owned/provided student accounts, computers, computer software, peripherals, computer classrooms, smart classrooms, campus wide networks, and use of/access to the internet via the same. Prohibited acts also include the use of technological facilities/equipment to interfere with the normal
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operation of the college computing system, i.e., any use of technology which harasses, annoys, intimidates, or otherwise inconveniences other users in their use of the College's computer technology. It shall be no defense that a student used their personally owned technology, i.e., laptop, tablet, iPad, iPhone, Android device, etc., when committing any of the violations set forth above.

5.12.1. Wrongful Use of Email
Including, but not limited to, use of College provided internet services for commercial purposes and/or personal financial gain; misrepresenting one's identity/ misrepresentation of Jefferson Community College; interference with JCC technology operations through electronic chain letters, unsolicited electronic communications, disruption of electronic communications, corruption of electronic communications systems and services, and obstruction of the College's electronic communications system and services.

5.12.2. Technological Abuse
Including, but not limited to, the theft of technological services; unauthorized entry into a file or system to use, read, or change its contents, or for any other purpose; the unauthorized transfer of a file; allowing other persons to use your personal account, and the unauthorized possession, use of, or disclosure of another student's personal account data, including their log-in and password information.

5.13. Sexual Harassment
Unwelcome verbal or physical conduct which is sexually offensive, e.g., unwanted sexual flirtations or touching, verbal abuse of a suggestive nature, graphic or suggestive comments about an individual's dress or body, use of sexually degrading words to describe an individual, and/or the display of sexually suggestive objects or pictures. Sexually-based harassment can include interactions in person, by phone, electronic messages and photos, written words or images such as graffiti and social media postings.

5.13.1. Sexual Violence/Sexual Misconduct
Any sexual act that is perpetrated against another person without the consent of the victim, including instances where the victim is incapable of giving consent, to include, but not be limited to sexual assault (i.e., rape), abusive sexual contact (i.e., forcible touching), and non-contact sexual abuse (e.g., threatened sexual violence, and exhibitionism). All types involve victims who do not consent or who are unable to consent.

5.14. Dating Violence
A violent act committed by one person against another, who is, or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of the relationship shall be determined based on the victim's statement, together with consideration of the length of the relationship, the type of the relationship, and the frequency of the relationship.

5.14.1. Domestic Violence
A violent act committed by one person against another, who is either the current or former spouse or intimate partner, who shares a child with the victim, or who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.

5.14.2. Stalking
"Stalking" shall be defined as engaging in a course of conduct consisting of two or more acts by which the stalker directly, indirectly, or through third parties follows, monitors, observes, surveils, threatens, or communicates about a person or interferes with his or her property; is directed at a specific person, which causes a reasonable person to fear for his or her safety or the safety of others, or causes that person to suffer substantial emotional damage.

5.15. Unlawful Use of Athletics Facilities
No person shall use the college athletics facilities without the express permission of the College and/or its duly designated representatives, or as otherwise required by their individual/athletic program, and no person shall use said facilities for other than their intended purposes.
5.16. **Unlawful Use of Library Facilities**
No person shall use the college library facilities and the materials (books, periodicals, research materials, etc.) and equipment (computers, printers, etc.) contained therein without the express permission of the College and/or its duly designated representatives, or as otherwise required/necessitated by their academic program, and no person shall use said facilities for other than their intended purposes.

5.17. **Abuse of the College Judicial System**
Including, but not limited to the failure to obey the summons of a judicial board or college official; the falsification, distortion, or misrepresentation of information before a judicial board; the disruption of or interference with the orderly conduct of a judicial proceeding; knowingly requesting a judicial proceeding without cause; attempting to discourage an individual's proper participation in, or use of, the college judicial system; attempting to influence the impartiality of a member of a judicial board prior to and/or during the course of a college judicial proceeding; harassment (verbal or physical) and/or intimidation of a member of a hearing committee prior to, during, and/or after a judicial proceeding; failure to comply with/or be bound by the sanction(s) imposed subsequent to a hearing, or any other disciplinary proceeding, and soliciting/influencing or attempting to influence another person to commit an abuse of the college judicial system. Retaliation or harassment against any person because of their complaint or participation in the student conduct process. Violation of a no-contact order.

5.18. **Classroom Disruption**
Behavior that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class. Disruptive behavior interferes with the instructor’s ability to conduct the class, or the ability of other students to learn. Students engaging in classroom disruption shall be disciplined as provided in the College’s Classroom Behavioral Procedures.

5.19. **General Prohibitions.**

5.19.1. Gambling of any form on campus without appropriate licensure.

5.19.2. Smoking in college buildings (including electronic cigarettes) and violations of the college smoking and tobacco use policies.

5.19.3. Bringing pets of any kind on campus except service or therapy animals, animals for educational purposes, or as part of sponsored events.

5.19.4. Skateboarding, roller skating (including shoes with wheels), or similar activities (such as remote control cars) that are considered to be potentially and needlessly hazardous to both operators and bystanders.

5.19.5. Using unapproved projectiles, including, but not limited to, snowballs, Frisbees, base balls, and boomerangs inside buildings.

5.19.6. Use, possess, sell, or distribute alcohol, narcotics, or any other controlled substance except as expressly permitted by law and campus rules.

5.19.7. With the exception of police officers or other law enforcement officials acting in the performance of their duties, while on campus, possess, use, or manufacture a firearm or other weapon, including explosives, knives, dangerous chemicals, fire-bombs and other destructive devices, to include their possession/storage in a vehicle on campus.

