

**SUNY** SCHENECTADY  
COUNTY COMMUNITY COLLEGE

# STUDENT HANDBOOK



Student Rights and Responsibilities | 2022-2023

## College Mission Statement

Driven to empower every student in their pursuit of lifelong success.

## College Vision Statement

To inspire every student's success through equitable practices, innovative education, and community engagement.

## Pillars of Success

- Promoting Diversity, Equity, and Inclusion
- Delivering a Meaningful Student Experience
- Building Organizational Effectiveness
- Ensuring Financial Sustainability and Self-Sufficiency

## Accreditation

SUNY Schenectady is accredited by the Middle States Commission on Higher Education. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

SUNY Schenectady operates as a comprehensive community college under the programs and standards of the State University of New York and is sponsored by Schenectady County. SUNY Schenectady programs are approved by the Board of Trustees of the State University of New York and registered by the New York State Education Department.

SUNY Schenectady does not discriminate on the basis of race and color, creed, national origin, sex, age, disability, sexual orientation, marital status, familial status, military status, domestic violence victim status, arrest or conviction record and predisposing genetic characteristics. This goal reflects the commitment of SUNY Schenectady to provide affirmative action in all areas of admissions, employment, or in any aspect of the business of the College.

SUNY Schenectady is in full compliance with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990).

*The College reserves the right at any time to make appropriate changes deemed advisable in the policies and procedures contained in this publication. All information in this publication pertains to the academic year to the extent that information was available at time of printing. For complete information regarding College policies and academic policies, please refer to the College Catalog, [sunysccc.edu/Academics/Catalog.html](http://sunysccc.edu/Academics/Catalog.html). Complete information regarding the Student Code of Conduct may be obtained in the Student Affairs Division Office, Elston Hall 222.*

*Please forward your comments or suggestions regarding the Student Handbook, to the Marketing and Public Relations Office, 518-381-1323.*

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## ACADEMIC CODE ..... 95-112

# SUNY Schenectady County Community College



- 1 Gateway Building
- 2 School of Music
- 3 Begley Building and Begley Learning Commons
- 4 Carl B. Taylor Community Auditorium (in Begley Building)
- 5 Stockade Building
- 6 The Quad
- 7 Center for Science and Technology
- 8 Elston Hall
- 9 Casola Dining Room
- 10 Kindl Building and Center City
- \* Main Entrances

## SUNY Schenectady Extension Sites

Center City - 433 State Street, Schenectady, NY 12305  
 Kindl Building - 201 State Street, Schenectady, NY 12305

### Visitors

All visitors are asked to check in at the Security/Information Desk\*, located at the main entrance of Elston Hall.

#### 1. Gateway Building

Integrated Laboratory Preschool Room 124  
 518-381-1455/1295  
 YWCA Children's Center 518-381-1375/1389

#### 2. School of Music

School of Music Office Room 201 518-381-1231

#### 3. Begley Building

Begley Learning Commons First/Second Floors  
 Begley Library  
 Educational Opportunity Program Room 104  
 518-381-1279  
 Joshua S. Schwartz Café Room 105 518-381-1212  
 Learning Center First Floor 518-381-1249  
 Tutor Services and Academic Support Room 210 518-381-1461

#### 4. Carl B. Taylor Auditorium

#### 5. Stockade Building

Admissions Room 120 518-381-1366  
 Athletics Room 111 518-381-1356

#### 7. Center for Science and Technology

C-STEP Lounge Room 304  
 C-Step Office and Director Room 305 518-381-1409

#### 8. Elston Hall

Academic Advisement	Room 222	518-381-1277
Academic Affairs	Room 302	518-381-1382
Academic Computing Lab	Room 529/530	518-381-1213
ADA Transition Services	Room 222	518-381-1345
Biotechnology Laboratory and Research Facility	Sixth Floor	
The Boucherie	Room 103	
Bridge Over State Street	Second Floor	
Business Office (Student)	Room 219	518-381-1346
Cafeteria	Ground Floor	518-381-1330
Canal Side Café	Ground Floor	518-381-1333
Career Services	Room 222	518-836-2807
Casola Dining Room	First Floor	
College Store	Room 109	518-377-1606
Division of Business, Criminal Justice and Law	Room 305	518-381-1386
Division of Liberal Arts	Room 309	518-381-1387
Division of Math, Science, Technology and Health	Room 312	518-381-1267
Financial Aid	Room 221	518-381-1352
Food Pantry	Room 220	
Human Resources	Room 511	518-381-1218
Lally Mohawk Room	First Floor	
Liberty Partnerships Program	Room 211	518-381-1364
Marketing and Public Relations	Room 120	518-381-1323
Math Lab	Room 518	518-381-1435
Pane e Dolci Bakery	Room 100-A	
President's Office	Room 114	518-381-1304
Registrar's Office	Room 212	518-381-1348
Foundation & Alumni Office	Room 126	518-381-1324

#### School of Hotel, Culinary Arts and Tourism

	Room 308	518-381-1325
Security	Main Entrance and Room 341	518-381-1308 OR x5555
Student Commons	Ground Floor	
Student Success Center	Room 221I	518-836-2840
Student Government	Room 220G	518-381-1410
Student Support Services	Room 222	518-381-1282
SUNY Delhi Program	Room 319	518-381-1317
Testing Center	Room 427	518-381-1293
TRIO Student Support Services	Room 328	518-381-1465
Van Curler Room	First Floor	
Wellness Lounge	Near Elston 420	

#### 9. Culinary Arts Wing/Casola Dining Room

#### 10. Kindl Building - 201 State Street

Workforce Development and Community Education  
 518-595-1101, ext. 3

#### 11. Center City - 433 State Street

Information Desk 518-621-2683  
 Schenectady College and Career Outreach Center 518-631-2257  
 YMCA 518-881-0117

#### Access for Persons with Disabilities

All buildings are wheelchair accessible at their main entrances. The Center for Science and Technology is also accessible via the pedestrian bridge, located on the Second Floor of Elston Hall, or by its ground level entrance at the corner of State Street and Washington Avenue.

Handicapped parking is available.

# Welcome Students,

Welcome to SUNY Schenectady! You are embarking on a transformative journey that will forever change your life. If you find that you need support, guidance, or just a simple answer to a question during this journey, the Student Affairs staff, along with the entire faculty and staff of this institution, are ready and anxious to help you.

The *SUNY Schenectady Student Handbook, 2022-2023* provides a wealth of information about available resources, student rights and responsibilities, and the processes we use when those rights are abridged or responsibilities are unfulfilled. Keep this web document handy, where you can easily access it, for it is a truly great resource. Consider this Handbook your guide to success while at SUNY Schenectady.

The purpose of the *Student Handbook* is to assist you in achieving the most positive experience while helping you navigate your way through SUNY Schenectady and into your future. You will find links to the services the College offers, campus resources that can assist you when questions arise, information about campus life, and expectations of you as a citizen of the SUNY Schenectady community. The *Student Handbook* showcases the many opportunities for you to get involved in fun activities, cultural events, student government, and community service, all designed to help you grow as a world citizen!

Students are held accountable for the information contained in this handbook. Please review it and bookmark this as a resource should you have a question or concern about any practice or policy in the future.

I encourage you to take full advantage of every opportunity the SUNY Schenectady community has to offer. Enjoy as many of them as you can, so we may experience them together. More than anything, know you have passionate mentors and allies in Student Affairs who are here to support you—and who will always challenge you to become the best version of yourself.

Congratulations on joining SUNY Schenectady. We look forward to working with you!

Steve Fragale, M.A., NYS LMHC, PDSO  
Dean of Student Affairs



# Important Campus Phone Numbers

Emergency Phone Numbers:

Campus Security: 518-381-1309

Fire, Paramedics, Police: Dial 911

Name	Ext.	Room
Academic Advisement Center .....	518-381-1277 .....	Elston 222
Academic Computing.....	518-381-1487 .....	Elston 530
ADA Transition Services .....	518-381-1345 .....	Elston 222
Admissions Office.....	518-381-1366 .....	Stockade 120
Athletics (Director) .....	518-381-1356 .....	Elston 222
Business, Criminal Justice and Law(Dean).....	518-381-1386 .....	Elston 307
Cafeteria.....	518-381-1330 .....	Elston 020
Campus Safety Officer .....	518-381-1378 .....	Elston 222G
Career Services (Director).....	518-836-2807 .....	Elston 222
Casola Dining Room.....	518-381-1391 .....	Elston 018
Center City Extension Site .....	518-621-2683 .....	433 State St., Schenectady
Child Care Center - YWCA .....	518-381-1375 .....	Gateway Bldg.
CLEP Information .....	518-381-1293 .....	Elston 427
College in the High School .....	518-381-1326 .....	Stockade 120
College Store .....	518-377-1606, 1332 .....	Elston 109
Collegiate Science and Technology Entry Program (CSTEP).....	518-381-1409 .....	CST 304
Computer Lab (Elston) .....	518-381-1213 .....	Elston 530
Computer Room (CST) .....	518-381-1264 .....	CST 200, 201
Duplicating Center .....	518-381-1379 .....	Elston 005
Educational Opportunity Program and Access (Director).....	518-381-1281 .....	Begley Learning Commons 104
Faculty-Student Association .....	518-381-1281 .....	Elston 107
Financial Aid (Director) .....	518-381-1353 .....	Elston 221
Financial Aid Office .....	518-381-1352 .....	Elston 221
Foundation and Alumni Relations.....	518-381-1324 .....	Elston 126
Hotel, Culinary Arts and Tourism (Dean).....	518-381-1390 .....	Elston 308
Human Resources.....	518-381-1218 .....	Elston 511
Immunizations and Records.....	518-381-1365 .....	Elston 222
Information Technology Division .....	518-381-1487 .....	Elston 430
IT Helpdesk.....	518-381-1487 .....	Elston 530
Joshua S. Schwartz Cafe.....	518-381-1212 .....	Begley Learning Commons 105
<b>Labs</b>		
Biology (Elston) .....	518-381-1290 .....	Elston 340, 336
Chemistry/Physics (CST).....	518-381-1262 .....	CST 202, 203
Computer Lab (Elston) .....	518-381-1213 .....	Elston 530
Learning Center Director .....	518-381-1249 .....	Begley Learning Commons 1st floor

