



Photograph by  
Melanie Blanding,  
SU London Alum

## student responsibilities and university policies

### Responsibilities and Policies

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- Student Rights, Responsibilities and Conduct
- SU Abroad Standards of Behavior
- Standards of Behavior
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#### Please Note:

All policies and regulations were as stated at the time of printing, but may be subject to corrections, additions and/or revision during the course of the academic year. For the most up to date information, please see the relevant section of the University, SU Abroad and Program websites.

## **A General Overview of Syracuse University Policy on Academic Integrity at Syracuse University**

Academic integrity is expected of every community member in all endeavors. Academic integrity includes a commitment to the values of honesty, trustworthiness, fairness, and respect. These values are essential to the overall success of an academic society. In addition, each member of the University community has a right to expect adherence to academic integrity from all other community members.

An individual's academic dishonesty threatens and undermines the central mission of the University. It is unfair to other community members who do not cheat, because it devalues efforts to learn, to teach, and to conduct research. Academic dishonesty interferes with moral and intellectual development, and poisons the atmosphere of open and trusting intellectual discourse.

While the policies and procedures given here pertain mainly to students, it is also the policy of Syracuse University that all instructors, administrators, and staff shall adhere to academic integrity standards expected of academic professionals.

### **Academic Integrity Expectations**

Academic integrity is violated by any dishonest act which is committed in an academic context including, but not restricted to the following:

#### **A. Academic Integrity in the Use of Sources.**

Plagiarism is the use of someone else's language, ideas, information, or original material without acknowledging the source.

Examples of plagiarism are when a paper is downloaded from an Internet source and/or obtained from a paper mill. Another example of plagiarism is if a paper contains part or all of the writings of another person (including another student), without citation. Another example is when a paper contains passages that were cut and pasted from an Internet source, without citation.

While students are responsible for knowing how to quote from, paraphrase, and cite sources correctly, the ability to apply that information in all writing situations is an advanced literacy skill acquired over time through repeated practice. When a student has attempted to acknowledge sources but has not done so fully or completely, the instructor may determine that the issue is misuse of sources or bad writing, rather than plagiarism.

Factors that may be relevant to the determination between misuse of sources and plagiarism include prior academic integrity education at Syracuse University and the program level of the student. Instructors are responsible for communicating their expectations regarding the use and citation of sources.

If you have any questions about the mechanics of citations and want to be in the know about how to avoid plagiarism please come by the Writing Centre in SR201. The writing tutors are available for one on one writing tutorials and educational materials are available for you to take away as well. Don't guess; ask!

#### **B. Academic Integrity in Course Work and Research**

The use or attempted use of unauthorized aids in examinations or other academic exercises submitted for evaluation is prohibited as is the fabrication, falsification, or misrepresentation of data, results, and sources for papers or reports. This includes clinical practice, as in reporting experiments, measurements, statistical analyses, tests, or other studies which have never been performed; or the manipulating or altering of data or other manifestations of research to achieve a desired result; selective reporting, which includes the deliberate suppression of conflicting or unwanted data.

It is also prohibited to copy from another student's work; perform actions that destroy or alter the work of another student; to use unauthorized cooperation in completing assignments or examinations and to submit the same written work in more than one course without prior written approval from both instructors.

#### **C. Academic Integrity in Communications**

It is prohibited to violate the confidentiality of an academic integrity investigation, resolution, or documentation. You cannot make a false report of academic dishonesty. You cannot be dishonest in requests for make-up exams, for extensions of deadlines for submitting papers, or in any other matter relating to a course.

#### **D. Academic Integrity in Representations and Materials Misuse**

You are prohibited from making falsification of records, reports, or documents associated with the educational process. You may not practice misrepresentation of one's own or another's identity in an academic context. You may not practice misrepresentation of material facts or circumstances in relation to examinations, papers, or other academic activities. You are prohibited from the sale of papers, essays, or

research for fraudulent use; and the alteration or falsification of University records.

You may not conduct unauthorized use of University academic facilities or equipment, including computer accounts and files and unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials is also prohibited.

