

Student Rights & Responsibilities

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This manual was compiled and organized by the Office of the Senior Vice President for Student Affairs. The policies contained in this publication are drawn from many sources within the Institute. Complete academic policy information is available in the Institute Policies and Procedures Manual. Students with specific academic policy questions should consult their academic department or college. Other references containing policies related to student life at RIT are the Undergraduate Bulletin and Residence Halls Terms of Occupancy. **This version of the RIT Student Rights and Responsibilities Handbook is current as of its printing. For the most up-to-date version of our handbook, please consult our website at: <http://www.rit.edu/studentaffairs/studentconduct/rr.php>.**

RIT HONOR CODE

Integrity and strong moral character are valued and expected within and outside of the RIT community. As members of the RIT campus community, including students, trustees, faculty, staff, and administrators, we will:

- Demonstrate civility, respect, decency and sensitivity towards our fellow members of the RIT community, and recognize that all individuals at this university are part of the larger RIT family, and as such are entitled to that support and mutual respect which they deserve.
- Conduct ourselves with the highest standards of moral and ethical behavior. Such behavior includes taking responsibility for our own personal choices, decisions and academic and professional work.
- Affirm through the daily demonstration of these ideals that RIT is a university devoted to the pursuit of knowledge and a free exchange of ideas in an open and respectful climate.

The RIT Honor Code encompasses other RIT policies and procedures which include:

- RIT Core Values
- RIT Diversity Statement
- Oversight Policy for Externally Sponsored Projects (C1.0)
- Misconduct in Research and Scholarship (C2.0)
- Intellectual Property Policy (C3.0)
- Individual Conflict of Interest and Commitment Policy (C4.0)
- Policy for the Protection of Human Subjects in Research (C5.0)
- Policy Prohibiting Discrimination and Harassment (C6.0)
- Information Security Policy (C8.1 and C8.2)
- Policy with Respect to Demonstrations on Campus (C11.0)
- Drug and Alcohol Policies (C15.1 – Student; C15.2 – Faculty/Staff)
- Illegal Conduct (C18.0)
- Academic Honesty Policy (D8.0)
- Academic Conduct and Appeals Procedures (D17.0)
- RIT Student Conduct Process (D18.0)
- RIT Expectations for Community Behavior (found in Student Rights and Responsibilities)

Approved October 11, 2006

RIT'S EXPECTATIONS FOR COMMUNITY BEHAVIOR

- RIT is a *learning community* where time, energy and resources are directed toward learning and personal development.
- Members of the community live and work together to foster their own learning, as well as the learning of others, both in and outside the classroom.
- Within the community, members hold themselves and each other to high standards of personal integrity and responsibility.
- Individual members continually strive to exceed their personal best in academic performance and the development of interpersonal and professional skills and attributes.
- As a member of the community, each person continually conducts himself/herself in a manner that reflects thoughtful, civil, sober and considerate behavior.
- As a member of the community, each person respects the dignity of all persons and acts to protect and safeguard the well being and property of others.
- As a member of the community, each individual contributes to the continued advancement and support of the community, personally challenging behavior that is contrary to the welfare of others.
- Members of the community create a campus culture that values diversity and discourages bigotry, while striving to learn from individual differences.

Approved by Institute Council - 2/11/98

RIT STUDENT CONDUCT PROCESS

I. Introduction

An orderly environment promoting freedom of expression and inquiry is essential to the academic community. Society and educators alike have long recognized the desirability of academic institutions being fairly autonomous within the society, but this autonomy carries with it certain rights and responsibilities for students, faculty and administrators; likewise, the university community is not a haven from the laws, mores, and contemporary issues of the external society. When the boundaries between appropriate and inappropriate actions or behaviors are crossed, there need to be well-established procedures within the university community for dealing with the misconduct. If such a system of internal rights, responsibilities, and corrective action is at all times grounded in principles of reasonableness and fairness for all concerned, the system itself will promote the educational process and enhance the highest aims of the academic community.

Universities no longer operate with an *in loco parentis* relationship between the institution and its students where administrators determined the students' "best interests" while students relied on the administration to protect them from the consequences of their actions. Today the university is expected by students, their families, and an increasingly litigious and regulated society to provide for the reasonable security and well being of its students as well as expected to hold its students accountable for their actions as adults.

Within this social context, RIT has adopted the following principles to govern its internal student conduct processes for responding to student misconduct:

- A. **Students are adults who are responsible for the consequences of their actions.** An academic institution can and should discipline a student who violates institutional rules, particularly when the student's conduct interferes with the safety or rights of other members of the institutional community (including fellow students, faculty, staff and visitors to the campus). On the other hand, students are responsible for using common sense and prudence in looking after their own safety and the safety of their property. The institution can try earnestly to maintain a safe campus, but it cannot guarantee students that they will be safe in all circumstances, particularly at parties which do not comply with RIT policies or when their own actions put them at risk (as with use of alcohol and drugs).
- B. **The academic institution is not a microcosm of the general community;** it is a special purpose community and only activities related to the achievement of its educational purposes are proper to the community.
- C. **Academic institutions are neither law-enforcement agencies nor sanctuaries from the law.** Criminal and civil law still apply within the academic community. In addition, the institution has the authority to establish further policies and rules to discipline students who break these policies and rules. Where the interests of the academic institution and the members of the institutional community are involved, the special authority of the institution will be asserted. In short, the students neither relinquish civil rights nor acquire additional rights by virtue of being within an academic community; they do, however, take on additional responsibilities.
- D. **Except for violations of civil or criminal law, the internal affairs of the educational institution are best handled by the institution itself without resort to outside intervention.** There can be no guarantee that outside agencies will not choose to intervene on their own, or that a victim of a crime will not request the involvement of outside law enforcement.

II. Student Rights

The RIT Student Bill of Rights guarantees to all students:

1. Retention of their rights as citizens of the community at large.
2. Protection in the classroom of freedom of expression and against improper academic evaluation.
3. Protection of their rights to privacy (in accordance with the Buckley Amendment and Family Educational Rights and Privacy Act) regarding access to and disclosure of student records.
4. Student activities rights regarding freedom of association, inquiry, and expression, along with the right to participate in Institute governance and to maintain a student press free from censorship.

5. The right to be free in their persons, living quarters, papers and effects against unwarranted searches and seizures.
6. The right to remain silent and to be provided with basic due process in disciplinary proceedings.
7. The right to be informed of any risks involved in acting as human subjects for research activities and also the pertinent details of any sponsored research conducted through RIT, including the existence of any restricted components.

III. Proscribed Conduct

A. General Applicability

Generally, RIT jurisdiction and discipline will be applied to student conduct that occurs:

- on Institute premises or
- during the course of off-campus activities related to RIT, or
- which violates federal, state or local laws on or off the RIT campus, or
- which adversely affects the Institute community and/or the pursuit by the Institute of its educational mission.

Those subject to jurisdiction and discipline under this policy include:

- all persons taking courses or training at RIT,
- both full-time and part-time, graduate and undergraduate.
- Individuals who are not officially enrolled during a particular term but who have a continuing relationship with the Institute, including those on co-op, are considered students.
- all those who reside in Institute housing (residence halls and apartments)
- students whose guests violate RIT policy and standards (students are responsible for the behavior of their visitors, guests or family members)
- Student organizations and their officers

The Senior Vice President for Student Affairs or his/her delegated representative will decide when the Institute should press civil or criminal charges against a student.

If a student is charged only with an off-campus violation of federal, state, or local laws,

- RIT disciplinary action may be taken and sanctions imposed
- interim suspension or restrictions may be imposed even before the student has been found guilty in a court of law.

Proceedings under the RIT Student Conduct Process may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

The Institute will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, faculty and staff, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

B. RIT Conduct Code

Any student/organization found to have committed the following prohibited conduct will be subject to disciplinary sanctions:

1. **ENDANGERING BEHAVIOR:** Conduct that threatens or endangers the health and/or safety of a person(s);
2. **FRAUD:** All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the Institute, and forgery, alteration or use of Institute documents or instruments of identification with intent to defraud;
3. **INAPPROPRIATE BEHAVIOR:** Unreasonable disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other Institute activities;
4. **HARASSMENT:** Abuse, threats, intimidation, assault, coercion and/or conduct, by physical, verbal, signed, written, photographic or electronic means, which threatens or endangers any person on RIT premises or at Institute sponsored or supervised functions;
5. **SEXUAL MISCONDUCT:** All forms of sexual misconduct, including any form of unwanted sexual contact; "unwanted" means against a person's wishes or without consent, including those instances in which the individual is unable to give consent because of unconsciousness, sleep, impairment, or intoxication due to alcohol or other drugs;
6. **THEFT/VANDALISM:** Attempted or actual theft of, damage to, or unauthorized possession or alteration of either RIT property, or the property of a member of the Institute community or other personal or public property;
7. **FAILURE TO COMPLY:** Failure to comply with directions of RIT officials or law enforcement officers acting in performance of their duties; obstruction of the performance of these duties or failure to identify oneself to these persons when requested to do so;
8. **VIOLATION OF RIT POLICIES:** Violation of published RIT policies, rules, and regulations including, but not limited to:
 - RIT Student Bill of Rights,
 - RIT Policy Prohibiting Discrimination and Harassment,
 - RIT Alcohol and Drug Policy,
 - RIT Parking and Traffic Regulations,
 - RIT Code of Conduct for Computer and Network Use,
 - RIT Academic Regulations,
 - RIT Policy on Academic Honesty,
 - RIT Smoking Policy,
 - RIT Residence Halls and Apartments Terms of Occupancy,
 - and other published Institute policies, rules and regulations including those related to entry into and/or use of Institute rooms, buildings, and facilities;
9. **OFF CAMPUS BEHAVIOR:** Any off-campus conduct which RIT deems demonstrates disregard for the rights of others;
10. **HAZING:** Any intentional or reckless act; occurring on or off the campus of RIT; by one person alone or acting with others; directed against an RIT student; that endangers the mental or physical health or safety of that RIT student; and is reasonably believed by that RIT student as being for the purpose of pledging, being initiated

into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at RIT or other universities. For the purposes of this section, the term “organization” includes, but is not limited to, any Greek organization, athletic team or other RIT-recognized student organization.

The term “hazing” as defined here includes, but is not limited to:

- Physical brutality, such as whipping, beating, striking, branding, electronic shocking, or placement of a harmful substance on the body;
- Other physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, physical bondage, calisthenics, “road trips” or taking a student to an outlying area and dropping him/her off, compulsory servitude or other activity that subjects the student to an unreasonable risk of harm or that may adversely affect the mental or physical health or safety of the student;
- Consumption of food, water, other liquid, alcoholic beverage, drug, or other substance which subjects the student to an unreasonable risk of harm or which otherwise may adversely affect the mental or physical health or safety of the student;
- Activity that creates an unreasonable risk of causing severe psychological shock or public humiliation to the student;
- Activity that induces, causes or requires the student to perform a duty or task which involves a violation of local, state or federal laws, or the RIT Code of Conduct; and
- Any misuse of authority by virtue of one’s class rank, organizational position, longevity in the organization and/or leadership role.

Failure to report such activities to an appropriate university official (such as RIT Public Safety, Greek Affairs, Center for Intercollegiate Athletics and Recreation, Senior Vice President for Student Affairs, Center for Student Conduct) is additional, independent grounds for violation under this section. Students who report hazing activities to an appropriate university official on a timely basis will not be subject to penalty for this failure to report through the RIT Student Conduct process. Such immunity shall only pertain to the charge of failure to report, and not an independent allegation of hazing.

Any organization that violates this section may also be subject to discipline under the RIT Code of Conduct separate from those involving individual students.

11. **FIRE/FIRE SAFETY:** Setting a fire, causing a false fire alarm, or causing an unreasonable situation that creates a fire safety hazard;
12. **UNAUTHORIZED ENTRY/DUPLICATION:** Unauthorized possession, duplication or use of keys to any Institute premises or unauthorized entry to or use of Institute premises;
13. **VIOLATION OF THE LAW:** Violation of federal, state or local law on Institute premises or at Institute sponsored or supervised activities;
14. **WEAPON POSSESSION:** Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on Institute premises;
15. **DISRUPTION OF RIT EVENTS/TRAFFIC:** Intentional obstruction of or dangerous interference with the free flow of pedestrian or vehicular traffic on Institute premises or at Institute sponsored or supervised functions; intentionally leading or inciting others to disrupt scheduled and/or normal activities of others within any campus building or area;
16. **DISORDERLY CONDUCT:** Conduct which is disruptive, lewd or indecent and breaches the peace of the community, regardless of intent;
17. **RIT ORGANIZATION VIOLATION:** For student organizations and their members, violation of the provisions of the regulations or agreement governing the organization's relationship with RIT; and
18. **OBSTRUCTION OF RIT STUDENT CONDUCT PROCESS:** Abuse of the RIT Student Conduct Process including, but not limited to:
 - a. Failure to obey a request to appear by a student conduct body or Institute official;

- b. Falsification, distortion or misrepresentation of information or charges before a student conduct body or Institute official;
 - c. Disruption or interferences with the orderly conduct of a student conduct proceeding, including attempting to discourage an individual's proper participation in or use of the student conduct system;
 - d. Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the course of the student conduct proceeding; and
 - e. Failure to comply with the sanction imposed by a student conduct body or Institute officials.
19. **STALKING:** Stalking occurs when a person engages in a course of conduct directed at a specific individual that is likely to cause such individual to have a reasonable fear of harm to his or her physical or emotional health, safety or property. Such conduct may include, but is not limited to: repeatedly engaging in unwanted contact or communication (including, but not limited to, face-to-face communication, telephone calls or messages, electronic mail, written letters, gifts, or threatening or obscene gestures); surveillance; following; trespassing; or vandalism.
20. **GAMBLING:** Possession of gambling devices, operation of lotteries and/or the promotion of gambling is prohibited.

All registered students at RIT will be notified as to how to obtain a *Student Rights and Responsibilities Handbook* which contains descriptions of the primary rights, responsibilities, policies, rules, regulations, and possible sanctions governing student conduct. A postcard will be distributed each year per residential hall student, apartment and RIT Inn and Conference Center room. All students, faculty and staff may access the handbook online at www.rit.edu/studentaffairs/studentconduct.

IV. Warnings and Sanctions

All of the sanctions (including disciplinary expulsion) may be imposed by the designated Student Conduct Officer. All such sanctions may be appealed pursuant to the appeal procedures in Section VI.

A. Disciplinary Warnings

The following disciplinary warnings may be imposed upon students/organizations by RIT academic or administrative officials; such warnings are not subject to appeal:

- 1. **Admonition:**
An oral statement to a student informing him/her that he/she has violated or is violating Institute policies, rules, or regulations.
- 2. **Warning:**
Written notice to a student that continued or further violations of any Institute policy, rule, or regulation within a specific period of time (not to exceed one [1] calendar year) may result in more severe disciplinary action.

B. Disciplinary Sanctions

The following disciplinary sanctions may be imposed on students/organizations:

- 1. **Disciplinary Probation:** Exclusion from use of specified Institute facilities or from participation in certain privileged or extracurricular Institute activities and/or requirement to fulfill certain conditions as specified in the probation notice, plus notification that violation of any Institute policy, rule or regulation during the term of the disciplinary probation status will result in more severe sanctions. Disciplinary probation generally is not imposed for more than one (1) calendar year.
- 2. **Removal from RIT Housing:** Exclusion from living in and/or visiting RIT housing facilities, either temporarily or permanently, or residential reassignment, as specified in the sanction notice.

3. **Deferred Disciplinary Suspension:** Deferral of the imposition of disciplinary suspension subject to such conditions as are specified in the sanction letter.
4. **Disciplinary Suspension:** Exclusion from classes and/or other privileges and activities as set forth in the suspension notice for a definite period of time, generally not to exceed two (2) calendar years.
5. **Disciplinary Dismissal :** Exclusion from classes and/or other privileges and activities as set forth in the dismissal notice for an indefinite period of time with specific requirements needs to be fulfilled before readmission will be considered.
6. **Disciplinary Expulsion :** Termination of student status. Under normal circumstances, readmission is not possible.

C. Disciplinary Conditions

The following disciplinary conditions may be imposed on students/organizations:

1. **Discretionary Actions :** Work assignments, community service, and other related sanctions including, but not limited to:
 - a) Letter of apology
 - b) Essay or research paper on assigned topic
 - c) Participation in an educational group or class
 - d) Program presentations
 - e) Mandated counseling session
 - f) Loss of privileges
 - g) Substance abuse education and/or evaluation
2. **Bar Against Registration:** This sanction may apply to a student who fails to pay a debt owed to the Institute, fails to comply with or submit to disciplinary procedures or in other appropriate circumstances. It may be applied in situations where there is a need to resolve a pending disciplinary charge, even in the case of an individual who is not currently a student.
3. **Withholding of Records:** Students who fail to pay a debt owed to the Institute may have transcripts, degrees and other records withheld until the debt is paid. Grade reports will not be withheld.
4. **Organizational Restriction:** A student group or organization loses certain or all privileges, including RIT recognition, for a period of time or permanently.

Disciplinary suspension or expulsion from the Institute will most likely occur when a student or organization has been found responsible for one or more, but not limited to, the following behaviors:

1. Permitting or engaging in hazing
2. Setting fires or intentionally causing a false fire alarm
3. Possession of or threats involving weapons or explosives
4. Possession or sale of illegal drugs
5. Physical abuse, violence, sexual misconduct or threats directed toward anyone in the RIT community
6. Serious forms of computer misconduct
7. Repeated violations of the RIT Code of Conduct

If an **organization with a national affiliation** (i.e., a Greek-letter organization) is found responsible for misconduct and is placed on a sanction of Disciplinary Probation or higher, **RIT will inform the national office of the decision.**

D. Interim Suspension or Restrictions

In serious cases, the Senior Vice President for Student Affairs or the Assistant Vice President for Student Affairs or designee may impose an **Interim Disciplinary Suspension from the Institute or from Institute housing** or such other interim restrictions as he or she in good faith believes are advisable to ensure the physical or emotional safety and wellbeing of members of the Institute community, the student's own physical or emotional safety and well being, the preservation of Institute property, or safety and order on Institute premises. Interim suspension or restrictions also may be imposed when a student is arrested by an outside law enforcement agency on charges that indicate to the Senior Vice President for Student Affairs or the Assistant Vice President for Student Affairs/Student Conduct or designee that the student's presence on campus might involve one or more of the foregoing factors.

An Interim Disciplinary Suspension, interim removal from Institute housing or other interim restrictions may be imposed before, during or after the hearing and during the appeal process.

A student subject to **Interim Disciplinary Suspension** or interim restrictions will receive written notice of the suspension or restrictions imposed as well as the notice of the process for resolving the interim restrictions. The interim sanctions will endure until the student requests a hearing and the charges are heard and determined by the Director of Student Conduct or designee.

V. Disciplinary Hearings: Formal and Informal Conduct Hearings

A. Charge and Initial Decision to Pursue Disciplinary Process

1. **Formal Student Conduct Hearings:** Student misconduct cases are resolved through hearings held by the designated Student Conduct Officer. Generally, the Student Conduct Officer will be a member of the Center for Student Conduct, the area responsible for the administration of the Institute's Student Conduct System. Formal student conduct hearings are recorded and decisions may be appealed to the Institute Appeals Board (see VI.A)
2. **Informal Student Conduct Hearings:** Residence Life administrators and other Institute officials may also hold informal hearings regarding less serious policy violations and impose appropriate sanctions. Informal hearings generally follow the procedures of a formal hearing; however, they are not recorded. In all such instances, students may appeal the informal decision rendered to the designated Student Conduct Officer by using the appeal procedures listed in Section VI. **The decision rendered by the designated Student Conduct Officer is then final.**

B. Complaints of Misconduct

Any member of the Institute community may file a complaint against any student for misconduct. A complaint concerning non-academic conduct matters is normally made to Public Safety, although complaints also can be made directly to the designated Student Conduct Officer in the Office of Student Affairs. Public Safety will investigate the complaint and send a written report to the designated Student Conduct Officer. If the complaint involves residence life issues, a copy of the report is also sent to the relevant Residence Life administrator.

The designated Student Conduct Officer will conduct an initial review as is appropriate to determine if the charges appear to have merit and/or require further investigation and a student conduct hearing. The designated Student Conduct Officer will decide whether the case should be handled by the relevant Residence Life administrator, by another RIT administrator or through the formal student conduct hearing process.

C. Formal Student Conduct Hearing Process

An accused student will be informed of the fact that a complaint has been filed against him or her and the date, will be asked to meet with the designated Student Conduct Officer, and given a time and place of the formal hearing.

1. **Advocates :** The student will be informed that he or she has a right to bring to the hearing an advocate chosen from among the RIT faculty, or staff who is not a lawyer. Advocates can actively participate in the formal hearing process. The Coordinator for Advocacy upon request will assist the accused student in obtaining an

advocate or provide information and training to those faculty/staff advocates new to the RIT Student Conduct Process.

2. **Lawyers** : A student may bring a lawyer to the hearing as an advisor **only** when the case has resulted in an arrest and is also being heard in a court of law. If a lawyer is present during a formal hearing or appeal presentation, the lawyer cannot participate in the hearing process; he or she can observe the hearing process and give the client personal counsel. If the designated Student Conduct Officer determines that the conduct of a lawyer present during a hearing is inconsistent with the RIT hearing process, the hearing may be terminated at that time or the lawyer excused from the remainder of the formal hearing.
3. **Parents/Guardians**: Parents/guardians are **not** permitted to participate in or be present during any RIT student conduct hearing (formal or informal), unless the accused student is under the age of 18. In those instances, the parent/guardian can observe the hearing process and give their son or daughter quiet counsel.
4. **Hearing Participants** : The designated Student Conduct Officer determines and facilitates the process followed in a hearing. Other persons who might be present at the hearing include a Public Safety investigator, other appropriate Institute personnel (e.g., a representative from Residence Life or Greek Affairs) or an interpreter if the student or any of the others involved is deaf. In sexual misconduct cases, and in other cases at the discretion of the designated Student Conduct Officer, the complainant and his or her advocate will be invited to be present and may participate in the discussion.
5. **Recording of the hearing**: All conduct hearings are audio recorded. The student will be informed upon entry into the hearing location of the recording. Hearings can be video recorded upon request. A request for video recording must be made 24 hours prior to the scheduled hearing. All witnesses/alleged victims will be able to choose whether or not they are video recorded. Recordings (both audio and video) are saved only if you are found responsible for violating Institute policy and the sanction is appealable. The recording of the hearing is the property of RIT, but accused students may request to listen to a copy of the recording by submitting a written request to the Center for Student Conduct after the accused student has submitted a request for an appeal of the student conduct decision.

The recording of the hearing will be kept in storage in the event the accused student requests an appeal; at that time, the recording will be submitted to the Institute Appeals Board and to the Senior Vice President for Student Affairs for use during the appeals process. The recordings will be destroyed either after the appeal date has passed, the appeal has been completed, or at the discretion of the Senior Vice President for Student Affairs.

D. Notification Process

1. **Notice of Allegations**: The student will be sent **written or electronic notice of the allegations brought forth as a complaint**. The notice will include:
 - A request for the accused student to contact the Center for Student Conduct for scheduling of a formal student conduct hearing.
 - A description of the misconduct of which the student was allegedly involved
 - A list of possible Institute policies, rules, or regulations allegedly violated.
 - The names of individuals expected to be present at the hearing.
 - A copy of the RIT Formal Student Conduct Hearing Procedures and asked to review the RIT Student Conduct Process documented in the *Student Rights and Responsibilities Handbook*.

At hearings involving more than one accused student, the designated Student Conduct Officer, in his or her discretion, may permit hearings concerning each student to be conducted separately or simultaneously.

2. **Scheduling** : The hearing will be arranged expeditiously after the student receives notice of the complaint.

E. Procedures at the Formal Student Conduct Hearing

1. All hearings will be conducted in private.

2. The designated Student Conduct Officer will inform the student that the hearing is being recorded.
3. The designated Student Conduct Officer will review with the student a copy of the "Student Bill of Rights" and ask the student to sign it, acknowledging that it has been reviewed and understood.
4. The designated Student Conduct Officer will read aloud all of the materials or evidence that has been submitted by witnesses, Public Safety, Residence Life, or others. The materials usually consist of, but are not restricted to, a summary of the case written by Public Safety plus statements from witnesses, or other persons involved in the situation.
5. After the submitted materials and evidence have been read, the student will have an opportunity to refute or explain the materials or evidence or add information. The designated Student Conduct Officer and other Institute officials present will ask the student questions and discuss the case. The student may choose to remain silent, not answer any questions and not make any statements, or the student (and his or her advocate) may participate in the discussion.
6. The accused student, the advocate, and the designated Student Conduct Officer have the privilege of bringing in witnesses and questioning the witnesses of others.
7. The RIT Student Conduct Process is not a court of law and legal rules of evidence and procedure do not apply. The designated Student Conduct Officer will determine in his or her sole discretion the range of testimony permitted by witnesses and items of information which will be considered based on principles of fundamental relevance and fairness.
8. If the designated Student Conduct Officer determines that a witness or complainant may be emotionally harmed by giving evidence in the presence of the accused student, the designated Student Conduct Officer may make other arrangements (such as use of a screen or of video taping) to allow the testimony while not depriving the accused student of access to the evidence.
9. All procedural questions will be decided in the sole discretion of the designated Student Conduct Officer. The designated Student Conduct Officer may decide to adjourn the hearing for a reasonable period of time.
10. The accused student cannot be found to be responsible for the charges solely for the reason of failure to answer the charges or appear at the hearing; in such cases, evidence to support the charges may be presented and considered and a determination made and a sanction imposed based on the evidence. However, any member of the RIT community may be sanctioned for failure to attend a formal student conduct hearing after receiving a written or electronic request to appear at the hearing.
11. Following questions, explanations and discussion, the student and the advocate will leave the room while the designated Student Conduct Officer and other Institute staff present discuss the appropriate resolution of the case including appropriate sanctions, if any. The determination will be made on the basis of whether there is a preponderance of evidence that the accused student violated Institute policy, rules or procedures.
12. The student and his or her advocate will then be asked to rejoin the hearing and be informed by the designated Student Conduct Officer of the determination. If the determination is that the student violated the policies, rules or regulations of the Institute, the sanction is discussed.
13. Upon completion of the hearing, the accused will be sent written notice of the decision and any sanction imposed within seven (7) business days of the hearing including the process by which the student can appeal.
14. The complainant(s) will be informed of the decision of the hearing, and the sanction, if any, imposed on the accused student in all cases involving physical injury, threat, intimidation or force, including sexual misconduct, assault or abuse, of the complainant.
15. An appeal must be filed within seven (7) business days from the date of the mailing of the sanction letter. (See Section VI. Appeals.)
16. There shall be a single record of an RIT student conduct hearing and this record shall be the property of the Institute.

17. Once the sanction is final (i.e., after the decision in an appeal or after the time to appeal has passed), the designated Student Conduct Officer is responsible for arranging for the sanction to be carried out and monitoring the sanction if appropriate. If the designated Student Conduct Officer believes it is appropriate, Interim Suspension or Restrictions may be imposed during the time of an appeal or until the time to appeal has passed.

VI. Appeals

A. Disciplinary Appeals to the Institute Appeals Board

The Institute Appeals Board will hear cases derived from: (1) decisions made through the RIT Student Conduct Process where the sanction determined was **Deferred Disciplinary Suspension, Removal from RIT Housing, Disciplinary Suspension, Disciplinary Dismissal, or Disciplinary Expulsion**, (2) decisions made by Academic Conduct Committees (see Academic Conduct and Appeals Procedures), and (3) decisions made by other RIT officials or employees (normally such cases involve student grievances stemming from other than academic or disciplinary decisions). Decisions rendered by the designated Student Conduct Officer resulting in a sanction of **Disciplinary Probation** can be submitted for administrative review to the Associate Vice President for Student Affairs.

Each representative group (Academic Senate, Staff Council and Student Government) may appoint members to serve on the pool of the Institute Appeals Board. Individual faculty, staff, and students may also apply. From this membership pool, individuals will be selected to serve on Institute Appeals Board hearings. Members will serve on the Board for two-year terms ending June 30, with the opportunity for renewal of their term. Members of the Institute Appeals Board who do not fully serve their term will be replaced by the representative group that initially selected them, completing the term. Members of the Board must attend mandatory training at the beginning of each academic year and periodically as offered throughout the year. Alternates are expected to attend all hearings for which they are scheduled and will be dismissed by the IAB Chair when deemed appropriate. The Institute Appeals Board will be trained and coordinated by the Associate Vice President for Student Affairs.

The Institute Appeals Board consists of four (4) voting members, including two (2) students, two (2) faculty, administrators or staff members. The Chair of the Institute Appeals Board will be appointed by the Associate Vice President for Student Affairs.

Grounds for appeal are listed in Section VI.B. The letter of appeal must be submitted to the Associate Vice President for Student Affairs, within seven (7) business days of the mailing of the decision notice by the designated Student Conduct Officer. The decision concerning the appeal will be mailed to the accused student within seven (7) business days after the Institute Appeals Board hearing is conducted and a recommendation is made to the Senior Vice President for Student Affairs for disciplinary violations.

The decision rendered by the Senior Vice President for Student Affairs is final.

