



# STUDENT HANDBOOK

Dear Student,

It is with great pleasure that I welcome you to Stevens Institute of Technology on behalf of the Student Affairs team. Your selection of a private engineering and science institute such as Stevens will provide benefits not available at many other schools. Close interaction between professors and students allows for greater academic and social development.

The extent of your development at Stevens will depend on your active participation in the campus community. Awaiting you here at Stevens are many new and exciting challenges and over 100 clubs and activities from which to choose. The variety of activities is so diverse that we are confident you will find one or more that you will enjoy.

I hope that all of you will have a very successful time here at Stevens. I urge you to define success in terms of academic progress, personal interactions, professional and career development, and extracurricular activities, since these are the components of a well-rounded student life. This handbook contains information on those components, as well as resources on the Stevens campus that you can use throughout your time here.

Students are the reason for the Institute's existence, and providing direct services to you is the main function of many campus offices. Meeting your educational needs is important to all of us. Our staff looks forward to early and continuing contact and it is our aim to provide counsel and support.

Best wishes for a wonderful Stevens experience.

Kenneth Nilsen  
Dean of Students

# MISSION AND VISION

## **Mission Statement**

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 areas of true societal need where Stevens possesses significant depth and expertise across multiple disciplines: Healthcare and Medicine; Sustainable Energy; Financial Systems; Defense and Security; and STEM Education. As our education and research capacity grows in these areas, so will our influence.

*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. 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 1800's, 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 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 one example of why the Castle is considered by some as the roots of Stevens Institute. 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 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, Computer Science, and Humanities. On the graduate level, about 20 programs lead to masters and doctoral degrees. For over 125 years Stevens has offered its traditional programs and is moving into new and exciting areas of modern technological education and research. The Stevens family would no doubt approve.

## **The Stevens Seal, Colors and Song**

Edwin Augustus Stevens, the founder of the Institute 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," though 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 common are "Alma Mater" and "The Old Stone Mill," our 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.

# PRESERVING ACADEMIC FREEDOM

Experience of the academic world indicates the desirability of reducing to writing the principles and policies relating to on-campus expressions of opinions or demonstrations. The following are set forth in the interest of ensuring due consideration of the privileges and obligations of all members of the Stevens community, undergraduate, graduate, faculty and staff:

The President, or his designated representative, has the responsibility for the administration of these principles and policies.

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 Institute.
  - b. Vile or offensive language is not used, either in oral or written form.
  - c. There is no harassment of individuals, either of a physical or oral nature.
  - d. There is no impairment or destruction of property.
4. Requests by student organizations or individual students for the use of Stevens property must go through the Office of Undergraduate Student Life for approval. Similar requests from faculty or staff members are to be sent directly to the University Events Office with the approval of the appropriate department head.
5. If an incident arises in violation of the above stated principles and policies, those participating will be asked to cease and desist their actions or leave the premises. Upon their failure to comply with the request, the Institute will use appropriate disciplinary actions, including the full resources of the civil authorities to effect such compliance.
6. Any member of the Stevens community, student, faculty, or staff involved in a civil or criminal proceeding resulting from participation in a demonstration or incident on campus will be subject to disciplinary action on the part of the Institute to include such serious consequences as suspension or dismissal. Established appeal procedures will apply.
7. Non-members of the Stevens community participating in a proscribed demonstration or incident on campus will be considered trespassers and treated accordingly
8. Nothing contained in the above policy and procedures is intended or shall be construed to limit or restrict the right of freedom of speech or peaceful assembly by any member of the Stevens community.

# 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.

## DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs at Stevens 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, Undergraduate Student Life, Diversity Education, Residence Life, Campus Card Center, Dining Services, Student Health Center, Counseling and Psychological Services, Disability Services, the Stevens Career Center, and Stevens Technical Enrichment Program (STEP).

### **Mission**

The Division of 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 tenants in our daily work with students, faculty, administrators, and families.

# EMERGENCY INFORMATION

## **Blue Light Phones**

Blue Light emergency phones are situated in 8 locations throughout campus and offer additional levels of security to our Stevens community. In an emergency situation, the caller simply has to 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, Jacobus Health Center, and on the north side of the Griffith Building.

## **CARE Team**

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 to know when a crisis exists, educating the community to know what action to take when they are aware of a crisis, and responding to crisis in a way that preserves the safety of the community and provides maximum support for the student in crisis. 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 at by any individual concerned about a Stevens student.

## **On-Call System**

The Offices of Residence Life and Student Life, under the direction of the Division of Student Affairs, maintain 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, the Dean of Residence Life, Dean of Students, and the Assistant Vice President of Student Affairs who work in conjunction with Campus Police, Health Services, 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 Center Desk at 201-216-5105 to access the on-call system.

## **Public Reporting**

All members of the Stevens community, including guests and visitors, are able to submit an online [public report](#) for any campus incidents or general concerns. Online public reporting can be used for campus incidents, CARE Reports, Honor System Violations, International and Study Abroad Report, and Summer Campus Report. Emergency, time-sensitive situations should be directed to campus police at 201-216-3911.

## **Fire Evacuation of Stevens Buildings**

You should be familiar with the location of your buildings 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 the Center Desk at 201-216-3911.
2. Walk quickly to the nearest stairwell 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 the Center Desk. 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. Remember: Know your evacuation route and alternate routes; know the location of alarm boxes and/or nearest telephone; report all fires immediately. All fires were small at their start! Don't use the elevators. Many fatalities have resulted from someone being trapped in an elevator.

## **Communications and Campus Alert System**

Stevens communicates directly with students using their Stevens email address for all official communications. Students are expected to regularly check their email account for University announcements and updates. Parental notification will be made when a student is hospitalized or in need of family support, or when deemed necessary as part of a disciplinary sanction. 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 Everbridge Alert Notifications](#).

## **Missing Student Policy and Procedures**

Stevens has a Missing Student Policy to respond to reports of a missing student. 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 the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures will be taken 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. Any member of the Stevens community who is concerned that a student is missing should contact Campus Police immediately at 201-216-3911. Stevens 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.

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. This contact may be added by [completing the online form](#) available at the Office of Undergraduate Student Life's website or by designating a confidential contact for this purpose when completing the online application for student housing. 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 the student is determined by Stevens Police to be missing, the Dean of Students 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.

## STUDENT CODE OF CONDUCT

All individuals 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. Any student who fails to conduct themselves in such a manner violates this code and a disciplinary sanction may be imposed.

*The following are violations of the Student Code of Conduct:*

### **1. Abuse and Harassment**

- a. Physical or violent verbal abuse of any person.
- b. Conduct that threatens or endangers the physical or mental health or safety of any person including oneself.
- c. Actions that amount to intimidation or harassment (physical or verbal).
- d. Harassing, in person, by telephone, in writing, or by other means, annoying or alarming another person, attempting or threatening to strike, kick or otherwise subject another person to physical contact, addressing abusive language to any person, following a person in or about an university location or locations, or engaging in a course of conduct or repeatedly committing acts that alarm or seriously disturb another person.
- e. Abuse, harassment, or violence that is motivated by bias or hate.



## **2. Sexual Misconduct** ([refer to Stevens' Title IX Policy for further information](#))

- a. Sexual violence, which refers to sexual contact against the will or without the consent of the other person. This includes sexual contact by the use or threat of force or coercion, without effective consent, or where the other individual is incapacitated. A number of acts fall into the category of sexual violence, including acts that are forcible or non-forcible and including penetrative acts as well as sexual touching or disrobing not involving penetration.
- b. Relationship violence, which includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person.
- c. Sexual harassment, or unwelcome conduct of a sexual nature or on the basis of sex, including unwelcome sexual advances, requests for sexual favors, acts of sexual violence, or other verbal, nonverbal, or physical conduct, when one of the following conditions is present:
  - i. Submission to or rejection of the conduct is either an explicit or implicit term or condition of employment, instruction, evaluation of academic work, or participation in any University academic program, activity or benefit;
  - ii. Submission to or rejection of the conduct by an individual is used as a basis for evaluation in making academic or personnel decisions or decisions regarding participation in a University activity; or
  - iii. The conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or denies an individual's participation in or benefit from any educational experience, working conditions or campus living conditions by creating an intimidating, hostile or offensive environment when viewed from a subjective and an objective perspective.
- d. Sexual exploitation, which is defined as an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or Policy on Gender-Based and Sexual Misconduct (4 of 19) any other non-legitimate purpose. An act of sexual exploitation is prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.
- e. Stalking, defined as a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear for her, his, or others' safety or to suffer substantial emotional distress. Stalking may include physical conduct, traditional forms of communication such as letter-writing and phone calls, and may also include cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used. All allegations of stalking are covered by Stevens' policy on gender-based and sexual misconduct.

