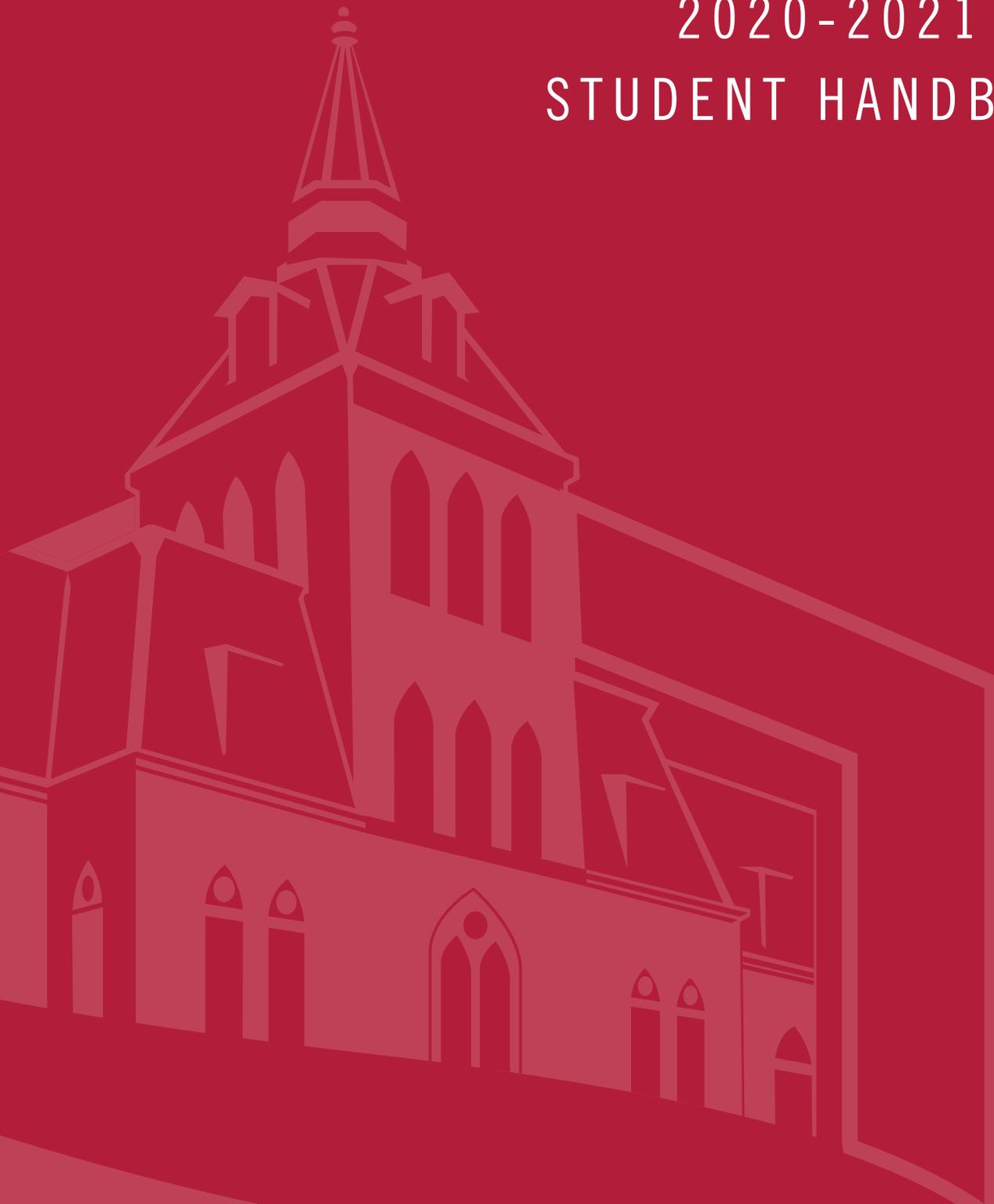




STEVENS
INSTITUTE *of* TECHNOLOGY
THE INNOVATION UNIVERSITY®

2020-2021

STUDENT HANDBOOK



Dear Stevens Student,

Welcome to a new year at Stevens Institute of Technology!

This Student Handbook is just one of the many tools we offer to assist you as a member of the Stevens family. At Stevens, we pride ourselves on our strong sense of community, which is maintained by respect for the expectations, practices and policies set forth in this Handbook.

While the faculty and administration are committed to partnering with you during your journey at Stevens, you are responsible for being familiar with the policies and procedures published within this Handbook and the Academic Catalog. It is our hope that the information in this Handbook will support your success at Stevens, both in and out of the classroom.

Please recognize that all Stevens students are responsible for reading and understanding the Student Handbook and all official notices distributed to students throughout the academic year. All students and student organizations must abide by the policies set forth by the University, both in this Handbook, in the University Policy Library and elsewhere. Failure to be aware of policies and procedures does not constitute an excuse in the event of a violation of policy or procedure. Students and student organizations will be held responsible according to the Code of Conduct and subsequent student conduct process that are explained in detail in the pages that follow.

The staff in Student Affairs are here to support you throughout your time on campus. Please don't be afraid to ask for assistance if you need it, or to seek help for another member of the Stevens community who may be struggling.

Best wishes for a wonderful year ahead.

Sara Klein, Ph.D.

Sara Klein, Ph.D.
Assistant Vice President
Student Affairs

Kenneth Nilsen

Kenneth Nilsen
Dean of Students

Xhiljola Ruci, J.D.

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MISSION AND VISION

Mission Statement

Stevens' mission is to inspire, nurture and educate leaders in tomorrow's technology-centric environment while contributing to the solution of the most challenging problems of our time.

The Institutional Vision

Stevens will become a premier student-centric technological research university, focusing on six “foundational pillars,” areas of true societal need in which Stevens possesses significant depth and expertise: artificial intelligence, machine learning and cybersecurity; data science and information systems; complex systems and networks; financial systems and technologies; biomedical engineering, healthcare and life sciences; and resilience and sustainability.

Four strategic priorities will enable us to make a far-reaching impact.

Student Centricity: Stevens will create a new paradigm that elegantly combines stellar learning opportunities and trailblazing research as inseparable components of a 21st-century education.

Excellence in All We Do: Stevens will create a pervasive culture of excellence that will serve as a model for our partners and our students throughout their lives.

Through Collaboration, Impact: We will build a culture in which our strengths meld with and enhance those of synergistic and complementary collaborators. Together we will produce novel research, create visionary education programs, and influence policy and the national agenda, enhancing the perspective of our students and the international reach and reputation of Stevens.

Technology at Our Core: Our heritage is built on technology, from the transportation technology pioneered by the Stevens family to the countless technology-based companies launched and led by our alumni to the technological advancements created by our faculty researchers. Just as technology is our past, so it will differentiate us in the future, offering a distinctive educational experience to our students, driving our research and scholarship, leading us to devise novel teaching and learning methods, and enhancing our administrative, outreach and communication activities.



HISTORY AND TRADITIONS

History of Stevens and the Castle

In 1870, Stevens Institute of Technology was founded with a bequest from Edwin Augustus Stevens to establish a school of mechanical engineering based on scientific principles. The school stood on the edge of the family estate at Castle Point in Hoboken, New Jersey. The lithograph on the wall of the Stevens library shows a stately Victorian mansion, Castle Stevens, standing on the spot where the Wesley J. Howe Center is today. The Stevens family then owned most of present-day Hoboken and a large part of northern New Jersey. In the 1800s, Hoboken was a popular summer resort for wealthy New Yorkers. They would take advantage of the ferry service begun by Col. John Stevens to spend an afternoon walking in the Elysian Fields. Local attractions also included Sybil's Cave, just north of Castle Point, where visitors could drink cold spring water that dripped from the walls, or take a ride on the Stevens Steam Engine, which ran on a circular track at the south end of town. The Castle was also a prime Hoboken attraction, with its cantilevered walnut staircase in the main hallway, which rose in a semicircle from one floor to the next with no visible means of support. It was considered aesthetically pleasing and a work of engineering genius. From 1911 until its demolition, the Castle served as a residence and housed several administrative offices. It is survived by a few myths and legends — particularly ghost stories. The well-known ghost, Jan of Rotterdam, was once a resident of Hoboken whose life was cut short by an Indian raid. He is reputed to roam Castle Point on windy March nights looking for his missing scalp. Rumor also has it that three tunnels used for the purposes of the Underground Railroad exist under the Point.

Today, the Howe Center stands where the Castle once stood, but time has changed more than the landscape. Stevens now provides at the undergraduate level a well-rounded engineering program, as well as comprehensive programs in science, business, computer science and humanities. At the graduate level, 20 programs lead to master's and doctoral degrees. Stevens has offered its traditional programs for more than 125 years and is moving into new and exciting areas of modern technological education and research. The Stevens family would no doubt approve.

Visit the **Campus Traditions** page to learn about Stevens' annual student traditions demonstrating Duck pride.

The Stevens Seal, Colors and Song

Edwin Augustus Stevens, the founder of the university, is on the Stevens Seal. The Latin motto “Per Aspera Ad Astra” means “Through adversity to the stars.” The school colors are cardinal red and silver gray. The official nickname of Stevens is “The Stute,” although it is also referred to as “The Old Stone Mill” or “The Mill.” The official mascot is Attila the Duck. Stevens has its own songs, and two of the most popular are its “Alma Mater” and “The Old Stone Mill,” the latter being Stevens' fight song.



Alma Mater

*Where flows the Hudson River out to the mighty sea.
On Castle Point so proudly stands there in majesty.
Stevens, our Alma Mater, homage to Thee we pay.
With loyal hearts and voices true to the Red and Gray.
Though years our path may sever and best of friends may part,
We'll ne'er forget fond memories treasured within our hearts.
Our thoughts will turn to Stevens and with our comrades be Stevens,
fair Alma Mater loyal and true to Thee.*

The Old Stone Mill

*There's an Institute of engineering
That is known as the Old Stone Mill;
Every part of it is dear
To a Stevens Engineer
From the shop to the Castle on the hill;
And where her sons and daughters gather
And you bet your life they'll say:
"The Engineers the Engineers
Are in the lead again today."
Stevens, we're true to you and to the old Red and Gray;
Stevens, we're going to raise your colors high today.
"I'm a rambling wreck from Stevens Tech. A mechanical engineer" —
We can hear the old song still, and it means we're going to fight, fight, fight,
For the Old Stone Mill.*



STUDENT AFFAIRS

The Student Affairs area creates opportunities for students to develop intellectually, personally and professionally outside of the traditional classroom. We collaborate with students, faculty, staff and the local community to provide opportunities for engagement, and to continually improve the Stevens student experience. Student Affairs offices include the Dean of Students, Community Standards and Title IX, Undergraduate Student Life, Residential Education, Residential and Dining Services, Wellness Education, Student Health Services, Counseling and Psychological Services, Disability Services, the Stevens Career Center, and Stevens Technical Enrichment Program (STEP). The Office of Graduate Student Affairs provides opportunities for engagement for graduate students.

Mission Statement

Student Affairs furthers the mission of Stevens Institute of Technology by promoting student learning and success through innovative programs and services that prepare our students to lead and serve in a global society.

Core Values

We are **student-centered**, providing experiences and services with a focus on students and their success. We embrace a **student development** mindset in which we support students in need and challenge students to grow. We strive for **unity and inclusion** on our campus and commit to teaching social justice and promoting respect for all identities. **Integrity, innovation and excellence** serve as guiding tenets in our daily work with students, faculty, administrators and families.

UNIVERSITY POLICIES AND PRACTICES

The following is a selection of policies and practices that are of particular interest to Stevens' students. Other policies, and more detailed versions of these policies, are located later in this Handbook, in the University Policy Library, in the Undergraduate Academics Policies and Procedures and in the Graduate Academics Student Handbook.

Preserving Academic Freedom

1. Academic freedom is an essential ingredient of institutions of higher education. This freedom must be exercised within the restraint that freedom of any one individual must not intrude upon or limit the freedom of others. Coercion in any form is not acceptable.
2. Full and open communication of points of view is welcome. For this reason, there exist many channels and many forums on campus. All members of the Stevens community are expected to use these established channels to promote ideas, air grievances and effect changes.
3. Peaceful demonstrations or similar actions will be allowed on the Stevens campus by Stevens personnel, provided:
 - a. Such actions do not interfere with the normal operations and activities of the University

- b. Such actions do not infringe upon the rights or privileges of members of the University community
 - c. There is no harassment of individuals, either of a physical or verbal nature.
 - d. There is no impairment or destruction of property; and
 - e. Such actions do not incite violence.
4. Nothing contained above is intended or shall be construed to limit or restrict the right of freedom of speech or peaceful assembly of any member of the Stevens community.

Please see Guidelines for Assembly that follow.

Guidelines for Assembly

Stevens seeks to maintain an atmosphere of free inquiry and debate for its faculty, students, staff and alumni (“Members of the Stevens Community”), while respecting the rights of all individuals and ensuring that there are no disruptions to the regular operations of the University. Although Stevens’ campus is private property, the University will consider requests from members of the Stevens community as well as external individuals and groups (“Members of the Public”) to sponsor limited peaceful protests, dissents, demonstrations, or similar gatherings (“Assemblies”) on Stevens’ campus, as permitted within various constraints described below.

A. Prohibited Conduct. Although all University Policies (including, but not limited to, the Student Code of Conduct) apply to Assemblies on Stevens’ campus, the following non-exhaustive list provides examples of specific conduct that is prohibited at all Assemblies on the Stevens campus:

- Obstruction or disruption of the normal operations and activities of the University;
- Unauthorized entry, presence or use, or blocking of ingress or egress, of University facilities or property;
- Conduct that threatens or endangers the physical or mental health or safety of any person;
- Physical or verbal intimidation or harassment;
- Use of weapons as defined in Stevens’ Policy on Weapons;
- Unauthorized use, misuse, taking unauthorized possession of, or destruction of University property, or acts committed with disregard for possible harm to such property;
- Defacement of any area of the campus, or any public display of objectionable or offensive material;
- Intentionally or recklessly starting a fire;
- Use of vehicles or personal transportation devices (as defined in Stevens Policy on Personal Transportation Devices) or blocking vehicles from entering areas of campus;
- Erecting structures, such as pop-up tents or canopies;
- Using sound amplification equipment in a loud or disruptive manner; and
- Failure to comply with the directives of Campus Police or a Stevens staff member.

When an individual or group engages in any of the above conduct, the individual will be subject to University discipline and/or arrest (as appropriate).

B. Permitted Conduct. Members of the Stevens Community may engage in Assemblies on the Stevens campus, provided that individuals participating in such Assemblies comply with all directives from Stevens Campus Police and University administrators and do not engage in the conduct described in Section A of these guidelines. In order to ensure that such Assemblies do not disrupt the normal operations and activities of the University, it is recommended that Members of the Stevens Community submit a request to the Dean of Students, prior to any Assembly. The Student Affairs administration, including the Assistant Vice President for Student Affairs, will consider the request and propose a location, date and time for the Assembly. Student Affairs will discuss the proposed Assembly with Stevens Campus Police and the Office of University Events. If Stevens Campus Police or the Office of University Events have any questions or concerns regarding the proposed Assembly, Student Affairs will request further information from the Requesting Party.

Please note that Assemblies will typically be pre-approved to occur within certain designated locations and will only be permitted.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (“FERPA”) protects the privacy of a student’s education records and affords students certain rights to control access to their education records. Consistent with FERPA, student records may be disclosed with the consent of the student if the disclosure meets one of the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on release of directory information. Please see **Stevens’ Policy on Student Privacy Rights** for a description of a student’s rights under FERPA and the University’s practices and procedures to protect those rights.

Non-Discrimination Statement

Stevens Institute of Technology is committed to the principle of equality of opportunity and creating a campus climate that supports, nurtures, and rewards educational and career advancement on the basis of ability and performance. Accordingly, it is the policy of the University not to discriminate on the basis of race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, protected military or veteran status, or any other characteristic protected by laws in any phase of its admissions, financial aid, athletics, educational or employment programs or activities.

Any member of the University community who has been subject to discrimination, harassment, or a bias incident, or who has witnessed clear circumstances of discrimination, harassment or bias, should report it. Students should report such conduct or incidents to the Office of the Vice President for Enrollment Management and Student Affairs or via the “Report a Concern” link on myStevens. Please see Stevens’ Policy on Discrimination, Harassment, and Bias Incidents for additional information.

Guidance on the Rights of Transgender and Gender Non-Conforming Members of the Stevens Community

- **Names, Pronouns and Identification Documents.** The university will treat students consistent with their gender identity, regardless of whether that gender identity differs from previous representations or records. Individuals will be called by the name and pronouns consistent with their gender identity. Students wishing to change their name and/or gender marker (e.g., designations on records, such as “male” and “female”) for purposes of their educational records must contact the Assistant Director of Diversity Education. More information can be found at <https://www.stevens.edu/LGBTQ>.
- **Gender-Inclusive Restrooms and Locker Rooms.** Transgender and gender non-conforming students, faculty, staff and visitors have the right to use the restroom and locker room facilities of their choosing. They may use the facilities that correspond to their gender identity or their sex at birth, or utilize facilities that are designated as gender-inclusive. Stevens has a number of gender-inclusive and single-stall restrooms.
- **Student Housing.** Stevens offers students a range of on-campus, off-campus and leased housing options (collectively, “residence halls”). Transgender and gender non-conforming students will have access to housing consistent with their gender identity. Any student who wishes to discuss living arrangements should contact the Office of Residential Education.
- **Athletics.** Stevens and the NCAA believe in and are committed to diversity, inclusion and gender equity among student-athletes, coaches and administrators. Stevens follows NCAA policies on transgender student-athlete participation to govern participation in varsity athletics at Stevens. Students should contact the Athletic Director if they are considering taking part in one of our athletic programs and have any questions or concerns.

Leave and Return

Undergraduate students seeking a leave of absence or withdrawal should appear in person to the Office of Undergraduate Academics. Students taking a leave of absence generally intend to return to Stevens and continue their education at a later date. There are three types of leaves of absence — voluntary, medical and administrative (all described in more detail below). Students withdrawing from Stevens no longer plan to continue their education at Stevens.

Voluntary Leave of Absence. Students wishing to take a voluntary leave of absence from Stevens may do so for up to a six-month period, with the possibility of an extension for an additional six months with the permission of the Office of Undergraduate Academics. At the end of the six-month period and with no extension granted, a student is automatically withdrawn from Stevens.

Medical Leave of Absence. A student requesting a leave of absence due to a health concern should follow the steps outlined below:

1. The student meets with the Dean of Students to discuss their request to take a medical leave. (The Dean of Students will advise international students to consult with ISSS to determine implications for their visa status.)
2. The Dean of Students makes a referral to either the Director of the Health Center or the Director of Counseling and Psychological Services, as appropriate (the “Relevant Director”).