B. Grounds

Except as required to explain the basis of new evidence, an appeal shall be limited to a review of the record of the initial decision and/or hearing and supporting documents only for one or more of the following grounds or purposes:

1. To determine whether the decision making process and/or hearing was conducted fairly in light of the charges and evidence presented and was in conformity with the RIT Student Conduct Process.
2. To determine whether the decision reached was based on substantial evidence, that is, relevant evidence that a reasonable mind would accept as adequate to support the conclusion.
3. To determine whether the sanction imposed was appropriate for the violation which the student was found to have committed.
4. To consider new evidence which was not brought out in the original hearing and which is sufficient for a reasonable person to alter the decision.
5. To determine whether the deciding administrator or hearing body was biased or otherwise not able to consider the case objectively.

C. Procedure for Non-Academic Appeals

1. An appeal must be filed in writing in the Office of the Associate Vice President for Student Affairs within seven (7) business days of the electronic mailing of the decision notice. The appeal must state which ground(s) set forth in B. above is the basis for the appeal and the evidence or reasons supporting this position.
2. The accused student has the right to be assisted by an advocate from among the RIT faculty or staff, other than a person trained as a lawyer (guidelines relating to the presence of lawyers can be found in Section V.C.). The Coordinator for Advocacy upon request will assist the accused student in obtaining an advocate.
3. The student filing the appeal and his/her advocate, will appear in front of the Institute Appeals Board and present the grounds for the appeal. The student will generally be given a time limit of twenty (20) minutes for this presentation.
4. The designated Student Conduct Officer who made the original jurisdiction decision will then respond to the appeal and give the rationale for the decision and sanction determined.
5. After discussing the appeal, the Institute Appeals Board may make the following recommendations to the Senior Vice President of Student Affairs:
 - a) Uphold the original decision or modify the decision rendered.
 - b) Request an appearance of any individual involved in the case and postpone making a recommendation until that person meets with the Institute Appeals Board.
 - c) Remand the case back to the designated Student Conduct Officer for a second hearing.
6. Appeals are conducted in private. Admission of any person to the appeal shall be at the discretion of the Chair of the Institute Appeals Board.
7. Upon reviewing the recommendation of the Institute Appeals Board, the Senior Vice President for Student Affairs will make the decision based solely upon the written appeal, the recording of the original hearing and the appeal hearing, the record, and the submitted written material unless he or she determines, in his or her sole discretion, to hear oral statements by or ask questions of those involved.
8. In making a determination on the appeal, the Senior Vice President for Student Affairs will not substitute their judgment for the judgment of the original student conduct officer or administrator. The original determination will be reviewed only on the grounds set forth in B above.
9. The Institute Appeals Board may not recommend, nor can the Senior Vice President for Student Affairs in a case where the accused student has appealed, impose additional or harsher sanctions.
10. The student will receive electronically the final decision from the Senior Vice President for Student Affairs within seven (7) business days of the appeal hearing.

D. For Academic Appeals see page 44.

VII. Records

Access to the records of student disciplinary or student grievance cases is governed by the RIT Student Records Policy. If the student requests that the hearing be public, this request will be deemed a waiver of the student's rights to have the records in the case remain confidential. Student Conduct records normally will be destroyed five (5) years after the last conduct violation, unless the student was expelled from the Institute or the designated Student Conduct Officer determines that the interest of RIT or the greater RIT community requires retention. Expulsions, dismissals and disciplinary suspensions are reflected on a student's transcript for the period of time until the sanction and all conditions have been fulfilled.

The Director of Student Conduct will report semiannually to the Assistant Vice President for Student Affairs on the outcomes and sanctions of all disciplinary cases. The Director of Student Conduct will report to the entire Institute community annually concerning the outcomes and sanctions of disciplinary cases, without information which could identify particular students.

VIII. Hearing Procedures for Sexual Misconduct Cases (when a student is accused)

A. The Process

When a case of sexual misconduct or assault is reported to Public Safety, and the accused is a student(s), the following procedure will be followed.

1. The Coordinator for Advocacy will provide the accused student an advocate or train a faculty/staff advocate chosen by the student.
2. The Coordinator for Advocacy will contact the complainant and will offer the complainant a representative from the RIT Center for Women and Gender to be their advocate. The complainant may also choose their own faculty/staff advocate.
3. The advocates for the complainant and accused will contact the Coordinator for Advocacy to discuss the role of the advocates and the student conduct process.
4. The advocate for the accused student and the advocate for the complainant will meet with the student they are advocating for to discuss student conduct procedures, advocacy, counseling options reporting options if the incident is reported to an outside law enforcement agency. The advocates can accompany the accused student and complainant to the hearing and offer general support throughout the process if the accused student and complainant desires his/her participation.
5. The advocate of the complainant will meet with the complainant to discuss the case, the student conduct process and options.
6. The advocate for the accused will meet with that student to discuss the case, the student conduct process and options.
7. If the accused student is an NTID student, he or she will be contacted by the NTID Student Conduct Liaison to answer any questions about the process.
8. The hearing date will be set when the advocacy system and Public Safety documentation have been completed.
9. In addition to the designated Student Conduct Officer, the accused, the complainant and their advocates, the following people may also be present:
 - Co-hearer (an additional administrator who will decide whether prohibited actions have occurred and if so, the sanction in conjunction with the designated Student Conduct Officer. The co-hearer is generally a person of the opposite gender from the designated Student Conduct Officer)
 - Public Safety Representative
 - Residence Life Administrator (if either accused or the complainant are RIT housed students)
 - NTID Conduct Liaison (if either accused or complainant are NTID students)
 - Witnesses (only if pre-approved by the designated Student Conduct Officer)
 - Interpreter(s) (if any person participating in the hearing is deaf or hard of hearing)
10. The hearing will follow the procedures set forth in Section V.C. of the RIT Student Conduct Process.
11. The designated Student Conduct Officer will determine in his or her sole discretion the range of testimony permitted by witnesses and items of information which will be considered upon principles of fundamental fairness.
12. If the designated Student Conduct Officer determines that a witness or complainant may be emotionally harmed by giving evidence in the presence of the accused student, the designated Student Conduct Officer may make other arrangements (such as use of a screen or digital recording) to allow the testimony while not depriving the accused student of access to the evidence.

13. When the hearing is completed and the decision is shared with the accused, the advocate for the complainant is informed of the decision. The designated Student Conduct Officer or the advocate will contact the victim or complainant and inform him or her of the outcome. A letter will also be sent to the victim or complainant detailing the outcome of the student conduct hearing.
14. For complaints regarding sexual misconduct or sexual harassment, both the accused and the victim/complainant have the right to appeal the outcome of the student conduct process. (See Section VI.A-C)

B. Other Resolution Procedures

All incidents of sexual misconduct involving students are not necessarily reported directly to Public Safety. A complainant may choose to discuss and report the incident to

- staff in Residence Life,
- designated individuals within The RIT Center for Women and Gender,
- a faculty/academic advisor, a counselor,
- staff in the Student Health Center,
- other members of the RIT community.

If the complainant wishes the incident to be processed through the RIT Student Conduct System, he or she should report to Public Safety, who will file the proper report to initiate the student conduct process. RIT will assist the complainant if desired when reporting the incident to an outside law enforcement agency.

Changes in academic work and living situations can be arranged following the allegation or finding of sexual misconduct if reasonable alternatives exist. Interim suspensions from the Institute or other interim restrictions may be imposed pending a determination of the allegation. (See Section IV.D.)

If the accused is an RIT employee, faculty or staff, the case will be handled by procedures set forth in the RIT Policy Prohibiting Discrimination and Harassment.

IX. Complainant Rights

When a member of the RIT community is the complainant in an alleged act of misconduct which violates the physical and/or mental welfare of an individual, he or she should expect that the RIT Student Conduct Process will respond in a caring, sensitive and supportive manner which allows the complainant to utilize the student conduct process unimpeded while still maintaining the rights of the accused student. In cases including, but not limited to sexual misconduct and hazing, complainants of the alleged harm are assured:

1. Treatment with dignity and compassion by all persons involved in the disciplinary process.
2. Information pertaining to the RIT Student Conduct Process and appropriate referrals for information on the criminal process.
3. Information pertaining to counseling assistance available.
4. Access to assistance throughout the student conduct process, including the ability to utilize the RIT Advocacy program.
5. Due process protections provided to accused students, including hearing all information presented during a hearing, including information from witnesses, and being informed of the results of the hearing when permitted by law.
6. Privacy regarding any unrelated past behavior during the hearing process. The designated Student Conduct Officer will determine what constitutes unrelated behavior.

7. Privacy throughout the student conduct process in relation to campus and other media, and in relation to all other uninvolved parties.
8. Freedom from intimidation and harassment throughout the student conduct process.

X. The RIT Advocacy Program

The Advocacy Program is an Institute initiative designed to provide students with a supportive RIT **faculty** or **staff** partner as they engage in the student conduct process. Incidents that students find themselves involved in are often complex, overwhelming and confusing. The Advocate can be a steadying influence during a turbulent experience.

Students are given the option of working with an Advocate for both Formal and Informal Conduct hearings.

An Advocate may play a formal role both prior to the Student Conduct hearing as well as during the hearing.

The role of the Advocate **prior** to the hearing is:

- To meet with the student in preparation for the hearing
- To assist the student in understanding RIT policies
- To assist the student in understanding the procedures of the conduct process
- To help the student access appropriate Institute resources

The RIT Student Conduct process is educational in nature and is intended to address student misconduct in accordance with RIT's community expectations. As an educational experience, the participating student is expected to take primary responsibility for responding to the incident in question.

During the hearing, the Advocate's role may include "active participation" under the following guidelines:

- "Active Participation" may range from silent support to assisting the student in making statements and responding to questions
- The Advocate may assist the student in clarifying information pertinent to the incident
- The Advocate does not "represent" the student in the hearing
- The Advocate is considered a supportive partner in the educational process; not an adversary
- The Advocate does not serve as a "character witness" for the student

Students have several options when choosing to work with an Advocate. A student may:

- Select a specific person from the list of trained Advocates provided by Student Conduct
- Request that a selection be made for them from the list of trained Advocates
- Select an RIT faculty/staff member with whom they are familiar. Brief training will be provided to that person by the Advocacy Coordinator

The Advocacy Coordinator will then arrange the Advocate assignment.

XI. The Student Conduct Appeals Liaison

The Student Conduct Appeals Liaison is a staff member in the Division of Student Affairs who will talk to students interested in appealing student conduct or academic misconduct cases to the Institute Appeals Board. The liaison will act as a resource for the student or group as they begin the appeal process, will provide information about the RIT Appeals Process, and feedback when requested. The liaison does not have the authority to change any original jurisdiction decisions.

XII. RIT Conflict Management Services

Students involved in a dispute may utilize RIT Conflict Management Services.

Restorative Conferencing:

The RIT Restorative Conferencing (RC) process provides an alternative response to violations of the RIT Code of Conduct. Restorative Conferencing seeks to resolve violations of community expectations in a manner that satisfactorily meets the needs of all parties affected by an incident through a facilitated "conference".

- The conference is attended by those parties both directly and indirectly involved in an incident and is facilitated by a staff member from the Office of Student Conduct (SCCMS) and other trained professional staff members.
- The conference process provides an opportunity for all parties to discuss the incident, how they and others were affected and to determine appropriate actions to make amends to the individuals and the community.
- Participants in a conference are invited to bring support persons with them to the conference. Support persons must be RIT students, faculty and/or staff.

The RC process will be offered for specific types of incidents in which an individual(s) accepts responsibility for the policy violation(s) and both the responsible party and those affected are willing to participate in a conference. Participation in the conference is voluntary. Students who are accused of misconduct but do not accept responsibility and/or are unwilling to participate in the conference will be referred back to the Student Conduct Hearing process.

When a situation is deemed appropriate for the Restorative Conferencing process the following procedure will ensue:

1. The Center for Student Conduct will contact the students involved to provide information regarding the RC process.
2. An intake meeting will be scheduled with the responsible party to explain the process, obtain their consent to participate and determine other appropriate conference participants.
3. Other participants will be contacted and a conference date, time and location will be confirmed.
4. The Restorative Conference will be facilitated by professional staff members. These facilitators do not have a decision-making role in the process. The goal of the conference is to create a Conference Agreement for appropriately repairing the harm caused by the incident in question. Conferences do not result in official RIT sanctions.
5. The Conference Agreement will be monitored by professional staff members in either SCCMS or Residence Life. Failure to comply with the agreement may result in charges of misconduct and referral to the student conduct hearing process.

The Center for Student Conduct reserves the right to determine appropriate incidents for referral to the Restorative Conferencing process and to approve all conference participants. The Restorative Conferencing process will not be offered as a response for repeat behaviors.

Conflict Coaching:

- is provided on a one-on-one, informal basis to RIT students, faculty and staff
- assists individuals in identifying conflict management strategies that are targeted specifically to their needs and can be implemented without the assistance of a 3rd party
- offers information and referrals regarding relevant campus resources & policies
- can help to resolve an existing conflict as well as prevent an anticipated conflict

Appropriate for roommate disputes, communication difficulties, team/group conflicts, difficulties within organizations and more.

Customized training and workshops are available for all students on topics such as:

**Positive Conflict Resolution
Group Decision Making
Facilitation Strategies
Communication Skills
Conflict Management Styles
Conflict and Change
Managing Difficult Discussions**

XIII. Definition of Organization-Related Event

An RIT Organization may be held responsible for an incident on or off the RIT campus when there has been a violation of the RIT Student Code of Conduct and/or violation of local, state or federal statutes if one or more of the following is established (including but not limited to):

- When organization funds are used to fund the event
- When the following percentages of the active membership are in attendance or involved in the event:
 - Organizations with membership between 1-15: 50%
 - Organizations with membership between 16-40: 33%
 - Organizations with membership 41 or more: 25%
- When the event is discussed/described at an organization meeting, in notes, on a flyer or poster
- When name of organization is displayed (walls, shirts, etc)
- When event is described as a “mixer”, or a “social” with another RIT campus organization
- When Executive Board/Leader/Captains of the organization are present and host event

Approved December 1962
Modified 2006

CENTER FOR STUDENT CONDUCT **Student Alumni Union, Room 2460**

Office Number -- 475-5662 (v/tty)
Coordinator for Advocacy -- 475-7668 (v/tty)
Appeals Coordinator -- 475-5664 (v/tty)
RIT Conflict Management Services -- 475-5662 (v/tty)
Restorative Conferencing – 475-7668 (v/tty)
Conflict Coaching – 475-5662 (v/tty)

The RIT Student Behavior Consultation Team (SBCT)

The purpose of the SBCT is to coordinate the resources of RIT to address inappropriate, disruptive, or harmful student behavior in order to recommend collaborative and purposeful (and *non-punitive*) interventions aimed at helping students achieve success. In addition, the SBCT assists faculty and staff in addressing instances of student behavior which may be inappropriate, harmful, or disruptive for the RIT living and learning community.

Other responsibilities of SBCT include making recommendations to the Senior Vice President for Student Affairs regarding students who may need to leave RIT via the RIT Medical Leave of Absence Policy, outreaching to students regarding the death of a student or student-related crisis, and providing educational programming to faculty, staff and students at RIT regarding resources and referrals.

To access the RIT SBCT process, please contact:

Dawn M. Soufleris, Chair of SBCT
dmsrhs@rit.edu
(585) 475-2574

Student Involuntary Leave Policy

Introduction

RIT describes acceptable conduct in its publication, “Student Rights and Responsibilities: A Handbook of Policies and Procedures.” The regulations outlined in this policy allow students to live and study in a supportive learning environment, protecting the rights of the community while respecting the rights of the individual. All students should expect to carry on daily activities safely and productively.

A. Statement of Policy

The university may place a student on an Involuntary Leave of Absence, hereafter referred to as Involuntary LOA, when the student is unwilling or unable to make a determination to take a voluntary leave of absence, and when there is evidence to suggest that:

1. the student poses a significant danger of imminent or serious harm to self or to others, or to the property of the campus, or
2. the student, although not posing the risk of imminent or serious harm to self or others, impedes the lawful activities of other members of the campus community. Examples of such behavior include being disruptive to the environment, or having needs which exceed the level of care and supervision that the university community can provide.

The policy and procedures for initiating an Involuntary LOA do not take the place of disciplinary actions (e.g. suspension, dismissal, expulsion) that are in response to violations of the RIT Code of Conduct.

An Involuntary LOA can be imposed for no more than five consecutive quarters, eight for part-time students, including summer. If the stipulated conditions are not achieved or complied with in this time period, the student will have to reapply for admission in accordance with the Institute’s readmission procedures. The student’s transcript will be noted with “Leave of Absence” and the effective date of the LOA.

B. Procedures for Emergency Situation/Imminent Danger

Procedure:

1. When a student is identified as posing an immediate or serious threat to harm him/herself and/or others, Public Safety (and/or other law enforcement/emergency response personnel) and appropriate designated RIT administrators are contacted.
2. Members of the Student Behavior Consultation Team (SBCT), in consultation with local law enforcement and/or emergency response officials, if appropriate, evaluate the situation, accessing any information available to them at the time.
3. If student behavior is determined to be an immediate or serious threat, the student is placed on ‘interim LOA’ by the Chairs of the SBCT, effective immediately.
4. Interventions to ensure the safety of the student and/or the community will be implemented and referred for proper evaluation and/or treatment, as indicated.
5. The student is notified in writing by the Chairs of SBCT that an interim LOA is in place and of the restrictions on his/her contact and interaction with members of the community as a result of the LOA.
6. The student receives notification that the case is being considered for referral for either a conduct hearing and/or an Involuntary Leave review through SBCT.
7. The student is informed in writing of the conditions required for requesting to return to RIT, the advisable or minimum length of separation and the documentation required to support consideration of return to school.
8. The appeal process may be utilized to obtain reinstatement, but the interim LOA persists until the appeal process is completed.

C. Procedures for Non-imminent Emergency Situations

Procedure:

1. Members of the SBCT evaluate the situation, accessing any information available to them at the time. Possible outcomes/recommendations of this meeting include:
 - Voluntary LOA
 - Involuntary LOA
 - Remain in school under specified conditions
 - Referral to campus or off campus services
2. Within 24 hours of the meeting of the SBCT, the student will be notified of a meeting with the Chairs of the SBCT to discuss the outcome/recommendations. The student will be informed of his/her rights (see #6 below).
3. The Chairs of the SBCT meet with the student to review the decision of the SBCT.
4. The student will also be notified in writing of the conditions for reentry in the event a voluntary LOA is taken or an involuntary LOA is imposed, or any conditions required for remaining in school.
5. A student subject to an Involuntary LOA is entitled to the following:
 - a. Notice of intent to remove the student pursuant to this policy stating the reasons for the action.
 - b. The opportunity to review and discuss the information upon which the decision is being made.
 - c. The opportunity to present relevant information on his/her own behalf (or by a health professional working with the student, if the student is not capable of self representation).
 - d. The right to a non-legal advocate.
6. In the event the student disagrees with the decision of the SBCT, the student may appeal the finding. The appeal must be made in writing to the Senior Vice President for Student Affairs (or her/his designee), within three business days after the date of the notification to the student of the decision. The appeal notification must state which of the following grounds are the basis for the appeal and the reasons supporting this position. If the decision of the SBCT is to place the student on an Involuntary LOA, this Involuntary LOA will be in effect during the appeal process.
7. An appeal of an Involuntary LOA will be limited to the following grounds:
 - a. To determine whether the process used to impose the Involuntary Leave was in accordance with the designated procedures.
 - b. To determine whether the decision reached was based on information and situational conditions that support the conclusion.
8. The findings and recommendation of the Senior Vice President for Student Affairs will be communicated to the student and the Chairs of SBCT along with any changes that will be made to the original decision as an outcome of the appeal. The written communication will be sent to the student within ten working days after receiving the student's written appeal. The Senior Vice President for Student Affairs' decision shall be final.
9. Upon being placed on an Involuntary LOA, the student may no longer attend classes, may not be an active member of a student organization, may no longer use Institute facilities, must vacate Institute owned and affiliated housing, and may be entitled to whatever refunds of tuition, fees, and room and board charges as would be appropriate given the timing of the LOA.
10. Students who are on an Involuntary LOA will have a hold placed on their records, which will prevent them from being readmitted or reenrolled in the institution until the conditions for re-admittance (which will be spelled out in the letter to the student) have been met. It is the responsibility of the student to provide documentation of compliance with such conditions. Readmission is at the discretion of RIT.
11. Students placed on an Involuntary LOA have the following responsibilities:
 - a. Abide by the restrictions and recommendations of the LOA as outlined in written notification.
 - b. Meet all conditions outlined by RIT before submitting request for re-admittance.

- c. When seeking re-admittance, submit supporting documentation at least 3 weeks in advance of beginning of quarter plan to return.
 - d. Permit (with appropriately signed release of information) exchange of information between designated RIT staff and mental or other health care providers, in order to determine a timely and acceptable return to college.
12. A student who is not placed on an Involuntary LOA may be subject to conditions to continue enrollment at the university. In such cases, the student will be provided with a written summary of conditions and must meet all conditions in order to maintain student status. A student who fails to meet such conditions will be subject to an Involuntary LOA by the Chairs of the SBCT, or will be subject to charges through the RIT Student Conduct Process for failure to comply.

RIT POLICY PROHIBITING DISCRIMINATION AND HARASSMENT

Policy

The RIT community is committed to a diverse and dynamic learning, working, and living environment.

RIT will not discriminate in terms and conditions of employment, admission, and participation in programs or residential life.

RIT prohibits discrimination and harassment on campus, or at any RIT activities off campus, by its administrators, faculty, staff, students and student organizations, and external organizations and individuals in their operations with RIT.

RIT defines discrimination as behavior which uses age, citizenship, color, creed, culture, including deaf culture, disabilities, gender, marital status, national origin, political affiliation or preference, race, sexual orientation, gender identity, or gender expression as a basis for:

- making hiring or admission decisions at RIT,
- determining participation in programs at RIT or sponsored by RIT,
- making decisions affecting an individual's employment or advancement, grade or academic standing, or access to any benefit or privilege at RIT, or
- administering disciplinary processes

except where distinctions are bona fide or otherwise permitted or required by law.

RIT defines harassment as conduct, communication, or physical contact which is unwelcome and has the purpose or effect of:

- unreasonably interfering with an employee's or student's work, academic activities, or residential life at RIT, or participation in RIT sponsored programs or events, or
- creating an intimidating, hostile or abusive environment for an employee or student at RIT or in RIT sponsored programs or events.

RIT is committed to an environment which encourages, promotes and protects free inquiry and free expression. Members of the RIT community have the right to hold, express vigorously, defend and openly promote their ideas and opinions. The RIT Policy Prohibiting Discrimination and Harassment is not intended to restrict freedom of speech or any form of artistic or visual expression.

The policy is also not intended to restrict discussion and debate in the classroom or academic forum. Protecting these values does not include protecting acts of discrimination or harassment.

Making an intentionally false charge of discrimination or harassment or retaliating against someone who has made a charge is as serious an offense as discrimination or harassment and is prohibited.

Definitions and Explanations

Hostile Environment:

A hostile environment involves conduct, communication or physical contact:

(1) which is severe or pervasive enough to make a reasonable person believe that the environment is intimidating or abusive, or (2) which unreasonably interferes with the person's work or academic performance, his or her campus living environment or his or her participation in RIT sponsored activities. Generally, there must be a pattern of behavior for it to be determined that an individual has created an intimidating or abusive environment for another person in violation of this Policy. It is possible, however, for one action to be so severe that it can constitute discrimination or harassment within the meaning of this Policy.

RIT Supervisor:

In this Policy and in the approaches to resolution described below, the term "RIT Supervisor" is defined as any person in a position at RIT which requires him or her to supervise other individuals and to write performance evaluations on them, whether or not this Supervisor supervises any of the parties involved in an allegation of discrimination or harassment. This definition does not include the Student Ombudsperson, the Chair of the Commission for Promoting Pluralism, or the Director of the Center for Women and Gender.

An RIT Supervisor who talks to a complainant must make clear to the complainant before the complainant states his or her complaint that if the allegation turns out to be, in the opinion of the RIT Supervisor, sufficiently serious as to merit investigation and action even though the complainant would prefer not to proceed, that the investigation will have to go forward. It should be uncommon that this course of events would occur, but individuals should understand that it is possible, given the Institute's legal obligations and its goal of assuring a workplace free of discrimination and harassment.

Confidentiality:

Confidentiality will be maintained by RIT Supervisors consistent with a thorough investigation and resolution of the allegation. It should be understood, however, that in order to investigate an allegation of discrimination or harassment and in order to take action to resolve any wrongdoing or misunderstanding, it will be necessary for the investigating RIT Supervisor to share information with a limited number of other people. Information concerning an allegation of discrimination or harassment will be shared only as necessary in order to resolve the situation successfully. If the RIT Supervisor is going to do anything other than counsel the complainant, people who "need to know" include the accused person who must (1) receive notice that a complaint has been made; (2) be told the evidence against him or her and be given an opportunity to respond and; (3) be told about his or her rights and responsibilities. Others who may be informed of some information about the allegation include people who are possible sources of information concerning the facts and RIT Supervisors whose responsibilities include investigating, dealing with or correcting the situation.

It is also possible, in the event some disciplinary action is taken as a result of the complaint, that the accused individual may choose to grieve or appeal the disciplinary action and that the complainant may be asked to participate in that process.

Following a determination by an RIT Supervisor (Administrative Action) or Hearing Panel in response to an allegation that the Policy Prohibiting Discrimination and Harassment was violated, or a determination on appeal or through grievance, the complainant and the accused will be informed in a confidential manner of the decision.

Records:

Allegations: Allegations of discrimination or harassment involved in cases handled in the Mediation, Administrative Action, and Hearing Panel Approaches, whether instigated by the complainant or by an RIT Supervisor, as well as the results of these approaches, will be recorded in the central, confidential Discrimination and Harassment File.

Agreements: A record of any agreement which results from Mediation will also be kept in the central, confidential Discrimination and Harassment File.

Violations: Findings of violations of this Policy and any disciplinary sanctions imposed will be recorded in the official personnel file or student record of the person found to have violated the Policy.

Central, Confidential Discrimination and Harassment File:

Throughout this Policy, reference is made to the central, confidential Discrimination and Harassment File. This File, separate from the employees' personnel files and the students' official records, is maintained at two sites: in the Office of the Senior Vice President for Student Affairs for those records, as specified in this Policy, which result when a student is the accused person; and in the Office of the Director of Human Resources for those records, as specified in this Policy, which result when an employee is the accused person. At both sites, the File is to be kept strictly confidential by the Senior Vice President for Student Affairs and the Director of Human Resources.

Access to entries in the central, confidential Discrimination and Harassment File will be controlled by the Senior Vice President for Student Affairs and the Director of Human Resources. RIT Supervisors or Vice Presidents may request that the File be examined for entries regarding an individual student or employee when such information is relevant to the resolution of a pending case. Individual students or employees may also request that the File be examined and that they be informed of any entries pertaining to themselves as an accused, provided that the names, but not the existence of, complainants who requested confidentiality will be withheld if not previously disclosed to the accused.

The records in the central, confidential Discrimination and Harassment File will be reviewed annually by the Senior Vice President for Student Affairs and the Director of Human Resources, and records older than 10 years will be destroyed.

Private Notes:

Individuals involved in any of the processes for resolution of allegations, informal or formal, may take private notes of meetings, actions, agreements, or any other aspect of the process. These notes may not be requested as evidence, by either party, in any subsequent internal RIT procedures.

Procedures

Seeking Advice:

Resolving issues of discrimination or harassment often starts with parties seeking advice on what is and is not unacceptable behavior. Advice can come from many sources. However, the Institute feels it is important that the complainant or accused receive information and assistance from individuals who are knowledgeable in addressing issues of discrimination and harassment.

The Institute has designated the Chair of the Commission for Promoting Pluralism, the Student Ombudsperson, and the Director of The Center for Women and Gender as the general advisors to all employees and students on issues of discrimination and harassment. These advisors will assist individuals with understanding the approaches available to resolve a complaint.

Seeking advice from the Chair of the Commission for Promoting Pluralism and/or the Student Ombudsperson and/or the Director of The Center for Women and Gender or using the Informal Approach of an exchange solely between the people involved or with any third party will not result in a record being kept by the Institute in the employee's personnel file or the student's file, or in the central, confidential Discrimination and Harassment File.

Approaches to Resolution:

When a student is accused, approaches available for resolution include the Informal Approach, the Mediation Approach, and the RIT Student Conduct Process as contained in the RIT Policies and Procedures Manual and in the Student Rights and Responsibilities Handbook.

When an RIT employee is accused, approaches available for resolution include the Informal Approach, the Mediation Approach, the Administrative Action Approach, and the Hearing Panel Approach.

Informal Approach: Any person who feels that another RIT community member violated the Policy Prohibiting Discrimination and Harassment can directly discuss the behavior perceived to be offensive and/or unwanted with the other individual or with any third party in order to try to resolve the problem and see that it does not occur again. The approach can be in person or in writing. A statement of facts and of feelings about these facts together with a request that specific behavior be stopped is suggested most likely to be effective.

The complainant may want help in dealing with someone's behavior. The complainant may request a third party either to meet with the accused alone or to meet with the complainant and the accused to discuss the behavior and ways to resolve the situation.