5.19.8. Participate in a demonstration which disrupts the normal operation of the College and infringes on the rights of other members of the college community; engage in conduct which leads or incites others to disrupt schedules and/or normal activities within any campus building or area; engage in intentional obstruction, which unreasonably interferes with freedom of movement whether pedestrian or vehicular, on campus or at college-sponsored or supervised functions.
5.19.9. Engage in conduct which is disorderly, lewd, or indecent; which breaches the peace, or which aids, abbetts, solicits or importunes others to breach the peace on college premises or at functions involving the College.

5.19.10. Entering and/or utilizing all areas of the Black River that are immediately adjacent to campus property, except as permitted under supervised instructional activities.

5.19.11. Engage in behavior that is, or reasonably could be, a violation of federal, New York State, or municipal laws, ordinances or regulations, including but not limited to situations where such violation has an adverse effect on the College and the college community.

5.19.12. Engage in behavior that violates published College policies, rules and regulations or the SUNY Rules for the Maintenance of Public Order.

6. **Crimes of Violence**

6.1. No person, either singly or in concert with others, shall willfully engage in a crime of violence or cause physical injury to any other person, nor threaten to do so. Definitions: A crime of violence is defined as the following:

6.1.1. An offense that has an element of the use, attempted use, or threatened use of physical force against a person or property of another, or

6.1.2. Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

6.2. According to the Family Educational Rights and Privacy Act, an institution may release to an alleged victim of a crime of violence the results of any disciplinary hearing conducted against the alleged perpetrator of the crime. The alleged victim only has access to the results of the hearing. Other information, witnesses, other victims and evidence will be kept confidential. Victims are entitled to information only on the name of the alleged perpetrator, the violation committed, and the sanctions imposed, if any.

7. **Student Groups and Organizations**

Student groups and registered organizations must follow the college rules (see section 5); if these rules are broken and/or not adhered to, they may be charged with violations of this code either as a collective unit, as individual members, or as both. As such, the Dean of Students or designee will select a member of the group as the spokesperson for any disciplinary proceeding involving the group.

Sanctions for student groups or organizations may include a loss of privileges, a loss of funding opportunities, a loss of recognized student group or organization status, or other discretionary sanctions, approved through the Dean of Students or designee.

For matters in which a student group or organization would not face a suspension or expulsion from the College, the incident will be resolved through a disciplinary meeting between the group and the designated person hearing the matter.

For matters which may result in suspension or expulsion of a student group or organization, the incident can be resolved through a hearing (Administrative or JBR see section 12).

8. **Sanctions**

Provisional records of student disciplinary actions will be held and maintained within the office of the Dean of Students.

Any student found responsible for violating any college policy, rule or regulation may have one or more of the sanctions below imposed. The sanction set forth below serve as guidelines; however, the College shall have the right to consider each case on an individual basis and to impose sanctions accordingly. Where a student disagrees with the sanctions imposed, the accused shall have the right of appeal as provided in Section 15, paragraph 15.3.
College sanctions are independent of other any sanctions that may be imposed as a result of civil or criminal proceedings. Where a student engages in subsequent misconduct, progressive discipline may be imposed, up to and including either their suspension, or permanent expulsion from the college and/or their academic program, or revocation, as provided in paragraph 8.1.14 below.

8.1. Definitions

8.1.1. Verbal Warning: a verbal statement to the student offender who has violated the code.

8.1.2. Written Warning: written notice to the student that continuation or repetition of their misconduct may be cause for disciplinary action.

8.1.3. Referral for Assistance: Recommendation that assistance be sought from various campus services and/or outside agencies to specifically address the situation.

8.1.4. Educational Programming: a learning program to promote an understanding of inappropriate behaviors and positive change.

8.1.5. Probation: formal written notification to the student that any subsequent violation of college rules and regulations may result in suspension or expulsion.

8.1.6. Disciplinary Fines: Monetary fine placed on a student’s account at Jefferson Community College.

8.1.7. Disciplinary Hold: A hold placed on a student’s account for disciplinary reasons preventing further registration, enrollment, and participation in college activities.

8.1.8. Restriction: Denial of access to any facility, activity, services, class or program, or denial of student privileges for a designated period of time.

8.1.9. Administrative Withdrawal: administrative separation from a specific course. The student will receive no credit for a class from which he/she has been administratively withdrawn.

8.1.10. Restitution: reimbursement by the student for damage or misappropriation of property to the College or other owners. Reimbursement may take the form of compensation for damages as calculated by the Vice President or their designee, or an appropriate period of service.

8.1.11. Work Assignment: Supervised work assignment.

8.1.12. Suspension or Termination of Employment: Removal from employment within the College (paid or volunteer) for a specific period of time (suspension) or permanently (termination).

8.1.13. Disciplinary Suspension: separation of the student from the College for a specified period of time up to a maximum of two years. Suspended students are barred from College premises, classes, and other college-sponsored activities. Expiration of the suspension period is no guarantee of re-admittance.

8.1.14. Disciplinary Expulsion: permanent separation of the student from the College. The student will be barred from College premises, classes, and other College-sponsored activities.

8.1.15. Revocation of Admission and/or Degree: revocation of admission to or of a degree awarded from the College due to fraud, misrepresentation, or other violations of College standards in obtaining the degree, where such violations were committed by a student prior to graduation.

8.1.16. Residence Hall Warning: Residence Hall Warning serves to officially warn a student that he or she is in violation of community standards and that further violations can result in disciplinary sanctions. This warning may be given for either a specified or unlimited period of time.

8.1.17. Residence Hall Probation: Residence Hall Probation serves to officially warn a student that he or she is in violation of community standards and that further violations
can result in the denial of the privilege of on-campus housing. This probation may be given for either a specified or unlimited period of time.

8.1.18. Suspension or Removal from Residence Life: Suspension (for a specific time period) or Removal from Residency may be given when serious and/or repeated misconduct in the residence community warrants separation of the student from that community. A suspension or removal from Residence may include a ban from residing in or visiting any residence facility operated by the College for the stated period of the suspension.