3. The Relevant Director meets with the student to (a) assess whether the student's leave request represents a legitimate health concern and (b) recommend a plan of action to help the student regain their health during a potential leave of absence.
4. If a medical leave of absence ("MLOA") is recommended by the Relevant Director, he or she will then inform the Dean of Students, who is responsible for (a) providing final approval of the MLOA, and (b) notifying all pertinent campus personnel of the change in the student's status.
5. A student who wishes to return to the university must contact the Relevant Director at least one month in advance of their desired semester of return. The Relevant Director will:
 - a. Review treatment documentation from professionals with whom the student has been receiving treatment while on leave;
 - b. Interview the student to assess readiness to return to campus; and if appropriate,
 - c. Submit a recommendation of readiness to the Dean of Students, who will decide whether to grant readmission.
6. Upon receiving a recommendation for readmission, the Dean of Students will issue a letter stating that the student may return, which will include a plan of action for maintaining the student's health upon the student's return.

Administrative Leave of Absence. Students may be placed on an administrative leave of absence (involuntary) for up to one year for any of the following reasons:

- **Financial.** Students who are unable to meet financial obligations for the semester or who have an outstanding balance from a previous semester/year.
- **Disciplinary.** Determined by the Director of Community Standards or by the Honor Board.
- **Academic.** Determined by the Academic Promotions Committee.
- **Not Enrolled.** Students who do not register for classes by the end of the drop/add period for the semester.

Each of the above will carry a set of conditions for readmission, which the student will be required to fulfill prior to returning to the university.

Parking on Campus

Due to limited parking facilities on campus, students residing in Stevens housing, including on-campus residence halls, Greek (fraternity/sorority) housing, and housing leased by Stevens off campus, are not permitted to park a car on campus.

Semester or daily parking permits are limited to enrolled students who meet the following criteria:

- Commuter students who live outside of Hoboken.
- Students enrolled in a co-operative education assignment or internships obtained directly through a Stevens office or school (similar to how a co-op assignment is obtained) at locations that are not accessible via public transit or other non-vehicle modes.
- Students enrolled in the AFROTC program at NJIT or the ROTC program at Seton Hall University

- Students with disabilities or temporary mobility limitations (as evidenced by the possession of state-issued disability placards or wheelchair symbol license plates).

Students who meet these criteria must apply for a hangtag online and must receive written approval from the Dean of Students, or their designee, each semester. This covers all enrolled students including those living in on-campus residence halls, Greek (fraternity/sorority) Housing and housing leased by Stevens off campus.

Commuting students may park cars on campus while attending classes and engaged in other University activities. Commuter students may not park overnight. Commuting students with disabilities may obtain hangtags for designated parking spaces.

For the fall 2020 semester due to COVID-19 and limited students on-campus, only commuter students who are first year undergraduates, first year graduate/PhD students, and first year transfers who have chosen the hybrid/flex course option and live in the local area but outside Hoboken may apply for semester parking permits. Students living in Stevens housing during the Fall 2020 semester may not apply for a parking permit. Students enrolled in co-op positions, students with internships obtained through Stevens, and students with AFROTC/ROTC appointments may be eligible to apply for semester parking permits if they live in Hoboken in private housing.

Additional information about student parking is available on the myStevens transportation and parking website.

For more information on parking, prices, and how to apply, please visit the Student Parking website.

Personal Transportation Devices

The use of skateboards, scooters, roller skates, rollerblades, hoverboards or other personal transportation devices on campus is prohibited. Non-motorized bicycles are not subject to this prohibition and may be used on campus, provided they are operated only on paved pathways at a safe speed and in a responsible and courteous manner. Individuals who use skateboards, scooters, roller skates, rollerblades, hoverboards or other personal transportation devices on campus, or operate a bicycle in violation of this policy, will be subject to disciplinary action and/or other sanctions imposed by Student Affairs or Human Resources, as appropriate.

Bicycle Registration

Stevens is proud to partner with Bike Index, a non-profit organization, to provide Stevens-specific bicycle registration. All students who bring their bicycles to campus must register those bicycles with Bike Index. Bike Index is a universal bicycle registry that improves the odds of recovering stolen or lost bicycles by allowing police departments and other bicycle owners to easily search the status of bicycles to determine if they are, in fact, stolen or lost. If a bicycle is stolen or lost, a user will be able to report the incident on Bike Index. Stevens Police and members of the Stevens-Bike Index community will then know to be on the lookout for the bicycle. Bike Index has been responsible for more than 7,000 recoveries so your bicycle will be in good hands! To register your bicycle, please visit the website.



Student-Run Businesses

Stevens Institute of Technology supports and encourages student entrepreneurship. Students may apply to engage in business activities through the **Stevens Venture Center (SVC)**, which provides a dynamic, collaborative environment where entrepreneurs can develop promising concepts and technologies into thriving businesses. Students pursuing businesses in the SVC must abide by all SVC policies and procedures. Students who wish to pursue a business without the support and structure the SVC provides may do so, although they may not use Stevens' facilities or services in connection with their business activities. Stevens' facilities include, but are not limited to, residence hall rooms, campus telephone numbers, postal facilities and computer and network services, including Stevens email addresses and web domains. In addition, student entrepreneurs must adhere to the following guidelines:

1. Student businesses must not jeopardize Stevens' tax-exempt status. To that end, student businesses must maintain their own bank accounts and accounting records and cannot use the Stevens name or tax identification number. Stevens reserves the right to identify additional issues that may be relevant to its tax-exempt status and may, upon notice to the student, require modifications to eliminate such issues.
2. Student businesses may not use the Stevens name or insignia, or any name that implies the sponsorship or support of Stevens (for example, "Castle Point"), without the prior written consent of the Office of the General Counsel.
3. Students may not solicit or harass members of the Stevens community in connection with their business activities. Advertising within the residence halls is not permitted without the prior written consent of the Assistant Vice President for Student Affairs.
4. Student entrepreneurs may not compete unfairly with campus services or local merchants.

Student entrepreneurs operating outside of the SVC should speak with the Dean of Students prior to commencing any business activities in order to ensure that their activities comply with these guidelines. Failure to comply with these guidelines may result in disciplinary action.

Undergraduate First in Class Criteria

Annually, a student(s) is recognized as being the First in Class at the Undergraduate Awards Ceremony and Commencement Ceremony. The First in Class criteria are:

1. All courses taken as an Undergraduate will be evaluated to determine final calculated GPA.
2. The student(s) must have the highest Grade Point Average in the graduating class, using the GPA that includes all courses taken towards and completing and undergraduate degree.
3. The student(s) must have completed 90% or more of their undergraduate curriculum courses at Stevens.
4. The student(s) must have completed or be in process of completing all courses required for the degree to be granted in the term in which they are participating in the Commencement Ceremony.
5. The student(s) must complete all undergraduate courses prior to commencement.

6. The student(s) must have been in good academic and disciplinary standing throughout their Stevens career.

On or about February 15th of each year, the Dean of Students will review the list of students who meet the eligibility criteria. The student or students that are selected will be contacted the first week of March. *Courses taken during 2020 will be reviewed individually, due to COVID-19.

Requirements for First in Class to be recognized at the Awards Ceremony and Commencement:

1. Student(s) must attend the respective ceremonies.
2. Student(s) must submit an updated resume to the Dean of Students who will submit it the Office of Communications and Marketing and be available for an interview with them prior to the ceremonies.
3. Student(s) must complete their coursework.

Alumni Trustee Eligibility and Selection Process

Graduating Stevens undergraduate students are eligible for nomination to a seat on the Stevens Board of Trustees as alumni trustees. The Board of Trustees position is a three-year term that begins September 1 following graduation. Service as an Alumni Trustee involves participation in all meetings of the Board and membership on at least one committee of the Board. The Board holds approximately three meetings each year and often conducts a Strategic Planning Summit each year in.

Eligible students must have a minimum cumulative GPA of 3.0, a stellar record of academic and co-curricular achievements and a record of exemplary behavior. Students who plan on being employed by Stevens during the three-year term, enrolled as a Stevens student during the three-year term, and students who are related to Board of Trustees members or Stevens employees are not eligible for this position. Anyone in the Stevens community may nominate a graduating undergraduate student for an Alumni Trustee seat. Eligible students may also choose to self-nominate.

A committee made up of Student Affairs staff, faculty and student representatives will review all nominations. The committee will identify three nominated individuals who exemplify the requirements for service through a review of the nomination packet, academic and disciplinary history, and co-curricular involvement. The committee may request a meeting with one or more candidates to make a more informed decision. After the review, the committee will select three candidates for referral to the Board of Trustees' Nominating and Corporate Governance Committee for further consideration. Each nominee will be interviewed by this Board Committee at its May meeting. At the May meeting of the Board of Trustees, one Alumni Trustee will be selected from this group.

If a successful candidate resides more than 50 miles from the Stevens campus post-graduation, a set amount of funding assistance for travel and lodging will be available.

EMERGENCY INFORMATION

Stevens Emergency Information is available online, linked directly from the Stevens homepage, for reference for all members of the community.

Blue Light Phones

Blue light emergency phones are situated in eight locations throughout campus and offer additional levels of security to our Stevens community. In an emergency situation, the caller should push the button, wait for a response from the police dispatcher, and report the emergency. Blue light phones are located at Fieldhouse Road, the Burchard Building, Gatehouse, the 9th Street Gate, the EAS Building, 800 Castle Point Terrace, Student Health Services, and on the north side of the Griffith Building. In the event that a response is not immediate, please dial 201-216-3911 or 201-216-5105 for Campus Police.

CARE Team

The Campus Awareness and Response Education (CARE) Team is a dedicated group of Stevens professionals who manage student crisis situations. The team focuses on raising the awareness of the community as to identifying signs of a student in crisis or distress, educating the community to know what action to take when they are aware of a crisis, and responding in a way that preserves the safety of the community and provides maximum support for the student. The CARE Team meets regularly and responds to reports and students in need while also providing outreach to relevant campus offices and contacts to gather information and address concerns. The CARE Team utilizes community resources, when appropriate, to assist students. A CARE Team Report can be submitted online by any individual concerned about a Stevens student.

Communications and Campus Alert System

In an effort to ensure that all members of the Stevens community are informed of emergency conditions or urgent communications, students are expected to sign up for **Stevens Alerts**. Stevens communicates directly with students using their Stevens email address for all official communications. Therefore, students are expected to regularly check their Stevens email account for University announcements and updates.

Fire Evacuation of Stevens Buildings

Students should always be familiar with their nearest evacuation route and the location of alarm boxes. In the event of a fire, follow these instructions:

1. Keep calm. If a fire occurs in your vicinity, pull the nearest alarm box and call Campus Police at 201.216.3911.
2. Walk quickly to the nearest stairwell or exit and leave the building. Do not run. Do not use the elevator. Do not stop to gather any personal items.
3. Assist any visitors in the area to the evacuation route.
4. In the event smoke or excessive heat is encountered in one stairwell, cross to the other stairwell and continue your descent.

5. If the exits are blocked, seek a temporary refuge behind a closed door. Pick a room with windows that open. If possible, open a window at the top and bottom. You can breathe at the lower opening, and smoke and heat will escape at the top. Summon help by phone and/or by shouting and waving out the window.
6. Please do not try to fight the fire before sounding the alarm and notifying Campus Police. If someone is with you, one of you may fight a small fire while the other sounds the alarm. But remember, it is better to leave than to be trapped or overcome by smoke.

Remember, sound the alarm immediately. Keep calm. Know your evacuation route and alternate routes. Know the location of alarm boxes and/or the nearest telephone; report all fires immediately. Do not use the elevators.

Missing Student Policy and Procedures

Any member of the Stevens community who is concerned that a student is missing should contact Campus Police immediately at 201.216.3911. Campus Police will be responsible for investigating each report of a missing student, and for determining whether the student is missing in accordance with this policy. Students are under no obligation to notify Stevens of time spent away from their residences; however, a student is defined as “missing” when their absence for a period of 24 hours is inconsistent with their established patterns of behavior and such deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures will be taken by the Stevens Campus Police and Student Affairs staff to determine whether or not the person is at their on- or off-campus place of residence, and whether or not anyone familiar with the person has seen or heard from the person or is aware of where they may be. Each student has the option to identify a confidential contact person or persons who will be notified within 24 hours in the event that a determination is made by Campus Police that the student is missing. Residential students may provide and update a confidential contact person through the Residential Management System (RMS) when selecting a housing assignment each year. Only authorized campus officials and law enforcement officers acting in furtherance of a missing person investigation may access this information. Campus Police will coordinate with local law enforcement agencies no later than 24 hours after determining that a student is missing.

If a student is determined by Stevens Police to be missing, Stevens staff will:

- Notify the student’s confidential contact (if one is designated) that the student is missing not later than 24 hours after Campus Police determines that the student is missing.
- Notify the student’s emergency contact person if a confidential contact for this purpose is not designated.
- If the missing student is under 18 years of age and not an emancipated individual, notify a custodial parent or guardian of the missing student not later than 24 hours after Campus Police determines that the student is missing.
- Inform other Stevens units, as needed, that the student is missing.
- Initiate other actions, as needed, in the best interests of the student.

On-Call System

Student Affairs maintains a 24-hour, year-round on-call administrative structure designed to address emergency incidents on and off-campus. The on-call team includes Resident Assistants, Resident Directors, Area Directors, Graduate Students, and Senior Administrators in the Offices of Residential Education and Residential and Dining Services, who work in conjunction with Campus Police and other campus partners to ensure the safety of students and community members. On-call duty professionals rotate an on-call schedule and are called to address on- and off-campus emergencies and concerns. If you have an emergency to report, please contact Campus Police at 201.216.3911.

Reporting a Concern

All members of the Stevens community, including guests and visitors, are able to submit an online public report for any campus incidents, general complaints or concerns including but not limited to mental health concerns, academic concerns, and shuttle complaints. Public reports are accessible through myStevens by clicking on the “Report a Concern” icon. Public reporting can be used for campus incidents, CARE Reports, Honor System Violations, International and Study Abroad Reports, and Summer Campus Reports. Emergency and time-sensitive situations should be directed to Campus Police at 201.216.3911.

Security Cameras

Stevens Institute of Technology is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a security and safety camera system. The surveillance of public areas is intended to deter crime and assist in protecting the safety and property of the Stevens community. Please see the Stevens Security Camera Policy.

Student Right-to-Know and Campus Security Act

Stevens Institute of Technology is in compliance with the applicable sections of the Student Right-to-Know and Campus Security Act. Inquiries for policies, statistics and data as required by the act, including Stevens’ Annual Security and Fire Safety Report, can be obtained by contacting Campus Police.

STUDENT CODE OF CONDUCT

All undergraduate and graduate students shall conduct themselves in a manner consistent with the mission of the University. Students are expected to demonstrate integrity by maintaining an ongoing dedication to honesty and responsibility, to demonstrate trustworthiness by acting in a reliable and dependable manner, and to show respect by treating others with civility and decency. Free and open inquiry and discussion is critical to the University's mission and must be protected even when the views expressed are unpopular or controversial.

The COVID-19 policies in Appendix A and the Stevens Health Honor Code in Appendix B serve as addenda to the Student Code of Conduct and in the event of a conflict between the policies in the Student Code of Conduct and Appendices A and B, Appendices A and B will apply.

A. The following are violations of the Student Code of Conduct:

- 1. Discrimination, Harassment and Violence** (please refer to **Stevens' Policy on Discrimination, Harassment and Bias Incidents** for more detailed information)
 - a. Discrimination on the basis of any individual's race, color, sex, pregnancy, or pregnancy-related condition, religion, creed, national origin, citizenship status, physical or mental disability, age, marital status, sexual orientation, gender identity or expression, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other characteristic protected by applicable law.
 - b. Harassment, which is defined as unwelcome conduct toward a member or members of the Stevens community that occurs on the basis of a protected characteristic.
 - c. Physical violence including, but not limited to, kicking, punching, biting, or hitting.
 - d. Discrimination, harassment, threats of violence, or stalking occurring over electronic communications and social media whether or not they utilize Stevens' electronic equipment, servers, or e-mail resources.

2. Gender-Based and Sexual Misconduct (please refer to **Stevens' Title IX Policy**)

3. Bullying

Any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that is reasonably perceived as being motivated by:

- a. any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression;
- b. a mental, physical or sensory disability; or
- c. by any other distinguishing characteristic of a person;

that takes place on Stevens property or at any function sponsored by Stevens, and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property;
- b. has the effect of insulting or demeaning any student or group of students; or

- c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

4. *Alcohol and Other Drug Offenses*

- a. Use, possession, or sale of marijuana, narcotics or dangerous, illegal or controlled substances or drug paraphernalia (except as expressly permitted by both state and federal law). This includes prescriptions not prescribed to the individual in possession.
- b. Serving or making available alcoholic beverages to individuals under 21 years of age.
- c. Possession or use of alcoholic beverages by individuals under 21 years of age.
- d. Possession of more than one individual alcoholic beverage in the presence of individuals under 21 years of age.
- e. Alcohol in a first-year student residence hall or room.
- f. When all occupants of the room are of legal drinking age, possession of more than six (6) 12 oz. bottles or cans of beer, or .75 liters of wine, or .75 liters of spirits at one time.
- g. Possession and/or consumption from a "common source," such as a keg.
- h. Unauthorized possession of an open container of an alcoholic beverage.
- i. Unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for purposes of distribution.
- j. Drunken or disorderly behavior.

A violation of University Policy or federal or state law regarding possession, use, or sale of alcohol, illegal drugs, drug paraphernalia or the misuse of legal prescription drugs is a violation of this Code of Conduct. The minimum sanction for such conduct is a warning; the maximum sanction for such conduct is expulsion. Conviction for violation of federal drug laws may also result in loss of federal aid for financing the student's education.

For additional information concerning state and federal alcohol and drug laws and regulations, please see Appendix C.

5. *Disruptive or Harmful Conduct*

- a. Conduct that threatens or endangers the physical or mental health or safety of any person.
- b. Unauthorized use, misuse, taking unauthorized possession of, or destruction of public, private or University property on campus, or acts committed with disregard for possible harm to such property.
- c. Obstruction or disruption of University operations (academic or non-academic) and/or obstruction or disruption of University-authorized activities on property owned or controlled by the University, or at a University-sponsored event.
- d. Unauthorized entry, presence or use, or blocking of ingress or egress, of University facilities or property. No person may climb into, out of, or on University buildings, or walk upon the roof, residential balcony (except where expressly permitted in leased student accommodations) or fire escape of a University-owned or University-affiliated building, except when an emergency makes exits and access to a fire escape necessary.

- e. Unauthorized use of or copying of University keys or swipe cards.
- f. Lewd, indecent or obscene conduct.
- g. Gambling in any form on campus, except as provided by state and federal law.
- h. Intentionally filing a false complaint under this Code of Conduct or any other Stevens' Policy.
- i. Aiding or abetting any conduct prohibited by this Code of Conduct.

6. Falsification of Records

- a. Furnishing false information to the University, and/or forging, altering or misusing University documents, records or identification, including, but not limited to, giving false testimony or other evidence at a disciplinary proceeding.
- b. Unauthorized use of the name, trademarks, seal or other insignia of the University by an individual or a group.