The expropriation or abuse of ideas and preliminary data obtained during the process of editorial or peer review of work submitted to journals, or in proposals for funding by agency panels or by internal University committees is prohibited as is the expropriation and/or inappropriate dissemination of personally-identifying human subject data. The unauthorized removal, mutilation, or deliberate concealment of materials in University libraries, media, laboratories, or academic resource centers is strictly prohibited.

### **Course-Specific Expectations**

The instructor is responsible for determining and communicating course-specific academic integrity expectations in writing, particularly those regarding use of sources and collaboration. Students, on the other hand, are responsible for consulting their instructors for any clarification needed on academic integrity standards, including those set forth in this policy and those that are course-specific.

Students are required to meet the requirements of a course, which include completing coursework on time, and attending class sessions through the entire scheduled semester. A student who leaves without completing course requirements risks receiving a fail grade.

Attendance at all classes of all courses is expected. Please be punctual. You may be penalized for missing classes without prior permission or for persistent lateness.

Staff, faculty and students alike have the right to attend religious services. If you miss any examination, study or work requirement due to a religious observance, an opportunity will be provided for making up the session. However to obtain this exemption you must notify the course instructor in writing one week before the class or outing you plan to miss.

If you are traveling on a class trip that makes it necessary to miss other classes, it is your responsibility to get permission from your professors ahead of time. You need to give plenty of notice on this one. Telling your instructors the day before the class via email is

not appropriate! You need to speak to them about requirements and missed work well before the absence.

### **Examination Policy**

In support of learning and the academic integrity of the Program, faculty, students and staff are requested to cooperate in upholding the following examinations policy.

Rescheduling (“make-up”) Mid-terms and Final Exams. SU London’s basic policy is that students will NOT be permitted to make alternative arrangements for mid-term or final exams.

You will not be allowed to submit a paper before or after the due date at the end of the semester, except under unusual circumstances approved by the Director and the home campus. Do not make “private” arrangements with individual faculty, as only the Program Director can authorize exceptions. There are extraordinary situations in which an exception is reasonable. Exceptions would generally be based on factors such as serious health problems, death in the immediate family, and other situations of a special, important and significant nature. Unacceptable rationales would encompass cost-savings on airfares, holiday plans made with peers and similar convenience-based arguments.

The Final Exam Schedule will be published each semester prior to the mid-semester break.

### **Incompletes**

If there are substantive reasons for not taking a final examination or submitting a paper by the deadline (e.g. If the student has, or has had during the semester, a serious health problem, or there has been a recent death in the family) the student, together with the class instructor, must complete a Request for Incomplete Grade form. The form is available from the Registrar, Eugenia Francis, in the Academic Office, SR 101.

### **Pass/Fail Guidelines**

#### Syracuse University Students

Undergraduate students studying on an SU Abroad program may request the pass/fail grading option for only one course per semester. The request must be made within the published deadline and, if approved by your home school/college, is irrevocable. You should not assume this request has been approved until you receive confirmation from your home school/college. For students who elect the pass/fail option, any grade of D or better is converted to a grade of P. Credit (without grade points) is earned for courses with

a P grade, but a grade of F is treated as any other F: the number of credits will be counted and zero grade points will be awarded. No grade other than P or F will be reported by the Registrar's Office.

The option is not available for any course required for the major or specific college requirements. Only elective courses may be taken on a pass/fail basis.

No more than 24 credit hours of courses taken pass/fail may be applied toward an undergraduate degree. Some SU schools/colleges have additional restrictions on courses that may be taken for pass/fail. Please refer to Academic Rules and Regulations in the front of the SU Undergraduate Course Catalogue for information on additional restrictions that may be applied by your home or dual school/college. A copy is available from the SU Centre staff or on the SU website.

#### Non-Syracuse University Students

Non-Syracuse University Students should check with their college as most will not accept a grade of 'D' as a pass.

A thinking point for both SU and non SU students: if you are interested in graduate or professional schools you are advised to use the pass/fail option with caution, since such grades are often regarded as equivalent to a letter grade of C or D by some admission committees. Students considering transferring to another undergraduate institution should be aware that courses graded pass/fail may not be accepted as transfer credit.