8.1.19. Residence Hall Visitors Suspension: Residence Hall Visitors suspension prohibits a student from inviting guests (day or overnight) to the Residence Hall for a specific or unlimited time period.

### Miscellaneous Disciplinary Provisions

More than one sanction may be imposed for any single violation. Other than college suspensions and expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record. Students who are expelled or suspended from the College for academic or behavioral reasons may forfeit all technology privileges by consultation of the Dean of Students or designee.

Remedial actions such as counseling and alcohol and drug evaluations may be required in conjunction with any of the above sanctions at the expense of the student. Penalties less severe than suspension and disciplinary fines of $200 or less may be implemented by the Dean of Students or designee. Penalties of suspension or more will be reviewed by the President prior to implementation.

Students who do not comply with sanctions may be subject to additional sanctions (including a possible ban from campus and/or campus activities) and blocked from further registration and enrollment at Jefferson Community College.

9. **Review of Record for Cases Involving Repeat Offenders**

When a student is charged with any violations of college rules and regulations, the student’s disciplinary record is subject to full review by the convener adjudicating the case. In addition, hearing bodies adjudicating a case will review a student’s disciplinary record on any and all occasions after the student is found responsible for any violation of the college rules and regulations. The reason for such review is that the student’s disciplinary record is important in determining an appropriate judicial sanction in the current case. Such review will occur regardless of whether the sanction for prior offenses is active or closed.

10. **Administration of the Code**

The judicial process is handled through the Vice President for Students or designee. Responsibilities include, but are not limited to, the following:

The judicial process is handled through the Dean of Students or designee. Responsibilities include, but are not limited to, the following:

10.1. Reviewing complaints and determining charges to be filed pursuant to the code.

10.2. Investigating cases and conducting disciplinary assessments.

10.3. Determining the type of hearing for each case.

10.4. Interviewing and informing parties involved in disciplinary proceedings.

10.5. Resolving disputes and contested issues that arise from alleged cases of student or group/organization misconduct.

10.6. Maintaining all student disciplinary records resulting from enforcement of the code.

10.7. Collecting and assembling data concerning student judicial system actions.

10.8. Assuring the process is conducted in a manner that provides due process and is not handled by individuals with a conflict of interest.

10.9. Annual training on judicial policies, procedures, and issues related to sexual assault, domestic violence, dating violence, and stalking for judicial officers and members of hearing boards.
11. Judicial Policies and Procedure
Accused students will be informed of the nature of the charges against them and receive due process. Students will be given notice of charges and a fair opportunity to refute the charges. The College will not be arbitrary in its actions and provision for appeal of a decision is guaranteed. In certain circumstances, conflict may be resolved through informal resolution or mediation on a voluntary basis.

11.1. Administrative or JBR Hearing. The student will be informed of the charges in writing by electronic mail, certified mail, or hand delivery to the student or the residence hall mailbox; the notice will include the time and date of the Administrative Hearing or JBR Hearing. A student may request a meeting with the judicial officer prior to an Administrative or JBR hearing to review the matter.

11.2. Informal Resolution. Charges may be resolved informally in a one-on-one meeting between the student and the judicial officer. In this meeting, the procedures and charges will be explained, documentation and evidence will be reviewed, and the student will be provided the opportunity to have all pertinent questions answered. The disposition of the case may be finalized at this level by mutual consent of the parties involved. Students have the opportunity to appeal an informal resolution.

11.3. Mediation. Upon consultation with the involved parties, the Dean of Students or designee may refer the matter to mediation. Mediation is an alternative form of dispute resolution designed to reach agreement with the assistance of an objective third party. The Dean of Students or designee will select the mediator; if the mediator is unsatisfactory to either party, the Dean of Students or designee may select another mediator or move the case to traditional adjudication channels. Agreement must be consensual and agreed to by all parties. If an agreement is reached, the case will be terminated when the agreement conditions are satisfied, without opportunity for appeal. If no agreement can be reached or the conditions of the agreement are unmet, the case will be referred back to the Dean of Students or designee and handled as an unmet sanction. Mediation is not an option and will not be permitted for allegations of sexual assault.

12. Charging a Student with Misconduct

12.1. Any member of the college community, including administrators, staff, faculty and students, may file a complaint against any student or student organization for misconduct. The complaint shall be used as the basis for referring formal charges against the student or organization.

12.2. Based on the complaint, the College may issue a ‘No Contact Order’ meaning that contact between the two parties is a violation of college policy subject to additional conduct charges. If the two parties observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the other party.

12.3. Either party may request reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment.

12.4. The complaint may be submitted in writing to the Dean of Students (or designee) or Campus Security. The Director of Campus Safety and Security (or designee) will submit the complaint to the Dean of Students (or designee).

12.5. After reviewing a complaint, the Dean of Students or designee may initiate the disciplinary process by giving the accused student or student organization written notice of the alleged violation(s). The notice shall clearly indicate the violated regulations, and shall indicate the date, time and place of the hearing. The notice will be sent at least three calendar days prior to the hearing either in person, via e-mail or mailed to his/her local and/or home address that appears on official College records.

12.6. The College seeks prompt resolution of all complaints and works to resolve Title IX complaints within 60 days.
12.7. The Dean of Students or designee may place a disciplinary hold on a student’s record when a student withdraws from the College prior to resolution of disciplinary action. A student with a disciplinary hold will not be permitted to register, enroll or participate in college activities until the matter is resolved with the Dean of Students or designee.

13. Hearing Guidelines
These guidelines will be followed for all hearings to protect the rights of the students and the campus.