## **2. Alcohol and Other Drugs**

- a. Use, possession, or sale of marijuana, narcotics, or dangerous, illegal, or controlled substances or drug paraphernalia (except as expressly permitted by

- law). This includes prescriptions not prescribed to the individual in possession. Bongs are considered drug paraphernalia.
- b. Serving or making available alcoholic beverages to individuals under 21 years of age.
  - c. Possession or use of alcohol beverages by individuals under 21 years of age.
  - d. Possession and/or consumption from a “common source” such as a keg.
  - e. Unauthorized possession of an open container of an alcoholic beverage.
  - f. Unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for purposes of distribution.
  - g. Drunken or disorderly behavior.

### **3. Disruptive Conduct**

- a. Unauthorized use, misuse, taking unauthorized possession of, or destruction of public, private or university property on campus, or acts committed with disregard of possible harm to such property.
- b. Obstruction or disruption of Stevens operations (academic and non-academic) and/or obstruction or disruption of university-authorized activities on property owned or controlled by Stevens.
- c. Unauthorized entry, presence or use, or blocking of ingress or egress, of Stevens facilities or property. No person may climb into, out of or on university buildings, or walk upon the roof, balcony or fire escape of a university owned or affiliated building, except when an emergency exits and access to a fire escape is necessary.
- d. Unauthorized use of or copying of university keys.
- e. Lewd, indecent, or obscene conduct.
- f. Gambling in any form on campus except as provided by law.
- g. Intentionally filing a false complaint under this code.
- h. Aiding or abetting any conduct described in this code.

### **4. 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 or insignia of the university by an individual or a group.

### **5. Firearms, Explosives, and Safety Systems**

- a. Possession, use, or storage of any firearms or other weapons, explosives, fireworks or incendiary, dangerous or noxious devices or materials as defined by NJ State laws and statutes on property owned or controlled by the university or at functions sponsored or supervised by the university. The only exception is those persons carrying valid gun permits or identification cards plus written consent from the Chief of Campus Police.
- 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 alarm bells or sensors.
- d. Intentionally or recklessly burning or setting fire to or in any building or starting unauthorized fire on University property.
- e. The illegal use, possession of, or tampering with fire safety equipment including fire alarms, fire sprinklers, smoke detectors, and sensors.
- f. Displaying fire exit signs in a student room.
- g. Failure to evacuate a campus building when a fire alarm is activated.

## **6. Guests and Visitors**

*A guest is defined as any person who is not a Stevens student, faculty or staff member.*

- a. Overnight guests are limited to 2 days in a 7 day period and no more than 5 days in a 30 day period. Residential students must obtain the roommate's permission before having a guest. Overnight guests must be registered with the Office of Residence Life 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.
- b. Gatherings in student rooms must be limited to 1 guest per resident on campus and 1 guest for Stevens Leased Housing residents and must not disturb others. Residents are not permitted to entertain a large group of individuals.
- c. All policies listed in the Code of Conduct require Stevens students to take full responsibility for their guests. Students are considered responsible for the behavior of guests at a university event, on university premises, or in university residence halls and leased properties.

## **7. Hazing**

In compliance with New Jersey statute, Stevens Institute of technology is required to notify all students of their rights under law. Any new member initiation process should be conducted in a manner that respects the dignity of new members and protects their mental and physical well-being. Examples of acceptable behavior include the promotion of scholarship or service, the development of leadership or social skills or of career goals, involvement with alumni, building an awareness of organizational history, development of a sense of solidarity with other organization members, or activities that otherwise promote the mission of the organization or of the University.

- a. A person is guilty of hazing, a disorderly persons offense, if, in connection with the initiation of applicants to or members of a student or fraternal organization, he or she 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 or she commits an act which results in serious bodily injury to another person.
- c. Consent shall not be available as a defense to a prosecution under law.
- d. Conduct constituting an offense under the law may be prosecuted under any applicable provision of Title 2C:40 of the New Jersey Statutes.
- e. A new member of an organization shall have the right to be free of all activities which may constitute hazing while attempting to become a member of a fraternity, sorority, athletic team, student organization or other campus

organization. Organizations and their members are prohibited from engaging in or encouraging others to engage in activities that are defined as hazing.

- f. 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. Examples include but are not limited to the following:
  1. forced or required ingestion of alcohol, food, drugs, or any undesirable substance
  2. participation in sexual rituals or assaults
  3. mentally abusive or demeaning behavior
  4. acts that could result in physical, mental, or emotional deprivation or harm
  5. physical abuse, e.g., whipping, paddling, beating, tattooing, branding, and exposure to the elements.

## **8. Misuse of Technology**

- a. Making or assisting in making unauthorized or disturbing telephone calls or otherwise misuse or abuse telephone equipment.
- b. Intentional disruption of the University's computer systems, unauthorized alteration, disclosure, or destruction of Stevens computer systems or material, 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, and disruptive or annoying behavior on the University's computer system.
- d. The use of technology to harass, intimidate or threaten any person.

## **9. Non-Compliance**

- 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.

## **10. Prohibited Items**

- a. Drones or Unmanned Aerial Vehicles.
- b. Hoverboards.
- c. Electric kitchen appliances, particularly those with exposed heating elements such as toasters, toaster ovens, hot pots, coffee makers, and George Foreman grills, are prohibited in student rooms.
- d. More than one microwave (700 watts or less) and more than one refrigerator (3.2 cubic foot or less) in a student room.

- 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 the residence halls without permission of the Office of Residence Life.
- h. Non-Stevens issued furniture and lofted beds in the residence halls or leased housing apartments.
- i. Combustibles and other flammable items, including live Christmas trees, accumulations of paper, flammable liquids, (lighter fluids), tires, candles (with or without wicks), incense, etc.
- j. Open flames of any kind.
- k. Antennas outside the boundaries of a student room or satellite dishes of any kind.
- l. Larger musical instruments such as immobile harps, drum sets, pianos, drums and organs in student rooms (they are permitted in common spaces with Residence Life permission).
- m. Pets, excluding fish in a 10 gallon or smaller tank.
- n. Facilities or structures placed or erected on university property.
- o. Halogen lamps.
- p. Storage or repair of automotive and related equipment.
- q. Objects of any kind placed on outside window ledges.
- r. Bicycles stored in student rooms, either on-campus or off-campus.

## **11. Quiet Hours and Noise**

- a. Students are responsible for maintaining reasonable noise levels in their rooms, and must avoid disturbing or disrupting other students.
- b. Televisions, audio equipment, and reasonably-sized musical instruments are permitted in student rooms, with exception (see Prohibited Items). 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.
- c. Quiet hours are considered essential for all residents. On campus 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. Stevens Leased Housing guest hours are 10 a.m. to 10 p.m. 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 (courtesy hours).
- d. Creating noise in such a way as to interfere with university functions or using sound amplification equipment in a loud and raucous manner.

## **12. Retaliation**

- a. Retaliation against an individual for reporting a violation or alleged violation of this Code of Conduct.

### **13. Smoking**

- a. Under New Jersey state law, smoking is not permitted in any campus facility, residence hall, nor in any Stevens Leased Housing unit. Smoking cigarettes or possession of smoking paraphernalia such as electronic cigarettes known as e-cigarettes/vapes, hookahs, and bongos are prohibited.

### **14. Vandalism and Offensive Material**

- a. 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.

### **15. Violation of the Law**

- a. Commission of an act which would constitute an offense under appropriate federal, state, or local criminal statutes.

## **THE STUDENT CONDUCT PROCESS**

The student conduct process at Stevens is an educational process that ensures safety and respect in our community. All students are responsible for reading, understanding, and abiding by the policies listed above that comprise Student Code of Conduct. When an alleged violation of the Code occurs, the student conduct process is initiated to allow for an investigation of the alleged violation and an appropriate outcome. Through the student conduct process, the hearing officer(s) determines if a student is responsible or not responsible for violating the Student Code of Conduct. If a student or organization is found responsible, sanctions are 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 complaints is managed by the [Honor Board](#). The process for those enrolled in graduate courses is described in the [Graduate Student Handbook](#).