7. Campus Safety Violations

- a. As a general matter, weapons are prohibited on University property. Such items will be confiscated immediately by the Stevens Campus Police, and individuals involved will be subject to disciplinary action and criminal penalties. For more information, please see Stevens' Policy on Weapons.
- b. Circulating a report or warning that property under University control or supervision may be subject to a bombing, fire, crime, emergency or other catastrophe, knowing that the report or warning is false.
- c. Intentionally deactivating any alarms or sensors.
- d. Intentionally activating any alarms or sensors when no emergency is present.
- e. Intentionally or recklessly burning or setting fire to or in any building or starting an unauthorized fire on University property.
- f. Illegal use, possession of, or tampering with fire safety equipment, including fire alarms, fire sprinklers, smoke detectors and sensors.
- g. Displaying mock fire exit signs in a student room.
- h. Failure to evacuate a campus building when a fire alarm is activated.

8. Misuse of Technology

- a. Making or assisting in making unauthorized or disturbing telephone calls, emails, text messages, or otherwise misusing or abusing telephone, computer or similar equipment or systems.
- b. Intentional disruption of the University's computer systems; unauthorized alteration, disclosure or destruction of Stevens' computer systems; improper access to the computer files and systems belonging to the University or another member of the Stevens community; or violation of copyright or proprietary material restrictions connected with the University's computer systems, programs or material.

- c. Computer abuse, including but not limited to plagiarism of programs, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession of unauthorized passwords, hacking, reverse-engineering and disruptive or annoying behavior using the University's computer system.
- d. The use of technology to harass, intimidate or threaten any person.
- e. Filming or recording another person without their permission.
- f. Any violations of the **Division of Information Technology's Acceptable Use Policy**.

9. *Non-Compliance with University Directives*

- a. Failure to comply with the directives of a Stevens official acting in the performance of their duties, or failure to respond to an official summons to the office of an administrative officer within the designated time.
- b. Intentionally and substantially interfering with the freedom of expression of others on the campus or at a university-sponsored activity.
- c. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this policy.
- d. Failure to participate in a university investigation or knowingly providing incorrect or misleading information in the context of a university investigation.

10. *Use of Prohibited Items*

- a. The use of drones, unmanned aerial vehicles or any other similar devices on University property. Please see the **detailed policy here**.
- b. The use of skateboards, scooters, roller skates, rollerblades, hoverboards or other personal transportation devices on University property. See Stevens' Policy on Personal Transportation Devices.
- c. Electric kitchen appliances, particularly those with exposed heating elements, such as toasters, toaster ovens, hot pots, coffee makers with an exposed heating element (pod coffee makers are permitted) and George Foreman grills, are prohibited from residence halls.
- d. The possession of more than one microwave (700 watts or less) and more than one refrigerator (3.2 cubic foot or less) in a single residence hall unit is prohibited.
- e. Multiple-outlet taps (power strips) or extension cords without a built-in circuit breaker or fuse.
- f. Electronic projects, test equipment and other electrical devices that exceed reasonable limitations.
- g. The use of floodlights, air conditioners and space heaters in a residence hall without permission of the Office of Residential and Dining Services.
- h. Non-Stevens-issued furniture and lofted beds in the residence halls.
- i. Combustibles and other flammable items, including live Christmas trees, accumulations of paper, flammable liquids (lighter fluids), tires, candles (with or without wicks), or incense.
- j. Chemicals and ordinary household items with the intent to create illegal or dangerous substances.

- k. Open flames of any kind.
- l. Antennas outside the boundaries of a student room or satellite dishes of any kind.
- m. Larger musical instruments, such as immobile harps, drums or drum sets, pianos and organs, in student rooms (larger instruments are permitted in common spaces with the permission of the Office of Residential and Dining Services).
- n. Pets, except service animals or fish in a 10-gallon or smaller tank.
- o. Facilities or structures placed or erected on University property.
- p. Halogen lamps.
- q. Storage or repair of automotive and related equipment.
- r. Objects of any kind placed on outside window ledges.
- s. Bicycles stored in student rooms, either on-campus or off-campus.
- t. Traffic and street signs.
- u. Collections of glasses, shot glasses, bottles, bottle caps, beer cans, wine bottles or other containers affiliated with alcohol.

11. Vandalism and Display of Offensive Material

Defacement of any area of the campus, or any public display of objectionable or offensive material. This includes, but is not limited to, posters, flyers and other messages in hallways, on doors or anywhere visible from the exterior of the residence halls and leased housing properties.

12. Retaliation

Retaliation against an individual for reporting a violation or alleged violation of this Code of Conduct, any University policy or state, federal or local law is prohibited. Retaliation refers to any adverse action, including acts or attempts to retaliate or seek retribution against any individual or group of individuals involved in a good faith report, a complaint, investigation and/or resolution of an allegation of misconduct under this Code of Conduct or such other policy or law. Retaliation may take many forms including, without limitation, threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others. Anyone found to have engaged in retaliation shall be subject to discipline, including potential dismissal from University employment or expulsion.

C. Hazing

Hazing is strictly prohibited. Under New Jersey law, hazing is defined as activity that, in connection with initiation of applicants to or members of a student organization, promotes, facilitates or involves conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury.

Any new member initiation process for any organization involving Stevens students must be conducted in accordance with this section and in a manner that respects the dignity of new members and protects their mental and physical well-being.

All Stevens fraternities and sororities are also subject to the policies of the Fraternity Insurance Purchasing Group (FIPG). The FIPG Hazing policy states:

“No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: “Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.”

Please see Appendix D for further information concerning New Jersey’s anti-hazing laws.

D. Quiet Hours and Noise

1. Students are responsible for maintaining reasonable noise levels in their rooms and must avoid disturbing or disrupting other students.
2. Televisions, audio equipment and reasonably sized musical instruments are permitted in student rooms. The use of amplified musical instruments and/or stereos that are disturbing to the community and that cannot be turned down or used with headphones to prevent unnecessary noise issues are prohibited. Portable and handheld music devices should not be audible outside of the room or apartment.
3. Quiet hours are considered essential for all residents. Quiet hours are Sunday evening through Friday morning, 10 p.m. to 10 a.m., and 1 a.m. to 10 a.m. on Friday and Saturday. However, in Stevens Leased Housing, quiet hours begin at 10 p.m. on Fridays and Saturdays as well due to Hoboken noise ordinances. There are 24-hour quiet hours during final exams at the end of each semester. At times other than quiet hours, students are expected to be considerate of others.

E. Smoking

1. Under New Jersey state law, tobacco and nicotine vaping supplies may not be sold to anyone under the age of 21.
2. New Jersey law prohibits smoking in any campus facility or residence hall. Smoking cigarettes or possession of smoking paraphernalia, such as electronic cigarettes known as e-cigarettes/vapes, hookahs and bongs in residence halls is prohibited.
3. Smoking is prohibited within 25 feet of all campus buildings, including but not limited to individual offices and rooms; athletic and sporting facilities; spectator areas at outdoor University events; University-owned vehicles, shuttle buses and vans; dining facilities, theaters and concert halls; partially enclosed areas, such as archways, weather-protected ramps and tents; and outdoor dining areas.

F. Guests and Visitors

1. A guest is defined as any person who is not a Stevens student, faculty or staff member who is invited onto the Stevens campus by a student.
2. Stevens students must take full responsibility for their guests. Students are considered responsible for the behavior of their guests at University events, on University premises and in University residence halls. Guests may not be present in a room, apartment, or building without their host.

3. Residence Hall Guests (In the residence halls, a guest is defined as any person who is not a registered resident of the room or apartment.)
 - a. Residential students must obtain the permission of all roommates before allowing a guest to stay overnight. Overnight guests must be registered with the Office of Residential Education using the myStevens housing link. The registered guests of a room do not have the privilege of extending the use of the room to anyone else. Students may only have an overnight guest for two days in any seven-day period and no more than five days in any 30-day period.
 - b. Gatherings in student rooms must be limited to one guest per resident student and must not disturb others.
4. University Event Guests
 - a. Stevens students are permitted to bring one guest to student organization events.
 - b. Guests must be escorted into the event with the sponsoring Stevens student.
 - c. All non-Stevens students must present a valid college or state/federal-issued ID and must sign in at the event.
 - d. Non-Stevens students under the age of 18 will not be permitted into student organization events without prior permission granted by Student Life or without a parent or legal guardian present.
 - e. Non-Stevens students are not permitted to attend events if they are under the influence of alcohol or drugs.
 - f. Non-Stevens students must behave in accordance with University policies and procedures and applicable law.

G. Violation of the Law

Members of the Stevens community must comply with local, state, and federal laws. Violations of such laws occurring on the Stevens campus may be subject to University disciplinary action. Violations of such laws occurring off-campus will ordinarily not be subject to University discipline, unless such conduct violates Stevens policy or this Code of Conduct, occurs in close proximity to the Stevens campus and is connected with an on-campus violation, or is of a serious nature and affects the interests of the University.

THE STUDENT CONDUCT PROCESS

All undergraduate and graduate students, student groups and student organizations are responsible for reading, understanding and abiding by the Student Code of Conduct. The student conduct process allows for investigation and adjudication of alleged violations of the Student Code of Conduct. The student conduct process at Stevens is an educational process that promotes safety and respect in the Stevens community.

If an undergraduate or graduate student, student group or student organization is found responsible for a violation of the Student Code of Conduct, sanctions may be imposed that reflect the severity of the violation, previous disciplinary action (if any) and the impact on the greater Stevens community.

Academic dishonesty and impropriety are violations of the Student Code of Conduct. For undergraduate students, the resolution of academic concerns is managed by the Honor Board; the process for students enrolled in graduate courses is described in the Graduate Student Code of Academic Integrity.

Incidents that may violate of the Student Code of Conduct may be reported via public reporting forms, which can be submitted by any member of the Stevens community, or by speaking directly with a Conduct Officer (as defined below) or Campus Police Officer.

Once an incident report is received, a Conduct Officer is assigned. The Director of the Office of Residential Education (or their designee) will act as the Conduct Officer for all alleged violations that occur in Stevens residence halls, apartments, and leased housing. The Director of Community Standards (or their designee) or the Director of Graduate Student Affairs (or their designee), as appropriate, will act as the Conduct Officer for all other alleged violations.

Alleged violations of Stevens' Title IX Policy should be reported and will be handled via the process described in that policy. Contact information for the University's Title IX Coordinators, who have centralized oversight responsibility for Gender-Based and Sexual Misconduct matters at Stevens, is located in the Title IX Policy and in the Campus Offices and Services section of this Handbook.

The student conduct process is not a legal process. As a result, adherence to rules of evidence is not required and questions relating to the competency, relevancy, or materiality of evidence and the latitude in the questioning of parties involved shall be based upon the determination of the Conduct

Officer as to what is just, fair, and reasonable under the circumstances. Conduct Officers will use the preponderance of the evidence (i.e., more likely than not) standard to make decisions regarding Code of Conduct violations.

Any deadline set forth below may be extended for good cause, with written notice to the Conduct Officer, and the student, student, group, or organization.

Commencement of the Student Conduct Process

The Conduct Officer commences the student conduct process within ten business days of receipt of a report by notifying the accused student, group or organization (“Respondent”) of the alleged violation(s). The Conduct Officer will meet with the Respondent (a “Conduct Meeting”) within fifteen business days of the notice and may meet with other individuals who could have pertinent information regarding the alleged violation(s).

Respondents are encouraged to participate and cooperate with the student conduct process. Should a Respondent fail to schedule or attend a Conduct Meeting in the time designated by the Conduct Officer, the student conduct process will move forward and the Respondent’s case will be decided in the Respondent’s absence.

Respondents may consult with legal counsel but are not permitted to bring legal counsel to a conduct meeting. Instead, a Respondent may bring an advisor, who must be a member of the Stevens community and who may not speak or participate in the meeting.

Informal Resolution

If the Respondent **accepts responsibility** for the alleged violation(s) at the initial Conduct Meeting, the Conduct Officer will, within fifteen business days of the admission of responsibility, provide the Respondent with a letter identifying the specific violation(s) and sanctions imposed as a result.

Formal Resolution

If the Respondent **does not accept responsibility** for the alleged violation(s) at the initial Conduct Meeting, the Conduct Officer will complete their fact-finding inquiry within fifteen business days and determine if a violation has occurred. Once the fact-finding inquiry has been completed, the Conduct Officer will convene another Conduct Meeting with the Respondent, where the Conduct Officer will explain the results of the fact-finding inquiry and the Respondent will have the opportunity to respond and discuss any alleged violations with the Conduct Officer before the Conduct Officer renders their final decision and sanction(s) (if any).

If the Conduct Officer finds the Respondent **responsible** for violating the Code of Conduct, the Respondent will receive a letter within fifteen business days of the conclusion of the fact-finding process identifying the specific Code of Conduct violation(s) and sanction(s) imposed as a result.

If the Conduct Officer finds the Respondent **not responsible** for violating the Code of Conduct, the Respondent will receive a letter within fifteen business days of the conclusion of the fact-finding process with this determination.

Sanctions

The Conduct Officer shall have broad discretion to determine an appropriate sanction given the findings, whether the Respondent has accepted responsibility and other relevant factors. Possible sanctions which may be imposed by the Conduct Officer include, but are not limited to:

Community Service

The Conduct Officer assigns a compulsory service project that may relate to the violation.

Disciplinary Probation

The requirements of probation are determined by the Conduct Officer and may relate directly to the Respondent's violation. This sanction is assigned for a specified period of time, during which the Respondent may be required to fulfill specified conditions or obligations, with the understanding that failure to meet the requirements of probation or a further infraction of the Student Code of Conduct may result in more severe sanctions, including suspension or expulsion from the University. Individuals on Disciplinary Probation are not eligible to hold office or significant leadership position in any student group or organization; are not eligible for certain leadership positions or employment positions on campus; and are not eligible to participate in study abroad programs or to join a social Greek letter organization. This sanction may limit student participation in other University activities or programs.

Disciplinary Warning

A disciplinary warning is a written notification to the Respondent that their behavior is unacceptable, and that repetition or similar behavior will result in further and more serious disciplinary action.

Educational Sanctions

Educational sanctions are intended to further the education of the Respondent. For example, the Respondent may be required to attend, plan or participate in a program, workshop, counseling session or other activity, or a Respondent may be asked to write a paper about an appropriate subject related to the offense.

Expulsion

Expulsion is the permanent separation of the Respondent from the University. It is reserved for the most serious offenses and is automatically accompanied by the assignment of persona non grata status from the University, banning the Respondent from the University, all of its affiliated properties and any University organizations and activities, including fraternities and sororities.

Fraternity and Sorority Ineligibility

Fraternity and sorority ineligibility is the inability to engage in fraternity/sorority recruitment activities, accept a bid/invitation/interview or join, pledge or participate in any social Greek letter-affiliated events.

Interim Suspension

The Conduct Officer may impose an interim suspension prior to the administration of the student conduct process to ensure the safety of the campus community, to protect the interests of the University, to ensure the Respondent's own physical or emotional safety, or when a Respondent poses a threat of disruption or interference with the normal operations of the University. Unless otherwise determined by the Conduct Officer, Respondents who are suspended may not submit academic coursework or attend class, may not graduate, and may not participate in co-curricular activities or events. Suspended students are withdrawn from all classes for the duration of the suspension. The Conduct Officer will outline the conditions for return to the University at the time of suspension.

Letter of Apology or Explanation

The Respondent must write a letter of apology or an explanation of their behavior to affected parties.

Loss of Privileges

A Respondent's privileges within the University community may be restricted or revoked for a specific period of time.

No Contact Order

No contact orders are used so that students involved in the student conduct process do not have any communication with one another to minimize further incidents. No contact orders need not be reciprocal – that is, a no contact order may only restrict a particular individual's contact with another specific individual.

On-Campus Suspension

This sanction is only used during the COVID-19 pandemic and separates a Respondent from the physical facilities and campus of the University for a specified period of time and is automatically accompanied by the assignment of persona non grata status during such period, banning the Respondent from the university and all of its affiliated properties and activities. Respondents who have an On-Campus Suspension may continue to participate in academic coursework and co-curricular activities and events in a virtual manner. Students given an On-Campus Suspension will not receive a refund for housing or dining.

Organizational Disciplinary Warning

An organization placed on warning may not be able to reserve space, use funds allocated by the Student Government Association or Graduate Student Affairs, or send students to off-campus events and conferences.

Organizational Probation

An organization placed on probation may not be able to reserve space, access University funds allocated by the Student Government Association or Graduate Student Affairs, send students to off-campus events or conferences or otherwise function as a campus organization.

Residence Hall Relocation

A student or organization may be required to move to an administratively assigned residential space.

Residence Hall/Greek Housing Eviction or Suspension

This sanction requires the student to vacate a Stevens-owned, leased or Greek-affiliated residence permanently or for a specified period of time.

Restitution

This sanction requires the Respondent to pay for direct and indirect costs of damage or injury.

Suspension

This sanction separates a Respondent from the University for a specified period of time and is automatically accompanied by the assignment of persona non grata status during such period, banning the Respondent from the University and all of its affiliated properties and activities. Respondents who are suspended may not submit academic coursework or attend class, may not graduate, and may not participate in co-curricular activities or events. Suspended students are withdrawn from all classes for the duration of the suspension. The Conduct Officer will outline the conditions for return to the University at the time of suspension. Students given a Suspension will not receive a refund for housing

or dining.

Withholding Degree

The University may withhold the award of a degree otherwise earned until the completion of the student conduct process, including the completion of all sanctions imposed, if any, at its sole discretion.

Appeals

Respondents may appeal a decision made by a Conduct Officer if they have not accepted responsibility for the relevant violations. Appeals are adjudicated by an Appellate Officer. In the event that the Conduct Officer is the Director of Community Standards (or their designee) or the Director of the Office of Residential Education (or their designee), the Appellate Officer is the Assistant Vice President for Student Affairs. In the event that the Conduct Officer is the Director of Graduate Student Affairs, the Appellate Officer is the Vice Provost for Graduate Education.

A Respondent appealing a disciplinary decision or sanction must submit a letter of appeal in writing to the appropriate Appellate Officer within ten business days of receiving the disciplinary decision and sanction. In the letter of appeal, the Respondent must state the specific grounds for the appeal.

The only grounds for an appeal are:

- New information not available or unknown at the time of the student conduct process;
- Evidence of procedural error that impacted the outcome of the process; or
- Severity of sanction(s) imposed.

After receiving an appeal, the Appellate Officer will review the information from the Conduct Officer's fact-finding inquiry and may choose to meet with the Respondent and others. Within 20 business days of receipt of the appeal, the Appellate Officer will render a decision in writing and inform the Respondent. The options available to the Appellate Officer are:

- Affirm the disciplinary decision and the sanction(s);
- Find the Respondent not responsible and dismiss the sanction(s); or
- Modify the sanction(s).

The decision of the Appellate Officer is final.

Good Samaritans

Student health and safety are fundamental to our community. Whenever there is concern for another student or belief that assistance is needed, students are expected to contact the Campus Police at 201-216-3911. Students who seek medical assistance for themselves or for an individual who is intoxicated or experiencing a drug- or alcohol-related emergency will not be subject to university disciplinary action related to their drug and alcohol activity, although such students may be required to meet with the Director of Community Standards or the Director of Graduate Student Affairs, as appropriate, to discuss the incident. Such students may also be subject to penalties under local, state or federal law.