13.1. An administrative hearing or judicial hearing board is not a court of law but rather a board whose mission is to educate students about, and to reinforce, proper conduct and behavior. The judicial body or hearing officer shall examine all relevant facts and circumstances at the hearing and shall come to a decision based upon a preponderance of the evidence. In all cases the burden of proof rests with the individual bringing the charge(s).

13.2. Hearings are generally regarded as confidential and closed to the public.

13.3. Admission of any person to the hearing shall be at the discretion of the convener.

13.4. In hearings involving more than one accused student, the Dean of Students, designee, or any of the individually accused students may ask for the hearings to be conducted separately. Whether to hold separate hearings shall be at the discretion of the Dean of Students or their designee, whose decision shall be final and not subject to appeal.

13.5. Both parties have the right to be assisted by an advisor of their choice. The advisor may be, but is not limited to, a fellow student, faculty member, or a lawyer. However, the complainant and the accused are responsible for presenting their own cases and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a hearing body.

13.6. Each party has the opportunity to request a one-time delay of five business days.

13.7. There is no statute of limitations for infractions for current students.

13.8. Prior to the hearing, the student charged or a duly designated representative will be furnished with copies of the statements of witnesses who will be produced to testify at the hearing. This practice will not preclude the testimony of witnesses who were unknown at the time of such demand for a hearing, and copies of statements of such witnesses will be provided as soon as practicable prior to their testimony.

13.9. At the hearing the both parties should have ample opportunity to explain the circumstances surrounding the incident and are encouraged to present pertinent evidence and the testimony of witnesses in person. In addition, both parties are afforded the opportunity to ask questions, to comment on any written statements or other evidence presented, and to respond to questions.

13.10. In cases of sexual violence, testimony may be provided via alternative arrangements, including telephone/videoconference or testifying with a room partition and each party may make an impact statement at the conclusion of the hearing.

13.11. The hearing decision will be based solely upon matters introduced into evidence before the hearing. Improperly acquired evidence will not be admitted.

13.12. A record of the hearing will be made, however the medium (handwritten notes, audio recording, etc.) is at the discretion of the convener.

13.13. The convener shall have the right to consider whether the accused is responsible for a lesser included offense rather than the offense that was initially charged, and to impose sanctions accordingly, e.g., where a student is charged with trespassing, but the evidence suggests the accused is actually guilty of unlawful use of athletics facilities, they can make a finding of the same and impose a disciplinary sanction accordingly.
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13.14. The convener will render a decision within seven business days of the hearing’s conclusion. Generally, both parties are notified of the outcome simultaneously; in Title IX cases, both parties will be informed of the outcome simultaneously.

13.15. Judicial body members who do not feel they can be impartial during a particular case will participate in the proceedings. Where necessary, temporary voting alternates to the JBR can be appointed by the Student Government President or College President.

13.16. The College reserves the right to have security personnel present before, during, and after all interactions related to student misconduct.

14. Appeal Hearing

A decision reached or sanction imposed by a judicial body may be appealed by the accused or complainant. Such appeals shall be in writing and shall be delivered to the Dean of Students or designee within ten business days. The written appeal must include a statement showing why the appeal has merit. A personal meeting with the student filing the appeal will be at the discretion of the appellate body. The appellate body consists of an appeal hearing officer and/or committee at the sole discretion of the College President (or designee).

Except to consider new evidence that was either unknown or unavailable at the time of hearing, an appeal shall be limited to review of the record of the proceedings and/or supporting documents for one or more of the following purposes:

14.1. Procedural Error: To determine whether the original hearing was conducted fairly in light of the charges and evidence presented and in conformity with established procedures, thereby giving the accused student a reasonable opportunity to prepare and to present a rebuttal of the allegations against them. Deprivation of due process rights shall be considered procedural error.

14.2. Unsupported Conclusion: To examine whether the facts of the case support the decision, that is, whether the facts in the case were sufficient to establish a preponderance of evidence that the accused engaged in the alleged misconduct resulting in a violation of the Code.

14.3. Disproportionate Sanction: To determine whether the sanction(s) imposed were appropriate under the circumstances for the violation of the code which the student committed.

14.4. New Evidence: To consider new evidence or other relevant facts not brought out at the original hearing because such evidence and/or facts were not known at the time of the original hearing.

After a review of the record of the proceedings, the appellate body will approve, disapprove, modify, or mitigate the original findings, determination and/or sanctions. In the case of new facts and/or evidence, the appellate body may also return the matter to the prior hearing body for a re-consideration of its initial findings. Where a matter is returned to the prior committee for re-consideration, if the either party disagrees with the outcome, they shall have the right to a further appeal on the basis set forth in paragraphs 14.1 through 14.4. The appeal officer will render a decision within ten business days of receipt of the appeal request.

15. Summary Suspension from the College

The President may temporarily suspend a student from the College or the residence halls if, in his/her judgment, such action is necessary for protecting the health, safety, and welfare of the College or any member of the college community. Such suspension is also appropriate if the presence of the accused student threatens to disrupt the normal functions of the College or the residence halls. Persons under temporary suspension shall not be allowed on the Jefferson
Community College campus, or to attend Jefferson Community College related functions, unless given permission by the Dean of Students or designee.

The Dean of Students or designee may, subject to prompt review, temporarily suspend a student from a facility, activity, class, program or residence halls if, in his/her judgment, the presence of the accused student threatens to disrupt the normal functions of the College.

The suspension is temporary, pending proper service of charges, referral to the appropriate judicial body, and a review of the charges by the judicial body or officer. Upon request of the suspended student, the Dean of Students shall provide for an immediate conference with respect to the basis for such suspension.