Reports about incidents which may violate of the Student Code of Conduct are received by the Dean of Students and the Office of Residence Life via the [public reporting forms](#) which can be submitted by any member of the Stevens community. Both offices follow procedures to determine if a student or organization is responsible for violating one or more provisions of Student Code of Conduct and, if so, to impose appropriate sanctions. Violations which occur at on-campus and off-campus residence halls are resolved by Office of Residence Life, and violations which occur at all other campus locations, at affiliated facilities, or at university sponsored or sanctioned events are resolved by the Dean of Students or designee. Violations regardless of location that could result in university suspension or expulsion are resolved by the Dean of Students or designee. Incidents that allegedly violate the Sexual Misconduct/[Title IX policy](#) will be reported to and handled by Dr. Kristie Damell, Associate

Dean of Students and Title IX Coordinator. Such cases will follow the protocol set forth in [Stevens' Title IX policy](#).

The hearing officer begins the student conduct process within 2 business days of the initial report by notifying the student or organization of the alleged violations and initiating the fact finding process. The inquiry may include a meeting with the student named in the incident report, as well as meetings with other individuals who may have pertinent information.

If the student ***accepts responsibility*** for Code of Conduct violation(s), the hearing officer will, within five business days of the admission of responsibility, provide the student or organization with a letter identifying the specific violation(s) and sanctions imposed.

If the student ***does not accept responsibility*** for the Code of Conduct violation(s), the hearing officer will complete the fact finding inquiry within 10 business days and determine if a violation has occurred. If the hearing officer finds the student or organization responsible for violating the Code of Conduct, the student or organization will receive a letter identifying the specific Code of Conduct violation(s) and sanction(s) imposed. Additional time may be needed for the fact finding process when incidents involve a large number of students.

If the hearing officer finds the student or organization ***not responsible*** for violating the Code of Conduct, the student or organization will receive a letter with this determination.

## **Sanctions**

Sanctions represent the outcome of a situation when an individual student or student organization is found responsible for violations of the Student Code of Conduct. Serious violations of the Student Code of Conduct, a series of violations over time, and/or not completing assigned sanctions could result in more serious sanctions such as suspension from housing and/or suspension or expulsion from the University.

***Possible sanctions include, but are not limited to:***

### ***Community Service***

The student or organization works jointly with the hearing officer to determine a compulsory service project that relates to the violation.

### ***Disciplinary Probation***

This sanction is assigned for a specified period of time during which the student 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 student or organization that their behavior is unacceptable in the Stevens community and that repetition of that behavior will result in further and more serious disciplinary action.

### ***Educational Sanctions***

Educational sanctions are intended to further the education of the student and the university community, and to serve as a form of social restitution. The student or organization may be required to attend, plan or participate in a program, workshop, counseling session, or other activity. A student may be asked to write a paper about an appropriate subject related to the offense.

### ***Expulsion***

Expulsion is the permanent separation of the student from the University. It is reserved for the most serious offenses, and is automatically accompanied by the assignment of a Persona Non Grata status from the University, banning the student from the University and all of its affiliated properties.

### ***Interim Suspension***

In cases that are serious in nature, Stevens may suspend a student on an interim basis. An interim suspension temporarily separates students from the residence halls and/or the University pending the outcome of the student conduct process. Students on interim suspension may not submit academic coursework or attend class and may not participate in co-curricular activities or events. An interim suspension typically ends after five business days; however, there may be extenuating circumstances that extend that timeline. The Dean of Students or designee may impose an interim suspension prior to the administration of the student conduct process to ensure the safety of the campus community or to protect the interests of the university, ensure the student's own physical or emotional safety, or when a student poses a threat of disruption or interference with the normal operations of the university. During the interim suspension, the student can be denied access to residence halls, facilities affiliated with Stevens, the Stevens campus, and Information Technology resources.

### ***Letter of Apology or Explanation***

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

### ***Loss of Privileges***

Privileges within the University community may be restricted or revoked for a specific period of time.

### ***No Contact Order***

No Contact Orders are designed so that students involved in the student conduct process do not have any communication with one another, which serves to minimize further altercations. Students under No Contact Orders are not to communicate with one another



using any means. Specific details are provided in the No Contact Order document that is received by the involved students via Stevens email.

***Fraternity and Sorority Ineligibility***

Fraternity and Sorority ineligibility is the inability to engage in the following for one academic year: attend fraternity/sorority recruitment activities, accept a bid/invitation/interview, join, pledge, or participate in any Social Greek affiliated events. If found on any Social Greek affiliated properties, both the student and Social Greek organization may be sanctioned. This is not an appealable sanction.

***Notification of a Parent/Guardian***

The University reserves the right to notify parents and/or guardians when there is a change in student status, or when continued enrollment at the University or residence in campus housing is in jeopardy. This includes, but is not limited to: behavior that presents a real danger of substantial harm to self or others or substantially disrupts the learning environment and activities of the campus community, accident or injury requiring medical treatment at a hospital or other off-campus facility, prolonged inactivity in coursework, or disciplinary action such that removal from housing is imminent.

***Organizational Disciplinary Warning***

At a minimum, an organization placed on warning may not be able to reserve space, use funds allocated by the SGA, or send students to off-campus events, conferences, etc.

***Organizational Probation***

An organization placed on probation may not be able to reserve space, access university funds allocated by the SGA, send students to off-campus events, conferences, etc., or function as a campus organization.

***Persona Non Grata***

For the purposes of this rule, "persona non grata" means that an individual is banned from all university property or facilities.

***Residence Hall Relocation***

A student or organization may be required to move their individual residence hall room or placement as part of a floor related to an organization.

***Residence Hall/Greek Housing Suspension***

This sanction requires the student to terminate occupancy of a Stevens-owned, leased, or Greek affiliated residence for a specified period of time, and is automatically accompanied by the assignment of a Persona Non Grata status, banning the student from all residence halls and leased properties of Stevens.

***Restitution***

Restitution requires the student or organization to pay for direct and indirect costs of damages caused to property or individuals.

### ***Revocation of Admission and/or Degree***

Admission to, or a degree awarded from the University may be revoked based on fraud, misrepresentation, or other violation of a University rule or regulation in obtaining the degree, or for other serious violations committed by a student prior to enrollment or graduation.

### ***Suspension***

This sanction separates a student from the University for a specified period of time and is automatically accompanied by the assignment of a Persona Non Grata status, banning the student from the University and all of its affiliated properties. Students who are suspended may not submit academic coursework or attend class, and may not participate in co-curricular activities or events. Suspended students are withdrawn from all classes for the duration of the suspension. Conditions for return to the University, if any, must be outlined at the time of suspension.

### ***Withholding Degree***

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

## **Appeals**

A student or organization may appeal a disciplinary decision and/or the resulting sanction(s) if they have not accepted responsibility for the relevant code of conduct violations. Appeals for decisions made by the Residence Life staff go to the Director of Residence Life or designee. Appeals for decisions made by the Dean of Students or designee go to the Assistant Vice President for Student Affairs, and appeals for decisions made by the Assistant Vice President for Student Affairs go to the Vice President for Enrollment Management and Student Affairs.

A student or organization appealing a disciplinary decision and/or sanction(s) must submit a letter of appeal in writing to the appeal officer within five business days of receiving the disciplinary decision and sanction(s). In the letter of appeal, the student or organization must state the specific grounds for the appeal.

The **grounds for an appeal** are:

- Presentation of 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
- Severity of the sanction(s). Appeals based on severity of the sanction(s) may only be used when the sanction includes Residence Hall/Greek Housing suspension, suspension from the institution, or expulsion

After receiving an appeal, the appeal officer will review the student conduct procedures and the appeal letter and may choose to meet with the student or representative from a student organization. Within 10 business days of receipt of the appeal, the appeal officer will render a decision and inform the student or organization in writing. The decision by the appeal officer is

final; no further appeals are available to the student or organization. The options available to the appeal officer are:

- Affirm the disciplinary decision and the sanction(s)
- Find the student or organization not responsible and dismiss the sanction(s)
- Change the sanction(s)

## CAMPUS OFFICES AND SERVICES

### Academic Support Center

The Academic Support Center (ASC), located in Edwin A. Stevens Room 119, provides a variety of support programs and services to undergraduate students. These services include: Academic Tutoring, Freshman Quiz Review Sessions, Peer Mentoring and Academic Success Workshops. Tutoring for technical courses is provided free of charge by skilled undergraduate and graduate students. The ASC offers individual 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 are conducted by qualified tutors throughout each semester. Additionally, all incoming freshmen are assigned a Peer Mentor. The Peer Mentor program provides an opportunity for new first year students to connect with an undergraduate mentor who is knowledgeable about Stevens. The mentoring process can provide new students with the information, support and encouragement they need to be successful at Stevens. Academic Success Workshops are another component of the ASC. A variety of topics are offered throughout the semester including: Time Management, Developing Effective Study Skills and Preparing for Finals.

