

Faculty and Staff Handbook

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Preface

The Faculty and Professional Staff Handbook is a source of useful information about the college. It contains information about SUNY Oswego, the State University of New York and its policies, the availability of various college facilities and services, and other information of general concern to faculty and professional staff members.

No handbook of this nature can anticipate all contingencies, nor can it answer all questions which may arise. Information about matters not covered in the handbook may be obtained directly from the appropriate college office, publication or website. While the information contained herein is intended to be helpful and authoritative, it should not be regarded as a complete statement of the rights and responsibilities of the faculty and professional staff.

While every attempt has been made to offer the most current information possible in this handbook, policies and procedures are continually subject to change. Such changes will be made to this document as they occur.

This handbook is prepared in accordance with Article IX, Title A, Section 3, of the Policies of the Board of Trustees, which charges the Chief Administrative Officer of each college with responsibility for the publication of a handbook providing essential information concerning the college. Policies and procedures discussed in this handbook are subject to, and in no instance alter, the Policies of the Board of Trustees. All policies are subject to change by the Trustees and other appropriate bodies.

Section 1: History and Governance

College history

SUNY Oswego was founded in 1861 as the Oswego Primary Teachers' Training School by Edward Austin Sheldon, who adapted the object teaching technique of the Swiss educator Johann Pestalozzi to meet the academic and educational needs of his day. The campus moved from the city of Oswego to the current lakeside location with the construction of Sheldon Hall in 1911-1913.

The institution became Oswego State Teachers College and one of SUNY's charter members in 1948. While maintaining its high standards as a center for teacher education, the institution began to broaden its academic perspective in 1962 when it became one of the Colleges of Arts and Sciences of the State University of New York.

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Oswego's student body quadrupled during the 1960s and early 1970s, a time of building on campus as well. The current campus consists of 46 buildings with classroom, laboratory, residential, and athletic facilities. The Richard S. Shineman Center for Science, Engineering and Innovation is the newest, opening in fall 2013. Today, Oswego is one of 13 university colleges in the SUNY system. More than 8,000 students enroll annually, and there are over 78,000 living alumni. Oswego offers more than 100 academic programs leading to bachelor's degrees, master's degrees and certificates of advanced study.

State University of New York

The State University of New York's 64 geographically dispersed campuses bring educational opportunity within commuting distance of virtually all New Yorkers and comprise the nation's largest comprehensive system of public higher education. The university's motto is "To Learn, To Search, To Serve."

When SUNY launched in 1948, the university consolidated 29 state-operated but unaffiliated institutions whose varied histories of service dated as far back as 1816.

As a comprehensive public university, the State University provides a meaningful educational experience to the broadest spectrum of individuals. Nearly 460,000 students are pursuing traditional study in classrooms and laboratories or are working at home, at their own pace through the SUNY Learning Network distance learning online system.

The State University is accredited by the University of the State of New York, which embraces all education programs in the state, and is directed by the Board of Regents, with the state education commissioner as President. Within that legal framework, however, the State University is effectively autonomous. SUNY has its own Board of Trustees, appointed by the governor, that establishes university policy and carries overall responsibility for operation of the campuses. Under the direction of the Board of Trustees is a Chancellor who directs the System Administration. Though considerable autonomy is also granted the separate State University units, final policy-making authority is vested in the System Administration.

Oswego is one of 13 university colleges in the SUNY system. Comprising the rest of the system are four university centers, two health science centers, five colleges of technology, five specialized colleges, two statutory colleges that are funded by the State University but located on private campuses, and 30 locally sponsored community colleges.

College Council

At Oswego, as at other units of SUNY, a College Council serves the local institution with broad powers of advice and review, all subject to final approval by the State University Board of Trustees. The council consists of nine members appointed by the governor plus one member elected by the student body. A member of the voting faculty, elected by the general faculty, has observer status on the College Council.

The council, whose members serve staggered nine-year terms, has certain supervisory and consultative responsibilities including recommending candidates for appointment as President of SUNY Oswego, reviewing major plans for operation of the institution, making regulations concerning care and management of campus properties, reviewing proposed budget requests, fostering the development of advisory citizens committees, naming buildings and grounds, and making or approving regulations governing student conduct.

The Policies of the Board of Trustees, distributed periodically to all faculty members, contains further information on university-wide administration and administrative policies.

College organization

The President of SUNY Oswego holds delegated responsibility from the Chancellor for administering the campus, supervising personnel, making procedural or developmental recommendations, preparing the annual budget proposal and making or recommending appointments.

The Provost/Vice President for Academic Affairs serves as the Chief Academic Officer of the institution and reports to the President. The Vice President for Student Affairs and Enrollment Management, the Vice President for Administration and Finance, and the Vice President for Development and Alumni Relations also report to the President.

The academic departments of the institution are in the College of Liberal Arts and Sciences; the School of Communication, Media and the Arts; the School of Business; and the School of Education. Departmental chairs and directors of offices or academic service areas report to the appropriate Dean or Vice President, or directly to the Provost or President. A complete organizational chart is available in [Appendix A](#) of this handbook.

Faculty Assembly

At Oswego, a Faculty Assembly consisting of members elected from each department on campus, members elected by the professional staff, members elected by the administration and student representatives, exists as the deliberative body through which

the faculty participates in the governance of the institution. Faculty Assembly makes recommendations to the President on matters of concern to the faculty, the professional staff and students. A copy of the Faculty Bylaws is reprinted in [Appendix G](#).

University Faculty Senate

The Faculty Senate, founded in 1953, is a university-wide organization with senators and alternates elected by a weighted formula from each of the 36 units. The Chancellor also appoints two senators, plus alternates from System Administration. The term is for three years with a maximum of two consecutive terms. An alternate senator is elected to serve in the absence of or inability of the regular senator to act when the need arises.

The purpose of the Faculty Senate, as defined in the Policies of the Board of Trustees, is to "be the official agency through which the University Faculty engages in the governance of the University. The Senate shall be concerned with the effective educational policies and other professional matters within the University." It generally deliberates those issues of concern and importance that are university-wide in scope. It may also address local campus issues if they are deemed to have broader system-wide implications.

Under this mandate, the work of the Senate is carried on through its standing and ad hoc committees. The current standing committees are: Governance, Graduate Academic Programs and Research, Undergraduate Academic Programs and Policies, Student Life, University Operations, University Programs and Awards, and Public Information. There is also an executive committee, which is composed of the Senate President, immediate past president, vice president/secretary, immediate past vice president/secretary, five elected senators representing campus types and one senator from System Administration selected by the Chancellor.

Three plenary Senate sessions, each lasting two days, are held each year in the fall, winter and spring. The meetings are rotated among the campuses, with each campus hosting the meeting approximately every 10 years. The agenda for the meetings, prepared by the executive committee, consists of the Chancellor's report and a subsequent question period, President's report, executive committee report, a presentation or workshop on important issues of higher education, reports by the standing committees, sharing of concerns and action items which usually take the form of resolutions of the Chancellor and/or the Board of Trustees. There is a fall planning meeting attended by members of the executive committee, members of standing committees, campus governance leaders and new senators.

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Section 2: Employment Policies

All SUNY Oswego Employees are Subject to the Terms and Conditions of the [New York State Public Officers Law](#) (POL)

Titles and types of appointment

Academic employees hold the title of distinguished teaching professor, distinguished service professor, professor, associate professor, assistant professor, instructor, visiting professor or adjunct instructor. The equivalent ranks for librarians are librarian, associate librarian and senior assistant librarian. Positions are held under continuing (tenured) appointment, term appointment, temporary appointment or visiting appointment. Definitions of these appointments are provided in the Policies of the Board of Trustees. The Office of Human Resources can provide information regarding titles of professional staff positions not included in the above academic titles.

Appointment procedures: Appointment of faculty and professional staff: Appointment procedures are contained in Article XI of the Policies of the Board of Trustees. It also defines the type of appointment, the method of appointment, the criteria for appointment and the term of an appointment for both faculty and professional staff members.

Oath of Office: Pursuant to the New York Education Law, members of the faculty or professional staff who are United States citizens must execute an oath to support the federal and state constitutions and to faithfully discharge the duties of their positions before undertaking New York State service.

Salary arrangements: College employees are paid bi-weekly, every other Wednesday.

Promotion, continuing and permanent appointments: Faculty promotions: The promotion of a faculty member to a new academic rank occurs as a result of sequential recommendations by a departmental committee; the departmental chair; the appropriate College of Arts and Sciences; School of Communications, Media and the Arts; School of Business; or School of Education peer review committee; and review by the Dean, Provost and President.

Procedures for promotion of professional staff are contained in Article XII of the Policies of the Board of Trustees, as supplemented by the Memorandum of Understanding Between the State University of New York for United University Professions Relating to a System of Evaluation for Professional Employees.

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Resignation procedures

A letter of resignation implies the following when written: (1) that the resignee wishes to terminate the resignee's association with the college on a specified date; (2) that the letter of resignation is a deliberate attempt to inform all necessary personnel of this decision; (3) that the resignee truly believes the decision to resign will sever the resignee's relationship with the college.

Procedures to insure that the preceding assumptions are upheld, the following procedures will be observed:

1. When a letter of resignation is written, it is the responsibility of the resignee to send the original copy to the department chair or supervisor with copies to the appropriate Dean, the appropriate Vice President and to the Office of Human Resources.
2. It is the responsibility of the department chair or supervisor to consult with the Vice President as soon as possible to determine the course of action to be taken. In no event would a protracted period of time occur. Even if the chair or supervisor or the Vice President were off campus, as soon as both were on campus, a consultation should take place. It is the responsibility of the President to insure that consultation occurs promptly.
3. It is the responsibility of the department chair or supervisor to apprise the Vice President during the aforementioned consultation of his/her recommendations.
4. The alternatives to be considered by the Vice President are:
 - a. Acceptance of the resignation; or
 - b. A plea for reconsideration of the resignation.
5. Regardless of the Vice Presidential action, the Vice President will send a letter via email to the resignee with copies to the department chair or supervisor, Dean, the President and the Office of Human Resources within one week of the consultation with the department chair or supervisor.

Acceptance: If the Vice President accepts the letter of resignation, a letter is sent via email to the resignee informing the resignee of the acceptance. Copies are also sent to the President, Dean and the department chair or supervisor within one week of the consultation.

Reconsideration: If the Vice President desires a reconsideration of the resignation, a meeting must be initiated by the Vice President that will involve all relevant personnel as determined by the Vice President. If requested, and the resignee does reconsider the decision to resign, the Vice President will return the letter of resignation to the writer. The

letter is thereby considered null and void. The Vice President then notifies the department chair or supervisor, Dean, Office of Human Resources and the President of the reconsideration. The Vice President's letter must be dated within one week of the meeting.

Professional staff grievances

Academic and professional staff grievance procedures are set forth in the Agreement between the State of New York and United University Professions.

Recruitment and employment of relatives

1. When a relative of an employee is to be appointed, the person requesting the appointment must assure supervisory personnel that a thorough search has been made for a qualified candidate.
2. No employee will at any time be a party to any official decision which affects a relative. Any evidence of violation of this policy will automatically invalidate the decision.

Faculty and professional staff leaves

Sabbatical leave: Sabbatical leaves are available to members of the faculty for planned travel, study, formal education, research, writing or other experience of professional value. For details of eligibility and application, see Article XIII, Title E, of the Policies of the Board of Trustees and the Agreement between the State of New York and United University Professions.

Sick leave: Full-time and part-time faculty and professional staff members accrue credits for sick leave according to the appropriate schedule in Article XIII, Title C, of the Policies of the Board of Trustees and the Agreement between the State of New York and United University Professions.

Other leaves: It is possible for faculty or professional staff members to qualify for leaves of absence with or without pay. For details, see Article XIII of the Policies of the Board of Trustees and the Agreement between the State of New York and United University Professions.

Extra service

Extra service is defined as work by a full-time state employee in a state payroll agency other than the one to which the employee is regularly assigned. Extra service may not interfere with the employee's regularly assigned duties.

Extra service may only be paid after the service has been rendered.

Dual employment

Dual employment is defined as the undertaking of additional employment beyond basic professional obligation by a State University professional employee and follows the following guidelines.

1. In no case may a full-time member of the university faculty or professional staff hold another full-time position.
2. No full-time member of the university faculty or professional staff may undertake other employment that interferes with the performance of the professional obligation to the university.
3. So long as the professional obligation is met, university employees may undertake additional employment commitments if the time involved in such activities does not exceed one business day per week or the equivalent. These days may not be cumulative (i.e., faculty can only take a single day in any given week).
4. The determination of the professional obligation of university faculty or professional employees shall be the responsibility of each campus President, or Chief Administrative Officer.
5. It is expected that full-time members of the university faculty or professional staff will report any additional employment arrangements directly to the Dean.
6. No part-time member of the university faculty or professional staff may undertake other employment that interferes with the performance of the professional obligation to the university.

Combined activities

Academic and professional employees may not engage in any combination of dual employment or consulting that will require more than a total of one day per week of their time.

Other extra-service salary information

For specific information relating to extra service pay, contact one of the following offices: Extended Learning, Summer Sessions and Distance Learning, the Office of the Provost or the office of the appropriate academic Dean.

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Salaries for extra service, part-time adjunct faculty and Summer Session

SUNY Oswego recognizes that part-time adjunct faculty are an important part of the college's effort to deliver high-quality instruction to students. It is therefore essential to ensure that SUNY Oswego can attract its share of qualified adjuncts. The best way to ensure this is for the college to offer salaries that are competitive with other area colleges and universities.

Effective with the 2013 fall semester, the following rates of compensation for credit-bearing instruction will apply:

- Faculty drawn from inside the college who teach on an extra-service basis during the academic year for instruction will be compensated at the rate of \$984 per credit or \$2,952 per three-credit course. Faculty who teach in summer or winter session courses will be compensated at the rate of \$2,952 per three-credit course.
- Part-time casual or adjunct faculty drawn from outside the college will be compensated for one or two courses at the rate of \$984 per credit or \$2,952 per three-credit course during the academic year and \$2,952 per three-credit course during the summer or winter session. If an adjunct faculty person is needed for a three-course overload, the salary will be three-quarters of the contractual minimum in effect for the rank of instructor.
- Retirees who return to teach on less than a full-time basis will be compensated at \$3,500 per three-credit course for one calendar year after retirement. Any courses taught after the first year will be compensated at the adjunct rate.
- Adjunct faculty who, under the terms of the Agreement between the State of New York and United University Professions, are subject to across-the-board salary increases will receive the appropriate adjustments. See [Agreement between United University Professions and the State of New York](#).

This policy is subject to change and does not supplant existing laws or regulations.

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Section 3: Fringe Benefits

Summary of employee benefits

Employee benefits are summarized on the “Benefits at a Glance” chart available online at www.suny.edu/benefits/benefit-summaries/. The principal document listing employee benefits is the Agreement between United University Professions and the State of New York available online or from United University Professions (UUP). The Collective Bargaining Agreement is also available online at uupinfo.org.

Family and Medical Leave Act of 1993 (FMLA)

The Family and Medical Leave act of 1993 provides up to 12 weeks of unpaid job-protected leave to eligible employees for certain family and medical reasons. Full-time and part-time employees are eligible after one year of service at SUNY Oswego. Employees must have worked at least 1,250 hours over the previous 12 months.

If an employee is enrolled in health, dental, vision, prescription and/or life insurance coverage, those benefits will continue during the FMLA leave at the same cost the employee would pay if in active work status.

An employee may elect to use accruals as appropriate for part of the FMLA leave.

Upon return from FMLA leave, most employees must be restored to original or equivalent positions with equivalent pay, benefits and other employment terms.

Section 4: General Policies

State laws and policies

Laws pertaining directly to education enacted by the New York Legislature are located in McKinney's New York Education Law, which is available in Penfield Library. Policies of the Board of Trustees of the State University of New York and the Code of Ethics for State Employees can be located on the Human Resources website or <https://www.oswego.edu/human-resources/policies-and-procedures>.

Policies of the Board of Trustees

The basic document for the guidance of faculty members in all matters affecting their relations with the university is the Policies of the Board of Trustees. Copies are made

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available to every faculty and professional staff member and can be found on the Human Resources website (<https://www.oswego.edu/human-resources/policies-and-procedures>).

The responsibilities of the President, college administrative officers and chairpersons of departments and divisions are detailed in the Policies of the Board of Trustees, Article IX, Titles A, B and C.

Code of ethics for state employees

To inform faculty members of state policy regarding conflict of interest in the discharge of their duties, Section 74 of the Public Officers Law is quoted below:

Code of ethics

1. Definition, as used in this section: The term "state agency" shall mean any state department, or division, board, commission, or bureau of any state department.
2. The term "legislative employee" shall mean any officer or employee of the legislature, but it shall not include members of the legislature.
3. Rule with respect to conflict of interest. No officer or employee of a state agency, member of the legislature or legislative employee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his/her duties in the public interest.
4. Standards.
 - a. No officer or employee of a state agency, member of the legislature or legislative employee should accept other employment which will impair his/her independence of judgment in the exercise of his/her official duties.
 - b. No officer or employee of a state agency, member of the legislature or legislative employee should accept employment or engage in any business or professional activity which will require him/her to disclose confidential information which he/she has gained by reason of his/her official position or authority.
 - c. No officer or employee of a state agency, member of the legislature or legislative employee should disclose confidential information to further his/her personal interests.
 - d. No officer or employee of a state agency, member of the legislature or legislative employee should use or attempt to use his/her official position to secure unwarranted privileges or exemptions for himself/herself or others.

- e. No officer or employee of a state agency, member of the legislature or legislative employee should engage in any transaction as representative or agent of the state with any business entity in which he/she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his/her official duties.
 - f. An officer or employee of a state agency, member of the legislature or legislative employee should not by his/her conduct give reasonable basis for the impression that any person can improperly influence him/her or unduly enjoy his/her favor in the performance of his/her official duties, or that he/she is affected by the kinship, rank, position or influence of any party or person.
 - g. An officer or employee of a state agency should abstain from making personal investments in enterprises which he/she has reason to believe may be directly involved in decisions to be made by him/her or which will otherwise create substantial conflict between his/her duty in the public interest and his/her private interest.
 - h. An officer or employee of a state agency, member of the legislature or legislative employee should endeavor to pursue a course of conduct which will not raise suspicion among the public that he/she is likely to be engaged in acts that are in violation of his/her trust.
 - i. No officer or employee of a state agency employed on a full-time basis nor any firm or association of which such an officer or employee is a member nor corporation, a substantial portion of the stock of which is owned or controlled directly or indirectly by such officer or employee, should sell goods or services to any person, firm, corporation or association which is licensed or whose rates are fixed by the state agency in which such officer or employee serves or is employed.
 - j. If any officer or employee of a state agency shall have a financial interest, direct or indirect, having a value of ten thousand dollars or more in any activity which is subject to the jurisdiction of a regulatory agency, he/she should file with the Secretary of State a written statement that he/she has such a financial interest in such activity which statement shall be open to public inspection.
5. Violations. In addition to any penalty contained in any other provision of law any such officer, member or employee who shall knowingly and intentionally violate any of the provisions of this section may be fined, suspended or removed from office or employment in the manner provided by law.

Disruptive activities

Regulations and Procedures for Maintaining Public Order on SUNY Campuses were adopted by the Board of Trustees in 1969 in compliance with Section 6450 of the Education Law and are published as Part 535, Chapter V, Title 8, of the Official Compilation of Codes, Rules and Regulations of the State of New York. These regulations prohibit the following conduct:

No person, either singly or in concert with others shall:

1. Willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act, which he/she has a lawful right to do, or to do any act, which he/she has a lawful right not to do.
2. Physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain.
3. Willfully damage or destroy property of the institution or under its jurisdiction, nor remove or use such property without authorization.
4. Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member.
5. Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others.
6. Without authorization, remain in any building or facility after it is normally closed.
7. Refuse to leave any building or facility after being required to do so by an authorized administrative officer.
8. Obstruct the free movement of persons and vehicles in any place to which these rules apply.
9. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers.
10. Knowingly have in his/her possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver or other firearm or weapon without the written authorization of the Chief Administrative Officer whether or not a license to possess the same has been issued to such person.

11. Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.
12. Take any action, create or participate in the creation of any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

These prohibitions are not intended, nor are they to be construed, to limit or restrict the freedom of speech or peaceful assembly. Their purpose is not to prevent or restrain controversy and dissent but to prevent abuse of the rights of others and to maintain public order appropriate to a college or university campus.

Indemnification for legal liability

Section 17 (1) of the New York Public Officers Law provides indemnification for certain acts of state officers and employees, including members of the faculties, supervising staffs and employees of the state-operated institutions of the State University. It reads in part as follows:

1. (a) As used in this section, unless the context otherwise requires, the term "employee" shall mean any person holding a position by election, appointment or employment in the service of the state, whether or not compensated, or a volunteer expressly authorized to participate in a state-sponsored volunteer program, but shall not include an independent contractor. The term employee shall include a former employee, the employee's estate or judicially appointed personal representative and persons who assist in the Education Department or the Department of Health as consultants or expert witnesses in the investigation or prosecution of alleged professional misconduct pursuant to Title Eight of the Education Law or Title II-A of the Public Health Law.
2. (a) Upon compliance by the employee with the provisions of subdivision four of this section, the state shall provide for the defense of the employee in any civil action or proceeding in any state or federal court arising out of any alleged act or omission which occurred or is alleged in the complaint to have occurred while the employee was acting within the scope of his public employment or duties; or which is brought title Fleaveto enforce a provision of section nineteen hundred eighty-one or nineteen hundred eighty-three of title forty-two of the United States code and the act or omission underlying the action occurred or is alleged in the complaint to have occurred while the employee was acting within the scope of his public employment

or duties. This duty to provide for a defense shall not arise where such civil action or proceeding is brought by or on behalf of the state.