16. Disciplinary Records

Any time a student is found responsible for any violation of the college rules and regulations and is sanctioned through a judicial hearing process, the sanction becomes a part of the student’s disciplinary record. Student judicial records are confidential and retained in accordance with federal and state regulations pertaining to the destruction of records. Records for suspensions, expulsions and disciplinary holds are retained until the student reenrolls at which time the record retention period restarts. A student may request, in writing, to have disciplinary records purged upon graduation from the College. In these instances, the Dean of Students or designee shall determine, on a case by case basis, if the disciplinary records should be purged based upon seriousness of the misconduct, frequency of violation, and the sanction imposed.

Note: The Dean of Students or designee will maintain all student disciplinary records. Such records will be kept separately from the student’s academic record.

17. Readmission after Suspension

After the suspension period expires, a student may apply for readmission through the Dean of Students or designee. Any recommendations or requirements set forth in the student’s letter of suspension will be considered as well as any other relevant information deemed necessary for review by the Dean of Students or designee. Readmission materials must be received thirty days prior to the semester start. Students will be notified of the decision in writing.

Rules Governing Code

Any amendments or revisions of the rules will be filed with the New York State Commissioner of Education and the New York State Board of Regents within ten days of publication.

Any question of interpretation regarding these policies and procedures shall be referred to the Dean of Students or designee for final determination.

The Statement of Student Rights and Responsibilities shall be reviewed every three years under the direction of the Dean of Students or designee.

Copies of the aforementioned provisions will be provided upon request to any students enrolled at Jefferson Community College.

This Statement of Student Rights and Responsibilities supersedes any previously dated statement by Jefferson Community College related to student conduct and student rights and responsibilities.
APPENDIX A. RESIDENCE HALL LICENSE AGREEMENT

Jefferson FSA Auxiliary, LLC and
Residence Hall License Agreement
Fall 2015 - Spring 2016 Academic Year

This License is for the 2015-2016 academic year. It is revocable by either Jefferson Community College (the “College”) or the owner of the College’s housing complex, the Jefferson FSA Auxiliary, LLC (“JFSAA”). Pursuant to this license you have the right to share a Suite/Quad and occupy a bedroom in the housing complex located at 775 Rand Drive, Watertown, New York (the “Complex”), for the academic year specified above. This license is subject to revocation by either the College or by the JFSAA if you do not adhere to the terms of this license, if you fail to abide by the rules and regulations issued by the JFSAA with respect to the Complex as contained in the Residence Life Handbook, or if you fail to abide by the SUNY Jefferson Code of Conduct. The Residence Life Handbook can be found online at http://www.sunyjefferson.edu/reslife.

Residence Hall Rates: In exchange for the right to share a suite and occupy a bedroom as provided above, you agree to pay the following sums to the College on behalf of the JFSAA as follows:

- **Double Occupancy**
  - $6,700.00 annually or $3,350.00 per Fall and Spring semester

- **Single Occupancy**
  - $7,900.00 annually or $3,950.00 per Fall and Spring semester (as available)

Choice of meal plan (please initial next to the plan desired):

- **Meal Plan (all you can eat)**
  - $3,350.00 annually or $1,675.00 per Fall and Spring semester

- **Meal Plan (225 meals + Cannon Cash)**
  - $3,100.00 annually or $1,550.00 per Fall and Spring semester

Except as provided otherwise with respect to the Automatic Payment Plan specified below, these fees shall be due and payable concurrently with tuition payments for the academic year covered by this license.

Security Deposit: A $250.00 housing/security deposit is required at the time of application. This ensures your reservation of a bedroom in the Complex. The housing/security deposit will be refunded if a bedroom is not available for you at the commencement of the academic year. Upon possession of a bedroom, the housing/security deposit will be applied towards your total amount owed for the bedroom.

Failure to turn in a room key or mailbox key will result in a $25 fee per key, in addition to a lock change fee of $75.00 when deemed necessary for security purposes. Damage costs will result in a bill for the balance, and a “Hold” will be placed by the College on your account until such damage costs are paid in full. You are responsible for ensuring the accuracy of the room condition report (RCR) on both check-in and check-out and will be held accountable for all damages reflected on the RCR.

Release of Financial Responsibility: You will not be released from your obligation under this license unless you obtain written permission from the Dean of Students at the College to such release. All requests for release must be submitted on a License Release Request Form available from the College’s Office of Housing & Residence Life. You must present compelling reasons for the requested release (i.e., marriage, activation for military duty, significant medical reasons, etc.). The decision as to whether to accept any such request shall lie at the sole discretion of the Dean of Students.

Meal Plan: As a resident in College housing, you are required to purchase a semester meal plan at the rate of either $3,100.00 or $3,350.00 annually or $1,550.00 or $1,675.00 per Fall and Spring semester. See http://www.sunyjefferson.edu/faculty-student-association.

Payment Plan: You will have the option of paying for your housing and meal plan costs through an Automatic Payment Plan currently offered by the College. The Payment Plan provides flexible payment options and can be done via a credit card or ACH method. Costs of participating in the Payment Plan are your sole responsibility and are determined by the College. To enroll in the Payment Plan please go to the MyJCC portal at www.sunyjefferson.edu.

Refund Policy: If you withdraw from the College, and vacate the bedroom and Suite/Quad licensed hereby in accordance with the terms and conditions of this license and have not otherwise breached your obligations under this license, you will be entitled to a refund of any prepaid housing charges (not including the security deposit) according to the following schedule:

- **Fall 2015 - Spring 2016 academic year**
  - Refund Policy

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Prior to the start of classes .....................................................100%
Prior to the start of second week of classes .................100% minus a $250 fee
After the second week of classes .................................No Refund

IF THIS LICENSE IS TERMINATED AS A RESULT OF YOUR BREACH OF THIS LICENSE, YOU WILL NOT BE ENTITLED
TO A REFUND OF ANY PREPAID RESIDENCE HALL CHARGES OR THE SECURITY DEPOSIT, AND YOU WILL NOT
BE RELIEVED OF RESPONSIBILITY FOR PAYING HOUSING AND MEAL CHARGES FOR THE BALANCE OF THE ACADEMIC YEAR, EVEN THOUGH YOUR RIGHT TO RESIDE IN THE SUITE/BEDROOM LICENSED HEREBY SHALL HAVE TERMINATED, YOUR OBLIGATIONS PURSUANT TO THIS PARAGRAPH SHALL SURVIVE THE EXPIRATION OR TERMINATION OF THIS LICENSE.