### Alumni Association

The Stevens Alumni Association (SAA) serves over 40,000 alumni across the globe by organizing reunions, sharing benefits, spreading news and more. It is formed to establish, maintain, and cultivate 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 institute.

### Athletics

The Department of Physical Education, Athletics and Recreation prides itself upon the diversity of its roles toward the development of student life at Stevens. The comprehensive program impacts almost the entire student body in a way that encourages wholesome activities that can be pursued over a lifetime. Stevens offers 26 intercollegiate sports and continues to demonstrate a commitment to the ideals of sportsmanship and the philosophy of NCAA Division III athletics.

#### Varsity Sports

Stevens sponsors 26 varsity sports and competes at the National Collegiate Athletic Conference (NCAA) Division III level as part of the Empire 8 Athletic Conference along with Alfred University, Elmira College, Hartwick College, Ithaca College, Nazareth

College, Rochester Institute of Technology, St. John Fisher College, and Utica College. Stevens is also an affiliate of the Centennial Conference (wrestling), North East Collegiate Volleyball Association (men's volleyball), Eastern Women's Fencing Conference (women's fencing), Middle Atlantic Collegiate Fencing Association (men's fencing), and Intercollegiate Horse Show Association (equestrian). In 2008, Stevens received the prestigious Jostens Institution of the Year award from the Eastern College Athletic Conference. This award recognized the Institute's remarkable success both academically and athletically.

### *Campus Recreation*

The purpose of the Recreation office at Stevens is to provide a comprehensive program of physical sports activities designed to meet the diverse needs and interests of the University students, faculty and staff members. Through the intramural programs, there are opportunities to learn sport 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 desirable University atmosphere designed to stimulate, promote, and enhance the formal education process. Active participation in various programs can provide individuals with worthwhile use of leisure time, as well as contribute significantly to their total development. All members of the Stevens community are invited and encouraged to participate in any aspect of the program.

### *Club Sports*

The Stevens Institute of Technology Club Sports Program, consistent with Intercollegiate Athletics and the Institute's mission, strives to provide leadership and recreational opportunities to the student body of the Institute, in order for them to enhance their knowledge and skills in a specific sport of interest, while at the same time retaining social, cognitive and physical experiences. Stevens provides funding for Club Sports to provide resources, assistance and guidance to the individual clubs. Each club is formed, developed, governed and administered by the student membership of that particular club and overseen by the Club Sports staff, their advisor and/or their coach.

## **Business Services**

The Office of Business Services, which includes a branch of the US Post Office handles all incoming and outgoing US mail, packages and parcels. The faculty, staff and students can send and receive all US mail through this department. The Stevens Print Shop fulfills all copying and document reproductive tasks. This includes binding, and book/flyer creation. The Receiving Area processes, scans, tracks, and manages distribution of all carrier packages from carriers such as FedEx, DHL and UPS. The Print Shop and the Receiving Area can be found in the basement of the Wesley J. Howe Center. Business Services is dedicated to providing our students, faculty and staff with value-added printing, mailing and logistical resources to meet your needs and exceed your expectations. We are here to ensure that your printing is high quality, cost-effective, and timely, your campus mail is handled securely, collected efficiently, and distributed quickly, your outgoing mailings meet US Postal regulations for nonprofit and presort mail and are well organized and posted most economically, and that your packages are safe and held securely until pick up.

***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 it will be returned.

***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 Card Office**

The Campus Card Office services the Stevens community by providing access to the Stevens ID Card, DuckBills and the Online Card Office.

### ***Stevens ID Card***

The Stevens ID Card is the official photo identification card at Stevens Institute of Technology. Not only is it your ID, but it also gives you access to DuckBills, your meal plan, the library, gym, labs, events, Pierce Dining Hall, vending, residence halls building and room door access and more. Your Stevens ID Card is valid as long as you are enrolled at Stevens or if you are an active employee of the University. Students, staff and faculty, and guests should always carry their Stevens ID.

### ***DuckBills***

One of the most common, attractive and exciting facets of the Stevens ID card is that it is used for DuckBills. DuckBills are a prepaid, dollar for dollar, declining balance account housed on your Stevens ID Card that may be used to pay for purchases at participating on and off campus merchants. They are convenient, safe and fun to use. Students, staff, and faculty are all encouraged to use DuckBills for their purchases. DuckBills can be added to your Stevens ID card in three different ways:

- ***Online Card Office.*** Anyone can make DuckBills deposits using a major credit card in the Online Card Office (link is external). Deposits are applied to the account and take effect instantly.
- ***Cash Deposit Station.*** A Cash Deposit Station is conveniently located in the library. \$5, \$10, and \$20 bills are accepted, and the value is added to your card instantly.
- ***Campus Card Office.*** Email [duckbills@stevens.edu](mailto:duckbills@stevens.edu), call (201) 216-5156 or visit the Campus Card Office in the Samuel C. Williams Library, Lower Level, across from IT Help Desk, to request deposits via your Stevens account.

## Campus Police

The mission of Campus Police is to protect and serve the Stevens Community, secure its property, enforce the laws of the State of New Jersey, prevent, detect and deter crime and prepare the Stevens Community to respond to an unforeseen crisis in a manner that allows the Institution to continue to function. Campus Police provide a safe environment in which students can freely pursue academic interests. The members of Campus Police are commissioned by the City of Hoboken and have the power of arrest; many have been trained in the New Jersey Police Academy. A minimum of three officers are on duty 24 hours a day. Campus Police require that you report all thefts, accidents, or incidents that occur on campus. Campus Police also provides the following services: regulation of parking on campus; lost and found; and after-hours emergency. Campus Police must be notified at least a week in advance for any large on-campus activities, and must be notified immediately should any suspicious behavior be observed on or near the campus. Campus Police may be contacted at the Security Office located in the Gate House, at the Wesley J. Howe Center desk, or by telephone 24 hours a day at 201-216-5105 or 201-216-5325 or by dialing 3991 on a campus phone.

## Campus Store

All required books for graduate and undergraduate courses are stocked by the Campus Store, located on the first floor of the Wesley J. Howe Center, and are available shortly before the start of each semester. If you want a book which is not in stock, the store will order it. Aside from books and school supplies, the store carries many other items, including a varied line of health aids, and cosmetic supplies and snacks. Paperbacks and reference books can be ordered on request if out of stock. The Campus Store also sells a wide variety of Stevens logo clothing and novelties. Anything necessary for your computer, from diskettes to manuals and academically priced software is handled through the campus store.

## The Career Center

The Stevens Career Center supports students in obtaining career outcomes appropriate to their personal goals through career exploration programs, experiential education opportunities, and individualized guidance from Career Center professional staff members. We work 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. We encourage 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, how to 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. Follow up with a career advisor for a resume review and guidance in pursuing employment opportunities.

### ***Externship Program***

Apply to the Externship Program for a one-day job shadowing experience during Winter Break and begin the process of learning about various types of career roles and how to interact with employers. The Externship Program is designed for first and second year students to gain exposure to the corporate world and interact with industry representatives. Students attend an Externship Information Session and complete the Externship application, indicating interest in up to three industries. Career Center staff match students to company visits according to industry preference, when possible. Students are responsible for travel and lunch expenses.

### ***Summer Internship Program***

Work-based learning is an integral part of the student career development process that supports attainment of successful post-graduation career outcomes. Career Center staff facilitate student access to summer internship opportunities and provide guidance in aligning internship experience with post-graduation career goals. Attend an Undergraduate CPC Orientation Workshop and learn how to use the Stevens internal job board, develop a competitive resume, and apply for summer internship opportunities. The Summer Internship Program is available to all full time, matriculated, undergraduate students who are not participating in the Cooperative Education Program.