(b) Subject to the conditions set forth in paragraph (a) of this subdivision, the employee shall be entitled to be represented by the attorney general, provided, however, that the employee shall be entitled to representation by private counsel of his choice in any civil judicial proceeding whenever the attorney general determines based upon his investigation and review of the facts and circumstances of the case that representation by the attorney general would be inappropriate, or whenever a court of competent jurisdiction, upon appropriate motion or by a special proceeding, determines that a conflict of interest exists and that the employee is entitled to be represented by private counsel of his choice. The attorney general shall notify the employee in writing of such determination that the employee is entitled to be represented by private counsel. The attorney general may require, as a condition to payment of the fees and expenses of such representation, that appropriate groups of such employees be represented by the same counsel. If the employee or group of employees is entitled to representation by private counsel under the provisions of this section, the attorney general shall so certify to the comptroller. Reasonable attorneys' fees and litigation expenses shall be paid by the state to such private counsel from time to time during pendency of the civil action or proceeding subject to certification that the employee is entitled to representation under the terms and conditions of this section by the head of the department, commission, division, office or agency in which such employee is employed and upon the audit and warrant of the comptroller. Any dispute with respect to representation of multiple employees by a single counsel or the amount of litigation expenses or the reasonableness of attorneys' fees shall be resolved by the court upon motion or by way of a special proceeding. Where the employee delivers process and a request for a defense to the attorney general as required by subdivision four of this section, the attorney general shall take the necessary steps including the retention of private counsel under the terms and conditions provided in paragraph (b) of subdivision two of this section on behalf of the employee to avoid entry of a default judgment pending resolution of any question pertaining to the obligation to provide for a defense.

3. The state shall indemnify and save harmless its employees in the amount of any judgment obtained against such employees in any state or federal court, or in the amount of any settlement of claim, provided that the act or omission from which such judgment or settlement arose, occurred while the employee was acting within

the scope or his/her public employment or duties; the duties to indemnify and save harmless prescribed by this subdivision shall not arise where the injury or damage resulted from intentional wrongdoing or recklessness on the part of the employee.

4. The duty to defend or indemnify and save harmless prescribed by this section shall be conditioned upon (i) delivery to the attorney general or an assistant attorney general at an office of the department of law in the state by the employee of the original or a copy of any summons, complaint, process, notice, demand or pleading within five days after he/she is served with such action or proceeding and in the defense of any action or proceeding against the state based upon the same act or omission, and in the prosecution of any appeal. Such delivery shall be deemed a request by the employee that the state provide for his/her defense pursuant to this section.
5. The benefits of this section shall insure only to employees as defined herein and shall not enlarge or diminish the rights of any other party nor shall any provision of this section be construed to affect, alter or repeal any provision of the workers' compensation law.

Special attention is called to the requirement that papers served on any officer or employee of the state must be forwarded to the Attorney General within five days in order to obtain the protection of the Act. Notice of such action must also be reported to the President of the college.

The question of what constitutes negligence in cases where students request the use of facilities outside of scheduled class hours has arisen from time to time. Based on information received from the State University legal counsel, the following guidelines have been established:

1. Power tools and dangerous chemicals are not to be made available to those who it is known are unskilled in their use without instruction and/or close supervision. Power tools are to be in proper working order and have the requisite guards or safety devices at all times.
2. The department should satisfy itself as to what facilities, equipment and materials can be considered dangerous or hazardous and be guided accordingly.
3. Whether supervisory negligence is involved in any accident will always be determined on the facts of the individual case and the decision will rest upon what degree of care was reasonably required under all the particular circumstances. Therefore, close supervision by one skilled in the uses and potentialities of dangerous equipment and materials is the best way to prevent liability.

"Right to Know" law relative to hazards of toxic substances

The "Right to Know" Law was passed with an understanding that workers in New York State and their families may be in danger because of exposure to toxic substances at the work site. Accordingly, the law maintains that workers have an inherent right to know all of the health hazards associated with exposure to toxic substances for two reasons:

1. Employees have a right to make an informed decision about the possible cost of employment to health and life.
2. Employees can observe symptoms of toxicity in themselves and understand the relationship between the symptoms and exposure, and can, therefore, evaluate the need for any corrective action.

Employers across the state are given specific responsibilities in order that workers may exercise this right. The Department of Health is given duties to assist communication between employers and workers concerning toxic substances, and it is given the power to gather information about occupational health hazards. The Department of Labor is given the responsibility of cooperating with the Department of Health in implementing the law and enforcing those provisions of the law under the Labor Department's jurisdiction.

The "Right to Know" Law defines a toxic substance as any substance which is listed in the latest printed edition of the National Institute for Occupational Safety and Health Registry of Toxic Effects of Chemical Substances or has yielded evidence of acute or chronic health hazards in human, animal, or other biological testing. While this definition may seem unusually broad, the NIOSH Registry of Toxic Effects of Chemical Substances alone lists over 39,000 chemicals.

The law excludes from consideration all substances for which no toxicity information exists, but which may have a considerable toxic or other hazardous potential.

Any employee who believes that a safety or health violation or imminent danger exists may request an inspection by notifying the Industrial Commissioner. If the commissioner, upon such inspection, believes there is a violation of these regulations, the commissioner shall issue an order for compliance by the employer within a reasonable time. Violation of a labor law or any regulation or order of the Industrial Commissioner is a misdemeanor.

Orange colored posters stating the "Right to Know" law are posted in each building as a reminder. The posters contain the name of the local contact person for further information.

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Section 5: Policies of SUNY Oswego

Rights and responsibilities for members of SUNY Oswego

Three resources enumerate expectations for behavior as members of the college:

1. The Bill of Rights and Responsibilities for Faculty, Students, Administrators, Staff and College Council at Oswego;
2. the Code of Student Rights, Responsibilities and Conduct; and,
3. the Regulations and Procedures for Maintaining Public Order on Campuses of the State University of New York.

These documents outline the requirements of the college so that it can insure academic freedom, freedom of speech, freedom of assembly, the right of due process and the integrity of the educational enterprise in which all campus community members participate.

The Bill of Rights and Responsibilities for Faculty, Students, Administrators, Staff and College Council at Oswego originated with the Student Services Council of Faculty Assembly, which adopted the document on February 7, 1972 following adoption by the Student Association Senate in the spring of 1971. The College Council endorsed the bill in the spring of 1972.

Members of the campus community have an obligation to fulfill the responsibilities incumbent upon all members of society, as well as the responsibilities of their particular roles within the academic community. All members have the obligation to respect:

1. The fundamental rights of others.
2. The rights of others within the educational process.
3. The rights of the institution.
4. The rights of members to fair and equitable procedures for determining when and upon whom penalties for violation of campus regulations should be imposed.

The Bill of Rights applies to all members of the college community and is reprinted here:

1. Members of the campus community enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others, as are all members of society.

Among the basic rights are freedom of speech, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violence, threats of violence and malicious personal abuse.

Freedom of the press implies the right to freedom from censorship in campus newspapers and other media, and the concomitant obligation to adhere to the canons of responsible journalism.

It should be made clear in writings or broadcasts that editorial opinions are not necessarily those of the institution or its members.

The campus community, while having an active concern for the welfare of its student members, does not stand in loco parentis.

Each member of the campus has the right to organize his or her own personal life and behavior, so long as it does not violate the law or agreements voluntarily entered into and does not interfere with the rights of others or the educational process.

Admission to, employment by, and promotion within the campus shall accord with the provisions regarding discrimination in the law.

2. All members of the campus have other responsibilities and rights based upon the nature of the educational process and the requirements of the search for truth and its free presentation. These rights and responsibilities include:
 - Obligation to respect the freedom to teach, to learn and to conduct research and publish findings in the spirit of free inquiry. No research, the results of which are secret (except under conditions of national emergency) is to be conducted on campus.
 - Institutional censorship and individual or group suppression, active or threatened, of the opinions of others are inconsistent with this freedom.
 - Academic freedom implies that the teacher has the right to determine the specific content of his/her course, within the established course definition, and the responsibility not to depart significantly from his/her area of

competence or to divert significant time to material extraneous to the subject matter of his/her course.

- Obligation not to interfere with the freedom of members of the campus to pursue normal academic and administrative activities, including freedom of movement.
- Obligations not to infringe upon the right of all members of the campus to privacy in offices, laboratories and dormitory rooms and in the keeping of personal papers, confidential records and effects, subject only to the law and to conditions voluntarily entered into.
- Campus records on its members shall contain only information that is reasonably related to the educational purpose or safety of the campus.
- Obligation not to interfere with any member's freedom to hear and to study unpopular and controversial views on intellectual and public issues (subject only to the requirements for the use of institutional facilities). Right to identify oneself as a member of the campus community and a concurrent obligation not to speak or act on behalf of the institution without authorization.
- Right to hold public meetings in which members participate, to post notices, subject only to the requirements for the use of institutional facilities, and to engage in peaceful, orderly demonstrations.
- Reasonable and impartially applied rules, designed to reflect the educational purposes of the institution and to protect the safety of the campus, shall be established regulating time, place and manner of such activities and allocating the use of facilities.
- Right to recourse (under this bill of rights) if another member of the campus is negligent or irresponsible in performance of his or her responsibilities, or if another member of the campus represents the work of others as his or her own.
- Right to be heard and considered at appropriate levels of the decision-making process about basic policy matters of direct concern when the levels are within the jurisdiction of this bill.

Members of the campus who have a continuing association with the institution and who have substantial authority and security have an especially strong obligation to maintain an environment conducive to respect for the rights of others and fulfillment of academic responsibilities. Tenured faculty are expected to maintain the highest standards in performance of their academic responsibilities.

3. The institution, and any division or agency that exercises direct or delegated authority for the institution, has rights and responsibilities of its own. The rights and responsibilities of the institution include:
- Right and obligation to provide an open forum for members of the campus to present and debate public issues.
 - Right to prohibit individuals and groups who are not members of the campus from using its name, its finances and its physical and operating facilities for commercial or political activities.
 - Right to prohibit members of the campus community from using its name, finances or physical and operating facilities for commercial activities.
 - Right and obligation to provide, for members of the campus community, the use of meeting rooms under college regulations including use by political clubs when such meetings are for educational purposes. There is a concomitant right and obligation to prohibit use of its rooms by individual members or groups on a regular or prolonged basis as free headquarters for political campaigns, and to prohibit use of its name, its finances and its equipment and supplies for any political purpose at any time.
 - Right and obligation to preserve law and order on campus, that is to protect the members of the campus and visitors to it from physical harm, threats of harm, or abuse; its property from damage and unauthorized use; and its academic and administrative processes from interruption.
 - Right to require that persons on the campus produce appropriate identification, and state what connection, if any, they have with the campus.
 - Right to set reasonable standards of conduct in order to safeguard the educational process and to provide for the safety of members of the campus and the institution's property.
 - Members of the campus community who choose to strike bear the responsibility of accepting penalties that may be levied in accordance with the law.
4. All members of the campus have a right to fair and equitable procedures, which shall determine the validity of charges of violation of campus regulations.

The procedure shall be structured to facilitate a reliable determination of the truth or falsity of charges based on substantive evidence, to provide fundamental fairness to the parties and to be an effective instrument for the maintenance of order.

All members of the campus have a right to know in advance the range of penalties for violations of campus regulations. Definition of adequate cause for separation from the campus should be clearly formulated and made public.

Charges of minor infractions of regulations, penalized by small fines or reprimands which do not become part of permanent records, may be handled expeditiously by the appropriate individual or committee. Persons so penalized have the right to appeal.

In the case of charges of infractions of regulations which may lead to notation in permanent records, or to more serious penalties, such as suspension or expulsion, members of the campus have a right to formal procedures with adequate due process, including the right of appeal if the decision was not in accord with the standards of fundamental fairness.

Members of the campus charged or convicted of violations under law may be subject to campus sanctions for the same conduct, in accord with campus policies and procedures, when the conduct is in violation of a reasonable campus rule essential for the continuing protection of other members of the campus or for the safeguarding of the educational process.

Non-discrimination policy

Our [non-discrimination policy](#) reinforces our priority of maintaining a diverse student body, faculty and staff, where we do not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim SUNY status, or criminal conviction

Sexual and interpersonal violence (Title IX)

Find our most updated policy information on via our [Title IX website](#).

Mental health intervention

See [health policies](#) in the college's student handbook.

Welfare intervention

In some cases, a student may experience increasing psychological or physical distress and lose their ability to focus or to study due to the onset of physical or emotional conditions or relationship issues. Under stressful conditions, students can experience difficulty studying,

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sleeping, eating, interacting with others, or successfully completing their academic obligations, field experiences or employment obligations. In some instances, the College, through the Residence Life staff or University Police, will visit a student's residence to check on their welfare.

Timely recourse to on-campus or off-campus referral services can be important to successfully addressing emotional distress, psychological health or health and personal safety issues. In cases where the student cannot focus on their studies, is anxious or disrupting class or campus activities, cannot sleep or eat properly, the student should contact the Health Center or the Counseling Center. Faculty, staff and students are encouraged to engage such students and help them seek services available on campus. College intervention in all such cases, when possible, will focus on mitigating the distress and the risk so that the student may return to the effective pursuit of their educational purposes, if possible.

Psychological intervention

Occasionally, a student under stress may act in ways that are inconsistent with successful participation in classroom, field placement, residence hall or other College activities. Faculty, staff and students who encounter students that appear to be experiencing distress in their interpersonal interactions, daily activities or academic performance should contact the Counseling Center, the Health Center, the Residence Hall Director or the Compass staff to discuss their concerns in a private setting. Usually, the Counseling Services Center staff can advise the reporter on a specific strategy for referring the student to counseling services and, in some cases, intervene on site to help the student.

1. Concern for the welfare of a student that includes a perceived imminent threat of harm to the student or to others should be reported immediately to University Police at 315.315.312.5555. Counselors are on call and can be contacted by University Police for immediate referral, on site or in the Counseling Center.
2. Less imminent but serious concern for a student's welfare should be referred to:
 - a. the Counseling Center at 315.315.312.4416,
 - b. Walker Health Center at 315.315.312.4100,
 - c. the Associate Provost at 315.315.312.2232,
 - d. or the Dean of Students at 315.315.312.3214.

Most students experiencing emotional distress can be served at the College's Counseling Services Center, or through their referral. Occasionally, a student will act against their own health and safety due to distress or psychological concerns.

Students are sometimes transported, voluntarily and involuntarily, to the Oswego Hospital for medical and psychological evaluation and to assess the need for psychiatric services. All students transported to the hospital for evaluation are mandated to report to the College's Counseling Center the next class day after discharge from the Oswego Hospital. Vouchers are available from the hospital Emergency Room and from the Behavioral Unit for taxi service for college students to return back to their residence hall. Students will, at that point, authorize the release of information to the Counseling Center and Oswego Hospital so they can share information regarding the condition and needs of the student.

Behavioral Intervention Team

The College provides a Behavioral Intervention Team (BIT) to respond to students experiencing psychological or emotional distress, exhibiting distress or disoriented behavior or where referral or transport to a hospital for reasons of psychological or emotional distress or disorientation occurs. Generally, the Behavioral Intervention Team will assess the nature and pattern of behavior, the level of severity of disruption, a pattern of disruptive occurrences, the imminence of an occurrence of harm, the likelihood of an occurrence of harm, the duration of the risk of harm, and the extent of disruption to College activities. All BIT deliberations and information related to a student are private to the extent permitted by law. Consultation may occur with officials of the College with a legitimate educational interest or other appropriate parties. The objective of the Behavioral Intervention Team is to engage the students in managing and ultimately alleviating their distress.

Mandatory Evaluation and Withdrawal

Whenever the behavior of a student appears to pose a serious threat to the health or safety of the student or others or to the functioning of College activities, a mandatory referral for psychological or other health evaluations to assess a student's ability to continue to take advantage of College programs and activities may be made by the Dean of Students or designee as a result of a Student Assessment Team assessment. The student would be notified and the evaluation will be conducted by a staff member at the Counseling Center. The student may choose to be evaluated also by an external evaluator with the approval of the Dean of Students or designee. The student must initiate the evaluation process within 48 hours of being informed that it is required.

The student may be directed to authorize the release information from medical and/or psychological practitioners who have previously or are currently treating her/him. The student is required to provide release of information so that counseling professionals and the Dean of Students or designee can share information and gather broader information regarding support received from caregivers outside the College.

The evaluation will assess the following:

1. The nature, duration, and severity of the risk that the student poses to the safety of others.
2. The likelihood that a student constitutes a threat to the safety of others exists and will continue.
3. Actions, if any, that could be taken to manage and/or reduce the student's risk to others and maintain enrollment.
4. The likelihood that the student can regain and maintain academic success within the context of our social and residential environment.

A student who has been directed by the Dean of Students or designee to participate in a psychological evaluation may be subject to interim suspension from the College and/or interim revocation of his/her campus room and board agreement until the evaluation is completed. Upon completion of the psychological evaluation, the student will meet with the Dean of Students or designee. The student's ability to fully participate in the College curricular and extracurricular programs and services will be reviewed by the Dean of Students or the Student Assistance Team and recommendations will be made to the Vice President for Student Affairs or designee for a final determination. This assessment may result in deregistration from enrollment or in establishing conditions for continued enrollment.

In cases where the distress or disorientation causes a violation of the Code of Student Rights, Responsibilities and Conduct, a Statement of Charges may be filed and the student will be subject to College disciplinary action. If a student withdraws from SUNY Oswego while disciplinary action or a mandatory evaluation is pending, that student is prohibited from access to College facilities and grounds and all College-sponsored activities and events, pending the completion and outcome of said disciplinary action or mandatory evaluation.

Return to Enrolled Status

Students separated from the College under this policy may make a request to return by providing documentation from an appropriately licensed mental health professional that

the distress and attendant conduct have been resolved. The documentation should address:

1. compliance with the student's provider's treatment recommendations, including any recommendations for medication evaluation/management, and progress with treatment plans. How well and how long the student has complied with treatment recommendations will be important information to be taken into consideration;
2. assessment regarding ability to function socially and academically without disruption to others in the campus community and without supervision of the student's behavior;
3. recommendations that have been made to the student for ongoing counseling and medical care; and
4. a plan for the student's follow-up in the Oswego area that includes treatment by mental health professionals (off campus) that is coordinated and addresses treatment recommendations.

The documentation should be accompanied by a written request from the student and submitted to the Dean of Students or designee. The Dean of Students or designee may require the student to be evaluated by a staff member at the Counseling Center. The Dean of Students or designee will then recommend to the Vice President for Student Affairs or designee whether or not the separation will be reversed. The decision will be made by the Vice President for Student Affairs or designee and is final. Conditions for readmission may be required by the College prior to readmission. In addition, if the student was academically disqualified during the semester of their withdrawal, the student must also apply for academic reinstatement through the Dean of the college or school that houses their major.

SUNY Oswego policy and procedures for accommodating individuals with disabilities

SUNY Oswego is committed to accommodating the special needs of individuals with disabilities for providing equal access to all its programs and services as required by the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. This document establishes the policy and procedures for determining reasonable accommodations for students (matriculated and non-matriculated), employees and visitors to campus events, activities and programs. SUNY Oswego has:

1. Established procedures to respond to requests for accommodations;

2. Established procedures to provide notice to interested parties of the existence of a program of services, its location, identity of the person to contact to obtain information and services; and
3. Developed a program for the provision of services for students with disabilities.

Part I: Policy, Accessibility and Equal Opportunities

It is the policy of SUNY Oswego, in compliance with Federal law (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990), to provide reasonable accommodations for qualified individuals with disabilities. The institution and its employees shall comply with all applicable federal laws and regulations regarding reasonable accommodations necessary to ensure equal opportunity to qualified individuals with disabilities.

It is the [policy](#) of SUNY Oswego to make reasonable accommodations for individuals with disabilities on a case-by-case, flexible basis. Programs are expected to have the flexibility and capacity to provide reasonable accommodations when needs arise.

Otherwise qualified individuals with documented disabilities (as defined by applicable state and federal regulations) are eligible to request reasonable accommodations. The responsibility for initiating a request for accommodations lies with the individual with a disability. Every individual making a request for reasonable accommodations must provide sufficient documentation to support his or her request. Submitted documentation must be from an appropriate, qualified professional. In accordance with federal and state regulations, SUNY Oswego will treat disability-related information in a confidential manner.

Part II: Designated Campus Contacts for Individuals with Disabilities

Students with Disabilities

The Office of Accessibility Services coordinates services for students with disabilities. The Coordinator of Services for Students with Disabilities collects student disability related documentation, evaluates requests from students for reasonable accommodations and coordinates appropriate services. Final determination as to the appropriateness of an accommodation to the university setting is evaluated on a case-by-case basis and rests with SUNY at Oswego. The Coordinator of Services for Students with Disabilities also assists faculty, staff and students with information and resources relating to disabilities and serves as a consultant for persons needing information or referrals to outside agencies or professionals.

Employees with Disabilities

The Director of Human Resource Operations is the designated contact person for employees with disabilities requesting reasonable accommodations. The Director of Human Resource Operations follows policy and procedures for employee requests for accommodations (Procedures for Implementing Reasonable Accommodation in NYS Agencies and Facilities). The Director of Human Resource Operations is available to assist faculty and staff in gaining a greater understanding of the law and to clarify institutional obligations under the law to provide reasonable accommodations.