Without limiting the generality of the forgoing, if you withdraw from the College or otherwise terminate this license, you are financially obligated for the amounts provided in this license until College’s Office of Housing and Residence Life is able to relicense the Suite/Quad and bedroom licensed hereby to another student. Neither the College nor the JFSAA is under any obligation to secure a replacement occupant of the Suite/Quad and bedroom licensed hereby, and any such relicensing shall be at the College’s and the JFSAA’s sole discretion. This license is binding. You agree that the fees provided for herein will be paid when due and hereby accept liability for any collection costs as a result of your failure to pay, including, without limitation, collection agency fees, court costs and attorney’s fees.

Contents of Bedroom and Suite/Quad: The contents of the bedroom and Suite/Quad will be noted on the RCR at the time of delivery of possession. Such contents shall be kept and maintained by you in good condition and repair. Any damage to such contents will be your responsibility.

Disclaimer: Neither the JFSAA nor the College shall be liable to you or to any other party for the occurrence of any of the following:
   a) Any failure of water, gas, heat, ventilation, air conditioning, light, power, telephone service or any other utility service supplied to the Suite/Quad or bedroom is licensed hereby;
   b) Any injury or damage to persons or property caused by fire, bursting or leaking of water, snow, gas, sewer or steam pipes, the elements, or any other unavoidable casualty;
   c) Any injury or damage to persons or property caused by any existing or future condition, defect, matter or thing in or on the Suite/Quad or bedroom licensed hereby or the Complex;
   d) Any act, omission or negligence or any person (other than JFSAA or the College) in or about the Suite/Quad or bedroom licensed hereby or the Complex; and
   e) Any act of theft, burglary, vandalism, assault or other crimes.

Neither the JFSAA nor the College assumes any legal obligation for loss or damage to any of your personal property located in the Suite/Quad or bedroom licensed hereby or the Complex, whether occurring prior to, during or subsequent to the term of this license.

Eligibility: You acknowledge that residency in the Complex is restricted to individuals who are matriculated full-time students with the majority of a class schedule comprised of on-campus classes in good judicial standing at the College, or, when approved by the College, matriculated full-time students in good standing at an institution with which the College has an affiliation. You further represent and warrant that you qualify for residence in the Complex. You covenant and agree to notify the College’s Office of Housing and Residence Life of any changes during the term of this License in your eligibility status for residency in the Complex. Failure to so notify College’s Office of Housing and Residence Life shall constitute a default under, and may result in, termination of this License.

Termination of License Following Breach: The occurrence of any one or more of the following events shall constitute a default and breach of the license by you (an “Event of Default”):

   a) You vacate or abandon all or any part of the bedroom licensed hereby;
   b) You default in the payment of license fee or other sums due hereunder when due and payable, and such default continues for ten (10) days;
   c) You fail to observe or perform any of the covenants, conditions or provisions of this license to be observed and performed by you, and such default continues after written notice thereof for ten (10) days (provided, however, that you are unable, by reason of the nature of the work involved, to cure such default within such ten (10) day period, your time to cure such default shall be extended for so long as you diligently proceed in good faith with its efforts to cure such default);
Upon occurrence of an Event of Default, the College on behalf of the JFSAA may:

- You or any of your guests or invitees engages in disorderly, illegal or criminal behavior in or about the bedroom, the Suite/Quad of which the bedroom forms a part of the Complex;
- You possess any handguns, firearms or weapons of any type (guns, knives, swords, paintball guns, pellet guns, air soft guns, nun chucks, pocket knives, arrows, bows, etc., even if only for display purposes), or any explosive, flammable or extra-hazardous substances, or any article or thing of a dangerous nature in or about the bedroom, the Suite/Quad of which the bedroom forms a part, or the Complex;
- You engage in any violence or other physical alteration in or about the bedroom, the Suite/Quad of which the bedroom forms a part, or the Complex;
- You or any of your guests or invitees maintains a nuisance in or about the bedroom, the Suite/Quad of which the bedroom forms a part, or the Complex;
- You or any of your guests or invitees misuses alcohol in violation of the laws of the State of New York or Residence Life Handbook or SUNY Jefferson Code of Conduct as now in existence or as may be hereafter promulgated;
- You or any of your guests or invitees engages in the illegal manufacture, sale, possession or use of narcotics, hypnosis, stimulants, hallucinogens or other controlled substances, drugs, or chemicals in or about the bedroom, the Suite/Quad of which the bedroom forms a part, or the Complex;
- You or any of your guests or invitees violates the Residence Life Handbook or SUNY Jefferson Code of Conduct, as now in existence or as may be hereafter promulgated;
- You or any of your guests or invitees damages the bedroom, the Suite/Quad of which the bedroom forms a part, or the Complex; or
- You cease to be a matriculated full-time student in good standing at the College or, if you were approved for residency in the Complex by virtue of matriculation at an institution with which the College has an affiliation, you cease to be a matriculated full-time student in good standing at such affiliated institution.