CAMPUS OFFICES AND SERVICES

Academic Support Center

The Academic Support Center (ASC) provides a variety of support programs and services to undergraduate students, including:

- Tutoring for technical courses, provided free of charge, by skilled undergraduate students. The ASC offers individually assigned tutors and has a walk-in tutoring center located in the Library room 306 to assist undergraduate students with understanding course material
- Freshman Quiz Reviews for select first-year courses that are conducted by qualified tutors throughout each semester
- Peer Leaders for all incoming freshmen, which provides an opportunity for new first-year students to connect with an undergraduate mentor in order to assist in the academic and social transition to Stevens
- Academic Success Workshops that cover topics such as Time Management, Developing Effective Study Skills and Preparing for Final Exams

Alumni Association

The Stevens Alumni Association (SAA) maintains and cultivates among its members a sentiment of regard for one another and of attachment to Stevens Institute of Technology, and to promote in every way the interests of the University. The Association serves Stevens' alumni across the globe by organizing reunions, sharing benefits, spreading news and more. Graduates of the undergraduate and graduate programs of Stevens are automatically considered to be members of the Association.

Athletics

The Department of Physical Education, Athletics and Recreation oversees a comprehensive program with a focus on encouraging activities that promote healthy lifestyles, physical fitness, and overall wellness. In addition to top notch facilities that include a swimming pool, fitness center, varsity weight room, tennis courts and a turf field complex, Stevens offers numerous club and intramural sport programs. Student-athletes participate in 23 varsity intercollegiate sports, demonstrating the University's commitment to the ideals of sportsmanship and the philosophy of NCAA Division III athletics.

Varsity Sports

Stevens is a member of the Middle Atlantic Conference's (MAC) Freedom, along with Arcadia



University, Delaware Valley University, DeSales University, Fairleigh Dickinson University – Florham Campus, King’s College, Lycoming College, Misericordia University and Wilkes University. Stevens is also an affiliate of the Eastern Women’s Fencing Conference (women’s fencing), Middle Atlantic Collegiate Fencing Association (men’s fencing.) Stevens Athletics has demonstrated overall athletic excellence at the conference, state and national levels having won seven MAC Freedom Championships in the 2019-2020 academic year; the Collegiate Athletic Administrators of New Jersey Cup for seven of the last nine years; and finishing in the top 45 of the Learfield Directors’ Cup for 11 consecutive years.

Campus Recreation

The Office of Campus Recreation provides a comprehensive program of sport and wellness activities designed to meet the diverse needs and interests of students, faculty and staff. The office oversees the following programs:

- Recreational sports, including intramurals, fitness and wellness classes, and outdoor recreation, provide opportunities to learn skills for contemporary or lifelong needs; to participate in structured competitive or non-competitive activities; to develop or maintain a measure of physical fitness; to participate in activities for the development of social and emotional fitness; and to assist in providing a University atmosphere designed to stimulate, promote and enhance the formal education process.
- The club sports program, consistent with the University’s mission, strives to develop leadership and offers recreational opportunities for the student body to advance knowledge and skills in a specific sport of interest. Stevens Student Government allocates funding for club sports to provide resources, guidance and mentorship, and to compliment the overall student experience.

Business Services

The Office of Business Services provides printing, copying, binding, mailing and logistical services for students, faculty and staff. The office, which houses the Stevens Print Shop and a branch of the U.S. Post Office, handles all incoming and outgoing U.S. mail, packages and parcels. The Receiving Area processes, scans, tracks and manages distribution of all carrier packages from carriers such as FedEx, DHL and UPS.

Package Notification. All students with active mailboxes will be notified by email that a package has arrived for them. It will be located in the Receiving Area or the Post Office, depending on size. Feel free to stop by the Post Office when you receive your email to determine where to pick up your package. Please clean out your mailbox on a regular basis. If you do not remove your mail regularly, your mail may be returned to the sender.

Mailing Address. All undergraduate and graduate student campus mail should be addressed with the name and box number located in the Howe Center Post Office. Please address mail this way:

[Name of Student]

Stevens Institute of Technology

1 Castle Point Terrace

[Student’s Stevens Post Office Box Number]

Hoboken, NJ 07030

Campus Police

Campus Police, who are on patrol 24 hours a day, are commissioned by Stevens' Board of Trustees and have statewide arrest powers. Campus Police also provide services such as parking enforcement and public-safety enforcement. Members of the Stevens community must immediately report all criminal or suspicious activities that occur on campus to Campus Police.

Campus Police can be reached 24 hours a day.

Campus Police Headquarters is located in the Kidde Building.

Non-Emergency Phone: 201.216.5105

Emergency Phone: 201.216.3911

Career Center

The Stevens Career Center works with Stevens students from the beginning of their first semester through graduation by providing personalized career advising, career planning and professional development workshops, and a variety of on-campus recruiting opportunities throughout the academic year. The Center encourages students to start building success early by meeting with a career advisor and participating in the programs listed below.

Career Advising and Exploration

Attend the Career Development Workshop Series and learn how to create a resume, interact with employers and prepare for interviews. The series is presented on Wednesday afternoons in both the Fall and Spring semesters and is available to all undergraduate students. Participating students should follow up with a career advisor for a resume review and guidance in pursuing employment opportunities.

Externship Program

The Externship Program provides a one-day “job shadowing” experience for first- and second-year students during the Winter Break. By gaining exposure to the corporate world and industry representatives, students begin the process of learning about various types of career roles and how to interact with employers.

Summer Internship Program

The Summer Internship Program provides work-based learning opportunities to all full-time, matriculated, undergraduate students who are not participating in the Cooperative Education Program. Career Center staff provide valuable assistance in facilitating student access to summer internship opportunities, along with guidance in aligning internship experience with post-graduation career goals. Also, they hold workshops on how to use the Stevens internal job board, develop a competitive resume, and apply for summer internship opportunities.

Cooperative Education Program

Available to full-time, matriculated students studying engineering or computer science, the Co-op Program is a five-year, academically based program through which students alternate a semester of study with a semester of work over the course of the sophomore and junior years.

To qualify, students must:

- complete all first-year academic requirements with a minimum 2.2 GPA
- be in good academic standing
- commit to a 5-year alternating schedule, which includes one summer of study as indicated on their Co-op Work/Study schedule
- be able to work 35 to 40 hours per week on a regular basis throughout each co-op work term
- attend all preparation meetings as required by the Career Center.

On-Campus Recruiting

Approximately 300 organizations come on campus annually to recruit Stevens students for summer internships, co-op assignments and full-time employment. Students must attend an Undergraduate Handshake Orientation Workshop to gain access to employment opportunities on the Handshake interactive online system, where students can post their resumes, review job descriptions, apply for employment opportunities and schedule interviews. Handshake workshops are held multiple times each month throughout the academic year and are posted on the Career Center Events Calendar.

Career Fairs

The Career Center hosts three career fairs annually. The September Career Fair is targeted to graduating seniors seeking full-time employment post-graduation. The December and February Career Fairs are open to all Stevens students and provide access to summer internship opportunities as well as full-time employment.

The Full-Time Job Search

Successful outcomes are best achieved through advanced planning, gaining relevant work experience and participating in programs and services offered by the Career Center that help prepare for the recruitment process, interviewing and networking with employers. Students should meet with a career advisor one year prior to graduation to discuss goals and outline a strategy for securing full-time employment.

Commuter Student Services

Resources for commuter students to help make the adjustment to college:

Commuter Student Union

This active student organization represents the interests of commuting students, helps orient new commuters, arranges social activities and makes sure commuters are represented in all aspects of student life.

Transportation to Campus

For commuters who opt not to drive, the Hoboken Terminal is well-served by NJ Transit trains and buses, the PATH train and NY Waterway. For more information about public transportation to Stevens, visit stevens.edu/visit/public-transportation.

Discounted Tickets

NJ Transit offers students discounted monthly commuter tickets. Enrolled students can use NJ Transit Quik-Tik for transportation from home to Stevens — you can access the Quik-Tik site through the myStevens page. If you would like to use the paper forms, they are available at the Hoboken terminal and must be signed at the Registrar's Office. Student tickets may be purchased on the first or the last day of the month.

Stevens Shuttle

Stevens provides a shuttle bus service from the Hoboken Terminal to the Stevens campus. For more information, please visit the Stevens Shuttle website.

Lockers and Lounges

Commuting students are encouraged to use the following facilities for storage, study, group meetings:

Kidde Building (1st floor): Lockers are available on a first-come, first-serve basis through the Office of Undergraduate Student Life

S.C. Williams Library: Study rooms and cubicles on the second floor

Burchard Commuter Lounge (1st floor): also has lockers for daily use by students

Dining

Commuters may purchase a meal plan through the Campus Card Office.

Counseling and Psychological Services

Stevens offers free and confidential Counseling and Psychological Services (CAPS) to all enrolled students who are struggling to cope with personal issues (e.g., difficulty adjusting to college or trouble managing stress) or psychological difficulties (e.g., anxiety and depression).

CAPS delivers treatment in a number of ways that include short-term individual treatment and group therapy. CAPS also offers crisis services for students in urgent need of support. In circumstances where a student requires long-term or specialized treatment, CAPS will provide referrals to outside clinicians in the local community. Additionally, CAPS offers consultations to staff, faculty and students who are concerned about a student or peer. CAPS also offers workshops and training seminars for the entire campus, covering topics that include suicide prevention, conflict resolution and anxiety management. All CAPS clinicians are licensed or supervised by a licensed professional.

During the fall and spring terms, clinicians are available on weekdays (M-F) from 9 AM to 9 PM. Appointments are strongly encouraged and can be made by phone at 201-216-5177 during regular business hours. CAPS offers telehealth services to students located in the states of New York and New Jersey. For students located in other states, CAPS can assist with navigating the process of finding care. Visit the CAPS website for up-to-date information regarding the provision of in-person services during the COVID-19 pandemic. For after-hours mental health emergencies, students can reach Campus Police or the Residential Education staff.

Stevens provides 24/7 resources directly geared toward the prevention of suicide. Early intervention and prevention efforts are spearheaded by CAPS, which provides a mix of bystander intervention trainings and warning sign trainings to students, staff and faculty who might be the first to notice signs of distress in someone they care about. For students who are considering suicide, help can be reached 24/7. Information about Stevens' commitment to mental health and prevention of suicide is available online. Students in distress can contact the National Suicide Prevention Lifeline, available 24/7 at 1.800.273.8255.

Students who are concerned about the immediate safety of a peer can reach out to Campus Police. For concerns that do not require an immediate response, students can submit a report to the CARE team by writing to care@stevens.edu.

DeBaun Performing Arts Center

The DeBaun Performing Arts Center (PAC) at Stevens offers a wealth of opportunities for students to participate in the performing arts: choral and vocal performances, instrumental ensembles and bands, and theatrical productions. The mission of DeBaun PAC is to provide a comprehensive performing arts program for Stevens students so that it may support and enhance their education at Stevens. There are many opportunities for students to attend a performance or participate in such ensembles as the Stevens Choir, Jazz Band, Concert Band, Orchestra and the President's Ensemble. Acting workshops, technical theater opportunities and private voice lessons are also available.

Dining Services

Stevens Dining offers a wide variety of wholesome and delicious menu selections which support the local economy, celebrate the diversity of the campus, and promote sustainability. It is an extensive program which features balanced, nutritious, versatile and exciting options across our on-campus locations— America's Cup, Colonel John's, Pierce Café, Pierce Dining Hall, Gateway Café, and the Red & Gray Café.

Meal Card

Stevens ID card allows our students, who have purchased a meal plan, to have access to Pierce Dining Hall and the ability exchange a meal for specific menu items at any on-campus dining location. Accessibility and options are determined by the meal plan selected. Learn more about meal plans [here](#).

Explore On- and Off-Campus

A Stevens meal plan gives our students the unique opportunity to experience Hoboken's exciting dining scene. Our new meal plans allow students to use a "Premium" meal swipe at participating dining destinations on Washington Street in Hoboken – any day of the week. Learn more about our new exciting meal plans [online](#).

Nutritious & Accommodating Dining

As a resource to the campus, a full-time registered dietitian-nutritionist (RDN) is available on-campus daily to provide counseling services, engaging presentations and seminars to the entire campus community at no charge. All students with allergies and special dietary needs are highly encouraged to contact the RDN to discuss their individual needs and accommodations. To set up an appointment, please email dietitian@stevens.edu.

Catering

Stevens Dining is responsible for all dining on campus, including catering and special event dining. All catered events are booked through an online catering application, E-Cater. Please visit stevens.e-cater.com to create your account. Once you've created an account, you may view catering menus, along with seasonal and signature items. If you have special requests that do not appear on the menu, please contact us so we may customize your menu.

Pierce Dining Hall Reminders

To keep serving our guests efficiently, please keep in mind the following:

- A valid Stevens DuckCard must be used to enter Pierce Dining Hall. The DuckCard and your selected meal plan are for your personal use only and are not transferable to anyone else.
- Do not remove food from the dining hall for later consumption.
- Do not borrow or remove plates, glasses and silverware from the dining hall.
- Did you know almost 40 percent of the food in the United States ends up as uneaten waste? Do your part to reduce food waste by remembering you can always come back for more and asking for a taste test of menu items.



Disability Services

Stevens is committed to ensuring equitable access for individuals with disabilities and an environment free from discrimination. It is Stevens' policy that no qualified student shall be excluded from participating in or be denied the benefit of any University program, activity, event or employment on the basis of disability where a reasonable accommodation may be made to allow for participation. Stevens is committed to providing reasonable accommodations to students, employees and visitors participating in Stevens programs or events. Students with disabilities who need academic accommodations or other disability-related support services must make the Office of Disability Services staff aware of their needs and file timely request forms each semester with the office. For more information, please see Stevens' Policy on Accessibility and Accommodations for Individuals with Disabilities.

DuckCard Office

The DuckCard Office provides services related to the Stevens DuckCard, DuckBills and the Online Card Office.

Stevens DuckCard

The Stevens DuckCard serves as the University's official photo identification card and provides access to DuckBills, meal plans, the library, gym, labs, events, Pierce Dining Hall, vending, residence hall building and room door access and more.

DuckBills

DuckBills are a prepaid, dollar-for-dollar, declining-balance account housed on your Stevens DuckCard that may be used to pay for purchases at participating on- and off-campus merchants. Make DuckBills deposits to your Stevens DuckCard via:

- the Online Card Office (from your MyStevens Account) or
- a Cash Deposit Station (located in the library)

Financial Aid

The Office of Financial Aid is available to work with students and families to develop concrete plans for financing college, from estimating the cost of attending Stevens to learning about eligibility for different types of aid and how to apply for them. The office strives to provide excellent service to students and their families and students are encouraged to meet with their financial aid advisor throughout their enrollment at Stevens.

Graduate Student Life

The Office of Graduate Student Life (“OGSL”), in conjunction with various University partners, provides comprehensive resources and support to all graduate students at Stevens.

The department plans and implements programs and workshops throughout the year, which focus on academic, professional & personal development and social engagement. Along with supporting more than 30 student-led organizations, OGSL advises the Graduate Student Council and several student advisory boards.

Our goal is to create opportunities and experiences that add value to each student’s Stevens experience. We are committed to providing programs and services that empower graduate students to realize their academic, professional and personal goals.

Our mission is to support the University’s commitment to innovation and excellence by offering relevant programs and services that empower students to serve as global citizens in academia and industry.

Intercultural Space

Located in the Student Center, the Intercultural Space is a hub for identity development, social justice education, community-building, empowerment, and allyship on campus. The creation of the Intercultural Space was spearheaded by student leaders, who called for “a space for dialogue on the topics of diversity, inclusion, and intersectionality on campus” (Proclamation P-19S-001 of the 106th Senate of the Student Government Association). Housing the Diversity Education Lending Library, a relaxation corner, and student art, this space is both a vibrant area for resources and programming as well as a student-centered lounge. All are welcome. Find out more on their website.

International Programs

The Office of International Programs oversees the internationalization efforts of Stevens, including study abroad programs, international partnerships and exchanges, co-curricular programming and research.

The Study Abroad Program provides international opportunities for undergraduate and graduate students in hundreds of countries through exchange programs, on faculty-led programs, or by connecting with external organizations

- Semester study abroad options include studying with one of our exchange partners, or with a study abroad provider, or direct enrollment in an international university.
- Shorter options include intersession programs, summer courses, research, internships and service abroad.

International Student and Scholar Services

International Student and Scholar Services (ISSS) supports the academic mission of the university by providing specific programs and services to international students and scholars. The main role of ISSS is to facilitate compliance with federal regulations that govern the immigration status of international students and scholars during their time at Stevens.

Information Technology

Technology at Our Core, a central pillar of the university for more than 145 years, drives information technology (IT) services at Stevens. Through the use of award-winning technology, strong leadership, and shared vision, the Division of Information Technology provides comprehensive support and leadership for all areas of Stevens, including teaching and education, service and outreach, administrative operations, research and development.

LGBTQ+ Resources and Support

Stevens strives to embrace and support students as they explore various personal and social identities during their time at Stevens. The Assistant Director for Diversity Education, located in the Office of Undergraduate Student Life, provides support services, resources and educational programming such as the Safe Zone Ally Program, a multitude of workshops and events, advisement to the LGBTQ+-focused student organizations, and support and guidance for students their changing name and/or gender. To support this community, Stevens has gender inclusive restrooms throughout campus and offers gender inclusive housing. The Stevens Safe Zone Ally Program is a campus-wide initiative designed to educate Stevens community members on LGBTQ+ identity, current (in)justices impacting the LGBTQ+ community, and visibly identify Stevens staff, students, and faculty who seek to support the campus' LGBTQ+ members. Students can learn more about Safe Zone by registering for an educational workshop that will provide basic allyship skills to better understand and support LGBTQ+ peers. Students can also join LGBTQ+ organizations and participate in annual events promoting the supporting the LGBTQ+ community on campus.

Library

The Samuel C. Williams Library supports the teaching, learning and research needs of the Stevens academic community, offering study space, research services and material and collaborative tools for faculty, students and scholars. Students have access to research databases, print books, e-books, scholarly journals and newspapers. Services include on-site research assistance from professional librarians, a chat reference service and instructional workshops, interlibrary loan & document delivery services, as well as in-depth research consultations via appointment. Among the Library's impressive holdings are the University's archives and other special collections, including the Stevens Family Collection, the Frederick Winslow Taylor Collection and the Leonardo da Vinci Collection. Please see Library Usage Policies on their website.

Lore-El Center for Women's Leadership

The Lore-El Center for Women's Leadership is a vibrant and unique space on campus dedicated to the exploration of gender, leadership and community. Housed in a beautiful, Victorian-style building, the Lore-El Center was established in 1999 to increase awareness of issues facing not only women but all genders; empower Stevens women to further their co-curricular development; and create a supportive and inclusive campus environment. All students are encouraged to engage with the center, and a small group of students committed to women's programming and leadership apply and are selected to reside in the house each year. Find out more on their website.

Registrar

The Office of the Registrar serves as the steward of student records and offers a wide range of services to faculty, students and administrative staff, including academic record maintenance, registration, course scheduling, classroom assignments, transcript processing, grade collection, graduation evaluation, address changes, enrollment verification and diploma distribution. Additionally, the Registrar's Office is responsible for publishing and managing the Academic Calendar.