Name	Ext.	Room
Liberal Arts (Dean) .....	518-381-1387 .....	Elston 309
Liberty Partnerships Program (Director) .....	518-381-1364 .....	Elston 222
Library		
Circulation Desk .....	518-381-1235 .....	Begley Learning Commons 114
Director's Office .....	518-381-1241 .....	Begley Learning Commons 210
Reference Desk .....	518-381-1235 .....	Begley Learning Commons 114
Marketing and Public Relations .....	518-381-1323 .....	Elston 120
Math, Science, Health and Technology (Dean) .....	518-381-1268 .....	Elston 312
Music (Dean) .....	518-381-1231 .....	Begley 175
Preschool, SUNY Schenectady Integrated Laboratory .....	518-381-1455 .....	Gateway Bldg.
President's Office .....	518-381-1304 .....	Elston 114
Registrar (Registration and Records) .....	518-381-1348 .....	Elston 212, 215
Schenectady Smart Scholars ECHS .....	518-381-1326 .....	Stockade 116
Security .....	518-381-1308 .....	Elston Lobby
Student Activities .....	518-381-1340 .....	Elston 223
Student Affairs, Dean .....	518-381-1378 .....	Elston 222
Student Business Office .....	518-381-1346 .....	Elston 219
Student Government Association Senate Office (SGA) .....	518-381-1410 .....	Elston 220G
Student Success Center .....	518-381-1434 .....	Elston 221I
Student Trustee .....	518-381-1410 .....	Elston 220G
Testing Center .....	518-381-1293 .....	Elston 427
TRIO Program Director .....	518-381-1463 .....	Elston 328
Tutoring and Academic Support .....	518-381-1249 .....	Begley Learning Commons 116
Vice President for Academic Affairs .....	518-381-1382 .....	Elston 302
Workforce Development .....	518-595-1101 ext. 3 .....	Kindl Bldg.

# Academic Calendar 2022-2023

\*To view the refund calendar, please visit [www.sunysccc.edu/Admissions/Paying-for-SUNY-Schenectady/Financial-Aid/Disbursement-and-Refunds.html](http://www.sunysccc.edu/Admissions/Paying-for-SUNY-Schenectady/Financial-Aid/Disbursement-and-Refunds.html)

## Fall Semester 2022

August 5	.....Fall Tuition Due
August 22-26	.....Faculty Institute Week
<b>August 29</b>	..... <b>Classes Begin</b>
August 31	.....8-week: Last Day to Add
September 2	.....Full Term: Last Day to Add
September 2	.....8-week: Last Day to Drop*
<b>September 5</b>	..... <b>College Closed</b>
September 9	.....Fall Session II Tuition Due
September 12	.....Full Term: Last Day to Drop*
<b>September 19</b>	..... <b>Fall Session II Classes Begin</b>
September 20	.....Last Day to Withdraw from 5-week Courses
September 23	.....Fall II: Last Day to Add
September 26	.....December Graduation Forms Due
September 30	.....Fall II: Last Day to Drop*
October 5	.....Last Day to Withdraw from 8-week Courses
October 11 (8:30 a.m.)	.....Winter Session and Spring 2023 Registration Begins
<b>October 24</b>	..... <b>Second Half Classes Begin</b>
October 26	.....Second Half: Last Day to Add
October 28	.....Second Half: Last Day to Drop*
November 11	.....Last Day to Withdraw from Full Term or Fall II
November 23	.....College closes at 5 p.m.
<b>November 24-27</b>	..... <b>College Closed</b>
December 2	.....Second Half: Last Day to Withdraw
December 10	.....Last Day of Classes
December 12-17	.....Finals Week (See <i>Finals Week Schedule</i> )
December 19 (6 a.m.)	.....Final Grades Due
<b>December 24-Jan. 2</b>	..... <b>College Closed</b>
January 3	.....Final Grades Posted

## Spring Semester 2023

December 9	.....Spring Tuition Due
January 3	.....Spring Session II Registration Begins
January 9-13	.....Faculty Institute Week
<b>January 16</b>	..... <b>College Closed</b>
<b>January 17</b>	..... <b>Classes Begin</b>
January 19	.....8-week: Last Day to Add
January 23	.....Full Term: Last Day to Add
January 23	.....8-week: Last Day to Drop*
January 30	.....Full Term: Last Day to Drop*
January 30	.....Spring II Tuition Due
February 3	.....May Graduation Forms Due
<b>February 6</b>	..... <b>Spring Session II Classes Begin</b>
February 10	.....Spring II: Last Day to Add
February 17	.....Spring II: Last Day to Drop*
February 23	.....Last Day to Withdraw from 8-week Courses
March 6	.....Summer/Fall 2023 Registration Begins
March 13-19	.....Spring Break
<b>March 20</b>	..... <b>Second Half Classes Begin</b>
March 22	.....Second Half: Last Day to Add
March 24	.....Second Half: Last Day to Drop*
April 10	.....Last Day to Withdraw from Full Term or Spring II
April 26	.....Second Half: Last Day to Withdraw
May 8	.....Last Day of Classes
May 9	.....Study Day
May 10-16	.....Finals Week (See <i>Finals Week Schedule</i> )
<b>May 18</b>	..... <b>Commencement</b>
May 19 (6 a.m.)	.....Final Grades Due
May 25	.....Final Grades Posted

## Summer Session 2023

May 5	.....Summer Session Tuition Due for All Classes Beginning May 22
June 16	.....Summer Session Tuition Due for All Classes Beginning July 10
<b>May 22-July 14</b>	..... <b>Session I Summer 8-Week</b>
May 24	.....Last Day to Add
May 26	.....Last Day to Drop*
<b>May 29</b>	..... <b>College Closed</b>
<b>June 19</b>	..... <b>College Closed</b>
June 27	.....Last Day to Withdraw
<b>July 4</b>	..... <b>College Closed</b>
July 17 (6 a.m.)	.....Final Grades Due for Session I Summer 8-Week
<b>May 22-June 23</b>	..... <b>Session II Summer 5-Week</b>
May 23	.....Last Day to Add
May 25	.....Last Day to Drop*
<b>May 29</b>	..... <b>College Closed</b>
June 14	.....Last Day to Withdraw
<b>June 19</b>	..... <b>College Closed</b>
June 26 (6 a.m.)	.....Final Grades Due for Session II Summer 5-Week
<b>July 10-August 11</b>	..... <b>Session III Summer 5-Week</b>
July 11	.....Last Day to Add
July 13	.....Last Day to Drop*
August 1	.....Last Day to Withdraw
August 14 (6 a.m.)	.....Final Grades Due for Session III Summer 5-Week

## Winter Session 2022/2023

<b>December 27</b>	..... <b>Classes Begin</b>
December 27	.....Last Day to Add/Drop*
January 10	.....Last Day to Withdraw
January 13	.....Last Day of Classes
January 17 (6 a.m.)	.....Final Grades Due
January 19	.....Final Grades Posted



# Fall 2022 Final Exam Schedule

Monday, December 12 – Saturday, December 17, 2022

The Final Exam Schedule for daytime courses (starting at 4:30 p.m. or earlier) includes a required two-hour class session for each course according to the following schedule. Find the time your class meets in the chart below. Use that number to find the day and time of your final exam or final class in Chart 2 below.

NOTE: Exams for Friday only courses will be held on Friday during regularly scheduled class time.

Any exception to this schedule must be approved by the Vice President for Academic Affairs.

Class time	Mon/Wed/Fri and Mon/Wed
8:00/8:30 a.m.	1
9:00 a.m.	3
10:00 a.m.	5
11:00/11:30 a.m.	7
1:00/1:30/2:00 p.m.	9
2:30/3:00 p.m.	11
4:00/4:30 p.m.	12

Class time	Tues/Thurs
8:00/8:30 a.m.	2
9:30 a.m.	4
11:00 a.m.	6
1:00/1:30/2:00 p.m.	8
2:30/3:00 p.m.	10
4:30 p.m.	13

Chart 2

Exam Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-10:00 a.m.	1	2	3	4	Make-up Exams
10:30 a.m.-12:30 p.m.	5	6	7	8	
1:00-3:00 p.m.	9	10	11	Make-up	
3:30-5:30 p.m.	12	13		Exams	

## Evening and Weekend Courses

Monday, December 12, 2022.....Monday Evening Courses Final Exams Held

Tuesday, December 13, 2022.....Tuesday Evening Courses Final Exams Held

Wednesday, December 14, 2022.....Wednesday Evening Courses Final Exams Held

Thursday, December 15, 2022.....Thursday Evening Courses Final Exams Held

Saturday, December 17, 2022 .....Saturday Weekend Courses Final Exams Held

# Spring 2023 Final Exam Schedule

Wednesday, May 10 - Tuesday, May 16, 2023

The Final Exam Schedule for daytime courses (starting at 4:30 p.m. or earlier) includes a required two-hour class session for each course according to the following schedule. Find the time your class meets in the chart below. Use that number to find the day and time of your final exam or final class in Chart 2 below.