Campus Visitors

Programs, activities and services include but are not limited to meetings, conferences, public events, public meetings, performances, social events, etc. Persons with disabilities visiting the campus should contact the designated departmental personnel conducting or coordinating specific activities, programs or events they will be attending. The designated departmental personnel conducting or coordinating the specific activity, program or event should consult with the ADA/504 Coordinator (see III, E) if they require assistance. Determination of how best to meet the needs of individual visitors with disabilities attending such activities shall be made on a case-by-case basis.

Event/Program Accessibility—Procedures for Sponsors

Designated individuals responsible for planning campus-sponsored events should adhere to the procedures below in order to facilitate accessibility.

1. Whenever possible, events should be scheduled at physically accessible locations. When viewed in its entirety, programs and activities should be readily accessible, or made accessible, through reasonable accommodations to qualified individuals with disabilities.
2. Publications, including but not limited to brochures, registration forms, press releases and posters announcing public programs and events should include an accessibility statement. The inclusion of the following statement on announcements and publications places the responsibility of requesting needed auxiliary aids and services on participants, and provides departmental staff with advance notice should they need to arrange for any requested accommodations. Persons with disabilities, needing accommodations to attend this event, should contact (name/department) at (phone #) in advance.
3. A reasonable advance notice of at least three weeks should be given by anyone requesting accommodations. However, with the goal of providing access to and

participation in all SUNY Oswego programs, services and activities, every effort will be made to respond to requests for reasonable accommodations within a reasonable period.

4. You may wish to consult with the ADA/504 Coordinator regarding auxiliary aids and services, resources available, agency referral and the determination of the appropriateness of accommodations.

Part III: Procedures for Accessing Accommodations

Requests For Accommodation

1. A request and determination of an accommodation is handled through the designated campus contact. Students with disabilities should contact the Coordinator of Services for Students with Disabilities, 315.312.3358. Employees should contact the Director of Human Resource Operations, 315.312.2230, and all other requests should be directed to the office sponsoring the specific program or activity.
2. Individuals with disabilities may choose to self-disclose, to the appropriate campus contact, information about their disability at any time. However, in order to ensure sufficient time to coordinate auxiliary aids and services, it is the responsibility of the individual to make the request in a timely manner. If a request is made after a designated deadline, every effort will be made to accommodate the request. However, because many accommodations require early planning, it cannot be guaranteed that all requests for accommodations will be met. Untimely requests may result in delay, substitution or denial of an accommodation.
3. The responsibility for requesting or initiating a request for accommodation lies with the individual with a disability. Students with off-campus program requirements such as an internship or student teaching placement are encouraged to request accommodations at least one semester prior to the semester they will be participating in the off-campus program.
4. Verification of a disability is required. It is the responsibility of the individual with a disability to provide documentation that supports her or his request for reasonable accommodation. Disability documentation must clearly indicate:
 - a. The existence of a disability (as defined by state and federal regulations),
 - b. That the disability substantially limits a major life activity, including a statement of the nature and extent of the limitations; and,

- c. A statement of what accommodation(s) is/are recommended. Specific guidelines for documentation of a disabling condition may be obtained from the Office of Accessibility Services.
5. Once a qualified individual with a disability has requested an accommodation, the designated campus contact will take steps to determine an appropriate accommodation. The appropriateness of an accommodation is often determined through a flexible, interactive process that involves the individual with a disability and the designated campus contact. Early consultation is essential whenever questions of compliance and/or funding for an accommodation are involved.
6. Final responsibility for selection of the most appropriate accommodation rests with the institution. (See Section III C, D, for appeal/grievance procedures.)

Reasonable Accommodations

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

Appeal of Accommodation Determination

Employees, students and visitors have an opportunity to appeal a decision regarding an accommodation. Appeals may be handled informally in a case review involving the person seeking accommodation(s), the designated campus contact and the appropriate faculty,

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administrator or supervisor. If a mutually acceptable accommodation cannot be determined with the designated campus contact and relevant SUNY Oswego personnel, an internal complaint may be filed with the Affirmative Action Officer (see III, E).

Grievance Procedure

SUNY Oswego has adopted an internal grievance procedure for the provision of prompt and equitable resolution of complaints alleging discrimination. Individuals with a disability at SUNY Oswego, who consider themselves victims of discrimination based on a disability, may file a grievance with the Affirmative Action Officer. Procedures for students wishing to file a discrimination grievance are identified in the SUNY Oswego Student Handbook section on college policies, specifically under Discrimination and Filing Complaints. Additionally, procedures for employees and/or students wishing to file a complaint may also be obtained from the Affirmative Action Officer. The Affirmative Action Officer shall receive any complaint of alleged discrimination, shall assist the complainant in defining the charge and shall provide the complainant with information regarding the options for filing internal complaints or external complaints through the federal Office of Civil Rights and/or the New York State Division of Human Rights.

Disability Accommodations Resources

Questions or concerns regarding policy, services, or allegations of non-compliance should be directed to the designated campus contact:

1. The Office of Accessibility Resources, 155 Campus Center, 315.315.312.3358, fax 315.315.312.2943. Americans with Disabilities Act (ADA)/504 Coordinator, Campus Center, 315.315.312.3358, Starr Wheeler, starr.wheeler@oswego.edu
2. Director of Human Resource Operations, 201 Culkin Hall, 315.312.2230

Individuals who believe they have experienced discrimination on the basis of disability and have been unable to arrive at a mutually acceptable resolution with the designated campus contact and appropriate personnel may file a grievance with the Affirmative Action Officer. Individuals should contact: Mary Toale, Executive Assistant to the President, 707 Culkin Hall, 315.315.312.2213, mary.toale@oswego.edu

College Policy on Alcohol and Other Drugs

As an educational institution, the College recognizes that the use of alcohol is a matter of individual choice and does not therefore encourage or discourage the reasonable legal use of alcoholic beverages. Oswego strives to empower students to make positive choices that

reflect attitudes and behaviors that result in healthy lifestyles and contribute to a positive campus learning environment. New students, in particular, are likely to encounter choices to be made regarding peer expectations to drink alcohol and use drugs in social situations. To help new students navigate their first year college social environment, the College provides a health and wellness online suite—MyStudentBody—that includes student-oriented alcohol and other drug information. It is relevant to both students who choose to drink and those that do not. The goal of the course is to increase students' knowledge, decrease harmful behaviors and provide information to help students make good decisions. Every new student, including transfer students, is required to complete MyStudentBody.

Individual students are responsible for their behavior related to their use of alcohol and other drugs. Possession, or distribution or excessive and illegal use of alcohol, and/or the illegal use, possession, distribution, sale or manufacture of controlled substances, drug paraphernalia and marijuana, and including intentional misuse and distribution of legally prescribed drugs are prohibited on or off campus, in College facilities and grounds, at College sponsored events and at activities and events sponsored by registered student organizations, athletic teams or sports clubs.

Students, faculty, staff, and visitors are directed to the College Statement in Support of a Drug Free Campus (reviewed annually) for the campus philosophy and referral resources.

Use of Alcoholic Beverages and/or Drugs On or Off Campus

1. The legal age of possession and purchase of alcohol in New York State is 21 years of age.
2. The consumption, possession and distribution of alcohol on campus grounds and in campus facilities is prohibited, except at events and under conditions authorized by the College and only by persons of New York State legal age.
3. The conditions of study and sleep in residence halls are vital to the College's educational purposes as a residential college and integral to student academic performance. The use of alcohol and illicit drugs in a residence hall community not only impacts student users but also has significant negative impact on other students in the residence hall community. Therefore:
 - a. Alcohol is not permitted at any time in a residence hall room, suite or apartment in which all assigned residents are under the age of 21 years. If at any time one or more empty containers of alcohol are present in such residences, the residence hall staff will assume consumption has occurred

for purposes of reporting and responding to the residents assigned to that room.

- b. Persons age 21 years or older may possess and consume alcoholic beverages in their room, suite or apartment. Students of legal drinking age must ensure that the amount of alcohol present in the room is reasonable for consumption by the individual resident over a reasonable period of time. In keeping with this, students of legal age may possess one of the following at any one time:
 - i. up to one 12-pack of 12 ounce cans OR
 - ii. one 1.5 L or two 750 ml of wine OR
 - iii. one 750 ml of hard liquor
4. Binge drinking, as defined by national norms as more than four (4) drinks in one sitting/event, is detrimental to the health and welfare of our densely populated residential community. Permission to possess and consume for those students who are of legal drinking age is predicated on our expectation of responsible use that does not have a negative impact on the rest of the residential floor or community.
5. Possession of open containers used for alcoholic beverages is not permitted for any student, guest or visitor in public areas of residence halls such as corridors, lounges, bathrooms, elevators, lobbies, offices, stairwells, doorways, etc.
6. Intoxication on campus, in class or at college sponsored events, is prohibited and constitutes grounds for student disciplinary action and dismissal from enrollment at the College. Students who are transported to a hospital emergency room as a result of alcohol or drug use are required to meet with the Dean of Students to discuss the circumstances of their transport and their plans/strategies to refocus on their education.
7. Students who are belligerent or uncooperative with residence life staff, University Police, emergency medical personnel or Oswego Hospital staff will be subject to College disciplinary action and/or arrest.
8. The use, possession, and/or distribution of date rape drugs or alcohol as a means of inhibiting a person's ability to make clear and reasonable decisions regarding sexual contact are prohibited.
9. Drinking contests/games and all other forms of excessive drinking are prohibited at organizational, team or club activities and in residence halls.

10. Members of registered student organizations, sports clubs or athletic teams, collectively or individually, or individual students, who sponsor events and activities on or off campus where alcohol is present are responsible for abiding by the tenets of the NYS Social Host Law, including but not limited to:
- host(s) will serve only persons of legal age;
 - host(s) will be held responsible for injuries and/or damage that occur even after an individual who was served has left the venue;
 - host(s) of events where alcohol is served in exchange for money or a door charge or a donation to enter are required to obtain permission from the local municipality.

Disciplinary Action Related To Alcohol And Other Drugs

- Any student, student organization, team or sports club and/or their guests and visitors who violate this policy will be subject to College disciplinary action and/or criminal action. Sanctions resulting from disciplinary action may include mandatory participation in Alcohol and Other Drug intervention programs, required conditions for continued enrollment, limited access to campus facilities or residence halls, suspension, or expulsion from the College. Visitors and guests and student organizations who violate this policy may be denied access to the campus under the Rules for Maintaining Public Order.
- Violations of the College's Code of Conduct and policies—including Alcohol And Other Drugs—are cumulative in nature, and therefore, will remain a part of the student's disciplinary record for the duration of the student's enrollment at the College. Multiple violations constitute a pattern of behavior contrary to the educational purposes of the College and will be cause for consideration of suspension from enrollment at the College as an appropriate sanction.
- The following list provides examples of behaviors and applicable Code of Conduct sections that will result from the violation of this policy. A violation of this policy constitutes, in itself, a violation of the Code of Student Rights, Responsibility, and Conduct.
 - physical violence, abuse, assault and/or battery including domestic violence (43.C.);
 - harassing, intimidating, stalking, bullying or threatening others (43.C.);
 - refusing to cooperate with the legitimate requests of staff (43.G.);
 - sexual contact with, sexual assault or sexual harassment or physical sexual exposure to another individual without his/her consent (43.D);

- e. possession, consumption and distribution of alcohol and other drugs and intoxication (43.C., 43.H., 43.J.);
 - f. damage to and/or vandalism of College facilities or property or to the property of others (43.F.);
 - g. hazing (43.E.) or other form of group influence to use;
 - h. driving under the influence and driving while intoxicated or impaired; and
 - i. use of "date rape" drugs or other means of inhibiting a person's ability to make clear and reasonable decisions regarding sexual assault.
4. Students and/or student organizations referred to attend Mandatory AOD Intervention, which includes BASICS (Brief Alcohol Screening and Intervention for College Students) or MyStudentBody (online, interactive program), must complete registration materials at the Lifestyles Center located in the Walker Health Center. Students mandated for an alcohol or drug evaluation are required to arrange for the evaluation in accordance with instructions provided by the Office of Student Conduct and Compliance and follow the recommendations that result from the evaluation.
 5. Members of the college community who legally provide alcohol or other drugs to others are responsible for the actions of those individuals and may be subject to College disciplinary action and/or criminal action for the conduct of those to whom they have given or otherwise provided alcohol.
 6. The College and City of Oswego work together to improve the quality of life in the Oswego City community for students and their neighbors. Information regarding student behavior off campus is routinely shared with the College by the Oswego City Police where violations occur related to the use of alcohol and other drugs. Violations of City ordinances or state and federal law may be reported to the College by the City Police and subsequent College disciplinary action may result. The Mayor's Office may notify parents, by letter, of any student arrest off campus for student behavior related to use of alcohol and other drugs.

The chart below identifies Student Code violations and sanctions that may be imposed upon individual students and/or student organizations who violate the alcohol and other drug policies both on and off campus. The code violations cited are not exclusive to the listed items and may include other violations not identified.

***Student Behavior/Conduct
Codes***

Sanctions for First Offenses

***Sanctions: Subsequent
Offenses***

43.a. Alteration or possession or presentation of instruments of identification or improper ID	Warning, Disciplinary Probation, Community Service	Mandatory AOD Intervention, Community Service, Suspension, Expulsion
43.h. ; 43.j. Underage possession and/or consumption of alcohol and other drugs; distribution of alcohol and/or other drugs	Warning, Disciplinary Probation, Parental Notification, Mandatory AOD Intervention, Community Service, Suspension, Expulsion	Relocation from Residence Hall, Parental Notification, Mandatory AOD Intervention, Community Service, Suspension, Expulsion
43.c.; 43.f; 43.j. Damage to property while under the influence of alcohol and/or other drugs	Warning, Disciplinary Probation, Parental Notification, Relocation, Mandatory AOD Intervention, Community Service, Suspension, Expulsion	Relocation from Residence Hall, Parental Notification, Mandatory AOD Intervention, Community Service, Suspension, Expulsion
43.c.;43.j. Driving while intoxicated; driving while ability impaired by drugs	Disciplinary Probation, Mandatory AOD Intervention, Parental Notification, Suspension, Expulsion	Suspension, Expulsion, Parental Notification
43.c.;43.h.;43.i.,43.j. Noise violation with alcohol and/or other drugs present	Warning, Disciplinary Probation, Parental Notification, Relocation from Residence Hall, Mandatory AOD Intervention, Community Service, Suspension, Expulsion	Disciplinary Probation, Relocation from Residence Hall, Parental Notification, Mandatory AOD Intervention, Community Service, Suspension, Expulsion

43.c.;43.h.;43.j. Possessing or using marijuana and/or illegal use of controlled substances, drug paraphernalia and marijuana	Warning, Disciplinary Probation, Parental Notification, Mandatory AOD Intervention, Community Service, Suspension, Expulsion	Disciplinary Probation, Relocation from Residence Hall, Parental Notification, Mandatory AOD Intervention, Community Service, Suspension, Expulsion
43.c.;43h.;43.j. Distribution or sale of illegal drugs or possession with intent to distribute or sell	Disciplinary Probation, Mandatory AOD Intervention, Relocation from Residence Hall, Suspension, Expulsion, Parental Notification	Suspension, Expulsion, Parental Notification
43.c.;43.h.;43.j. Hosting or attending underage a party involving illegal use of alcohol and/or other drugs	Warning, Disciplinary Probation, Parental Notification, Restitution, Mandatory AOD Intervention, Suspension, Expulsion	Suspension, Expulsion, Parental Notification
43.c.;43.j. Possessing kegs, beer balls	Suspension, Expulsion, Parental Notification	Suspension, Expulsion, Parental Notification
43.e.;43.j. Hazing or other form of group influence to use	Suspension, Expulsion	Suspension, Expulsion
43.c.;43.d.;43.j. Sexual contact on or physical exposure to another individual under the influence of alcohol and/or other drugs without consent	Disciplinary Probation, Parental Notification, Relocation from Residence Hall, Restitution, Mandatory AOD Intervention, Community Service, Suspension, Expulsion	Disciplinary Probation, Parental Notification, Relocation from Residence Hall, Mandatory AOD Intervention, Community Service, Suspension, Expulsion

Notification of Parents regarding Alcohol and Other Drug Violations by students

The Family Educational Rights and Privacy Act of 1974 was amended to permit colleges and universities to disclose to a parent or legal guardian of a student under the age of 21 information regarding any violation of Federal, State or local law, or any rule or policy of the institution, where the incident includes use or possession of alcohol and/or controlled substances. The College recognizes the important role that parental involvement may have in promoting positive choices by our students and reserves the right to notify parents of their student's use, possession, or distribution of alcohol or illegal drugs.

Summary of Applicable New York State Laws for Alcohol Use

Section 65 of the New York State Alcohol Beverage Control Laws

1. It is illegal in the State of New York for any person under the age of 21 years to possess or consume any alcoholic beverage.
2. The sale of alcoholic beverages to persons under the legal New York State purchase age is prohibited. No one may "sell, deliver or give away; cause, permit or procure to be sold, delivered or given away any alcoholic beverages" to anyone underage. Legal consequences may include both fines and jail time.
3. It is illegal in the State of New York for any minor to use false identification to obtain alcohol. Legal consequences may include a fine of up to \$100 and/or up to 30 hours of community service.
4. In New York State, the sale, gift or delivery of alcoholic beverages to a "visibly intoxicated person" is prohibited.
5. Zero Tolerance Law: Persons under age 21 who are caught driving with a Blood Alcohol Content (BAC) of .02 or more but not more than .07 will lose their driver's license for at least six months and may have to pay civil penalties and suspension termination fees.
6. Driving While Intoxicated (DWI) is the operation of a motor vehicle while having a blood alcohol content of .08 or higher. Legal consequences may include fines, jail time, a revoked or suspended driver's license.

Summary of Applicable New York State Laws for Controlled Substances, Drug Paraphernalia and Marijuana

1. Controlled Substances and Drug Paraphernalia

- a. With the exception of legally prescribed medication, it is illegal in the State of New York for any person to possess or traffic in any controlled substances and/or drug paraphernalia including, but not limited to, the following:
 - i. Narcotics: opium, morphine, codeine, heroin, etc.
 - ii. Depressants: barbiturates, benzodiazepines, methaqualone, rohypnol, etc.
 - iii. Stimulants: cocaine, amphetamines, methamphetamines, etc.
 - iv. Hallucinogens: LSD, PCP, mescaline, peyote, ecstasy, etc.
 - v. Inhalants: nitrous oxide, butyl nitrate, propyl nitrate, etc.
 - vi. Precursors: chemical compounds
 - vii. Prescription Drugs: steroids, ritalin, etc.
 - viii. Drug Paraphernalia: packaging materials, scales and balances, hypodermic needles, etc.
 - b. Legal consequences for the possession or criminal sale of controlled substances and/or drug paraphernalia may include fines and jail time.
2. Marijuana
 - a. It is illegal in the State of New York to possess, use or traffic in marijuana (i.e., cannabis, hashish, hashish oil, tetrahydrocannabinol, etc.).
 - b. Legal consequences for the possession or criminal sale of marijuana may include fines and jail time.
3. Driving While Ability Impaired by Drugs (DWAI) is the operation of a motor vehicle while impaired by the use of a drug as defined in the New York State Vehicle and Traffic Law Section 1192(4). Legal consequences may include fines, jail time, a revoked or suspended driver's license.

College Policy Relative to Retired Professional Staff

The following is a listing of the policies developed by the college regarding retired professional staff:

1. Retired persons shall be given a professional staff identification card, which shall permit their taking advantage of various professional staff privileges,
2. An up-to-date list of retired persons, with current addresses, shall be maintained by the President's Office at all times.
3. Certain privileges are outlined in the personnel policies of State University relative to retired professional staff. Specific privileges to be accorded these individuals are as follows:
 - a. They shall have the right to make purchases through the College Bookstore.

- b. They shall have all the privileges of regular professional staff members including admission to college events, special faculty rates and the like.
 - c. They shall have library privileges.
 - d. They may attend all faculty meetings and other faculty affairs.
 - e. The President shall review the feasibility of making laboratory facilities, office space and secretarial assistance available to retired professional staff members when requested.
 - f. Retired professional staff shall be provided with parking stickers upon request.
- 4. The Business Office shall apprise retired professional staff of any special provisions applicable to them.
 - 5. The President shall designate a coordinator to implement policy relative to retired professional staff members. This duty will entail notifying persons of their privileges and of any changes in policy, which may occur.

Records Access

State University procedures, established pursuant to the Freedom of Information Law, give public access to certain categories of university records. These procedures provide for designation of a records access officer who, among other duties, is assigned the responsibilities of coordinating the institution's response to requests for access to records and making such records as are appropriate available for inspection. The College's records access officer is the Director of Communications and Marketing. The Communications and Marketing Office is located in room 210 of Culkin Hall, SUNY Oswego, Oswego, NY 13126. Requests for information may be filed in the Communications and Marketing Office during normal business hours. There is a right of appeal to a denial of access to information.

College policies regarding access to student records comply fully with the [Family Educational Rights and Privacy Act \(FERPA\)](#).

Computer Use

Unauthorized access or modification to campus computer systems, software or data files is subject to loss of system privileges and/or disciplinary action pursued through the administration of the Code of Student Rights, Responsibilities and Conduct. Violation of state and federal laws may also result in legal prosecution.

Software and Intellectual Rights Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and

publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy and right to determine the form, manner and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations, may be grounds for sanctions against members of the academic community. (Source: EDUCOM and ADAPSO).