#### **Special Learning Needs**

SU London will do all that it can to provide extra learning support for students studying in London, although as a study abroad program we cannot always provide all the facilities available on the main campus.

To allow us to accommodate your requirements, you must have previously provided the SU Abroad office with official documentation and then you will need to identify yourself to the Registrar Eugenia Francis (SR 101) in the first two weeks of classes. She will work with each student individually to help them sort out the accommodations they need, and make arrangements with professors for extra time and so on if they ask her to do so and have necessary paperwork from SU Abroad.

#### **Refund Policies**

##### Ticket refund policy

If any of the courses you are enrolled in involves activities for which tickets have to be purchased in advance, you will remain liable for these tickets even if you subsequently drop the class. For example, if you register for Drama or Music courses and then drop out, you will still be required to pay for the pre-purchased tickets and you can of course still use them. There will be no refund or tickets offered if you drop the class after the financial deadline to drop, 3 weeks after the start of semester. Also please note, that if you add the class but you have missed one or more performances, you will still be charged the same total cost for the course as the other students.

##### Textbook refund policy

Unused books can be returned to Blackwells, the SU London bookseller, up to 2 weeks after purchase at the beginning of the semester. At the end of semester, they will buy back books judged suitable, based on condition and demand.

For those books not being bought back by Blackwells you could try Waterstone's on Malet St., Unsworths Booksellers, 12 Bloomsbury St., London WC1 or the Economist second-hand shop on Portugal St. Likewise, bring in any book you may have finished reading for pleasure and put it on the "take one leave one" bookshelves in the Student Lounge. Also, feel free to leave any books you don't want to take home with you at the end of the semester.

#### **Student Rights, Responsibilities and Conduct**

Syracuse University is an academic community and all persons--students, faculty, administrators and staff--share responsibilities for its growth and continued welfare. As members of the University community, students can reasonably expect that the following rights will be respected by all University offices, programs, employees and organizations.

Syracuse University further encourages all members of the University community to endorse, support and abide by the following statement of values, which this community has deemed fundamental to its mission and integral to its growth.

As an SU student, here are your student rights as put forth by the Office of Judicial Affairs:

##### The right to free speech and expression

Students have the right to express themselves freely on any subject provided they do so in a manner that does not violate the Code of Student

Conduct. Students in turn have the responsibility to respect the right of all members of the University to exercise these freedoms.

#### The right to non-discrimination

Students have the right not to be discriminated against by any agent or organization of Syracuse University for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion, sexual orientation, or gender identity and gender expression.

#### The right to assembly and protest

Students have the right to assemble in an orderly manner and engage in peaceful protest, demonstration, and picketing which does not disrupt the functions of the University, threaten the health or safety of any person, or violate the Code of Student Conduct.

#### The right to religion and association

Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice in University facilities provided they do so in a manner that respects the rights of other members of the community and complies with the Code of Student Conduct. Students have the responsibility to respect the rights of other members of their University community to free exercise of their religious convictions and to free association with organizations of their choice.

#### The right to privacy

Students have the right of privacy and to be free from unreasonable searches or unlawful arrest on University property. Students have the responsibility to respect the privacy of other members of the University community in their person and in their place of residence.

#### The right to academic pursuits

Students have the right to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate class requirements.

#### The right to a quality environment

Students have the right to expect a reasonably safe environment supportive of the University's mission and their own educational goals. Students have the responsibility to protect and maintain that environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid

risk.

#### The right to student participation

Students have the right to establish representative governmental bodies and to participate in University governance in accordance with the rules and regulations of the University. Students who accept representative roles in the governance of the University have the obligation to participate responsibly.

#### The right to fundamental fairness

Students have the right to fundamental fairness before formal disciplinary sanctions are imposed by the University for violations of the Code of Student Conduct, as provided in the published procedures of the University's Judicial System or other official University publications. Students have the right to written notice and the opportunity for a hearing before any change in status is incurred for disciplinary reasons unless a significant threat to persons or property exists.