NOTE: Exams for Friday only courses will be held on Tuesday May 16th during the time slot of when class is normally held.

Any exception to this scheduled must be approved by the Vice President for Academic Affairs.

Class time	Mon/Wed/Fri and Mon/Wed
8:00/8:30 a.m.	1
9:00 a.m.	3
10:00 a.m.	5
11:00/11:30 a.m.	7
1:00/1:30/2:00 p.m.	9
2:30/3:00 p.m.	11
4:00/4:30 p.m.	12

Class time	Tues/Thurs
8:00/8:30 a.m.	2
9:30 a.m.	4
11:00 a.m.	6
1:00/1:30/2:00 p.m.	8
2:30/3:00 p.m.	10
4:30 p.m.	13

Chart 2

Exam Period	Wednesday	Thursday	Friday	Monday	Tuesday
8:00-10:00 a.m.	1	2	3	4	Make-up Exams
10:30 a.m.-12:30 p.m.	5	6	7	8	Make-up Exams
1:00-3:00 p.m.	9	10	11	Make-up Exams	Make-up Exams
3:30-5:30 p.m.	12	13		Make-up Exams	Make-up Exams

## Evening and Weekend Courses

Wednesday, May 10, 2023 .....Wednesday Evening Courses Final Exams Held

Thursday, May 11, 2023 .....Thursday Evening Courses Final Exams Held

Saturday, May 13, 2023 .....Saturday Weekend Course Final Exams Held

Monday, May 15, 2023 .....Monday Evening Courses Final Exams Held

Tuesday, May 16, 2023 .....Tuesday Evening Courses Final Exams Held

# College Students Ought to Know...

1. BEHAVIORS - to be encouraged and avoided:
  - It is important to read each course syllabus.
  - College is very different from high school.
  - It is your responsibility to question everything, assume nothing.
  - Another change from high school is the diversity of students - don't close yourself off from experiences with any students.
  - Know how to address instructors (Professor or Doctor).
  - Be polite and respectful to members of the College community.
  - Know the importance of the first class meeting - you should be ready.
  - Attendance in class must be carefully considered, even for online courses.
  - Being late to class can be embarrassing and unacceptable.
  - It is important to take part in activities.
  - You must be willing to ask for help as soon as you think you need it.
  - About time management - "plan your work, and then work your plan."
  - Study groups with fellow students is an excellent way to prepare for exams.
  - Successful students realize the importance of keeping informed about what is happening in the rest of the world.
  - Faculty are very serious about their academic disciplines.
  - Take seriousness seriously - work hard to play hard.
  - If your out of class obligations (childcare, eldercare, work) cause you to fall behind, reach out to your instructor right away. They are there to help you.
2. PERSONAL SUGGESTIONS - to help make the transition to college life:
  - You will be exposed to new experiences that aren't part of the academic schedule.
  - If on campus, you may be asked to show your student I.D. Card (given by the College), have it with you at all times.
  - Sometimes you can help yourself to get into a more productive or creative mood (i.e., by changing your environment for studying).
3. KNOWLEDGE OF SELF - items to help define the individual:
  - You need to know yourself in a way that perhaps you never realized.
  - Hopefully, you will have had life experiences that will have challenged your senses and beliefs and will have required you to think about your own position in life in relation to others.
  - You ought to have some heroes in your life, people who have qualities or attributes that you admire.
4. ABILITIES **necessary for college success** - There are certain intellectual abilities that are assumed or even required as you begin college level courses:
  - Good study skills are vital to college success.
  - Knowing which course materials to read and how to read them.
  - Nominative distinction is important - realize the differences between what is and what ought to be.
  - Education is not entertainment - it can be fun and exciting but it is also hard work.
  - You can practice taking good notes.
  - Various kinds of tests will be given in different courses (objective vs. essay, unit tests vs. comprehensive final exams).
  - Know your college campus and its technology - starting the first day, orient yourself, explore, get comfortable navigating technology like Brightspace and DegreeWorks.
  - Almost all of a college education is based on reading.

## 5. DEFINITIONS

**Add/Drop** – Designated time in the first week or two of the semester which allows a student to add or drop a course without having an effect of their academic progress. Both adding a course or dropping a course can result in a change to a student's Financial Aid.

**Adjunct** – Part-time faculty member.

**Advisor** – Your academic advisor is the individual who you will work with to develop your schedule each semester, ensure you are on track in your degree progression and assist you in the development of your success and transfer plan.

**Catalog** – Provides information about the College including policies, organizations, and resources at the College.

**Certificate** – One-year academic program which offers a student a Certificate rather than an Associate Degree.

**Course Registration Number (CRN)** – This number is used during the registration period and identifies a course from other specific courses being offered in a given semester.

**Credit hour** – Each academic course has a specific number of credits. Each credit equals the number of hours in class required for the course. A 3 credit course meets for 3 hours a week.

**Curriculum Audit** – The list of all classes required for your degree. Within DegreeWorks the audit will show classes

**Discipline** – Refers to your field of study (major).

**Division** – Each Academic program is part of a division. For example, a Criminal Justice Major is a part of the Division of Business, Criminal Justice and Law or a student studying Human Services is part of the Division of Liberal Arts. Knowing which division your major is a part of will help you identify your Academic Dean.

**FAFSA** – Free Application for Federal Student Aid. This form assists in determining if a student is eligible for financial aid, grants, and loans to assist the student in paying for college.

**Financial Aid Dismissal** – When a student does not meet Satisfactory Academic Progress and is removed from coursework resulting in a loss of Financial Aid.

**Financial Aid Warning** – When a student does not meet Satisfactory Academic Progress in a semester. They are placed on warning the following semester to identify the need to be successful or risk being dismissed.

**Full-time** – A student is considered full-time if he/she takes 12 credits or more per semester.

**GPA** – Grade Point Average. This is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Your grade point average may range from 0.0 to a 4.0.

**Matriculation** – A student who has been accepted into an academic program and is working towards a specific degree.

**Non-matriculated** – A student not yet in an academic program, but taking classes on campus.

**Part-time** – A student who takes between 1 and 11 credits per semester.

**Plagiarism** – Using someone else's work or ideas and passing them off as your own.

**Pre-requisite** – A course required to be successfully completed prior to taking another course.

**Registration** – The process of signing up for classes for a specific semester.

**Syllabus** – An outline of a class semester schedule, class policies, and information regarding the course and instructor. Each class has a syllabus which is generally given on the first day of classes. It is important to read each course syllabus to understand each class expectations and schedule.

**Term** – The academic year is divided into three terms: Fall, Spring and Summer.

**Tuition** – The cost of classes. This can be per credit hour for part-time students or a single amount for full-time students.

**Tutor/tutoring** – A free service which allows a student to meet one-to-one with an expert in a field. A student may apply for a tutor by visiting the Tutor Coordinator's Office in the Begley Building, Room 210.

**Withdrawal** – When a student removes himself/herself officially from a course after the add/drop date. Withdrawals will appear on a student's transcript as a "W" and can effect academic status.

# Student Affairs

## Office of Student Affairs

Elston Hall, Room 222 | 518-381-1365

General Information .....	<a href="mailto:studentaffairs@sunysccc.edu">studentaffairs@sunysccc.edu</a>
Steve Fragale, Dean of Student Affairs.....	<a href="mailto:fragalsa@sunysccc.edu">fragalsa@sunysccc.edu</a>
Kimberly Kirker, Executive Secretary II.....	<a href="mailto:kirkerkc@sunysccc.edu">kirkerkc@sunysccc.edu</a>
Peggy Moss, IPS II for Student Affairs.....	<a href="mailto:mossms@sunysccc.edu">mossms@sunysccc.edu</a>

The Student Affairs Division provides a diverse offering of programs and services focused on assisting SUNY Schenectady students in successfully fulfilling their dreams and aspirations. Student Affairs fosters the principle that a student's total educational experience embraces quality instruction shared with valuable opportunities that facilitate intellectual and personal growth, fulfillment, and a sense of community. Our dedicated Student Affairs staff advances our institutional efforts to maintain a safe, positive, respectful, and healthy community. The Student Affairs staff encourages students to explore the different aspects of student life while building their own personal and remarkable SUNY Schenectady experience.

The committed Student Affairs staff serves as collaborative partners in pursuit of institutional goals and objectives. With tremendous pride and dedication, these individuals pursue the institutional vision, mission, and values.

### SUNY Schenectady's Student Affairs Vision, Mission And Core Values

- Collaboration: We value ensuring the effectiveness of our programs and services through partnerships with our surrounding community built on collaboration, cooperation, and responsiveness.
- Personal Growth: We value individuals and their skills, talents, and expertise through an approach build on a foundation of support and recognition. We assist students in developing leadership skills, personal growth, and development.
- Excellence: We value pursuing and exceeding stated and unstated goals and developing distinctive and quality programs and services.
- Integrity: We value respect, honesty, accountability, and exemplifying behavior that can be modeled by all.
- Diversity: We value others, celebrate differences, respect individual dignity, and strive to cultivate a climate where everyone sees themselves as part of an inclusive community.