Upon occurrence of an Event of Default, the College on behalf of the JFSAA may:

- Take any action permitted at law or in equity;
- Place a “hold” on your registration file at the College;
- Cause such Event of Default to be corrected. Any sums expended by the College in so correcting your Event of Default shall become immediately due as additional license fees under this license;
- Serve a written five (5) days’ notice of cancellation of this license upon you, and upon the expiration of said five (5) days, the term of this license shall expire and you shall then quit and surrender the bedroom and suite licensed hereby to the College, but you shall remain liable as hereinafter provided. Upon the giving of such notice and the expiration of said given (5) days, the College may, without notice, re-enter the bedroom and the Suite/Quad licensed hereby, either by force or otherwise, and dispossess you, any of your legal representatives, or any other occupant of the bedroom or Suite/Quad licensed hereby claiming through you by summary proceedings or otherwise, and remove any of your equipment or property or such other party and hold the bedroom and Suite/Quad licensed hereby as if this license had not been made, and you hereby waive the service of notice of intention to re-enter or to institute legal proceedings to that end.

If the term of this license shall expire due to the occurrence of an Event of Default and the giving of notice as provided herein, or if you shall be ejected, dispossessed or removed from the bedroom and Suite/Quad licensed hereby by summary proceedings or otherwise, the College may re-license the bedroom and Suite/Quad on such terms and conditions and for such periods of time as College may in its sole discretion of such expenses as the College may have incurred and then to the fulfillment of your covenants contained herein and the balance, if any, at the expiration of the term of this license shall be paid to you. If the College shall not so re-license the bedroom and suite for its own account, then whether or not the bedroom and Suite/Quad shall be re-licensed, you shall remain liable for and hereby agree to pay to the College until the time when this license would have expired, but for such termination after an Event of Default, the equivalent of the amount of all license fee and additional license fee reserved under this license, less the avails of re-licensing, if any, and the same shall be due and payable by you to the College on the date specified in this license for the payment of each installment of license fee. You hereby expressly waive any and all rights of redemption in the case you shall be dispossessed or evicted for any cause.

**Reservation of Right of Access by College and JFSAA:** JFSAA and the College are entitled to enter and inspect the bedrooms and suites in the Complex at any time in order to protect the health and safety of students therein, and to ensure the proper maintenance and sanitation of such rooms. JFSAA shall endeavor (but not be required) to post notice of any general room inspection at least twenty-four (24) hours beforehand. In addition, JFSAA and the College are entitled to enter and conduct an unannounced inspection of any residence hall room if it has cause to reasonably believe that illegal activity is or may
be occurring in such room or that a violation of any of the policies or conditions of occupancy either in this License or contained in the Residence Life Handbook is or may be occurring therein.

Alterations: You shall make no alteration to the bedroom or suite licensed hereby or to the Complex of any nature whatsoever without the College’s prior written consent (which consent shall be in the College’s sole and absolute discretion). In amplification and not in limitation of the foregoing, you shall not move, remove, disconnect or install any fixtures or equipment or any other major appliance within the suite or Complex without the prior written consent of the College (which consent shall be in the College’s sole and absolute discretion).

Use: The bedroom and suite licensed hereby are to be used exclusively by you as your living quarters and in a manner that will not injure or disturb other residents of the Complex. Commercial use of the bedroom and suite licensed hereby, soliciting in or on the grounds of the Complex, or posting of commercial notices is forbidden except with written permission of the College. You and your guests shall comply with all laws, government regulations, and rules set forth by the College or any applicable governmental authority.

Animals: You agree not to bring or feed any cats, dogs, or other animals in or about the bedroom and suite licensed hereby, or the Complex. In the event you permit an animal to enter the bedroom and suite licensed hereby, or the Complex, you shall be solely responsible for, and you shall reimburse the College as additional license fee for, the cost of any cleaning, repair or replacement of any part of the bedroom and suite licensed hereby or the Complex deemed necessary by the College at its sole discretion. Animals used for those with physical impairments may be allowed with confirmation of need.

Care of Licensed Property: You shall take good care of the bedroom and suite licensed hereby and of the Complex and all other fixtures and appurtenances associated therewith, and shall not cause or permit waste of or damage to or nuisance to, in, or about the bedroom and suite licensed hereby or the Complex. The bedroom and suite licensed hereby must be maintained by you at all times in a manner that will not damage such property nor pose a danger to other occupants of the Complex. Licensor shall repair and maintain the Complex; provided, however, that to the extent that any such repair or maintenance is necessitated by or because of any Event of Default or your negligence or the negligence of your guests or invitees, you shall reimburse the College for the entire cost thereof. No property or equipment of the College or the JFSAA may be disconnected or removed for any purpose whatsoever without the written permission of the College. Without limiting the generality of the foregoing, you acknowledge and agree that you shall be jointly and severally liable for any damage to or destruction of the suite licensed hereby, including any common furnishings. You are responsible for the daily care and cleaning of your bedroom and suite licensed hereby. Failure to keep the common areas of the suite clean may result in all occupants of the bedrooms conjoined to such suite being charged for the cleaning of these areas. All suites will be checked at each break closing and any that pose a potential health hazard or are not cleaned so that a new occupant could move in, will be cleaned and all current residents will be charged for the cleaning and may be charged judicially.

Right of Entry: The College reserves the right of entry into the Suite/Quad licensed hereby and each bedroom/bathroom conjoined thereto by authorized personnel in the event of an emergency, as necessary for maintenance and upkeep of the Complex, and otherwise as necessary to assure and maintain proper sanitary and safety conditions. To comply with health and sanitation standards and regulations, regular measures will be taken by the College for the prevention of insect and other pest infestation. When any such measures or any repairs are undertaken by the College, the bedroom and suite licensed hereby may not be excluded and you agree to provide access for, and to comply with the directions of, the College.