#### The right to confidentiality

Students have the right to access and control access to their educational records as provided in the federal Family Educational Rights and Privacy Act, also known as the Buckley Amendment. These include the rights to review and challenge the content of educational records, to control disclosure of personal and academic information to third parties, and to limit the routine disclosure of all or some information defined as "directory information" by the Act.

### **Student Responsibilities**

Students at Syracuse University are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community. Also as you are studying abroad, you are no longer in a standard US campus setting. Therefore SU Abroad has a supplementary code of behavior in addition to the code of Syracuse University.

## **SU Abroad Standards of Behavior**

Students participating in Syracuse University (SU) Abroad programs, regardless of their home institution, must abide by the following:

- Laws and cultural norms of the host country
- SU Code of Student Conduct
- SU Abroad Standards of Behavior
- Housing rules as detailed by each SU Abroad center
- Policies and procedures of the host institution (if applicable)

Students who violate the aforementioned policies are subject to the Standards of Behavior accountability process and referral to the home institution's Office of Judicial Affairs, as well as to the local and national law enforcement. SU Abroad is committed to fundamental fairness to the student in applying sanctions due to violations of the Standards of Behavior.

### **Standards of Behavior**

SU Abroad seeks to provide students with international education opportunities which allow them to learn in a respectful and safe environment. Behavior which violates local laws or disrespects the program, host country, housing rules, or host family will be considered in violation of the SU Abroad Standards of Behavior. Examples of violations include but are not limited to:

- Actions that are considered abusive, harassing, or actions that physically harm or threaten physical harm to any persons (including oneself)
- Damage to property
- Violation of housing rules with host families, apartments, or other housing arranged by SU Abroad and/or conduct that jeopardizes the relationship between an SU Abroad program and its established housing providers.
- Violation of hotel rules during orientation, field study seminars or course related field trips
- Disorderly conduct, public intoxication, and/or excessive use of alcohol
- Use or distribution of illegal drugs

### **Standards of Behavior Accountability Process**

Students who violate SU Abroad Standards of Behavior will be subject to different sanction levels in accordance with the seriousness of the violation. The levels are:

#### Warning

In instances of less serious deviation from the SU norms of conduct, the student will be

formally warned in a letter from the onsite program director which details the possible consequences of continuing such behavior.

#### Disciplinary Reprimand

This status indicates that the student has made a serious violation of the Standards of Behavior and/or has already received a warning for prior behavior. Continued poor behavior could lead to disciplinary probation, expulsion from housing, or expulsion from the program.

The onsite program director will formally document that the student's behavior has been deemed unacceptable. A copy of the documentation will be sent to the SU Abroad executive director and the Syracuse University Office of Judicial Affairs (SU students) or the student's home institution study abroad office (non-SU students).

Sanctions for a disciplinary reprimand may include meeting with a staff member for counseling, completing community service (restorative punishment) and/or writing a research paper.

#### Disciplinary Probation

This action constitutes a change in status between good standing and suspension or expulsion from the SU Abroad program. The student is allowed to remain enrolled in the SU Abroad program with restrictions. Further violations may lead to immediate suspension or expulsion from the program and perhaps the university. The decision to place a student on disciplinary probation will be made by the onsite program director in consultation with the SU Abroad executive director.

The onsite program director will formally document the student's behavior as well as the conditions by which the student will remain enrolled in the program. A copy of the documentation will be sent to the SU Abroad executive director and the Syracuse University Office of Judicial Affairs (SU students) or the student's home institution study abroad office (non-SU students).

The student must have a series of meetings with appropriate staff, abide by the conditions outlined in the formal documentation, complete community service (restorative punishment), and/or write a research paper related to the violation.

#### Residential Probation

This status indicates that the student has violated housing rules as outlined by the SU Abroad center, host institution, or housing agent. Further violations may result in the immediate

removal from housing and/or from the program. The decision to place a student on residential probation will be made by the onsite program director in consultation with the SU Abroad executive director.

The onsite program director will formally document the student's behavior as well as the conditions by which the student will remain in SU Abroad sponsored housing. A copy of the documentation will be sent to the SU Abroad executive director and the Syracuse University Office of Judicial Affairs (SU students) or the student's home institution study abroad office (non-SU students).