## ADA Transition Services

Elston Hall, Room 222 | 518-381-1345

Susanna Adams, Coordinator of ADA Transition Services .....	<a href="mailto:adamssj@sunysccc.edu">adamssj@sunysccc.edu</a>
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ADA Transition Services provides a variety of resources and services for students with permanent and/or temporary disabilities. Collaborative efforts ensure programs and opportunities are accessible. Accommodations are personalized for each student. For example, some students receive extended time on exams with a distraction-reduced environment while others require large print on all handouts.

Students may visit the Student Affairs Office (Elston 222) Monday through Friday between 8:30 a.m. and 4:30 p.m. to get additional information about the ADA Transition Services Office.

### How to Obtain Academic Accommodations:

Students who would like to request academic accommodations should contact the Office of ADA Transition Services and schedule an appointment. It should be noted that accommodations that are provided at previous schools are not automatically transferred to SUNY Schenectady since guidelines vary from institution to institution.

It is best to send documentation describing the disability and its impact in the college setting to the Office of ADA Transition Services prior to scheduling a meeting about accommodations. Those individuals who are enrolling in classes at SUNY Schenectady immediately after high school are asked to forward their School Psychologist's Report along with their IEP

(Individualized Education Program). Those who are entering college as returning adults should obtain the disability documentation from their health care provider (e.g., psychologist, psychiatrist, neurologist, orthopedist, ophthalmologist, audiologist, or other diagnosing health care provider, as appropriate). The Disability Certification Packet, available in the Student Affairs Office (Elston Hall 222), provides a guideline regarding the type of information to be included in the documentation. Students should ask their healthcare provider to complete the Packet or provide a report that includes the key pieces of information outlined in the Disability Certification Packet.

The disability documentation that each student submits provides an important foundation from which to begin discussion about the kinds of resources and accommodations that might be appropriate. However, these reports give only one small part of the picture. Joint discussion and creative problem solving are emphasized when accommodations are generated. Students are expected to take the lead role in discussion about accommodations and their disability; when appropriate, they can invite additional interested parties into the conversation.

#### Where to Submit Disability Documentation:

Office of ADA Transition Services  
Elston Hall, Room 222  
Attn: Susanna Adams, Coordinator  
SUNY Schenectady County Community College  
78 Washington Avenue  
Schenectady, NY 12305

#### When to Register with ADA Transition Services:

Students are encouraged to register for accommodations with the Office of ADA Transition Services upon admission to SUNY Schenectady. However, sometimes disability-related barriers are not discovered until after coursework has begun. Students should not hesitate to contact the Office to discuss accommodations at any point in time if they begin to realize that accommodations may make their classes more educationally accessible to them.

#### CareerNext at SUNY Schenectady:

CareerNext at SUNY Schenectady is an academic and residential support program hosted by SUNY Schenectady in partnership with Living Resources. The program is designed for matriculated students with Autism Spectrum Disorders and other learning differences who may need additional support and guidance to succeed in a traditional college environment.

CareerNext at SUNY Schenectady is a fee-for-service support program. For more information, contact the Office of ADA Transition Services or visit <https://careernext.org/>.

#### Emergency Evacuation Information:

All students who require some form of assistance during fire drills or other times of potential evacuation are strongly encouraged to register with the ADA Transition Services Office even if classroom-related accommodations are not needed.

SUNY Schenectady recognizes that there are a variety of situations that can impact safe evacuations (e.g., orthopedic injuries and a lack of elevator access, panic attacks, etc.) and may lead to confusion about procedure. The ADA Transition Services Coordinator collaborates with all students registering with the ADA Transition Services Office to determine strategies that can address any likely evacuation issues that a person might confront. Evacuation assistance information is listed on the faculty notification letters along with any other accommodations that may be appropriate for the student.

#### Voter Registration Assistance:

The Office of ADA Transition Services at SUNY Schenectady is an agency-based voter registration site where voter registration application forms and information are available and where students will be offered the opportunity to register to vote. If you would like information, voter registration application forms (which we can mail in for you), or voter registration assistance of any kind, please call 518-381-1345 or email our office at [adamssj@sunysccc.edu](mailto:adamssj@sunysccc.edu).

## Admissions Office

Elston Hall Welcome Center | 518-381-1366

Fax: 518-836-2799

Laura Sprague, Director of Admissions.....	<a href="mailto:spraguls@sunysccc.edu">spraguls@sunysccc.edu</a>
David Gonzalez, Director of Athletics.....	<a href="mailto:gonzaldrm@sunysccc.edu">gonzaldrm@sunysccc.edu</a>
Thairy Echevarria, Admissions Advisor.....	<a href="mailto:echevart@sunysccc.edu">echevart@sunysccc.edu</a>
Mark Kelly, Admissions Advisor .....	<a href="mailto:kellymt@sunysccc.edu">kellymt@sunysccc.edu</a>
Jessica Villanova, Information Processing Specialist III .....	<a href="mailto:osierjl@sunysccc.edu">osierjl@sunysccc.edu</a>
Hemwattie Ramnauth, Information Processing Specialist II .....	<a href="mailto:ramnauhd@sunysccc.edu">ramnauhd@sunysccc.edu</a>

The Office of Admissions is located on the Ground Floor of Elston Hall. Tours of the campus are provided at admission events. Check the admissions section of our website for a listing of dates. You may also take a virtual walking tour at <https://www.youvisit.com/tour/sunysccc?pl=v>

The Admissions Office is a starting point for all new degree and certificate-seeking students. The Office processes applications for admission, accepts qualified applicants, and assists students in signing up for new student registration programs. Our professional staff is continually traveling, visiting high schools, human service agencies, fairs, and festivals to promote SUNY Schenectady, its quality programs, and dynamic campus life.

## Athletics

Stockade Building, Room 120 | 518-381-1356

David Gonzalez, Director of Athletics.....[gonzaldrm@sunysccc.edu](mailto:gonzaldrm@sunysccc.edu)

The Athletics Office seeks to foster an environment that will provide student athletes and other member of the campus community with the opportunity to develop their full potential academically, athletically, and physically. Athletics strives to teach such lifelong skills such as discipline, teamwork, sportsmanship, self-control, cooperation, hard work, playing by the rules, and respect for authority through athletic competition and recreational activity. Intercollegiate athletics is open to all students meeting the eligibility requirements of the National Junior College of Athletics Association (NJCAA), the College and the Athletics Office. SUNY Schenectady has varsity teams in baseball (men), bowling (men and women), and crew (women). Cheer for the SUNY Schenectady Royals at all events.

Intercollegiate athletics is an integral part of the College's extracurricular activities. Athletics are open to all students who meet the basic eligibility requirements of the National Junior College of Athletics Association (NJCAA), the College, and the SUNY Schenectady Athletic Office. SUNY Schenectady is a member of the National Junior College Athletic Association, Region III, and the Mountain Valley Conference. Competing teams come from New York, Massachusetts, Vermont, New Hampshire, and Connecticut. For student athletes to maintain high quality academic work, regular attendance at class is required. Absence from class is considered a serious matter. Student athletes are encouraged to complete all assignments and other requirements of each course. If an absence is anticipated due to an athletic event, the student has the responsibility of informing the instructor well in advance of the event. All student athletes must work with their instructors to understand how an absence(s) due to an athletic game will count in the overall grading of each course. All athletes are expected to demonstrate effort in their classes and to conduct themselves in an appropriate manner (both on and off campus).

The College has varsity teams in:

- Baseball (Men)  
Head Coach: Chris Mahoney, 315-292-8885, [cmahoney1040@gmail.com](mailto:cmahoney1040@gmail.com)  
Assistant Coach: Jeremiah Horton, 518-902-5500, [jeremiahhorton22@gmail.com](mailto:jeremiahhorton22@gmail.com)
- Bowling (Men and Women)  
Head Coach: Ronald Williams, 518-381-1356, [CoachWilliams@gmail.com](mailto:CoachWilliams@gmail.com)  
Assistant Coach: Amy Janetsky, 518-381-1356, cell: 518-348-9721
- Crew (Women)  
Head Coach: Brianne Bikowicz, 518-381-1356, cell: 518-698-4398  
Assistant Coach: TBA

Announcements for tryouts for each team are issued for each sport. For more specific information on each of the SUNY Schenectady teams, check out: <https://sunysccc.edu/Current-Students/Student-Life-and-Resources/Athletics/index.html>.

### SUNY Schenectady Royals Athletic Calendar:

Visit the SUNY Schenectady website at [www.sunysccc.edu](http://www.sunysccc.edu) for up-to-date calendars and game schedules.

### Equity in Athletics Disclosure Act:

The Equity in Athletics Disclosure Act requires co-educational institutions of postsecondary education that participate in a Title IV, federal student financial assistance program, and have an intercollegiate athletic program, to prepare an annual report to the U.S. Department of Education on athletic participation, staffing, and revenues and expenses, by men's and women's teams. The Department will use this information when preparing required reports on gender equity in intercollegiate athletics.