Residential Education and Residential & Dining Services

Living at Stevens

The Office of Residential and Dining Services and the Office of Residential Education are committed to providing a safe, comfortable, and inclusive living and learning environment that nurtures each student and promotes their personal and academic growth and development. At Stevens, most undergraduate students live in Stevens housing (both on and off campus). The Office of Residential Education supports students in their experience living in Stevens housing by fostering a welcoming, supportive, and inclusive community, through supervision of the Resident Assistants and Resident Directors, and by creating a diverse array of programs that are both social and educational in nature. The Office of Residential and Dining Services manages housing assignments and room selection processes, works with Stevens Dining, responds to facilities concerns, manages residence hall keys, and serves as the liaison to our leased properties.

Students who submit their housing application by the deadline are guaranteed Stevens housing. Housing contracts are a full-year commitment. A housing security deposit is assessed once and returned when the student leaves Stevens housing. There is a cancellation fee assessed to any student who cancels their housing application.

All Stevens residence halls have furnished rooms, including a bed, desk, dresser and closet or wardrobe. All on-campus student rooms have state-of-the-art WiFi connection service to the campus network, cable TV access and complimentary laundry facilities. On-campus student residences are located throughout campus just steps from classrooms, laboratories, dining, and recreational facilities. Stevens provides Stevens-leased off campus housing for upper-class students. Most Stevens graduate students live in their own apartments in the surrounding area. A small number of graduate students live in off-campus Stevens-leased housing. Graduate students are not housed on campus.

Special Interest Housing

- The Lore-El Center for Women's Leadership is housed in a beautiful Victorian-style home. Please see the section in this handbook about the Lore-El Center for additional information.
- C.A.R.E House (Community Awareness Residential Experience) is home to a community that focuses on service learning.
- Fraternity and sorority housing are also included in special interest housing and offers unique and valuable living opportunities. Eligibility to live in a Greek house is determined by each organization.

Gender Inclusive Housing

Stevens Institute of Technology prides itself on fostering and supporting a diverse community of people and perspectives. A core value of Student Affairs and the Offices of Residential Education and Residential and Dining Services at Stevens is to have a residential community that celebrates and promotes diversity and fosters respect for all students. The traditional system of assigning students to residential spaces based on assigned sex at birth does not allow all students to feel safe, respected, and comfortable on our campus.

The option for students to live in Gender Inclusive Housing was developed as a result of extensive research, focus groups, and eventually a proposal in February 2017 by the Student Government Association of the Stevens Institute of Technology. Gender Inclusive Housing allows residents to create roommate groups and be assigned to apartments, regardless of assigned sex at birth.

At Stevens, Gender Inclusive Housing is an option for returning students living in Stevens Leased Housing. Students applying for Stevens Leased Housing may identify roommates and apartment-mates of any sex or gender identity, if all residents of the apartment agree to the assignment. Students selecting a Gender Inclusive apartment must fill all beds in the apartment with selected roommates and apartment-mates. In rooms and apartments where the entire space is not filled through the housing selection process, the Office of Residential and Dining Services will revert those spaces to traditional single gender spaces and assign students accordingly.

Gender Inclusive Housing Guidelines for Stevens Leased Housing

- Students desiring a Gender Inclusive Housing assignment must first be eligible for Stevens housing by completing all requirements set forth by the Office of Residential and Dining Services.
- This housing option is available to returning students; first year students may not take advantage of Gender Inclusive Housing.
- Gender Inclusive Housing is offered in Stevens Leased Housing only and is not offered in on-campus housing (on-campus housing includes Greek housing, and the Lore-El Center for

Women's Leadership).

- Students selecting Gender Inclusive apartments acknowledge that the living commitment is for one full year. Students who change their mind about Gender Inclusive Housing can submit a request to change their room or apartment, with the understanding that our ability to accommodate requests for such changes are contingent upon space availability and timing of the submitted request.
- If any student leaves the Gender Inclusive apartment for any reason, the students remaining in the assignment will be given one full week to fill the vacant space with an upper-class student of their choosing. After one week, if the space is not filled by the students remaining in the assignment, the Office of Residential and Dining Services may revert the entire room or apartment back to a single gender space and may fill the vacancy accordingly. This process of reverting to a single gender space may involve asking students living in the assignment to move to a new space, and the involved students are expected to comply with this request.
- It is the decision of the student, and not the institution, to communicate with parents, family members, and/or guardians about the decision to live in Gender Inclusive Housing.

Gender Inclusive Housing for First Year and On-Campus Residents

Room assignments for first year on-campus residents are made by the Office of Residential and Dining Services based on the student's legal sex. However, first year students have the option of requesting a room assignment based on gender identity, which is the gender a student identifies with that may differ from the sex indicated on their legal documents. The Office of Residential and Dining

Services is committed to working with any first year or on-campus residents who need support or assistance with room assignments based on gender identity; please reach out to the office directly for additional information.

Stevens Leased Housing

Stevens Leased Housing (SLH) is a unique college residential experience. SLH residents enjoy all the accommodations and amenities their community offers while respecting the rules and regulations that govern it. SLH Residents are not only citizens of Stevens, but also of the Hoboken municipality. The privilege of living in this type of community carries a concomitant obligation to share the space respectfully. Stevens residents have the power to shape and positively impact their surrounding community and Stevens relies on them to take responsibility for their residence. Stevens expects students on campus, or in leased housing, to support each other and at the same time, challenge those who treat their room, floor, building, community, or University reputation with less than the highest regard.

The following policies apply to all Stevens Residential Facilities:

Access

Students are not allowed in boiler rooms, on ledges or roofs, maintenance closets or cable closets in any Stevens housing. Residents are provided with access cards to operate the outside door of the assigned residence hall and are expected to aid in maintaining the security of their building. Residents are not permitted to copy their room key. At no time should building entrance doors be propped open or room doors left unlocked when the room is unattended. Hallway and stairwell fire doors must always be closed.

Housing Application

The housing application is a binding agreement. Students who cancel their housing application will be assessed a \$400 cancellation fee.

Housing Contract

The Housing Contract is in effect once a student has selected or been assigned to a bed space.

- On Campus, Special Interest and Stevens-Owned Greek Housing residents: The housing contract is binding for both fall and spring semesters of one academic year.
- Stevens Leased Housing (SLH) residents: The housing contract is binding from early July through end of May.
- Spring-Only residents: The housing contract is binding for the spring semester.

Housing Contract Cancellation

Housing Contract cancellation requests must be submitted online through myStevens by clicking the Housing/Dining icon and choosing the “Housing Cancellation Request Form”. After this form is submitted, the Office of Residential and Dining Services will approve or deny the cancellation request within 5 business days. Please provide supporting documentation for the request (if applicable).

Special Information Related to the COVID-19 Pandemic

In the event that Stevens housing is unavailable, in whole or in part, during the fall 2020 semester due to the COVID-19 pandemic, fall 2020 housing assignments will remain for the spring 2021 semester. Eligible students not living in housing for the fall 2020 semester will have the opportunity to apply for spring 2021 housing by October 1, 2020. Spring 2021 housing may be available on a first-come, first-served basis. Students who submit a spring 2021 housing application by October 1, 2020 are subject to housing cancellation fees as detailed in this policy. This information is subject to change based on further changes to Stevens housing availability and guidance from governmental authorities about the COVID-19 pandemic. For more information please see: APPENDIX A: COVID-19 POLICIES & PROCEDURES: A SUMMARY

Approved Housing Contract Cancellation

Students who meet one or more of the below requirements and are approved for Housing Contract cancellation may be assessed a cancellation fee and may have their housing fee prorated on a weekly basis from the time their housing term begins until they remove all items from the room and return the key. Housing charges are not based on usage; charges are based on room assignment term and room fees. Approved cancellation reasons may include:

- Absence due to a Stevens-approved program (i.e., Co-op or study abroad);
- Marriage;
- Leave of Absence (not related to a student conduct matter);
- Mid-Year Graduation;
- Transfer;
- Withdrawal;

- Not enrolled at Stevens; or
- Unforeseen circumstances.

Denied Housing Contract Cancellation

- If you are cancelling for any of the reasons listed below you will not receive a housing refund:
- Removed from housing due to a student conduct matter (required to vacate).
- Suspended or dismissed from the University (required to vacate).
- Decided to secure non-Stevens housing.

Housing Contract Cancellation Charges and Timeline

- Cancellation from the time of Housing Application submission and before receipt of Housing Assignment: \$400 cancellation fee.
- Cancellation from receipt of Housing Assignment through September 15: \$400 cancellation fee and 50% of the total yearly housing fee (both fall and spring semesters).
- Cancellation from September 16 through End of the Semester: 100% of the total yearly housing fee (both fall and spring semesters).

Meal Plan Cancellation

Students living in Stevens housing are required to have a meal plan. Meal plan charges are based on the meal plan membership selected or assigned, not base on usage. Meal plan cancellations are prorated on a weekly basis (Friday-Thursday) after a student receives confirmation their meal plan cancellation has been granted. Meal plan cancellations will not be granted after third (3rd) week of semester.

Consolidation

In a shared room, should your roommate vacate, you may be given one of the following options at the discretion of the Office of Residential and Dining Services: 1) You may be asked to move to another room for consolidation; or 2) You will be assigned a new roommate. At all times, the University reserves the right to assign or to re-assign students to any space as needed.

Damages

Students will be held responsible for all damages caused by them to their room, building and common areas, including all doors. During the first week after check-in, students must complete room condition reports online. This will document the condition of the room upon move-in. Before move-out, students must correct any alterations not consistent with the policies of the Office of Residential and Dining Services at the student's expense. The cost of damages will be charged to the student's account, and a service charge may be assessed to cover processing.

Nothing may be bolted or fastened to any wall in a manner that would cause damage to the wall. Furniture bolted to the walls by the University may not be removed. All rooms must be left in their original condition at the time one vacates or the end of the school year. If damage occurs in the hall/community space and the responsible student is not identified, the cost will be distributed equally amongst students on the floor, room, apartment or building. Lofting of beds is prohibited.

Deposit

Students living in Stevens housing are required to provide a security deposit to ensure monetary responsibilities are fulfilled should the room, furnishings or common areas be damaged by the students and/or their guests when they vacate. The housing security deposit is forfeited in the event a student is removed from housing, required to vacate, suspended or dismissed from the University, withdraws from Stevens, cancels a housing application, or cancels a housing assignment. If the student has a balance due to the University upon move-out, the security deposit will be applied toward payment of the balance.

Electrical Items

Electric kitchen appliances, particularly those with heating elements such as toasters, toaster ovens, hot pots, coffee makers and George Forman grills are prohibited and may not be stored in Stevens housing. Only one microwave (700 watts or less) and one refrigerator (4.0 cubic feet or less), or a Stevens-leased mini-fridge, are permitted in each room. All multiple-outlet power strips or extensions cords must contain a built-in circuit breaker or fuse. Electrical projects, test equipment, and other electrical devices are not permitted if they exceed reasonable limitations. The use of flood lights, space heaters and string lights are not permitted.

Extended Housing

An additional charge will be required of any student requiring campus housing during periods when residence halls are normally closed. This includes early arrivals and late stays.

Extermination

Insect extermination in the residence halls is mandatory. Residents are not permitted to decline extermination unless there are written medical reasons on file with the Office of Residential and Dining Services. Failure to comply with mandatory extermination practices may result in suspension of housing privileges.

Fire Safety

Tampering with fire safety equipment, fire alarms, sprinklers or sensors is prohibited. This includes willfully de-activating any alarm bells or smoke sensors. Displaying fire exit signs in a student room will result in a fine. Fire drills and evacuation of each building, whenever a fire alarm is sounded, are for the protection of all residents. Accidental activation of the fire alarms due to negligence is a violation of Stevens fire safety code. Any violation of fire rules and regulations may result in the loss of resident privileges as well as a fine. Combustibles and other flammable items, including live Christmas trees, accumulations of paper, flammable liquids (lighter fluids), tires, engines, candles (with or without wicks), incense, etc. are also prohibited. Electric scooters and/or motorized bicycles may not be stored or charged in any Stevens facility. Halogen lamps are not permitted in Stevens housing. Pets excluding fish in a 10-gallon (or less) tank are not permitted. Sports, in general, are not permitted in Stevens housing. Gambling, as well as the use of possession of weapons (knives, swords, paintball guns, firearms, etc..), explosives or fireworks, is prohibited and will be confiscated by campus police. No objects of any kind may be placed on the outside window ledges. Stevens reserves the right to address any signs/posters in a window that are damaging to the campus appearance.

Food and Kitchen Use

Food may be kept in rooms if properly stored in sealed containers. Common kitchen facilities are available in each on-campus residence hall. Within the kitchen facilities, cooking and food waste must be disposed of properly. Students must stay in the kitchen while cooking. In units with kitchens, students are responsible for timely cleaning of the kitchen appliances and utensils as well as the discarding of food items regularly.

Guests

Residents must obtain their roommates' permission before having a guest. Overnight guests are limited to 2 days in a 7-day period and no more than 5 days in a 30-day period. Overnight guests must be registered with the office by using the overnight guest form. The registered guests may not extend the use of the room to anyone else. Students will be held responsible for the actions of any guests. Gatherings in student rooms must be limited to 1 guest per resident. Residents are not permitted to entertain large groups of individuals.

Health and Safety

The Office of Residential and Dining Services and the Office of Residential Education reserve the right to inspect all student rooms. Health and Safety inspections occur every semester and are designed to address health and safety violations within a room, apartment or common area. Residents will be notified of any violations and, if applicable, will be responsible for policy violations and sanctions. Prohibited items are not permitted in student rooms or commons areas.

Residents are responsible for keeping their rooms in a sanitary condition consistent with good safety and hygiene.

Musical and Audio Equipment

Televisions, audio equipment and musical instruments are permitted in Stevens housing except for larger instruments such as immobile harps, pianos, drums, and organs.

Portable and handheld music devices should not be audible outside of any room or apartment. No antennas are permitted outside the boundaries of the room. Satellite dishes of any kind are prohibited.

Personal Belongings

The Office of Residential and Dining Services is not responsible for any personal possessions left in the residence halls. Items are left solely at the risk of the owner. It is therefore advisable to remove all valuables from rooms between semesters. Residents should also protect themselves by carrying fire, theft and liability insurance, as the University insurance coverage does not cover students' personal property or personal liability. If a resident's possessions, including non-Stevens issued furniture, are left in a room after they have checked out, or after the checkout deadline has passed, the belongings will be discarded, and the residents will be billed for removal charges.

Public Displays and Postings

Residents are not permitted to post, hang or display anything that may be deemed offensive or inappropriate by any student, administrator or guest. This includes but is not limited to posters, flyers and white-board messages in hallways, on doors or anywhere visible from the exterior. It is the responsibility of all resident to confirm with the University that any item to be posted is allowed prior to posting.

Quiet Hours

Students are responsible for maintaining reasonable noise levels in their rooms and apartments and must avoid disturbing or disrupting other residents. Quiet hours are essential for all residents. On campus hours are Sunday evening through Friday morning 10pm to 10am. Friday and Saturday 1am to 10am. Stevens Leased Housing quiet hours are 10pm to 10am 7 days a week. There will be 24-hour quiet hours during final exams at the end of each semester. At times other than quiet hours students are expected to be considerate of others.

Recycling and Trash

Recycling is required by state law. Recycling bins have been placed in student rooms or halls for disposal of recyclable materials. Only recyclable materials may be placed into the bins.

All trash must be placed in the proper receptacles in the location designated for each building. Stevens Leased properties have designated days for trash removal at night. Students are responsible for appropriately removing trash on designated days and times.

Residence Hall Floor Meetings

Resident Assistants are key staff through which the Office of Residential Education communicates with residents and addresses student concerns. As such, it is mandatory for all residents to attend their floor meetings throughout the year (typically three to four per semester). If a meeting is missed, it is the responsibility of the resident to meet with their RA before or after the meeting to obtain the information shared.

Residence Hall Furniture

Only Stevens-provided furniture is allowed in the residence halls (on-campus or off-campus leased apartments). Oversized furniture, including additional big closets, storage and large musical instruments, are not permitted in individual student rooms or stored in common spaces without permission from the Office of Residential and Dining Services. Moving Stevens issued furniture out of one's room is not permitted. Students are responsible for the furniture in their assigned room, and each student will be charged for damaged or missing furniture. Furnishings may not be removed from lounges or other public areas of the University. Waterbeds are not permitted. Mattresses must be kept on the bed frame. The Office of Residential and Dining Services will not provide additional furnishings or store Stevens issued furniture.

Room Assignments

The Office of Residential and Dining Services values students who desire to live together having the ability to do so whenever possible. However, when there is a vacant space, the Office reserves the right to assign students to the vacant bed as needed, or to reassign students in a room to other vacancies. All residents with vacant spaces should refrain from using furniture from the vacant space, as that space could be assigned to another student at any time.

Room Changes

Housing assignments are made for one academic year. Prior approval from the Office of Residential and Dining Services is required to change rooms. A resident who wants to request a room change must complete the room change request form using the myStevens account through the housing portal. Keys may never be exchanged by residents and must be issued only by Office of Residential and Dining Services staff. During the first two weeks and last two weeks of each semester, room changes are not permitted.

Room Keys

Each student is responsible for key and access to assigned building and room. Keys may not be copied or loaned to roommates or guests. Room keys can be picked up only by the person who is assigned to the specific room and can be returned only by the student assigned to the room. Key replacement fees will apply if keys or ID cards are lost or not returned properly.

Smoking

Due to New Jersey state law, smoking is not permitted in Stevens housing. Cigarettes, e-cigarettes, cigars, hookahs and bongos are prohibited.

Subletting

Residents in Stevens housing (including Special Interest and Greek houses) are not permitted to sublet (or rent) any room, apartment, parking or other amenities.

Utilities

Students are expected to manage and minimize their utility use. Students living in off-campus leased housing units will be notified if they use electricity in excess of the monthly average and, if excessive, may be charged the difference.

Vandalism

Defacing any area of Stevens housing, including graffiti is prohibited. Any public display of objectionable or offensive material is also prohibited.

Withdrawal from Stevens Housing

Students withdrawing from Stevens and students taking leaves of absence must vacate University housing and cease using University facilities within 24 hours after their withdrawal or leave of absence is finalized.

Student Accounts

The Office of Student Accounts seeks to provide a high level of customer service to students, parents, sponsors and University departments while efficiently collecting the tuition and fees necessary to keep the University operating. The office is responsible for providing payment options in accordance with Stevens' policies, and managing the issuance of health insurance as required by Stevens. The office assists students and families with questions regarding eBilling, payment options, refunds and all student-related account information.

Student Employment

The Student Employment Office offers assistance with on-campus, part-time employment for undergraduate, graduate or professional students, which can help students earn money and get on-the-job training while pursuing their studies at Stevens. Students can be employed on an hourly rate, or through a need-based Federal Financial Aid program. Available positions are posted on the Workday system.

Stevens Bookstore

The Stevens Bookstore, located in the lobby of the Wesley J. Howe Center, carries course required materials, supplies and novelty items. At the Stevens Bookstore, you can also purchase your Stevens logo wear, gift items and much more. Providing services in-store, online and over the phone, the bookstore is proud to serve the Stevens community.