Software Copyright Policy

It is the intent of SUNY Oswego to adhere to the provisions of copyright laws in the area of computer programs. Though there continues to be controversy regarding interpretation of those copyright laws, the following statements and procedures represent a sincere effort to operate legally. The college recognizes that computer software piracy is a major problem for the industry and that greater efforts must be made to prevent illegal copying or society will see a decrease in incentives for the development of good educational uses of computers. Therefore, in an effort to discourage violation of copyright laws and to prevent such illegal activities:

1. It is recommended that the ethical and practical problems caused by software piracy be taught in all classes involving the use of computers.
2. College employees will be expected to adhere to the provisions of Public Law 96-317, Section 7(b) that amends Section 117 of Title 17 of the United States Code to allow for the making of a backup copy of a computer program. This states that "... it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaption of that computer program provided:
 - a. That such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
 - b. That such a new copy and adaption is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program by the rightful owner should cease."
3. When software is to be used on a disk sharing system, efforts will be made to secure this software from copying.
4. Illegal copies of copyrighted programs may not be made or used on college equipment.

5. No person shall use or cause to be used in the college's computer laboratory any software which does not fall into one of the following categories:
 - a. It is in the public domain.
 - b. It is covered by a licensing agreement with the software author(s), vendor or developer, whichever is applicable.
 - c. It has been donated to the college and a written record of a bona fide contribution exists.
 - d. It has been purchased by the college and a record of a bona fide purchase exists.
 - e. It has been purchased by the user and a record of a bona fide purchase exists and can be produced by the user upon demand.
 - f. It has been written or developed by a college employee or student for the specific purpose of being used in a SUNY Oswego computer laboratory or facility.
6. The employee or designated person in charge of each computing facility [or administrative officer so designated by the college administration] will be the person responsible for establishing and publishing a clear description of practices, which will enforce this policy.

Extraordinary Working Conditions

Employees who have reported for duty and because of extraordinary circumstances beyond their control, other than those related to weather conditions, are directed to leave work, shall not be required to charge such directed absence against leave credits for that day. However, where extraordinary working conditions are present, such as excessive heat, cold or power shutdowns, it is college policy, whenever possible, to re-assign people to more comfortable areas. Should such conditions prevail in an area, the Office of Human Resources should be contacted immediately.

College Closing Due to Weather

To find out if classes are canceled because of inclement weather, members of the campus community have several options:

1. Check [SUNY Oswego's homepage](#)
2. Listen to radio and television:
 - a. TV Channels 3, 5, 9 and 10 in Syracuse;
 - b. the WRVO Stations (FM 89.9 to 91.9 throughout Central Upstate New York);
 - c. WWTI Newswatch 50 in Watertown;

- d. Clear Channels in Syracuse (WSYR AM 570, Y94 FM 94.5, etc.) and Rochester (WHAM 1180, etc.)

They may receive direct notification as well, if they have signed up to receive [campus alerts](#) through New York Alert.

Classes will proceed as scheduled unless official announcements of cancellation are made.

When classes are cancelled, most employees and all commuting students should not come to campus. The college has no plans to close down entirely, no matter what the weather, if only to serve the more than 4,000 students who reside on campus. Employees who do take time off are required to charge their time, except for instructional faculty.

The public announcement of class cancellations only occurs when the entire campus of thousands of students and hundreds of faculty are affected. Individual class cancellations do not require radio broadcast across Central New York. Faculty members who need to cancel their own classes should contact their department chairs. They should not call the media to announce cancellation of individual classes because broadcast media will not accept class cancellation in announcements from unauthorized callers.

Faculty teaching classes off campus should follow the weather closing policy governing the class site and inform students accordingly (e.g., if Baldwinsville schools were closed that day, a college class scheduled at the middle school that evening is also canceled). A separate radio announcement is unnecessary.

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Section 6: Instructional Policies and Procedures

Academic policies

Faculty Workloads:

The term of professional obligation, except in the case of part-time or temporary employment where the obligation may be less, shall be one of the following as determined by the Chief Administrative Officer, or designee:

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- Calendar year obligation: an annual obligation of service for the full year, i.e., 12 months; or
- Academic year obligation: an annual obligation of service for the academic year, not to exceed 10 months, or
- College year obligation: an annual obligation or service for any period less than the full year.

In consultation with the Provost, Deans and department chairs, sufficient flexibility in faculty workload assignment policy and related guidelines provide for efficient and productive workload assignments in the broad base of teaching activity, institutional service, research and related activity, administrative assignments and public service activities. The instructional portion of faculty workload assignments for full-time faculty at the college are generally equivalent to 12 semester hours per semester during the academic year, six semester hours during the six-week summer session, and three semester hours during the three-week session.

Class Meetings:

All classes will meet at the time scheduled in the room for which they are scheduled. If it is necessary to change the time or place of meeting, permission must be secured from the Registrar's Office in 301 Culkin Hall.

Faculty are expected to meet all their classes at the time and place scheduled. Permission to miss classes for professional reasons must be secured from the faculty member's chair in advance of the absence so that arrangements may be made for the instruction of the students at the regular hour and in the regular classroom. When an absence is necessary because of illness or other emergencies, the department chair must be informed as soon as possible to minimize interruptions in instruction.

Syllabus Requirements:

During the first week of each course, the instructor of every section of an undergraduate or graduate class at SUNY Oswego will distribute a course syllabus for that section (either printed or web-published). The syllabus must include, at a minimum, the information listed below.

- Course title, number and section, as well as semester and year
- Class meeting days, times and location
- Instructor name, contact information and office hours
- Required and recommended textbooks/materials

- A section on grading that includes required learning activities (papers/projects/exams/quizzes, etc.) along with their relative weight in the overall course grade. Attendance and /or make-up policies should be included here if they impact grading.
- Student learning objectives
- Final Exam date and time or a statement indicating that there is no final exam
- Disability Statement: "If you have a disabling condition, which may interfere with your ability to successfully complete this course, please contact the Office of Accessibility Services."
- Clery Act/Title IX Reporting Statement: SUNY Oswego is committed to enhancing the safety and security of the campus for all its members. In support of this, faculty may be required to report their knowledge of certain crimes or harassment. Reportable incidents include harassment on the basis of sex or gender prohibited by Title IX and crimes covered by the Clery Act. For more information about Title IX protections, go to <https://www.oswego.edu/title-ix/> or contact the Title IX Coordinator, 405 Culkin Hall, 315-312-5604, titleix@oswego.edu. For more information about the Clery Act and campus reporting, go to the University Police annual report: <https://www.oswego.edu/police/annual-report>.
- Intellectual Integrity Statement: SUNY Oswego is committed to Intellectual Integrity. Any form of intellectual dishonesty is a serious concern and therefore prohibited. You can find [the full policy online](#).

Faculty are required to establish regularly scheduled office hours. To provide services to our diverse student body, schedules should utilize alternative day and time slots (including late afternoon and evenings). Such faculty access is critical to our students for their successful progress toward their degrees.

Faculty Attendance at College Functions:

As part of their professional obligation, faculty members are obligated to attend college functions such as commencement and departmental and division meetings. If it is necessary for a faculty member to be absent from these functions, prior approval must be received from the appropriate Dean.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act establish legal obligations for the institution, faculty and staff to provide reasonable accommodations that facilitate the access of otherwise qualified individuals with disabilities to fully participate in the programs and activities of the college. Discrimination against individuals with disabilities is illegal.

Faculty are expected to cooperate in providing reasonable classroom accommodations. Students with documented disabilities will provide faculty members with a letter from the Office of Disability Services to identify the accommodations they may need relative to instruction and testing. Faculty are urged to engage in discussion with students with disabilities to understand the effective provision of accommodations. Questions regarding accommodations should be directed to the Coordinator of Services for Students with Disabilities at the Office of Disability Services.

Grades and Registration Information

Changing Grades:

Faculty members who have made clerical errors in assigning grades must complete the Grade Change Form. After review by the appropriate department chair, the appropriate Dean will review the request, The Dean in turn will give instructions to the registrar concerning changing the grade. The instructor is not expected to change a grade unless there has been a clerical error. All grade changes can only be made during the first six weeks of the next semester.

Distribution of Grades:

Final grades are distributed to students through the Registrar's Office. Faculty members who post grades should use a system that insures that the requirements of the Buckley Amendment pertaining to the confidentiality of grades are carefully met. The listing should not be in alphabetical order. Social Security numbers should not be used. Some faculty may require students to submit a code word to which the grade can be assigned.

Final Grades:

At the conclusion of the fall and spring semesters and after summer sessions, final grades are recorded by instructors on final standing sheets prepared by the Registrar's Office. Final grade sheets are placed on file and become a part of the records of the college.

Registration for Courses:

To receive credit for a course, a student must officially register for the course at the beginning of a semester through prescribed registration procedures.

College Policy on Cheating and Plagiarism

Preamble

Intellectual honesty on the part of all students is basic in the individual growth and development through college coursework. When academic dishonesty occurs, the teaching/learning climate is seriously undermined and student growth and development is impeded. For these reasons, any form of intellectual dishonesty is prohibited. Also basic to the teaching/learning process in college course work is the authority of the course instructor to assign a grade to indicate the quality of student achievement.

Definitions

Intellectual Dishonesty:

In an academic community, one critical outcome of intellectual dishonesty is that the instructor is prevented from knowing the truth with respect to the student's level of mastery of course content. Further facilitation of learning and accurate evaluation of student achievement is thereby jeopardized. Intellectual dishonesty can take many forms. Examples of intellectual dishonesty include making up or falsifying data. It may also take the form of intellectual carelessness, which, while not intentionally deceptive, has the same outcome and may be treated as academic dishonesty.

Cheating:

Intellectual dishonesty may take the form of cheating when one presents as one's own the work of another. Some examples of cheating include, but are not limited to, the following:

1. Copying an examination, assignment or other work to be evaluated,
2. Inappropriate collaboration on work to be evaluated,
3. The use of "cheat sheets" or other unapproved aids,
4. Buying and selling examinations or term papers,
5. Use of "ringers," i.e. having another student take an exam or having another student write a term paper or assignment for which the student will receive credit, and
6. Submitting work for which credit has already been received in another course without the express consent of the instructor.

Plagiarism:

One particular form of intellectual dishonesty is plagiarism; defined as the representation of another's words, thoughts or ideas as one's own. While it is expected that a student who

is engaged in writing will utilize information from sources other than personal experience, appropriate acknowledgment of such sources is required. Plagiarism includes:

1. Using a direct quotation without citing the source,
2. Paraphrasing the ideas, interpretation or expressions of another without giving credit, and
3. Failing to acknowledge or document sources, thereby representing the thought of others as one's own.

Sources of information should be credited or footnoted following an English language style guide (i.e., Modern Language Association Style Sheet, The Publication Manual of the American Psychological Association, etc.).

Student Responsibilities:

Each student has a responsibility to assist in protecting the integrity of the degrees which this college grants by

1. not participating, either directly or indirectly, in cheating or plagiarism,
2. actively discouraging cheating or plagiarism by others, and
3. reporting to the course instructor in a timely manner any known incidents of cheating/plagiarism.

Faculty Responsibilities:

Each faculty member has a responsibility to assist in protecting the integrity of the degrees which this college grants by

1. informing students of the cheating/plagiarism policy and of any specific interpretation of that policy particular to a given course,
2. actively discouraging cheating or plagiarism, and
3. implementing recommended procedures for dealing with cheating or plagiarism in instances where substantial evidence of cheating exists.

Procedures for dealing with cheating or plagiarism

Each student suspected of cheating/plagiarism shall be so informed and is entitled to an opportunity to reveal his/her understanding of cheating/plagiarism and to discuss the alleged incident in a private discussion with the course instructor prior to the assessment of a penalty. The instructor or the student may choose to have a witness present for the discussion without impairing the privacy of the discussion.

Instructors who determine that a student has engaged in an act of plagiarism may impose an academic penalty, including that of a failing grade for the course, on that student. In cases of cheating, the instructor may impose an academic penalty as described above or may choose an alternative procedure and pursue disciplinary action through the administration of the Code of Student Rights, Responsibilities and Conduct. Before taking action under this section, instructors shall consult with their department chairs and associate dean to discuss an appropriate penalty before informing the student of the decision.

A student who thinks the penalty assigned by the instructor is inappropriate may appeal the penalty;

1. First, to the instructor involved;
2. Then, to the chair of the department in which the course is offered;
3. Finally, to either the appropriate Dean or the Mediation Panel.

An instructor may not impose an academic penalty and pursue disciplinary action against a student for the same act of academic dishonesty. However, when a student is involved in repeated breaches of academic integrity, disciplinary action may be initiated against that student by the appropriate associate dean.

Faculty grading rights and responsibilities

The individual faculty member has the right and the responsibility to assign student grades, including academic penalties. Both the academic appeal process and the Mediation Panel (outlined in V, C 1-3 above) are mediation and not judgmental procedures. However, if disciplinary action is initiated through the Office of the Dean of Students, it is a judgmental procedure. Thus, final authority for the determination of any penalty to be invoked for cheating through the disciplinary process rests with the Office of the Dean of Students.

Midterm Grades:

Assignment of midterm grades for all 100- and 200-level courses is required; grades are expected to be entered into myOswego by the end of the eighth week of each semester.

Final Examinations:

All courses will involve some form of comprehensive evaluation. Final examinations are an integral part of this procedure in many cases. For every course requiring a final examination, the day and hour scheduled for this purpose must be used, and the examination must be limited to that specified period of time.

All evening courses in which final examinations are to be given will hold the examination during the final examination week at the day and hour of regular class meeting.

The last examination of the semester in a course must be given during the final exam week at the scheduled time. During the last week of class, examinations may only be given if there is also a comprehensive examination given during the scheduled final examination period.

Additional Course and Grade Regulations:

The current undergraduate catalog contains information on incompletes in courses, the quality point system, the grading system and the policy for withdrawal from courses.

Student attendance policies

The following are the established attendance policies for the college:

1. Student achievement and the development of scholarship are responsibilities shared by the student and the college. It is the responsibility of the instructional staff of the college to provide worthwhile and rewarding learning experiences commensurate with the objectives of the college, and it is the responsibility of each student to maintain class attendance at each class since such attendance is essential to obtain optimum benefits from the college program.
2. The relationship between class attendance and student accomplishment is not constant for all students and varies with the type of instructional activity being carried on. Because of these variables, no numerical quota of allowable absences is set.
3. An absence from class or other assigned educational activity results in lessening, to some degree, the student's progress. It is, therefore, the responsibility of each student, insofar as possible, to acquaint him or herself with the concepts and to attain the skills developed in the period or periods missed.
4. After consulting with the department chair, an instructor may recommend to the appropriate Dean that the student be dropped from class because of poor achievement due to excessive absence. Excessive absence in any course will be construed to be absence, regardless of cause, which appreciably lowers the accomplishment of a student in that course. If the Dean agrees that such action is justified, the student will be notified by the Dean that he or she has been dropped. If such action has been avoidable on the student's part a mark of E will be recorded on

his or her record. If, however, the absence was a result of extenuating circumstances beyond the student's control, the student will be dropped without penalty. The action of the Dean will be taken only after the end of the "drop" period.

5. The attendance policy is focused on the twin goals of effective instruction and scholarly achievement; hence, no account has been taken in the preceding statements concerning the cause for the absence. It is apparent, however, that certain instances of absence from class are unavoidable. In the case of such unavoidable absence, the student should inform the instructor of the situation which occasioned the absence. Faculty members have the responsibility, insofar as feasible, to provide students with the opportunity to make up any examination, study or work requirement missed for duly verified medical reasons, college-sponsored activities, religious observations or other unavoidable absence. Please note Section 224-a of the New York State Education Law, and SUNY policy, require that a student who is unable to attend class on a particular day or days because of his or her religious beliefs be excused from such class upon request. In addition, faculty have the responsibility to make available to each student absent for this reason an equivalent opportunity to make up any examination, study, or work requirements that he or she may have missed as a result of this absence.
6. It is an obligation, as well as the educational responsibility, of each staff member to keep an accurate and up-to-date record of attendance of each student enrolled in his or her classes. The class book provided for this purpose must be deposited in the office of the department chair at the conclusion of each academic year. Class books must be retained for five years.

* Because an extended period of absence from classes may indicate the student is seriously ill, faculty members are encouraged to contact the student to determine the reason for his or her absence. If the student appears to need professional help, he or she should be advised that assistance is available through the Health Center.

7. Because mass absences before and after vacation periods reduce the number of effective class meetings in a course and thus penalize the students who are present as well as those who are absent, attendance at these times is particularly important. Since these policies assume that it is the responsibility of the student to attend classes throughout the semester, no mention of this problem is included in the statement of policy supplied to the students. It is the responsibility of faculty members to maintain such a high level of instruction that voluntary and avoidable absence at these times will carry its own penalty. The scheduling of instructional

activities that will strongly encourage attendance just before and just after vacation periods will be very helpful. In case of students' avoidable absences, the instructor is under no obligation to provide opportunities for making up the work missed.

8. It is the student's responsibility to regularly attend classes and complete assignments as scheduled. When a student is unable to attend a class due to circumstances beyond his or her control, he or she is expected to communicate directly with instructors concerning class absence and missed assignments. In those rare instances when medical documentation is required (hospitalization, mononucleosis, etc.), the student should request a written statement from his or her off-campus attending physician or authorize the college health service to verify the nature and extent of illness. The health service should not be expected to be involved in issuing statements or excuses on a routine basis.
9. Authorization for field trips and other college-sponsored activities that require student absence from classes must be cleared through the chair of the department involved. The request for such clearance must be a minimum of one week in advance of the date of the activity.

Advisement of students

Policy Statement:

Faculty members have the responsibility to be available to meet with their advisees prior to registration and to give advice on course selection for the completion of degree programs. Students have the right to accept or reject the advice they receive.

Advisement provides

1. an opportunity for individual professors and individual students to meet to discuss the student's academic program as it relates to the student's career objectives and goals; and
2. a reasonable basis for departmental planning in terms of course offerings, especially in the area of electives and alternate courses that the department or the college may need to offer.

First Year Advisement:

All entering first year students will be assigned advisors through the First Year Advisement Program. Students will meet with their advisors five times in their first year.

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Advisor/student meetings will be related to such issues as academic success, career preparation, course selection and registration, and personal growth and development.

Academic Advisement:

Following the first year, students will be assigned an advisor in the department of their major. These assignments are done by the Advisement Coordinators in each department. Undeclared students will be assigned an advisor through the Student Advisement Office.

Students in the Department of Curriculum and Instruction will be assigned advisors by the Curriculum and Instruction Department Advisement Coordinator. The students will be advised as well by an advisor in their certification area.

A student majoring in a program within the School of Business will be assigned an advisor by the Business Administration Student Advisement Coordinator (BASAC).

Individual graduate faculty members who are assigned by the appropriate department provide advisement for graduate students. It is the function of the graduate advisor to counsel graduate students and to approve their programs of registration. A folder is maintained for each graduate degree student in the appropriate department office. Advisors may refer to these student records at any time and should file copies of correspondence with students in the office file.

Declaration of Major:

The student's initial choice of major must be made during the second semester of the sophomore year or prior to entering the upper division of the college. All students have the opportunity to change their major. Permission to change a major must be granted by the advisement coordinator of the department to which the student wishes to transfer, provided selection and program requirements are met. The necessary permissions are indicated on the "Declaration and Change of Major/Minor/Advisor" form, which students may obtain from the Registrar's Office or appropriate Dean. Permission to change a declaration of interest or major must be obtained at least one month before the beginning of the ensuing semester.

Daily class schedule

The daily class schedule for college classes is as follows:

Monday, Wednesday, Friday

- Period I: 8:00–8:55

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- Period II: 9:10–10:05
- Period III: 10:20–11:15
- Period IV: 11:30–12:25
- Period V: 12:40–1:35
- Period VI: 1:50– 2:45
- Period VII: 3:00–3:55
- Period VIII: 4:10–5:05

Tuesday, Thursday

- Period I: 8:00– 9:20
- Period II: 9:35–10:55
- Period III: 11:10–12:30
- Period IV: 12:45–2:05
- Period V: 2:20–3:40
- Period VI: 3:55–5:15

Syllabi

As part of the effort to properly identify and support students with disabilities, each course syllabus should include the following statement:

“If you have a disabling condition, which may interfere with your ability to successfully complete this course, please contact the Office of Disability Services.”

Including this statement on your syllabi directs students to the proper source for self-identification and access to the resources they may need to be successful. Students who self-identify must also provide the Office of Disability Services with appropriate documentation of their disabling condition. Based on that contact and documentation, letters are prepared for the student to share with their faculty. These letters will identify the student as eligible, under Section 504 of the Rehabilitation Act and ADA (Americans with Disabilities Act), for specific class accommodations.

Inclusion of the syllabi statement is an important step in the efforts of the institution to be in compliance with Section 504 and the ADA.

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Emergency evacuation and persons with disabilities

You may have students in your classroom that could require some assistance in the event that it is necessary to evacuate your building. Students with visual and mobility impairments, who may depend on an elevator to reach your classroom, will not have that option in the event of a fire alarm. Elevators are shut down and are not to be used in those circumstances. If a student is unable to evacuate via the stairs, they should move to the nearest stairwell. Faculty members are asked to see that those students receive the help they may need.

If a student is left at a stairwell, please immediately notify the emergency personnel (University Police or Fire Department) as to where the student is located. They will take over from that point.

It is best to discuss these possibilities in advance and privately. While we ask students to be their own advocates and express their needs, they are not always ready to assume this role. Please do invite students to talk with you if they feel they might need assistance in an emergency.

Fire safety information

Fire drills will be indicated by a rapid series of short bell rings or other appropriate signals. Faculty members or the residence hall director will designate direction as to the particular exit route. Smoking is prohibited on campus. Alleged violations of this policy should be reported to the office of the appropriate Dean for possible disciplinary action.