SUNY Schenectady County Community College is in compliance with the Equity in Athletics Disclosure Act. Annually the College reports information about all our intercollegiate athletic programs. Equity in athletics data is now available on the Web at: <http://ope.ed.gov/athletics>. This site also provides data from thousands of colleges and universities in a convenient searchable format so as to provide for comparisons to be made.

## Career Services

Elston Hall, Room 222 | 518-836-2807  
[www.sunysccc.edu/cts](http://www.sunysccc.edu/cts) | [cts@sunysccc.edu](mailto:cts@sunysccc.edu)

Dawn Jones, Assistant Director ..... [jonesda@sunysccc.edu](mailto:jonesda@sunysccc.edu)  
 Zakia Afrin, Educational Assistant/Nontraditional Career Assistant ..... [afrinz@sunysccc.edu](mailto:afrinz@sunysccc.edu)

Our staff has dedicated themselves to providing the highest level of services related to connecting students and alumni to the information and opportunities necessary to make informed and confident decisions regarding their careers. There are three stages of personal and professional development that students and alumni seek most during their attendance at SUNY Schenectady.

### Self-Discovery: Understand Your Talents and How You Wish to Apply Them

- Motivations
- Leadership Style
- Learning Style
- Mindset
- Decision Making Process
- Mission
- Passion
- Personal Story
- Personality Type
- Skills, Talents and Values
- Career and Life Goals
- Skills Assessment

### Exploring Your World: Gather the Information Necessary to Make Intentional Decisions

- What can you do with a particular major
- Career and workforce expectations
- Industry trends
- Employment and salary projections
- Career and networking events
- Social and professional networks
- Alumni feedback
- Industry training and certifications
- Online college and business search engines
- Professional certifications, state licensing and industry regulations

### Taking Action: Applying Your Talents and Planning a Strategy for Continuous Learning

- Volunteer
- Join clubs and organizations
- Participate in internships
- Create resumes, cover letters and portfolios
- Practice your communication skills



- Gain related work experience
- Design strategies to search for opportunities based on your goals
- Speak with alumni or business professionals regarding your plans

Take the First Steps on Your Path to Career Success:

- Attend orientations and student services workshops
- Review our College website: [www.sunysccc.edu](http://www.sunysccc.edu) (point to current students for a drop down box of services)
- Introduce yourself to staff in the Career Services Office to talk about your goals and discover new opportunities
- Discuss your career plans or your interest in building a plan with a career counselor
- Find out if you're eligible to work on-campus or receive assistance to work off-campus
- Register into our job and internship database, College Central ([www.Collegecentral.Com/sunysccc](http://www.Collegecentral.Com/sunysccc))
- Learn how to build or revise your resume to make it more effective during your search
- Build a strong online presence using social media
- Find out about internships, volunteering, clubs and organizations and special projects
- Come into office and learn to research employers, industry and employment data
- Prepare for upcoming Career Fairs, Professional Presentations, and Community Events

## Financial Aid Office

Elston Hall, Room 222 | 518-381-1468  
[fa@sunysccc.edu](mailto:fa@sunysccc.edu)

Mark Bessette, Director of Financial Aid

Janet Danz, Associate Director of Financial Aid

Cynthia Decker, Assistant Director of Financial Aid

Jean Bursi, Senior Financial Aid Specialist

Nicole Grant, Financial Literacy Counselor

The primary purpose of this office is to provide financial assistance within available resources to those students who, without such assistance, would be unable to attend SUNY Schenectady. Dedicated staff works with students to develop an understanding of financial aid and navigate through the application process.

The Office of Financial Aid provides:

- Assistance in applying for all Federal and State grants and scholarships
- General financial aid advisement
- Assistance with financial aid applications
- Assistance with special circumstances
- Tuition or book deferrals
- Emergency loans
- Assistance with student loan applications
- Student work-study connections

### Fall 2022 Financial Aid Disbursement Schedule

- I. Eligible students with a remaining financial aid balance after tuition and fees have been paid will receive credit at The College Store up to the following amounts:

Full-Time student	12 or more credits	\$1,000
Three Quarter Time Student	9 to 11 credits	\$750
Half Time Student	6 to 8 credits	\$500
Less than Half Time Student (Pell Only)	1 to 5 credits	\$250

If your financial aid is complete and your tuition bill is paid in full by August 19, 2022, you may be eligible for early bookstore credit beginning on August 22, 2022.

Financial aid credit at The College Store expires on September 28, 2022

- II. All federal financial aid grant and student loan funds remaining after tuition, fees, and books have been paid will be disbursed to the student. The College mails all refund checks to the student's home address. It is the student's responsibility to make sure that their correct mailing address is on file in the Registrar's Office (Elston 213).

Check Mail Date: October 17, 2022

Student loans for the Fall 2022 semester only are required to be split into two disbursements. The Fall 2022 second disbursement will be mailed on October 31, 2022.

- III. Important: Any student who drops, withdraws, or stops attending his/her classes may not be eligible for any disbursements of state or federal financial aid, and may be liable to repay all or part of the financial aid funds he/she receives. It is the student's responsibility to determine the potential effect on his/her financial aid eligibility before he/she drops or withdraws from courses.

Any students who are decertified for non-attendance in their classes may be required to document that they are attending classes before being eligible for future disbursements.

- IV. Students who are eligible for an EOP stipend will have their EOP check distributed by the Director of EOP on September 19, 2022.

- V. Students who are eligible for a scholarship refund will have their checks mailed on October 17, 2022.

### Spring 2022 Financial Aid Disbursement Schedule

- I. Eligible students with a remaining financial aid balance after tuition and fees have been paid will receive credit at The College Store up to the following amounts:

Full-Time student	12 or more credits	\$1,000
Three Quarter Time Student	9 to 11 credits	\$750
Half Time Student	6 to 8 credits	\$500
Less than Half Time Student (Pell Only)	1 to 5 credits	\$250

If your financial aid is complete and your tuition bill is paid in full by January 6, 2023, you may be eligible for early bookstore credit beginning on January 9, 2023.

Financial aid credit at The College Store expires on February 15, 2023.

- II. All federal financial aid grant and student loan funds remaining after tuition, fees, and books have been paid will be disbursed to the student. The College mails all refund checks to the student's home address. It is the student's responsibility to make sure that their correct mailing address is on file in the Registrar's Office (Elston 213).

Check Mail Date: March 6, 2023

Student loans for the Spring 2023 semester only are required to be split into two disbursements. The Spring 2023 second disbursement will be mailed on March 20, 2023.

- III. Important: Any student who drops, withdraws, or stops attending his/her classes may not be eligible for any disbursements of state or federal financial aid, and may be liable to repay all or part of the financial aid funds he/she receives. It is the student's responsibility to determine the potential effect on his/her financial aid eligibility before he/she drops or withdraws from courses.

Any students who are decertified for non-attendance in their classes may be required to document that they are attending classes before being eligible for future disbursements.

- IV. Students who are eligible for an EOP stipend will have their EOP check distributed by the Director of EOP on February 6, 2023.

- V. Students who are eligible for a scholarship refund will have their checks mailed on March 6, 2023.

### Financial Literacy

College is a time of new-found freedom for many students. However, that can spell trouble if that freedom results in poor personal finances. Students need to understand basic money management skills such as living within a budget and handling credit and debt. Financial literacy empowers students to make informed decisions to promote lifelong financial success.

## Budgeting

One of the most important Financial Literacy skills is creating and following a financial spending plan or personal budget. A budget is simply a plan that outlines your income and your outgoing expenses, with the goal of making sure your expenses are not greater than your income.

### Creating a Budget:

1. Record your spending. For one month, write down everything you spend money on. From your monthly rent and car payments down to that cup of coffee you bought on the way to class or that pizza you bought on the way home.
2. Evaluate your spending. Compare your monthly expenses to your monthly income. If your expenses are greater than your income, then you need to examine your spending habits and determine how to reduce your expenses. One way to do this is to prioritize your spending, ranking items in order of importance from basic living essentials to a daily cup of coffee.
3. Create a balanced budget. Make a spending plan where your monthly income is equal to or greater than your monthly expenses. To do this, you may need to eliminate some spending or find ways of reducing the expense of things you need.
4. Stick to your budget. Now that you have created your budget, it is important to follow it and not over spend..
5. Revisit and revise your budget as your income, expenses and financial goals change.

### Saving Strategies:

1. Set up a savings account and contribute to it regularly. A healthy savings account can reduce the need to use a credit card for unforeseen expenses, such as car repairs or medical expenses.
2. Save more by spending less. Find less expensive options for items you need every day or every week, like shampoo, paper towels, or laundry detergent. Watch for sales and use coupons when possible.
3. Find ways to increase and diversify your income through investing or side jobs. This allows you to put more money into your savings goals.

### Budget Busters:

1. Buying things you want that you do not necessarily need.
2. Buying expensive items when less expensive items of equal quality are available.
3. Unforeseen expenses like car repairs and medical expenses. Having a savings account for emergency expenses can help you stick to your budget.

## Student Borrowing

Borrowing a student loan to help pay for your educational expenses is a reality most students must face. With that reality comes the obvious question, “How much should I borrow?”

To help answer this question, students should follow these guidelines:

Borrow only what you need for your educational expenses and resist the temptation to use your student loans for other things.