A complainant who chooses to involve an RIT Supervisor in an Informal Approach to resolution must be aware of the special responsibility of RIT Supervisors as defined in this Policy (see DEFINITIONS: RIT Supervisor, page 2).

Neither the President nor the Vice Presidents nor the Student Conduct Officer for students may serve in the capacity of a third party in an Informal Approach to resolution because, if the Administrative Action or the Hearing Panel Approach or the RIT Student Conduct Process is subsequently used, these individuals may be called upon to determine the action to be taken against the accused, should discrimination or harassment be found.

This Informal Approach, like all approaches discussed, is an option. No records or sanctions result from using the Informal Approach to resolution. The complainant may, however, choose to use another approach.

Mediation Approach: The complainant or accused may request an Institute mediator to assist in resolving the complaint. Mediation is a voluntary process and involves both parties agreeing to meet together with a neutral person identified and trained by the Institute as a mediator. The objective of mediation is to work out a written agreement, between the accused and the complainant, regarding future behavior.

The Director of Human Resources and the Senior Vice President for Student Affairs will maintain the list of Institute mediators. The request for mediation must be in writing and signed by both parties and sent to the Director of Human Resources (when an employee is accused) or the Senior Vice President for Student Affairs (when a student is accused). A mediator can be selected by the parties or, if the parties so choose, assigned by the Director of Human Resources or the Senior Vice President for Student Affairs.

The mediator will outline the process to both parties. No other parties are to participate in the mediation other than the mediator, the complainant, and the accused.

Mediation, if successful, will include a record of agreement prepared by the mediator and signed by both parties. Copies of this signed agreement will be sent to both parties. If either party is an employee, the Director of Human Resources will be sent a copy by the mediator, to be maintained in the central, confidential Discrimination and Harassment File, separate from the employee's official personnel file. If either party is a student, the Senior Vice President for Student Affairs will be sent a copy to be maintained in the central, confidential Discrimination and Harassment File, separate from the student's official student record.

The mediator's role is to serve as a neutral party assisting the complainant and accused to arrive at a written agreement. The mediator does not keep a copy of the agreement nor enforce the agreement. The mediator cannot appear as a witness if either party later pursues a formal complaint or appeal or grievance.

If either party feels dissatisfied during mediation, the arrangement can be broken and another resolution approach pursued.

RIT Student Conduct Process (When a student is accused): When the accused is a student, refer to the policy on RIT Student Conduct Process contained in this Manual and in the Student Rights and Responsibilities Handbook where the procedures for handling complaints, taking administrative action, and appeal of such actions are presented.

Administrative Action Approach (When an employee is accused): There may be times when the complainant or the accused is not satisfied with the results of Informal attempts to resolve a situation or does not want to use the Mediation Approach. There may also be times when an RIT Supervisor may believe that in order to further the Institute's goal of providing a discrimination and harassment free workplace, it is necessary for him or her to proceed on his or her own initiative to resolve a situation.

In these cases, the complainant or the accused can request an RIT Supervisor, or if the allegation is sufficiently serious, an RIT Supervisor can decide at his or her own discretion, to investigate and take appropriate action concerning an incident of possible discrimination or harassment by a faculty or staff member. The Supervisor shall, after establishing that the facts and circumstances warrant an investigation, use the investigatory and disciplinary practices regularly used by the Institute in other employment matters. Such an investigation and the subsequent action, if a violation of this Policy is found, will be undertaken in conjunction with the Director of Human Resources. The Supervisor will tell the complainant the result of the investigation and, if a violation of this Policy has been found, whether disciplinary action will be taken against the accused. Generally, the complainant will not be told the specific disciplinary actions, if any, to be imposed.

In cases where disciplinary practices are used by the Institute and disciplinary action results, the employee who is disciplined must use the applicable Institute grievance procedure if he or she wants to question the action taken, rather than use the appeal process set forth below in the section dealing with Hearing Panels.

If either the complainant or the accused requests, the RIT Supervisor handling an allegation of discrimination or harassment will refer the case to the Hearing Panel Approach described below rather than proceed to address it by means of the Administrative Action Approach set forth in this Section.

Hearing Panel Approach (When an employee is accused): If the complainant wants to have his or her allegation that an Institute faculty or staff member has violated this Policy determined by a Hearing Panel, the complainant must prepare a written complaint that indicates the alleged discriminating or harassing behavior.

The complaint should include, where applicable:

- a chronology of events
- all relevant facts
- the name(s) of any witness(es) to the behavior or the incident(s)
- in the case of harassment, a statement indicating whether the accused was told that the behavior was unwelcome.

The complaint must be signed and forwarded to the Director of Human Resources who will conduct an initial discussion with the complainant to establish that the facts and circumstances warrant a formal investigation.

After this discussion if the facts and circumstances warrant a formal investigation and the complainant chooses to pursue this action, the Director of Human Resources will:

- notify the accused that an official complaint has been received
- deliver a copy of the formal complaint to the accused and complainant
- present an outline and explanation of procedures for resolution
- provide to the accused and the complainant the names of the members and alternate members of the Institute Hearing Board who are eligible to serve on the hearing panel

Within five class days of the decision to proceed with a formal complaint, the complainant and accused will be required to indicate to the Director of Human Resources any Hearing Board members whom they do not want to serve as members of their hearing panel. From the remaining names, the Director of Human Resources will select two members who, with the Director of Human Resources, will serve as the panel. The panel will convene within 15 class days of the receipt of the complaint.

Prior to the hearing date, the accused and complainant must submit to the Director of Human Resources any written documentation or statements that they feel are appropriate to the case. All witnesses to be called at the hearing must be identified by the parties and made known to the parties before the hearing.

The Director of Human Resources will notify the accused, the complainant, and all witnesses identified of the date of the hearing. All hearings will be conducted in a private session. The complainant and the accused will have the right to be accompanied by a personal advocate of their choice who is either an employee or student of the Institute. The advocate cannot be an attorney. Each party may also have a personal advisor present. The personal advisor may be an attorney, but the attorney's role will be limited to advising his or her client. All hearings will be tape recorded by the panel; no other tape recording will be permitted. The audio tape will be supplemented by a single fixed camera video tape if one is requested by either party. If a sign language interpreter has been requested by any participant, the interpreter will appear on the video tape.

Hearing Process: The accused and the complainant will be present during the entire hearing. The Director of Human Resources will outline the hearing process and read the allegation aloud.

After the allegation is read, the complainant will have the opportunity to explain the circumstances surrounding the complaint and any evidence that may be available.

The panel and the accused will have the opportunity to question the complainant and the witnesses.

The accused will then have the Opportunity to refute the charges or present any contrary evidence.

The panel and the complainant will have the opportunity to question the accused and the witnesses. An opportunity will be given for the complainant, the accused, and the witnesses to present additional evidence.

The hearing panel will have sole discretion to adjourn and/or end the hearing.

Findings: Within 5 class days of the hearing, the hearing panel will issue a written summary of their findings and their conclusion as to whether:

- the Policy Prohibiting Discrimination and Harassment has been violated, or
- the Policy Prohibiting Discrimination and Harassment has not been violated;

The hearing panel will give the summary document to the Vice President of the division in which the accused is employed. A copy of the document will be forwarded to the complainant and to the accused.

If a violation of the policy is found, the Vice President will review the summary of the panel, the official personnel file of the accused, and other records of discrimination or harassment complaints against the accused. Within 5 class days from the findings being issued, action against the accused will be determined. The Vice President, in conjunction with the Director of Human Resources, will determine the disciplinary action that will be taken by the Institute and will communicate this action, in writing, to the accused, with a copy to the Director of Human Resources. The Vice President will tell the complainant whether disciplinary action will be taken by the Institute. Generally, the complainant will not be told the specific disciplinary sanctions, if any, to be imposed.

If the Director of Human Resources is the complainant or the accused, the role assigned in these procedures to the Director of Human Resources will be fulfilled by a designee of the Provost, or if the Provost is the complainant or the accused, by a designee of the President.

If the accused is a Vice President, the President will receive the findings from the hearing panel and issue the appropriate action. If the President is the accused, the Board of Trustees will serve as the hearing panel and will decide on the action to be taken.

The role of the Vice President is to determine the action to be taken and not to rule on whether the policy has been violated. This is the responsibility of the hearing panel.

If a violation of the policy is found, a copy of the complaint, the summary of the hearing panel, and the details of any disciplinary actions will be placed in the accused employee's official personnel file.

If a violation of the policy is not found, a record of this result will be placed in the central, confidential Discrimination and Harassment File in the Office of the Director of Human Resources.

In all cases, all other documentation, including the panel's tape recording, will be placed in the central, confidential Discrimination and Harassment File in the Office of the Director of Human Resources. This file will be destroyed after 10 years from the date of the complaint.

Appeal to the President of the Institute (When an employee is accused):

In cases other than when the accused is the President, an appeal to the President may be initiated as follows:

Following a Hearing Panel decision and the determination of the action to be taken, an appeal can be initiated by the accused or the complainant. An appeal shall be limited to a review of the record only on one or more of the following grounds:

- to determine whether the process was conducted fairly in light of the charge and evidence presented
- to determine whether the finding was based on substantial evidence that a reasonable mind would accept as adequate to support the conclusion
- to determine whether the sanctions imposed were appropriate for the violation
- to bring new evidence which was not brought out in the original hearing process and which is sufficient to alter the decision
- to determine whether the hearing panel or the Vice President was biased or unable to consider the case objectively

The written appeal must be received by the President's office within 20 class days from the date the Vice President issued action against the accused.

The President's office will send a copy of the appeal to the hearing panel that served on the complaint, the Vice President of the division in which the accused is employed, and the opposing party in the original complaint.

Any of these individuals can submit a written statement, concerning the grounds of the appeal, to the President.

The President will conduct an investigation, as he or she deems necessary, concerning the grounds of the appeal.

The President will issue his or her findings within four weeks from the day the appeal was received. The written decision will be sent to the accused and the complainant, the Vice President of the division in which the accused is employed, the Director of Human Resources, and the hearing panel. The President's decision will be final.

Dismissal:

The dismissal of a tenured faculty member, or of an untenured or educational development faculty member before the expiration of an appointment, will not occur directly as a sanction under the procedures set forth in this Policy. However, as part of the sanction imposed upon a faculty member as the result of a finding of having violated this Policy, an RIT Supervisor can indicate his or her intention to initiate the process of dismissal of the faculty member for cause under the regular Institute procedures. Such process may commence after any appeal or grievance concerning the original determination is completed, provided that a violation of this Policy is upheld. In such cases, the Dismissal Review Committee shall take as a given the factual finding, made pursuant to this Policy, that the RIT Policy Prohibiting Discrimination and Harassment has been violated and shall limit their considerations to whether or not the conduct found to have occurred merits dismissal.

The dismissal of a staff member, or the dismissal of an untenured or an educational development faculty member at the expiration of an appointment, can occur directly as a sanction under the procedures set forth in this Policy.

The dismissal of a student can occur directly as a sanction imposed under the RIT Student Conduct Process through which complaints against students are handled.

Approved April 13, 1994
Last Revised January 20, 1999

RIT PROCESS REGARDING BIAS-RELATED HARASSMENT How Are Bias-related Offenses Handled?

Under the New York State Hate Crimes Prevention Act of 2000, a bias-related crime is committed when a person commits a specified offense¹ such as murder, assault, kidnapping, arson, vandalism, or other crimes against an individual because of his or her race, color, national origin, ancestry, gender, age, disability, religion or religious practice, or sexual orientation. The new law helps reinforce the message that hate crimes will not be tolerated. This law also helps ensure that college students are informed about bias crimes and RIT policies and procedures to address these offenses.

Circumstances of reported bias-related incidents at RIT include verbal and written harassment directed against an individual. Public Safety vigorously and thoroughly investigates these offenses. Each case involving student misconduct is forwarded to the Center for Student Conduct for adjudication. Victims are routinely encouraged to request the Monroe County Sheriffs' Office to pursue criminal charges in local courts, and the Institute fully cooperates with law enforcement and other agencies in the enforcement of criminal law on campus. Sanctions against perpetrators may include, but are not limited to, disciplinary probation, suspension, termination or employment, criminal prosecution, and civil prosecution. In all cases, the medical and psychological needs of the victim are the top priority, and professionally trained RIT Counselors are available 24/7 for anyone who has been victimized. The RIT Counseling Center is located on the second floor of the August Center and appointments can be made by calling 475-2261/475-6897-TTY.

Each year, RIT community members are advised about security policies and procedures in RIT's Safety and Security Report. Included in the report is information on how to report a crime, available safety awareness programs, RIT drug and alcohol policies, and reported campus crime statistics. Reported offenses are also published weekly in *Reporter* magazine and Crime Alerts are distributed regularly throughout campus when serious offenses are reported. The Safety and Security report is available on Public Safety's website at <http://finweb.rit.edu/CampusSafety/ritsafety2003.pdf>.

¹ Specified offenses are listed in the NYS Penal Law; section 485.05 Hate Crimes

RIT SEXUAL MISCONDUCT POLICY

Sexual misconduct is not only a violation of RIT policies, it is a crime. Any sexual misconduct should be reported immediately to Public Safety. Immediately after an assault, the victim should seek support from others and be careful not to bathe or clean up the area or otherwise disturb or destroy evidence. There are several sources of support and counseling available at RIT and in the Greater Rochester area. Specific information about Sexual Misconduct Counseling follows. RIT officials will help arrange support and counseling services for anyone who requests them and will help the victim of sexual misconduct notify law enforcement authorities if that is desired.

Changes in academic, work and living situations will be arranged following a possible sexual misconduct if reasonable alternatives exist. Students or employees who are accused of sexual misconduct and deemed to present a danger to the Institute community or to the complainant may be suspended until such time as a determination on the allegation is made. The sanctions or penalties which RIT might impose for sexual misconduct depend on the nature and the circumstances of the offense and may range from reprimand to dismissal from the Institute.

Services Available

Counselors provide assistance to members of the RIT community who are victims of sexual misconduct (rape, attempted rape and sexual abuse). Contact the RIT Counseling Center or Public Safety after hours to speak with a counselor.

Sexual misconduct cases where the accused is a student will be handled through the RIT Student Conduct process. Cases where the accused is faculty or staff will be handled according to the RIT Policy Prohibiting Discrimination and Harassment. Questions concerning sexual misconduct cases can be directed to:

RIT Counseling Center
475-2261 (V)
475-6897 (TTY)
RIT Public Safety
475-2853 (V) or 475-6654 (TTY)
The Center for Women and Gender/CARES Program
475-7464 (V/TTY)
RIT Center for Student Conduct
475-5662 (V/TTY)
RIT Human Resources
475-2424 (V/TTY)
RIT Advocacy Program
475-7668 (V/TTY)

THE CARES PROGRAM

The CARES Program (Campus Advocacy, Response, and Support) is a comprehensive program for victims of sexual misconduct, domestic violence, dating violence, and stalking, providing 24-hour support and advocacy.

Services offered include: support and advocacy for victims/survivors; coordination of victims' services; full information about legal and campus processes, health care options, and support services; advocacy to insure accessibility and cultural appropriateness of all services, and referral to other on- and off-campus services and resources.

For more information about the CARES Program, contact The Center for Women and Gender at 475-7464 (v/tty), Campus Center Room 1760, ritwom@rit.edu.

POLICY ON THE USE OF SKATE BOARDS, ROLLER BLADES (IN-LINE SKATES), SKATES, BICYCLES and OTHER SIMILAR CONVEYANCES

RIT is an academic community committed to ensuring the welfare and safety of its members and also to providing appropriate means of access and transit across campus and within buildings. In all campus buildings, public areas, pathways, throughways, roadways, parking lots and playing fields, members of the community, guests and visitors are expected to respect the rights of others, and to conduct themselves in a conscientious, respectful manner with the safety and welfare of others always in mind.

Use of skate boards and roller blades can be hazardous to both users and pedestrians if they are operated on walkways and thoroughfares that are intended for pedestrians only, or in areas that are heavily used by pedestrians. Users of these devices are expected to maintain control of their actions at all times and not operate these devices at high speeds or in ways that endanger the safety of themselves or others. Campus building stairways, corridors, and tunnel areas were not designed, nor are they intended, for other than walking pedestrian or wheelchair traffic. Campus throughways and paths were not designed, nor are they intended, for the use of these devices for stunts, demonstrations, or sport.

It is the Institute's policy to allow the use of skate boards, roller blades, skates, bicycles, and similar devices for transportation on campus in accord with the guidelines and parameters cited below:

- In order to avoid injury, the use of skate boards, roller blades, bicycles or any other non-pedestrian transport conveyances will not be permitted within any RIT building or transportation vehicle. Roller blades or attached devices must be removed prior to, or immediately upon, entering the vestibule of all campus buildings or boarding any campus vehicle.
- Skate boards, roller blades (in-line skates), bicycles and other similar conveyances are not permitted on the quarter mile or in designated "pedestrian" areas Monday through Friday from 7:00 am - 7:00 p.m. The use of these devices in all other areas are subject to the user's being able to control his or her actions, to operate at a speed that does not endanger pedestrians, and to not be involved in stunt/demonstration behavior.

Failure to comply with this policy may result in the following:

First offense: a warning ticket will be issued.

Second offense: a ticket citation and a \$25.00 fine.

Third offense: referred to Center for Student Conduct for appropriate disciplinary action.

An incident involving the use of these or similar

conveyances could result in appropriate disciplinary sanctions in addition to receiving a ticket citation.

Non-members of the RIT community who violate this policy will be subject to "Persona Non Grata" status on the RIT campus. The parents of violators who are minors will also be contacted in writing regarding the actions of their children.

All skaters and bikers are encouraged to wear the proper safety equipment at all times.

Questions regarding this policy may be directed to the Public Safety Parking Office (x52074, Grace Watson Hall) or the Vice President for Student Affairs (x52267, Student Alumni Union 2410).

Approved: January 8, 1997

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

The Rehabilitation Act

The Rehabilitation Act of 1973, reaffirmed by the 1992 Americans with Disabilities Act (ADA), was created to protect the rights of the population who have disabilities. Section 504 of the Rehabilitation Act specifically applies to colleges and universities and it has a direct impact on our day-to-day activities.

It is every faculty and staff member's responsibility to become familiar with the law and make reasonable accommodations regarding all academic programs, all services and facilities within the institution. More importantly, we want to continue to do everything reasonable to assist our many talented and skilled persons with disabilities in reaching their potential.

What is Section 504? How does it directly relate to students and academic programs?

Section 504 of the 1973 Rehabilitation Act states that "no otherwise qualified handicapped individual in the United States . . . shall solely by reason of his/her handicap be denied the benefits, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Subpart E of Section 504 is applicable to all post secondary educational programs and activities which receive federal financial assistance. Colleges and universities must be free from discrimination in their recruitment, admissions and treatment of students.

An "otherwise qualified handicapped person" is defined as one who meets the academic and technical standards requisite to admission or participation in the Institute's programs and activities. This may include students who are deaf or hard of hearing, or who have orthopedic or speech problems, dyslexia, cancer, cerebral palsy, diabetes, blindness, multiple sclerosis, muscular dystrophy, AIDS, mental illness, drug or alcohol addiction, heart disease, or epilepsy.

How Does This Law Impact Teaching and Support Services?

For college students with disabilities, academic adjustments may be needed to insure maximal participation. These adjustments may include adaptation of the manner in which specific courses are conducted, the use of auxiliary equipment and support staff, and modification in academic requirements. These students may require support services or programs that can provide them with sufficient flexibility to meet the demands of a post secondary institution.

Teaching methods and examinations may need to be modified to accommodate students with disabilities.

RIT is committed to fostering an environment where students and faculty/staff with disabilities have the same access to academic programs, support services, social events, and physical facilities as other members of the RIT community. RIT has adopted a set of guiding principles and a set of procedures for providing students and faculty/staff members with appropriate accommodations so that they can successfully study and work at RIT.

Information regarding the process for requesting and receiving accommodations can be obtained from the Disability Services Coordinator's Office (Student Alumni Union Building, Room 1150, telephone 475-2023

V/TTY, or 475-6988 TTY). This information outlines the requirements for documentation. This information is available from the Office of Admissions, the Office of Human Resources and the Disability Services Coordinator's Office.

Decisions addressing requests for accommodations are based on the following guiding principles:

- Accommodations are a shared responsibility between the individual requesting accommodations and the institution.
- An individual requesting an accommodation must provide appropriate documentation that the accommodation is warranted.
- Decisions to provide accommodations are based on the principle of 'reasonableness' and the direct relationship between the accommodation and the need to facilitate successful access.
- Each accommodation is based on an individual assessment of the particular request and its supporting documentation.
- Rights to confidentiality of medical and counseling information must be protected.
- Students, faculty or staff have a right to appeal decisions related to the provision of accommodations.

Students with disabilities may request academic modifications that allow for their maximal participation. Examples of reasonable and timely accommodations include the following:

- Extended test time. Tests in an alternative testing location with a proctor.
- Use of alternative methods for students to demonstrate course mastery.
- Use of basic four function calculators and standard desk dictionaries during examinations. Utilization of computer software programs to assist in test-taking and study skills development, when appropriate.
- Provision for readers, scribes, or note-takers.
- Removal of structural or architectural barriers or disturbances.

Where can the resources regarding Section 504 be found?

Questions about accommodations for students with disabilities can be addressed to the RIT Disabilities Coordinator at 475-7804 V/TTY, or 475-6988 TTY. Visit the web site at: http://www.rit.edu/%7E371www/index_nonflash.html.

The above information is excerpted from a publication on Section 504 published by AHEAD, Association of Higher Education and Disability. Individuals wishing more information about Section 504 may contact AHEAD directly at Box 21192, Columbus, Ohio 43221, (614) 488-4972 (V/TTY).

Approved September 1992
Revised January 2001

DISABILITIES SERVICES PROCESSES

RIT is committed to fostering an environment where students with disabilities have the same access to academic programs, support services, social events, and physical facilities as every other student.

Procedures for disabilities services are based on the following assumptions:

1. Accommodating students is a shared student/ faculty/staff responsibility.
2. Faculty, staff and students need structured assistance in making decisions.
3. Policies and procedures must be reasonable and understandable.
4. Students' rights to confidentiality must be protected.
5. An appeals process must be trustworthy and timely.

Request for Accommodations

All students with disabilities who would like to request accommodations must submit a request form and appropriate documentation of the disability to the Disability Services office (Student Alumni Union Building, Room 1150, phone 2023).

Formal Appeal Process for Eligibility Determination

If the student does not agree with the decision of the Director of Disability Services due to either;

1. being denied services or
2. disagreement on the approved accommodations, and they cannot reach an agreement through informal discussions; the student may initiate a formal appeal.

The appropriate steps are:

- a. An appeal may be submitted to the Assistant Vice President for Student Learning Support and assessment, who serves as the direct supervisor for the disability Services Director. The Assistant Vice President for Student Learning Support and Assessment will convene a meeting with the student and the disability Services Director within two (2) weeks of receiving a written appeal by the student. After meeting with the student and reviewing the appropriate documentation (pending a signed release by the student), the Assistant Vice President will make a decision on the appeal.
- b. If either the student or the Director of Disability Services is dissatisfied with the decision made by the Assistant Vice President, a written appeal may be submitted to the Senior Vice President of Student Affairs. The Senior Vice President of Student Affairs will make the final decision after reviewing the students submitted disability related documentation and meeting with the appropriate parties.

Arranging for Academic Accommodations

Students who are recommended to receive academic accommodations will be given a “Disability Services Agreement” to present to instructors. This document will inform faculty of the Disabilities Services Director's recommendations for specific academic accommodations for the student. Students should present this letter to their instructors when requesting services.

The coordination of academic accommodations should be arranged between the student and the instructor. In some cases, student and instructor might choose to make use of the Academic Accommodations Testing Center, which is part of Disability Services.

If student and instructor cannot agree on how to go about accessing recommended accommodations, attempts should be made to settle their differences informally at the college level. The College Disabilities Liaisons, department chairs, and/or the Disabilities Services Director may serve as resources/mediators to assist in reaching an agreement.

Formal Appeal Process for Academic Accommodations

If student and faculty cannot reach an agreement through informal negotiations, either may initiate a formal appeal. The appropriate steps are:

1. An appeal may be made to the college dean of the faculty member involved. The dean (or dean's designee) will convene a meeting within two weeks of receiving a written notice requesting an appeal hearing. The hearing will include the student, the instructor, the Disabilities Service Coordinator, and when assigned, the student's primary disability services provider. The Dean will make a decision on the appeal.
2. If any party is dissatisfied with the decision made during the first stage, a written appeal may be submitted to the Provost within two weeks of the completion of the first stage. The Provost will make the final decision after consulting with the appropriate parties.

While the academic appeal is in process, the student will be provided accommodations originally recommended by the Disabilities Services Director unless otherwise arranged by the Provost.

Arranging for Non-Academic Accommodations

All arrangements for non-academic accommodations will be made directly through the Disability Services Director. Non-academic accommodations may include, but are not limited to, issues related to housing, diet, health, equipment, communications or transportation.

Formal Appeal Process for Non-Academic Accommodations

If a student and a service provider outside the colleges cannot reach agreement on accommodations, the following appeals process will be followed:

1. An appeal may be made to the chair of the department from which accommodations are being requested. The department chair will convene a meeting which will include the student, the service provider in the department, the Disabilities Services Director, and the student's primary disabilities service provider (if other than the Disabilities Services Director). The department chair will make a decision on accommodations.
2. If any party is dissatisfied with the decision made at the department level, an appeal may be made to the Senior Vice President of Student Affairs, who will make a decision after consulting with the appropriate parties.

While the appeal is in process, the student will be provided the accommodations originally recommended by the Disabilities Services Director, unless otherwise arranged by the Senior Vice President of Student Affairs.

Role of the Disabilities Services Director

At all stages of the appeals process, the Disabilities Services Director acts as impartial consultant regarding 1) the student's needs supported by documentation, and 2) relevant legal guidelines and precedents. The Disabilities Services Director does not act as an advocate for the student, the college or department, or the Institute.

RIT STUDENT ALCOHOL AND DRUG POLICY

RIT is a learning community. The best environment for learning occurs when the community promotes and supports healthy and responsible behavior among its members. Students are ultimately responsible for their behavior and must assume full consequences for it. This includes the responsible and legal use of alcohol. The goal of the "RIT Student Alcohol and Drug Policy" is to promote individual responsibility and advance the goals and expectations stated in "RIT's Expectations for Community Behavior".

This policy applies to all student members of the RIT community and their guests. It also applies to all student activities on the RIT campus and to all RIT-sponsored events where students are present. Faculty, staff and their guests are governed by a separate policy.

RIT students are subject to federal, state and local laws regarding alcohol and drug use. Serious civil and criminal legal liabilities can result from possession, use, serving, sale or unlawful manufacturing of drugs and/or alcohol. RIT will not protect individuals or groups from law enforcement by legal authorities with respect to drugs and alcohol use or abuse.

Individuals or organizations who hold private parties or sponsor private events where alcohol is served or consumed assume full personal responsibility and liability for compliance with the law and for conduct related to the consumption of alcohol by attendees, participants and guests. Officers of organizations that sponsor parties or events, or other hosts or people whose apartment, residence hall room or office is the site where drinking occurs, will be held responsible for complying with the provisions of this policy.

Provisions Governing the Possession and Use of Alcohol:

1. Alcohol may not be illegally used, possessed, manufactured or exchanged on RIT owned or operated property or at RIT sponsored events. No alcohol may be sold or exchanged for money on RIT property or at RIT-sponsored events without a New York State liquor license. The RITskeller will continue to be a licensed premise and will be permitted to serve alcohol to individuals who are at least 21 years of age.
2. The consumption or possession of alcoholic beverages is prohibited in all RIT residence halls (including Greek houses and house basements), regardless of age or circumstances.
3. The consumption or possession of alcoholic beverages is permitted in RIT operated apartments only by those residents of the apartment who are at least 21 years of age. Alcohol possession and consumption is not permitted in common or public areas within apartment complexes. Parties in apartments are to be limited to invited guests of a

number that is defined by building occupancy codes and that can be accommodated without disturbing the community. These numbers may be found in the RIT apartment contract for a particular facility or obtained from Residence Life and Housing Operations.