Graduate assistants

Departments with a graduate program(s) may provide assistantship opportunities for selected graduate students. Arrangements for these positions are made at the department level. Appointments are made by the Dean of Graduate Studies on recommendation of the department chair. Graduate assistants may carry no more than nine semester hours of coursework per semester during the period of employment.

Hybrid course policies

Background

At SUNY Oswego, it has been a long standing practice to integrate instructional technology into our classes and the curriculum. We have offered a range of courses from fully online to hybrid courses to web enhanced courses. Technology continues to evolve as does the

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needs of our students. It is also important to insure the highest quality learning opportunities for our students.

In 2006, SUNY Oswego formulated a hybrid policy task force to discuss the emerging learning mode. The group outlined an approval process but did not formally adopt a policy. So that the college may more formally integrate hybrid courses into our regular scheduling, course planning, and faculty governance processes it is necessary to clarify policies and procedures. The purpose of this document is to clarify what constitutes a hybrid course, provide a statement that articulates Oswego's policy, and list the implications of implementing the policy.

Our academic community offers courses in many formats. At SUNY Oswego, we offer three types of technology based courses: fully online, hybrid, and web-enhanced. The following definitions reflect Oswego's technology based formats.

Fully online class

An online class is a class that is offered 100% through the Internet. Asynchronous courses require no time in a classroom. All assignments, exams, and communication are delivered using a learning management system (LMS). At Oswego, the campus is transitioning from ANGEL to Blackboard, which will be completed by the Fall 2015 semester. Fully online courses may also be synchronous. Synchronous online courses require student participation at a specified time using audio/visual software such as Blackboard Collaborate along with the LMS.

Hybrid courses

Although many definitions of hybrid and blended learning exist, there is a convergence upon three key points: (1) Web-based learning activities are introduced to complement face-to-face work; (2) "seat time" is reduced, though not eliminated altogether; (3) the Web-based and face-to-face components of the course are designed to interact pedagogically to take advantage of the best features of each.

The amount of in class time varies in hybrids from school to school. Some require more than 50% must be in class, others say more than 50% must be online. Others indicate that 20%— 80% must be in class (or online). There is consensus that generally the time is split 50-50, but it depends on the best pedagogy for what the instructor wants to achieve.

Web-enhanced courses

Web enhanced learning occurs in a traditional face-to-face (f2f) course when the instructor incorporates web resources into the design and delivery of the course to support student learning. The key difference between Web Enhanced Learning versus other forms of e-learning (online or hybrid courses) is that the internet is used to supplement and support the instruction occurring in the classroom rather than replace it. Web Enhanced Learning may include activities such as: accessing course materials, submitting assignments, participating in discussions, taking quizzes and exams, and/or accessing grades and feedback.

Delivering hybrid courses

Hybrid or blended learning courses offer students and faculty an opportunity to integrate a variety of experiences with traditional classroom learning. They can be especially valuable for students engaged in a practica or senior seminar, courses that are heavily research based, or work shop oriented courses. Emphasis should be on the learning outcomes as opposed to a regulated amount of seat time. Faculty consultation with an instructional designer will take into consideration the expected outcomes, discipline, assignments, and methods of evaluation to determine what proportion of the class should be face-to-face versus online activities. Scheduling a meeting the first and last class face-to-face does not constitute a hybrid course.

A process for requesting approval for teaching a course as a hybrid should be developed. Digital signature software would expedite the approval process. CTS is currently developing a process for change of major forms that may be then applied to this process. The dean and department chair must approve the course as a hybrid before it can be submitted to the Registrar's Office. The Registrar has already put in place a notation using HY# as the section number to indicate it is a hybrid course. The delivery format of the hybrid course will be described in the section notes in course availability including the meetings days and times, and an indication that attendance is required.

Faculty responsibilities such as office hours, student contact access, advisement, and departmental or college committees continue regardless of course delivery mode or teaching assignment.

Policies and best practices at other colleges and universities have been reviewed. Major sources included James Madison, the Sloan-C group (now called the Online Learning Consortium), The University of Wisconsin—various campus' documents, and the Blended

Learning Toolkit. Consultation with the SUNY Deans and Directors of Continuing Education also occurred.

Hybrid course policy statement

SUNY Oswego encourages faculty to explore and implement the use of new technologies and teaching methods in their courses. Instructional technology has evolved and affords students and faculty the opportunity to connect using both face-to-face and online systems. At SUNY Oswego, a hybrid course is one which combines face-to-face instruction and interaction in a reduced class meeting schedule with replacement online activities that may include: mini-lectures, discussions, blogs, evaluations, case studies, etc.

Hybrid or blended learning opportunities are encouraged at SUNY Oswego with the following guidelines. Faculty must first have the approval of their department chair and dean to develop a hybrid course. Once development is approved, the course may be offered as a hybrid course in any academic term with department chair approval. Having secured development approval, faculty are required to meet with one of the college's instructional designers and attend a workshop (from CELT or Extended Learning) to develop appropriate learning outcomes and gain familiarity with the learning management system at least six months in advance.

Approval for hybrid course delivery will come from the instructional designer.

Determination of the proportion of class meeting times which are face-to-face meetings vs. work using the learning management system (or other technology based experience) will be determined by the faculty member based on learning objectives and discipline.

Faculty are required to specify all face-to-face class meeting times and exam information (if applicable) when the course is submitted to the Registrar so that students may plan their workload and time accordingly.

Teaching hybrid courses does not relieve the faculty member of departmental and college obligations such as office hours, student advisement, or committee work. Offering a hybrid course in subsequent semesters requires that the faculty discuss their intentions and schedule with the department chair.

Administrative access for the Director of Online Learning, the respective chair and Dean will be available as needed for resolving student problems, promotion, reappointment, and tenure. Student surveys should be administered by the department at the end of term to gather feedback on the effectiveness of the hybrid format.

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Section 7: Student-Faculty Concerns

Division of Student Affairs and Enrollment Management

The mission of the Division of Student Affairs and Enrollment Management is to create and enhance learning environments, both programmatic and physical, that provide students with opportunities for intellectual inquiry, academic success and personal growth. The division works collaboratively with all members of the college's diverse learning community to create a campus climate that promotes intellectual development and inclusiveness as well as a sense of belonging and ownership for the learning experience. The division supports and encourages students to actively participate in many different learning experiences through its diverse programs and services and through collaborative programs with the Division of Academic Affairs. Student involvement in learning experiences facilitates the acquisition of knowledge, an understanding of and respect for self and others, the development of skills and the clarification of values. The goal of student involvement is to develop citizens capable of making informed and responsible choices that support lifelong learning.

Student life at SUNY Oswego encompasses the academic and social arenas of student intellectual and social development. These two arenas are inseparable and the quality of their interface determines the quality of students' learning experiences. The faculty plays a major role in this interface through a variety of means:

- Varying instructional pedagogy to impart a variety of knowledge, skills and abilities to students;
- Making interdisciplinary connections within the content area to problem solve and to demonstrate to students the relationships between areas of knowledge;
- Offering courses within learning communities where content is subject to dialogue with colleagues, strategies for delivering coursework are collaborative with colleagues in the learning community and a cohort of students learn through linked interactive experiences;
- Linking classroom or other content-based experiences with out-of-class experiences such as service learning, attendance at and reflection upon programs presented on campus (lectures, art exhibits, films, guest speakers, Artswego programs, etc.);
- Advising individual students;

- Advising a student club or organization which may fit with either their academic or a vocational interest to provide guidance or suggestions for the organizational activities that the students plan (call the Department of Campus Life, 315.312.2301);
- Participating as a presenter, advisor, faculty resident or just visiting the programs of living-learning communities (Hart, Riggs and Oneida halls) and other residence halls.
- The faculty play a major role in helping students connect and feel a sense of belonging to SUNY Oswego. In addition to varied teaching strategies, content expertise, and related life experiences, faculty contribute to the retention of students through advising and through their presence at student-planned and -implemented activities and functions. The more integrated faculty and student experiences are on campus, a greater sense of community and educational purpose will permeate campus life.

There are many opportunities for faculty to collaborate on the design and delivery of Student Affairs coordinated programs and services, such as New Student Orientation, the First Choice program, first year advisement, living-learning communities, career planning services and programs, student recruitment programs and prevention/education programs that are intended to effect a campus climate conducive to learning and intellectual development. Interested faculty can obtain more information about all of the above by contacting the Associate Provost, 315.312.2232, or the Dean of Student Affairs, 315.312.3214.

Staff members are uniquely positioned to provide a quality of interaction around services provided by SUNY Oswego. The quality of a student's experience is not limited to academic success. Staff members in various departments interact regularly with students and often listen to the issues and experiences that students encounter. Staff advise students not only regarding questions related to their function or expertise, but often help students negotiate the structure of the college by referring them to the right department or service on campus. The time and effort taken by staff to attend carefully to the questions and concerns of students contributes greatly to the sense of satisfaction and "belonging" that the student experiences here. Staff, similar to faculty, provide an air of inclusion and "membership" for students by the way in which they interact while providing a service or information as to how to get things done or where to take a problem or question to be addressed.

The Division of Student Affairs and Enrollment Management provides services to students, programs that enhance student life and opportunities for faculty/student interaction. The

division focuses on the quality of student life from recruitment to graduation and beyond. The departments and programs within the division are briefly described below.

Administration

The Vice President for Student Affairs and Enrollment Management and the Associate Vice President and Dean for Student Affairs provide the leadership for the division. Strategic planning, problem solving, program development and policy formation for the division are coordinated at this level, The Vice President's office is located in 711 Culkin Hall, 315.312.3214, and the Dean's office is located in 501D Culkin Hall, 315.312.4887.

Office of Undergraduate Admissions

The Office of Admissions at SUNY Oswego is primarily charged with the responsibility of attracting and enrolling the best possible class (both freshmen and transfer) according to the admission criteria set forth by the college. This is accomplished through extensive marketing and recruitment of prospective students and through implementation of a careful selection process whereby over 10,000 applications are reviewed each year.

The ultimate goal of this office is to recruit and enroll students whose academic, social and personal backgrounds represent a diversity of students consistent with the college's mission as a public university and in keeping with our admission criteria. The primary tools for assessing students' records are official transcripts as well as standardized exam scores (SAT1 and ACT), letters of reference, extracurricular involvement and personal statements. While maintaining a high standard of admission is our primary task, conducting our business in an ethical manner and operating in the best interests of the applicant as well as the college are also important standards for the office.

It is essential that this office is up-to-date on current affairs across campus so that it may provide the best and most accurate information possible to visitors. The Office of Admissions coordinates all tours of campus to prospective students and their families. It employs a staff of "regular" tour guides and makes use of a large number of volunteers who are critical to its ability to accommodate visitors and aid them in touring the campus to learn more about Oswego. It is important to note that thousands will visit, call and apply, but far fewer will actually enroll each year. Giving visitors a pleasant experience, answering questions accurately and portraying the campus in a positive light are essential to the college's success.

The office relies upon many other departments and organizations within the college to make each recruiting year a success. Many students and their parents seek interaction with

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faculty and staff beyond the Office of Admissions for more information about the college and cooperation from those other areas has served to establish Oswego's reputation as a friendly and accommodating campus as well as a top-quality institution of higher education where students will study, live and learn.

Auxiliary Services

Incorporated under the laws governing not-for-profit corporations in the State of New York, Auxiliary Services has been providing services to the SUNY Oswego community since 1951. Today, it is a multi-million dollar corporation with services such as the College Stores; Artville and Bookland in Hewitt, the College Store in the Marano Campus Center, and Oswego State Downtown. In addition, there is the College Cut and Fallbrook Recreation Center. Resident Dining Services include Lakeside, Cooper, Littlepage, Pathfinder and Mackin Dining Centers. Cash Operations consist of the Fusion Café, Wall Street Market, FANS, Crossroads Café, Power Play, the Marano Campus Center Food Court, Lake Effect Café, Ontario Bagel Company, and Glimmerglass Bistro. Catering provides services for over 1,800 events per year. ID card services, vending, washers, dryers, student health insurance and shuttle buses round out the list of services.

The corporation contributes more than \$1.5 million per year to the campus community and funds the William R. Tucker and Student Employee Scholarships, in addition to numerous cultural and social events on campus. During the course of an academic year, Auxiliary Services employs over 1,000 students with a payroll of approximately \$1.7 million. The general administrative offices of the corporation are located in 507 Culkin Hall.

Auxiliary Services is governed by a local board of directors comprised of students, alumni, faculty, and administrators of SUNY Oswego . The corporation does not receive support from the State University of New York for any of the services it provides.

Campus Life

The Department of Campus Life provides services and programs to students, faculty, and staff, creates environments and experiences that guide students in the discovery and construction on of knowledge, provides opportunities for faculty/student and staff/student interaction. and facilitates students' active participation in learning communities. To effectively meet this exciting challenge, the Department of Campus Life is composed of the following five functional areas that collaborate in the delivery of its programs and services:

For information on facilities and organizations located in the Murano Campus Center, contact Barbara St. Michel, associate director of campus life, barbara.stmichel@oswego.edu.

Campus Recreation, 101 Lee Hall, coordinates the campus intramural, sport club and open recreation programs, which provide students, faculty, and staff with opportunities to participate in a wide variety of formal and informal, skilled and unskilled activities designed to increase participants' health and wellness. Faculty and staff are invited to join an intramural league, advise one of the 16 sport clubs, participate in noon hour recreation activities at Lee Hall (lap swim, basketball, racquetball), and enroll their children in swim lessons. For more information contact Sandra Keenan Jeffers, Assistant Director of Campus Life for Intramurals and Recreation, keenan@oswego.edu or visit the [Campus Recreation website](#).

The Point, Marano Campus Center, provides a range of services designed to assist student organizations and their advisors in enhancing the overall success of student organizations. In this capacity, the Point provides an intentional curriculum of training, education, and development workshops /activities to aid students and student organizations in developing the competencies required for the effective practice of organization development, provides an educational training program for faculty /staff advisors to assist them in building strong and productive relationships with their respective student organizations, and coordinates the annual registration process for student organizations. Faculty and staff are encouraged to share their organization development expertise and experiences with students and student organizations by becoming a student organization advisor, presenting, or participating in one of the many activities, programs, and workshops sponsored by the Office of Student Organization Services. For more information, contact Michael Paestella, michael.paestella@oswego.edu.

Career Services

The Career Services Office is a resource available to students, alumni, faculty, staff and their respective families. Services are provided through a variety of modes including individual appointments, walk-in visits, email and a sophisticated web-based presence.

Graduate survey: Annually, the office publishes Beyond Oswego, a survey of post-graduate plans of undergraduate students. Contact the office to request a copy or access it on the Career Services website.

Reference letters: Often faculty members are asked by students to serve as references for job searches and graduate school applications: Students may establish a career services

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reference file when they reach senior year standing. Supportive recommendations, once written, may be placed (at the student's request) in a file. Special forms are available in the office for this purpose. Contact a staff member for more information.

Special programs and presentations: Career Services can visit classes and present brief or period-long talks on career topics. These topics include careers related to the major represented by a school/department, job search areas such as resume writing and job interview strategies, or plan an alumni speaker program in collaboration with the Alumni Affairs Office.

Career Services Office visits: Classes of 15-30 may be accommodated at the office to help students become better informed about available services and programs. With advance planning, career related hands-on activities could be arranged.

Career interest and assessment: Students may utilize the computer-based career guidance system Discover, take a Myers-Briggs profile or CDM Interest Inventory to help them explore how their interests and abilities relate to future career choices.

Career books and handouts: Hundreds of books and directories are available in our career library designed to facilitate the career exploration and the job search process, as well as handouts to assist students with various aspects of career planning such as resume and cover letter writing, networking interviewing, career checklists, and graduate school.

What Can I Do with My Major? Over 30 booklets (plus links to other related resources) describing SUNY Oswego academic programs and related careers are available. Each booklet explores career fields and related responsibilities.

Appointment referrals: Students may meet with professional career counselors or specially trained graduate students to discuss their career planning questions and needs. Generally, it is advisable to encourage students to make their appointment directly, but if faculty feel it would be helpful or mandated by the situation, call extension 2255 to arrange the appointment.

Recruiting: All Oswego students have access to a personalized online account on the web-based career system, eRecruiting. This customized web site allows all students and alumni to create an online career profile to represent their own personal career interests. Ultimately the system will permit registered students and alumni to interact with employers with whom Career Services Office has a recruiting relationship. Also included is a direct link to the Center for Experiential Learning's internship database.

Over 500 employers visit campus annually for career/job fairs and on-campus recruitment. Faculty members are encouraged to refer all employers who wish to contact students for

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employment consideration. Interviewing on campus should be directed through this office to assure all candidates equal access to opportunities. Pre-selection of candidates and direct referrals are discouraged unless processed via the Career Services Office.

The [Career Services website](#) has information to assist students in all class levels through their alumni years.

The department has a history of developing quality learner-centered programs often through collaboration with faculty members. Contact it for assistance at 315.312.2255 or visit the office in the Marano Campus Center and speak with a professional staff member regarding these and other career related programs and activities.

Counseling Services Center

The Counseling Services Center, located in Mary Walker Health Center, operates within a student development framework to provide primary mental health care—assessment, crisis intervention, short-term individual, couple, and group counseling, consultation, and referrals for specialized and/or more intensive treatment.

Students seek counseling at the center for a great variety of concerns including depression, anxiety, self-esteem, family problems, relationships, sexual assault, and eating disorders. Their difficulties may be developmental, situational, or chronic in nature. The Counseling Services Center is committed to helping students grow emotionally and psychologically so that they can more fully benefit from their educational opportunities as a college student.

To support its primary care services, the center is involved in preventive education through outreach programming activities. It is available to faculty and staff as guest presenters on various topics related to mental health and emotional wellness. The Counseling Services Center staff also provides consultation in the area of mental health on a regular basis to other professional staff and faculty. In cases where a student's behavior suggests the possibility of psychological problems, faculty and staff are invited to call the Counseling Services Center to discuss the situation and how to deal with it effectively. One course of action suggested may be to refer the student to the center for assessment and/or treatment. A counselor can also offer help to the caller about the process of making a referral.

A secondary role the Counseling Services Center plays is that of a training center for graduate students in the counseling and psychological services department. It provides a supervised counseling experience and training for selected graduate assistants, practicum students, and interns.

The staff of the Counseling Services Center is committed to the concept of community. It values the richness of human experience that various cultures bring to our campus and is, therefore, committed to creating a climate that is inclusive and hospitable for under-represented groups including students who are people of color, gay, lesbian, bisexual, transgender, and persons with disabilities.

Services for students with disabilities

The Disability Services Office, 155 Marano Campus Center, provides appropriate and reasonable accommodations to any student with a documented physical, psychological, emotional, or learning disability. These support services are mandated by the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) of 1990.

In order to receive accommodations, students must be "otherwise qualified," self-identify as a person with a disability, provide appropriate documentation from a qualified professional, and request accommodations. Once these steps are completed, students with disabilities become eligible for a wide range of possible accommodations. "Typical" accommodations might include: special classroom seating, note-taking assistance, readers of scribes, extended time for resting, a distraction-free location for testing, relocation of a course to an accessible site, interpreter services, or auxiliary aids. Some students may benefit from supplemental advising or access to priority registration. Specific accommodations are dependent upon documentation.

It is important to understand that a request for accommodations is not a request to lower standards or to substantially alter the essential elements of a course or program. Accommodations do not guarantee academic success, nor do they provide an advantage to the student. They serve to "level the playing field" and provide equal access to the college's programs and activities.

In the classroom setting, an instructor will be contacted by the student with a disability. He or she will be given a letter (see [Appendix D](#) for sample) prepared by the Disability Services Office, describing that this student is eligible for accommodations and identifying the accommodations that are appropriate to the student's disability. When a faculty member receives this notification letter, it is important to invite the student to talk privately about the accommodations he or she will need. Disclosure of a disability is a private and confidential matter. Questions regarding accommodations should be referred to the Office of Disability Services for clarification.

In some cases, accommodations will relate to testing. Typical test-related accommodations might include extended time, a distraction-free environment, a reader, or scribe. When accommodations are test-related, faculty will receive two additional pieces of information, a memorandum explaining the guidelines for testing accommodations and a Test Accommodation Form (see [Appendix E](#) for samples). The memorandum gives you an overview of the procedures that will be followed related to testing and the Test Accommodation Form confirms the specific arrangements related to that test. The Test Accommodation Form must be completed by the instructor and returned to the Disability Services Office. Students receive additional information related to Testing Accommodations—Policy and Procedures (see [Appendix F](#) for sample). Questions about testing policies or procedures should be referred to the Coordinator of Services for Students with Disabilities.

Financial Aid

The [Financial Aid Office](#) at SUNY Oswego believes that the talents, hopes and ambitions of young people are among the most valuable resources this nation possesses. With this thought in mind, the Financial Aid Office continues to promote scholarship, loan, and employment opportunities for its qualified, deserving students who must find funds to attend college. The goal is to make it possible for students who would normally be deprived of a college education because of inadequate funds to attend by using strategies that access all financial aid programs. In so doing, it adheres to federal and state legislative requirements, as well as all other resources that might be available to the students through scholarship opportunities, to ensure a more equitable distribution of funds.

The Financial Aid Office finds that cooperation with faculty and staff is imperative. There are situations that affect a student's ability to pay because of changes in their personal or family circumstances. These situations include dropping a class, possible withdrawal and changes in income through loss of employment, death, or separation. Other members of the campus community may discover this information and it would be beneficial for the faculty/ staff member or the student to contact the office before negative consequences occur with a student's financial aid. Contact to this office can be made by visiting Room 206 Culkin Hall, by phone at 315.312.2248, or email at finaid@oswego.edu.