- Consider how much you will need to borrow to meet your long term educational goals, whether it is an associates, bachelors, masters degree, or beyond. Consider what your monthly payments will be on the loan when it comes time to repay it.
- Consider what other expenses you will have after graduation, such as housing, food, transportation, insurance, credit cards, etc.
- Consider what the average starting salary is for the career field you plan to enter when you complete your college education. Aim to keep total student loan borrowing under this salary amount.

A useful tool to help students determine what their monthly loan payments may be is the online repayment calculator provided by the U.S. Department of Education.

More information on repaying student loans can be found on the Repaying Your Loans section of the Federal Student Aid web site.

### Credit Cards

Used wisely, credit cards can be a very helpful financial tool to have at your disposal. A credit card allows you to purchase items you need right now, reduce the need to carry cash, create a record of your purchases, and can provide protection and extended warranties on your purchases.

However, credit cards can be easily abused and have negative consequences. Overspending, accumulated interest, finance charges, and fees can dramatically increase the overall debt on your credit card.

Some tips for managing your credit card are:

- Avoid impulse spending. If you do not absolutely need it, do not buy it.
- Pay off the balance on your credit card each month.
- Avoid credit cards with annual fees.
- Do not use your credit card to as a means to access a lifestyle you cannot afford.

Responsible use of credit cards can be a viable tool for building a strong personal financial status. Reckless and unhindered use of credit cards can lead to excessive debt and an unfavorable credit history.

For more information on financial literacy, visit the 360 Degrees of Financial Literacy website for a Net Price College Calculator and Basic Financial Calculator for College Students at <https://www.360financialliteracy.org/>.

Do you receive TAP?

#### *Important Notes for TAP (Tuition Assistance Program) Recipients*

In addition to meeting the financial eligibility requirements for TAP, you must meet the following academic criteria:

- \$ You must be taking a minimum of 6 credits required for your program of study. If you are taking an elective and that requirement has already been met with another course, it will not count.
- \$ You must be taking a minimum of 6 credits for which you have not already earned credit with a grade of D- or better.  
NOTE: If you wish to repeat a course to improve the grade and still be reviewed for TAP, you would need to add the repeated course(s) on top of 12 other degree applicable credits.
- \$ You must continue to make academic progress per the chart in the Financial Aid section of the SUNY Schenectady College Catalog.

Failure To Follow These Guidelines May Result In Losing Your Tap Eligibility

#### Federal Financial Aid Refund Policy

##### Policy

The U.S. Department of Education has implemented a refund policy for federal financial aid programs (Pell, SEOG, and Student Loans). When a student withdraws from or stops attending all classes in the first 60% of a term, federal regulations require that the college calculate the percentage and amount of federal financial aid the student did not “earn” by their attendance and return those funds to the federal programs. For example, if a student withdraws after attending only 30% of the term, then that student is only entitled to 30% of his federal financial aid (grants and loans). Students who attend classes after the 60% point in the term are considered to have earned all federal funds.

A student is considered to have officially withdrawn from their classes after providing official notification of their intent to withdraw in accordance with the SUNY Schenectady Withdrawal Policy. For official withdrawals, the withdrawal date will be the date the student notifies the College of their intent to withdraw. A student who has begun attendance, has not officially withdrawn, will be considered an unofficial withdrawal for Title IV purposes if they: (a) fail all course work for the period of enrollment or (b) pass less than six credits for the period of enrollment and all passed classes are in a part-of-term which spans less than 49% of the student’s scheduled days for the period.

For unofficial withdrawals, the withdrawal date will be the last date of an academically related activity, as reported by their instructor(s), in which the student participated. If a last date of participation in an academically related activity is not available the withdrawal date will be the midpoint of the period. The College will use the best information available when making this determination. The Financial Aid Office will determine who has withdrawn within 30 days of the date the student began the withdrawal process. The appropriate amount of funds will be returned to the Department of Education within 45 days of the date of determination.

##### Procedures

If a student received more federal financial aid than the amount earned, the College is required to return the unearned funds to the U.S. Department of Education. Students need to be aware that if this unearned federal assistance was used to pay college charges for tuition, fees, and books, the student may now owe the College for the portion of tuition, fees, and books that was previously covered by the unearned portion of their federal financial aid. If students received a cash disbursement of a Federal Pell Grant and/or Federal SEOG grant funds, the student may also be required to repay a portion of these unearned federal grants to the U.S. Department of Education.

Students who owe an outstanding balance to the U.S. Department of Education will be notified of any outstanding balances owed within 30 days of the date that they withdrew from all of their classes or 30 days from the date the College learned that they were not attending all of their classes. The students will then have 45 days to repay the overpayments or to reach satisfactory repayment arrangements with the College or the U.S. Department of Education. If a student does not repay the overpayment or make satisfactory arrangements within the 45 days, he/she will be considered to have a federal financial aid over award, and the student's account will be referred to the U.S. Department of Education for collection. Students will not be eligible for federal financial aid at any college until the over award has been cleared.

Students who owe the College a balance for tuition, fees and/or bookstore charges due to the reduction in their federal financial aid eligibility, must make payment with the Student Business Office.

When an overpayment for institutional costs has occurred, a return of funds to the federal financial aid programs will be made in the following order:

1. Unsubsidized Federal Direct Stafford Loans.
2. Subsidized Federal Direct Stafford Loans.
3. Federal Direct PLUS Loans.
4. Federal Pell Grants for which a return of funds is required.
5. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

### Financial Aid Satisfactory Academic Progress (FASAP)

Per Federal Student Aid regulations, each college must have a policy to determine if a student is making academic progress towards completing their degree or certificate. The policy must measure students' Grade Point Average (GPA) and percentage of successfully completed courses (aka pursuit of program). Below is the criteria SUNY Schenectady uses to determine if students are making Financial Aid Satisfactory Academic Progress (FASAP). This policy is for determining financial aid eligibility only, and does not affect a student's academic standing or matriculation status.

The total credit hours attempted, the number of credit hours completed, and cumulative grade point averages determine the standards of Financial Aid Satisfactory Academic Progress (FASAP). Each student's FASAP status will be determined at the end of each semester. The student's FASAP status will be indicated in the financial aid section of his/her records and registration account.

The following are the requirements for a student to make FASAP:

A student is considered to be making Financial Aid Satisfactory Academic Progress (FASAP) at the end of a semester and for the subsequent semester if the student meets the criteria for Grade Point Average Progress and Pursuit of Program. These standards are cumulative and include all terms of the student's enrollment even if financial aid was not received for all terms.

Grade Point Average (GPA) Progress (Qualitative Component):

A student is considered to be making GPA Progress if he/she maintains a cumulative GPA at or above the level defined in the table below.

<u>Total Credit Hours Attempted</u>	<u>Cumulative G.P.A.</u>
0-11	0.00
12-23	1.00
24-35	1.50
36-47	1.80
48 and above	2.00

Total Credit Hours Attempted includes all credit hours attempted in residence at SUNY Schenectady County Community College. In addition, accepted transfer credits are included in the Total Credit Hours Attempted, but they are not included in the calculation of the GPA.

### Pursuit of Program (Quantitative Component):

A student is considered to be in pursuit of program if he/she has successfully completed the specified number of credit hours within each category as indicated in the table below. These are the credits at which the student must progress through their program to ensure that they will graduate within the maximum time frame. Successful completion is defined as receiving a grade of “A,” “B,” “C,” “D,” “I,” or “P” for any course taken in residence (including the corresponding plus/minus grades). A grade of “F” or “W” count as attempted credit hours but are not considered to be successfully completed.

<u>Total Credit Hours Attempted</u>	<u>Minimum Number of Semester Hours Required to be Successfully Completed</u>
0-22	0
23-35	12
36-47	21
48-59	30
60-71	42
72-83	54
84 and above	66

A student who meets both the GPA Progress and Pursuit of Program requirements at the end of a semester will be in Good Financial Aid Standing as it relates to federal financial aid eligibility. If a student does not meet the FASAP requirements, they are in jeopardy of losing federal financial aid eligibility.

#### Financial Aid Warning

A student who was in Good Financial Aid Standing and does not meet the FASAP requirements at the end of a semester will be on Financial Aid Warning during the subsequent semester for which they are enrolled. A student on Financial Aid Warning remains eligible for financial aid during the warning period. A student who does not meet the FASAP standards after the warning semester will be placed on Financial Aid Dismissal. While on Financial Aid Dismissal, the student is ineligible for federal financial aid until they successfully appeal the dismissal or successfully return to good financial aid standing after taking additional classes without using federal financial aid.

#### Financial Aid Dismissal:

A student who does not meet the FASAP standards after the warning semester will be placed on Financial Aid Dismissal and become ineligible for federal financial aid, until they are able to successfully appeal the determination or successfully return to Good Financial Aid Standing after taking additional classes without using federal financial aid.

#### Financial Aid SAP Appeal Process:

A student who fails to make FASAP, and is placed on Financial Aid Dismissal, may file an appeal based on injury, illness, the death of a relative, or other special circumstances with appropriate documentation. The appeal must explain why he/she failed to make FASAP and what has changed in his/her situation that will allow him/her to make FASAP at the next evaluation.

The appeal will be reviewed by the Financial Aid Satisfactory Academic Progress Appeals Committee and the decision of the committee is final. Financial Aid Academic Progress Appeals are submitted to the Financial Aid Office. A record of the appeal and the final determination will be maintained in the student’s financial aid file. If an appeal is approved, the student will be given the status of Financial Aid Probation and will regain federal financial aid eligibility.