The student must have a series of meetings with appropriate staff, abide by the conditions outlined in the formal documentation, complete community service (restorative punishment), and/or write a research paper related to the violation.

#### Residential Relocation or Expulsion

This status indicates that the student is not eligible to live in SU Abroad sponsored housing. The student will be removed from housing and required to find and pay for their housing for the duration of the program. There will be no refund of the housing fee. Further violations could result in expulsion from the SU Abroad program. The decision to remove or expel students from housing will be made jointly by the onsite program director and the SU Abroad executive director.

The onsite program director will formally document the student's behavior as well as the conditions by which the student will remain enrolled in the program. A copy of the documentation will be sent to the SU Abroad executive director and the Syracuse University Office of Judicial Affairs (SU students) or the student's home institution study abroad office (non-SU students).

#### Suspension or termination from the SU Abroad program

The SU Abroad executive director may suspend or terminate a student's participation in the SU Abroad program in the event that student fails to comply with the program Conditions of Participation or other Syracuse University policies and procedures, or if SU Abroad believes that the student's participation poses a danger to the student or others or threatens to impede orderly conduct of the SU Abroad programs. Such suspension or termination is in addition to, and not in lieu of, disciplinary action that may be imposed by Syracuse University or the student's home institution pursuant to applicable policies and procedures.

## **Syracuse University Code of Behavior**

Syracuse University considers the following behavior, or attempts thereof, by any student or student organization, whether acting alone or with any other persons, to violate the Code of Student Conduct:

- Physical harm or threat of physical harm to any person or persons, including but not limited to: assault, sexual abuse, or other forms of physical abuse.
- Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as "fighting words," and likely to cause an immediate breach of the peace.
- Conduct which threatens the mental health, physical health or safety of any person or persons including hazing, drug or alcohol abuse, and other forms of destructive behavior.
- Academic dishonesty, including but not limited to plagiarism and cheating, and other forms of academic misconduct, for example, misuse of academic resources or facilities, misuse of computer software, data, equipment or networks.
- Intentional disruption or obstruction of lawful activities of the University or its members including their exercise of the right to assemble and to peaceful protest.
- Theft of or damage to personal or University property or services or illegal possession or use of the same.
- Forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, University documents, or misrepresentation of any kind to a University office or official.
- Unauthorized entry, use, or occupation of University facilities that are locked, closed or otherwise restricted as to use.
- Disorderly conduct including, but not limited to, public intoxication, lewd, indecent or obscene behavior, libel, slander or illegal gambling.
- Illegal manufacture, purchase, sale, use, possession or distribution of alcohol, drugs or controlled substances, or any other violation of the Syracuse University Policy on Alcohol, Other Drugs, and Tobacco.
- Failure to comply with the lawful directives of University officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.
- Unauthorized possession or use of any weapon, including: firearms, BB-guns, air rifles, explosives devices, fireworks, or any other dangerous, illegal, or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material.

[Please note that in the UK this includes CS/pepper spray.]

- Interference with or misuse of fire alarms, blue lights, elevators or other safety and security equipment or programs.
- Violation of any federal, state, or local law which has a negative impact on the well-being of Syracuse University or its individual members.
- Violation of University policies, rules or regulations that are published in the Student Handbook, or other official University publications or agreements.

Culpability is not diminished for acts in violation of this Code that are committed in ignorance of the Code or under the influence of alcohol, illegal drugs or improper use of controlled substances. You are responsible for yourself and your decisions at all times on the program.

## Rules for Computer Use

SU policy governs the use of computers, networks, and related services on the Syracuse University campus and the SU London facility. Users of these resources are responsible for reading and understanding this policy.

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such access is a privilege and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of the computers, networks, and related services, and observe all relevant laws, regulations, contractual obligations, and University policies and procedures.

Access to and use of the University's Computer System is a privilege granted to currently enrolled Syracuse University students, faculty, and staff. All users of the Computer System must act responsibly and maintain the integrity of the Computer System. The University reserves the right to deny, limit, revoke, or extend computing privileges and access to the Computer System in its discretion. In addition, alleged violations of this policy or violation of other University policies in the course of using the Computer System may result in an immediate loss of computing privileges and may also result in the referral of the matter to the University Judicial System or other appropriate authority.