4. The guests at all privately sponsored parties where alcohol is to be served must be invited by direct personal invitation only. General "come all" posters, flyers, or mass electronic invitations will not be permitted for events designated as private parties. Only the RITskeller or an institutionally designated space can be used for a community-wide event where alcohol is to be served to students or student groups.
5. Public Safety and other RIT officials have the right to terminate events and take appropriate actions if they determine that it is probable that Institute policy and/or New York State law is being violated at any gathering on the RIT campus, in RIT operated facilities, or at campus-sponsored functions.
6. Bulk containers of beer (kegs or beer balls) are prohibited in all RIT operated apartments.. Such containers are permitted only in institutionally designated party areas where alcohol can be served for parties or special events, or in areas that are covered by a New York State Liquor License.
7. Open containers of alcohol are not permitted outdoors on the RIT campus without prior authorization. Authorization will be given in situations where alcohol is to be served in conjunction with an officially sponsored RIT student event. The authorization process for use of alcohol in these situations is coordinated through the Center for Campus Life in the Student Alumni Union. (See "Registration Procedures for Events Where Alcohol is Served/ Consumed on the RIT Campus" for specifics.)
8. All student events and parties where alcohol is served, possessed or consumed must abide by all existing Institute policies and procedures regarding the use, possession, sale, and distribution of alcohol and may be further restricted by existing municipal and state ordinances. Prior to planning any activity or event where alcohol is to be served, individuals/groups should consult the Center for Campus Life located in the Student Alumni Union regarding the provisions and restrictions governing alcohol use at RIT activities and events.
9. Student sponsored parties/events where alcohol is served may be held in designated areas on the RIT campus. (Private parties held in RIT operated apartments are covered in item #3 above.) Alcoholic beverages can be served at these student sponsored parties and events on campus only by RIT Food Service or by an approved third-party vendor. Registration and authorization for such events can be obtained through the Center for Campus Life in the Student Alumni Union. The Center coordinates the procedures for securing authorization from the State Liquor Board to sell/serve alcohol; this process takes a minimum of ten (10) business days.
10. Behavior which is dangerous to oneself or others and/or disturbs the learning and/or living environment in RIT operated facilities or at any RIT sponsored activity/event is strictly prohibited. Such behavior will result in Public Safety intervention and campus student conduct action.
11. Serving, selling or providing alcohol to persons who are under 21 years of age, or possession of alcohol by someone under 21 years of age, is prohibited by both New York State law and RIT regulations. Any person who exhibits behavior which suggests that excessive drinking has occurred cannot be served or permitted continued access to alcohol. Individuals who serve such individuals alcoholic beverages will face Public Safety intervention, campus student conduct action, and possible civil and criminal prosecution.
12. Use of false or altered identification or other misrepresentation of one's age in order to possess or consume alcohol is explicitly forbidden.
13. In order to avoid the dangerous and possibly fatal effects of alcohol poisoning, an individual who has "passed out" or shows other signs of serious effects from alcohol consumption should immediately be brought to the attention of Public Safety, RIT Ambulance, the Residence Life staff, or some other person able to assist or to get assistance. Seeking such help is encouraged by RIT.
14. Students violating the RIT Student Alcohol and Drug Policy will be subject to the campus Student Conduct process published in the "Student Rights and Responsibilities Handbook," and to the student conduct actions and sanctions described in this policy. All guests or visitors to the campus must also comply with the provisions of this policy or risk removal from the campus and possible future restriction from campus property.

RIT Good Samaritan Policy

The RIT Good Samaritan Policy is designed to address issues related to alcohol abuse for the following situations:

- An individual voluntarily contacts RIT personnel or outside emergency services for medical assistance related to alcohol use or intoxication.
- An individual calls for emergency assistance on behalf of a person experiencing an alcohol-related medical emergency.

- An individual is named in a Public Safety Incident Report as being present during the alcohol-related medical emergency.
- An organization hosts an event in which a student calls for medical assistance on behalf of a person experiencing an alcohol-related medical emergency.

A student or organization referred to the Office of Student Conduct through the Good Samaritan Policy regardless of conduct history will not receive a disciplinary sanction provided the student or organization completes all meetings and conditions. When an incident involving alcohol occurs that falls under the Good Samaritan Policy, the Center for Student Conduct will contact the students or the organization involved in the incident to arrange for a meeting with a representative from the Student Conduct Office and the Student Health Center. At the meeting, the Student Conduct representative and the Student Health representative will review the incident with the student or organization and determine an appropriate educational response. This may include the following:

- Essay or research paper on assigned topic
- Participation in an educational group or class
- Program presentations
- Mandated counseling session
- Substance abuse education and/or evaluation

A student is not eligible for referral through the Good Samaritan policy if the incident involved a potential violation of the RIT policy concerning sexual misconduct or other crime of violence.

Students will have one opportunity to be referred through the RIT Good Samaritan Policy per the discretion of the Center for Student Conduct.

If a student or organization fails to complete the required outcomes of the meeting with Student Conduct and Student Health, the situation will be referred to the Student Conduct Process for Failure to Comply with an Institute official (Section B #7 page 6 of the RIT Student Rights and Responsibilities 2007-8).

Approved April 16, 2008

Sanctions Regarding Violations of RIT Student Alcohol Policy

If a student or student organization violates the RIT Alcohol Policy, the following judicial outcomes should be anticipated:

BEHAVIOR	CONSEQUENCES
<p>POSSESSION OF ALCOHOL:</p> <ul style="list-style-type: none"> • in residence halls and Greek houses regardless of age • under 21 years of age • possession of bulk alcohol 	<p>First Offense: Disciplinary Probation</p> <p>Second Offense: Deferred Disciplinary Suspension/Deferred Removal and Possible Referral for a Chemical Dependency Screening</p> <p>Third Offense: Disciplinary Suspension or Removal from housing with appropriate conditions</p>
<p>BEHAVIOR WHICH SUGGESTS THE EXCESSIVE CONSUMPTION OF ALCOHOL:</p>	<p>First Offense: Probable Deferred Disciplinary Suspension/Deferred Removal from Housing Possible Referral to Alternative Educational Sanction Program Possible referral for a Chemical Dependency Screening</p> <p>Second Offense: Disciplinary Suspension and/or Removal from housing with appropriate conditions</p>
<p>SERIOUS POLICY VIOLATIONS: (Including serving alcohol to minors, hazing events involving alcohol or dangerous behavior as a result of alcohol)</p>	<p>First Offense: Probable Disciplinary Suspension and/or Removal from housing with appropriate conditions</p>
<p>DWI ON CAMPUS:</p>	<p>First Offense: Referral to local law enforcement agency Disciplinary Suspension</p>
<p>STUDENT ORGANIZATIONAL VIOLATIONS RELATED TO ALCOHOL:</p>	<p>First Offense: Educational and/or community related sanctions Possible Disciplinary Suspension of organization and/or Removal of recognition</p>

These guidelines are examples of responses that will most likely result when there have been violations of the RIT Alcohol Policy. Each incident is handled individually. The prior judicial background of the student(s) involved and the impact of the incident on the student and the RIT community are considered when decisions are rendered. In some cases, even though it may be a first offense, the impact of an incident may call for a more serious response.

A sanction of Deferred Suspension or higher will require the dependent student to notify his/her parents or legal guardians about the decision and have the parents/legal guardians contact the Center for Student Conduct for verification.

Provisions Governing the Possession and Use of Illegal Drugs

1. RIT explicitly prohibits use, possession, sale, manufacturing or trafficking of **illegal drugs** on RIT owned or operated property, or at RIT sponsored events.
2. In order to avoid the dangerous and possibly fatal effects of drug overdose, an individual who has “passed out” or shows other signs of serious effects from drug use should immediately be brought to the attention of Public Safety, RIT Ambulance, the Residence Life staff or some other person able to assist or to get assistance. Seeking such help is encouraged by RIT.
3. Students violating the RIT Student Alcohol and Drug Policy will be subject to the campus judicial process, published in the “Student Rights and Responsibilities Handbook,” and to the judicial actions and sanctions described in this policy. RIT students will be held responsible for the behavior of their guests. All guests or visitors to the campus must also comply with the provisions of this policy or risk removal from the campus and possible future restriction from campus property.

Sanctions Regarding Violations of RIT Student Drug Policy

If a student or student organization violates the RIT Drug Policy, the following judicial outcomes should be anticipated:

BEHAVIOR	CONSEQUENCES
USE / POSSESSION OF ILLEGAL DRUGS:	First Offense: Deferred Disciplinary Suspension, Deferred Removal or Removal from RIT housing, Possible referral for a chemical dependency screening Possible Alternative Education Program Second Offense: Disciplinary Suspension or Dismissal, Drug treatment while on suspension from the Institute
SELLING OR TRAFFICKING OF ILLEGAL DRUGS:	Disciplinary Suspension, Dismissal or Expulsion Referral to local law enforcement agencies

These guidelines are examples of responses that will most likely result when there have been violations of the RIT Drug Policy. Each incident is handled individually. The prior judicial background of the student(s) involved and the impact of the incident on the student and the RIT community are considered when decisions are rendered. In some cases, even though it may be a first offense, the impact of an incident may call for a more serious response.

A sanction of Deferred Suspension or higher will require the dependent student to notify his/her parents or legal guardians about the decision and have the parents/legal guardians contact the Center for Student Conduct for verification.

Event Registration Procedure

Event Registration is a process implemented to help students plan activities in a safe and organized way. The process helps students request services from RIT departments as well as educates students on how to program a successful event. Event Registration is located behind the information desk in the Student Alumni Union (SAU). Event Registration office hours are posted at the SAU Information Desk and the Center for Campus Life (room 2130, RITreat). Also appointments can be made by calling the Center for Campus Life at x5-7685. (Due to the need for signatures, the initial intake form must be done in person, and not via phone or e-mail).

A. The Event Registration Process should begin 3-5

weeks before hand. For larger sized events (event with 200 or more people expected) or events open to the general public, the process should begin 5-8 weeks prior.

B. What needs to be registered:

Use the criteria below to determine if your event needs to be registered. You must register if:

- Institute funds are used (including money earned from fundraising)
- The services are required from RIT departments

(i.e., Facility Management, Tech Crew, Public Safety) **

- The consumption of alcohol is planned (permitted only in Ritz, SAU Cafeteria, and Fireside Lounge; licensed caterer required)* [See Rights and Responsibilities page 22.]
- The event or party occurs outdoors (on campus grounds) **
- An outside caterer is used **
- The event is open to the entire RIT Community and/or the Public.
- The event or party is publicized in a public manner on or off campus (i.e., advertised via posters, fliers, cards, banners, or Web site) Website or radio ads must specify type of event.
- The event is co-sponsored by an organization or a club recognized by RIT through Student Government or one of its major student organizations, or through an RIT department
- The event involves a high-risk activity (i.e., rock climbing, use of hot tubs, velcro jumping, etc.) **

*-- registration must begin at least 20 working days before the event under these conditions

**-- registration must begin at least 12 working days before the event under these conditions

C. How to register an event:

(Must be a club or organization recognized by RIT.) Contact the Reservations Office behind the SAU Info Desk or call, x5-6992 (v/TTY). Residence Hall room reservations must be made with area secretaries for each area. Reservations in other campus facilities may require additional contact with Institute departments/colleges.

1. To make your reservation, know the following information:

- Date, time and length of event (include set up and clean up time)
- Type of event - Private- by invitation only- RIT Community- RIT ID is required.- College ID Required- Must be a College student with proper ID.- Public- This event is open to the public and is the only type of event that can be advertised off campus.
- How many will attend
- Alternate dates and locations, should your first choice not be available

2. Be prepared to provide the following information:

- Date, time and length of event
- Name of sponsoring organization
- Your name, e-mail address and phone number
- Organization advisor's name, e-mail address and phone number
- Organization/department account number or other payment method
- Theme/name of event
- Admission charge—amount and whether the price is the same for all guests
- Who will be invited (members? guests? students? public?)
- Location of event and what activities will take place
- Types of beverages to be served (alcoholic vs. non-alcoholic)
- Types of food and cost, if any, to participants
- Services you may need for your event
- Diagram of the area if event is outside or if several activities will be occurring inside

D. Select a Responsible Representative

(The officers of an organization or club will also be considered Responsible Representatives for the event.)

The Responsible Representative(s) must:

- Sign the Responsible Representative Accountability Form during Event Registration intake interview
- Monitor his/her e-mail and take the initiative to provide further information if requested
- Respond to "all" people listed on the e-mail.
- Be identifiable at the event; they will be the first to be approached if any questions or concerns arise.

E. After your initial visit to the Event Registration office, the remainder of the process occurs via e-mail. (This generally involves working out a variety of details regarding your event and addressing questions or concerns that may arise).

- Respond to all addressees via e-mail to any correspondence related to your event (or to Event Registration at EVRCCCL@RIT.EDU and the message will be forwarded to others)
- Approval will be received from administrative offices helping with your event (i.e., Tech Crew, Catering, Facility Management)
- Final conformation will be given by Event Registration.

Contact the Center for Campus Life (x5-7058v/tty) for information about Event Registration Training Sessions conducted throughout the year by the Center for Campus Life staff.

REGISTRATION PROCEDURES FOR STUDENT SPONSORED EVENTS WHERE ALCOHOL IS SERVED/CONSUMED ON THE RIT CAMPUS

(The following procedures do not apply to private parties held in RIT operated apartments.)

1. Student sponsored events where alcoholic beverages are to be served require that an event registration form be initiated and approved. This process takes a minimum of ten (10) business days prior to the event. Such events can be arranged on a space-available basis. Inquiries regarding the availability of space/rooms for events where alcohol is permitted can be obtained at the Center for Campus Life, 2125 Student Alumni Union.
2. Alcohol can be provided, possessed or consumed by students only in institutionally designated spaces on the RIT campus. RIT Food Service or an approved third-party vendor must dispense all alcohol at these parties/events. Arrangements for private parties where alcoholic beverages are served can be made through the Center for Campus Life in the Student Alumni Union. Only individuals who are at least 21 years of age may register an event where alcoholic beverages are to be served.
3. Public Safety will determine the security staffing levels for each event where alcoholic beverages are to be served. The required number of officers must be present for the duration of the event. The costs of these officers will be billed directly to the sponsoring/host organization. Public Safety will discuss requirements for security with the sponsoring individuals or groups prior to the event.
4. The guests at all privately sponsored parties where alcoholic beverages are to be served must be invited by direct personal invitation only. General "come all" posters, flyers, or mass electronic invitations will not be permitted for events designated as private parties. Only the RITskeller or an institutionally designated space can be used for a community-wide event where alcoholic beverages are to be served to students or student groups.
5. When alcoholic beverages are served at student sponsored parties/events, nonalcoholic beverages and food must also be served. Guidelines may be obtained at the Center for Campus Life.
6. Individuals/officers of the student organization sponsoring the event will be held responsible for the behavior of guests. An officer of the organization must be present for the duration of the event. They will also be responsible for assuring that only individuals who are at least 21 years of age are consuming alcohol during the party/event.
7. Student organizers of a party/event should ensure that appropriate transportation is available for individuals who have been consuming alcohol during the party. They should ensure that individuals who have been drinking do not drive while intoxicated.

Approved by Institute Council - 2/11/98

RIT reserves the right to adjust the Event Registration Procedure during the course of the school year to accommodate logistical factors regarding events (i.e. building hours). Questions regarding these changes can be forwarded to the Director of the Center for Campus Life, located on the Mezzanine level of the RITreat Lounge, located in the Student Alumni Building (Building 4).

EVENT REGISTRATION PROCESS FOR GREEK CIRCLE HOUSING

A. Introduction

1. The consumption or possession of alcoholic beverages by students who are at least 21 years of age is permitted in the Greek Circle housing/Greek houses (located to the east of Riverknoll apartments) in the privacy of their own rooms and lounges, as well as at registered events.
2. To register an event, you must go to the Event Registration Office located in the Student Alumni Union behind the Information Desk. Events must be registered as follows:
 - a. Events without alcohol (e.g. Membership Recruitment) must be registered if attendance equals or exceeds 50 people, OR
 - b. Any event with alcohol must be registered.
This includes any event when:
 - c. The organization or its officers, plans an event or invites guests to the building.
 - d. The organization creates an environment that resembles an event.
3. Events with alcohol are permitted in common or public areas within these buildings, pending approval from RIT, the national headquarters of each organization, and when the chapter is in compliance with their respective risk management policies.
4. The number of people present at an event is limited to 100, including chapter resident members, as stated in the Guaranty Agreement, page 3.
5. Events in Greek Circle Housing/Greek Houses cannot disturb other Greek houses, the adjacent apartment community or local Rochester community.

B. Alcohol Guidelines for Approved Third Party Vendor and RIT Catering Events

1. The guests at all events where alcohol is to be served must be invited by direct personal invitation only. General “come all” posters, flyers, or mass electronic invitations will not be permitted for events.
All events with alcohol must be served by an approved third party vendor/caterer or RIT Food Service.
All events with alcohol must also adhere to the chapter’s national office risk management policies and all RIT policies (see the *Student Rights and Responsibilities Handbook*).
Bulk containers of beer (kegs or beer balls) are prohibited except when provided by an approved third party vendor or RIT Food Service.
2. Serving of alcohol will conclude no later than 1:30 a.m. Social events will conclude and guests will have exited by 1:45 a.m.
3. Events with alcohol are limited to Friday and Saturday evenings only. A chapter may not register more than 2 social events with alcohol per quarter. No more than one social event with alcohol may occur on any given weekend evening in the Greek Circle Housing/Greek houses area.
4. A chapter may request consideration to hold a special event. A special event is an activity that RIT deems as traditional, annual or unusual social activities. These include, parents weekend, alumni weekends, annual events or holiday events or any event which is held outside of the main physical structure. Special Events must be registered at least two weeks in advance in the Event Registration Office.
5. For registered events, Public Safety will be assigned to the event. Law enforcement, Public Safety officers and other RIT officials have the right to terminate events and take appropriate actions if they determine Institute policy and/or local, state, or federal laws are being violated at any gathering on the RIT campus, in RIT operated facilities, or at campus-sponsored functions.
6. Chapters will develop a standard floor plan for the event in conjunction with Public Safety, Apartment Housing, Food Service and Campus Life. The floor plan will outline entrances, exits, serving areas, placement of monitors and any other information deemed appropriate.
7. In conjunction with National Risk Management policies, all social events with alcohol must have a theme.
8. Food and alternative beverages must be provided at each event. Food choices must comply with the food regulations required by New York State Law for the serving of alcohol. Non-alcoholic beverages must be in ample supply, no less than 3 cases per 50 people.
9. Students must use a state driver’s license or state-issued photo ID for proof of age.
10. Chapters must provide monitors. Monitors oversee the invitation lists and work with Public Safety and the caterer to provide a safe environment. One monitor is required for every 20 persons attending an event. Monitors must refrain from consuming alcohol and remain substance free prior to and during the event.

C. Use of Approved Third Party Vendors and RIT Food Service Guidelines:

1. When an approved third party vendor or RIT Food Service is hired, they will be responsible for identification of age, use of wristbands, and any other strategies used in accordance with their business practices.
2. Alcohol that is served by an approved third party vendor or RIT Food Service must hire bartenders who are not affiliated with the host fraternity/ sorority.
3. Approved third party vendors must meet RIT's insurance specifications and provide RIT with evidence of insurance. RIT must be named as an additional insured. Events where alcohol is served or sold by a third party vendor or Food Service must be registered 20 business days prior to the event in order to coordinate the procedure for securing authorization from the State Liquor Board to serve/sell alcohol.
4. Approved third party vendors must review and approve the standard floor plan prior to the registration process.

SOURCES FOR INFORMATION AND HELP

Emergencies

RIT Ambulance: 475-3333 (Voice)

Public Safety: 475-3333 (Voice) or 475-6654 (TTY)

Lifeline: 275-5151 (Voice); 275-2700 (TTY)

IMPACT-RIT's Alcohol and Drug Education and Prevention Program

IMPACT provides informative programs to students on various issues relating to alcohol and drugs. These issues are approached in a non-punitive, non-judgmental manner, offering students the opportunity to get the facts, then make their own choices.

Programs on a wide variety of alcohol and drug-related topics are available for residence halls, apartments and Greek/Specialty houses. Its numerous programs are catered to each group's individual needs and interests.

Accurate, factual written material is provided free of charge, covering many alcohol and drug issues including: driving while intoxicated (DWI), adult children of alcoholics (ACOA's), signs of abuse, characteristics of specific drugs and alcohol, long and short term effects of chemical usage, etc.

Alcohol and drug abuse consultations and referrals are confidential and free of charge. If you are concerned that you or a friend may be using drugs or alcohol to excess, contact IMPACT for a confidential consultation meeting and information on various treatment, counseling and support group options.

IMPACT is interested in assisting with event co-sponsorship. If an organization is considering planning an event related to alcohol or drug education, contact IMPACT for support.

The Mobile Information Center is regularly transported to various locations on campus, including the Student Alumni Union and individual colleges to distribute informational material and to answer questions.

A mini-course is offered for students experiencing difficulties with alcohol and/or other chemicals. This non-credit course is offered regularly throughout the academic year, and presents educational material on many facets of alcohol and drug use and abuse.

IMPACT is located in the Student Health Center. Hours are 8:30 a.m. to 4:30 p.m.. They may be reached at 475-7081. Evening programming is available. Mail may be addressed to Student Health Center or call 475-2255 and leave a message.

SAISD - Substance and Alcohol Intervention Services for the Deaf

SAISD provides the following alcohol and other drug information and referral services to the NTID faculty, staff and student populations on the RIT campus and to the Rochester deaf community at large:

- Intervention sessions with individuals and families
- Group counseling sessions
- Individual alcohol and other drugs screening sessions
- Distribution of pamphlets and other information related to alcohol and other drugs at formal events or after telephone or written requests
- Formal coursework at NTID or in the Rochester community
- Alcohol and other drug informational presentations at NTID or in the Rochester community
- Cross-disability professional training sessions
- Cross-disability professional consultation sessions

SAISD is located in the August Center, Room 2914. Hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. Evening programming is available upon request. Phone 475-4978 voice and TTY.

Additional Counseling, Assistance and Awareness Programs

RIT Counseling Center

Confidential individual group counseling is available for students. August Center, 475-2661 (Voice/TTY).

Student Health Center

Offers general medical diagnosis and treatment, personal health counseling and health awareness and educational programs. August Center at 475-2255 (Voice/TTY).

PEERS (Peers Educating and Enriching RIT Students) at 475-7464 (V/TTY)

Center for Religious Life

Members of the Religious Life staff are available to provide personal counseling, support and programming regarding the effects of drug and alcohol abuse on the individual, family and campus community. Interfaith Center at 475-2135 (Voice/TTY).

National Council on Alcoholism and Drug Dependence

For referral to locally available community services call 423-9490.

Approved May 5, 1993

COMPLIANCE WITH THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT of 1989

This information is provided separately to comply with requirements of the Drug-Free Schools and Communities Act of 1989. This information does not differ from RIT's written Alcohol Policy found earlier in this publication, but rather is intended to provide students with concise information about the dangers of drugs and alcohol and how RIT responds to their use.

The unlawful possession, use, manufacture, sale, service, delivery or distribution of alcohol, drugs or other controlled substances is prohibited.

RIT places responsibility on individuals and groups to use alcohol appropriately and to comply with New York State law.

RIT will impose disciplinary sanctions on violators of its Alcohol and Drug Policy. In cases of serious misconduct, severe sanctions will be placed on individuals.

Disciplinary actions: suspension, required participation in a rehabilitation program, academic suspension or dismissal as a student, assessment of financial penalties, removal from Institute housing and referral for prosecution to outside law enforcement agencies. (More detailed descriptions of disciplinary sanctions which may be imposed on violators can be found in the RIT Alcohol and Drug Policy.)

Drug and alcohol counseling is available to all students at RIT.

Good-faith efforts to maintain a drug-free environment:

Ongoing programs as well as new initiatives to educate the RIT community are presented and developed to exceed minimum compliance and address the breadth and scope of the concern. Alcohol and drug abuse consultations and referrals are confidential and free of charge. IMPACT, our Alcohol and Drug Education and Prevention Program, provides help relating to alcohol and drugs. Students may contact Karen Pelc at 475-7081 for assistance. SAISD provides counseling and assistance for the deaf community. Students may contact SAISD at 475-5002 for assistance.

Health effects of alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large doses of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage of vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming addicts.

Federal penalties and sanctions for illegal possession of a controlled substance

- **1st Conviction:** Up to one year imprisonment or fines of at least \$1,000 but not more than \$100,000, or both.
- **After 1 prior Drug Conviction:** At least 15 days in prison, not to exceed 2 years, and fines of at least \$2,500 but not more than \$250,000, or both.
- **After 2 or More Prior Drug Convictions:** At least 90 days in prison, not to exceed 3 years and fines of at least \$5,000 but not more than \$250,000, or both.

Special Sentencing Provisions for Possession of Crack Cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fines of up to \$250,000, or both if:

- 1st conviction and the amount of crack possessed exceeds 5 grams.
- 2nd crack conviction and the amount of crack possessed exceeds 5 grams.
- 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

Other Federal Penalties and Sanctions: Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

Denial of Federal benefits, such as student loans, grants, contracts, and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

Ineligibility to receive or purchase a firearm.

Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc. are vested within the authorities of individual Federal agencies.

THESE ARE ONLY FEDERAL PENALTIES AND SANCTIONS. ADDITIONAL STATE AND LOCAL PENALTIES AND SANCTIONS MAY APPLY.

ACADEMIC HONESTY POLICY

As a university, RIT is committed to the pursuit of knowledge and the free exchange of ideas. In such an intellectual climate it is fundamentally imperative that all members of this academic community behave in the highest ethical fashion possible in the manner by which they produce, share, and exchange this information. In the case of students¹, Academic Honesty demands that at all times student work be the work of that individual student², and that any information which a student uses in a work submitted for evaluation be properly documented. Any violation of these basic standards constitutes a breach of Academic Honesty and hence becomes Academic Dishonesty.

ACADEMIC DISHONESTY

Academic Dishonesty falls into three basic areas: cheating, duplicate submission and plagiarism.

1. Cheating

Cheating is any form of fraudulent or deceptive academic act, including falsifying of data, possessing, providing, or using unapproved materials, sources, or tools for a work submitted for faculty evaluation.

2. Duplicate Submission

Duplicate submission is the submitting of the same or similar work for credit in more than one course without prior approval of the instructors for those same courses.

3. Plagiarism

Plagiarism is the representation of others' ideas as one's own without giving proper credit to the original author or authors. Plagiarism occurs when a student copies direct phrases from a text (e.g., books, journals, internet) and does not provide quotation marks, or paraphrases or summarizes those ideas without giving credit to the author or authors. In all cases, if such information is not properly and accurately documented with appropriate credit given, then the student is guilty of plagiarism.

Consequences of Academic Dishonesty

Any act of Academic Dishonesty will incur the following possible consequences. After notifying and presenting the student with evidence of such misconduct, the instructor has the full prerogative to assign an "F" for the offense, or to assign an "F" for the entire course. The instructor will inform and, if possible, meet with the student concerning the decision reached on the "F" for the offense, or the "F" for the entire course. A student may be brought before the Academic Conduct Committee of the College in which the alleged offense occurred, and may face academic suspension or dismissal from the Institute. (See D17.0, "Academic Conduct and Appeals Procedures," and D18.0, "RIT Student Conduct Process.")

Approved September 1977
Revised May 18, 2002

NOTES

¹ The policy for faculty ethical behavior is contained in C2.0 of the Institute Policies and Procedures Manual.

² On occasion student work may be in the form of a group project assigned and sanctioned by an instructor or group of instructors.

RIT ACADEMIC CONDUCT AND APPEALS PROCEDURES

A. Introduction

As members of an academic community, both students and faculty share responsibility for maintaining high standards of personal and professional integrity. If either party violates these standards, an Academic Conduct Committee may be required to pass judgment. The committee may be called upon to hear cases in which a student believes that a faculty member has improperly evaluated work or has infringed upon the student's academic freedom; it may also be called upon to hear cases where any member of the academic community believes that a particular student has cheated, plagiarized, or performed any other act of academic dishonesty. In all cases, it is the responsibility of the committee to render fair and appropriate judgments reaffirming standards of integrity expected in the academic community.

B. Academic Conduct Committees

Each college or academic unit at RIT shall have an Academic Conduct Committee. An equal number of students and faculty shall serve on the committee. The number of members, term of service, and method of selection of the committee shall be determined by the members, faculty and students, of each college or academic unit. The committee shall establish its own rules and procedures consistent with the principles outlined in this document and subject to approval of the members, faculty and students, of the individual college or academic unit.

C. Procedures For Bringing Charges

1. Charges of Student Academic Misconduct:
 - a. Inasmuch as these charges will involve a specific course, the course instructor is responsible for assembling evidence and making an initial determination of appropriate action to be taken, up to and including failing the student in the course.
 - b. The instructor shall then meet informally with the student to discuss the action the faculty member deems appropriate to be taken in the matter.
 - c. If the student believes the faculty member's action is unjust, the faculty member will arrange to meet jointly with the student and with the faculty member's immediate supervisor.
 - d. If the matter cannot be resolved among the student, faculty member and supervisor, then the case and all relevant evidence will be sent to the Academic Conduct Committee for judgment.
 - e. The faculty member or the faculty member's immediate supervisor may also refer the case to the Academic Conduct Committee if it is felt that the alleged misconduct warrants action more severe than failure in the course. In hearing the case, the Academic Conduct Committee can make recommendations to the dean of the college for further action including academic suspension or dismissal from the Institute; dismissal from the Institute can finally be implemented only with the concurrence of the Institute Appeals Board and the president of the Institute.
2. Charges of Faculty Academic Unfairness:
 - a. If a student believes a faculty member's treatment in a course has been unfair, it is the student's responsibility to meet with the faculty member to discuss the matter.
 - b. If the matter cannot be resolved, the student and the faculty member will meet with the faculty member's immediate supervisor in an attempt to settle the issue.
 - c. If the student remains unreconciled, the case may be submitted in writing, along with copies of all material relevant to the issue, to the Academic Conduct Committee for their judgment.

D. Committee Hearings

1. The Academic Conduct Committees will attempt to avoid a strict legal atmosphere at formal sessions, and professional lawyers will not be permitted to represent either student or faculty member before the committee. All parties involved must receive adequate written notice (minimum of two school days) of time, date and place for any hearings, a copy of the committee's procedures, and the specific allegations being made. Both student and faculty member have the right to present relevant evidence as well as to present, question, and cross-examine witnesses. Members of the committee may also question all parties and witnesses.