Walker Health Center

Mary Walker Health Center is SUNY Oswego's primary care facility for students located on the lakeshore next to Scales Residence Hall. The facility is financed by a mandatory student health fee and is open Monday through Friday from 8:30am to 4pm. The center is staffed with professionals experienced in the health needs of college students. Five nurse

practitioners and a full-time physician see students on a walk-in basis everyday but Thursday when appointments can be made in advance.

Walker Health Center offers diagnostic testing for many health problems as well as a comprehensively stocked medication dispensary in order that students can leave Walker Health Center and resume their academic activities. Family Planning provides contraceptive care to students with support from Student Association and space in the facility.

A "Cold and Flu Self-Care Center" for students who do not wish to see a provider for a simple illness is provided. Flu shots are available to all persons working at Oswego State in the fall. Faculty and staff are charged a small fee for the opportunity to receive this vaccine on campus. In addition, employees in certain positions placing them at risk for contracting Hepatitis B are provided with preventative vaccine at Mary Walker Health Center.

The center does not provide written documentation of student visits. We treat students as adults and believe that an honest dialogue between faculty and student about class absence is a growth experience for a student. If faculty wish to check the veracity of a student's verbal excuse, the Health Center can be called at 315.312.4100. The staff will verify that the student was seen at Walker Health Center and that there is documentation of that visit in the student's medical record. Information beyond this requires the written permission of the student in question. Students are advised of this policy at the time of their visit to Walker Health Center.

Mary Walker Health Center is a nationally accredited primary care facility by The Accreditation Association of Ambulatory Health Care, Inc. (AAAHC) and is proud of the quality care that it provides for students.

LifeStyles Center

The mission of the LifeStyles Center is to develop and implement a comprehensive and proactive prevention program that provides a campus environment which promotes low-risk choices for students and reflects the attitudes, behaviors and values of healthy lifestyles. The center has five components—alcohol & other drugs, general wellness, peer theatre, sexual health, and violence prevention.

Faculty and staff members play a unique role in the prevention process as they often have an ongoing relationship with students. They form strong, consistent relationships with students and are therefore in a position to be of assistance in helping a student prevent negative consequences associated with health-related choices. Faculty can contribute their special skills to prevent health issues from interfering in a student's academic and social success.

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The LifeStyles Center provides services to the campus under the following categories:

- Awareness programming
- Alcohol Awareness Month (October)
- The Clothesline Project (April)
- Great American Smoke-Out (November)
- Health and Wellness/Safe Spring Break Month (March)
- Kick Butts Day (April)
- Sexual Responsibility Month (February)
- Violence Prevention Month (September)
- World AIDS Day (December)
- Peer outreach
- LifeStyles peer educators
- Certified Peer Education (CPE) training
- Drop-in services
- Resource and information center
- Video library
- Books, pamphlets, brochures and periodicals
- Staff and peer educators for conversations and interviews
- Educational programming
- Classroom presentations
- Club/organization programs in-service workshops
- Community programs
- Local K-12 schools conferences
- Special events

Faculty are invited to refer students to the office for access to any of the services listed above. Trained professional and para-professional staff are available through all academic sessions (including summer) and on a limited basis during breaks.

The LifeStyles Center is located in the back of Walker Health Center.

Student Conduct

Citizenship in the college community implies an expectation that each member of the college will regard other members with a mutual respect for person and property. As members of the college community, students, faculty, and staff are expected to exercise their own rights, while at the same time, not to deny or infringe upon the rights of other people to personal safety and intellectual development. Rules, regulations, and policies enumerated in the Student Handbook apply to every individual on campus and are designed to promote a safe and healthy community conducive to educational pursuits, individual growth, and harmonious living and social responsibility.

The campus judicial system was developed to address allegations of misconduct with an educational spirit in mind. Hence, the mission of the Office of Student Conduct is to:

- Commit each member of the university community to act with the highest levels of civility, integrity, and self-restraint,
- Educate the campus community about the acceptable standards of conduct in a diverse learning environment,
- Challenge students to embrace conflict as an opportunity to achieve cooperative and non-violent resolutions, and
- Initiate educational activities that build self-esteem, instill motivation to attain goals, and develop effective communication skills to prevent violations on campus regulations.

Active involvement from the college community is important to accomplishing the mission of the Office of Student Conduct. Faculty, students, and administrators serve as hearing officers on the Peer Judicial Board and Student Conduct Committee. Members of the faculty and professional staff provide students with assistance as judicial advisors for complainants and respondents. Residence hall directors and staff meet with students to resolve incidents occurring in residence halls. Other campus agencies involved with Student Conduct include the University Police, LifeStyles Center, Campus Legal Aid, Center for Mediation, Walker Health Center, Campus Life, Community Services, and off-campus community agencies.

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The Office of Student Conduct is located in Culkin Hall. Questions or request for information should be addressed to Holly Perfetti, assistant student conduct, at 315.312.3378.

Research and assessment services

For more than two decades, the Division of Student Affairs and Enrollment Management have been engaged in a series of projects designed to improve our understanding of the campus ecology. Motivation for this work was to develop an understanding of students, the way they perceived the campus, and the way in which they interacted with all of the elements of the campus environment. Data collection efforts have focused on the quantification of the primary elements of student satisfaction, the quality of the student experience, and the nature of student need.

Faculty, staff, and students who are interested in learning more about the way students experience and interact with all elements of the campus environment should contact the Office of the Dean for Student Affairs at 315.312.3214.

Residence life and housing

The residential community is composed of 1d residence halls with a variety of programs designed to satisfy the housing needs and be intellectually and developmentally challenging to residents ranging from first year students to graduates. SUNY Oswego has traditionally been a college whose undergraduates live in college housing and become immersed in the campus community. New first-year students are expected to live on campus for their first two years and new transfers for one year.

Committed to having a vital role in the education of students, the department strives to create opportunities for faculty participation in the residential community. Opportunities range from joining residents for a meal in the dining center (Fast Food), to presenting a program, to being a member of one of our program building communities (Hart Global Living Learning, Johnson First-Year Experience). Faculty members are encouraged to contact the Residence Life and Housing office, 303 Culkin Hall, for additional information.

Student advisement

The student advisement office, located in the Compass in the Marano Campus Center, coordinates many programs and activities designed to help students achieve academic and personal success at college.

Out-of-class notification: When students are away from campus unexpectedly (for extenuating circumstances beyond their control) for more than three class days and unable to contact professors on their own, student advisement will provide information to faculty upon the student's request. This notification is not an excuse nor does it obligate the faculty member in any way. All students are encouraged to contact their professors on their own behalf in a timely manner upon their return to campus.

Academic problem-solving: As a service to students, student advisement has daily walk-in hours staffed by professional advisors. The center staff is available to assist all students in response to questions about academic progress, college policies, and general issues related to academic success at Oswego. When appropriate, the staff will refer students to other departments and professional staff for additional assistance.

New student programs: The office coordinates many programs designed specifically for new students including New Student Orientation (for first-year students and transfers). In addition, it works closely with other offices to implement the First Year Residential Experience (Johnson), FirstChoice (the First-Year Experience), and First-Year Advisement.

Undeclared advisement: Student advisement coordinates advisement for students who are undeclared. As a part of this process, it provides special training and assistance to campus-wide advisors who work with undeclared students.

Veterans Services

The Office of Veterans Services is available to assist veterans and certain eligible dependents that are entitled to educational benefits under various programs administered by the Veterans Administration. Veterans and eligible dependents may obtain these benefits while pursuing a course of study at SUNY Oswego.

The Office of Veterans Services can help the students to determine her or his eligibility to receive educational assistance benefits. Benefits depend on the student's status, i.e. full-time, part-time, or less than part-time. To apply for Veteran's Benefits under the Montgomery GI Bill students should come to the Office of Veterans Services located in 151 Marano Campus Center during the posted business hours. Students who have served in the armed forces themselves staff the Office of Veterans Services. They stand ready to help students to receive the benefits that they have earned. Students should call the Office of Veterans Services at 315.312.2270 for further information.

Service Learning and Community Service

The Center for Service Learning and Community Service, in conjunction with the Office of Experiential Learning, provides student placements and resources for the development and support of service learning courses by faculty. Students are provided a wide range of placements and their hours and service commitments are monitored regularly. The office finds appropriate community placements for students and provides additional assistance to help faculty get involved in service learning courses.

Service learning is a unique pedagogy that fosters civic participation and citizenship, hallmarks of our democratic society. Students, in the context of an academic course, learn first hand the content areas being studied, explore the role of volunteerism, develop the skills to be effective in bringing an idea to action, participate in structured reflection, engage in behaviors for the common good, and understand our collective interdependence in society. Students develop personal maturity, self-confidence, and evolve a greater sense of place in our campus and local community. In so doing, they are better able to cope with the restless, volatile world of today. Service learning courses help bridge the gulf between academics and the real world and create a sense of connectedness so critical to sustaining relationships between races, generations, cultures, and other groups. Students who build such connections persist academically and achieve at higher levels than those who fail to develop these connections.

Service learning and volunteerism further a sense of purpose and goal-directedness in students. This enriches their lives and causes even more skeptical members of the larger community to recognize students as responsible individuals who make valuable contributions to the life of our citizens. Establishing these habits of action through academic coursework will set the stage for future community volunteer involvement far beyond college. Educated persons in today's world are no longer judged by what they know, but by what they decide to do with what they know. For more information, resources, and assistance contact the Center for Service Learning and Community Service at 315.312.5360 or the Center for Experiential Learning at 315.312.2151.

Student Association

The purpose and function of the Student Association is to provide students with opportunities for involvement through any one of our clubs and organizations or with the Student Association government. It provides students with services such as Centro shuttle bus, check cashing, and TicketMaster, and organizes and sponsors events such as concerts, performances, comedians, and lectures. The Student Association also gives students information and assistance when making the decision to move off-campus by providing

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them with a reputable landlord list and a housing list with addresses of houses that have been confirmed as being up to code.

The Student Association has an academic affairs director who is responsible for starting a committee clearinghouse. It keeps a running list of those students who wish to be involved with the various committees on campus, providing a link between those committees and the Student Association. The Student Association also encourages faculty/staff to come to the SA office to meet the student leaders and thus develop a working relationship between the faculty /staff and ALL the student leaders on campus.

It is extremely important that faculty and staff be aware of the enormous opportunities that the Student Association offers. There is most likely a SA organization or club for any interest. It is the voice of the students and encourages students who have concerns about their campus to come see it. The Student Association has begun the process of bridging the gap between students and faculty/staff through various meetings and collaborations on campus activities and continuous support of both parties should provide students with the best possible services and advisement.

Office of Learning Services

The Office of Learning Services (OLS) in the Marano Campus Center provides support and continually developing services to a wide range of students, including special admits, non-traditional students, and regular-admit students, in the pursuit of academic excellence. OLS academic planning services provide academic planning counselors who are instrumental in identifying and developing strategies for academic success. Varieties of service are offered to first year students (freshman and transfers), including study groups, social and cultural outings, movie nights, and many other events. The OLS Center for Mathematics and Natural Sciences provides individual and small group tutoring services in math and natural sciences to improve quantitative reasoning and problem solving skills. It is also the home of Oswego's CSTEP (Collegiate Science and Technology Entry Program). Preparation courses are also offered for tests to apply to graduate and professional schools and provide career opportunities in the sciences and technology. The OLS Writing Center offers individual, small group, and peer consultants that assist in developing successful writing skills. The OLS Learning Center provides specialized courses and small group programs seeking development of time management, critical thinking, high level reading skills, problem solving, note and test taking skills, and global improving in study habits.

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Section 8: Facilities and Resources

There two key divisions within Facilities Department—Facilities Maintenance and Operations (FMO), and Facilities Design and Construction (FDC)—which are responsible for maintaining the condition of buildings and surrounding grounds, maintaining adequate performance of all utilities, and effecting capital improvements.

Service Requests

Facilities Maintenance and Operations comprises those shops that maintain the buildings in support of campus programs. The main contact point for these divisions is the Facilities Operations Center in Building 12. Services of these divisions are secured by submitting service requests per the following guidelines:

1. Routine service requests should be documented on a service request form and submitted to the lead custodian in a building. Requests that the custodial staff do not complete will immediately be routed to the Maintenance Operations Center for action.
2. Urgent or emergency service requests should be reported via telephone to FMO at 315.312.3200 during normal hours of operation, Monday through Friday, from 7am to 4pm.
3. Urgent or emergency requests during the evening hours, holidays, or weekends should be called in to the Central Heating Plant at 315.312.3117.
4. All fire, safety and snow-removal emergencies during off hours should be called in to University Police at 315.312.5555.

Capital Improvements

The Office of Facilities Design and Construction coordinates space planning, design and construction of all capital projects funded from off-campus revenue sources. These sources include the State University Construction Fund and the Dormitory Authority of the State of New York.

Smaller scale modifications and improvements, which are typically funded locally, are limited by resources and scheduling opportunities. Locally funded project proposals for this type of work in academic departments should be submitted via a Project Initiation Request to the Office of Facilities Design and Construction, 165 Wilber Hall. Once logged for tracking purposes, locally funded requests will be routed to Facilities Maintenance Operations for action.

Instructional Support and Library Services

Penfield Library, located in the center of the campus, has a large collection of print periodicals, government documents, microform and media materials, journals, books and hundreds of databases. In addition to its holdings, the library provides service in the areas of circulation, collection development, interlibrary loan, library instruction, reserves and special collections.

Online Catalog:

Penfield's online catalog may be searched from computer stations in the library or from any computer with an Internet connection. Penfield is a pilot library for SUNY'S library management system, ExLibris, which allows library users to search the catalogs of all SUNY libraries from a central database.

Liaison librarian:

Each academic department has a liaison librarian whose responsibilities include collection development, library instruction and, in general, interpreting library policies. These subject librarians are listed on the library's home page. They can be very helpful to faculty in their departments.

Collection Development:

Faculty are encouraged to send requests to purchase library materials to their library liaisons, and to work with them to evaluate the collection in their disciplines. There are separate order forms for books, periodicals, and videos.

Library Instruction:

Library faculty work closely with their academic departments to provide course-related instruction for classes with a library research component. At least two weeks before the class, call 315.312.3566 or 315.312.4267 to schedule a class.

Circulation/Reserves/Interlibrary Loan (Access Services)

Circulation:

To check out circulating materials, faculty are required to have a valid college identification card. Most books may be checked out for a 180-day loan period. Items in other collections, such as media or browsing, are loaned according to the policy for those collections. Periodicals do not circulate.

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Reserves:

Reserve collection is located at the Circulation Desk. Faculty wishing to place materials on reserve should bring these materials to the Reserve Desk any time the library is open. Please do not assign reserve reading until you have received confirmation from the reserve clerk that your materials have been processed and are now available for use. At the beginning of the semester, it may take up to one week to process reserve materials. Items on reserve, both library materials and personal copies, will be listed on the online catalog. All items on reserve must meet Fair Use standards of the U.S. Copyright Law.

Inter-library Loan/Document Delivery:

Materials which the library does not hold, in either a physical or electronic format, may be borrowed from another library. Only rarely are fees charged, and only when the lending library assesses a fee. Forms are available online from the library's home page, and journal articles may be e-mailed to your account upon request.

Reference

Information Desk:

One or more librarians are assigned to the Information Desk for all hours the library is open to assist in answering questions in person or by phone 315.312.4267.

Internet Stations:

There are over 20 public Internet stations in the lobby and a printer for affiliated users. The main purpose of these stations is to support library research. Those without an active campus account may have a librarian sign them on with a temporary account. Off the lobby is a computer lab, maintained by Instructional Technologies, which supports word processing, email and other Internet needs. A campus computer account is required.

RefDesk:

An email service is available from the library's homepage or direct email to refdesk@oswego.edu. Short, factual questions—for example, statistics, facts, addresses or phone numbers—[may be requested electronically](#).

PLUS:

Personalized Library Use Service offers students the opportunity to have an individual appointment with a librarian, usually the subject librarian for the discipline in which the

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student is doing research. Appointments may be requested at the Information Desk in person or by calling 315.312.4267.

Periodicals/Media Desk

Periodicals:

Bound copies of periodicals are arranged alphabetically in open stacks on the second floor. Current issues are located adjacent to the Periodicals/Media Desk, with heavily used rules kept behind the desk. Many more journals, over 9,000, are available full text on library databases. These databases may be searched over the Internet by anyone with an active campus computer account.

Instructional Media Collection:

These videos are listed on the online catalog. Faculty may reserve videos in person by calling 315.312.3560 or online from the library's homepage. With advance notice, arrangements may also be made to deliver videos to a faculty member's office or classroom. Circulation is limited to faculty and to those students for whom a faculty member is willing to assume responsibility.

Other Media:

The library maintains a circulating collection of videos, CDs and audio cassettes, all of which are listed on the online catalog. There are individual and group listening areas. The microfilm and microfiche collections are housed near the Periodicals/Media Desk with reader/printer machines nearby.

Carrels:

A limited number of lockable study carrels are available in the library on an assigned basis. Most are assigned for one semester at a time. The remaining carrels routinely circulate for daily use. Study carrels are intended mainly for students.

Other Services

CMC:

The Curriculum Materials Center provides print and non-print materials in support of elementary and secondary teaching. Located on the second floor, the CMC collection is included in the library's catalog and most materials circulate.

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Juvenile Collection:

Also on the second floor is a collection of children's books purchased in support of the curriculum.

Documents:

Penfield is a depository library for both Federal and New York State documents, most of which circulate. The document collection is located on the second floor. Only a portion of the collection is included in the online catalog. To find most documents, patrons will need to use online databases. Assistance is available from the Information Desk.

Special Collections:

Located in the basement of the library, this area is responsible for the college Archives, the local and regional history book and manuscript collections, the rare book collection and the Oral History Program. Special Collections maintains limited open hours. Its reading room is available to instructors wishing to utilize the collections in their courses. Arrangements may be made for a single class meeting or for a full term by calling 315.312.3567.

Copy Machines:

Public copy machines are available on both first and second floors. They will operate with cash or with a copy card. Money may be added to an individual's ID card; some departments purchase cards for use by their faculty.

Campus Technology Services

Campus Technology Services includes Administrative Technologies, Instructional Technologies, Network Services, Technology Business and Technology User Support.

CTS supports academic computing at SUNY Oswego. CTS facilities, programs and services are designed to ensure student and faculty access to a wide range of academic computing services.

CTS main offices are located in Room 26 Lanigan Hall. Office hours are 8am to 4pm weekdays. The main telephone number is 315.312.3055. Other numbers include:

1. the Classroom Support Help Desk at 315.312.3534
2. computer labs in
 - a. Mahar Hall (Rooms 210 and 211) at 315.312.3280,
 - b. Oneida Hall (basement) at 315.312.3989,
 - c. Penfield Library (first floor) at 315.312.1069,

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- d. Scales Hall (basement) at 315.312.3141 and
- e. Marano Campus Center (Room 218) at 315.312.2578

CTS operates four general access computer labs located across campus in academic buildings. There is an equal mix of Macintosh and Windows computers in the labs, and all labs have access to the Internet and to laser printing. The various labs are open over 400 hours per week and for the last four weeks of each semester. Mahar labs also serve as hands-on computer classrooms that can be reserved by faculty for class use. In addition, CTS supports and maintains three campus-access computer labs in campus residence halls furnished by the Office of Residence Life and Housing.

CTS maintains and supports campus video services including campus cable systems, satellite and teleconferencing services and public-access facilities and services for local community cable TV. In addition, CTS also maintains and supports advanced technology classrooms in Lanigan, Mahar, Marano Campus Center, Park and Wilber halls. Mobile technology carts are also available to augment facilities in regular classrooms. Standard audio-visual support is also provided for regular classrooms.

CTS provides extensive support services in the form of student staff in IT computer labs, consulting to faculty, staff and students on computer issues, and free computer courses and workshops.

CTS creates and maintains a variety of documentation in both published and online form. Additional information is available on the [CTS website](#).

Administrative Technologies

Located on the first floor of Culkin Hall, Administrative Technologies houses the college serves and the SCT BANNER Administrative Software package, offering web access for students and faculty.

The office provides support for virtually all administrative departments. Faculty and staff also enjoy support for test scoring and questionnaire analysis using an NCS OpScan 8 scanner. Class lists via email are offered upon request.

Network Services

Campus networks and off-campus connections to the Internet are maintained by Network Services. The campus has a high-speed fiber optic backbone that currently connects all campus buildings. Ethernet connections are available in faculty and staff offices, labs, classrooms and all residence halls. Students can subscribe to Res-Net (Ethernet) services in

their residence hall rooms by paying an annual connection fee. Additional information (minimum supported computer configurations, application information, etc.) can be found on the [Res-Net website](#).

Technology Business Services

The Technology Business Services office, located on the first floor of Culkin Hall (Rooms 101 and 105), provides voice and data connections, putting the world at campus users' fingertips. The department provides phone services for all on-campus residents, as well as for off-campus subscribers. Business phone service is also provided to faculty and staff.

Voice mail messages can be retrieved from any touch-tone phone in the world.

The high-speed Ethernet service allows for travel on the information superhighway. With the implementation of expanded Internet connections, subscribers have seen a significant increase in bandwidth. One of the benefits of the new phone system is that it creates an "extended campus" environment for off-campus subscribers. The system allows the opportunity to subscribe to the same phone service as on-campus counterparts.

The personal safety of all students, faculty and staff is of primary importance. Emergency phones are located throughout campus. The emergency phone sounds a distress call that rings directly to University Police. An officer is immediately dispatched to the site. An additional service available to faculty, staff and students is the Security Escort Personal Safety System (a hand-held alarm which comes with a personal transmitter). Subscribers pay a per-semester fee to summon immediate assistance from anywhere on campus. Transmitters are available through the College BookStore.