Damage to Suite/Quad and Suite/Quad Furnishings: You and the other residents of the bedrooms conjoined to the suite licensed hereby are jointly and severally responsible for the furniture and condition of such suite. You will be charged for damages to the suite as they occur during the academic year and will be expected to promptly and fully pay for any and all such damages. Your failure to respond to notices of fire safety violations in your bedroom or in the suite licensed hereby will result in imposition of a fine. Additionally, students who cause damage in the Residence halls including major structural damage, even accidentally, should expect to be held financially accountable. Students are strongly encouraged to insure their own property by purchasing renters insurance or assuring coverage on their parents’ homeowners insurance.

Assignment and Subletting: You may not take a roommate, assign, sublicense, lease, or otherwise transfer your interest under this license, or permit anyone not duly assigned or approved by the Dean of Students, to share any part of the room or suite. To the extent that room charges are approved by the College’s Dean of Students, you will be charged a $40 fee for the cleaning of your bedroom in connection with room turnover. The JFSAA reserves the right to re-assign students where it is determined to be in the best interest of the resident population at the Complex.
**Miscellaneous:**

a) There should be no more than ten (10) people in a suite at one time due to fire safety issues.

b) The Complex is closed during Thanksgiving, Winter Break, and Spring Break. You may not reside in the Complex during these periods (specific dates to be set by the college calendar).

c) If you are younger than 21 years of age at the time this license is signed, you hereby authorize JFSAA to communicate with your parent(s) and/or guardian(s) at any time, regardless of whether the student’s 21st birthday occurs during the license term.

**Abandoned Property Policy:** Any personal property that remains in a bedroom or suite upon termination of the license shall be deemed abandoned and may be disposed of by JFSAA or the College in their sole discretion. JFSAA may, in its discretion, make efforts to notify the student and/or the student’s parent or guardian that property has been found in room. Neither the JFSAA, the FSA, the College, nor their agents and/or employees assume any responsibility for any such property at any time, regardless of any course of action taken.

**Enforcement Procedure:** The College’s Dean of Students and staff are delegated the responsibility to take the actions necessary to ensure the health, safety and welfare of the residents of the Complex. Responsibility for interpretations of the Residence hall rules, as well as their enforcement, is solely that of the College’s Dean of Students.

**Acknowledgement of Student:** IT IS UNDERSTOOD AND AGREED THAT YOU ACCEPT AND AGREE TO THE TERMS AND CONDITIONS OF THIS LICENSE AND ALSO THAT YOU ARE RESPONSIBLE FOR ADHERENCE TO ALL OTHER POLICIES SPECIFIED IN THE RESIDENCE HALL LICENSE AND THE RESIDENCE LIFE HANDBOOK, SIGNING BELOW ACKNOWLEDGES THIS AND INDICATES THAT YOU HAVE REVIEWED THE ON-LINE RESIDENCE LIFE HANDBOOK AT HTTP://WWW.SUNYJEFFERSON.EDU/RESLIFE. IT IS ALSO UNDERSTOOD THAT INFORMATION REGARDING POLICY VIOLATIONS CAN AND WILL BE SHARED WITH YOUR PARENT AND/OR GUARDIAN. YOU WILL RECEIVE A COPY OF THE HANDBOOK UPON CHECK-IN. YOU ACKNOWLEDGE AND AGREE THAT YOUR FAILURE TO COMPLY WITH THE TERMS OF THIS LICENSE MAY SUBJECT YOU, IN ADDITION TO THE RIGHTS AND REMEDIES OF THE COLLEGE AND JFSAA SET FORTH HEREIN, TO DISCIPLINARY ACTION ACCORDING TO THE RULES AND REGULATIONS OF THE COLLEGE. JFSAA RESERVES THE RIGHT TO REMOVE YOU FROM THE BEDROOM AND SUITE LICENSED HEREBY IF, IN THE JUDGMENT OF THE COLLEGE’S DEAN OF STUDENTS OR HIS/HER DESIGNEE, YOU HAVE ENGAGED IN OR THREATENED ACTS OF MISCONDUCT SUCH THAT YOUR CONTINUED PRESENCE AT THE COMPLEX MAY ENDANGER PUBLIC ORDER, PROPERTY, THREATEN THE PERSONAL SAFETY OR SECURITY OF OTHERS (WHETHER BY ACTS OF PHYSICAL OR MENTAL HARASSMENT OR OTHER MEANS) OR BE SUFFICIENTLY DISRUPTIVE AS TO ADVERSELY AFFECT THE ABILITY OF OTHERS TO PURSUE THEIR EDUCATIONAL GOALS.

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It is the policy of the Faculty Student Association to provide equal opportunity for all qualified applicants, students, and employees; and to prohibit discrimination on the basis of race, color, sex, religion, national origin, age, disability, marital status or sexual orientation.

**Please return the Residence Hall License to:**

Dean of Students, JCC
1220 Coffeen St
Watertown, New York 13601
Office Contact Information

Housing and Residence Life
Tel: 315-755-0411
reslife@sunyjefferson.edu
East Hall

Faculty Student Association (FSA)
Tel: 315-786-2514
fsa@sunyjefferson.edu
Campus Bookstore, McVean Student Center

Safety and Security
(315) 786-2359 or (315) 786-2222
security@sunyjefferson.edu
Dulles Building, Room 3-119

Student Activities Center
Tel: 315- 786-2431
studentactivities@sunyjefferson.edu
McVean Student Center, Room 4-100

Dean of Students
315-755-0411
East Hall

Vice President for Students
Tel: 315-786-2332
Lansing Building, Room 1-100
Jefferson Community College

Alma Mater

Jefferson of wine and white your royal colors fly,
bringing light and learning might as all the years go by.
We will pledge our loyalty to all your standards true.
Whatever strife and throughout life
we’ll give our thanks to you.
Jefferson your guiding light will shine on us as the sun,
making strong our whole life long,
building character one by one.

~ Mary H. Martin ‘67