2. If the Academic Conduct Committee finds in favor of the faculty member, the student's case is dismissed, and/or the faculty member's action upheld, and/or additional appropriate actions are recommended to the dean. If the committee finds in favor of the student, appropriate recommendations will be made to the dean of the college and the faculty member. No one, however, except the faculty member in question has the right to change a previously assigned grade. However, in the event the charge was cheating, plagiarism and other academic dishonesty, the faculty member is bound to eliminate any impact of such charge on the student's grade. Although specific recommendations on the grade to be assigned are not binding upon the faculty member, faculty members have a moral obligation to respond in the highest professional manner to collegial recommendations. Such a response by faculty is essential if RIT is to preserve without abuse the principle of equal fairness for faculty and students, as well as the principle of professional responsibility of faculty as the sole evaluator of student performance.

E. Appeals

The faculty member or the student may appeal the findings of the Academic Conduct Committee to the Academic Appeals Sub-Committee of the Institute Appeals Board (see Policy DI 8.0, section VI, Institute Policies and Procedures Manual). The Academic Appeals Sub-Committee consists of five (5) members selected from the pools of members comprising the Institute Appeals Board. The Academic Appeals Sub-Committee's non-student members serve two (2) year terms. The student members serve one (1) year terms. The Academic Appeals Sub-Committee membership consists of two (2) faculty members, one (1) representative of the Provost's Office, and two (2) student representatives. Members may serve consecutive terms on the Academic Appeals Sub-Committee. The Chair of the Academic Appeals Sub-Committee will be selected by the Academic Appeals Sub-Committee from among its membership.

The Academic Appeals Sub-Committee will hear appeals, made to it by the faculty member or by the student, of the findings made by a College's Academic Conduct Committee. The desire and basis for the appeal must be submitted within five (5) school days following the mailing of the Academic Conduct Committee's findings. An appeal shall be limited to a review of the record of the initial hearing, the tape of the initial hearing, supporting documentation, and/or the finding on the following grounds:

- Bias of one or more of the Academic Conduct Committee members.
- To determine whether the decision-making process and/or hearing was conducted fairly in light of the charges and evidence presented.
- To determine whether the sanction(s) imposed was(were) appropriate for the violation committed.
- To consider new evidence not brought out in the initial hearing and which would be sufficient for a reasonable person to alter the decision.

Appeals are normally conducted in private. At the request of either of the parties involved, and at the discretion of the Chair of the Academic Appeals Sub-Committee, the appeal may be open to other members of the Institute community. Admission of any person to the appeal hearing will be at the discretion of the Chair of the Academic Appeals Sub-Committee. A decision concerning the appeal will be mailed to the faculty member, student, and Dean of the initiating College within fourteen (14) school days of the close of the hearing.

The Academic Appeals Sub-Committee may recommend that the original sanctions be reduced, dismissed, or upheld; send the case back to the initiating Academic Conduct Committee for either rehearing or a reconsideration of sanctions; or refer the case to the Dean of the initiating College with specific recommendations for resolving process errors.

The finding of the Academic Appeals Sub-Committee may be appealed by the faculty member or the student to the Provost. The desire and basis for the appeal must be submitted within five (5) school days following the mailing of the findings of the Academic Appeals Sub-Committee. In an appeal before the Provost, the Provost will make a decision based solely upon the written appeal and tape recordings associated with the hearings of the Academic Conduct Committee and the Institute's Academic Appeals Sub-Committee on the grounds set forth above. The decision of the Provost will be mailed to the faculty member, student, and Dean of the initiating College within fourteen (14) school days of the written appeal. The Provost may recommend that the original sanctions be reduced, dismissed, or upheld; send the case back to the initiating Academic Conduct Committee for rehearing or for a reconsideration of sanctions; or refer the case to the Dean of the initiating College with specific recommendations for resolving process errors. The decision rendered by the Provost is final.

Approved 1975
Last revised January 16, 1997

THE DIVISION OF STUDENT AFFAIRS

Student Affairs is an administrative unit within RIT and its role is to coordinate the programs, activities and facilities that serve the personal, social and academic support needs of RIT students. These services are organized by function within ten administrative centers under the supervision of the Senior Vice President for Student Affairs. Questions or concerns regarding specific aspects of student life and student services at RIT should be addressed to the Director of the following Centers:

Center for Campus Life	x57058 (v/TTY)
Center for Religious Life	x52135 (v/TTY)
Counseling Center	x52261 (v/TTY)
English Language Center	x56684 (v/TTY)
Center for Intercollegiate Athletics & Recreation	x52614 (v/TTY)
Academic Support Center	x56682 (v/TTY)
Center for Residence Life	x56022 (v/TTY)
Student Health Center	x52255 (v/TTY)
Orientation	x57995 (v/TTY)
First Year Enrichment Program	x57033 (v/TTY)
International Student Services	x56943 (v/TTY)
The Center for Women and Gender	x57464 (v/TTY)
Center for Student Conduct	x55662 (v/TTY)

A. Office of the Senior Vice President for Student Affairs:

If you have general questions or issues regarding campus life, campus policies or services coordinated under the Division of Student Affairs, please contact:

Dr. Mary-Beth Cooper
Senior Vice President for Student Affairs
SAU 2410
x5-5691 (v/TTY)

B. Student Behavior Consultation Team

If your questions are specific to student behavior which may not be appropriate for the RIT living and learning environment, and/or which appear to be dangerous or threatening to oneself or others, worrisome or disruptive, please contact:

Ms. Dawn Soufleris
Assistant Vice President for Student Affairs
SAU 2460
x5-5662 (v/TTY)
Dawn.Soufleris@rit.edu

C. Center for Student Conduct:

If you have questions regarding student conduct and behavior, the RIT Conduct Code, the RIT Student Conduct Process or mediation services, please contact:

Ms. Dawn Soufleris
Assistant Vice President for Student Affairs
SAU 2460
x5-5662 (v/TTY)
Dawn.Soufleris@rit.edu

or

Mr. Joe Johnston
Associate Director
Center for Student Conduct
SAU 2460
x5-7668 (v/TTY)
Joe.Johnston@rit.edu

or

Mr. Rob Eckhardt
Assistant Director
Center for Student Conduct
SAU 2460
x5-2894 (v/TTY)
rjerla@rit.edu

THE RIT OMBUDS OFFICE

A. Mission Statement

1. To provide impartial, independent, confidential and informal dispute management and resolution resources for members of the RIT community.
2. To identify and make recommendations to address systemic issues and problematic university policies and procedures that are causing or may cause conflict.
3. To advocate for fair process, an equitable and positive campus climate and community.
4. The RIT Ombudsperson and staff of the Ombuds Office are guided by the International Ombudsman Association's Standards of Practice and Code of Ethics.

B. The RIT Ombudsperson

The Ombudsperson is a designated neutral and resource person whose services are available to any member of the RIT community. The principal responsibilities and functions of the Ombudsperson are to:

- Serve as an impartial, independent, informal and confidential conflict management resource for any members of the RIT Community, including faculty, staff, students, etc.
- Facilitate various dispute resolution processes, such as information gathering, informal mediation, negotiation, coaching, problem solving, etc.
- Serve as a central resource to provide information or guidance to Community members on issues of policy, referral, or other matters.
- Identify problematic and/or recurring issues, policies and procedures and bring those to the attention of those who are authorized to resolve them.
- Advocate for fair process in the context of a specific situation or case.
- Advocate for a fair, equitable and positive campus climate and community.
- Report annually to the RIT community on the activities of the Ombuds Office, or as needed.

The Ombudsperson does not:

- Have administrative decision-making authority, nor the authority to determine guilt or innocence in any matter.
- Serve as advocate for any party or position in a conflict.
- Conduct formal investigations.
- Act as a witness, participate or testify in any formal grievance, process or legal proceeding.
- Fill other university roles that could create conflicts of interest in maintaining his/her neutral position.
- Provide legal advice or psychological counseling, but can refer visitors to on- and off-campus resources.
- Maintain any official records related to a case or the identity of a Community member using the Office. The Ombudsperson may maintain statistical data for use in reports and providing feedback.
- Violate confidentiality except when there is imminent threat to harm one's self or other persons.

The Ombudsperson's scope of service is limited to informal means of conflict resolution. Communication with the Ombudsperson does not constitute formal organizational notification to RIT of alleged violations of policies, procedures or laws. The Ombudsperson can assist Community members to explore avenues for resolution including offices where formal notification can occur.

Access to Resources

The Ombudsperson will have access to all members of the university community and all university records and reports (with the exception of medical, psychiatric and psychological records which will be released only upon a written release signed by the individual whose records are requested).

The Ombudsperson will have access to external, independent expertise and resources.

Reporting Relationships

The Ombudsperson will administratively report to the President of RIT.

C. Staff of the Ombuds Office

The Ombuds Office includes a full-time Ombudsperson and a full-time staff assistant. Additional personnel may be added at any time.

D. Ombuds Office Advisory Board

Role and Responsibilities

The Ombuds Office Advisory Board assists and advises the Ombudsperson on matters such as marketing, training, staffing and other non-confidential activities that support the Office in the delivery of services. The Board meets at least once each quarter and upon the request of the Ombudsperson.

Establishment of the Board

The President will establish the Ombuds Office Advisory Board.

Composition and Term of Appointment

The Advisory Board includes the following members of the RIT Community:

- One tenured faculty member appointed by Academic Senate
- One non-tenured faculty member appointed by Academic Senate
- One exempt staff member appointed by Staff Council
- One non-exempt staff member appointed by Staff Council
- One academic administrator appointed by Academic Council
- One non-academic administrator appointed by Administrative Council
- Three students appointed by Student Government
- Ad-hoc members may be added as needed

Faculty, staff and administrator Board members serve a two-year term, but may be reappointed for a second two-year term, at the discretion of the individual, Ombudsperson, board chairperson and appointing governance group. Student Board members serve a one-year term but may serve an additional one-year term at the discretion of the student, Student Government, the board chairperson and Ombudsperson. Typically, ad-hoc members serve up to a one-year term.

One member of the Board will serve as chairperson of the Advisory Board. The chairperson will be selected by the membership of the Board and serve a one-year term. The chair is eligible for reelection unless his/her term as a Board member has expired.

Each year the board chairperson will notify the President, Provost, Chair of the Academic Senate, Chair of Staff Council and President of Student Government of the Board members whose terms of appointment have expired and request that new appointments be made.

Approved September 1989
Last revised May 9, 2007

RECORDS MANAGEMENT POLICY

1. INTRODUCTION

This Policy seeks to ensure that RIT Records, especially those that are required for compliance with the law, are retained for a sufficient period of time. In addition, this Policy seeks to ensure that RIT Records which document the history of RIT are preserved.

This Policy should be read together with the other policies of RIT. RIT's policies are available online at www.rit.edu/academicaffairs/Manual. The electronic version of this Policy will, from time to time, contain "Frequently Asked Questions" which interpret and detail the applicability of the Policy to various practical situations.

2. EFFECTIVE DATE

This Policy will be effective on May 13, 2009 ("Effective Date"). It will apply to all divisions, departments and academic units of RIT.

3. DEFINITIONS

Terms not otherwise defined herein have the meanings listed below.

A. Active Record means a record with current administrative use for the division, department, or academic unit that created it. Records remain active for varying numbers of years, depending on the purpose for which they were created.

B. Archival Record means a record that is inactive, not required to be retained in the office in which it originated or was received, and has permanent or historic value. Archival records are retained and preserved indefinitely in the Institute Archives.

C. Hold Notice means a communication issued by the Office of Legal Affairs as a result of a current or anticipated government regulation, investigation, litigation or other matter that warrants the suspension of this Policy.

D. Record means any document, communication, or similar item generated or received by RIT, by RIT personnel, or on RIT's behalf.

E. Official Repository means the division, department, or academic unit designated as having responsibility for retention, timely destruction of particular types of official Institute records, or forwarding to RIT Archives. Such responsibility is assigned to the division, department, or academic unit's Vice President, Director, Dean, or designee.

F. RIT Archives means a department of the RIT Wallace Library that promotes knowledge and understanding of the Institute's origin, aims, programs, and goals; and facilitates effective record management.

G. RIT Record means the original or copy of any record, which is either an Active Record, Archival Record, or which must be held for official business or regulatory purposes in accordance with the attached Records Retention Schedule. Official repositories for these records are contained in this Policy (see attached Schedule for a listing of Official Repositories). RIT Record does not include records which are not created in the official course of business, serve no legitimate or necessary business purpose, or are created for personal purposes only.

H. Personnel means all RIT staff and faculty, full-time and part-time, including Student Employees acting within their Scope of Employment, non-employee consultants, visitors, adjuncts and others using Institute resources.

I. Scope of Employment means all activities related to: (i) the field or discipline of the faculty member's appointment, including the general obligation of a faculty member to teach, to do creative work, and to conduct research; and (ii) to the employment responsibilities of non-faculty Personnel for which such Personnel receive compensation from RIT, where compensation is any consideration, monetary or otherwise, including the ability to use RIT resources.

J. Confidential Record means a record that contains personal information protected from disclosure by law or RIT policy, including but not limited to, the Family Educational Rights and Privacy Act ("FERPA"), the Gramm Leach Bliley Act, the Health Insurance Portability Accountability Act ("HIPAA"), the New York State Disposal of Records Act, the New York State Information Security Breach and Notification Act and the RIT Privacy Policy.

K. Electronic Record means a record maintained on a RIT network, email server, back-up tape, CD-ROM, hard drive, or data storage location.

L. Student Employee means students, who are also RIT employees, acting within the Scope of Employment.

M. General Correspondence means emails, letters, or notes received in the course of business that is directly related to the mission of a particular department, division, or academic units. Indirect or conversational emails, letters, or notes received on a daily basis and not connected to the mission of a particular department, division, or academic units should not be considered general correspondence.

4. GENERAL PROVISIONS

A. Purpose. The purpose of this Policy is to require consistent treatment of Records. Maintenance, retention, and disposal procedures for Records must be followed systematically by Personnel in designated Official Repositories. This Policy is intended to ensure that RIT meets legal standards, preserves RIT's history, and destroys outdated and useless records.

B. Scope. All Personnel shall comply with this Policy, as amended from time to time. This Policy is considered part of the conditions of employment for RIT Personnel and shall be included in the Institute Policies and Procedures Manual.

C. Management of Institute Records. Divisions, departments, or academic units that are Official Repositories for RIT Records are responsible for establishing appropriate records retention management practices. These records retention management practices are intended to establish a procedure by which RIT Records are identified for archival, retention, or disposal. Each division, department, or academic unit's Vice President, Director, Dean, or designee must:

1. Implement the division, department, or academic unit's record management practices;
2. Identify a records custodian for the division, department, or academic unit with responsibility to ensure that these record management practices are consistent with this Policy;
3. Educate staff within the division, department, or academic unit in understanding the record management practices;
4. Preserve inactive records of historic value and transfer those records to the RIT Archives;
5. Ensure that access to confidential files is restricted; and
6. Destroy inactive records that have no archival value upon passage of the applicable retention period identified in this Policy, or in a division, department, or academic unit's records management policy approved by the Office of legal Affairs (see attached Schedule for recommended and required retention periods).

Questions relating to these responsibilities should be directed to the Institute Compliance Officer, Office of Legal Affairs, who will work closely with the RIT Archivist, divisions, departments, or academic units to ensure understanding of this Policy, implementation of these responsibilities, and establishment of records retention management practices as set forth in Section 5.

D. Suspension of Policy / Legal Holds. This Policy may be suspended for any Record due to a requirement by a consent order, private or governmental contract, pending or anticipated litigation, investigation, or audit requirement. Such suspension supersedes the requirements listed in this Policy or any division, department, or academic unit's records management policy and shall be made by the Office of Legal Affairs, which has the authority to suspend and revise any Retention Schedule, including the Schedule attached to this Policy. The Office of Legal Affairs will implement such a suspension by sending out a Hold Notice for relevant records to affected divisions, departments, or academic units as well as to the Chief Information Officer, Information Technology Services (ITS) department. This Hold Notice shall be in effect until rescinded by the Office of Legal Affairs and shall control the preservation, retention and disposal of specifically listed records.

5. Implementing Record Management Practices

A. Retaining of Records. The Retention Schedule sets forth the recommended and required period of time for Records that should be retained. In establishing appropriate record management practices, each division, department, or academic unit's Vice President, Director, Dean or designee will be responsible for setting up a process for the identification of RIT Records created, received by and delivered from their Office Repository. In addition, in connection with setting up record management procedures, the following should be considered and incorporated:

1. **Archival Records.** Generally, Records which document the history of administration, academic programs, and the social and cultural life of RIT should be preserved. These Records include, but are not limited to, correspondence, meeting minutes, administrative and annual reports, as well as publications, newsletters, posters, booklets, books, magazines, catalogs, special bulletins, university directories and faculty/staff rosters. To decide if the RIT Records are of historic value, consult the RIT Archivist, who has the authority to designate which Records are Archival Records. In cases where specific RIT Records are to be sent to the RIT Archivist, the Official Repository shall hold the RIT Records for as long as the Official Repository has a legitimate business use for the RIT Record. It shall be the responsibility of the Official Repository to deliver the RIT Records to the RIT Archivist in accordance with his/her instructions. No Official Repository shall dispose of Records not specifically mentioned in this Policy without consulting the RIT Archivist.
2. **Electronic Records.** The retention and preservation of Electronic Records shall be in accordance with this Policy. If an Electronic Record falls within one of the Retention Schedule's categories of Records, then the Record must be treated the same way as a similar hard copy record.
3. **Email.** In considering the nature of email for retention purposes, an email and its attachments should be considered as a whole. If one retention period applies to an email and a different retention period applies to the email attachment(s), the entire email with attachment(s) should be retained for the longer of the two retention periods. If a person is merely copied on an email (either listed as a "cc" or "bcc"), he/she should treat the document as a duplicate in accordance with sub section 5 below, i.e., it may be deleted unless this Policy, or a division, department, or academic unit's record management policy requires keeping it. Personnel may create individual folders and files within his/her email archives for retention of RIT Records in accordance with this Policy.
4. **Disaster Recovery.** Electronic Records maintained by the Information Technology Services (ITS) for disaster recovery and backup purposes only shall be retained and preserved by ITS in accordance with a uniform rotation schedule. This uniform rotation schedule shall require that no ITS backup of Electronic Records shall be maintained for longer than thirty (30) days. No other division, department or academic unit shall maintain electronic records for disaster recovery or backup purposes without the specific written approval of the Office of Legal Affairs and without adherence to the ITS uniform rotation schedule. Suspension of the uniform rotation schedule shall be accomplished only with the written approval of the Office of Legal Affairs.
5. **Duplicates.** Generally, only one copy of each record shall be retained. A duplicate is an exact replica of the original and shall be destroyed as soon as it does not serve a legitimate business purpose and as long as is not subject to a Hold Notice indicating otherwise. Prior drafts, revisions, or original documents that have additional

hand written notes are not considered duplicates of the original and shall be subject to the same requirements as an original record.

B. Destruction of Records. Records that are neither Active Records, Archival Records, RIT Records, nor the subject of a Hold Notice should not be maintained. In addition, when the required retention period for RIT Records has passed, a determination of whether to preserve the Record as an Archival Record or to dispose of the Record must be made. The division, department, or academic unit's Vice President, Director, Dean, or designee should make this determination, in consultation with the RIT Archivist, and facilitate the disposal of the RIT Records in one of the following ways:

1. Recycling non-confidential paper records;
2. Shredding or otherwise making unreadable Confidential Records in accordance with applicable state and federal law; or
3. Erasing or destroying Electronic Records in accordance with applicable state and federal law.

The records destruction process shall be documented using a form developed in consultation with the Office of Legal Affairs or its designee. The division, department, or academic unit's Vice President, Director, Dean, or designee shall certify annually in writing to the Office of Legal Affairs that compliance with this policy has been achieved for the prior academic year.

C. Using the Retention Management Schedule. Records are listed in the Retention Management Schedule by their recommended or required retention period, as well as their historical/archival value. The list of Records identified in the Retention Management Schedule is not intended to be exhaustive. Divisions, departments, or academic units may establish their own records management policy, with the approval of the Office of Legal Affairs, to determine the retention period for the Records created and/or kept in their respective areas.

1. If two or more categories with different retention periods are applicable to a Record, the Record shall be retained for the longest applicable retention period.
2. Records required to be destroyed must not be destroyed before the prescribed retention period has expired. Records that are required to be destroyed and are subject to specific retention periods shall be destroyed within a reasonable period of time following the expiration of the retention period, as set forth in the Schedule. Records required to be destroyed shall not be retained for longer than the specific retention period or default retention period (including the reasonable period of time for destruction), unless subject to a Hold Notice or special condition requiring a longer period, without first obtaining authorization from the Office of Legal Affairs.
3. The default retention period for Records whose retention period has not been specifically determined shall be six (6) years. However, it is important to note that if a Record is an Archive Record it should be retained permanently and forwarded to the RIT Archivist in accordance with his/her instructions.
4. The time for calculating the applicable retention period shall begin at the end of the calendar year in which the document was created or received by personnel. For example, a contract executed in June 2008 that is subject to a six year retention period would be eligible for destruction after December 31, 2014.

D. Exceptions. Requests for exceptions to this Policy should be granted rarely and only with good cause. Requests for exceptions to this Policy should be submitted to the Office of Legal Affairs. Upon receipt of notice that the retention period for any RIT Records should be extended or an exception otherwise granted, the Official Repository responsible for such Record shall immediately disseminate notice that such Record should not be destroyed until further notice.

E. Training. All personnel involved in or responsible for records management activities will be trained and kept current in all aspects of their responsibilities. Each division, department, or academic unit's designee or records custodian will be responsible for ensuring their personnel are informed of the Policy and procedures established pursuant to the Records Management Program and devising the appropriate training to ensure appropriate implementation.

F. Auditing. For all RIT Records subject to this Policy, each division, department, or academic unit's designee shall perform periodic reviews of the implementation of this Policy, under the oversight and guidance of Institute Audit, Compliance and Advisement, Office of Legal Affairs or their designee.

G. Procedure For Amending The Records Retention Schedule. In the event of any changes in the Retention Schedule, the Office of Legal Affairs will notify each division, department, or academic unit's Vice President, Director, Dean or designee.

RECORDS MANAGEMENT SCHEDULE

I. RECORDS REQUIRED TO BE SENT TO RIT ARCHIVES

Item	Retention Period	Official Repository
Accreditation Reports and Supporting Documents	Permanent	Office of the Provost
Advisory Board, Committee and Task Force minutes, agenda and materials, including standing and ad hoc committees	Permanent	Appropriate Committee/Advisory Board
Affirmative Action Plans (including documentation)	Permanent	Office of Legal Affairs
Board of Trustees Resolutions, meeting materials, minutes, and agendas (including Committees)	Permanent	Office of the Secretary
College Strategic Planning Records	Permanent	Appropriate Colleges
Development and Alumni Relations Annual Reports, Materials, and Gift Records	Permanent	Development and Alumni Relations
Employee orientation & training materials	Permanent	Human Resources
Enrollment statistics	Permanent	Office of the Registrar
Governance Groups minutes, agenda and materials (including Student groups)	Permanent	Appropriate Governance Group
Institute publications (catalogs, handbooks, programs, etc.)	Permanent	Office of the Registrar
Institute Research and Policy Studies Reports (internal and external)	Permanent	Institutional Research and Policy Studies
Lecture Series (documentation, advertisements, lectures)	Permanent	Appropriate College/Departments
News Content (internal and external)	Permanent	University News Services
Original Patents, Trademarks and Related Work Papers	Permanent	Intellectual Property Management Office
Periodicals and Newsletters (departmental, administrative, and student groups)	Permanent	Appropriate College/Departments
Policy and Mission Statements	Permanent	Human Resources
Presidential Records	Permanent	Office of the President
Real Estate Deeds	Permanent	Office of Sr. VP Finance & Administration
RIT Corporate Documents (including Bylaws, Charter, and Licenses)	Permanent	Office of the Secretary
Strategic Planning Records	Permanent	Office of the President
Trustee Files	Permanent	Office of the Secretary
University Policies and Procedures Manual	Permanent	Human Resources

II. RECORDS RECOMMENDED TO BE DISPOSED

Item	Retention Period	Official Repository
Academic advisement files	1 year after graduation/last date of attendance	Appropriate Academic Departments
Athletic Records (not otherwise listed)	6 years	Center for Intercollegiate Athletics & Recreation
College/Department Office Student Files	1 year after graduation	Appropriate College/Department
Contracts files (including contracts with employees and consultants)	6 years after all obligations end	Appropriate Departments
Counseling Center Records	6 years from date of last attendance or termination	Counseling Center
Direct Loan Counseling Records (Exit)	3 years after loan is repaid, canceled, or assigned to the Department of Education	Student Financial Services
Employee Medical Documentation	6 years from termination	Human Resources
Enrollment's Advanced Placement and Admissions Records (not otherwise listed for non-enrolled students)	2 years after application	Division of Enrollment Management
Equipment files (including maintenance records and leases)	6 years after disposition	Appropriate College/Departments
Faculty Student Files (including grades)	1 year after end of quarter	Appropriate Academic Departments
Federal Student Aid Records	6 years	Office of Financial Aid & Scholarships
General Correspondence (including emails)	6 years	Appropriate Departments
Health Center Services Patient Records	6 years from date of last attendance or termination	Student Health Center
Online Learning Materials	2 years after last use	Online Learning
Record of student accounts	6 years	Student Financial Services
Recruitment materials (for individual students)	Until date of enrollment	Division of Enrollment Management
Registrar's Advanced Placement and Admission Records (not otherwise listed for enrolled students)	10 years after admission	Office of the Registrar
Registrar Records (not otherwise listed)	Permanent	Office of the Registrar
Student Disciplinary Records (for outcomes of No Action Taken, Admonition, Warning, Disciplinary Probation or Deferred Disciplinary Suspension)	5 years	Student Affairs
Student Disciplinary Records (for sanctions of Disciplinary Suspension, Dismissal and Expulsion)	Permanent	Student Affairs

III. RECORDS REQUIRED TO BE DISPOSED

Item	Retention Period	Official Repository
Auditor Documents	Permanent	Controller's Office
Banking Records	6 years	Controller's Office
Bids (accepted and rejected)	6 years after all obligations end	Purchasing Department
Billing Records	6 years	Controller's Office
Bond Records	6 years after life of bond	Controller's Office
Capital Equipment Records	Life of Asset	Controller's Office
Certifications and Inspection Reports	6 years	Environmental Health and Safety
Clery Act Materials	4 years after report date	Public Safety
Employee Background Checks (including Controlled Substance Test Results)	6 years after employment ends	Human Resources
Employment applications and resumes – non-employees	3 years	Human Resources
Employment Records	6 years from date employment ends or death of eligible employee	Human Resources
Employee Tax Records (not otherwise listed)	6 years	Controller's Office
Financial Records	6 years	Controller's Office
Invoices	6 years	Purchasing Department
Legal Records	6 years	Office of Legal Affairs
OSHA Records and Material Safety Data Sheets	40 years	Environmental Health and Safety
Purchase Orders	6 years	Purchasing Department
Search Committee Records	3 years	Human Resources
Student Employee Records (including applications and resumes)	6 years after employment ends	Student Employment Office
Tax Records	6 years after return is filed	Controller's Office
Training Records	6 years	Environmental Health and Safety
Unemployment Insurance Records	6 years	Human Resources
Workers Compensation Records	18 years	Human Resources

Approved May 13, 2009

CAMPUS CRIME STATISTICS

The Advisory Committee on Public Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. RIT crime statistics can be found at the United States Department of Education web site address: <http://ope.ed.gov/security/> and by contacting RIT's Public Safety Department at 585-475-6620 (v/tty). A hard copy of reported crime statistics required to ascertain under Title 20 of the U.S. Code Section 1092(f) will be mailed to you within ten days of the request.

PARKING AND TRAFFIC REGULATIONS

New York State motor vehicle and traffic laws are in effect on the RIT campus. RIT may also enact and enforce supplemental parking and traffic regulations for RIT-owned properties. These laws and regulations are in effect at all times; are intended to promote order and ease of movement, and safeguard people and Institute property. All drivers on the RIT campus must be aware of these regulations which are in effect at all times. Failure to know the rules is not an excuse for violation.

Information regarding RIT Parking and Traffic Regulations, along with other services provided by Public Safety, can be obtained at the Public Safety Department in Grace Watson Hall, which is open 24 hours a day. This information includes provisions for visitors, seminar/workshop participants, inoperative or unlicensed vehicles, and citations, towing and appeals. Public Safety's PARKING GUIDE/CAMPUS MAP, revised annually, lists current parking regulations.

All vehicles operated on the RIT campus by students, faculty and staff must be registered with the Department of Public Safety. Contact the RIT Parking Office at 475-2074 (v/tty) for more information.

CODE OF CONDUCT FOR COMPUTER AND NETWORK USE

I. Introduction

The computing, network, and information resources of the Rochester Institute of Technology are intended to support the mission of teaching, scholarly activity, and service for the Institute's students, faculty and staff. Appropriate use of computing and networking facilities by members of RIT's academic community should always reflect academic honesty and good judgment in the utilization of shared resources, and observe the ethical and legal guidelines of society. This document constitutes the Rochester Institute of Technology's policy for the proper use of all computing and network resources.