SUNY Oswego is proud to offer an advanced telecommunications system designed to expand voice and data communications both on and off campus. Any questions on the policies, procedures, or operations of the system should be directed to the Office of Technology Business Services at 315.312.3039.

Technology User Support

Located in Room 26 of Lanigan Hall, Technology User Support provides a single point of contact to help the campus community with technological issues. Technology User Support assists with hardware and software installation and configuration, networking, and telecommunications issues. For information, [visit their website](#), email help@oswego.edu or call 315.312.3456.

International Education and Programs

Located in Sheldon Hall, the Office of International Education and Programs is responsible for the college's study abroad programs, maintaining an information center for students and faculty in areas of interest in international education, and promoting faculty and student exchanges. The office is responsible for incoming international students and exchange visitors holding J-I visas.

Office of Research and Sponsored Programs

The Office of Research and Sponsored Programs (ORSP) in Hewitt Union is responsible for the development, coordination and financial management of all contracts and grants of the college. Externally sponsored projects for research, scholarly or creative activity, curriculum development or services utilizing SUNY Oswego facilities and/or personnel are administered through ORSP. Assistance is available for submitting competitive proposals including comprehensive budget development. All applications for external funds to support these activities must be processed through ORSP to obtain the necessary campus approvals authorizing a project. Faculty and staff members who are interested in obtaining sponsored funds should contact ORSP at 315.312.2561.

Permanent Collection of Art

Through the years, the college has assembled a collection of original works of art for improving the educational, cultural and aesthetic environment of the campus. Exhibitions of works from the collection are periodically on display in Tyler Art Gallery. Certain parts of the collection are designed primarily for study. When appropriate, individual works are exhibited in offices and other secure parts of campus buildings.

Alumni and Parent Relations

Located in King Alumni Hall, the Office of Alumni and Parent Relations is the focal point for activities of the Oswego Alumni Association. The association includes all alumni, faculty, parents, students and friends of the college, and actively promotes and supports the college through programs for social, educational and cultural enrichment, fundraising for scholarships, legislative relations and other projects as well as an alumni credit card, discount group buying and insurance plans. It also coordinates a publications program featuring the Oswego Alumni Magazine and the Oswego Parents Newsletter. Contact the Alumni Office for more information at 315.312.2258.

Retired Senior Volunteer Program (RSVP)

The college serves as sponsoring agency for RSVP, a program of the federal Action Agency, which coordinates the needs of non-profit agencies with the interests and skills of volunteer senior citizens. The program, located in Rich Hall, provides services for Oswego County. For more information, call 315.312.2317.

The Office of Communications and Marketing

This office, located at 210 Culkin Hall, coordinates many of the college's external and internal communications. The Office of Communications and Marketing serves as the first point of contact for news reporters and directs reporters to appropriate sources on campus. The office is responsible for preparing and sending news releases to the media to inform the public about the achievements of the college's students and faculty, new programs and other newsworthy developments. News releases publicizing upcoming events that are open to the public are also issued through this office. Information on such events should be made available to the office no later than two weeks in advance.

The Office of Communications and Marketing contributes to internal communications within the campus and publishes the Campus Update, the college community newsletter published online on paydays throughout the academic year, and monthly during the winter and summer breaks. The office also edits such college-wide publications as the college's annual report. For more information on the Office of Communications and Marketing, call 315.312.2265.

United University Professions, Inc. (UUP)

The New York State Public Employees Fair Employment Act, popularly known as the Taylor Law, grants public employees the right to bargain collectively with their employers. United University Professions (UUP), affiliated with the New York State University Federation of Teachers and the American Federation of Teachers (AFL-CIO), is the bargaining representative for academic and professional employees. For more information, contact Greg Auleta, UUP President, at 315.312.2109.

Web and Digital Communications Resources

The digital communications group in the Office of Communications and Marketing provides guidance and resources related to departmental web design, policy and accessibility. They may be reached by email at webmaster@oswego.edu or by calling 315.312.2265.

SUNY Oswego's Graphic Identity Program

SUNY Oswego's graphic identity, as governed by the [Graphic Identity Guide](#), offers a unique and unified vision of who we are. It provides a single, easily recognizable signature that covers all our diverse programs. Through steady and consistent use of the identity elements and guidelines established in this guide, we ensure a strong, cohesive look that will project a positive and professional impression to all potential audiences.

SUNY Oswego encompasses several schools, programs and units. It is important that any communication developed for an outside audience to reflect its affiliation with SUNY Oswego. Identification with the university is primary, taking precedence over that of your individual department college or unit.

These guidelines were developed by a 12-member Graphic Identity Committee to ensure a strong, consistent look for every SUNY Oswego published piece. The basic elements of the SUNY Oswego graphic identity system are defined—the logo (symbol and wordmark), colors and a standardized stationery system. Certain typefaces are recommended for complimentary headlines and body type, but design formats, grammar and style rules are not strictly specified.

These guidelines are intended for all units funded through or by SUNY Oswego, including student organizations or outside agencies that develop materials for any Oswego entity. Graphic guidelines were developed and will be overseen by the Graphic Standards Review Panel.

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Section 9: Services

Parking

Parking at SUNY Oswego is managed by the Parking Office located on Route 104 at New Street just east of the main entrance to campus. Visitor Parking Permits can be obtained from the Parking Office.

See the SUNY Oswego Parking Rules and Regulations for further information. You can download the current [parking lot map](#), and printed copies of the parking map and regulations are available at the Parking Office. The Parking Office is open from 7:30am until 4pm, Mondays through Fridays.

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Handicapped parking is reserved throughout the campus in numbered lots. SUNY Oswego parking permits are required in addition to state-issued handicapped tags and plates. Call the University Police Parking Division at 315.312.3227 for additional information.

Anyone with a valid handicapped permit may park in any numbered lot in addition to designated handicapped parking. The parking division's staff will assist with referral information regarding the process to obtain a New York State handicapped hang tag/plate. Students and employees with short-term mobility issues should call the Parking Office at 315.312.3227 so that they may assist you with locating proximate parking.

Work-required travel

Faculty and staff members who travel on state business must comply with all college and state travel policies and regulations to receive appropriate reimbursement. Required [travel procedures](#) are on the web. Questions concerning travel procedures should be directed to the appropriate chair, dean, supervisor, or the college's Travel Office in 401 Culkin Hall at 315.312.2223.

Basic instructional services

The following policy has been established to govern the use of campus facilities by professional staff, students and outside groups.

Academic facilities reservations: The use of all academic facilities (classrooms, lecture halls, and auditoriums), except Laker Hall, are made through the Registrar's Office, Room 301 of Culkin Hall. All academic classroom usage must be approved by the Registrar's Office before making any room changes.

Academic facilities include Mahar, Wilber, Park, Lee, Piez, Shineman, Swetman, Lanigan and Tyler (except the theater) halls and some spaces in the Marano Campus Center. Laker Hall reservations are made through the Office of Intercollegiate Athletics.

Generally, most academic buildings are open Mondays through Fridays, 7am to 11pm, and Saturday by prior arrangement. All activities should end one-half hour before the closing hour of the building to facilitate clearing and securing of the building.

Reservations for other campus facilities: Reservations for use of other campus facilities are made as follows:

- Marano Campus Center: Events Management Office, 121 Marano Campus Center 315.315.312.2301
- Culkin Hall: Conference rooms, contact the Assistant to the President, Room 708 of Culkin Hall, at 315.315.312.2211.
- Dining Hall: College Food Service Office in the Commissary
- Tyler Hall Lab Theatre: Theater Department, Tyler Hall
- Waterman Theatre, Theater Department, Tyler Hall
- Phoenix Education Center, Phoenix, NY 315.315.312.6430
- Oswego Metro Center, Syracuse NY 315.399.4100

Special rules and regulations for use of college facilities by students or off-campus organizations are cited in [Appendix B](#) of this handbook.

Keys

Faculty members should direct all requests for keys to office doors, desks or files to their department chair. Duplicates of keys to offices and files, except for the master key, should be on file with the maintenance department. Requests for duplicate keys are made by department chairs to the plant superintendent's office. Keys are to be returned to the department at the end of the college year unless the faculty member has a summer session contract.

If faculty members are unable to contact their chair, they may turn in the keys to the University Police Department in Pathfinder Hall.

Mail

Faculty are requested to check with their department chair relative to mail collection and delivery schedules.

Personal mail should be sent to the home address, not in care of the college.

Voicemail

Voicemail messages can be retrieved from any touch tone phone in the world. For [voicemail instructions, see this link](#).

Marano Campus Center

Marano Campus Center provides recreational, social and cultural activities for the campus. Facilities for campus organizations in the Marano Campus Center include permanent office space for student government (Student Association), the campus newspaper (Oswegonian), campus literary magazine (Great Laker Review), college yearbook (Ontarian), radio station (WNYO), TV station (WTOP) and the Student Association Programming Board. The Marano Campus Center arena is home to one of the finest collegiate hockey rinks in the world. Dining Services operates a number of vendor locations throughout the center.

Postage stamps can be purchased at the SUNY Oswego Box Office. Automatic Teller Machines (ATMs) are located on the upper concourse of the Marano Campus Center.

SUNY Oswego Box Office, located on the main concourse of the Marano Campus Center, is run by the Student Association. It serves all SA organizations and many regional events.

The Off Campus Association is funded by Student Association and maintains lists of area rental units.

Hewitt Union

Some key operations are located in Hewitt, including two College Stores—Artville and Bookland on the main level of Hewitt. Artville offers art, computer and school supplies, laptop program, café and copy center while Bookland offers both new and used discounted textbooks and course materials. Should you have questions about our products and services, call 315.312.2261 for Artville and 315.312.2260 for Bookland.

For our campus to be compliant with Higher Education Opportunity Program laws, book information should be submitted as soon as possible, ideally in time for registration so students are aware of all costs connected with a course. Failing that, as soon as a text is chosen, please notify the College Store. This helps to contain costs for students, as the College Store will discount titles providing there is enough time to research other prices for the title. The staff can help with any questions regarding course materials. In addition, the staff also can help put together course packs. Faculty and staff can stop by, call 315.312.2261 or 315.312.2898 (voicemail), or email david.buske@oswego.edu.

The College Cut:

The College Cut in Hewitt provides hair services to students and staff. Stop by or make an appointment at 315.312.5547.

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Dining Services

Private dining rooms:

Private dining rooms may be reserved for luncheon meetings, with menus selected from that day's restaurant menu or a predetermined special menu. All arrangements for these meetings are initiated with the Catering Reservations Office by calling 315.312.2992.

Other food services:

Any college organization desiring food service for such events as coffee hours, receptions, dinners, banquets, picnics or any other catered functions can make these requests through the Dining Service Catering Department, which handles all catering on or off campus, by calling 315.312.2992.

Student Association

The student government offices are located in the Point of the Marano Campus Center. The SA student services plaza located in the lobby provides a Ticketmaster outlet, check cashing, photocopying and postage stamps. For additional information, call 315.312.3601.

Service Learning and Community Services

The Center for Service Learning and Community Services in the Marano Campus Center coordinates a wide variety of student volunteer experiences. The student staff coordinates and places students in the Adopt-A-Grandparent and Big Brother/ Big Sister Programs. The center also serves as a clearinghouse which refers students to a wide variety of volunteer service programs in operation in the community as well as around North America. For information, call 315.312.5368.

Residence dining halls

Cooper, Lakeside, Littlepage, Mackin and Pathfinder dining halls are open to faculty and visitors on a casual meal-rate basis. Visitors purchase a meal choosing from a variety of entrees. Salad bars are featured at lunch and dinner and additional portions are available at no extra charge.

Guest rooms

A limited number of guest rooms is available in residence halls and in Sheldon Hall for guests of the college. Residence hall rooms may not be available during the periods of

academic recess and are limited during the summer months. Sheldon Hall guest rooms are strictly limited to guests of the college including lecturers, candidates for employment or New York State employees on state business. They are furnished with double or queen-sized beds, cable television, clock radio, coffee makers, refrigerators and personal bathrooms, similar to commercial hotels and at comparable rates. Information and reservation details are available by contacting the Residence Life and Housing Office at 315.312.2246.

Credit union

The Compass Federal Credit Union has been serving the campus community since 1973. The credit union offers low-cost loans to members for new and pre-owned automobiles, vacations and home improvements. The credit union also offers saving accounts, holiday club accounts, vacation club accounts, checking accounts, debit cards and overdraft lines of credit. Money orders and travelers checks are available at the credit union. Members may sign up for direct deposit of payroll, social security and retirement benefits into their checking account. Also available are check-cashing privileges and payment of monthly utility bills, insurance or mortgage. For more information, visit the [Compass FCU website](#).

Requisitions, supplies and maintenance

All purchasing functions must be centralized in the Purchasing Office to ensure compliance with the state's rules and regulations governing purchasing; to ensure cost controls in obtaining reasonable prices; to maintain and follow internal control procedures over the issuance, approval, and maintenance of purchase orders; and to maintain efficient operating procedures.

The purchasing agent is authorized to do the purchasing for SUNY Oswego in accordance with the rules and regulations issued by the Office of the State Comptroller, Division of Audit and Control and the Office of General Services.

No purchase orders for supplies, materials, equipment and/or services are to be placed except by the purchasing agent. Initiating purchase requisitions, developing specifications and judging quality of materials, equipment or services received must be done, in many instances, by the department chair or the ultimate end-user of the material, equipment or service.

The type of service rendered to the agency by the Purchasing Department will depend largely upon the cooperation received from the department requesting the service. Individual departments must make their needs known to the Purchasing Department with

purchase requisition forms available from the department secretaries or from the Purchasing Department.

The requisition should give the Purchasing Department complete and accurate information for the material, equipment, supplies or services that the department requires. Sufficient time should be allowed in the purchasing procedure to accommodate the funding of the requisition, acquisition of current costs, mailing of the purchase order and estimated delivery time.

Copies of the purchasing procedures manual have been distributed to department chairs and department secretaries. For additional copies of the Purchasing Procedures, Departmental Requirements, please contact the Purchasing Department at 315.312.2224.

State funds may not be expended for items that are for personal use, or for the purchase of food products such as coffee, tea, doughnuts, faculty luncheons, dinners, candy, etc.

Confirming orders: State procurement procedures make it clear that only a few designated people at the campus level have the authority to obligate the state to an expense.

Campus personnel (both faculty and staff) are not authorized to obligate the college/state to an expense. Confirming requisitions will not be accepted unless authorization has first been obtained from the campus purchasing agent, campus President, Vice Presidents, Provost or Director of Finance and Budget before the transaction transpires.

Return of merchandise: Do not return any merchandise for credit, exchange, repairs, modifications or for any other reason until the Purchasing Department has been notified and the necessary shipping order has been prepared.

Procurement card—overview

The American Express Corporate Purchasing Card offers SUNY campuses an alternative procurement method when making small dollar purchases. The program as implemented at SUNY is known as the procurement card. The program is intended to afford SUNY campuses the opportunity to streamline their local procedures and controls for procuring goods and services.

Purchasing associates administer the campus program. Proper use of the procurement card can reduce the time between requesting, ordering and actual receipt of goods and services.

Additionally, the procurement card program reduces the volume of accounts payable transactions and the associated administrative costs by eliminating supplier invoices and

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consolidating multiple supplier payments into one monthly voucher payment to the Office of the State Comptroller. Operation of the SUNY program follows the basic New York State Procurement Card SUNY Guidelines as established by the Office of General Services.

New York State is liable for authorized charges made using the card. Procurement cards may be used for "official" SUNY purchases only. Use of the card for personal items, cash advances and business travel expenses is not permitted. Spending authority is overseen by the purchasing associate and approved by the Vice President of Administration and Finance.

Use of the procurement card is typically limited to items or transactions totaling \$500 or less (excluding freight). All shipments are to be delivered to a designated cardholder. Procurement cards will be issued to individuals who are given the appropriate purchasing authority. The cards are issued with the name of the cardholder and SUNY Oswego embossed on the card. Cardholders must sign an employee agreement form before obtaining the procurement card. Training will be provided for all persons receiving a procurement card. This training will cover the use of the procurement card consistent with New York State policy as well as SUNY campus purchasing practices. Training must be completed before issuance of the card.

For more information regarding the SUNY procurement card, contact a purchasing associate at 315.312.2224.

Equipment inventory control/property control

Equipment purchased by departments (regardless of funding source) is owned by the State of New York and is on permanent loan to this college. Although funds are allocated to departments for the purchase of equipment, the ownership of the equipment purchased remains with the state. This also includes gifts and free goods donated to the college. The State of New York requires all state agencies to maintain a property control system.

The property control system has been designed to provide accurate inventory of SUNY-owned equipment. When properly maintained, this system should show the net worth of all equipment located at this campus. Each agency is accountable to System Administration for maintaining the properly control system at the campus level and accomplishing all necessary procedures to perpetuate the system. Equipment includes items such as, but not limited to machinery, vehicles, laboratory equipment, office equipment, furniture, etc., which may be used repeatedly without impairment of physical condition, with a probable life of two years.

To comply with audit mandates and to assist the campus inventory control coordinator with re-inventory, surplus equipment and the circulation of information regarding inventory procedures, each department has been requested to identify one individual to act as department equipment coordinator. It is the individual department's responsibility to notify the campus inventory control coordinator of equipment changes within the department. It is expected that those individuals using the equipment will be responsible custodians. Equipment is to be used for college business only. It is the responsibility of the individual departments to assist the campus inventory control coordinator in conducting an annual equipment inventory by providing assistance in sensitive areas, providing access to locked or normally inaccessible department areas, to help locate all equipment assigned to a department, and to help determine the condition and utilization of equipment.

It is the department's responsibility to notify the campus inventory control coordinator of unusable/non-used equipment/equipment that may be surplus to the department's needs. Because equipment is state-owned (not department-owned) it may be assigned or reassigned where needed if this action would serve the best interest of the college. Equipment, no matter what the condition (non-working, broken, cannibalized, obsolete, etc.), cannot be discarded unless proper procedures are followed.

Equipment, no matter what condition it is in, must be cleared through the campus inventory control coordinator and put into storage/surplus and/or disposed of in accordance with the Property Control System rules and regulations. For a copy of the Equipment Inventory Control Policies and Procedure-Departmental Issue, contact the campus inventory control coordinator, Room 402 Culkin Hall, or call 315.312.2228.

The President of the college has authority to assign, reassign or confiscate college equipment within the guidelines established by the Bureau of the Budget and the State Comptroller if, in the President's opinion, this action would serve the best interests of the college.

Custodial work

Custodians are expected to clean offices, empty wastebaskets and maintain the floors of all buildings, with the exception of certain laboratory areas. Normally, custodians are assigned a certain workload in each building. Reasonable requests for additional items of custodial service should be sent to the head janitor. In case of neglect, complaints should be made to the head janitor in charge of the area. Problems that are more serious should be reported to the head janitor also. Recycling is now an additional custodial function; however, each employee will be responsible to bring recyclable items from their workstation to a central point in the building.

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Maintenance

The Maintenance Department is responsible for maintaining the condition of the buildings, as well as maintaining adequate performance of all utilities. Requests for needed repair work should be made by written work order to the Maintenance Operations Center. Emergencies should be reported to the maintenance dispatcher by telephone. There is limited time and money available for minor additions and modifications. Requests for this type of work should be initiated by memorandum to the academic department chair, a copy sent to the director of physical plant.

This work will be prioritized on an academic need basis in keeping with the demand of the ongoing maintenance programs. Modifications and new construction must be completely funded by the department making the request and are subject to review for applicable codes governing tire safety, building design and handicapped accessibility.

Work orders:

Work orders are prepared online via the [iService Desk](#). These are requests for routine work, repairs or painting.

Work orders that are not approved by the department chair will be returned. Work orders should not encompass erection or removal of partitions, or other modification of building spaces. If these services are required, the project will have to be cleared through the academic supervisor or department chair and then forwarded to the plant superintendent. All other work orders should be sent to the Maintenance Operation Center.

Publications Department

The Publications Department offers printing services for the college community. The department can help with planning printing needs from concept and design through pre-press set-up, printing and college distribution. The department produces one-color brochures, postcards, newsletters, posters, booklets, flyers, notices, business cards and a variety of other publications. Find online [estimates for in-house printing](#), or contact the department at 315.312.3130 or print@oswego.edu. The department is located in Building #20 on Sheldon Avenue. Online copies of the college logo and the current [Graphic Identity Guide](#) are available. This guide defines accepted usage of the college logo in a variety of media.

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Section 10: Recreational and Cultural Resources

SUNY Oswego has a wide variety of recreational, cultural and social activities available to the members of the academic and professional staff and their families.

Recreational

Laker Hall:

The facility is located at the South Athletic field and contains a swimming pool and diving well, main gym with seating for 4800 persons, an auxiliary gym, wrestling room, training room, physical fitness room, classrooms, locker and shower rooms, handball and squash courts, as well as staff offices.

The swimming pool is open to students and staff members at designated times. Information on these open swim periods is published on the college's online calendar or can be obtained by contacting the Office of Intercollegiate Athletics.

The academic and professional staff may use the other facilities of Laker Hall, including the various recreation areas and the fitness room, when they are not in use for instruction. Further information is available from the Office of Intercollegiate Athletics.

Mary V. Lee Hall:

Facilities in the building include a swimming pool, one handball and one squash court, as well as a gymnasium, dance room, fencing room, sauna and locker rooms.