### ***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 where students alternate a semester of study with a semester of work over the course of the sophomore and junior years. On-campus interview days are held three times per year to facilitate student access to co-op work assignments. Successful completion of a co-op work assignment is noted on the student transcript as a Pass/Fail non-credit course. A passing grade is recorded upon receipt of the four required co-op documents. To qualify, students must complete all first year academic requirements with a minimum 2.2 GPA and be in good academic standing, commit to a five (5) year alternating schedule, which includes one summer of study as indicated on their Co-op Work/Study schedule, be able to work 35 – 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. Attendance at an Undergraduate CastlePointCareers (CPC) Orientation workshop is required to gain access to employment opportunities on the CPC interactive online system where students can post their resumes, review job descriptions, apply for employment opportunities, and schedule interviews. CPC 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. Career fairs serve as an information exchange between students and prospective employers. The September Career Fair is

targeted to graduating seniors seeking full time employment post-graduation. The December and March 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***

Students are encouraged to meet with a career advisor one year prior to graduation to discuss goals and strategy on securing full time employment. Programming is provided on preparing for the recruitment process, interviewing, and networking with employers. Successful outcomes are best achieved through advanced planning, gaining relevant work experience, and participating in the services offered by the Career Center.

## **Commuter Student Services**

This section familiarizes commuter students with campus resources and help make the adjustment as pleasant as possible. There is an active student organization, the Commuter Student Union, which represents the interests of commuting students, helps orient new commuters, arranges social activities and makes sure that commuters are represented in all aspects of student life.

### ***Transportation to Campus***

There are two basic ways to commute to Stevens public transportation (trains and buses) and private transportation (car or car pools). New Jersey Transit offers students discounted monthly commuter tickets. Enrolled students can use NJ Transit QuikTik for transportation from home to Stevens, you can access the QuikTik site through the MyStevens page. If you would like to use the paper forms they available at the Hoboken terminal and they must be signed at the Registrar's Office, and student tickets may be purchased on the first or the last day of the month. Stevens provides a shuttle bus service from the Train/PATH Terminal to the Stevens campus; there are two stops: the Howe Center and in front of the Babbio Center. For more information please visit the [Stevens Shuttle website](#). The commuter student meeting during orientation offers the chance to link up with fellow students in your neighborhood to form car pools. Here you will receive an application for a parking sticker. Please abide by the rules and regulations found in the parking section of this handbook.

### ***Lockers and Lounges***

Lockers, located on the first floors of Kidde, are available to commuters on a first-come, first-serve basis. Contact the Office of Undergraduate Student Life to request a locker. The library offers study rooms and cubicles on the second floor as well as a first floor area for possible study group meetings. Students can utilize the Burchard Commuter Lounge located on the first floor. This lounge has lockers for daily use by students. There is a lounge available on the first floor of Jacobus Hall where students can relax, play pool and socialize.

### ***Dining***

Commuters may purchase a meal plan through the [Campus Card Office](#).



## **Counseling and Psychological Services**

Counseling and Psychological Services (CAPS) provides counseling for a variety of personal issues (i.e. adjustment to college, acculturation issues, concerns with family or peers) or psychological difficulties (i.e. depression, anxiety, substance misuse/abuse, suicidality). Students may also come to counseling to address specific skills in communication, dating/relationships, and conflict management. We are also available to assist students in times of personal crisis, such as acute stress, sexual assault, and death of a family member or friend. We offer free and confidential short-term counseling, typically 1-5 sessions, to all enrolled Stevens undergraduate and graduate students. As an alternative to individual counseling, students may be offered group therapy, when appropriate. The counseling center also provides referrals to outside clinicians in the local community in the case that a student requires long-term or specialized treatment. Throughout the year, the counseling center consults with staff, faculty and students on campus whenever the need arises. In addition, we offer various workshops and training seminars throughout the year for staff, faculty and students that cover a range of topics, such as Warning Signs, Conflict Resolution and Anxiety Management. Individual appointments can be scheduled by either calling the office at 201-216-5177 or coming to the center (Howe Center, 7th floor). Clinicians are also available to meet with students during walk-in hours listed on the CAPS website.

Suicide is a preventable tragedy that must be confronted on college and university campuses. At Stevens, we provide programming directly geared towards early prevention of suicide, as well as 24/7 resources for students who are considering suicide. Early prevention efforts are spearheaded by Counseling and Psychological Services (CAPS) and typically delivered to students, staff and faculty who might be the first to notice signs of distress in someone they care about. CAPS provides a mix of bystander intervention trainings and warning signs trainings to a wide campus audience including first year students (undergrad and grad,) student athletes, resident advisors, orientation leaders, athletic coaches, faculty and staff, student organization leaders and Greek leaders. For students who are considering suicide, help can be reached 24/7. Counselors are available at CAPS on weekdays (M-F) from 9am to 5pm. After hours, students can reach Campus Police or Residential Life. Students are also encouraged to make use of the National Suicide Prevention Lifeline at 1-800-273-8255.

## **The DeBaun Center for the Performing Arts**

The DeBaun Performing Arts Center (PAC) at Stevens offers a wealth of opportunities for students to participate in the performing arts: choral, vocal and piano performances, instrumental ensembles and bands, theatrical productions, dance and technical theater. 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 through their experience in the performing arts.

### ***Stevens Choir***

The Stevens Choir has a rich history that dates back to 1870 when they sang at Castle Stevens, the once-ancestral home of the university's founding family. The Choir performs various styles of choral music in concerts each semester at DeBaun Auditorium and at special events. The Choir meets on Monday and Thursday evenings from 6:30-9

p.m. in the Ondrick Music Room. For more information, email Bethany Reeves at: [bethany.reeves@stevens.edu](mailto:bethany.reeves@stevens.edu).

### ***Stevens Jazz Band***

Featuring some of Stevens' best soloists, the always popular Jazz Band performs a wide range of jazz and big band favorites each semester in the Bissinger Room, overlooking the New York City skyline. The Jazz Band meets on Wednesday evenings from 6:30-9 p.m. in the Ondrick Music Room. For more information, email Gerald (Jerry) Ficeto at: [gerald.ficeto@stevens.edu](mailto:gerald.ficeto@stevens.edu).

### ***Stevens Concert Band***

Appealing to marching band lovers, the Concert Band performs each semester at DeBaun Auditorium, along with many of the small ensembles (brass, woodwind, flute, etc.), performing popular themes, traditional marches and well-known medleys. The Concert Band meets on Sunday evenings from 6-8:30 p.m. in the Ondrick Music Room. For more information, email Jerry Ficeto at [gerald.ficeto@stevens.edu](mailto:gerald.ficeto@stevens.edu).

### ***Stevens Orchestra***

Formed in 2009, the Stevens Orchestra has quickly become a crowd pleaser with its dynamic and exciting performances. Rehearsing in the Ondrick Music Room, the Orchestra performs each semester at DeBaun Auditorium, along with their small ensembles (string quartet, etc.). For more information, email [orchestra@stevens.edu](mailto:orchestra@stevens.edu).

### ***President's Ensemble***

Formed at the request of President Farvardin, this select group directed by David Zimmerman performs at Convocation, Commencement, and special functions throughout the year. Auditions are held each January. For more information, email David Zimmerman at: [david.zimmerman@stevens.edu](mailto:david.zimmerman@stevens.edu).

### ***Voice Lessons***

No matter what your skill level, partially subsidized voice lessons can improve your technique and bolster your performance in front of an audience. Lessons are taught by Dr. Bethany Reeves in the Voice Studio in the Ondrick Music Room. Applications are taken at the beginning of each semester, and students are required to participate in a recital. For further information, email Bethany Reeves at: [bethany.reeves@stevens.edu](mailto:bethany.reeves@stevens.edu).

### ***Technical Theater Staff***

The wide-range of DeBaun PAC events - theater, concerts, dance, special events and seminars - are staffed primarily by Stevens students, who gain a comprehensive, hands-on experience in technical theater and stage/house management. For more information about employment, email Carl Russell at: [carl.russell@stevens.edu](mailto:carl.russell@stevens.edu).

### ***Acting Workshops***

Dr. Bethany Reeves leads workshop productions of Shakespeare's plays as well as Modern Theater, involving Stevens students, alumni and staff. For further information, email Bethany Reeves at: [bethany.reeves@stevens.edu](mailto:bethany.reeves@stevens.edu).