Stevens Technical Enrichment Program (STEP)

STEP promotes and supports the academic, personal and professional development of undergraduates from underrepresented and other diverse backgrounds through support programs, services and activities, including:

- group tutoring,
- individual and group counseling,
- academic and career advisement,
- workshops and seminars,
- peer mentoring,
- scholarships, and
- the Bridge summer program for incoming new students.

The majority of STEP's participants are selected prior to their entry to Stevens; however, any current Stevens undergraduate may apply to join the program. STEP is also the home of the New Jersey Educational Opportunity Fund (EOF) Program, a financial aid program for New Jersey residents who meet state established financial and academic requirements.

Student Center

The Stevens Student Center serves as a hub of student life at Stevens. The Student Center is home to the Office of Student Affairs, the Office of Community Standards and Title IX and the Office of Undergraduate Student Life.

Student organizations including The Stute, The LINK, WCPR Radio Station, the Honor Board and the Student Government Association and also have offices in the Student Center. The Student Center has lounge spaces, is home to the Intercultural Space, the Commons, a game room, conference rooms, and student organization storage.



Student Health Services

Student Health Services is an acute-care facility where Stevens students can be seen without an appointment, and all visits are free of charge. Services include care during acute and chronic phases of illness, referrals to outside providers when appropriate, health promotion and disease prevention. Our main focus is to improve and maintain physical wellness and productivity. Student Health Services staff members are committed to treat all students with respect, consideration and confidentiality.

For information related to COVID-19: Please see APPENDIX B: STEVENS HEALTH HONOR CODE

Student Health Insurance

Stevens requires that all undergraduate students and all full-time graduate students have health insurance coverage. All undergraduate students and all full-time graduate students will be charged for the Stevens Health Insurance Plan each academic year; students who enter in the Spring semester will only be charged for that semester of coverage. Students with proof of coverage may waive the Stevens Health Insurance Plan. Students should be sure that their coverage includes hospitals and medical professionals in the Hoboken area. Students with proof of private coverage are eligible to waive the Stevens Health Insurance Plan by filling out an online waiver. The waiver deadlines for Fall are in late August for undergraduate students and in September for graduate students; waivers cannot be granted after these dates. For specific deadlines and more information on the Stevens Health Insurance Plan, please contact University Health Plans. When enrollment in the Student Health Insurance Plan is submitted, students will receive an emailed copy of their ID to their Stevens account. Students may request a hard copy of the card by contacting UHP at 1.800.437.6448 or by emailing info@univhealthplans.com. Dental insurance and a vision plan are not required by Stevens; however, you may purchase this insurance through University Health Plans.

Title IX

If you experience, or become aware of, an incident covered under Stevens policy on gender-based and sexual misconduct, please report the incident to the Title IX Coordinators and/or Campus Police.

TITLE IX COORDINATOR

Xhiljola Ruci, J.D., Director of Community Standards and Title IX Coordinator

Phone: 201.216.3383

Location: Howe Center, 10th Floor

Email: xrucci@stevens.edu

DEPUTY TITLE IX COORDINATOR

Maria Ouckama, Senior Director, Human Resources

Phone: 201.216.5146

Location: Howe Center, 5th Floor

Email: mouckama@stevens.edu

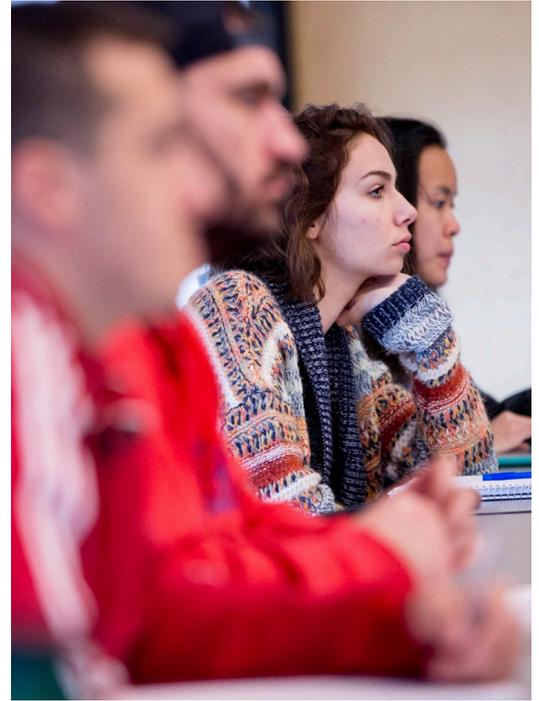
CAMPUS POLICE

Phone: 201.216.3911

Location: Kidde Building

Undergraduate Academics

The Office of Undergraduate Academics (OUA) provides academic advising and support to the entire undergraduate student body. OUA assists students with enrollment issues, such as special permissions, undergraduate enrollment into graduate courses, and scheduling conflicts. The office is also responsible for monitoring academic standing and administers the Academic Support Program for students on Academic Probation, Academic Warning, and Academic Watch. OUA oversees the awarding of Advanced Placement (AP) and International Baccalaureate (IB) credits and manages the transfer credit process for transfer students. OUA also oversees the Reduced Load and Freshman Option program and assists with excused absences. The office provides general academic advising in addition to the specific guidance provided to students by their faculty advisors and operates the Academic Support Center.



Undergraduate Student Life

The Office of University Events (OUE) handles room reservations and event management for all Stevens.

The Office of Undergraduate Student Life prepares students holistically through leadership development, co-curricular programming, community engagement, and dialogue around inclusion, diversity, and social responsibility. The office strives to create a community of learners who think critically and act responsibly both within the Stevens community and beyond.



Student Life staff members are educators committed to student learning and engagement and work in tandem with students to develop meaningful experiences beyond the classroom. Specifically, Student Life advises and provides support to more than 100 student organizations and 20 social sororities and fraternities (see the Greek Life Handbook for additional information on social sororities and fraternities), which includes creating partnerships and opportunities for civic engagement within Hoboken and the greater community. Furthermore, the office facilitates programming within Diversity Education, the Lore- El Center for Women's Leadership, and the Intercultural Space, as well through Stevens LEADS curriculum. Additionally, the office coordinates annual campus-wide programs such as Orientation, Pre-Orientation, Techfest, Family Weekend, StevensTHON, Senior Week, the Founder's Day Ball, the Wittpenn Walk parade, and the Undergraduate Student Awards Ceremony.

University Events

The Office of University Events (OUE) handles room reservations and event management for all Stevens events, including student organizations, administration and academic departments, including the annual Commencement Ceremony. The leaders of Registered Student Organizations can make room reservations online by registering for and using Virtual EMS (Event Management System). Reservations can also be made in person by visiting the OUE offices on 3rd floor of the Howe Center.

Veterans Office

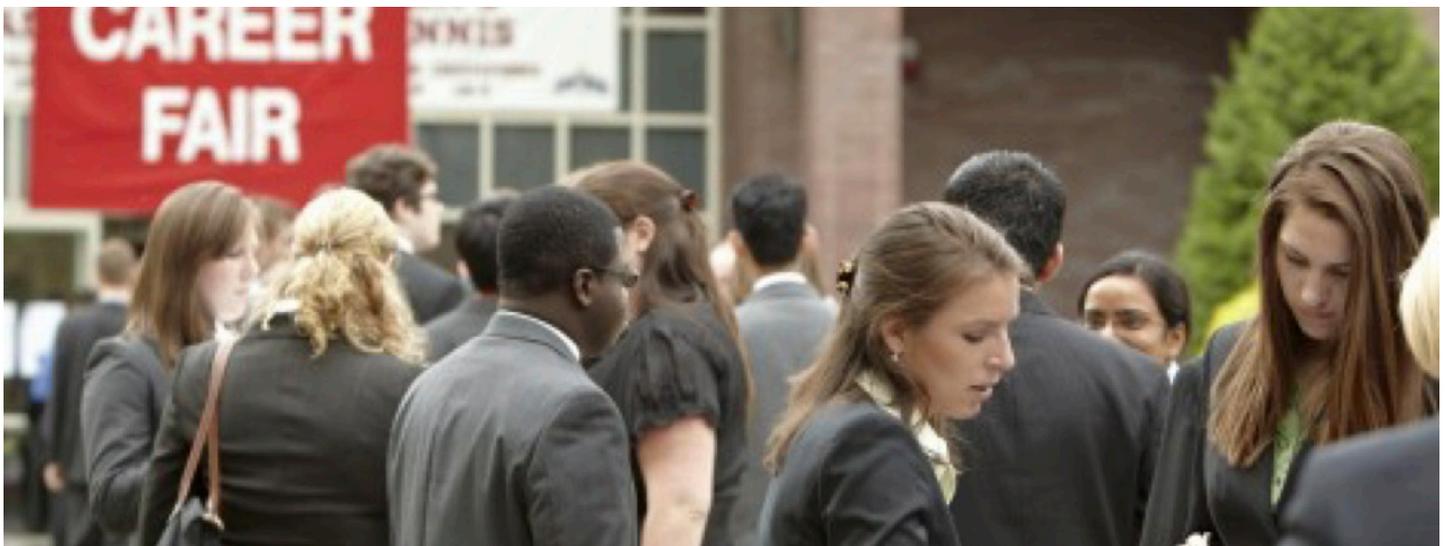
The Stevens Veterans Office (SVO) staff is available to assist undergraduate and graduate student veterans before and during their enrollment at Stevens with a wide variety of concerns, including the application process, benefits review, financial aid, academic and career advising, and other areas that may impact their educational experience.

Wellness Education

The Office of Wellness Education, located in the Student Wellness Center, is dedicated to supporting a holistic culture of wellness at Stevens by aligning university wellness initiatives and providing outreach and education on a variety of health and wellness topics. Through collaboration with student groups and campus departments, we empower students to make positive lifestyle choices that influence their physical, emotional, social and community, spiritual, intellectual, occupational, and financial well-being. Workshops and programs can be requested by student groups, resident halls, and other campus organizations.

Writing and Communications Center

The Writing and Communications Center (WCC) helps students develop the written and oral communication skills essential to their success in academic coursework and beyond Stevens. To that end, the WCC helps students enhance the strength of their writing as well as identify and address their writing challenges, thereby fostering independence and confidence. WCC consultants are available at all stages of the writing process. They also provide handouts and online links as supplementary resources.



STUDENT ORGANIZATIONS AND EVENTS

At Stevens, we encourage students to become involved through student organizations and campus events. Stevens currently has more than 100 undergraduate student organizations that focus in eight different areas: arts and music, media, multicultural, professional, recreational, service, special interest, and spiritual and religious organizations.

Joining a student organization yields many benefits that can positively impact your life at Stevens and can help jumpstart your career after graduation. Student organizations offer the opportunity to meet new people, network with professionals in your aspiring career field and gain resume-building experience. You can also develop team-building and leadership skills — two strengths that will help you in and out of the classroom.

Student Government Association

The Student Government Association (SGA) is elected by the student body and serves to facilitate the many interests of the undergraduate student body, as well as to provide a means of communication between the students and the faculty, administration and staff. Its fundamental purpose is to improve the student experience. Primarily, this involves providing guidance to the 100+ student organizations that allow the campus to thrive and representing student interests on important issues regarding the future of Stevens. Additionally, the organizations covered by the SGA are comprised of subcommittees to address different issues and areas of student interest, which include Arts & Music, Club Sports, Culture, Electronics & Gaming, Media, Non-RSO, Professional, Recreation, Religious & Faith-Based, Service, and Special Interests. For more information about policies and procedures related to student events and organizations, please visit the Undergraduate Student Life website.

Registered Student Organization Good Standing Policy

All Recognized Student Organizations (RSOs) are responsible for maintaining good standing with the university in conjunction with rules and regulations as provided by the Office of Undergraduate Student Life and the Student Government Association. Student organizations must adhere to the following expectations as set forth by the Office of Undergraduate Student Life:

1. Maintain accurate membership and officer information in DuckLink each semester, which includes but is not limited to
 - a. Placing students who have graduated into an alumni account group within your organization's portal
 - b. Updating your organization's profile with new officer information
2. Properly advertise all open events in DuckLink by checking "Share on UG Student Life calendar," prompting you to complete an event approval form.
3. Complete all new officer nominations in DuckLink PRIOR to holding elections
 - a. All officers must be in good academic standing with the university, which includes:

- i. An overall grade point average at or above 2.5
 - ii. Completed at least 12 credits as a full-time, undergraduate student at Stevens
 - iii. Cannot currently be on academic probation
4. Be responsible for proper use of the organization's purchasing card (p-card), which includes uploading all receipts in DuckLink by using the P-Card Reconciliation Form within 72 hours of purchase(s) and ensuring the p-card remains in the Office of Undergraduate Student Life when not in use.
 5. Follow all policies regarding the utilization of financial resources as per the Financial Procedures for Student Organizations manual.

Student organizations must adhere to the following expectations as set forth by the Student Government Association:

1. Submit a timely semester budget request and follow Budgeting Policy and Guidelines.
2. Organize and hold at least two general body meetings per semester.
3. Follow all policies and regulations regarding operations as per the constitution and by-laws of both the organization and the Student Government Association.
4. Have all changes to organization constitutions reviewed by the Constitution and By-Laws Committee.
5. Attend all meetings deemed mandatory, which includes but is not limited to:
 - a. Bi-Annual Leadership Conference
 - b. Monthly Subcommittee Meetings

Failure to comply with any of these expectations may result in immediate budgetary freezes or probationary status for the organization. If an organization does not consistently meet these requirements, the organization will be considered inactive until proper steps are taken as determined by the Office of Undergraduate Student Life and/or the Student Government Association. If you have any questions, please contact sga@stevens.edu or student_life@stevens.edu.

Graduate Student Council

The purpose of this governing organization is to provide a structure through which graduate students work together to improve the quality of graduate student life. The objectives of the Graduate Student Council at Stevens are as follows:

- To represent graduate students (certificate, master's, doctorate) on all matters pertaining to their general welfare as graduate students with the administration.
- To build a graduate student community via graduate student co-curricular activities.
- To approve and oversee all graduate student organizations and allocate budgets appropriately.
- To provide a formal means of communication among graduate students.

Information about graduate student clubs and organizations is available online.

Donations, Gifts and Sponsorships

All donations and gifts to student organizations must be processed through the Office of Development. If a student organization is aware of a donation that will be sent to Stevens directly, the Financial Coordinator in the Office of Undergraduate Student Life must be informed to ensure that the funds are received by the Office of Development and categorized appropriately. If the organization has the donation in hand, the organization must meet with the Financial Assistant to ensure the check is processed through the Office of Development and is deposited into the correct account and spent according to the donor agreement. Student organizations cannot use donations or gift money to purchase gift cards in any monetary amount unless specified in the donor agreement.

Events

Events sponsored by student organizations are first and foremost for the enjoyment and education of Stevens students. Student organizations must have approval from the Office of Student Life to hold an event that is open and advertised to the public. A public event is one that allows individuals who are not guests of Stevens' students, as indicated by the Guest Policy, to attend a student organization event. The Office of Student Life must approve an event that is open to the public prior to any advertising of the event. The university may require that administrators attend and supervise any event about which there are concerns based on event type, liability, or safety and security needs.

Fundraising

Fundraising is the process of soliciting money or other resources from individuals, companies or other outside entities. Any fundraising activity must be approved by the Office of Undergraduate Student Life and must be sponsored by a student organization or athletic team for a specific purpose or cause. Fundraisers should be treated as student organization or athletic team events. The sponsoring body is responsible for justification as to the need for fundraising. Proper documentation must be outlined with the date of the fundraiser, how money is raised and collected, and how and where the funds raised will be allocated. Student fundraising activities are not automatically tax exempt as a result of the students' association with Stevens. Student organizations and athletic teams cannot use third-party payment options for fundraising purposes (i.e., Venmo, GoFundMe, personal banking accounts, etc.) and may accept donations only in the form of cash, check or Duckbills. Further information about procedures for managing fundraising activities is provided in the Student Organization Handbook.

The Honor System and Board

The Stevens Honor System is the rigorous ethical and moral standard to which undergraduate students are held, and which seeks to ensure that all academic work is bona fide. This standard was formally established in 1908 with the creation of the Stevens Honor System as well as its governing body, the Stevens Honor Board. The Honor System at Stevens fulfills two objectives: First, it seeks to ensure that work submitted by students can be trusted as their own and was performed in an atmosphere of honesty and fair play. Second, it promotes a sense of honor and integrity throughout campus and for Stevens' students in preparation for the professional world.

Enrollment into the undergraduate student body at Stevens Institute of Technology signifies a student's commitment to the Honor System and the University's ethical and moral standards. It is the responsibility of each student to become acquainted with and uphold the ideals set forth in the Honor System Constitution. Specific student responsibilities include:

- Maintaining honesty and fair play in all aspects of academic life at Stevens

- Writing and signing the pledge, in full, on all submitted academic work
- Reporting any suspected violations to the Honor Board
- Cooperating with the Honor Board during investigations and hearings

Student responsibilities are further outlined in the constitution and bylaws of the Honor System, which may be reviewed online at www.stevens.edu/honor.

The Honor Board is the Honor System's governing body. It is composed of undergraduate students who are elected by their peers. Members of the Honor Board investigate all suspected breaches of academic integrity, and assign penalties to students who either confess to, or are found responsible for, Honor System violations. When investigating a case, Honor Board members meet with the accused student, pertinent witnesses and relevant faculty. The investigation culminates with one of three outcomes: The case is dropped due to insufficient evidence to support the suspected violation, the accused student confesses, or a hearing is held and the case is presented to a jury of the student's peers.

The Honor System also includes a two-level appeals process. Any student who is dissatisfied with the penalty assigned by the Honor Board after confessing or being found responsible by a jury may appeal to the Academic Appeals Committee for a reduced penalty. If unsuccessful, the student may submit a final appeal to the Provost or appointed designee.



APPENDIX A

COVID-19 POLICIES & PROCEDURES: A SUMMARY

Stevens' efforts to re-open for on-campus teaching, learning, living and business operations in a safe and healthy environment will require the conscientious and diligent cooperation of each and every one among us. Stevens students are required to comply with health and safety regulations and the guidelines outlined in the Stevens Health Honor Code. **It is the individual responsibility of each of us to maintain safe and healthy practices for the benefit of the entire Stevens community.** Students who cannot or do not comply with the COVID-19 policies and the Stevens Health Honor Code face removal from the residence halls and/or the physical campus. The below policies and guidelines serve as an addendum to the Student Code of Conduct and in the event of a conflict between the policies in the Student Code of Conduct and this addendum on COVID-19 policies, the COVID-19 policies will apply. Please note that Stevens' guidance was developed as of August 12, 2020 and will evolve as the public health crisis evolves.

Masks. Students must wear a face mask covering their nose and mouth at all times when in both outdoor and indoor public spaces. Public spaces include any campus space outside of a bedroom/apartment or restroom. A student who cannot wear a face covering for any reasons must contact Disability Services before coming to campus.

Social Distancing. All members of the Stevens community are required to maintain a minimum of six feet of social distance between themselves and others at all times.