RIT's computer and network facilities provide access to a wide variety of on and off campus resources. This privilege of access requires individual users to act in an ethical manner and as a result imposes certain responsibilities and obligations. It is the responsibility of every user to respect the rights, privacy, and intellectual property of others; respect the integrity of the resources; and abide by all local, state, and federal laws and regulations.

This document outlines the user privileges and responsibilities as well as the guidelines and procedures for the responsible use of the RIT computer systems and networks. It is intended to allow for the proper use and management of these facilities, provide protection of users' rights, ensure reasonable access, and provide guidelines for accountability. It applies not only to RIT computers and networks, but also to computers attached to RIT's networks in any way.

II. Definitions

To avoid ambiguity, the following definitions are supplied:

A. User

Anyone who uses computing or network facilities.

B. Authorized Institute User

Anyone who has followed account application procedures and has been granted access to any or all of the computing or network resources of the Rochester Institute of Technology for reasons consistent with the mission of the Institute, and consistent with this policy.

C. Institute Computing Resources

Any computing, network, or software system donated to or purchased by the Institute or by a grant that is resident at the Institute.

D. Institute Network

The network of the Institute comprised of the physical components such as cable, switches, telecommunications equipment, wireless hubs, routers, Virtual Private Network (VPN) concentrators, dial-up access points, as well as the Internet and Internet2 connection points. The Institute network also has logical components such as IP addresses, directory services, routing, and connectivity to computing resources.

E. Institute Network Connections

Any computer or device using an Internet address assigned to RIT or that is connected to a physical or wireless access point is considered to be connected to the Institute network.

F. Personal Computing Resources

Personal resources such as PCs, information appliances, networking equipment, etc. which have been purchased and are owned by an Authorized Institute User and are connected to the Institute network.

G. Special Access

Access to resources on a system that could be used to alter the behavior of the system, or to access accounts on the system, either directly or indirectly. Examples are UNIX "root" or Windows "Administrator or System".

H. System Owner

The system owner is the person with the authority to designate or use special access account privileges.

I. System or Network Administrator

The person responsible for maintaining the authentication used by the system or network, controlling authorized use, and maintaining system and network integrity and audit trails.

J. Secure Systems

Any hardware or software system whose use is restricted to a subset of the community of legitimate RIT users.

III. Relationship to Other Institute Policies

A. Institute Policies

Many issues addressed in this Code of Conduct relate to existing Institute policies, including (but not limited to) the Institute's policies on privacy, intellectual property (C.10), and prohibition of discrimination and harassment. These policies are found in the Institute Policy and Procedures Manual. This Code is intended to supplement and clarify the guidelines laid out in those policies as they apply to use of computer systems and electronic resources, not to supersede them.

B. Other Computer Use Policies

Campus units that operate their own computers or networks are encouraged to add, with the approval of the unit administrator, additional guidelines that supplement, but do not lessen, the intent of this policy or other Institute policies. In such cases, the unit administrator will inform users within the unit and will provide a copy of the unit-level policy to the Chief Information Officer and to the Information Security Officer.

IV. User Privileges and Responsibilities

A. Privacy The Institute's "Privacy Policy" (C7.0) recognizes that "Individual privacy and security is highly valued by our society," but "must be balanced by the other community enumerated values and needs." Within this understanding, the RIT community is assured that the privacy of such "personal property" as "written communications intended by their creator to be private including those transmitted or preserved in paper, electronic, or other media" will be protected, although it cannot be completely guaranteed.

The "Privacy Policy" also recognizes that members of the RIT community have a responsibility to cooperate with authorized searches and seizures in emergencies and in circumstances of probable cause. In such instances, including those involving RIT computer and network use, the search and/or seizure of personal property or personal communications will be executed only on the authorization of an official identified in the "Privacy Policy." Cooperation with the search or seizure of one's personal property or personal communication does not of itself imply one's own misuse or abuse of RIT computers or network; the search or seizure may be deemed necessary because of misuse or abuse elsewhere in the RIT system or in systems to which the RIT system is connected or affiliated. For example, scanning and pattern-matching of incoming or outgoing e-mail may be necessary to remove computer viruses, to locate the sources of spam, or to respond to legitimate internal or external requests for investigation. In all instances of investigation into personal computing and network use, individuals are protected to the extent possible by the provisions of the "Privacy Policy".

B. Freedom from Harassment

The RIT "Policy Prohibiting Discrimination and Harassment" (C6.0) defines "harassment" as unwelcome "conduct, communication, or physical contact" which has the effect of either "unreasonably interfering with" another's work, activities, or participation, or of "creating an intimidating, hostile or abusive environment" for an RIT employee or student. Members of the RIT community are assured that electronic communications that appear to have one or more of these effects are prohibited and will be investigated. This prohibition includes all obscene, defamatory, threatening, or otherwise harassing messages.

Correspondingly, members of the RIT community have the obligation not to use the RIT computing systems and network in such a way as to be reasonably judged to produce one or another of the above effects, whether intentionally or unintentionally. Such alleged or real misuse is covered by the provisions of this Code of Conduct as well as by the "Policy Prohibiting Discrimination and Harassment" (C6.0).

C. Intellectual Property

The RIT policy on "Intellectual Property" (C3.0) deals in a detailed and exhaustive way with the rights of RIT employees as creators and owners of intellectual property. The privilege of creating and owning intellectual property as outlined in that policy is fully recognized by this Code of Conduct.

However, where a violation of the "Intellectual Property Policy," or of the intellectual property rights of creators or owners beyond the RIT campus, is alleged to have occurred through student or employee misuse of the RIT computing systems and network, such alleged misuse will be investigated and, if proved, sanctioned.

For example, RIT users must not distribute copyrighted or proprietary material without written consent of the copyright holder, nor violate U.S. copyright or patent laws concerning computer software, documentation, or other tangible assets.

Users should assume that any software or other electronic materials or media are copyright protected, unless the author(s) explicitly states otherwise.

D. Freedom of Expression

In general, all members of the RIT community - students and employees alike - enjoy freedom of expression in the normal course of their activity. This freedom is both assured by numerous Institute policies and constrained by specific provisions of certain RIT policies, such as those noted herein (C3.0, C6.0, C7.0 and C10.0 ("Guidelines Concerning Political and Legislative Activities on Campus")), as well as by specific provisions of this Code of Conduct. The constraints are, as in civil law, imposed only for the sake of the common good and the rights of individuals.

Consequently, members of the RIT community have the responsibility to use RIT's electronic resources in ways that respect the rights of others and permit our common electronic resources to be equitably shared. Since free and civil discourse is at the heart of a university community, users should communicate in a manner that advances the cause of learning and mutual understanding.

RIT reserves the right to restrict or deny access to its computing resources to those whose use of them is not consonant with the mission of the university.

V. Responsible Use of Resources

In exchange for the privileges associated with membership in the RIT computing community, users assume the responsibility to use the community's resources in a responsible and professional manner. The following paragraphs (A.-G.) highlight a non-exhaustive list of specific responsibilities. Questions about the appropriateness of any use of resources should be directed to the staff of the Division of Information and Technology Services or to the systems personnel responsible for the resource in question.

A. Access to Secure Systems

1. Passwords and similar authorization information: Passwords are the primary way in which users are authenticated and allowed to use the community's computing resources. One should not disclose one's password(s) to any individual, including a faculty or staff member, unless the person is a properly authorized system administrator performing account maintenance activities for which the password is required. Similarly, one should not disclose other identifying information (e.g., PIN numbers) used to access specific system information. Authorized users are held accountable for violations of this Code of Conduct involving their accounts.

2. Unauthorized use of resources: One must not allow others to make use of one's account(s) or network access privileges to gain access to resources to which they would otherwise be denied.

3. Circumventing or compromising security: Users must not utilize any hardware or software in an attempt to compromise the security of any other system, whether internal or external to the RIT systems and network. Examples of prohibited activities include (but are not limited to) Trojan horses, password crackers, port security probes, network snoopers, IP spoofing, and the launching or knowing transmission of viruses or worms.

B. Self-Protection

Any member of the RIT community who attaches a computer to the RIT network must take measures to ensure that the computer is protected against compromise by an internal or external attack. In this context, reasonable measures include the installation and maintenance of virus detection and eradication software, care in opening e-mail message attachments, vigilance when visiting web sites and adhering to published system configuration and management standards.

C. Commercial Activity

No member of the RIT community may use an RIT computing account or any communications equipment that is owned or maintained by RIT to run a business or commercial service or to advertise for a commercial organization or endeavor. Use of RIT's computer systems and networks for the personal promotion of commercial goods or services is strictly prohibited. RIT employees who are engaged in professional consulting for-a-fee relationships may use RIT's computing and network resources to correspond with existing clients, but not to advertise or promote their consulting practice.

D. Personal Use of RIT Resources

In general, the use of RIT's computing and network resources to promote commercially-related activities or events that have no direct relationship to RIT's mission is not permitted. Occasional personal use of these resources, for example, to promote a single fund-raising event or activity, to sell a used item within the RIT community, or to offer RIT colleagues the opportunity to rent a house may be permitted at the tacit discretion of the Chief Information Officer.

E. Communication with Government Officials

E-mail communications with government officials must abide by RIT's guidelines for political activities as outlined in policy C10.0. Individuals wishing to address a legislative issue on behalf of the university should consult with the Office of Government and Community Affairs before sending such communications using RIT's network.

F. Harmful Activities

One must not use one's privileges as a member of the RIT computing community to cause harm to any individual or to harm any software or hardware system, whether internal or external to RIT. Examples of harmful activities, in addition to those noted elsewhere in this Code, include:

- Intentional damage

- Disabling others' computers

- Compromising security

- Disabling or corrupting software systems

- Destroying, altering, or compromising information integrity (e.g., student records, personnel information, etc.)

- E-mail spamming

- Threatening or intimidating e-mail, newsgroup postings, or web sites.

- Denial of service attacks (e.g., making it difficult or impossible for others to use the network effectively and efficiently).

G. Illegal Activities

For the protection of the RIT computing community as a whole, it is imperative that all members refrain from any conduct that is illegal. Illegal activities that are prohibited include (but are not limited to): Copyright infringement, including publishing copyrighted material such as papers, software, music, musical scores, movies and artistic works. It is irrelevant whether or not any profit is made from such distribution; the mere fact of providing uncontrolled access to such material is illegal.

- Divulging information that is confidential or proprietary information.

- Misrepresentation of one's identity to gain access to systems, software, or other services to which one does not have authorized access.

VI. RIT Rights

Users should be aware that their use of RIT's computing and network resources is not completely private. However, in all RIT operations discussed in the following paragraphs, individual rights of privacy will be preserved to the extent possible and compatible with the nature of the operation. As an institution, RIT retains the following rights with respect to its computing and network resources:

A. Allocation and Control of Access to Resources

Those responsible for maintaining RIT's information technologies and resources have the right to allocate resources in ways appropriate to the achievement of RIT's overall mission. They also may control access to its information and the devices on which it is stored, manipulated and transmitted in accordance with the policies of the Institute, the laws of the State of New York and the United States.

B. Usage Monitoring and Inspection of Files

While RIT does not routinely monitor individual usage, the normal operation and maintenance of the Institute's computing and network environment require the backup and caching of data, the logging of usage data, the monitoring of usage patterns and other such activities that are necessary for maintaining network availability and performance. RIT system and network administrators may review this data for evidence of violation of law or policy.

When necessary to ensure network availability and performance, or to respond to an alleged violation of law or policy, system and network administrators may monitor the activities and inspect the files of specific users on their computers and networks.

C. System and Network Administration Access

A system administrator may access others' files for the maintenance of network computer and storage systems. Similarly, for the maintenance or security of networks, a network administrator may access others' files and data on network devices or in transit.

D. Security Procedures

Departments are responsible for educating the users of Institute-owned desktop computers and providing a reasonable level of security for sensitive information. It is advisable that departments with their own local area networks or a significant number of desktop computers appoint a contact person and identify this person to Information and Technology Services. The contact person should be knowledgeable about the department's computing environment and about central resources and services. This position will serve:

As the first point of contact for unit personnel seeking problem resolution, information, and other assistance regarding computing and networking, and

To facilitate interaction between the unit and Information and Technology Services staff on security matters. As a facilitator of communication between the unit and Information and Technology Services on security matters, or alleged abuses or related issues.

VII. Reporting, Investigations, and Sanctions

A. Reporting Violations of this Code

For this Code to be effective, all members of the RIT computing community must be alert to possible violations. If a member of the community suspects that another community member is abusing his or her privileges or is engaged in activities forbidden by this policy, it is that member's responsibility to report this to either ITS personnel or the administrative staff in charge of the affected systems. In all cases, suspected violations of this Code of Conduct should be reported to the electronic mail address abuse@rit.edu. Users should retain any other information that could be helpful for investigative purposes, such as harassing e-mail messages, dates and times of unauthorized access, and header lines.

B. Investigation of Suspected Violations

Reports of suspected violations of this Code of Conduct are investigated by the designated professional staff of the Division of Information and Technology Services in consultation with the RIT Information Security Officer and/or Public

Safety if necessary. Confirmed violations will be brought to the attention of the violators and, where a confirmed violation is serious or persists, a restriction may be imposed, temporarily or permanently, by the Institute. Violators of statutory law will be turned over to Public Safety.

C. Sanctions

RIT may impose a range of penalties on users who violate the policies regarding the usage of Institute computing resources.

For example, RIT may suspend computer and network privileges of an individual for reasons relating to the safety and well being of other members of the campus community, or relating to the preservation and integrity of Institute property.

Access will be restored when positive conditions can be reasonably assured, unless access is to remain suspended as a result of formal action imposed through the normal disciplinary processes of the Institute. Appeals will follow the normal RIT Student Conduct Process.

VIII. Questions and Interpretations

Questions about the appropriateness of any use of resources should be directed to the staff of the Division of Information and Technology Services or to the systems personnel responsible for the resource in question.

Approved April 6, 1988
Last revised April 24, 2002

Intellectual Property Policy

1. INTRODUCTION

Pursuant to the university's mission, RIT creates, preserves, and disseminates knowledge through teaching, learning, research, and scholarship. That knowledge may involve faculty, student, staff, and third-party authors and inventors. It often takes the form of intellectual property which can be further developed and/or shared with others, locally, nationally, and globally, for further societal benefit and commercialization. This Policy seeks to protect the interests of both intellectual property creators and RIT, while also ensuring that the RIT community and society benefit from the fair and full dissemination of knowledge and innovation.

This Policy should be read together with the procedures promulgated hereunder; the RIT Honor Code; and the other policies of RIT, including, but not limited to, the Individual Conflict of Interest and Commitment Policy, RIT policies for externally funded projects, and copyright policies. RIT's policies are available at <http://www.rit.edu/academicaffairs/Manual/>. The electronic version of this Policy will, from time to time, contain "Frequently Asked Questions" which interpret and detail the applicability of the Policy to various practical situations.

Nothing in this policy relieves RIT of the obligation of adhering to Federal and State laws or RIT contracts, including Research Agreements.

2. EFFECTIVE DATE

This Policy will be effective on May 13, 2009 ("Effective Date") for all Personnel. Section 5.D covering Graduate Student IP will be effective on September 1, 2008. It will apply to all Intellectual Property disclosed on or after the Effective Date. Intellectual Property disclosed before the Effective Date will remain subject to the RIT Intellectual Property Policy approved on October 15, 1997, and as amended from time to time, unless otherwise agreed by RIT and all Creators of the Intellectual Property.

3. DEFINITIONS

Terms not defined elsewhere in this policy are defined below.

- A. **Creator** means any individual or group of individuals, affiliated with the university or not, who make, conceive, reduce to practice, invent, author, or otherwise make a substantive intellectual contribution to the creation of Intellectual Property.

Assigning Creator means an individual or group of individuals who have assigned IP rights and title to RIT under this Policy.

- B. **Curriculum** means the descriptive attributes of a collection of university Courses, such as Course descriptions, Course sequences, intended learning outcomes, and Course topics, that constitute an area of specialization.
 - 1. **Course** or **Courses** means individual units of learning, usually defined by expected outcomes, in which participants engage prescribed subject matter as determined by Curriculum.
 - 2. **Course Material** means educational subject-matter artifacts used to deliver a Course, including syllabi, assignments, tests, notes, presentations, and examples created for RIT classroom and learning programs that are used to deliver Courses.
- C. **Distance Learning**, according to the US Distance Learning Association (USDLA), means “The acquisition of knowledge and skills through mediated information and instruction, encompassing all technologies and other forms of learning at a distance.”
- D. **Electronic Delivery of Course Material** means real-time or recorded delivery of instructor-led Course Material regardless of the transmitting method, recording and playback method, or media used.
- E. **Equity** means shares of common or preferred stock, options to purchase, warrants and other convertible instruments, and any other instruments representing an ownership interest in a commercial venture or the right to acquire the same. However, Equity shall not include the receipt of real or personal property; e.g., real estate or equipment.
- F. **Expressed Assignment** means an explicitly stated task or duty. An Expressed Assignment must be described in writing and can be within or outside the Scope of Employment.
- G. **Externally Funded Research** means research and development work, sponsored by governmental, commercial, industrial, or other public or private organizations, that is the subject of a Research Agreement or other contract with RIT.
- H. **Faculty** means individuals employed by RIT as collectively defined in RIT policies E 1.I (Employee Classification and Status-Faculty) and E 6.1. a and b (Policy on Faculty Rank--Definitions of Faculty Rank).
- I. **Include** or **including** means including but not limited to.
- J. **Intellectual Property** or **IP** means and includes any disclosure of inventions, either orally or in writing; inventions and discoveries (patented, patentable, or otherwise); know-how and other trade secrets; processes; unique materials; works of authorship; software; other creative, artistic, or copyrightable works; trademarks and service marks; mask works; and any other tangible or intangible thing protectable at law which has value. IP also includes physical embodiments of intellectual effort; e.g., models, machines, devices, designs, apparatus, instrumentation, circuits, computer programs, biological materials, chemicals, other compositions of matter, plants, research records and data, and laboratory notebooks and reports.
- K. **Internally Funded Research** means any research project funded by an RIT division, college, or department with RIT funds.
- L. **Original Work** means any IP, produced by Creator or Personnel, other than Course Material or Scholarly Works.
- M. **Personnel** means all regular and temporary RIT employees, as defined in Policy E1.0 (Employee Classification and Status), and Student Employees acting within the Scope of Employment (RIT Personnel), as well as non-employee consultants, visitors, and others using Resources (Non-RIT Personnel).
- N. **Research Agreement** means a grant, contract, cooperative agreement, or other agreement under which research or development activities will be carried out, or any other agreement administered by RIT that relates to Intellectual Property created under such agreement.
- O. **Resources** means any support administered by or through RIT, including funds, facilities, equipment, or Personnel;

and funds, facilities, equipment, or Personnel which are provided by governmental, commercial, industrial, or other public or private organizations and administered or controlled by RIT.

- P. **Revenue** means all cash and non-cash consideration paid by a third party in exchange for specific Intellectual Property rights. Revenue does not include research support in any form (e.g., from Research Agreements, restricted grants, or unrestricted grants), tuition income, or contract income.
- Q. **Scholarly Works** include textbooks, theses, dissertations, scholarly papers, and artistic works, which are covered by copyright law.
- R. **Scope of Employment** means all activities related to: (1) the field or discipline of an RIT faculty member's appointment, including the general obligation of a faculty member to teach, to do creative work, and to conduct research; and (2) the employment responsibilities of non-faculty RIT Personnel for which such Personnel receive compensation from RIT, where compensation is any consideration, monetary or otherwise, including the ability to use Resources. When determining the employment responsibilities of non-faculty RIT Personnel, the primary source for determination should be that individual's job description or similar written statement of duties.
- S. **Significant Use of Resources** means use of Resources, including assistance from Personnel, that is not nominal or incidental and is material to the development of the applicable Intellectual Property. RIT acknowledges that the precise determination of what usage of Resources shall be considered significant involves the exercise of judgment based on the circumstances and on practices within the discipline. Although it is the responsibility of the Dean or appropriate Divisional Vice President to evaluate situations and determine if substantial use of resources has occurred, Personnel have an obligation to notify their supervisor or primary contractual RIT contact person when their work may involve more than nominal use.

Significant Use of Resources includes:

- 1. the use of specialized research-related facilities, equipment, or supplies provided by RIT;
- 2. more than nominal or incidental use of RIT non-faculty Personnel, including Students;
- 3. extended use of Personnel's time and energy in creating or promoting the work that results in significantly reduced levels of job performance.

Significant Use of Resources does not include:

- 1. Student use of Resources to fulfill their Course requirements.
- 2. Nominal or incidental use of resources, including the use of routinely available office equipment, assigned office space, desktop and laptop computers, telephones, library facilities, and copiers.

- T. **Staff** means non-faculty regular and temporary employees of RIT as defined by E1.I (Employee Classification and Status).
- U. **Students** means Undergraduate Students, Graduate Students, non-matriculated Students, and students in not-for-credit programs. A Student on a co-op assignment is considered an employee of the sponsoring company.
 - 1. **Undergraduate Student** means individuals enrolled at RIT who do not qualify as graduate students. Undergraduate Student shall also include matriculated individuals enrolled at RIT as candidates in a combined master's and bachelor's program who have not reached the appropriate number of credit hours sufficient to be classified as Graduate Students.
 - 2. **Graduate Student** means matriculated individuals with a bachelor's degree and enrolled as candidates for an advanced degree. Graduate Student shall also include candidates in a combined master's and bachelor's program who have reached the appropriate number of credit hours sufficient to receive in their field of study, but not yet holding, a bachelor's degree.

- V. **Student Employee** means Students who are also RIT employees (including co-op Student Employees) acting within the Scope of Employment.

4. GENERAL PROVISIONS

- A. **Purpose.** The purpose of this Policy is to set forth the terms and conditions whereby RIT, Personnel, and Students establish and maintain their interests in Intellectual Property created by or used at RIT, taking into account RIT activities, applicable laws, federal policies, and the mission of RIT. However, it is acknowledged that such activities and other factors are diverse and subject to sometimes rapid change. Therefore, this Policy cannot and should not be mechanically applied to every situation that might arise. Decisions are expected, in the exercise of professional judgment, to best serve the public, to result in the effective and efficient transfer of knowledge, and to be consistent with RIT policies and objectives. Procedures under this Policy shall be established by the Intellectual Property Policy Committee and shall be consistent with interpretations of this Policy. In the event of a conflict between the procedures established and this Policy, this Policy shall govern. Subject to the foregoing, this Policy also recognizes certain general principles:
1. RIT encourages the wide dissemination of ideas and creative works produced at RIT for the greatest possible public benefit.
 2. The traditional right of scholars to publish should be protected.
 3. If RIT provides extra or special support for the development or production of ideas and works, either with money, facilities, equipment, or staff, it is reasonable for RIT to be reimbursed for its extra or special costs and/or to participate in the fruits of the enterprise if the resulting ideas or works are introduced commercially.
- B. **Scope.** All affected Personnel and Students shall comply with this Policy, as amended from time to time. This Policy is considered part of the conditions of employment, enrollment, or participation in a sponsored research project, and shall be referenced in the *Students Rights and Responsibilities* handbook.
- C. **Unauthorized Actions.** Personnel and Students may not: (1) sign agreements or take any action on behalf of RIT unless they are authorized agents of RIT and have the express permission of their Divisional Vice President or Dean; or (2) make unauthorized use of RIT's name. RIT will not honor unauthorized actions or agreements.
- D. **Acquisition.** RIT may acquire ownership or use of Intellectual Property by assignment, license, gift, or any other legal means. RIT shall administer such Intellectual Property in accordance with this Policy unless otherwise required by the terms of the acquisition.
- E. **Administration of Non-RIT-owned Intellectual Property.** At the request of the owner, Intellectual Property not owned by RIT may be administered by RIT. This Policy shall govern that administration unless RIT agrees otherwise in writing.

5. OWNERSHIP AND USE

- A. **RIT General.** RIT shall have the right to reproduce and otherwise use for research and educational purposes any IP, whether owned by RIT, Personnel, or Graduate Student, created in whole or in part through the use of any Significant Resources. RIT further reserves the right to pursue multiple forms of legal protection for IP which it owns or for which it claims ownership. Software, for example, may be protected by copyright, patent, trade secret, and trademark. In addition, RIT shall own all rights in:
1. **patentable inventions and copyrightable works** created by RIT Personnel with Significant Use of Resources while on paid leave, including sabbatical; or
 2. **IP as stated in written agreements.** If RIT wishes to secure additional rights in any IP, it shall so specify in writing at the time it provides the Resources.
- B. **Responsibilities of Personnel and Students**

1. **Assignment.** For Intellectual Property and other work to which RIT has or had rights of ownership or use under this Policy, Creators, Personnel, and Students shall, upon request, execute all appropriate legal documents, including assignments, and perform such acts designed to assist RIT or its assignees in proving or benefiting from such rights, all as deemed appropriate by RIT but at no out-of-pocket expense to applicable Creators, Personnel, and Students.
2. **Students.** Students may be requested to grant rights or ownership in Student-developed IP to RIT or others as a condition of access to certain class projects, independent research projects, or other programs at RIT. Students who choose not to grant rights or ownership in Student-developed IP shall not participate in these class projects, independent research projects, or other programs, but shall be given the opportunity to participate, without penalty, in alternative projects which do not require the granting of rights or ownership in Student-developed IP.
3. **Use.** All Personnel and Students are responsible for complying with RIT policies and guidelines, and all applicable laws regarding Intellectual Property.
4. **Personnel.** Newly employed or newly engaged Personnel shall disclose in writing to the Director of the Intellectual Property Management Office any IP they own or have developed, which they plan to continue using, teaching, or researching while employed or engaged by RIT. The Vice President of Research shall determine the appropriate ownership of this IP, in consultation with the Office of Legal Affairs. Should it be determined that the Personnel do not own the IP, its use at RIT may be restricted. Should it be determined that the Personnel own the IP, its use at RIT shall be consistent with other RIT policies and procedures, including but not limited to the Individual Conflict of Interest and Commitment Policy.

The decision of the Vice President of Research may be appealed to the Intellectual Property Policy Committee. The decision of the Intellectual Property Policy Committee may be appealed to the appropriate Divisional Vice President, whose decision shall be final.

C. **Responsibilities of RIT**

1. **Use of Resources.** When RIT authorizes or directs efforts to create a work involving the Significant Use of Resources, it shall enter into a written agreement addressing the extent of use of such Resources, the schedule for the project (if appropriate), control over the work and its revisions, and ownership of the resulting IP, if any.
2. **Revenue Sharing.** RIT shall remit to Creators their share of Revenue as specified in Section 7 of this Policy.

D. **Students own IP they create unless:**

1. It is created under Research Agreements; or
2. It is created with support from internally or externally funded research or development programs; or
3. The student received a stipend, research grant, or research assistantship (funding); and
 - a) The IP is patentable; and
 - b) It is within the scope of the student's funded area of research; and
 - c) It was created while the student was receiving such funding; or
4. The student is conducting research, without Significant Use of Resources, that is directly related to her/his primary employer's business, and the primary employer is not RIT, in which case the IP may belong to the employer; or
5. It is subject to another provision in this policy.

- E. **Dissertations and Theses Publication.** RIT mandates the publication of required graduate dissertations and theses in the interests of open dissemination of research results and scholarship. Occasionally, a request may be made to the Dean of Graduate Studies to embargo a dissertation or thesis for up to 12 months. In such cases, the Intellectual Property Management Office (IPMO) and Dean of Graduate Studies will coordinate a dissertation/thesis content

review, in consultation with the thesis advisor, for potential RIT patentable material. Patentable material review is to take no longer than 90 days from the time a completed set of material is received by the IPMO.

- F. **Externally Funded Research.** All Intellectual Property developed by Personnel performing work sponsored by governmental, commercial, industrial, or other public or private organizations shall belong to RIT, unless otherwise specified in a written agreement or applicable federal or state laws and regulations. However, on a case-by-case basis, RIT may agree to assign ownership or licensing rights to the sponsor, subject to RIT's right to reproduce and otherwise use the Intellectual Property for research and educational purposes. The Vice President of Research shall approve any such agreement.
- G. **Internally Funded Research.** All Intellectual Property developed by Personnel performing work under Internally Funded Research shall belong to RIT. However, on a case-by-case basis, RIT may agree to assign ownership or licensing rights, subject to RIT's right to reproduce and otherwise use the Intellectual Property for research and educational purposes. The Vice President of Research shall approve any such agreement in writing.
- H. **Original Work** shall be owned by the Creator or Personnel unless it:
 - 1. is subject to any claim of ownership by another entity or individual. In that case, Original Work shall be owned by the other entity or individual with the valid claim of ownership.
 - 2. was created with the Significant Use of RIT Resources. In that case Original Work shall be owned by RIT.
 - 3. was created in connection with an Expressed Assignment or commissioning. In that case, Original Work shall be owned by the entity or individual providing the Expressed Assignment.
 - 4. was created within the Creator's Scope of Employment, under an Internally or Externally Funded Research program, or other agreement which requires the IP to be assigned to RIT or Sponsor.
- I. **Curriculum** shall be owned by RIT.
- J. **Course or Courses** shall be owned by RIT.
- K. **Course Material** copyrights shall be owned by the Creator or Personnel regardless of their use in Distance Learning or Electronic Delivery of Course Material unless they:
 - 1. are subject to any claim of ownership by another entity or individual. In that case, Course Material shall be owned by the other entity or individual with the valid claim of ownership.
 - 2. were created with the Significant Use of RIT resources. In that case Course Material shall be owned by RIT.
 - 3. were created in connection with an Expressed Assignment or commissioning. In that case, Course Material shall be owned by RIT.
- L. **Scholarly Works** shall be owned by the Creator or Personnel unless they:
 - 1. are subject to any claim of ownership by another entity or individual. In that case, Scholarly Works shall be owned by the other entity or individual with the valid claim of ownership.
 - 2. were created with the Significant Use of RIT resources. In that case Scholarly Works shall be owned by RIT.
 - 3. were created in connection with an Expressed Assignment or commissioning. In that case, Scholarly Works shall be owned by RIT.
 - 4. were created under an internal or external research program, or other agreement which requires the IP to be assigned to RIT or Sponsor.