### ***Ondrick Music Room***

The Ondrick Music Room serves as a popular meeting place for music lovers and is open on weekdays for music rehearsal. It features two small and one large rehearsal rooms with four acoustic pianos. Open hours are posted each semester on the door and online at: [stevens.edu/DeBaunPAC](http://stevens.edu/DeBaunPAC).

## **Dining Services**

Stevens Dining, powered by CompassOne, is one of the newest and most innovative concepts in Higher Education dining. Dining has established a program that features balance, nutrition, versatility and excitement at our campus dining locations - Pierce Dining Room, Colonel John's, Red and Gray Cafe, America's Cup, and Stevens food trucks. We have incorporated local businesses into our dining plan with "Washington Street Wednesday," local flavors into our food at our Chef's table and highlighted featured vegetarian dishes that frequently get positive feedback from both vegetarians and non-vegetarians alike. Through 12 stations of dining and a wide variety of choices, guests can dine based on their tastes and preferences. We allow meal swipes in all of our retail locations, food trucks and even down in the local community. Stevens Dining is responsible for all cafeteria functions, including catering services for special events. The magnetic strip on the back of your ID admits you to the Dining Hall. Please use this [link](#) for current meal plans.

To keep Pierce Dining Room running efficiently, students are expected to adhere to the following:

- Do not remove food from the dining room for later consumption.
- Do not take more than you can eat. Unlimited seconds are available on most items and a variety of special features are offered throughout the semester.
- Do not remove china, silverware or glass from the dining room.
- Anyone who needs special meals can arrange for them with the management; additional charges may apply.

## **Office of Disability Services**

Stevens Institute of Technology is committed to providing equal educational opportunities and full participation for persons with disabilities. It is the Institution's policy that no qualified person be prevented from participating in any Institutional program or event, be deprived of the benefits of any Institutional program or event, or otherwise face discrimination in relation to any Institutional program or event. This policy stems from the Stevens' commitment to non-discrimination for all individuals regarding its' employment, access to facilities, student programs, activities, and services.

Realizing full involvement and integration of individuals with disabilities necessitates the collaborative efforts of the whole campus community, beginning with the Institution's departments, offices, and personnel. Conflicts or grievances related to disability matters should be discussed with the Director of Disability Services, and if not resolved, can be brought to the Dean of Students for resolution. Students with disabilities who need academic accommodations or other disability related support services must make the Office of Disability Services aware of their needs, and file timely request forms each semester with the Office of Disability Services.

## **Financial Aid Office**

The Office of Financial Aid is available to work with you in developing a concrete plan for financing your degree, from estimating the cost of attending Stevens to learning about your eligibility for different types of aid and how to apply for them. We strive to provide excellent service to students and their families and will help you get your questions answered and find the information you need to continue funding your education.

## **Health Center**

The Student Health Center is an acute care facility located in Jacobus Hall. It is a two story brick building with accessible ramps and sits between the Howe Center and Hayden Hall. You do not need an appointment to go to the Student Health Center. You will be seen on a first come, first serve basis and all visits are free of charge. Services include health promotion and disease prevention, care during acute and chronic phases of illness, and referrals to outside providers when appropriate. Our main focus is to improve and maintain physical wellness and productivity. All Student Health Center staff members recognize the basic human rights of all patients who seek treatment. Students will be treated with respect, consideration and confidentiality.

### **Student Health Insurance**

Stevens Institute of Technology mandates that all full-time students (12 Undergraduate credits) have health insurance. All full-time students will be charged health insurance. A student may request insurance eligibility if Full-time status includes Web courses by contacting the Student Service Center at 201-216-5555. For more information on the Stevens Health Insurance Plan, please contact University Health Plans at (800) 437-6448 or visit [universityhealthplans.com](http://universityhealthplans.com). Students with proof of comparable coverage are eligible to waive the student health insurance. Students who are enrolled for coverage with University Health Plans must use the Temporary Policy Information located in their brochure for their Undergraduate or Graduate class level until they receive their permanent insurance ID card.

## **International Programs**

The Office of International Programs provides overall strategic direction and visibility for the internationalization efforts of Stevens Institute of Technology. These initiatives include study abroad, international partnerships and exchanges, international sponsored student outreach, co-curricular programming and research. The Study Abroad Program provides opportunities for undergraduate and graduate students to broaden their academic experience by adding an international component and experience to their curriculum. Semester study abroad options include studying with one of our exchange partners, or with a study abroad provider or a direct enrollment in an international university. Shorter options include intersession programs, summer courses, research, internships and service abroad. In today's market, international experiences add another dimension to a student's resume, and enhances opportunities for employment and/or professional studies. Students who study abroad are well known for being adaptive to different environments and situations, more dynamic and open to new challenges. Students can study abroad in hundreds of countries through exchange programs, on faculty-led programs, or by connecting with external organizations.

## **International Student and Scholar & Services**

The 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 the ISSS is to facilitate compliance with federal regulations that govern the immigration status of international students and scholars during their time at Stevens. The ISSS provides educational workshops, information, and services in support of these regulations. The ISSS is located in the Alexander House, 1<sup>st</sup> Floor.

## **Information Technology**

At Stevens, we believe technology is at our core. Technology and Innovation have been the legacy of Stevens Institute of Technology for more than 140 years - and that tradition is alive and well today. We embrace the opportunity to support Stevens and its community in advancing the frontiers of science and technology to confront global challenges that better the human condition. Through the use of award winning technology, strong leadership, and shared vision, the Division of Information Technology at Stevens provides comprehensive support and leadership for all areas of Stevens including teaching and education, service and outreach, administrative operations, research, and development.

## **Library**

The Samuel C. Williams Library is the heart of the university, offering study space, research services, collaborative technology, and critical research resources for the Stevens community. [Library hours](#) are listed online. There are quiet study areas on both the second and third floors of the Library. For extra quiet or for larger group rooms, you can [reserve a study rooms online](#). The Library website offers 24/7 online access to high-quality, reliable academic research databases & tools. As a Stevens student, you have online access to scholarly journals, e-books, news sources, magazines, trade publications, company & industry information, and reports as well as access to print books, journals, magazines, and newspapers. Research help is available from the Librarians in-person, via phone, and online (via IM, email, SMS). The Librarians teach research and information literacy classes and workshops and meet with students and faculty in individual and small group settings. The Librarians teach many workshops throughout the year and all are welcome to attend. The Library Archives and Special Collections consists of archival collections and rare books that contain original documents of the history of Stevens Institute of Technology, the Stevens family, New Jersey history and also the history of science and engineering. There is also an extensive collection on Leonardo Da Vinci, one of the earliest engineers and inventors. Appointments must be made to view the collections.

## **Parking on Campus**

Due to limited parking facilities, freshmen, sophomores and juniors residing in the Stevens residence halls are not permitted to have a car on campus. Commuting students may, however, park cars on campus. All vehicles on campus belonging to Stevens students, faculty or staff must display a currently authorized hangtag on the rear view mirror. Hangtags are only valid for one semester; students must apply each semester for a new hangtag. Hangtags for the handicapped may be obtained for those parking spaces designated. Students can apply online for a hangtag. Students should pick up their hangtags at the Security Office located in the Castle, next to the Babbio Center. A hangtag does not assure the holder of a parking space.

## Registrar

The Office of the Registrar is dedicated to providing the best possible services to meet the needs of the Stevens community. The office is the steward of student records offering a wide range of services to faculty, students, and members of the administration including academic record maintenance, registration, course scheduling, classroom assignments, transcript processing, grade collection, graduation evaluation, address changes, enrollment verification and diploma distribution. The Registrar's Office is responsible for publishing and managing the [academic calendar](#).

## Residence Life

The Office of Residence Life is committed to providing a safe, supportive and lively living and learning environment that nurtures each student and promotes their growth and development. Living at Stevens leads to some of the most exciting and rewarding times of a student's life. Most Stevens undergraduate students live in Stevens housing (both on and off campus).

Students who submit their 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. There is a cancellation fee assessed to any students who cancels their housing application.

All Stevens residence halls have completely furnished rooms including bed, desk, dresser and closet or wardrobe. All on-campus student rooms have state-of-the-art Wi-Fi 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. We provide on campus and Stevens Leased Housing within the City of Hoboken for upper-class students. Most Stevens graduate students live in their own apartments in Hoboken, N.J., as well as other cities in the surrounding area. A small number of graduate students live in Stevens Leased Housing. Graduate students are not housed on campus.