Hand washing. Students are expected to practice frequent hand washing and use hand sanitizer when hand washing is not possible.

Immunizations. Students must receive all immunizations required by the State of New Jersey and by Stevens, including an influenza vaccine.

COVID-19 PCR Testing. Before returning to campus or moving into Stevens housing, all students, faculty and staff are required to be tested for COVID-19 (PCR diagnostic test) no more than 5 days in advance of their return to campus. Students must email their test result to studentcovidtests@stevens.edu. Residential students, and other populations may need to be tested more often for COVID-19 based on relevant health guidance.

Temperature Monitoring. Students must take their temperature twice daily (including once each morning before leaving home/residence hall room). If their temperature is greater than or equal to 100.4 degrees Fahrenheit, the student must self-isolate and call Student Health Services immediately (201-216-5678). Temperature monitoring stations may be set up on campus. Compliance with the staff at these stations is expected; those with a high temperature must visit Student Health Services immediately for a follow-up appointment.

Students with COVID-19 Symptoms. Students are required to monitor their health and self-isolate at home or, if a residential student, in their residence hall room if experiencing any COVID-19 symptoms (fever, cough, etc.). Any student experiencing COVID-19 symptoms is required to contact Student Health Services.

Students Exposed to COVID-19. Students who come in contact with anyone who has tested positive for COVID-19 must contact Student Health Services to determine if self-isolation, quarantine or COVID-19 testing is necessary.

Guests. Students may not host guests on campus. Parents and guardians may visit but may not enter campus or residential facilities without permission. Parents and guardians who wish to visit must follow the Guidelines for Visitors and

receive permission from the Office of Residential Education. Students are not permitted to have guests in their residence hall or apartment rooms, including guests who are Stevens students.

Campus and Residence Hall Lounges. Currently, the State of NJ, does not permit students to use common areas in residence halls. When the State of NJ allows use of these spaces, students may use lounge spaces while wearing face masks and maintaining social distance. Maximum occupancy for each space is posted; students must comply with posted guidelines.

Residence Hall Restrooms. Residential students must only use the restroom on their floor or in their room/apartment while in the residence hall. After each use, students should utilize the provided cleaning products to wipe down shared restroom sinks, fixtures, and countertops. Social distancing must be maintained in shared restrooms. Students using shared restrooms must sign up for a daily shift for hygiene purposes to reduce restroom occupancy.

Residence Hall Kitchens. Students may use shared residence hall kitchens while wearing face masks. Only one student at a time is permitted in the kitchen space. Students must bring their own dishes, utensils, and cookware to use and must remove all items after cooking; no dishes, cookware or food items may remain in the kitchen. After each use, students must utilize provided cleaning products to wipe down the sink, fixtures, and countertops.

Cleaning. Students will be provided with cleaning supplies in shared residential facilities after each use. Stevens will significantly increase cleaning in all areas of campus, but students are expected to maintain cleanliness in both shared and private spaces in order to reduce the possibility of virus spread.

Displaying the DuckCard. Stevens requires that you keep your Duckcard ID with you at all times when on campus or in Stevens-leased properties.

Quarantine and Isolation. At any time, Stevens may require a student to quarantine or isolate either at home or in Stevens housing. Residential students

are required to comply with requests from staff to leave their assigned space due to COVID-19. Students who test positive for COVID-19 will be required to isolate at home or in a designated residence hall/space. Students who may have been exposed to COVID-19 will be required to quarantine.

Quarantine Prior to Move-In or Coming to Campus. The State of New Jersey requires that anyone coming to New Jersey from states with widespread COVID-19 infection must quarantine for 14 days. This quarantine includes a required COVID PCR test between days 5-7 of the quarantine.

Personal Travel and Participation in Social Gatherings. Stevens strongly recommends that students avoid travel, crowds, social gatherings and other venues where the likelihood of COVID-19 transmission is increased within 14 days before coming to campus and throughout the semester. While Stevens may not restrict personal travel, students must follow all guidance from the State of New Jersey regarding travel to states with widespread COVID-19 infection and must self-quarantine for 14 days or be tested for COVID-19 upon return.

Contact Tracing. Students who test positive for COVID-19 must provide information about their close contacts who may have been exposed to the virus to allow for contact tracing. Students must also comply with all requests by contact tracing officials.

Dining. Face masks are required in all dining locations except when eating or drinking; social distancing must be maintained. Pierce Dining Hall, Colonel John's, and America's Cup will have reduced seating for indoor dining to allow for social distancing. Mobile ordering through GrubHub, contactless service and payment, takeout meals, pre-packaged meals, pick up service and meal delivery will be offered.

Food Delivery. When ordering food or grocery delivery to the campus or leased properties, arrange to meet the delivery person outside of the building to retrieve your items for a contactless delivery.

Visiting Campus Offices. Students may visit campus offices to meet with staff and faculty as needed. Offices will also provide the option of meeting remotely. It is recommended that appointments are made in advance to avoid large groups in waiting areas. Face masks must be worn and social distancing must be maintained in campus offices. Do not shake hands and minimize touching of office furniture and materials.

Student Organization Events and Meetings. Meetings and events will primarily be held virtually unless approval for an in-person event is granted. Small meetings may take place with social distancing and face masks; however, approval for any in-person meeting or event must be granted by Student Life or Student Affairs. Student organization office space is closed until further notice. Media organizations requiring equipment access may request this through Student Life.

Athletics and Recreation. Indoor recreational activities, including the fitness center, pool and informal recreation will be suspended until health guidelines allow opening. A variety of outdoor activities and programs will be offered to students.

Performing Arts. Performances will be recorded and/or live streamed. Small rehearsals for instrumental groups may take place; vocal rehearsals must be held virtually.

APPENDIX B

STEVENS HEALTH HONOR CODE

The COVID-19 pandemic has generated unprecedented challenges for Stevens and the broader world. As members of the Stevens community, Stevens students, faculty and staff are responsible for monitoring and maintaining their own health in order to protect the health and wellbeing of the entire community.

As a member of the Stevens community, I will abide by the Stevens Health Honor Code by following these principles:

1. I will notify Stevens Health Service immediately if I or a close contact tests positive for COVID-19 and will self-isolate and participate in contact tracing as requested.
2. I will get tested for COVID-19 (PCR testing) no more than five days before I arrive on campus and will be tested again if directed by a medical professional or by Stevens. I will provide my test results to Stevens.
3. I will monitor myself for symptoms of COVID-19, take my temperature before leaving my home or residence hall room each day and again later in the day and will self-isolate and contact a medical professional or Stevens Health Services if I experience symptoms or have a fever over 100.4°F.
4. I will stay home if I feel sick and monitor my symptoms and temperature.
5. I will leave campus or self-isolate in my residence hall room if I feel sick.
6. I will self-isolate and notify Stevens Health Services immediately if I have been exposed to someone who has tested positive for COVID-19.
7. I will maintain proper social distancing, especially when indoors or in areas where individuals tend to travel or congregate, and abide by all occupancy limits.
8. I will wear a face covering when on Stevens campus and in buildings or in Stevens-leased properties.
9. I will wash my hands often with soap and water or use hand sanitizer (if soap and water are unavailable).
10. I will receive all recommended vaccinations, including the influenza vaccine (unless I am unable to do so for medical reasons).
11. I will avoid non-essential travel to areas with a high risk of COVID-19 transmission as determined by the State of New Jersey and will quarantine for 14 days when I return from a high-risk location.
12. I will avoid unnecessary travel, gatherings and events that might pose a high risk of COVID-19 transmission to protect myself and those in the Stevens community.
13. I will cooperate with non-invasive temperature monitoring and will return home or to my residence hall room if I have a fever of 100.4 degrees Fahrenheit or higher.
14. I will be respectful of others by keeping my clothing, belongings, personal spaces and shared and

common spaces neat and clean, and by refraining from physical contact with others.

15. I will follow all Stevens policies and procedures for COVID-19, and will follow directional signs and the instructions of students, faculty and staff working to protect the Stevens community.
16. I will not discriminate against any person on the basis of illness or disability.

Stevens is committed to promoting a safe, healthy and flexible University and campus environment. Accordingly, due to various uncertainties generated by the COVID-19 pandemic, this information is subject to change and Stevens reserves the right to modify its programming, services and facilities as part of its ongoing efforts to maintain its educational activities and support the well-being of all members of the Stevens community.

APPENDIX C

DRUG AND ALCOHOL ABUSE PREVENTION

Stevens community members are its most valuable resource and their health and safety are matters of serious concern. The abuse of drugs and alcohol is potentially a grave danger to the college and its educational mission, and to the well-being of the community as a whole. Because of our concern for the health and safety of our students and employees, our desire for an efficient and effective workforce, and our intent to comply with applicable federal, state and local laws regarding substance abuse, the university has formulated the following policy.

Stevens is committed to a drug-free environment in accordance with current statutory provisions. Unlawful manufacture, possession, distribution, dispensation, sale or use of controlled substances (illegal drugs) on the campus is prohibited and will not be tolerated. Alcoholic beverages cannot be brought into or consumed on the premises, except in connection with authorized college events and in accordance with stated university policies. The university strictly enforces these policies. Violators are subject to college sanctions up to and including dismissal, and/or arrest and prosecution.

Summary of Applicable Federal Laws Regarding Drug Offenses and Penalties

21 U.S.C. 844(a): First conviction: up to one year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.

After one prior drug conviction: at least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000 or both.

After two or more prior drug convictions: at least ninety days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: mandatory at least five years in prison, not to exceed twenty years and fined up to \$250,000, or both, if: (a) first conviction and the amount of crack possessed exceeds five grams; (b) second crack conviction and the amount of crack possessed exceeds three grams; (c) third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

21 U.S.C. 853(a)(2) and 881(a)(7): Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than one year imprisonment.

21 U.S.C. 881(a)(4): Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 884a: Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 883a: Denial of Federal Benefits, such as student loans, grants, contracts and professional commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 U.S.C. 922(g): Ineligible to receive or purchase a firearm.

Summary of Applicable New Jersey State and Local Laws Regarding Alcohol Offenses and Penalties

1. Legal Drinking Age

N.J.S.A. 33:1-81: The Legal Drinking Age in the State of New Jersey is twenty-one years of age.

2. Regulation of Sales or Gifts

Title 33 of the New Jersey Statutes makes it unlawful to directly or indirectly sell alcoholic beverages to any person of any age without a license or special permit issued by the New Jersey Alcoholic Beverage Control Commission. “Sale” is construed to include admission charges, the sale of cups, the sale of tickets and/or the acceptance of donations.

3. Serving Alcoholic Beverages to Minors

N.J.S.A. 2C:33-17: It is a disorderly person’s offense to offer, serve or make available alcohol to persons under 21 or to entice persons under 21 to drink alcohol. This offense is punishable by up to six months in prison or a \$1,000 fine, or both. This law does not apply where 1) a parent or guardian over 21 offers, serves or makes available the alcohol; 2) the alcohol is consumed in a religious ceremony or rite; or 3) a person over 21 serves alcohol in their home to someone under 21 with the permission of and in the presence of the minor’s parent or guardian who is over 21 years of age.

Social Host/Hostess Liability (N.J.S.A.2A: 15-5.6) New Jersey has decided that social hosts may be directly liable to minors to whom alcohol is served. Social hosts may also be liable if they serve alcohol to a guest, knowing that the guest is intoxicated and may be driving, or to third persons injured in automobile accidents involving a guest of legal age to whom alcohol was served.

Bartender Liability (N.J.A.C.13:2-23.1) If a bartender either serves a minor or a visibly intoxicated customer, the bartender can be held liable for that customer’s injuries as well as injuries to a third party due to the negligent driving on the part of the customer.

4. Possession/Consumption Laws

N.J.S.A. 2C:33-15: Provides for a minimum fine of \$500 for any person under the legal drinking age (21) to possess or consume alcoholic beverages in any school, public conveyance or public place. If the offense is committed in a motor vehicle, it also carries a six-month driver’s license suspension. In addition, a court may mandate participation in an alcohol education or treatment program.

N.J.S.A. 39:4-51a: Provides for a minimum \$200 fine for any operator or passenger in a motor vehicle found to be in possession of any open container of an alcoholic beverage, regardless of his/her age.

5. Purchase of Alcoholic Beverages

An underaged person who purchases or attempts to purchase alcohol, or who misstates his/her age, or a person of legal age who purchases alcohol for an underaged person, faces a conviction of a disorderly person’s offense, which incurs a fine of not less than \$500 and loss of license for six months. In addition, the judge may revoke a driver’s license for six months from the date of conviction.

6. Transfer of ID

N.J.S.A. 33:1-81.7: Someone who is underage and uses another person’s ID card to obtain alcohol, or someone of legal age gives their ID card to an underage person so that they can obtain alcohol, faces a fine of up to \$300 or up to 60 days in jail.

7. False ID

N.J.S.A. 2C:21-2.1: A person who knowingly sells, offers or otherwise transfers or intends to transfer a document that simulates a driver's license or other document issued by a government agency and that could be used to verify a person's identity or age is guilty of a crime of the third degree. There is a fine of \$1,000 if convicted, with possible jail term of 4 years (or sometimes more).

8. Alcoholic Beverage in the Car

N.J.S.A. 39:4-51a-b: A motorist or passenger found to have consumed an alcoholic beverage while in a car faces a fine of \$200 for a first offense and a fine of \$250 or ten days of community service for each subsequent offense. A motorist or passenger found to possess an open, unsealed alcoholic beverage container in a car faces a fine of \$200 for a first offense and a fine of \$250 or ten days of community service for each subsequent offense.

9. Operating Motor Vehicles while Under the Influence of Intoxicants (**N.J.S.A. 17:29A-35b(2) and 39:4-50**)

Definition: A person is said to be legally intoxicated in New Jersey if their blood alcohol concentration is at or above 0.10%. A person may also be arrested and charged with driving while intoxicated (DWI) if the individual is determined to be under the influence of alcohol or drugs, regardless of the blood alcohol concentration level. A person can also be charged with or convicted of DWI for "allowing" an intoxicated driver to operate their vehicle.

Penalties

All persons convicted of DWI must pay an insurance surcharge of at least \$1,000 per year for three years.

In addition:

- For a first offense, there are additional fines and charges of at least \$470 (bringing the total minimum charges for a first offense to \$3,470); loss of license for 6-12 months; and a requirement to spend 12-48 hours in an Intoxicated Driver Resource Center or jail. There is also a possible potential 30-day jail term.
- For a second offense, there are additional fines and charges of at least \$720; loss of license for 2 years; a requirement to perform 30 days of community service and to spend 48 hours in an Intoxicated Driver Resource Center or jail. There is also a possible 90-day jail term.
- For a third offense, there are additional fines and charges of at least \$1,220; loss of license for 10 years; and a 180-day jail term. The insurance surcharge for a third-time offender is at least \$1,500 per year for three years.

These fines and charges do not include court and legal fees.

10. Driving While License is Suspended due to DWI (**N.J.S.A. 39:3-40**)

If a person is found driving while their license is suspended due to a conviction of Driving While Intoxicated, they will lose their license for an additional 1-2 years, be fined \$500, and face a possible 90-day jail term. There is a minimum 10 day sentence. If they are involved in an accident that results in an injury, they face a mandatory 45-day jail sentence.

11. Refusal to Submit to a Breathalyzer Test (*N.J.S.A. 39:4-50.2*)

Any person who operates a motor vehicle on any public road, street or highway or quasi-public area in this State shall be deemed to have given consent to the taking of samples of their breath for the purpose of making chemical tests to determine the content of alcohol in their blood when requested by a police officer.

First Offense:

\$250 to \$500 fine

Six-month loss of driving privilege

All surcharges and fees as stipulated by law, plus may still be convicted of drunk driving and be assessed additional penalties as outlined above

Second Offense:

\$250 to \$500 fine

Two-year loss of driving privilege

All surcharges and fees as stipulated by law

Third Offense:

\$250 to \$500 fine

Ten-year loss of driving privilege

All surcharges and fees as stipulated by law

12. Underage Driver who has Consumed Alcohol (*N.J.S.A. 39:4-50.14*)

A new law passed in 1992 which applies to almost any alcohol consumption by underage drivers (with blood alcohol above 0.01%, but below 0.10%) and mandates suspension of driving privileges for 30-90 days with 15-30 days community service. A person, in addition to being charged with underage consumption of alcohol, can also be charged with DWI and face the additional fines and penalties specified for a DWI conviction.

13. Lifeline Legislation (*N.J.S.A. 2C:33-15*)

Grants statutory immunity when:

- An underage person calls 9-1-1 and reports that another underage person is in need of medical assistance due to alcoholic consumption;
- The underage person who called 9-1-1 provides their name to the 9-1-1 operator;
- The underage person is the first person to make the 9-1-1 report;
- The underage person who made the 9-1-1 call remains at the scene with the person under the legal age in need of medical assistance until assistance arrives and cooperates with medical assistance and law enforcement personnel on the scene.

The underage person who received medical assistance also shall be immune from prosecution under *N.J.S.A. 2C:33-15*.

14. Overdose Protection Act

N.J.S.A. 24:6J-1: New Jersey's Overdose Prevention Act, also referred to as the *Good Samaritan Law*, is intended to encourage witnesses and victims of drug overdoses to seek medical assistance by providing certain protections from criminal or civil liability, in an effort to decrease overdose-related fatalities.

15. Possession or Consumption of Alcohol in Public places by the Underaged (**N.J.S.A. 2C:33-15**)

Any person under the legal age to purchase alcoholic beverages who knowingly possesses without legal authority or who knowingly consumes any alcoholic beverage in any school, public conveyance, public place, place of public assembly, or motor vehicle is guilty of a disorderly persons offense and shall be fined not less than \$500. If the offense occurs in a motor vehicle, it will also result in a six-month loss of license.

Hoboken Ordinance

Consumption in Public (**Hoboken Ordinance. c-5: 68-13**)

The drinking of alcoholic beverages on the public streets of Hoboken is hereby prohibited. No person shall serve, sell, dispense, drink or consume any alcoholic beverage on a public street, highway, avenue, alley or road of the municipality, or upon any public grounds, parks, sidewalks, marine basins or in any automobile, vehicle or in any other means of transportation on said public street, highway, alley, avenue, sidewalk, park or marine basin in said municipality.

Penalties for possessing and consuming alcoholic beverages in public vary from town to town. In Hoboken:

- Imprisonment in the county jail or in any place provided by the municipality for the detention of prisoners;
- By a fine not exceeding \$1,000; or
- By a period of community service not exceeding 90 days.

Summary of Applicable State Laws Regarding Drug Offenses and Penalties

N.J.S.A. 2C:35-3: Leader of Narcotics Trafficking Network, provides penalties for a person found to have acted as an organizer, supervisor, manager or financier of a scheme distributing any Schedule I or II drug.

N.J.S.A. 2C:35-4: Maintaining or Operating a Controlled Dangerous Substance (CDS) Production Facility, provides that such conduct is a first-degree crime punishable by imprisonment and fines.

N.J.S.A. 2C:35-5: Manufacturing, Distributing, or Dispensing, provides that such conduct results in imprisonment and fines.

N.J.S.A. 2C:35-6: Using a Juvenile in a Drug Distribution Scheme, provides that such conduct is a second-degree crime punishable by imprisonment and fines.

