

**SCHENECTADY COUNTY COMMUNITY COLLEGE
PROCEDURES FOR IMPLEMENTATION OF
NEW YORK STATE PUBLIC HEALTH LAWS
ON IMMUNIZATIONS AND MENINGOCOCCAL MENINGITIS**

IMMUNITY AGAINST MEASLES, MUMPS AND RUBELLA:

New York State Public Health Law (PHL-2165) requires students to provide proof of immunity against measles, mumps and rubella prior to the first day of classes. This law applies only to students born on or after January 1, 1957 who are enrolled for classes on campus; and are registered for 6 or more credit hours/semester. Students who do not need to meet the immunization requirement: incarcerated students; long distance learning students who never attend class at the college; those located at a site off-campus; individuals auditing classes; and high school students taking college courses not on campus.

The College utilizes these procedures to meet the requirements of the law:

- The College makes **several personal contacts** with students through Admissions, several mailings, orientation, and phone calls. Students need only to submit their immunization information once at the start of their enrollment to the College. Students who have not submitted the required proof of immunity against measles, mumps and rubella will have more contacts made as a reminder about their obligation and the New York State Health Law. Prior to officially withdrawing all non-compliant students from classes the Student Services Office will work with the teaching faculty to issue the final notification to the student.
- Students who have not submitted **any** proof of immunity against measles, mumps or rubella are considered **non-compliant and will not be allowed to attend classes after 30 days (for residents of the State of New York) or after 45 days (for out-of-state-residents). The College is obligated to exclude non-compliant students and will administratively withdraw these students from classes on the 30th day (for NY residents) and 45th day (for out-of-state-residents) from the first day of classes.** Students withdrawn from classes are put on the College's Obligation List and are not permitted to register for future classes access their grades or financial aid until such time the required documentation is properly submitted. Students may be reinstated, during a two week period after the administrative withdrawal only, by submitting the appropriate documents.
- Students who **have submitted some documentation**, but still require further proof of immunity, must show proof that they have a **scheduled appointment** for the required vaccine. These students are placed on a "temporary hold" until the appropriate documents are submitted. Should the student fail to submit the required documentation, they will be withdrawn from their classes within 48 hours from the scheduled appointment date.
- Students who have received their **first** MMR after the start of classes, are required to receive a second MMR, or show proof of immunity by a blood titer. These students will also be put on a "temporary hold", and must wait **at least 30 days before** receiving their second MMR or blood titer. All students who are on the "temporary hold" list will not be allowed to attend classes **more than 90 days after the start of classes.**
- **Regulations to assist students who cannot obtain an immunization record:** New York State Health Law states that if a student **attended any school in the USA after 1980** and

provides a copy of his/her school transcript or diploma then the College can assume this

student had one dose of live measles vaccine. This will be documented clearly as sufficient proof that the student received **one dose** of rubeola. Then the student **must also provide proof that a dose of MMR was administered within one year of attendance at Schenectady County Community College.**

- **Armed Service Waivers:** Students who show proof of honorable discharge from the armed services within ten years from the date of application to the College *may attend* while awaiting receipt of military immunization records and are provided a **military waiver**. Student must submit to the College a copy of the request they sent for their military immunization records and will repeat the request for records in writing with a copy to the College every six months until they are received. The College will maintain a copy of the request for military immunization records and the student will be placed on a “military waiver” list until the necessary information is received (as per the 1998 New York State Public Health Law 2165 amendment).
- **Medical Waivers:** Students requesting **medical exemptions** must submit documentation written by a physician, nurse practitioner, midwife caring for a pregnant woman, or physician assistants clearly stating which vaccine or vaccines may be detrimental to the student’s health or medically contraindicated AND must state the duration of the exemption (life long or temporary). The College will review medical exemptions every semester. Students on temporary medical waivers will need to submit the required documentation within one week from the expiration of the waiver.
- **Religious Waivers:** Students requesting **religious exemptions** must submit a “Request for Religious Exemption for Immunization Form” (obtained from the Student Services Office, 222 Elston Hall and on the College’s website) to the Associate Dean for Student Services. This request is written documentation from the student (or parent, if the student is under the age of 18 years) must clearly state that the student holds a sincere and genuine religious belief that prohibits immunization AND must be notarized by a notary public prior to be submitted to the Student Services Office, 222 Elston Hall, for review and consideration. Additional supporting documentation may be required. Student will be notified in writing of the outcome of the request. Should the request for an exemption be denied, you may appeal the denial to the College President within thirty (30) days of the decision, pursuant to Education Law, Section 310. Philosophical, political, scientific, or sociological objections to immunization do not justify an exemption under Department of Health Regulation 10 NYCRR, Section 66-1.3(d).
- **Exemption list** - A list of susceptible students (to include temporary waivers, medical and religious exempted students) will be maintained in the event of an outbreak. Should an outbreak occur and/or a health risk shall arise at the College, these susceptible students shall be contacted immediately and removed for health safety reasons from the institution (unless proper immunization can be provided) until the outbreak is over.
- **Annual Report:** The College will complete the Annual Immunization Survey mandated by PHL 2165 (R&R part 66-2.7) and submit it each December to the NYS Department of Health. This annual report will be shared with the College President and the College’s Board of Trustees. A copy of the survey will be kept on file for a minimum of one year.
- **Record Retention:** Students need only to provide proof of immunity to measles, mumps and rubella once. The College will retain the record for six years, or three years after the

individual attains age 18, whichever is longer. Records will be kept electronically and measures will be taken to ensure data quality. When and where signatures are required, printed names will not constitute a signature. In compliance with HIPAA the student or parents of the student are ultimately responsible for furnishing the College with their immunization record.

MENINGOCOCCAL MENINGITIS INFORMATION AND IMMUNIZATION

New York State Public Health Law (PHL-2167) requires students who are registered to attend or who attends classes at an institution, who is enrolled for at least six credit hours will be provided written information about **meningococcal meningitis** disease and immunization. Information provided to the student will include: a description of the disease and its means of transmission; benefits, risks and effectiveness of immunizations; and availability and cost of vaccine. This information will be provided along with a response form to be completed by the student (or parent if the student is less than 18 years of age) which certifies the student (PHL 2167.3) received the vaccine within the last ten years preceding the date on the form; OR received the information and understands the risks of the disease and benefits of immunization and declines the vaccine.

Response forms will be maintained for six years, or three years after the individual attains age 18, whichever is longer. Students will be provided 30 days from the start of classes to submit the response form and could be granted an additional 30 days if student is showing "good faith effort" to get immunized. (Maximum of 60 days from 1st day of scheduled classes.) (PHL 2167.5)

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