In order for an appeal to be approved it must be mathematically possible for a student to return to Good Financial Aid Standing within one semester. In limited circumstances, the committee can grant a student more than one term of probation in order to allow them to return to Good Financial Aid Standing (e.g. it is in the student’s best academic interest to attend part-time because attending full-time is what led to their academic struggles and as a result it will take more than one semester to meet the academic progress requirements). If a student will need more than one semester to return to Good Financial Aid Standing an academic plan is required. The academic plan must be developed with the assistance of an academic advisor and will specify the point in time the student is expected to return to Good Financial Aid Standing. As long as the student meets the requirements of the approved academic plan, they will remain eligible for federal financial aid during the probationary period. The student’s academic plan will be evaluated at the end of each semester. If the student fails to meet the terms of the academic plan the student will again be placed on Financial Aid Dismissal and will lose federal financial aid eligibility. If a student wishes to change their academic plan, they must submit a new appeal to the Financial Aid Satisfactory Academic Progress Committee.

If an appeal is not approved the student will be notified in writing. He/she may attend classes without the use of federal financial aid. If by taking classes without the use of financial aid the student returns to Good Financial Aid Standing, they will regain financial aid eligibility for the subsequent semester.

#### Financial Aid Probation:

A student who successfully appeals their Financial Aid Dismissal will be placed on Financial Aid Probation. A student on Financial Aid Probation is eligible for federal financial aid during the probationary period. The student must return to Good Financial Aid Standing within one semester and/or meet the terms of their academic plan.

If the student fails to return to Good Financial Aid Standing, or to meet the conditions outlined in the academic plan at the end of the semester in which he/she was placed on Financial Aid Probation, the student will return to a status of Financial Aid Dismissal and lose federal financial aid eligibility. A student in this situation may submit a new appeal but it cannot be for the same reason as the previous appeal.

#### Required “C” Average After Second Year:

Federal regulations require that a student have a “C” average after his/her second academic year. The student must have a G.P.A. of at least 2.0 or have academic standing consistent with the College’s graduation requirements. Second academic year status is defined as a student having attempted 48 credits or more.

#### Maximum Time Frame for Completion

Federal regulations require a maximum time frame for completion of a degree or certificate program not to exceed 150% of the normal requirements of that program. Within the guidelines set forth below:

- (a) All terms and attempted courses within the student’s enrollment count when assessing the maximum time frame; even terms in which the student did not receive federal financial aid funds.
- (b) Once it becomes mathematically impossible for a student to complete their program within the maximum time frame the student will be ineligible for Title IV federal financial aid.
- (c) If student is seeking multiple degrees or certificates simultaneously the maximum time frame eligibility will be calculated based off of the longest program.

For Title IV federal financial aid purposes only, the College has defined a maximum number of attempted credit hours for completion as 150% of the required credits for that particular degree or certificate. For example, if a program is 62 credits in length the maximum time frame for completion would be 93 credits (i.e.  $62 \times 1.5 = 93$ ).

The College will review each student’s eligibility at the end of each semester. If due to withdrawals, failed courses, repeated courses, non-degree applicable courses, or transfer credit evaluation the student has exceeded the maximum number of attempted credits for his/her program, he/she will no longer be eligible for federal financial aid programs at SUNY Schenectady unless an appeal of the maximum time frame has been approved.

#### Student Appeal of Maximum Time Frame:

A student who has exceeded the maximum time frame may appeal that status if he/she believes that there are special circumstances. Examples of special circumstances would be injury, illness, death of a relative, or other special circumstances. A student may submit an appeal, with supporting documentation, to the Financial Aid Office. The Financial Aid Office will notify the student of the outcome of the appeal and if he/she will be eligible for additional semesters of financial aid eligibility.

#### General Guidelines for FASAP & Maximum Time Frame Evaluation:

##### Repeated Courses:

A student may repeat a previously failed or withdrawn class in accordance with the SUNY Schenectady Academic Code, section 3.9 (Repeating a Course), and receive federal financial aid and New York State financial aid for each attempt up to the point that the course has been successfully completed. Once a course has been successfully completed, a student may receive federal financial aid to repeat the passed course once per course as long as a better grade is possible. If a previously passed course is repeated, the student will not receive New York State financial aid for that course. Repeated coursework will count as attempted credits for GPA progress, pursuit of program, and maximum time frame each time the course was taken whether or not there was a passing grade.

##### Courses Dropped in a Refund Period:

If a student drops courses in the 100 percent, 75 percent or 50 percent refund periods, those courses are removed from the transcript and they will not be included in the count of credits attempted.

##### Withdrawn Courses:

Withdrawn courses count as attempted credits, but not as successfully completed credits, for GPA Progress, pursuit of program and maximum time frame. Withdrawn courses do not count in the GPA calculation.

### Transfer Credit:

Transfer credits counts as both attempted and successfully completed for both pursuit of program and maximum timeframe. Transfer credits count as credits attempted for GPA progress evaluation but do not count in the actual GPA calculation.

### Remedial Courses:

Remedial courses count as attempted credits for GPA progress, pursuit of program, and maximum timeframe. Remedial courses do not affect the actual GPA calculation. If a student receives a grade of “P” (passing), the course will count as successfully completed for both pursuit of program and maximum time frame.

### Grade Changes:

The financial aid office will monitor for grade changes through the Incomplete Extension Date for the term as defined by the Registrar on Banner form SOATERM. FASAP status will be updated for the current semester due to grade changes.

### Minimum Eligibility Standards for New York State TAP Awards Standards for New York State TAP Awards

This table illustrates SUNY’s minimum standards for pursuit of program and satisfactory progress for purposes of determining eligibility for New York state financial aid. To be eligible for state awards, both standards must be satisfied. In addition, the student must be matriculated and in good academic standing as defined by the College, and the student must be taking a minimum of 6 credits per semester in courses that satisfy requirements in the student’s academic program. If a student is repeating a course that was previously completed with a passing grade, that course cannot be counted for purposes of New York state awards.

1. TAP Standards of Satisfactory Academic Progress for 2015-16. Applies to non-remedial Associate’s degree students who first received TAP or other NYS Aid in 2010-11 and thereafter.

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th
Pursuit: Must earn this many credits in prior semester	0	6	6	9	9	12
Progress: Must earned this many credits total	0	6	15	27	39	51
Progress: Must have this grade point average	0	1.3	1.5	1.8	2.0	2.0

2. TAP Standards of Satisfactory Academic Progress for Associate’s degree students first receiving TAP in 2007-08 through and including 2009-10 and remedial students first receiving TAP or other NYS Aid in 2007-08 and thereafter\*\*

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th
Pursuit: Must earn this many credits in prior semester	0	6	6	9	9	12
Progress: Must earned this many credits total	0	3	9	18	30	45
Progress: Must have this grade point average	0	0.5	0.75	1.3	2.0	2.0

- \* A grade of W or AW does not constitute credit completed. The requirements above are for full-time students and would be pro-rated for part-time students eligible for APTS or part time TAP.

- \*\* Under certain circumstances, students may qualify for the TAP Standards of Satisfactory Academic Progress #2 if they meet the criteria to be considered a “remedial student.”

A “remedial student” is defined as a student:

- (a) whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least two semesters, as certified by the College and approved by the State Education Department (SED); or
- (b) who was enrolled in at least six semester hours of non-credit remedial courses, as approved by SED, in the first term they received a TAP award; or
- (c) who is or was enrolled in an opportunity program (EOP, HEOP, SEEK). Students who meet the definition of “remedial student” will need to meet the academic standards in chart 2.

Waiver: Provisions have been made for students who do not meet the requirement for program pursuit and/or academic progress to apply for a one-time only waiver. According to SED waiver guidelines, a student may ask for and receive a one-time waiver if the student can document that extraordinary or unusual circumstances prevented him/her from achieving the above described minimum standards. Waiver requests are available in the Financial Aid Office.



## Food Pantry

Elston Hall, Room 220E | 518-381-1396

Robyn King, Director of Wellness and Support Services..... [possonrm@sunysccc.edu](mailto:possonrm@sunysccc.edu)

The Food Pantry provides supplemental food and personal care items to any student registered for the current semester. Students may visit the Pantry up to three (3) times every month and will receive approximately 3-4 days' worth of food at each visit. Visitors place their orders online [[app.pantrysoft.com/login/SCCCFoodPantry](http://app.pantrysoft.com/login/SCCCFoodPantry)] and schedule a convenient day and time to come to the Pantry where their order will be ready for them. A student ID card is required at pickup. Referrals to additional community food resources are provided when necessary. For hours of operation, check the College's website.

## Student Government Association (SGA)

Elston Hall, Room 220G | 518-381-1410

e-mail address: [sga@sunysccc.edu](mailto:sga@sunysccc.edu)

SGA President, Jennifer Diaz-Diego

SGA Vice President, Sara Nava

Student Trustee, Rondacia McPherson

Advisor: Sherman Ortiz, Student Activities Advisor..... [ortizsj@sunysccc.edu](mailto:ortizsj@sunysccc.edu)

SGA Bookkeeper: Jan Libbon .....[libbonjb@sunysccc.edu](mailto:libbonjb@sunysccc.edu)

The Student Government Association (SGA) is the “voice of the students.” The SGA Senate is the vehicle through which projects, real change and improvement can occur on campus. This doesn't happen without your involvement. The Senate fulfills the legislative functions of SGA, and includes the President, Vice President, Treasurer, Secretary, Senators, and the Student Trustee. The Senate meets to review and vote on major resolutions concerning the students' general welfare. Senate meetings are open to everyone. Check in the SGA office for the date and time of the next meeting. SGA committees include: Awards Committee, Budget and Finance Committee, Civic Engagement Committee, Constitution and Judicial Committee, Council of Clubs and Organizations, Election Board, Intercultural Affairs Committee, Athletic Board, Student Organization Board, Student Activities Board, and Sustainability Committee. SGA is responsible for appropriately disbursing the Student Activity Fees. These funds are used for club programs, Student Activities Board events, athletics, and campus improvement projects and programs initiated by SGA.