All messages, data files and programs stored in or transmitted via the Computer System ("Electronic Communications") are Syracuse University records. The University reserves the right to access and disclose all messages, data files and programs sent over or stored in its

Computer System for any purpose.

It is the responsibility of all users of the Computer System to notify us about violations of laws and University policies in connection with the use of the Computer System, as well as about potential loopholes in the security of the Computer System. The user community is expected to cooperate in its operation of the Computer System, as well as in the investigation of Computer System misuse or abuse.

**Computer Accounts** Computer accounts are issued to University faculty, staff, and students, and other individuals for University purposes. These accounts must not be used for commercial purposes.

Every computer account issued by the University is the responsibility of the person in whose name it is issued. That individual must keep the account secure from unauthorized access by keeping the password secret, by changing the password often, and by reporting to us when anyone else is using the account without permission. Passwords are intended to help prevent unauthorized access and may not be shared. The contents of all accounts are subject to access and disclosure by the University as set forth in this policy.

## Electronic Communications

Syracuse University has established email as primary vehicle for official communication with students. Emergency notifications, educational dialog, research and general business correspondence are all consistently enhanced in institutions of higher learning where email policies exist and are supported by procedures, practice and culture.

An official email address is established and assigned by Information Technology and Services for each registered student, and current faculty and staff member. All University communications sent via email will be sent to this address. Faculty and staff members will use the official University email address to get in touch with you as well.

We expect that you will read and respond to email in a timely manner as it is the first way we will try to contact you in an emergency. You need to check your SU email daily.

A student's failure to receive and read University communications delivered to his/her official email address in a timely manner does not absolve that student from knowing and complying with the content of such communications. You are in charge of keeping

up with all SU email and for responding to what we ask.

While students are allowed to redirect email from their official University email address to another address (e.g. @hotmail.com, @aol.com), they do so at their own risk. The University is not responsible for the handling of email by other service providers. Having email redirected does not absolve students from knowing and complying with the content of the communication sent to their official University email address.

Obviously improper use of the Computer System is prohibited. Do any of the following and you are in trouble as they are examples of improper use of the Computer System:

Prohibited Behavior: Storing, transmitting or printing any of the following types of Electronic Communications on the Computer System is prohibited: material that infringes upon the rights of another person; material that is obscene; material that consists of any advertisements for commercial enterprises; material or behaviors that violate the Syracuse University Code of Student Conduct or other University policies; or, material that may injure someone else and/or lead to a lawsuit or criminal charges.

Harassment: Harassing others by sending annoying, abusive, profane, threatening, defamatory or offensive messages is prohibited. Some examples include: obscene, threatening, or repeated unnecessary messages; sexually, ethnically, racially, or religiously offensive messages; continuing to send messages after a request to stop; and procedures that hinder a computer session.

Intentionally destroying anything stored on the Computer System, including anything stored in primary or random access memory is prohibited. Deliberately performing any act that will seriously impact the operation of the Computer System is prohibited. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer or peripheral.

Evasive Techniques: Attempts to avoid detection of improper or illegal behavior by encrypting electronic messages and computer files are prohibited.

Unauthorized Use/Access: Using the Computer System to gain or attempt to gain unauthorized access to remote computers is prohibited. Other

prohibited behaviors include: actions that give simulated sign off messages, public announcements, or other fraudulent system responses; possessing or changing system control information (e.g., program status, protection codes, and accounting information), especially when used to defraud others, obtain passwords, gain access to and/or copy other user's electronic communications, or otherwise interfere with or destroy the work of other users.

E-Mail Forgery: Forging e-mail, including concealment of the sender's identity, is prohibited.

Theft/Unauthorized Use of Data: Data created and maintained by the University, or acquired from outside sources, are vital assets of the University and may be subject to a variety of use restrictions. Theft of or unauthorized access to data is prohibited.

Program Theft: Unless specifically authorized, copying computer program(s) from the Computer System is prohibited.