Davis Hall, Humphreys Hall, Hayden Hall and Castle Point Hall provide double and triple occupancy housing for new students. Palmer Hall houses 90 upper-class students in singles and quads. Jonas Hall has double and quad rooms with private bathrooms in each room. River Terrace Apartments provides 2 to 7 person apartments with double and single rooms for upper-class students. All suites include private bath and kitchen. Our Stevens Leased Housing apartments are within walking distance of the campus. They are fully furnished, double occupancy bedrooms and 2 bathrooms (4 person apartments). They include Wi-Fi, internet and cable TV access. They house both male and female upper-class students.

The Office of Residence Life offers two special interest housing options. Lore-El Center (Women's Center) is located at 802 Castle Point Terrace. It is a beautiful Victorian-style residential house located on the Stevens campus and focuses on Women in STEM fields. C.A.R.E House (Community Awareness Residential Experience) is located at 1036 Park Avenue. It is home to a community that focuses on service learning. Fraternity and Sorority housing is 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.

**The following policies apply in all Stevens residential facilities:**

***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 Residence Life: 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. If you are moving to another room, your account will be billed accordingly for any changes to your room assignment.

***Damages***

Students will be held responsible for all damages in the room, building, and common areas, including all doors. 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 the original condition at the end of the school year. Any alterations not consistent with residence life policies will be corrected immediately at the student's expense. The cost of damages will be charged to the student account and a service charge may be assessed to cover processing. Room condition reports must be completed online and returned to the Office of Residence Life within the first week of occupancy.

***Deposit***

Students living in Stevens housing are required to have a security deposit on file with the University 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 security deposit is billed to your Stevens account (unless you have one on file) and is held by the university. The housing security deposit will be forfeited in the event you are removed from housing, required to vacate, suspended or dismissed from the University, withdraw from Stevens, cancel your housing application, or cancel your housing assignment. If the student has a balance due to the University, the security deposit will be applied toward payment of the balance first.

***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***

All 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 Residence Life. Failure to comply with mandatory extermination practices may result in suspension of housing privileges.

***Food and Kitchen Use***

Food may be kept in rooms if properly stored in sealed containers. Kitchen facilities are available in each on-campus residence hall for the preparation of food. Within the kitchen

facilities, cooking and food waste must be disposed of properly. Students must stay with their food and monitor it at all times while cooking.

### ***Guaranteed Housing***

All undergraduate students who apply for housing by the posted deadlines for the fall, spring, and summer semesters will be guaranteed housing at any Stevens facility (on-campus or off campus in Stevens Leased Housing).

### ***Health and Safety***

The Office of Residence Life reserves the right to inspect all student rooms where students reside within Stevens housing. This includes both on campus housing, special interest housing, and Stevens leased housing. Health and Safety inspections occur every semester by residence life staff members, and are designed to address any 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. Sports, in general, are not permitted in the residence halls.

### ***Personal Belongings***

The Office of Residence Life takes no responsibility 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 during closed periods. Residents should also protect themselves by carrying fire, theft, and liability insurance, as the university insurance does not include your personal property or personal liability at any time, and the university assumes no liability for the personal property of the student. If a resident's possessions are left in a room after they have checked out, or left after the checkout deadline has passed, the belongings will be discarded. The Office of Residence Life places no responsibility for any items left behind items.

### ***Recycling***

Recycling is state law. In order to comply, bins have been placed in student room/ halls for storage of recyclable materials. Only recyclable materials may be placed into the bins.

### ***Residence Hall Floor Meetings***

The Resident Assistants are key personnel through which the Office of Residence Life communicates with a student residents and addresses student concerns. As such, it is mandatory for all residents to attend their floor meetings throughout the year (typically 3-4 per semester). If a meeting is missed, it is the responsibility of the resident to meet with their RA before or after to obtain the information shared.

### ***Residence Life Furniture***

Non-Stevens issued furniture and lofted beds are not permitted in the residence halls or leased housing. 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 Residence Life. Moving Residence Life issued furniture out of one's room is not permitted. Each student is responsible for the



furniture in their assigned room, and each student will be charged for damaged or missing furniture if applicable. Furnishings may not be removed from lounge or other public areas of the university. Waterbeds are not permitted. Mattresses must be kept on the bed frame. The Office of Residence Life will not provide additional furnishings or store Residence Life issued furniture.

### ***Room Changes***

Housing assignments are made for one academic year. Approval from the Office of Residence Life is required to change rooms. A resident who wants to request a room change must complete the room change request form in their myStevens account through the housing portal. Room changes cannot take place without the permission and facilitation from the Office of Residence Life. Keys may never be exchanged by residents, and must only be issued by Office of Residence Life staff. During the first 2 weeks and last 2 weeks of each semester, room changes are not permitted. Failure to follow proper procedures may result in a fine or judicial proceeding.

### ***Room Keys***

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

### ***Utilities***

Stevens housing students are expected to manage and minimize their utility use. Leased housing units in excess of the monthly average for utility use will receive notification of the overages and may be charged the difference in the cost for each month.

### ***Withdrawal***

When a student submits a withdrawal from Stevens form, they must totally vacate institutional housing and cease using institutional dining facilities within 24 hours after they submit a withdrawal or requests a leave of absence, or they will be held liable for room and board charges beyond their last date of attendance.

## **Student Accounts**

The mission of the Office of Student Accounts is 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 adherence to Stevens policy, and managing the issuance of health insurance as required by Stevens. Our office assists students and families with questions regarding eBilling, payment options, refunds, and all student-related account information.

## **Stevens Technical Enrichment Program (STEP)**

STEP is a network of interrelated programs, services and activities that promote and support the academic, personal and professional development of Stevens' undergraduates participating in the program. Participants also include students who receive financial assistance through the New

Jersey Educational Opportunity Fund (EOF) grant program. The outstanding and distinguishing feature of this component is its commitment to working with the "whole" student. STEP offers many services to students, including individual and group tutoring, individual and group counseling, academic and career advisement, workshops and seminars, peer mentoring, social stress relievers, scholarships, and summer programs. 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.

## **Title IX**

If you experience, or become aware of, an occurrence of an incident covered under [Stevens policy on gender-based and sexual misconduct](#), you are encouraged to report the incident to the Title IX Coordinators and/or Campus Police.

### **TITLE IX COORDINATOR**

Kristie Damell, Ed. D., Associate Dean of Students

Phone: 201.216.5679

Location: Howe Center, 10<sup>th</sup> Floor

Email: [KristieDamell@stevens.edu](mailto:KristieDamell@stevens.edu)

### **DEPUTY TITLE IX COORDINATOR**

Leslie Devine, Director of Faculty and Staff Benefits and Compliance

Phone: 201.216.5146

Location: Howe Center, 5<sup>th</sup> Floor

Email: [Leslie.Devine@stevens.edu](mailto:Leslie.Devine@stevens.edu)

### **CAMPUS POLICE**

Phone: 201.216.3911

## **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 credit overloads, special permissions, undergraduate enrollment into graduate courses, and scheduling conflicts. The office provides general academic advising in addition to the major specific guidance provided to students by their faculty advisors and operates the Academic Support Center and tutoring programs.

## **Undergraduate Student Life**

The Office of Undergraduate Student Life (OSL) fosters learning experiences for all students at Stevens through intellectual, personal, and social development that occurs beyond the classroom. Through social and educational programming, leadership opportunities, civic engagement and advisement, we empower students to appreciate diversity and become global citizens. By introducing innovative and inclusive efforts, we support our student's development as ethical individuals and responsible members of society.

We advise and provide organizational support to nearly 100 student organizations, including the Student Government Association and media organizations. OSL facilitates Women's Programs,

Diversity programs, Wellness programs, Stevens LEADS, Safe Zone, student safety and bystander intervention workshops, and oversee Greek Life at Stevens, which includes 17 social sororities and fraternities. Additionally, our office coordinates annual campus wide programs from Orientation and Techfest to Freshman Family Weekend and the Student Leader Awards Brunch. The staff is also responsible for creating a community of learners that are respectful and responsible both within the Stevens community and beyond.

### *Safe Zone and LGBTQ+ Resources*

At Stevens, we embrace all identities and strive to support students as they explore and consider various identities during their time at Stevens. The Office of Student Life serves as the hub for support services, resources, and educational programming related to the LGBTQ+ community. We continually work to ensure that the campus feels welcoming and safe to all students, and we encourage feedback and suggestions as we continue to offer resources and programming. The Stevens Safe Zone Ally Program is a campus wide initiative designed to visibly identify students, staff and faculty members who support the LGBTQ+ population, understand some of the issues facing LGBTQ+ individuals, and are aware of the various LGBTQ+ resources that are readily available on the Stevens campus as well as locally and nationally.