N.J.S.A. 2C:35-7: Drug-Free School Zones, provides that any person who distributes, dispenses, or possesses with intent to distribute a controlled dangerous substance within 1,000 feet of school

property is guilty of a crime of the third degree.

N.J.S.A. 2C:35-8: Distribution to Persons Under Eighteen, provides that such conduct carries twice the usual term of imprisonment, fines and penalty.

N.J.S.A. 2C:35-9: Strict Liability for Drug-Induced Death, provides that such a situation is a first-degree crime, same as murder, but no intent need be shown, only that death resulted as a result of the use of a drug supplied by the defendant.

N.J.S.A. 2C:35-10: Possession, Use, Being Under the Influence, or Failure to Make Lawful Disposition, provides that such conduct carries penalties of imprisonment and fines. Possession of anabolic steroids is a third-degree crime.

N.J.S.A. 2C:35-11: Imitation Controlled Dangerous Substance (CDS), provides that dispensing or distributing a substance falsely purported to be a CDS is a third-degree crime and can carry a fine up to \$200,000. Paraphernalia: Drug paraphernalia is defined "...all equipment, products, and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance...including...roach clips...bongs...pipes..."

N.J.S.A. 2C:36-2: Use or Possession with Intent to Use, Narcotic Paraphernalia, provides that such conduct carries a disorderly persons offense.

N.J.S.A. 2C:36-3: Distribute, Dispense, Possess with Intent to Distribute, Narcotics Paraphernalia, provides that such conduct is a fourth-degree crime.

N.J.S.A. 2C:36-4: Advertise to Promote Sale of Narcotics Paraphernalia, provides that such conduct is a fourth-degree crime.

N.J.S.A. 2C:36-5: Delivering Paraphernalia to Person Under Eighteen Years, provides that such conduct constitutes a third-degree crime.

N.J.S.A. 2C:36-6: Possession or Distribution of Hypodermic Syringe, provides that such conduct constitutes a disorderly persons offense.

Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989

It is unlawful for any university employee, including work-study students, and assistants in research or instruction, to manufacture, distribute, dispense, possess or use controlled substances in the workplace. Violations of such prohibitions are subject to penalties ranging from warning to permanent separation from the university. In addition, any employee convicted under a criminal drug statute for a violation occurring at the workplace must notify the university within five (5) days of that conviction.

Health Risks of Substance Use and Abuse

The use of tobacco, alcohol, and/or other drugs can have negative health implications and can often result in chronic physical ailments and chemical dependency, as well as permanent injury or death. While the specific physical and psychological effects of drug abuse and addiction tend to vary based on the particular substance involved, the general effects of abuse or addiction to any drug can be devastating. Psychologically, intoxication with or withdrawal from a substance can cause everything from euphoria as with alcohol, Ecstasy, or inhalant intoxication, to paranoia with marijuana or steroid intoxication, to severe depression or suicidal thoughts with cocaine or amphetamine withdrawal. In terms of effects on the body, intoxication with a substance can cause physical effects that range from marked sleepiness and slowed breathing as with intoxication with heroin or sedative hypnotic drugs, to the rapid heart rate of cocaine intoxication, or the tremors to seizures of alcohol withdrawal.

What follows is a summary of the health effects and risks associated with various illicit drugs:

Substance Abuse — All students and employees should be aware that the use of tobacco, alcohol and/or other drugs can have negative health implications and can often result in chronic physical ailments and chemical dependency, as well as permanent injury or death.

Alcoholic Beverages — Whether in the form of beer, wine or liquor, alcohol is a mind-altering chemical that has effects similar to barbiturates and narcotics. Alcohol acts as a depressant to the central nervous system. Even though small amounts of alcohol can produce mild relaxation and a feeling of well-being, alcohol affects each individual in different ways. Alcohol can cause intoxication, sedation, unconsciousness or death. Hangovers are probably the best-known sign of too much alcohol in the body. They are caused by the body's reaction to the toxic, or poisonous, effects of alcohol. Often those effects can occur at very low levels of drinking.

Alcohol consumption causes several 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 domestic violence and date rape. Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the aforementioned effects.

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 quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to 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 of becoming alcoholics.

Here are some facts regarding alcohol poisoning, blood alcohol levels and binge drinking:

Signs of Alcohol Poisoning

- Staggering
- Slurred speech

- Incoherent, unresponsive and/or unconscious speech
- Numbness (does not react when pinched)
- Skin becomes pale, blue, cold and/or clammy
- Breathing becomes irregular, slow or shallow

Steps to Take

- Check for attentiveness (does person respond to her/his name; pinch skin).
- Do not leave the person alone.
- Turn the person on her/his side to prevent airway blockage if s/he vomits.
- Call for help; seek medical attention.

Blood Alcohol Level (BAL)

The first consistent mood or behavioral changes occur when the blood alcohol level (BAL) reaches 0.05%. This level is reached by a 150 lb. person taking two drinks in an hour. The person might feel relaxed and have a sense of well-being. However, the alcohol has already begun to affect their reflexes, vision, coordination, ability to concentrate, judgment and restraint. This interferes with their ability to operate a car or other machinery safely.

At a BAL of 0.10% to 0.20%, the alcohol further impairs a person's motor functions. Walking and hand and arm coordination are clearly affected. The person is likely to be clumsy. Reaction times increase greatly; that is, the person does not respond to stimuli as quickly. The drug seriously hampers reasoning and judgment. Most states consider a person legally intoxicated when they have a BAL of 0.10%.

At a BAL of 0.30% to 0.40%, alcohol further affects the centers of the brain that control response to stimuli and understanding. The person is probably in a stupor. Although possibly aware, they will not understand what they hear or see.

A BAL above 0.30% is very dangerous. Alcohol blocks the brain's ability to control breathing and heartbeat. This can result in unconsciousness and possible death. A person with a BAL of 0.30% should receive immediate medical care.

Heavy Drinking and Its Social Effects

Heavy episodic or "high risk" drinking was first brought to national attention in 1993 by the Harvard School of Public Health College Alcohol Study and has become the focus of extensive media coverage. Defined as five (5) drinks in one drinking session for men (four drinks for women), one or more times in a two-week period, binge, or high-risk, drinking is referred to by the Harvard researchers as the most serious health hazard confronting American colleges and universities.

Other Physical Effects

Each year, alcohol is involved in more than half of the auto accidents in the U.S. Even a B.A.L. of 0.03% can impair a person's ability to drive or operate machinery safely.

Any amount of alcoholic consumed while pregnant may cause severe damage to the developing fetus.

Heavy, prolonged or excessive drinking can lead to malnutrition, cancer, psychological problems, miscarriages and infertility in women, impotency and sterility in men.

Liver — 95% of all alcohol is metabolized by the liver. Because clearing alcohol out of the body is a “priority,” the other functions of the liver, such as regulating blood glucose levels, is slowed.

Stomach — Alcohol causes a surge in the flow of digestive acids that can irritate the stomach lining. Nausea and vomiting frequently occur, while regular heavy drinking causes ulcers and chronic stomach problems.

Heart — Alcohol makes the heart work harder and less efficiently. Long-term heavy drinking is associated with heart muscle disease, irregular heartbeats and an increased risk of coronary artery disease.

Controlled Substances

Marijuana — Marijuana is a drug taken to produce a euphoric feeling and a state of relaxation. The short-term effects of marijuana include distortion of time perception, increased heart rates, dilation of the blood vessels and loss of short-term memory. Visual perception and psychomotor skills are also decreased, which has adverse effects on driving ability. The effects of long-term use include loss of motivation, chronic bronchitis, decreased lung capacity and an increased risk of lung cancer. In men, marijuana use has caused lower levels of the sex hormone testosterone and an increase in abnormal sperm.

Cocaine — Cocaine is a powerful stimulant. The drug's immediate effect is to create a feeling that is often described as euphoric. It creates increased alertness, suppresses appetite and temporarily relieves depression. Studies indicate that cocaine's effects on the body and psyche are dangerous, and that some damage may be irreversible. The least harmful effects are nosebleeds and nasal erosions that result from irritation of the lining of the nose when the drug is inhaled. Most dangerous are the “coke blues,” which are the intense downs that occur, often after a high, and result in the user trying other drugs to relieve the physical and emotional discomfort. There is a strong psychological dependence to cocaine that slowly accumulates as tolerance to the drug builds. Long-term use of cocaine can cause paranoia, sexual dysfunction and deep depression.

Ecstasy or MDMA (methylenedioxymethamphetamine) — Ecstasy is a stimulant that combines the properties of methamphetamine or “speed” with mind-altering or hallucinogenic properties. It has been billed as the “perfect drug” by users because it can induce enhanced thinking, coordination and empathy. Because of many different recipes used to manufacture Ecstasy, deaths have been caused by substances added during production of the drug. Users are at particular risk of heat exhaustion and dehydration with physical exertion. Long-term use has been shown to cause brain damage.

Special K (ketamine hydrochloride) — Ketamine hydrochloride is primarily used in veterinary medicine. Human users experience hallucinations and can experience a loss of time and identity. Ketamine can cause delirium, amnesia, impaired motor function, high blood pressure, depression, recurrent flashbacks and potentially fatal respiratory problems.

LSD — LSD is a potent hallucinogen derived from a fungus that grows on rye and other grains; the effects of LSD are unpredictable. A “bad trip” can be terrifying, including frightening thoughts and feelings,

fear of losing control, fear of insanity, and death. Chronic users may experience flashbacks and visual hallucinations long after use of the drug has stopped.

Rohypnol (“Roofie”) — Rohypnol is a strong sedative (flunitrazepam), commonly referred to as the “date rape” drug, causes extreme drowsiness, and can cause deep sedation and amnesia. This drug is particularly dangerous, especially when combined with alcohol or other drugs, because of its sedative effects. It may have a paradoxical effect and cause aggression in some users.

GHB (gamma hydroxybutyrate) — GHB is also referred to as a “date rape” drug. It is a central nervous system depressant that produces intoxication, followed by deep sedation. GHB can cause nausea, vomiting, delusions, depression, seizures, loss of consciousness, and coma. When combined with alcohol or other drugs, the potential for deadly overdose increases dramatically.

Stimulants — Caffeine is the most widely used stimulant and can be found in coffee, tea, soda and cold medications. Amphetamines are known as “speed and uppers.” Stimulants increase awareness, keep people awake and depress the appetite. Short-term effects include elevated blood pressure, nervousness and hyperactivity. Long-term effects include insomnia, malnutrition and acute psychosis.

Tobacco — Tobacco contains nicotine, another central nervous system stimulant. Use of tobacco can cause heart disease, lung cancer, emphysema and other diseases. Use of tobacco by pregnant women is linked to higher incidence of stillborn and premature infants and low birth weights in infants. Some studies indicate that the children of women who smoke while pregnant have an increased risk for developing conduct disorders.

Depressants — Downers and depressants include Quaaludes, barbiturates and tranquilizers. These drugs reduce anxiety, induce sleep, and promote relaxation. Used together, they can be extremely dangerous and can suppress the central nervous system enough to cause death. Downers cause slowed response time, loss of rational judgment, decreased coordination and loss of motor skills. Driving skills are seriously affected. Tolerance and physical dependence often develop.

Hallucinogens — Hallucinogens include LSD, mescaline and PCP. They promote dream-like perceptions and panic reactions that produce horrifying perceptions. PCP is particularly dangerous and can cause a person to become violent to her/himself and others.

Narcotic Analgesics — These drugs include opium, morphine, heroin and codeine. They relieve pain without the loss of consciousness. Narcotics can cause physical dependence to develop over a short period of time. Too much of a narcotic can cause a person to stop breathing. Intravenous narcotic use is associated with increased risk of AIDS and hepatitis.

Inhalants — The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays also decrease heart rate and respiration, and impair judgment. Long-term use can result in permanent damage to the nervous system. High concentration of inhalants can cause disorientation, violent behavior, unconsciousness or death.

Steroids — Steroids are drugs that resemble the male sex hormone testosterone. Popular since the 1950s, steroids have been used by athletes and body builders to increase muscle mass and improve athletic performance. Taken in high doses, steroids can cause psychological dependence, increased anger, aggression and depression, and will stunt growth in adolescents who have not attained full height. Men may experience nipple and breast growth, shrunken testicles and baldness. All users are at risk for hepatitis, liver cancer, altered sex drive, and AIDS.

Sources of Help

We strongly urge any student who has a drug problem to seek professional help. Professional help and support is available on the Stevens campus. If you are aware of a friend or roommate who has an alcohol or drug problem, urge him or her to reach out for assistance, or you can find out specific ways that you can help.

On campus, any student facing a problem can receive free support from any of these Stevens resources:

- Dean of Students, 201.216.5699, 10th floor of Wesley J. Howe Center
- Student Counseling & Disability Office, 201.216.5177, 7th floor of Wesley J. Howe Center
- Student Health Services, 201.216.5678, Student Wellness Center
- Office of Community Standards, 10th floor of Wesley J. Howe Center
- The Office of Student Life, 201.216.5699, 10th floor of Wesley J. Howe Center
- Campus Police, 201.216.5105, Basement of Kidde Building

Off campus, the following resources and treatment centers provide assistance for drug and alcohol problems:

- Addiction Hotline of NJ (844-732-2465)
- Alcoholics Anonymous of NJ (908-687-8566)
- Al-Anon Family Groups (973-744-8686)
- Narcotics Anonymous (888-667-0854)
- Harbor Alcoholism Treatment, Hoboken (201-876-9158)
- CarePointe Community Mental Health Center, Hoboken (201-792-8200)
- Summit Oaks Hospital (800-753-5223)

Outpatient and Residential Treatment

Christ Hospital
176 Palisade Ave
Jersey City, NJ 07306
201.795.8376

Addictions program offers both inpatient and outpatient services.

Bayonne Community Mental Health Center
601 Broadway
Bayonne, NJ 07002
201.339.9200

Addictions program offers both outpatient and partial-care services.

Bayonne Medical Center
29th Street at Avenue E
Bayonne, NJ 07002
201.858.5298

Psychiatric inpatient unit and psychiatric emergency services.

Hoboken University Medical Center
(St. Mary's Hospital-Hoboken)
308 Willow Ave
Hoboken, NJ 07030
201.792.8200

Offers dual patients services, partial-care programs, and outpatient services.

Giant Steps at Hoboken University Medical Center
61 Monroe Street
Hoboken, NJ 07030
201.792.8290

The Giant Steps Program provides an array of services including:

- Bio-Psychosocial Assessment
- Early Intervention
- Treatment Planning
- Individual Counseling
- Group Counseling
- Family Sessions
- Urinalysis Screening
- IDRC Services

APPENDIX D

NEW JERSEY ANTI-HAZING LAW

§ 2C:40-3: Hazing; aggravated hazing

- a. A person is guilty of hazing, a disorderly persons offense, if, in connection with initiation of applicants to or members of a student or fraternal organization, he knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury.
- b. A person is guilty of aggravated hazing, a crime of the fourth degree, if he commits an act prohibited in subsection a. which results in serious bodily injury to another person.

§ 18A:3-25: Pledge's Bill of Rights

The Attorney General shall develop a “Pledge’s Bill of Rights” which outlines acceptable and unacceptable behavior and activities in regard to the pledge or rushing activities of college and university fraternities and sororities and other similar campus organizations. In developing the Bill of Rights, the Attorney General shall review the existing pledge and anti-hazing policies and procedures of public and independent institutions of higher education within the State and shall, as appropriate, incorporate those policies into the bill of rights. The Attorney General shall make the “Pledge’s Bill of Rights” available to each institution of higher education within the State.

§ 18A:3-26: Information on Hazing Included

The bill of rights developed by the Attorney General pursuant to section 2 of P.L.1991, c.388 (C.18A:3-25) shall include information on the criminal penalties for hazing and aggravated hazing established pursuant to P.L.1980, c.169 (C.2C:40-3 et seq.).

Pledge's Bill of Rights

Statutory Authority

This Pledge’s Bill of Rights has been developed by the Attorney General pursuant to N.J.S.A. 18A: 3-24 et seq.

Pledge

For the purpose of this Pledge’s Bill of Rights, a pledge is defined as any student of the college/ university attempting to become a member of a fraternity or sorority or other similar campus organization.

Definition of Hazing

For the purpose of this Pledge’s Bill of Rights, “hazing” shall mean:

As indicated, pursuant to the New Jersey Statute:

- **2C: 40-3:** a. A person is guilty of hazing, a disorderly persons offense, if, in connection with initiation of applicants or members of student or fraternal organizations, he knowingly or recklessly organizes, promotes, facilitates, or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury.
- b. A person is guilty of aggravated hazing — a crime of the fourth degree — if he commits an act prohibited in subsection a., which results in serious bodily injury to another person.

- **2C: 40-4:** Notwithstanding any other provision of Title 2C of the New Jersey Statutes to the contrary, consent shall not be available as a defense to a prosecution under this act.
- **2C: 40-5:** Conduct constituting an offense under this Act may, at the discretion of the prosecution attorney, be prosecuted under any other applicable provision of Title 2C of the New Jersey Statutes: and

Other behaviors or activities in addition to those prohibited under N.J.S.A. 2C: 40 et seq.

Prohibition on Hazing

A pledge shall have the right to be free of all activities, which may constitute hazing while attempting to become a member of a fraternity or sorority, or other campus organization. Campus organizations and their members are prohibited from engaging in or encouraging others to engage in activities that are defined as hazing.

A broad range of behaviors that may place another person in danger of bodily injury or behavior that demonstrates indifference or disregard for another person's dignity or well-being may be classified as hazing under the above definition. Examples include, but are not limited to, the following:

- Forced or required ingestion of alcohol, drugs, food or any undesirable substance.
- Participation in sexual rituals or assaults.
- Mentally abusive or demeaning behavior.
- Acts that could result in physical, mental or emotional deprivation or harm.
- Physical abuse - e.g., whipping, paddling, beating, tattooing, branding and exposure to the elements.

Acceptable Behavior

The pledge initiation process should be conducted in a manner which respects the dignity of pledges and protects their mental and physical well-being. Examples of acceptable behavior include pledge activities that are not classified as hazing but promote scholarship, promote service, develop leadership and/or social skills, assist career goals, involve students with alumni, improve relations with others, build awareness of fraternity or sorority history, instill a sense of brotherhood or sisterhood, foster solidarity or otherwise promote the institutional mission of the host college or university.

Written Notification of Rights

Institutions shall require all fraternities, sororities and other similar campus organizations to provide all pledges with a written Bill of Rights that includes the provisions set forth herein. The written Bill of Rights shall be signed by the student pledge and filed in the appropriate office of the institution.

Other Policies Governing the Rush or Pledge Process

Delineation of additional responsibilities of fraternities, sororities and other similar campus organizations in regard to rush or pledge activities shall rest with individual institutions. As such, institutions may develop policies and regulations governing other aspects of the rush or pledge process, which may include pledge and membership education, student eligibility to pledge, limitations on the pledge period, and membership selection.

Institutions may develop policies and procedures for discipline violations of its pledge process. Institutional action on a hazing violation is independent of any action, which a prosecutor may pursue for violations under Title 2c.