Viruses, etc: Running or installing on the Computer System, or giving to another, a program that could result in the eventual damage to a file or the Computer System, and/or the reproduction of itself, is prohibited. This prohibition includes, but is not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.

Security: Attempting to circumvent data protection schemes or uncover security loopholes is prohibited.

Wasting Resources: Performing acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others is prohibited.

These acts include, but are not limited to: sending mass mailings or chain letters; creating unnecessary multiple jobs or processes; generating unnecessary or excessive output or printing; or, creating unnecessary network traffic.

Accessing User Accounts: Attempting to access or monitor another user's electronic communications is prohibited. Accessing, reading, copying, changing, disclosing, or deleting another user's messages, files or software without permission of the owner is prohibited.

Recreational Use: Recreational use of the Computer System that interferes with the ability of other users to complete their work is

prohibited. In particular, if you are using a machine in a Public Computer Lab for recreational purposes, and others are waiting to use a machine for academic purposes, you are expected to give up your seat.

#### Final points about computer use

Users of the Computer System should be aware that electronic Communications are not necessarily erased from the Computer System when the user “deletes” the file or message. Deleting an Electronic Communication causes the Computer System to “forget” where the message or file is stored on the Computer System. In addition, Electronic Communication may continue to be stored on a backup copy long after it is “deleted” by the user. As a result, deleted messages often can be retrieved or recovered after they have been deleted.

Copyright Laws prohibit unauthorized copying. Violators may be subject to criminal prosecution and/or be liable for monetary damages. In general, you may not copy, download, install or use software on the Computer System without acquiring a license from the publisher. (For example, you may not copy it from a friend or other source.) Furthermore, you may not copy the University’s software, unless such copying is specifically permitted by the license agreement.

The ability to download documents from the Internet, and to attach files to e-mail messages, increases the opportunity for and risk of copyright infringement. A user can be liable for the unauthorized copying and distribution of copyrighted material through the use of download programs and E-mail. Accordingly, you may not copy and/or distribute any materials of a third party (including software, database files, documentation, articles, graphics files, audio or video files) unless you have the written permission of the copyright holder to do so.

Please be aware that SU London reserves the right to monitor student laptop use while you are at Faraday House.

### **Rules of Etiquette**

#### Classroom Etiquette

Mobile phones must be switched off when you are in class.

Please be on time; latecomers will be penalized. No smoking is permitted in the Faraday House facilities.

Food and drink should not be consumed in classrooms, studios, labs or the computer cluster. You may not use your laptop in class at Faraday House. Every class is a seminar class, not a large lecture theatre, and their use is not appropriate unless you have the requisite

learning support paperwork.

#### Theatre, Music and Performance Etiquette

Firstly you need to pick up your tickets on time and make sure you’ve got them on the night of the performance. On the night you need to arrive at least 20 minutes before performance time and be wearing appropriate dress. So no ripped jeans, bare bellied t-shirts, or “club” wear.

As a courtesy to performers and other audience members, mobile phones must be turned off. They should not be set to vibrate, surf the web, text message, nor should they be used as a camera phone during the production. Do not bring any photographic or recording devices into the venue.

Only food purchased from the venue itself should be consumed on the premises. It is forbidden to eat or drink during the performance, so please wait to do so during the intermission. Out of respect to the performers and fellow audience members, please don’t talk, however softly, during the performance. If a student feels it necessary to take notes on the production, this should only be done during the interval or at the end of the production. Remember, even though your review may be brilliant, you still need to keep it private property.

### **Sexual Harassment Policy**

Sexual harassment is unwelcome behavior of a sexual nature that relates to the gender or sexual identity of an individual and that has the purpose or effect of creating an intimidating or hostile environment for study, work, or social living. The policy covers activity both on campus and off.

Sexual harassment encompasses the full range of coercive, unwelcome behavior, from subtle psychological force, to gross physical abuse. These acts may be visual (such as leering, ogling, and physical gestures conveying a sexual meaning), verbal (e.g., sexual innuendoes, suggestive remarks, sexually derogatory jokes), written (e-mail, cartoons, letters), or physical (such as hugging, pinching or fondling). Sexual harassment also includes requests for sexual relations combined with threats of adverse consequences if the man or woman refuses.