6. IP ADMINISTRATION

- A. **Administrative Responsibility.** RIT's President has ultimate authority for the stewardship of Intellectual Property

developed at RIT. Primary responsibility for this Policy has been delegated to the Provost and through the Provost to the Vice President of Research, who shall be responsible for establishing operational guidelines and procedures for the administration of IP, including determination of ownership, assignment, protection, licensing, marketing, maintenance of records, oversight of Revenue collection and distribution, approval of individual exceptions, and initial resolution of disputes among Creators and/or other affected individuals, entities, or RIT organizations.

- B. **IP Administration.** Day-to-day administration and operational functions shall be performed by the Intellectual Property Management Office staffed by a Director.
- C. **Disclosure.** All Intellectual Property in which RIT has an ownership interest under this Policy and that has the potential to be brought into practical use for public benefit or for which disclosure is required by law shall be reported promptly in writing by the Creator to the Intellectual Property Management Office using the disclosure form provided by that office, as amended from time to time. The disclosure of the subject matter of the discovery or development shall be full and complete and identify the Creator. The Creator shall furnish such additional information and execute such other documents from time to time as may be reasonably requested.

D. **Evaluation**

1. **Technical Review Panels**

The Director of the Intellectual Property Management Office may convene Technical Review Panels. These Technical Review Panels shall be responsible for making recommendations regarding whether RIT should seek Intellectual Property protection for specific inventions or creations. Members of these Technical Review Panels must have some level of expertise in the content of the disclosure and knowledge in Intellectual Property issues related to teaching, research, or commercialization. The Director of the Intellectual Property Management Office shall determine the number of members to serve on these various Technical Review Panels. These Technical Review Panels are expected to make recommendations to the Intellectual Property Policy Committee regarding evaluation, patenting, and licensing of the specific IP considered.

2. **The Intellectual Property Policy Committee**

The Intellectual Property Policy Committee shall review the recommendation made by the Technical Review Panel and make a recommendation to the Provost. The Provost shall have ultimate responsibility for determining whether RIT should seek protection for specific inventions or creations. The Intellectual Property Policy Committee shall consist of five members. One member shall be appointed by the Academic Senate, one by the Staff Council, and one by the Student Government; two at-large members from the university community shall be appointed by the Provost. The members shall serve staggered three-year terms. Initially, two members shall serve two-year terms and three shall serve three-year terms.

- E. **Questions Related to University Ownership.** If there is a question as to whether RIT may have a valid ownership claim in any IP, the Creator should disclose the IP to RIT in writing. The disclosure shall not affect the Creator's claim. RIT will provide the Creator with a written statement as to RIT's ownership interest.
- F. **Timely Evaluation.** RIT will inform the Creator in writing of its final decisions regarding protection, commercialization, and/or disposition of IP within 90 days after the Creator discloses the IP to RIT. However, specific terms of agreements with external parties may be proprietary business information and subject to confidentiality restrictions.
- G. **Assignment of RIT IP to Creator(s).** If RIT decides to cease development or protection of any RIT-owned IP, ownership may be assigned to the Creator as allowed by law subject to the rights of sponsors and to the retention of an internal use license to, at least, reproduce and otherwise use the IP for RIT's purposes of education, research, and public service on an irrevocable, royalty-free, non-exclusive basis. The assignment or license may be subject to additional terms and conditions, such as Revenue sharing with RIT or reimbursement of the costs, when justified by the circumstances of development.
- H. **Commercialization of RIT IP by Creator.** RIT may, at its discretion and consistent with the public interest, license Intellectual Property to the Creator or Personnel. The Creator must demonstrate technical and business capability to

commercialize the IP and may be required to assume the cost of statutory protection. Agreements with Creators will be subject to review by the appropriate Dean or Vice President ultimately responsible for the Creator's College or division to ascertain compliance with RIT policies, including the Individual Conflict of Interest and Commitment Policy. The Creator may appeal the initial decision of the appropriate Dean or Vice President to the RIT Intellectual Property Policy Committee. The decision of the Intellectual Property Policy Committee may be appealed to the Provost or the appropriate Divisional Vice President, whose decision shall be final.

- I. **Acceptance of Independently Owned Intellectual Property.** RIT may accept assignment of IP from others provided that such action is determined to be consistent with this Policy and provides some value to RIT.
- J. **Consulting Agreements and Arrangements.** RIT Personnel engaged in, or engaging others in, consulting work or businesses, whether formalized in writing or not, are responsible for ensuring that those consulting agreements and arrangements are not in conflict with RIT contractual agreements, this Policy, or other RIT policies, including the Individual Conflict of Interest and Commitment Policy. Personnel should make this Policy and their RIT obligations known to others with whom they make such agreements or arrangements.
- K. **Statement by Creators.** Creators of IP owned by RIT may be required to state that, to the best of their knowledge, the IP does not infringe on any existing patent, copyright, or other legal right of third parties; that if a work is not original with the Creators, all necessary permissions have been obtained; and that the work contains no libelous or otherwise offensive material or material that invades the privacy of another.
- L. **Contractual Authority.** Licenses, options for licenses, and other agreements related to commercialization of Intellectual Property will be granted in the name of RIT. All such contracts shall be executed by the Vice President of Research.
- M. **Preferential Treatment of Sponsors.** Each Research Agreement shall provide that all IP developed as a result of the sponsored research project shall belong to RIT unless otherwise specified in writing. The sponsor may receive an option to license the resulting IP on terms to be negotiated, such option to be exercised within a specified period following the disclosure of the IP. When the nature of the proposed research allows identification of a specific area of Intellectual Property or application which is of interest to the sponsor, RIT may accept research agreements with terms which entitle the sponsor to specific commercial rights within the defined field of interest.

Otherwise, the specific terms of licenses and rights to commercial development shall be based on negotiation between the sponsor and RIT at the time of exercise of an option by the sponsor and shall depend on the nature of the Intellectual Property and its application, the relative contributions of RIT and the sponsor to the work, and the conditions deemed most likely to advance the commercial development and dissemination of the relevant Intellectual Property.

Where an exclusive license is deemed appropriate, the license agreement shall require diligent commercial development of the IP by the licensee. RIT may also determine, on a case-by-case basis, that it is in RIT's interest to assign ownership of resulting IP to the sponsor as an exception to this Policy when circumstances and any applicable federal law or regulation warrant such action, in accordance with guidelines established by RIT Intellectual Property Policy Committee.

- N. **Appeals.** After following the administrative guidelines and procedures established under this Policy, any Creator may appeal to the RIT Intellectual Property Policy Committee to seek resolution of complaints or questions regarding the matters addressed in this Policy. The decision of the Intellectual Property Policy Committee may be appealed to the appropriate Divisional Vice President, whose decision shall be final.

7. REVENUE DISTRIBUTION

- A. **Generally.** All Revenue received by RIT shall be governed by this Policy, and RIT shall have no financial obligation to any Creator, or designated beneficiary of Creator, with respect to Intellectual Property except in accordance with this Policy.
- B. **Reimbursement/Reserve.** When Revenue is received, all out-of-pocket payments or obligations attributable to protecting the applicable IP, marketing, licensing, or administering the IP may be deducted from such Revenue. When determining the actual amount of all out-of-pocket payments or obligations attributable to the applicable IP,

RIT shall take into account all payments made on a cumulative basis for each licensing transaction.

At the sole discretion of RIT, under certain circumstances, a reasonable reserve for anticipated future expenses, including defense against infringement or enforcement actions and other legal fees and expenses, may also be deducted from Revenue. The Revenue remaining after such deductions is defined as Net Cumulative Revenue. At least annually, RIT shall distribute Net Cumulative Revenue due Creators who have assigned their IP rights and title to RIT (Assigning Creators) or their designated beneficiaries under this Policy.

C. **Distribution.** RIT will distribute Net Cumulative Revenue according to the following chart:

Recipient	<u>Net Cumulative Revenue</u> \$0 - \$10,000	<u>Net Cumulative Revenue</u> Over \$10,000
Assigning Creator(s)	100%	50%
RIT Assigning Creator(s)' Home Department(s)	-	15%
Offices of RIT Assigning Creator(s)' College Dean or Appropriate Divisional VP's	-	10%
RIT Central Administration	-	25%

To further encourage identification and protection of patentable IP, Assigning Creator(s) will share in an incentive payment of \$500 when a regular (non-continuation) US patent application is filed and an incentive payment of \$500 when a US patent is issued.

If there are multiple Assigning Creators, Net Cumulative Revenue shall be divided equally among them absent a mutual written agreement to the contrary. If there is any dispute among Assigning Creators, RIT will, subject to applicable law, make the final determination of the allocation of Net Cumulative Revenue.

D. **Equity Distribution.** If RIT receives or is entitled to receive Equity under the terms of an agreement, the Equity or its proceeds shall be shared in the same proportions as indicated for Net Cumulative Revenue in the distribution chart in Section 7C subject to the following. When RIT accepts Equity, RIT, taking into account any legal restrictions and the wishes of each Assigning Creator involved, shall either:

1. arrange for the Assigning Creator to receive his or her share of Equity directly upon execution of the relevant agreement; or
2. take all equity, including the Assigning Creator's share, in the name of RIT, in which case the Provost will make decisions regarding Equity disposition based upon business judgment and publicly available information, and will coordinate with the appropriate RIT officials if necessary. In such latter case, the Assigning Creator's sole right shall be the receipt of the appropriate share of such Equity or its cash equivalent at such time and in such form as the Provost shall deem appropriate. In no event shall RIT or any related individual be responsible for any damages resulting from the administration of the Equity or the fluctuation in the value of the Equity.

Personnel or Students not qualified to hold the Equity under applicable law shall designate a qualified person to receive the Equity. If no designee is named within thirty days after a written request by RIT to do so, the right to a share of the Equity shall be forfeited to RIT.

E. **Exception When Creator Has No Entitlement.** If RIT accepts research support in the form of a Research Agreement or unrestricted grant as part of the consideration in an Intellectual Property license in lieu of an option fee, license fee royalty, or other consideration, the Creator and other recipients of Net Revenue shall have no entitlement to receive a share.

- F. **Revenue from Actions for Defense or Enforcement of IP Rights.** When RIT receives Revenue from third parties resulting from successful actions for the purpose of defending or enforcing RIT’s rights in its Intellectual Property, such Revenue may first be used to reimburse RIT (or the sponsor or licensee, if appropriate) for all expenses incurred in such actions. The Assigning Creator and other recipients of Net Revenue shall be entitled to recovery of lost royalties from the remaining Net Revenue in the same proportions as specified in the chart above.
- G. **Co-owned IP.** Sometimes Intellectual Property is co-owned with another institution or entity. In such cases, RIT will enter into an inter-institutional agreement with such entity under which income and expenses will be shared and responsibility for IP protection will be assigned. RIT may also engage a third party to license IP if the third party has special expertise, and the third party may be allocated a portion of the related Revenue. In each instance, the remaining Net Revenue will be distributed according to the RIT Intellectual Property Policy Section 7.
- H. **Departure or Disengagement from RIT.** Assigning Creator’s share of Net Revenue will continue after the Assigning Creator has terminated employment or engagement with RIT.

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Revision History	
Dates of Revision	Significant Changes
October 15, 1997	Original Policy
2002-2003	Edited to reflect department name changes
May 13, 2009	Student IP ; Inventor Rewards; Faculty Course Materials and Scholarly Work

Approved October 15, 1997
Revised May 13, 2009

SMOKING POLICY

Applies to all students, employees, and visitors to the Institute.

POLICY

Consistent with Public Health Regulations of the County of Monroe, smoking or carrying of lighted cigars, cigarettes, pipes, or any other form of smoking object is prohibited in any indoor area at RIT, including but not limited to classrooms,

offices, laboratories, dining facilities, lunch rooms, vending areas, break rooms, vestibules, and loading docks. Furthermore, smoking is prohibited in all areas of any buildings which house classroom facilities. Exceptions to this policy are those noted in county regulations and outlined below.

Residence Halls and Institute-Operated Apartments

Smoking is prohibited in all RIT housing.

Smoking Areas

Smoking can occur 25 feet from any residential facility. This is to avoid the issue of second hand smoke.

ENFORCEMENT

Complaints about compliance with the Monroe County Regulation on Smoking should be reported to the supervisor of the area where responsibility to rectify the situation in accordance with the public health regulations and keep written documentation regarding actions taken. Questions or assistance on interpretation of the policy should be directed to the Department of Human Resources.

Personnel Policy 6.14
Issued June 1, 1984
Last revised October 2003

PRIVACY POLICY

I. General Statement

The purpose of Rochester Institute of Technology's Privacy Policy is to clarify the legitimate expectations of privacy by those individuals who are present at RIT facilities or at official RIT events, or who use RIT electronic resources.

Individual privacy and security are highly valued by our society but it has limitations at a private educational and research institution such as RIT, consistent with the Institute's need to protect and maintain its property, electronic network and resources, preserve the health and safety of its students, faculty, staff and guests, or whenever necessary to aid in the basic responsibility of the Institute in support of its educational mission. The right to individual privacy, while highly valued at RIT, must be balanced by the other community enumerated values and needs. The Institute endeavors to provide a safe and hospitable environment for all those who learn, work, live and visit here, and individual community members are expected to support this mutual effort.

At the same time, consistent with the law, RIT cannot guarantee or assure the privacy of personal information or personal property, and is not responsible for any loss or theft. Individuals must assume the risk of a breach of their privacy and guard against it.

II. Definitions

For purposes of this Policy, the following terms shall have the meanings set forth below:

“RIT facilities” means any property owned or leased by the Institute, wherever located.

An “official RIT event” means one conducted outside RIT facilities with the explicit official sponsorship of RIT, including, but not limited to, an athletic competition by an RIT sports team, or a seminar or an online course.

“Personal property” means any physical items of a personal nature, including but not limited to clothing, pocketbooks, wallets, briefcases, laptops, cell phones, and other similar items.

“Personal information” means: any private information or information concerning an individual which can be used to identify such individual; and any oral, written and electronic communications, files, or data intended by their creator to be private, including those transmitted or preserved in paper, electronic, or other media.

III. Compliance with Laws

The Institute is aware of the requirements of federal and state privacy laws and regulations, among them the Family Education Rights and Privacy Act (FERPA), Gramm Leach Bliley Act (GLBA), the Health Insurance Portability Accountability Act (HIPAA), and New York's Information Security Breach and Notification Act, and endeavors to comply with them. Nothing in this Policy shall be construed in derogation of any rights afforded by applicable federal or state law.

IV. Access

With respect to individuals who are present at RIT facilities or at official RIT events, the Institute specifically reserves the right to:

- inspect and retain any personal property
- remove from or limit access to RIT property
- delete or limit material posted on RIT property

including, but not limited to, when applicable Institute policies, contractual obligations, or federal or state laws are violated.

With respect to information on RIT’s electronic resources, including, but not limited to personal information, the Institute specifically reserves the right to:

- access all RIT property including electronic resources, and all communications, records, data and information created or stored thereon;
- remove from or limit access to RIT electronic resources
- remove, delete or limit information posted on RIT electronic resources, including, but not limited to, when applicable Institute policies, contractual obligations, or federal or state laws are violated.

V. Searches and Seizures

As a matter of regular business practices, authorized Institute personnel will only inspect or retain personal property or personal information in accordance with this Policy and when there is a legitimate institutional reason to do so.

In order to evidence that power, RIT Vice Presidents (or their designees) may authorize the inspection and retention of personal property and/or personal information through the issuance of a written authorization to that effect, stating that they have reason to believe that a law or an Institute policy has been or is about to be violated, and that the inspection and retention may either

- yield the information or item necessary to prove the existence of such violation or prevent danger or harm to individual(s) or property. For RIT students, except in limited circumstances, these authorizations shall be issued by the Senior Vice President for Student Affairs (or his or her designee). Such a written authorization is not mandatory under this Policy, however.

Generally speaking, authorized Institute personnel who conduct inspections and/or retentions will:

- attempt to allow the individual whose personal property and/or personal information are the subject of the inspection and/or retention to be present while the inspection and/or retention is conducted (if that individual cannot be located, or refuses to be present, or if his/her presence is impractical, the inspection and/or retention can go forward without his/her presence) and
- create a record of the personal property or personal information retained, and provide a copy to the individual.

Law enforcement officials may also search and/or seize personal property and personal information, but are generally required to have a court order, subpoena or a search or arrest warrant. If RIT is served with a court order or subpoena for what may be termed personal property or personal information of an RIT student, faculty or staff member, which is being transported or stored on RIT property or RIT electronic resources, RIT will attempt in good faith to notify the individual affected before complying with the subpoena, if permitted.

VI. Grievance Rights

An individual may have certain grievance rights with respect to the privacy of his or her personal property and/or personal information. This Policy is not intended to abrogate any existing RIT grievance procedures.

VII. RIT Privacy Standing Committee

There shall be a standing committee for the purpose of providing guidance on privacy issues related to Institute business including, but not limited to, regulatory compliance, individual privacy, and management of Institute resources. The Committee shall be drawn from a broad cross-section of the RIT community (including the Institute Council) and report on at least an annual basis to the Administrative Council. Questions with respect to the administration of the Committee or this

Policy may be referred to the committee chairperson. The current members of the Committee are listed at www.rit.edu/privacy.

Approved December 11, 1996
Revised April 26, 2006

RIT INFORMATION SECURITY POLICY

The information assets of Rochester Institute of Technology (“RIT”) must be available to the RIT community, protected commensurate with their value, and must be administered in conformance with federal and state law. Reasonable measures shall be taken to protect these assets against accidental or unauthorized access, disclosure, modification or destruction, as well as to reasonably assure the confidentiality, integrity, availability, authenticity of information. Reasonable measures shall also be taken to reasonably assure availability, integrity, and utility of information systems and the supporting infrastructure, in order to protect the productivity of members of the RIT community, in pursuit of the RIT mission.

Definitions:

Information Safeguards: Administrative, technical, and physical controls that support the confidentiality, integrity, availability, and authenticity of information.

Information systems and supporting infrastructure: Information in its analog and digital forms and the software, network, computers, tokens, and storage devices that support the use of information.

Lifecycle Protection: Information systems and supporting infrastructure have a lifecycle that begins with evaluation and selection, and advances through planning, development/acquisition, and operations through to disposal or retirement. Information safeguards are needed at all phases of the lifecycle.

Controls depend on the system, its capabilities, and expected usage, as well as anticipated threats against the information.

- **Preventive controls** include use of encryption, information integrity measures, security configuration, media reuse, use of antivirus, and physical protection
- **Detective controls** include network and information access monitoring, and intrusion detection (host based or network based), manual or automated review of security logs
- **Corrective controls** include recovery plans from handling isolated information safeguard failure incidents to business continuity plans.

Therefore, RIT will take reasonable steps to:

- Designate one or more individuals to identify and assess the risks to non-public or business-critical information within the Institute and establish an Institute-wide information security plan.
- Develop, publish, maintain, and enforce standards for lifecycle protection of RIT information systems and supporting infrastructure in the areas of networking, computing, storage, human or device/application authentication, human or device/application access control, incident response, applications or information portals, electronic messaging, and encryption.
- Develop, publish, maintain, and enforce standards for RIT workforce security related to the responsible use of information.
- Provide training to authorized Institute users in the responsible use of information, applications, information systems, networks, and computing devices.
- Develop, publish, maintain and enforce standards to guide RIT business associates and outsource partners in meeting RIT’s standards of lifecycle protection when handling RIT information or supporting RIT information systems and supporting infrastructure.
- Encourage the exchange of information security knowledge, including threats, risks, countermeasures, controls, and best practices both within and outside the Institute.
- Periodically evaluate the effectiveness of information security controls in technology and process.

Approved May 17, 2006

INSTITUTE CLOSINGS

Because of the large resident student population and the quarter calendar, every effort is made to keep the Institute open. In the case of severe weather conditions, the safety of the faculty, staff and students will be the major factor considered.

EMERGENCY CLOSING PROCEDURE

When conditions warrant the cancellation of classes, an effective time of cancellation will be determined. This situation will affect classes only, not work schedules. An emergency closing of the Institute, on the other hand, means that only designated personnel will be asked to remain or to report to work.

When conditions develop over night an effort will be made to have a closing announcement on the air by 6:00 a.m. for the cancellation of classes.

An emergency closing message will be recorded on:

475-7075 V

475-7076 TTY

475-2411 RIT's Main Number

TV channels 8, 9, 10, 13 and 31 will carry closed captioned messages during these announcements.

Radio – Cancellations/closing will also be announced on the following radio stations: WBBF, WCMF, WDKX, WHAM, WITR, WLCL, WXXI, WVOR, WBEE, WRMM, WNVE, WPXY.

Last revised January 2000

RIT STUDENT HEALTH CENTER

The Student Health Center recognizes the right of health care consumers to adequate quality health care, and treats all consumers with respect, consideration and dignity.

The Student Health Center is housed in the August Building which is located on the "Quarter Mile" (walkway connecting the East and West sides of the campus). Phone numbers: 475-2255 (V) and 475-5515 (TTY).

Eligibility & Fees

Quarterly Student Health Center Fee

The services of the Student Health Center are available to all RIT students. Full-time undergraduate students are billed the quarterly health fee by the Bursar's Office. Other students (part-time, graduate & Co-op) may prepay the fee or pay on a fee-for-service. Fee-for-service payment is expected at the time of visit.

This quarterly fee covers unlimited visits to the Center and is full payment for many of the services provided therein. The Health Fee is separate from the insurance fee.

Insurance

Accident and sickness insurance is **required for all** students whether through RIT, family coverage or a personal policy. This coverage is needed for health care services provided by non-RIT health care professionals.

A Student Insurance Plan is available through the Institute. The Plan provides coverage, within limits specified by the policy, for sickness and injury; outpatient services such as laboratory and x-ray procedures; emergency, psychiatric care and prescriptions. There is a separate charge for this policy.

Questions about the policy, coverage or claims may be directed to the Student Health Center or the Plan Coordinator, University Health Plans, Inc. at (800) 437-6448. Claim forms are available at the Student Health Center.

Services offered at the Student Health Center include: **

- General medical care
- Allergy injections
- Immunizations
- Psychiatric evaluations
- Sexual health care services including contraception

- Sexually transmitted disease testing and care
 - Health education
 - Laboratory services
 - Limited medications/oral contraceptives
 - Sign language interpreting
 - Referral to community specialists
- ** There may be additional charges for certain services.

Confidentiality

All visits and medical records are confidential and are maintained separately from academic records. Notification of others, including parents, is considered to be the responsibility of the student and will not be usurped unless the condition is serious and the student is unable to assume responsibility for informing others.

The sharing of medical information requires the written permission of the student except for reports required by the Public Health Laws of New York State.

After-Hours

When the Student Health Center is closed, emergency medical services are available through the RIT Ambulance Corps. Urgent and/or emergency medical care may also be obtained through community-based facilities. The following hospitals are located close to RIT:

- Strong Memorial Hospital
- Highland Hospital
- The Genesee Hospital

Non-emergent care may be obtained through **After-Hours Care** which is housed within the Folsom Medical Center located on Brighton-Henrietta Townline Road. Appointments must be made in advance by calling 338-1200 (Voice) or the New York State Telecommunications Relay Service at 1-800-662-1220 (TTY).

Transportation

Twenty-four (24) hour ambulance service is available seven days a week through the RIT Ambulance Corps, a group of student volunteers with emergency medical training. **For RIT Ambulance service, call the RIT emergency number at Public Safety, 475-3333 (V) or 475-6654 (TTY).**

- The ambulance transports to the facility **only**.
- Please keep in mind that this is an emergency service.

As such, an ambulance will respond to **all** calls. What does this mean? If RIT Ambulance is responding to another call when you call, an outside ambulance service will be dispatched. This outside ambulance may not be a volunteer corps and you may be charged a fee. **So...use discretion and good judgment when asking for an ambulance.**

Immunization Requirements

Individuals born on or after January 1, 1957, must comply with **New York State Public Health Law 2165** which requires post-secondary students to show protection against measles, mumps and rubella. The Student Health Center recommends this protection for **all** students. The Law requires that vaccination be completed before entering RIT; failure to comply will prevent clearance for future registration.

Individuals deemed not fully protected against measles, mumps and rubella must leave campus in case of an outbreak; tuition refunds will not be issued.

The Law requires:

- **Measles/Rubeola.** Required proof of TWO vaccinations. Measles vaccination #1 with live virus after January 1, 1968, and after first birthday. Measles vaccination #2 with live virus at least 30 days following vaccination #1. New York State Department of Health recommends the use of the MMR vaccine. If no vaccination, proof of positive titer or physician diagnosis of disease is necessary. If measles titer - **Laboratory report must be attached.**
- **Mumps** vaccination. Required proof of vaccination after January 1, 1969, and after first birthday. If no vaccination, proof of positive titer or physician diagnosis of disease is necessary. If mumps titer - **Laboratory report must be attached.**
- **Rubella** vaccination. Required proof of vaccination after January 1, 1969, and after first birthday. If no vaccination, only proof of positive rubella titer is acceptable. If Rubella titer - **Laboratory report must be attached.**

Student Involvement

Students are encouraged to be active participants in the administration and delivery of health care services and preventive education through:

- The Student Health Advisory Committee

(SHAC)

- The peer education programs PIERS = Peers Informing and Educating RIT Students
- Nutrition Peer Counselors
- The RIT Ambulance Corps

Comments or concerns about the Student Health Center are welcome and should be shared with the Director. We wish you well.

Health Care Consumers Rights and Responsibilities:

You have the right to:

1. Understand and use these rights. If you need help to understand these rights, the Student Health Center will provide assistance.
2. Receive treatment without discrimination as to race, color, religion, national origin, disability, or sexual orientation.
3. Be treated with respect and dignity and to be provided care in a courteous, caring, considerate manner.
4. Privacy.
5. Be informed about and to understand the diagnosis, treatment, and prognosis of your health problems.
6. Discuss treatment options and their effectiveness, possible risks and side effects, and participate in the health care process.
7. A second medical opinion.
8. Have access to resources for health education regarding wellness/self care and prevention of illness.
9. Confidentiality of your medical records and/or condition.
10. Refuse treatment and be informed of the medical consequences.
11. Refuse to take part in research.
12. Know what your financial obligations will be.
13. Review your medical records with a physician/medical provider without charge and obtain a copy for which the Student Health Center can charge a reasonable fee.
14. Discuss concerns about the care you receive.

You have a responsibility to:

1. Inform your care provider of any changes in your health status that could affect your treatment.
2. Follow prescribed treatment plan and discuss any desired changes.
3. Ask questions and get clarification regarding your condition or any suggested treatment.
4. Act in a considerate and cooperative manner with the RIT Student Health Center staff.
5. Assist health care providers to compile a complete medical record by authorizing the Student Health Center to get necessary medical information from appropriate sources.
6. Be prompt for scheduled appointments.
7. Cancel appointments if you are unable to keep them, in a timely manner so that others may use that time slot.

TAXI REIMBURSEMENT INDEMNITY PLAN (TRIP)

Purpose:

In collaboration with Student Health and Student Financial Services, the Taxi Indemnity Plan (TRIP) is offered to facilitate non-emergency transportation for RIT students to or from Rochester-based hospitals or other Rochester community-based health care services. This service may also be used by students who need transportation to and from the train station, bus depot and airport.

This is not a free service, by acceptance of this service; the student user agrees to be responsible for all charges either by paying the taxi vendor directly or by charging the fee to their student financial services account for the full amount of the trip.

Procedure:

1. Contact Public Safety Office at 475-2853 at least 30 minutes ahead of time to request taxi service.
2. Public Safety Dispatch will obtain contact information, location and coordinate with Checker Cab. Neither Parking & Transportation nor Public Safety can be held responsible for the response time of Checker Cab.
3. The cab driver will ask the student for identification in the form of RIT student ID, UID number and destination.
4. Cab company will bill RIT with the names of students transported (with ID numbers) date, and time.
5. The information will be verified using the (STARS) system and the student's account will be billed.