The facilities of Lee Hall are available to members of the academic and professional staff and adult members of their families. Information on the use of facilities is available by contacting Campus Recreation at 315.312.3114. Recreation hours, sponsored by the Student Association, are posted in the building.

Fallbrook Recreation Area:

Fallbrook, owned by Auxiliary Services, is located on Thompson Road, which is south of the main campus. It offers year-round, all-purpose recreation for academic and professional staff and students, including cross country skiing, canoeing, picnicking and hiking. The facilities at Fallbrook include a lounge, a spacious paddock, a large covered deck and a ski lodge. The lodge may be reserved, at no cost, by campus groups by contacting Auxiliary Services at 315.312.2262.

Marano Campus Center:

The Marano Campus Center houses a state-of-the-art ice rink for hockey, figure skating and recreational skating. The ice rink is available for use by the college community, youth hockey programs and community programs. The schedule is made available each fall when the ice is down.

Golden Romney Field House:

This facility, the former home of the Lakers collegiate hockey program (moved to the Marano Campus Center), houses a Grasstex four-lane, ten-lap track and an indoor netted area for varsity baseball, softball and golf.

Tennis Courts:

There are 28 tennis courts in different locations on campus. The courts are generally open and available to academic and professional staff members on a first-come, first-served basis when not in use for instruction or for intercollegiate meets.

Fitness Center

The [Residence Life and Housing Department](#) operates two on-campus

Fitness Centers:

- [Cooper Fitness Center](#): located between Hart and Funnelle residence halls.
- [Glimmerglass Fitness Center](#): located between Oneida and Onondaga residence halls.

Sports

The college has a wide variety of intercollegiate sports, in both men's and women's areas, competing during fall, winter and spring seasons. Schedules of sports events are available through online through the [athletics website](#). Many athletic contests are open to the public without charge. A minimal admission fee is charged for intercollegiate hockey and intercollegiate basketball games.

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Cultural Activities

The Student Association Programming Board (SAPB) plans a wide-ranging series of events each academic year, and almost all of them are open to the academic and professional staff at either minimal or no cost. These offerings include movies, lectures, musical groups and touring road companies of plays and musicals. These events are publicized through the online events calendar and campus newspaper. In addition to these activities, various academic departments schedule a variety of activities.

Artswego

Artswego was established in 1990 and operates through the Oswego College Foundation, Inc. Committed to artistic excellence, Artswego administers and provides support for diverse cultural programs for the campus and community. This includes a Performing Arts Series, selected gallery exhibitions, workshops and demonstrations by visual and performing artists and film/video screenings.

A Student Arts Fee, a Patron of the Arts Program, and grants provide Artswego's support. Faculty and staff are encouraged to support Artswego through the Patron of the Arts Program either with a direct contribution or payroll deduction. In return for support, patrons receive discounted tickets and are listed in the program for the Performing Arts Series.

Through the support of Auxiliary Services, students can attend performances at SUNY Oswego for the cost of a movie or less. Faculty are encouraged to make the arts part of their curriculum. As part of the First Year Experience, support is available through the Office of the Associate Provost for freshmen preceptor classes to attend performances at no charge. Faculty should call 315.312.2232 to take advantage of this opportunity.

Another program unique to the campus is a program called Take Your Students to the Arts. When faculty members purchase their own tickets, they receive up to four free student tickets for one of the events in the Performing Art Series.

Faculty members who would like to facilitate bringing an arts program to campus can receive financial support from Artswego. Faculty members can be involved in planning as a member of the Arts Programming Board or by serving on one of several committees.

Artswego is administered by the Arts Programming Coordinator whose office is located at Room 105A Mahar. The coordinator can be reached via email at artswego@oswego.edu or by calling 315.312.4581.

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Music:

Members of the music faculty regularly present faculty concerts and recitals. Musical organizations, sponsored by Student Association and under the direction of members of the music faculty, also present a wide range of concerts on campus. Working with Artswego, the music department sometimes bring nationally and internationally touring musicians to campus for concerts and sometimes residencies working with students.

Theater:

Theater faculty and staff work closely with students to present a varied program of theatrical works to me campus and community. Productions are funded from a variety of sources including box office receipts and the Student Association through the student Blackfriars Theater Organization. Productions unfold in the 500-seat Waterman Theater, the smaller Lab Theater with its more flexible space and during Tyler renovations in Hewitt Union spaces.

Educational Opportunities

Through the college's Office of Extended Learning in Marano Campus Center, an extensive number of programs and courses are available. These include offerings for adults and for children on a wide variety of subjects. Information on these offerings can be obtained by contacting the Office of Extended Learning by calling 315.312.2270.

There are a number of other recreational, cultural and social activities available in Oswego, nearby Syracuse and Rochester and smaller venues. The best source of information for events are media outlets or by contacting the Greater Oswego-Fulton Chamber of Commerce in Oswego.

For newcomers to the state, a complete "VacationLands" booklet for New York state is available by contacting The State of New York Department of Commerce, VacationLands Distribution Center, PO Box 490-B716, Latham, NY 12110.

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Appendix A: Organizational Chart

(<https://bit.ly/2OsEh2t>)

Appendix B: College Facilities Use Regulations

College Policy on Facilities Reservations and Use

This document is designed to provide guidance to the College and the community for the use of College facilities. This guidance will:

1. Establish standard processes for the use of College facilities.
2. Minimize scheduling conflicts.
3. Establish and maintain a consistent, effective and efficient approach to facility use and scheduling.
4. Establish and apply consistent fees and contracts for the use of College facilities.
5. Increase the degree of campus-wide communication and coordination relative to the effective and efficient scheduling of College facilities.
6. Increase the degree of campus awareness with regard to activities and events that use College facilities.
7. Provide designated liaisons to internal and external users to aid them in the scheduling and use of College facilities.
8. Optimize the appropriate use of College facilities.

Philosophy

The use of College facilities is intended primarily for functions sponsored by official offices, departments and programs of the College in pursuit of its educational purposes. However, the College also recognizes that as a public institution, it should make its facilities available for use by external entities when appropriate. Therefore, external users may use College facilities where such use does not infringe upon, disrupt or conflict with the operations and activities of the College in pursuit of its educational purposes.

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Scope

1. This policy applies only to the use of those facilities located on the main campus of SUNY Oswego.
2. The Rice Creek Field Station staff have sole responsibility for scheduling the use of facilities at Rice Creek Field Station.
3. The Division of Extended Learning has sole responsibility for scheduling the use of facilities at the College Education Center in Phoenix and the Metro Center in Syracuse.
4. Auxiliary Services has sole responsibility for scheduling the use of facilities at Fallbrook Recreation Center.

Definitions

1. The term "college community" refers to those students who are enrolled at SUNY Oswego, faculty who are employed by the College and staff who are employed by the College, Auxiliary Services, the Student Association, the Oswego College Foundation or the Alumni Association.
2. The term "event" refers to a single, series or any combination of planned meetings, presentations, functions, gatherings or other activities that are not part of or directly related to the College's curriculum of formal instruction.
3. The term "facility" refers to any building, structure, indoor space, equipment, furnishings, parking lot and/or outdoor space under the custody and control of the College and/or the College Foundation.
4. The term "sponsored" refers to the explicit responsibility for planning, producing and supervising an event.

User Categories

1. The term "internal user" refers to any school, department, office, committee, task force or organization that is a part of or directly affiliated with the organizational and/or governance structure of the College.
2. For the purposes of this policy, the following entities are also considered an internal user: Auxiliary Services, the Oswego College Foundation, the Alumni Association, the Student Association and registered student organizations.

3. For the purposes of this policy, individual members of the College community are not considered internal users.
4. The term "external user" refers to any individual, group, organization, agency or visiting company that is not an internal user. External users shall complete a revocable permit to use space.

Activity and Event Categories

1. The term "academic class" refers to any credit-bearing course offered as part of the College's curriculum of formal instruction and Extended Learning non-credit bearing courses.
2. The term "academic activity" refers to any meeting, presentation, program or other activity that is not an academic class but is part of or directly related to the College's curriculum of formal instruction.
3. The term "sponsored event" refers to an event that is sponsored exclusively by one or more internal users.
4. The term "co-sponsored event" refers to an event that is jointly sponsored by one or more internal users and one or more external users; and the primary audience for the event are members of the College community. Co-sponsorship is not intended to be a mechanism for external users to avoid assessment of applicable fees. To be classified as a co-sponsored event, the event must meet all of the following criteria:
 - a. the event must be initiated by one or more internal users; and
 - b. the internal user(s) initiating the event must assume primary responsibility for planning, organizing and supervising the event; and
 - c. the event must have a clear, direct connection and substantial relationship to the educational, operational or programmatic mission of the internal user(s) initiating the event; and
 - d. the primary audience for the event are members of the College community.
5. The term "hosted event" refers to an event that is jointly sponsored by one or more internal users and one or more external users; and the primary audience for the event are persons outside the College community. Hosting is not intended to be a mechanism for external users to avoid assessment of applicable fees. To be classified as a hosted event, the event must meet all of the following criteria:

- a. the event must be initiated by one or more internal users; and
 - b. the event must have a clear, direct connection and substantial relationship to the educational, operational or programmatic mission of the internal user initiating the event; and
 - c. the primary audience for the event are persons outside the College community.
6. The term "external event" refers to an event that is sponsored by one or more external users and does not meet the criteria to be classified as a co-sponsored event or a hosted event (e.g., a wedding reception or a conference sponsored by an external user).

Appropriate Use

1. The purpose for which a facility is requested to be used must be consistent with and suitable to the primary function(s) for which the facility was designed or is currently utilized. The proposed use of a facility must conform to building and fire codes, including adherence to occupancy limits and maintaining proper ingress and egress to the facility.
 - a. Certain facilities are not reservable due to their specific functions including, but not limited to: offices, storage rooms, closets, bathrooms, stairwells and hallways.
 - b. Certain facilities may not be appropriate for use beyond their primary function for reasons of safety or security including, but not limited to: mechanical rooms, rooftops, maintenance shops, dining centers or catering kitchens, and laboratories.
2. College facilities may only be used for academic classes, academic activities, sponsored events, co-sponsored events, hosted events and external events (see Section E. Activity and Event Categories).
3. College facilities may not be used in a manner that infringes upon, disrupts or conflicts with the operations of the College or the College's educational purposes (see Regulations and Procedures for Maintaining Public Order on Campuses of the State University of New York in this handbook).
4. College facilities may not be used in a manner that is inconsistent with the College's status as a tax-exempt educational institution.

5. The College shall have the authority to limit activities and events to specific locations, specific dates(s) and specific time(s), limit the manner in which facilities are used, limit the number of participants at an activity or event, limit the level of amplification and set other limits to ensure the integrity of the College's primary programs and educational purposes.
6. The College shall determine appropriate measures for the health, safety and security of campus members and the public for activities and events and may deny or limit the use of College facilities accordingly.
7. Facility use may be denied or restricted if the College determines that the internal or external user(s) has violated College policy, federal, state or local law during a previous use of College facilities.
8. All internal and external users who schedule the use of College facilities and their visitors and guests must abide by College policies, the Regulations and Procedures for Maintaining Public Order on Campuses of the State University of New York (in this handbook), other policies of the Board of Trustees of the State University of New York, and the tenets of the SUNY Oswego Code of Students Rights, Responsibilities and Conduct (in this handbook). Violation of such policies may result in disciplinary action, criminal or civil actions. Violators may be required to reimburse the College for costs associated with damages or other services incurred as a result of such violation. Violators may be escorted off the campus by University Police.
9. The advertisement and/or posting of information in College facilities soliciting campus or community attendance at events using College facilities must comply with the College's policy on Posting and Distributing Promotional Materials.
10. The use of College facilities by internal and external users must comply with all provisions outlined in this policy.

Scheduling Authority

1. The Registrar's Office, within the Division of Academic Affairs, is solely responsible for scheduling the use of College facilities for academic classes.
 - a. The Registrar's Office shall be responsible for implementing this aspect of the policy.
 - b. The Registrar's Office shall establish procedures to request, schedule, reserve and coordinate the use of College facilities for academic classes.

2. The Event Management Office, within the Department of Campus Life and the Division of Student Affairs and Enrollment Management, is solely responsible for scheduling the use of College facilities for academic activities, sponsored events, co-sponsored events, hosted events and external events.
 - a. The Event Management Office shall be responsible for implementing this aspect of the policy.
 - b. The Event Management Office shall establish procedures to request, schedule, reserve, and coordinate the use of College facilities.
 - c. The Event Management Office shall establish procedures to arrange for services in support of activities and events.

Scheduling Procedures

1. Academic classes
 - a. Requests for the use of College facilities for academic classes must be directed to the Registrar's Office in accordance with the College's timeline and procedures for scheduling academic classes.
 - b. The Registrar's Office will review each request and will approve or deny the request.
 - c. If the request is approved, the Registrar's Office will publish the academic class and its assigned classroom, laboratory or other College facility in the College's schedule of academic classes.
2. Academic activities, sponsored events, co-sponsored events, hosted events and external events
 - a. Requests for the use of College facilities by internal and external users for academic activities, sponsored events, co-sponsored events, hosted events and external events must be directed to the Event Management Office.
 - b. The Event Management Office will review each request, will make a decision as to the appropriate classification of the activity or event and, after appropriate consultation within the College community, will approve or deny the request with cause. The Event Management Office shall base its decision on the following:
 - the purpose for which the space is requested; and

- the appropriateness of the request; and
 - the availability of facilities and other resources; and
 - the relationship of the user(s) to the College; and
 - the relationship of the primary audience to the College.
- c. If the request is approved, the Event Management Office will coordinate the planning of the activity or event, including the issuance of a revocable permit (where applicable), the scheduling of required facilities and services, the establishment and collection of applicable deposits and fees, and the disbursement of revenue to other College offices/departments.
 - d. Each activity and event will be scheduled in an available facility whose capacity and/or design is most appropriate for the size and/or nature of the proposed activity or event.
 - e. To optimize the overall use of College facilities, the Event Management Office reserves the right to change the location, reservation start time or reservation end time of a scheduled activity or event. Decisions to change the location, reservation start time or reservation end time of a scheduled activity or event will be made in consultation with the user(s) and with as much advance notice as possible.

Facility Use Priority

1. Academic Classes
 - a. The scheduling of academic classes shall receive first priority for the use of classrooms and laboratories.
 - b. The scheduling of academic classes shall not preempt or "bump" scheduled activities or events from other College facilities.
2. Academic activities, sponsored events, co-sponsored events, hosted events and external events
 - a. In general, requests for the use of College facilities for academic activities, sponsored events, co-sponsored events, hosted events and external events shall be accommodated on a first-come first-served basis.

- b. When two or more requests for the use of College facilities are received at the same time and a scheduling conflict arises, the following order of scheduling priority will be used to resolve the conflict:
 - academic activities
 - sponsored events
 - co-sponsored events
 - hosted events
 - external events
 - c. An activity or event with a higher scheduling priority shall not pre-empt or "bump" a previously scheduled activity or event with a lower scheduling priority.
 3. Classrooms and laboratories may not be scheduled for academic activities, sponsored events, co-sponsored events, hosted events and external events for a given semester or summer term prior to the release of the final schedule of academic classes for that semester or summer term except for those activities and events that are scheduled during academic breaks and/or non-class or weekend hours.
 4. Requests for use of College facilities from SUNY System Administration shall have priority over external users.
 5. The College reserves the right to pre-empt the facility use priority to meet the educational purposes of the College or in response to unique needs or circumstances.

Deposits and Fees

1. The College reserves the right to charge deposits and certain other fees, as listed below, related to the use of College facilities:
 - a. Administrative Fee—a fee assessed for the planning and/or support of an activity or an event.
 - b. Damage Fee—a fee assessed for damage to a facility resulting from an activity or an event.

- c. Deposit—a non-refundable payment made for the purpose of reserving the use of a facility or facilities for an activity or an event. The amount of the deposit is applied toward the total cost of all applicable fees arising from the production of the activity or event.
 - d. Rental Fee—a fee assessed for the use of space, furnishings and/or equipment.
 - e. Support Service Fee—a fee assessed for a service required or provided by the College, or its subcontractors, in support of an activity or an event (e.g., custodial, maintenance, catering, dining center meals, parking, traffic control, event security and facility supervision outside normal operating hours).
- 2. The Event Management Office has sole authority to quote and assess fees for the use of College facilities for all academic activities, sponsored events, co-sponsored events, hosted events and external events.
- 3. Generally, an internal user who uses College facilities for an academic activity, a sponsored event or a co-sponsored event will not be assessed a deposit or administrative fees.
 - a. Rental fee(s) will be assessed for the use of residence hall facilities.
 - b. Rental fee(s) may be assessed for the use of facilities under the custody and control of Auxiliary Services (e.g., Fallbrook Recreation Center).
 - c. Support service fee(s) will be assessed for dining center meals and for catering.
 - d. Rental fee(s) may be assessed for furnishings and equipment when an activity or event requires additional furnishings or equipment not included in the routine operation of the facility or facilities used.
 - e. Support service fee(s) may be assessed when an activity or event requires additional staffing or support services not included in the routine operation of the facility or facilities used.
 - f. Damage fee(s) may be assessed when an activity or event results in damage to the facility or facilities used.
- 4. Generally, an internal and/or external user who uses College facilities for a hosted event or an external event will be assessed a deposit and applicable rental fees, support service fees and administrative fees.

5. Damage fee(s) may be assessed when an activity or event results in damage to the facility or facilities used.
6. An external user who can provide evidence of its not-for-profit status may receive a discount of up to 25% on all qualifying rental fees.

Cancellation and Facility Substitution Policy

1. The College reserves the right to substitute an alternative facility if deemed necessary to:
 - a. ensure the integrity of the College's primary programs and educational objectives;
 - b. optimize the use of College facilities;
 - c. respond to unique needs or circumstances.
2. In extremely rare situations, due to factors beyond the control of the College, including, but not limited to weather conditions, unavailability of facilities due to physical damage or mechanical breakdown of support systems, the College may cancel a previously scheduled activity or event without penalty to the College.
3. The College reserves the right to establish reasonable cancellation deadlines for academic activities, sponsored events, co-sponsored events, hosted events and external events. Such deadlines will be established and communicated in a timely manner to internal/external users during the planning process. The cancellation of academic activities, sponsored events, co-sponsored events, hosted events and external events must be directed to the Event Management Office. Cancellations received by the Event Management Office after an established cancellation deadline may result in the assessment of additional fees and/or the loss of non-refundable fees.

Insurance

1. The College reserves the right to require certain internal and external users to provide a certificate of insurance related to the users' use of College facilities.
2. If required by the College, the user(s) shall purchase and maintain, at its expense, the following types of insurance:
 - a. Workers' compensation insurance sufficient to cover all employees of the user. Such policies shall name SUNY Oswego, SUNY and the State of New York as additionally insured.

- b. Comprehensive commercial general liability insurance, property damage insurance and automobile liability insurance in such amounts as the College shall deem sufficient but no less than \$250,000 each person, \$1,000,000 each occurrence for bodily injury and property damage. Policies shall be on an occurrence basis only. Such policies shall name SUNY Oswego, SUNY and the State of New York as additionally insured.
- c. The user(s) must provide the College with current certificates of insurance. These certificates shall contain a provision that coverage afforded under the policies shall not be canceled or changed without at least 30 days' prior written notice to the College.

Indemnification

The College reserves the right to require certain internal and external users to indemnify the College, SUNY and the State of New York from any liability arising out of the actions of the user or its agents incidental to the use of the College facilities by the user.

Waivers and Additional Discounts

Requests to waive or discount deposits and fees related to the use of College facilities must be submitted in writing to the Director of Campus Life or designee who will then submit his/her recommendation to the Vice President for Student Affairs and Enrollment Management. The Vice President for Student Affairs and Enrollment Management will approve or deny the request.

Student Videotaping and Filming on Campus

1. Throughout the academic year, student crews videotape and film in campus buildings and on campus grounds for a variety of reasons. Some of these activities are class-related or related to a project for a student, some are related to student news gathering or programming and some are done by individuals who are working on personal projects not related to a class. This policy is designed to provide guidance relative to student videotaping and filming on campus.
2. Most videotaping and filming will fall into one of two categories: News Gathering or Pre-Production/Production. The procedures to be followed for each of these activities as follows:
 - a. For News Gathering in the Marano Campus Center—principally done by Broadcasting classes and WTOP, person-on-the-street interviews, videotaping the scene of a newsworthy event, etc. Prior to conducting news gathering

inside the Marano Campus Center, the news gathering team shall stop at the Welcome Center to let the Welcome Center staff know they are conducting news gathering activities in the building and where the activity will take place.

- b. For Pre-Production and Production—principally done by Journalism, Broadcasting, Multimedia (Art) classes, Cinema and Screen Studies classes, and WTOP—A representative from the group shall contact the Event Management office at least 5 class days in advance to make arrangements for the proper use of campus facilities, including grounds. A location release for each pre-production/production activity must be on file with the Event Management office in advance of the start of videotaping and filming.

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Appendix C: Vehicle Regulations

See our [parking regulations page](#) for information on how to register your vehicle to park on campus.

You can also download a parking brochure with a complete list of authorized parking lots and their designations from our campus [parking maps page](#).

Appendix D: Faculty Bylaws

PDF Version

- [Full Bylaws Revised February 2018](#) (includes revisions to Article XI, Section 3, part c, Article XII, Appendices B and D)
- [Full Bylaws with revised Appendix A, updated May 2017](#) [PDF]
- [Full bylaws and latest appendices, updated January 2016](#) [PDF]
- [2009 bylaws revision](#) [PDF]
- [2003 bylaws revision](#) [PDF]
- [1975 bylaws](#), from Personnel Handbook [PDF]

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