### *Women's Programs*

The mission of Women's Programs is to increase awareness to issues facing not only women but all genders; empower our female students to further their co-curricular development; and create a supportive and inclusive campus environment.

Additionally, OSL is responsible for the oversight of the following facilities:

### ***Bowling Alley***

The bowling alley is located on the ground level of the Howe Center. The bowling alley is a place where all Stevens students can bowl for free. Guests are permitted so long as they are accompanied by a student and can provide some form of compensation for renting bowling shoes, such as a license. Students are allowed to provide their school ID as payment. The alley is open during Fall and Spring semesters, and by reservation all year round. Hours of operation are 9:00 AM to midnight on the weekends and 10:00 AM to midnight during the weekdays.

### ***Jacobus Student Center***

Jacobus Hall offers many facilities to Students. The Lounge, located on the first floor, is a common gathering place for students to watch videos from the lounge film library, play billiards, or even study to music on the house system. Club offices are on the second floor, including student publications offices and the Student Government Association conference room.

# CLUBS AND ACTIVITIES

At Stevens, we encourage students to become involved through student organizations and campus events. Being involved helps to expand your social network and develop leadership skills. Stevens currently has over 100 undergraduate student organizations that focus eight different areas: Arts & Music, Media, Multicultural, Professional, Recreational, Service, Special Interest, 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.

## Registered Student Organization Good Standing Policy

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

1. Maintain accurate membership and officer information in DuckSync 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 DuckSync by checking "Share on UG Student Life calendar", prompting you to complete an event approval form.
3. Complete all new officer nominations in DuckSync PRIOR to holding elections
  - a. All officers must be in good academic standing with the institution 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 uploading all receipts in DuckSync by using the P-Card Reconciliation Form within 72 hours of purchase(s) and ensuring the p-card remains in the Office Undergraduate of 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.

Your organization 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 meeting per semester
3. Follow all policies and regulations regarding operations as per the Constitution and Bylaws of both the organization and the Student Government Association

4. Have all changes to organization constitutions reviewed by the Constitution and Bylaws 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 your organization. If your organization does not consistently meet with these requirements, your 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](mailto:sga@stevens.edu) or [student\\_life@stevens.edu](mailto:student_life@stevens.edu).

### **Student Government Association (SGA)**

The Student Government Association (SGA) serves to facilitate the vast 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 in a variety of ways. 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 SGA is comprised of subcommittees to address different issues and areas of student interest, which include Arts & Music, Ethnic Student Council, Media, Professional, Recreation, Service, and Special Interest.

### **The Honor Board**

*"The measure of man's real character is what he would do if he knew he would never be found out."*- Thomas Babington Macaulay. The Honor System at Stevens was introduced in 1908. Its objectives are to ensure that students' work is their own and performed in an atmosphere of integrity. It promotes, both in the individual students and in the campus community as a whole, a sense of honor, preparing students for the professional world where it is assumed their work and recommendations are their own and unbiased. On occasion, someone's honor may be questioned; it is at this point that the Honor Board steps in. The Honor Board investigates the situation with the intent of gathering the facts and allowing the person to express their side of the story. If the facts warrant it, the case may go to trial and all of the facts are presented to a jury of the defendant's peers. The Honor Board never convicts anyone of a wrongdoing; the jury decides the case. Without the Honor System at Stevens, a person would have no reasonable recourse of defense if accused of acting dishonorably by a professor or someone else. The accuser's word, not the decision of peers who have heard all the facts, would determine whether a person suffers the penalties of alleged guilt. The Board is comprised of 20 students, five from each class. Their names and box numbers are posted near the post office. Do not hesitate to contact any of them with any questions or suggestions you may have.

# **Appendix A**

## **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 college 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 Institute 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**

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.

N.J.S.A. 2C:33-17 provides that anyone who purposely or knowingly offers or serves or makes available alcoholic beverage to a person under the legal age of consuming alcoholic beverages or entices that person to drink an alcoholic beverage is a disorderly person.

### 3. 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 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.

### 4. Purchase of Alcoholic Beverages

Title 33 of the New Jersey Statutes makes it an offense, punishable by a minimum fine of \$500, and mandatory six-month driver's license suspension, for any person to enter a licensed premises with intent to purchase alcoholic beverages for someone under the legal drinking age.

### 5. Transporting Alcoholic Beverages

Title 33 of the New Jersey Statutes provides for serious penalties, (including the seizure and sale at auction of any motor vehicle involved) for any person who, without a transportation permit issued by the New Jersey State Alcoholic Beverage Control Commission transports, in an automobile within this state, the equivalent of more than five cases of beer or other malt beverages. Specific and lower gallon limits also apply for distilled liquors and wines.

### 6. Driving While Under the Influence of Intoxicating Liquor or Drugs

N.J.S.A. 39:4-50.14. Operation of Motor Vehicle with at Least 0.01, but Less than 0.08 Percent Blood Alcohol, by Person Under Legal Age to Purchase Alcohol; Penalties

Any person under the legal age to purchase alcoholic beverages who operates a motor vehicle with a blood alcohol concentration of 0.01 percent or more, but less than 0.08 percent, by weight of alcohol in their blood, shall forfeit their right to operate a motor vehicle over the highways of this state or shall be prohibited from obtaining a license to operate a motor vehicle in this state for a period of not less than thirty or more than ninety days beginning on the date they become eligible to obtain a license or on the day of conviction, whichever is later, and shall perform community service for a period of not less than fifteen or more than thirty days. In addition, the person shall satisfy the program and fee requirements of an Intoxicated Driver Resource Center or participate in a program of alcohol education and highway safety as prescribed by the Chief Administrator.

N.J.S.A. 39:4-50 et seq . provides for penalties, as outlined below, for any person convicted of operating a motor vehicle anywhere within this State, on public or private property, while under the influence of an alcoholic beverage or any drug (including lawful drugs if the operator's ability to safely operate a motor vehicle is impaired thereby). Any person who permits another to operate a motor vehicle which that person owns or has custody or control over shall be subject to the same penalties.

#### First Offense:

\$250-\$500 fine

seven months to one year loss of driving privilege

up to thirty days in jail

twelve to forty-eight hours in an Intoxicated Driver Resource Center  
insurance surcharges and other fees

### **Second Offense:**

\$500 - \$1,000 fine  
thirty days community service  
two year loss of driving privilege  
two to ninety days in jail (at least two days a mandatory minimum)  
insurance surcharges and other fees

### **Third Offense:**

\$1,000 fine  
minimum 180 days in jail, reduced no more than 90 days at the discretion of the judge for community service  
ten year loss of driving privilege  
insurance surcharges and other fees

## **Refusal to submit to a Breathalyzer Test**

### **First Offense:**

\$250 - \$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 - \$500 fine  
two year loss of driving privilege  
all surcharges and fees as stipulated by law

### **Third Offense:**

\$250 - \$500 fine  
ten year loss of driving privilege  
all surcharges and fees as stipulated by law

## **Related Statutory Provisions**

N.J. Motor Vehicle Law, Title 39, provides for a minimum penalty of \$500, ten days in jail, and a one to two year additional suspension for anyone convicted of driving while revoked if that revocation as for an alcohol related conviction.

## **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, 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.

## **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 a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be

involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including 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 - 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 - 0.40%, alcohol further affects the centers of the brain, which control response to stimuli and understanding. The person is probably in a stupor. Though 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 have 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 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 which 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 enhancing 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 which 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 Qualudes, 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/him 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 the body 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 1950's, 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, an 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:

Student Counseling & Disability Office, 201.216.5177, 7th floor Wesley J. Howe Center  
Student Health Center, 201.216.5678, 1st floor of Jacobus Hall.  
The Office of Student Life, 201.216.5699, 10th floor, Wesley J. Howe Center

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

- Alcohol Helpline (800) NCA-CALL
- Drug Abuse/Addiction Hotline of NJ (800) 225-0196
- Alcoholics Anonymous(866) 920-1212
- Addictions Hotline of NJ (800) 238-2333
- Narcotics Anonymous of NJ 1-800-992-0401 or (800) 992-0401

## **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  
Phone: 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