CENTER FOR INTERCOLLEGIATE ATHLETICS & RECREATION RIGHTS AND RESPONSIBILITIES

Rights:

1. A fair and equitable team tryout process
2. A quality of life (access to equipment, coaching, mode of travel, etc.) which supports their ability to compete and benefit from participation
3. The opportunity to compete in post season play as set forth by the policies of the Center
4. The pursuit of their' athletic interests while not at the cost of the academic/career goals
5. An opportunity for due process should they feel their rights have been violated
6. Participation which will promote a sense of wellness and the development of values and self esteem

Responsibilities:

1. To maintain a full course load (minimum of 12 quarter hours) at all times throughout their season of play
2. To make normal progress toward a degree as prescribed by Institute and Center policies and the rules of National Collegiate Athletic Association (NCAA).
3. To be fully matriculated in a degree granting program
4. To meet all other eligibility rules of the NCAA
5. To pass a preparticipation medical clearance
6. To conduct themselves in an exemplary manner both on the field of play and in the community
7. To meet the high standards of conduct set forth by the Center for Intercollegiate Athletics & Recreation and RIT.

INSTITUTE VENDOR POLICY RELATED TO SPECIAL VENDING ACTIVITIES AND FOOD VENDING/CATERING

Purpose:

The following policy governs vendor activities at RIT. This policy is intended to preserve health standards, our diverse interests and integrity of services while at the same time protecting our "not-for-profit"/ tax-exempt status. RIT campus policies pertaining to the three categories of vending are outlined below.

I. Vendors of Special Activities

Goods and services which are explicitly prohibited on campus may not be sold on campus in any sales or vending activity.

This policy pertains to those special vending activities (e.g., bake sales, craft sales, etc.) that do not fall within the category of third party vending agencies who contract with RIT to provide ongoing services to RIT (candy machines, barber shop, linen service). This includes third party vendors who sell course materials, educational supplies, and RIT-imprinted merchandising.

RIT allows special vending on its campus to promote the welfare of organizations recognized by the Institute or events open to the RIT community-at-large. Vending activities that involve non-affiliated organizations or individuals in sales for profit are permitted on campus only as outlined below:

- A. Philanthropic groups or causes that are deemed appropriate for RIT to sponsor as determined by the Director of the Center for Campus Life or his/her designated representative. * Typically, fundraising for such causes is done by students on a volunteer basis. A letter of acknowledgment from the philanthropic group or cause indicating who will be collecting money in its name must be received by the Director of the Center for Campus Life at the time of room/table reservation.
- B. Fundraising activities for or by student groups that are deemed appropriate, i.e., bake sales, raffles, etc., and are conducted by student volunteers.
- C. Student-produced artworks, photographs, etc., that are deemed appropriate for sale and are produced in formal classroom activity at RIT. Students must be able to demonstrate that the artworks, photographs, etc., were produced as part of their academic program. Students are required to possess a tax identification form, be responsible for the collection of the appropriate sales tax, and where necessary, document payment of those taxes.

*The Director of the Center for Campus Life (or his designee) is responsible for approving such activities and groups. When necessary, a committee may be called to assist in determining what is appropriate for sale or fundraising at RIT within these guidelines.

- D. Commercial solicitation may not occur in residence hall or RIT apartment areas. Arrangements can be made for the sale and distribution of institutionally approved materials in the Grace Watson Lobby. Such requests must be in accord with the provisions of this policy and residence hall and Institute policies and procedures.
- E. RIT departments or organizations may sponsor third party vendors so long as they comply with the provisions of this policy and the applicable procedures. These vendors must possess a tax identification form and must sign a Vendor Agreement issued through the Vending Office in the Center for Campus Life. More information is available by calling the Coordinator for Club Administration, 475-7058 (V/TTY).

Procedure:

Campus organizations who wish to engage in fundraising or special vending activities as described above should follow the procedure outlined below:

- A. Contact the office responsible for the building where the event will occur in order to obtain approval for use of the requested space.
- B. Clarify the nature of the activity:
 - Sale of student-produced art, photographs, etc., or appropriate fundraising (bake sales, raffles, etc.) may occur with no additional steps.
 - Philanthropic activities should be approved by the Director of the Center for Campus Life.
 - Activities which involve a third-party vendor should be communicated to the Center for Campus Life. A Vendor Agreement (obtained from the Center for Campus Life) should be completed by the vendor in cooperation with the Vending Coordinator and the representative from the campus organization.
- C. The activity is implemented.

It is the responsibility of the Director of the Center for Campus Life to monitor the above policy and to communicate it to those responsible for facilities where vending may occur.

II. Food Vending Activities

Food vending is defined as the sale of any food or beverage items to the RIT community or to the public-at-large on the RIT campus. Because of state and county health laws and concern for the welfare of the general public, RIT reserves the right to regulate on-campus food vending activities through the RIT Food Service Department.

- A. RIT Food Service and the School of Food, Hotel and Travel Management are authorized to sell food and beverages on campus on a continual basis (e.g., Ritskeller, Corner Store, the dining halls and Henry's). These facilities are subject to inspection of safe handling and storage procedures by the Monroe County Health Department. A "permit" to operate is then issued after unit compliance, as provided in Chapter I, Part 14 of the New York State Sanitary Code. This permit must be posted in each food service unit. In addition, each food service unit is obligated to collect a sales tax on all taxable sales and each must carry liability insurance covering all products for sale.
- B. The preparation, cooking, and serving of foods on campus for the purpose of resale is strictly regulated. The sale of foods which consist in whole or in part of milk products, eggs, meat, poultry, fish, and shellfish is prohibited without complying with appropriate handling, packaging and storage processes as defined by the Monroe County Health Department. Such sales activities may also require obtaining a license of food sale permit from Monroe County. This prohibition includes the sale of hot dogs, submarine sandwiches, chicken wings, pizza or other items that fall within the above definition.

Improper handling, storage, or preparation of such foods could ultimately make someone ill and could cause death. Sale of these items may only occur with the approval of the RIT Food Service Department in accord with the Monroe County Health Department Regulations and RIT's Food Sale Oversight Guidelines.

The sale of pre-packaged, non-hazardous foods that do not need to be cooked or refrigerated is permitted when such food items are sold in conjunction with occasional registered events. This includes items such as popcorn, snack crackers and chips, soft drinks, candy, fresh fruits and vegetables, and juices. The Institute defines occasional" as any individual, club or group holding an event/ sale no more than three (3) times during any academic quarter. This definition, however, does not permit a group or a number of groups to operate an ongoing business in a single location without complying with RIT policy and with Monroe County Health Department Regulations.

III. Use of External Caterers

- A. Catering is defined as the sale and service of food items beyond the normal food service operations on the RIT campus. Catering services may be contracted through the RIT Catering Sales Department or through a third party caterer who is licensed by Monroe County and who can provide a certificate of general liability insurance (minimal coverage of one million dollars) with RIT named as an additional insured. If the sale of alcohol is involved, the caterer must also evidence a valid NYS liquor license and appropriate liquor liability coverage.

It will be the shared responsibility of the Food Service Department and the Center for Campus Life to monitor this policy and to communicate it to those responsible for facilities where vending may occur. Questions regarding events/activities which involve food can be referred to the Director of Student Alumni Union Food Services (475-2346).

Approved November 4, 1998

STUDENT ORGANIZATION RECOGNITION GUIDELINES

Overview

The purpose of this document is to provide recognition guidelines for those organizations sponsored and operated by students at RIT.

I. Definition of Recognition

Recognition is an official status given to various student groups who wish to function at RIT. It grants certain privileges and responsibilities to these organizations. These privileges are granted with the assumption that the organization acts within and complements the Institute's educational mission as listed in the RIT Education and Access goals.

The President of RIT, as the chief administrative officer on the campus, or his/her designee may grant or withdraw recognition from any campus organization (see section VI. B. 2).

Recognition requires that each group must agree to carry on their activities *in a manner that complies with RIT's Student Rights and Responsibilities and Institute's regulations and does not violate federal, state, or local laws*. Official Recognition can be refused or revoked at any time if the group:

- contradicts the objectives and mission of SG and/or RIT, *or the spirit of these Guidelines*;
- engages in activities that interfere with normal activities of the Institute or the rights of others within the Institute;
- engages in activities that present danger to property, personnel and/or functions of the Institute;
- refuses to comply with federal or state laws, or Institute rules and regulations.

II. Privileges Associated with Recognition:

Recognition includes but is not limited to the following privileges:

1. Use of the RIT name as part of its organizational name
2. Affiliation with RIT programs and activities,
3. Requesting of Institutional funds and opening of an Institute financial account.
4. Use of Institute space, equipment, services and other resources as deemed appropriate.
5. Access to administrative services as provided by Student Government (see section VI. G below)
6. Listing in Institute publications
7. Access to leadership training materials and resources
8. Sponsorship/promotion of activities on campus
9. Distribution of literature, flyers or organizational print materials on campus
10. Eligibility for campus awards or honors
11. Sponsorship of campus fundraisers in accord with Institute guidelines

III. Limits of Recognition

Recognition of a student organization by RIT **does not**:

1. Allow the organization to act as an agent of RIT;
2. Authorize the organization to enter into contracts or otherwise act on behalf of RIT;
3. Authorize the organization to use:

- a. The Institute's name for any commercial purpose or in any way, written or spoken, which may reflect adversely upon the Institute
 - b. The Institute's logo or any copyrighted symbol of RIT. (Such uses of the name or symbols owned by the Institute are allowed only when authorized by the Center for Campus Life or its designee.)
4. Imply RIT sponsorship of, control over, or responsibility for the activities of the organization

IV. Categories of Recognition

Below are the predominant types of organizations recognized on the RIT campus. Recognition decisions are delegated by the President to the following people, departments or organizations:

1. *Major Student Organizations* – recommended by the RIT Student Government to the Senior Vice President for Student Affairs or his/her designee
2. *Student Government Clubs* – recommended by the RIT Student Government to the Senior Vice President for Student Affairs or his/her designee
3. *Student Government Club Sports* – recommended by the RIT Student Government to the Senior Vice President for Student Affairs or his/her designee
4. *Fraternities and Sororities* – recognized by the Senior Vice President for Student Affairs or his/her designee and the RIT Greek Council through a separate recognition procedure
5. *Honor Societies* – recognized by Student Affairs or Academic Deans as appropriate to their Colleges
6. *Media Groups* – recognized by the Senior Vice President for Student Affairs or his/her designee
7. *Academic Department Organizations/Councils* – recognized by the Dean
8. *Special Interest Houses* – recognized by the Department of Residence Life

V. Funding

Recognized student organizations are eligible to receive funds collected from the Student Activities Fees. The Student Activities Fees are overseen by the Senior Vice President for Student Affairs and distributed under the direction of the Director of the Center for Campus Life. Major Student Organizations are allocated base budgets which remain relatively fixed from year to year and are reviewed by the Student Government Finance Committee. Clubs recognized by Student Government are eligible to submit requests for base budgets which may change annually and must be justified. They are also eligible for financial grants which are allocated by the Student Government Finance Committee. All other groups, including fraternities and sororities are eligible for co-sponsorship grants which are overseen by the Student Government Finance Committee. Grants are allocated for special, one-time events, programs or activities which promote the organization's goals.

Organizations are not eligible to request funding for activities and programs which:

1. Actively campaign for legislative changes or initiatives external to RIT
2. Promote involuntary membership or proselytizing of an ideology, value or doctrine
3. Solicit donations or support for agencies or individuals not affiliated with RIT

VI. Student Government Club Guidelines

Student groups promoting and practicing academic, recreational, political, cultural, and/or religious endeavors shall normally receive the recognition of SG providing they meet or exceed the minimum requirements governing Recognition found within these guidelines.

A. Criteria For Student Government Club Recognition

Student Government requires that all groups applying for SG Club Recognition must meet the following criteria prior to receiving the Official Recognition of SG and/or other benefits thereof.

1. SG Recognition may be granted to student sponsored organizations pursuing activities that will contribute significantly to the intellectual and social development of the student body, serve the education and access goals of the Institute, encourage student participation and leadership and enhance the general campus environment.
2. The following groups are not considered to be eligible for SG Club Recognition:
 - a. Unions (bargaining units)
 - b. Greek letter social organizations or any organization with selective membership
 - c. College/Departmental student councils or advisory groups

3. SG will only grant recognition to one group for any given interest. Proposed groups sharing similar interests and constitutional goals with a recognized group will be encouraged to cooperate with the recognized group to promote their common interests.
4. Students wishing to organize club sports groups are subject to these guidelines in addition to those procedures as specified in the Club Sports Guidelines.

B. SG Club Recognition Procedures

SG reserves the right to delegate recognition review to the Club Review Board (CRB). The CRB will be comprised of student members from recognized organizations and advised by the Coordinator for Club Administration. In the CRB's absence, decisions will be made by a representative appointed from SG, under the advisement of the Coordinator for Club Administration. All recognition decisions made by the Club Review Board shall be forwarded to the Senior Vice President for Student Affairs for approval. The President of RIT reserves the right to review all applications for recognition and make the final decision.

1. **Pre-Recognition Status**
Student groups who do not have the minimum of 10 members, club officers or advisor may apply for pre-recognition status. Groups who have been previously denied recognition are not eligible to apply for Pre-Recognition status within one calendar year. Pre-recognized groups are entitled to limited benefits for 3 months from the application date to enhance recruitment efforts.
2. **Recognition Status**
Student groups must complete the Application for SG recognition. The application will include the club advisor's name, officer names, membership list, outline of tentative events and promotional paragraph. Applications will be reviewed by the Club Review Board and recommendations to grant Recognition will be based on the criteria outlined in section VI. a.
3. **Constitution Review**
Recognized groups must submit a completed Constitution and Bylaws which incorporate the recognition criteria and is consistent with the purpose outlined in their application for SG Recognition. They must be submitted within 3 months of submitting application for recognition; funding will not be granted to any group until their Constitution and Bylaws have been approved by the Club Review Board.
4. **Recognition Renewal**
Once SG Recognition has been attained, it will be renewed annually during the Spring Quarter of each academic year. If a group fails to submit an application for renewal of recognition by May 1, their Recognition and subsequent benefits will be suspended. Recognition Renewal must take place prior to budget review and allocation. Changes in leadership should be shared with the Coordinator for Club Administration whenever they occur.

C. Membership

1. For the purpose of these Guidelines: the term STUDENT is defined as all students attending RIT who have paid their Student Activities fees for the current quarter. RIT students who have successfully appealed their Student Activities fees must be considered ineligible. RIT faculty, staff and alumni will be considered NON-STUDENTS. RIT Alumni may not hold officer positions or maintain voting privileges within an organization. Alumni members may participate in club events, however access to RIT services through club events may be limited.
2. Membership in recognized organizations, including classes of membership, may not be restricted on the basis of race, religion, political beliefs, gender, age, ability, or sexual orientation. Membership must be accessible to all students with a sincere interest in the group.
3. All groups must maintain an active membership of at least ten (10) RIT students.
4. Active membership as defined above includes the following privileges and responsibilities: holding office, voting, authorizing and requesting funds, eligibility for awards, ability to represent the organization.
5. SG reserves the right to request the current membership list of any recognized group. This list must include all members' names. Membership lists will be held in confidence except for election purposes, official Student Government or Campus Life business and Institute requests. No information, in whole or part, will be released to any party external to RIT without the expressed written permission of the student group involved. SG maintains the right to publish the group's contact information and promotional paragraph as recorded in the group's application for Recognition.

D. Officers

1. All club officers must be RIT students in good academic standing (with both RIT and his/her academic department) and may not currently be on a conduct sanction of disciplinary probation or higher and has paid Student Activities Fees for

the current quarter. The Center for Campus Life will have access to student conduct records in the Center for Student Conduct for verification.

2. RIT Alumni may not hold officer positions or maintain voting privileges within the organizations. Alumni members may participate in club events; however access to RIT services through club events may be limited.

E. Advisors

1. Each group is required to maintain an advisor who is a full-time faculty or staff member of RIT. The advisor will be responsible for attending meetings, signing Student Government financial request forms and providing general assistance to the group as outlined in the Advisor's Manual.

F. Responsibilities of SG Recognized Groups:

1. General Club Meetings:

All Recognized clubs are required to attend monthly General Club Meetings unless previously excused. Notification of absences should be made to the Coordinator of Club Administration at least twenty-four (24) hours prior to the meeting. Club Presidents should attend or appoint a representative from the club to attend. These meetings provide an opportunity for important training and information sharing. The consequences of missing meetings are:

- Missing one meeting, a warning is issued.
- After missing two meetings all privileges (including budget access) will be suspended pending review by the Club Review Board or Coordinator for Club Administration

2. Quarterly Reports

Groups must submit a quarterly report form updating Student Government and Club Administration on their organization's events, activities and accomplishments of the previous quarter. The quarterly report should also address any changes in membership or leadership as well as any activities and goals for the quarter to come. Groups who complete all Quarterly Reports are eligible for awards.

3. Group Meetings

Groups must meet a minimum of six (6) times per year to be considered active and eligible for recognition. One (1) of the six meetings must be an "open house" meeting on the RIT Campus that is open and accessible to all students. The time, date, and campus location of this meeting **must** be posted in visible and appropriate locations. Groups are encouraged, but not required, to also use campus media to advertise meetings. Notification of the group meeting should be sent to the Coordinator for Club Administration two weeks prior to the meeting date.

4. Renewal

SG Recognized clubs are required to renew their Recognition annually during the Spring Quarter of each year (see section B.4.).

G. Benefits of SG Club Recognition

Groups recognized by Student Government are eligible to access the following services through the Student Government office, contingent upon availability and Institute policies:

1. Bookkeeping Services
2. Organizational Consultation/Leadership Development
3. Van Reservation
4. Student Government Grant information
5. Copying Account
6. Phone call Relay/Messaging
7. Staplers, hole punchers, calendars, paper cutter/scissors
8. Long Distance Calling Account
9. Mail/Courier reception
10. Computers, Typewriters
11. Copying Account
12. Fundraising information
13. Vax/Grace Accounts

SG Recognized groups are also eligible to reserve meeting space in the Student Alumni Union free of charge and to request access to academic meeting and classroom space when available.

Expansion/Recognition Procedures for Fraternity/Sorority Organizations at RIT

The Greek community at Rochester Institute of Technology is a community of fraternities and sororities that represent various backgrounds, principles and values. RIT recognizes that fraternities and sororities can be a valuable component of the undergraduate experience. As their primary purpose, fraternal organizations maintain the enhancement of student learning through activities encouraging leadership development, organizational management, interpersonal and group dynamics, social development, philanthropic spirit, career development, academic achievement, and loyalty to the university. Demonstrating these qualities help them to earn them the privilege of RIT's recognition.

Starting a Greek organization involves much work and effort and could require several years. Organizations begin as an interest group, move to colony status, and then finally to status as a chartered organization. The recognition process will culminate with the organization and its membership adopting pre-established standards in the areas of scholarship, philanthropic and community service, leadership, diversity, organizational management, professional development, personal development, and new/associate member and intake education.

Recognition provides fraternities and sororities with certain privileges including but not limited to: the right to use the Institute's name; use of the Institute's mail and publication system; use of the reservation system; use of campus facilities, administration services, and advisor support; facility maintenance services and recognition as a RIT organization. RIT reserves the right to determine the policies and practices for the members of these organizations in order to become an organization, or remain recognized by the Institute.

This includes the following procedures. First, each fraternity and sorority must fulfill its own purpose. Second, chapter leaders must know, understand and provide reasonable methods of communicating and enforcing compliance with all RIT, local, state and federal policies, and laws. Third, RIT will only consider expansion with an inter/national fraternity or sorority at RIT; a local chapter will not be considered. Lastly, the Greek community must be able to effectively support each incoming chapter which includes reviewing institute demographics.

The fraternity and sorority expansion procedure applies to: 1) RIT students requesting to bring an inter/national fraternity or sorority to RIT, or, 2) inter/national fraternity or sorority headquarters who seek recognition at RIT. *The institute operates with an assumption of non-expansion unless a need has been determined to change this assumption. Students and/or inter/national organizations must contact the Office of Fraternity and Sorority Life to determine the institutions current status regarding when expansion will be allowed and for which of the particular Greek Governing Councils before initiating any expansion efforts.*

The following steps are required to ensure the organization is in compliance with the Expansion and Recognition procedures:

- Step One** ⇨ **Students** interested in
- starting a fraternity or sorority at RIT; or
 - interested in re-chartering a formerly recognized fraternity or sorority at RIT may pick up an *Expansion Packet* from the Office of Fraternity and Sorority Life.

Inter/national organizations looking to expand at RIT may request an *Expansion Packet* to be mailed to the headquarters for review.

The *Expansion Packet* includes the following information:

- Expansion/Recognition Procedures for RIT Greek-letter organizations
- Demographic information on the Greek community
- Required paperwork to be filled out by perspective group

- Step Two** ⇨ Students and the Inter/national organization will review the *Expansion Packet* and determine if they would like to proceed in the process. If yes, the interested parties will submit all paperwork and supplemental materials to the Assistant Director of Campus Life for Fraternity and Sorority Life. Interested students and/or inter/national organization representatives may request a meeting to discuss expansion process.

Information to be submitted includes:

- New Fraternity/Sorority Organization Form
- Roster of Interested Members (if students initiate this process)
- Responses to Inter/National Fraternal Organization Requirements for Expansion Consideration at RIT

Step Three ⇨ The Assistant Director of Campus Life for Fraternity and Sorority Life will present all information to the appropriate Greek Governing Council for consideration and/or continuation in their expansion and recognition procedures.

Please Note: The College Panhellenic Council (CPC), Interfraternity Council (IFC), National Association of Latino Fraternal Organizations (NALFO), and National Pan-Hellenic Council (NPHC) have distinctly different procedures and requirements for expansion/recognition. Any interested students/organization must adhere to the council specific procedures. Each council has the right to determine if expansion is feasible at any given time. Despite a desire to create a new fraternity or sorority at RIT, expansion of the Greek community at RIT is not guaranteed. (*Procedures may be found at: greek.rit.edu.)*

Step Four ⇨ Greek Governing Council Expansion and Recognition Process begins.

Unauthorized Expansion/Intake/New Member Activity

Rochester Institute of Technology defines this as, but not limited to: campus crashing; ghost lines; recruiting or soliciting membership; pledging, educating and/or initiating RIT students without having approved organization recognition by RIT; non-RIT students initiating the expansion process, etc.

First offence violations of this policy will prompt the following action to be enacted against the fraternity/sorority:

- Inability to seek recognition of fraternity/sorority as a recognized student organization at Rochester Institute of Technology until, at least, two calendar years after there is clear and definite evidence that no Rochester Institute of Technology student has been initiated into the fraternity/sorority.
- Inability to host or coordinate any events at RIT that, are affiliated in any way, to the fraternity/sorority.
- Inability to participate as a co-sponsor of any student event hosted at Rochester Institute of Technology.
- Without formal recognition at RIT via one of the main Greek Governing Councils and approval by the Office of the Senior Vice President of Student Affairs, the fraternity/sorority is not given permission to list RIT as a chapter/auxiliary on any materials, including, but not limited to, websites, chapter rosters, etc.

Voluntary Closure

A fraternity or sorority which was previously recognized via one of the RIT Greek Governing Councils and approved by the Office of the Senior Vice President of Student Affairs and subsequently closed due to decreasing membership, graduation of all membership, or by no fault of the group or any of its membership shall return to full recognition by following the RIT Recognition Procedures with the following addendum:

1. All outstanding debts to RIT and the Greek Governing Council must be settled prior to approval of colony status.
2. The fraternity/sorority must have been in good standing with the institute and Greek Governing Council upon voluntary closure.
3. All Greek Governing Policies and Procedures for Expansion and Recognition must be adhered to at all times.
4. The Office of Fraternity and Sorority Life must be contacted by the National Director of Expansion with its intent to return to RIT prior to any activity on campus.

Office of Fraternity and Sorority Life
34 Lomb Memorial Drive • Rochester, NY 14623
Ph: 585.475.7058 Fax: 585.475.7019 greek@rit.edu

Approved May 2008

(excerpt from) POLICY WITH RESPECT TO DEMONSTRATIONS ON CAMPUS

RIT firmly believes that among its goals and responsibilities are the free pursuit of truth and the intellectual and moral development of its students. Each member of the RIT community has both rights and responsibilities. The primary responsibilities of the faculty and the administration of the Institute are to foster, enhance and safeguard the freedom of all to learn by creating opportunities and orderly conditions for exercise of such freedom in the classroom and upon the campus. The primary responsibilities of students are to exercise the freedom and opportunity to learn, and to contribute to the maintenance of an orderly, intellectual environment wherein such freedom and opportunities are freely exercisable by all members of the academic community.

Because the rights of free speech and lawful assembly are fundamental to the democratic process and the academic process, RIT supports the rights of all its members freely to express their views and to protest against actions and opinions with which they disagree, using peaceful and lawful means of dissent. RIT also recognizes a concurrent obligation to maintain upon its campus an atmosphere conducive to academic work and freedom and respect for the rights of all individuals. Administration, faculty and students must cooperate in a manner which will ensure that all of these rights are protected.

In furtherance of these principles, demonstrations or disturbances that limit, interfere with or infringe upon the equal rights and freedoms of others, that are not orderly, or that impede the Institute's purposes are not to be tolerated. Implicit in this, any seizure or attempt to seize a physical facility of the Institute by any person, group or combination of groups of the Institute is in violation of the Institute rules and regulations. The rights of free speech and lawful assembly do not confer upon those who exercise them a license to limit, interfere with or infringe upon the equal rights of others to free speech, lawful assembly, free association, privacy and the pursuit of education. Integrity, open-mindedness and respect for the opinions and rights of others are crucial in the RIT community. Behavior at variance with these standards is inimical to RIT's objectives.

Among other requirements, the following shall be observed:

1. Reasonable and free access to, and exit from all RIT offices, buildings or other premises shall be maintained.
2. The freedom of movement or speech of any individual or group shall be maintained, provided that this shall not be deemed to countenance language or actions likely to provoke or encourage disruption of, or interference with classes, educational activities, or any events sponsored by RIT or any recognized official, faculty or student group.
3. Recruiters or representatives from industry, government, the armed services, potential employers or similar guests of the Institute shall be assured free access and the opportunity to meet in privacy with any individual who desires to consult with such guests.
4. All participants in any lecture, speech, discussion or public event on campus shall be treated in an orderly and courteous manner, as shall all guests or invitees to the RIT campus.
5. There shall be no disruption of, or interference with classes or educational activities, or other RIT functions or events.
6. Physical force, physical harassment or physical obstruction shall not be used or threatened. Specifically, no unauthorized weapons of any kind shall be permitted on campus.
7. In general, only conduct which does not disrupt unreasonably the academic community and does not infringe unreasonably upon the rights of others shall be countenanced.

Any individual charged with participating in a disturbance will be referred to the appropriate student conduct process for action.

Approved prior to July 1975

Rochester Institute of Technology Credit Card Marketing Policy

Whereas, pursuant to Article 129-a of the Education Law, any college chartered by the New York State Board of Regents or incorporated by special act of the New York State Legislature shall establish an official college credit card marketing policy; and

Whereas, such official college credit card marketing policy shall prohibit the advertising, marketing, or merchandising of credit cards on college campuses to students, except as provided in said policy; and

Whereas, Article 129-a requires that the penalties for individuals violating such official credit card marketing policy be clearly set forth therein;

Now, therefore, let it be known that Rochester Institute of Technology's governing board has adopted the following official college credit card marketing policy on February 16, 2006.

1. **Prohibition.** The advertising, marketing, or merchandising of credit cards to students on the campus of Rochester Institute of Technology is strictly prohibited, except as provided in paragraphs 3 and 4.
2. **Penalty.** Any individual visitor, licensee, or invitee on said campus found violating this policy shall be banned from the campus for a period of two years and any credit card issuer represented by said visitor, licensee, or invitee shall be banned from the campus for a period of one year. Any student, faculty, or other staff found violating this policy shall receive a warning and be subject to disciplinary action as outlined by appropriate university policies.
3. **Restrictions.** The following restrictions shall be imposed on any individual wishing to advertise, market, or merchandise credit cards, hereinafter referred to as "marketer", on the campus of Rochester Institute of Technology:
 - A. The marketer shall register with Office of the Senior Vice President of Finance and Administration and receive express written authorization to be on campus property for the purpose of advertising, marketing, or merchandising of credit cards.
 - B. The marketer shall be restricted to the locations specified by the Office of the Senior Vice President of Finance and Administration.
 - C. The marketer shall be restricted to the hours specified by the Office of the Senior Vice President of Finance and Administration.
 - D. There shall be no posting of flyers, posters, or other forms of information on any college property for the purpose of advertising, marketing, or merchandising of credit cards, except on the day the marketer is on the campus, provided that it is limited to the immediate vicinity where the marketer has permission to operate.
 - E. There shall be no inducement or gifts provided to the student in exchange for completing a credit card application.
 - F. The marketer shall provide to each student applying for a credit card a pamphlet provided to the marketer by Student Financial Services office that provides students with information about good credit management practices, including how to access any information or services provided by the New York State Consumer Protection Board.
4. **Exemptions.** This policy does not apply to any advertising, marketing, or merchandising of credit cards by either the college or an agent of the college to non-students, nor does it prohibit the advertising, marketing, or merchandising of credit cards to students through direct mail, newspapers, magazines, or within any banking institution located on the campus or of any affinity-based credit card program to which the college is a party.

Dated: _____

James H. Watters
Senior Vice President for Finance & Administration

File this policy with:
New York State Education Department
Office of College and University Evaluation
5 N Mezzanine, Education Building
Albany, New York 12230