Please be aware that there are two types of sexual harassment: One type is “quid pro quo” (literally “this for that”) involving harassment in which a supervisory employee or academic superior demands sexual favors in exchange for job or academic benefits of which

that supervisor has significant control and/or influence.

The other type is the hostile work environment or learning environment that involves unwelcome behavior of a sexual nature that creates an intimidating, hostile work or learning environment.

The Sexual Harassment policy applies to all relationships between Syracuse University faculty, staff, graduate, undergraduate students, and administrative personnel, including student-to-student interaction.

#### Consensual Relationships

Sexual relationships that might be acceptable in other circumstances always pose inherent risks that they will result in sexual harassment when they occur between any teacher, supervisor, or officer of the University and any person for whom he or she has a professional responsibility. University policy thus prohibits individuals employed by Syracuse University from pursuing sexual relationships with undergraduate students they teach. This policy strongly discourages faculty sexual relationships with graduate students as well as relationships between a supervisor and a subordinate whose work that individual supervises.

If you feel you have been sexually harassed or wish to make an inquiry about sexual harassment, you should contact any of the following:

In the UK:

Meredith Hyde  
SU London Director  
[mehyde@syr.edu](mailto:mehyde@syr.edu)  
Tel: 0207 400-9313

In the USA:

Suzanne Shane  
SU Abroad Associate Director  
[sshane@syr.edu](mailto:sshane@syr.edu)  
Tel: 001-315-443-1925

or

Curlene Autrey,  
University Sexual Harassment

Officer

[cautrey@syr.edu](mailto:cautrey@syr.edu)  
Tel: 001 -315-443-1520

All the other information you may need can be found on our London Program website, [sulondon.syr.edu](http://sulondon.syr.edu). From field trip schedules, to daily announcements, to admin forms and current news, the website is the most up to date way of keeping track of what is going on at Faraday House.

## **SU London Flyer Posting Policy**

*The following policy is designed to allow current Syracuse University London Program students to post items within the program's centre at Faraday House, 48-51 Old Gloucester Street, London WC1N 3AE, in a manner consistent with Syracuse University guidelines.*

### **A. General Requirements:**

All display materials must include:

- The name(s) of the student(s) responsible for the flyer.
- An approval stamp obtained from the Student Life office (SR109) with the expiration date field completed.

Additionally:

- Students are responsible for removing their flyers by the date written on their approval stamp.
- Flyers may not exceed standard A4 paper size.
- Flyers not associated with a dated event may only be displayed for 10 business days. Flyers associated with a dated event expire one day after the event date.
- Flyers may not contain obscene, defamatory, or inappropriate material within reason. This includes the promotion of alcohol consumption or related paraphernalia. The approval stamp issuer reserves the right to withhold approval for any flyer deemed inappropriate for display.
- For any flyers not written in English, an English translation must be kept on file in the Student Life office (SR109).

### **B. Locations & Posting Materials:**

Students must observe the following guidelines after obtaining approval for their flyers:

- Flyers may *only* be posted on the general-purpose bulletin boards (outside the computer lounge on the ground floor; in the hallway of the Student Life Office on the first floor; in the Student Lounge), hallway doors, and the columns in the Student Lounge.
- Flyers may *not* be posted on the building exterior, windows, classroom doors, or hallway walls.

- Flyers must be affixed with thumbtacks or pushpins (for bulletin boards) or blue-tack (hallway doors and columns). Flyers may *not* be affixed with glue or tape.
- Flyers must be limited to one copy per location posted.

### **C. Additional Restrictions & Enforcement**

The Syracuse University London Program acknowledges that a policy of this nature may not anticipate every possible issue that may arise. Accordingly, SU London reserves the right to impose reasonable restrictions and/or requirements with respect to time, place, and manner of posting activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy.

Flyers displayed in violation of this policy will be removed regardless of content.

Students found responsible of violating posting policies will be subject to sanctions including, but not limited to:

- Loss of future posting privileges
- Loss of facilities use privileges
- Additional disciplinary action as deemed necessary.

The Syracuse University London Program reserves the right to update and amend this posting policy at any time.