SGA elections will be held in September and April. Anyone interested in running for a seat on the SGA Senate must see any member of the SGA Executive Board (noted above). New members are always welcome. For more information, visit the website at [sunysccc.edu/Current-Students/Student-Life-and-Resources/Student-Government/index.html](http://sunysccc.edu/Current-Students/Student-Life-and-Resources/Student-Government/index.html).

### Student Senate

The Student Senate is elected through general student elections and meets regularly throughout the entire school year. Leadership skills are developed and enhanced throughout the academic year through trainings and conferences, meetings, social functions, volunteer experiences, and leadership excursions.

Student Senate is responsible for appropriately disbursing the Student Activity Fees to clubs and organizations, intercollegiate athletics, the Student Activities Board, programs and events, and campus improvement projects initiated by the Student Government Association. The Student Senate also serves as an advisory board to the president of the college, bringing matters of student concern to their attention and making recommendations which they believe will aid the college in meeting its commitment to students.

You can learn more about the Student Government Association Senate by reading the SUNY Schenectady Student Government Association Constitution found on the College's website at [sunysccc.edu/Current-Students/Student-Life-and-Resources/Student-Government/index.html](http://sunysccc.edu/Current-Students/Student-Life-and-Resources/Student-Government/index.html).

### How Can YOU Get Involved?

Join the SGA Senate: If you are interested in serving on the SUNY Schenectady Student Government Association Senate, please complete the SGA Application (form is found on the College's website at [sunysccc.edu/Current-Students/Student-Life-and-Resources/Student-Government/index.html](http://sunysccc.edu/Current-Students/Student-Life-and-Resources/Student-Government/index.html)) or visit the Student Affairs Office, Elston 222.

Participate in Events Sponsored by the Student Activities Board (SAB): SAB is the major activities planning organization on campus. A variety of events are planned annually that include cultural, social, educational and recreational activities.

Join a Club, Organization or Athletic Program at SUNY Schenectady: For opportunities to participate in the College's intercollegiate athletic program, contact Athletic Director David Gonzalez at [gonzaladm@sunysccc.edu](mailto:gonzaladm@sunysccc.edu); for information regarding the other student clubs and organizations, contact the Student Government Association at [sga@sunysccc.edu](mailto:sga@sunysccc.edu), or visit the SGA Office, Elston Hall, Room 220G. Below you'll find a list of SUNY Schenectady's currently active and recognized student clubs and organizations. The Student Government Association is also available to assist in getting new clubs started!

- ALANA – African American Latinx Asian Native American Coalition
- Alliance for Students with Disabilities
- American Culinary Federation
- Aviation Club
- Business and Law Club
- Chess Club
- Christian Fellowship Club
- Craft Brewers Club
- Criminal Justice Club
- Drama Club (Schenectady Dramatic Players)
- Educational Opportunity Club
- English Language Learners
- Garden Club
- Hospitality Club
- Media Central
- Meeting Professionals International
- ParalEagles
- Phi Theta Kappa International Honor Society
- PRIDE Alliance
- RESTART Club
- RHYTHMS Literary Magazine
- Rotaract Club
- Science Club
- Skills USA
- Slow Food Club
- Spanish Club
- Student Activities Board
- Student Veterans of America (SVA)
- Student Volunteer Organization (SVO)
- Totally Pitchin' (A Cappella Club)

### Faculty And College Committees

One avenue for becoming an involved student leader on our College campus is to become a member of one of our Faculty or College Committees. Student representation on these committees is most important and valued. Students are nominated by faculty to serve on these committees based on leadership skills, matriculation and grade point average. According to the SUNY Schenectady Faculty ByLaws, no student shall be eligible to serve on more than one faculty committee concurrently.

Contact Sherman Ortiz, Elston Hall, Room 223, for more information regarding service on any of these committees.

To aid in understanding the purpose of each Faculty and College Committee, please read the following descriptions:

**Academic Policies Committee:** A Faculty Committee whose purpose is to receive or initiate recommendations which ensure the orderly conduct of instruction as provided in the Academic Code of the College and to review the criteria used to evaluate student appeals regarding academic status. (Two student representatives are appointed in August for academic year term.)

**Diversity and Inclusion Committee:** Assist the Affirmative Action Officer in monitoring the Affirmative Action Plan. Advise the AAO, as to the College's performance in meeting program goals and recommend actions to correct any inequities with regard to employment practices. (One student representative is appointed in August for academic year term.)

**Campus Safety Council:** A College Committee whose purpose is to serve as an advisory board for campus critical incident management; to initiate and implement the plan; to assess and review outcomes, and to update campus safety procedures annually. (Two student representatives are appointed in August for academic year term.)

**Community And Cultural Events Committee:** A Faculty Committee whose purpose is to foster the development of the College's programming of community and cultural events. (Two student representatives are appointed in August for academic year term.)

**Curriculum Committee:** A Faculty Committee whose purpose is to deal with those matters involving the adoption, revision, and review of academic programs, courses and curricular policies. (Two student representatives are appointed in August for academic year term.)

**Faculty-Student Association:** A College Committee whose purpose is to promote and sponsor programs for the good and welfare of the entire college community. The committee of faculty, students, and administrators oversees the operations of the Commons and the College Bookstore. (Three student representatives serve on the Board by virtue of their officer position on the Student Government Association Senate and an additional four student representatives are appointed in August for academic year term.)

**Professional Policies, Nominations And Awards Committee:** A Faculty Committee whose purpose is to inform Faculty regarding legislation, policies and other matters affecting Faculty welfare; to make recommendations concerning policies for academic rank, appointment, promotion, tenure, sabbatical leave and evaluation of the Faculty; and to solicit nominations for professional awards and for service as officers of the Faculty and for at-large membership on Standing Committees. (Two student representatives are appointed in August for academic year term.)

**Student Affairs Committee:** A Faculty Committee whose purpose is to receive recommendations and make recommendations on matters concerning the College and its community. (Two student representatives are appointed in August for academic year term.)

## Student Support Services

Elston Hall, Room 222 | 518-381-1282

Stephen Fragale, Dean of Student Affairs .....[fragalsa@sunysccc.edu](mailto:fragalsa@sunysccc.edu)

Student Support Services seeks to fulfill its purpose by partnering with faculty, student, staff, and community members to provide a variety of activities, resources, and services. Our programs take a holistic approach, embrace diversity, respect, access and equality, along with a sense of individual and shared responsibility. We have a Wellness Lounge that is located next to Elston 421 and provides a quiet space for reading, studying, meditation, and programs. In addition to our general activities and programming, Student Support Services includes the Office of ADA Transition Services (disability resources and services), the Veterans Resources Office, the Food Pantry, and Supportive Counseling.

## Supportive Counseling

Elston Hall, Room 222 | 518-381-1257

Many students seek help while in college. Supportive counseling is available on a one-to-one basis for students who wish to discuss personal issues affecting their academic experience. A counselor is available to serve as a confidential skilled listener who provides guidance to help students on a short-term basis to clarify issues, resolve conflicts, and learn new ways of coping.

Students often seek counseling to:

- Cope more effectively with stress
- Develop healthy relationships
- Improve communication skills
- Increase self-confidence, assertiveness and self-esteem
- Learn to deal with grief, trauma or loss
- Discover how to overcome procrastination and/or other self-defeating behaviors
- Resolve academic concerns

SUNY Schenectady does not offer mental health services. For students seeking mental health services and/or longer-term counseling, a list of community mental health professionals is available upon request. Additionally, the United Way offers free, confidential assistance in locating resources in the community; visit [www.211neny.org](http://www.211neny.org) or call 2-1-1 for more information. For assistance with substance abuse and mental health, call the 24/7 SAMHSA Helpline at 1-800-662-4357.

# Strategic Initiatives and Planning

## College in the High School

SUNY Schenectady  
78 Washington Ave, Schenectady, NY 12305  
518-381-1315

Schenectady High School  
1445 The Plaza, Schenectady, NY 12308  
Schenectady High School  
518-881-2044

Pam McCall, Director of College and High School Partnerships..... [mccallp@sunysccc.edu](mailto:mccallp@sunysccc.edu)  
Lauren Guagenti, Early College High School Student Success Manager ..... [gallolm@sunysccc.edu](mailto:gallolm@sunysccc.edu)

The Schenectady Early College High School (ECHS) Programs are partnerships among the New York State Department of Education, SUNY Schenectady, and the Schenectady City School District. Both ECHS programs provide students with the opportunity to experience taking courses on the campus of SUNY Schenectady and earning college credit before they graduate high school. For more information on each program please visit, [sunysccc.edu/Academics/K-12-Initiatives/index.html](http://sunysccc.edu/Academics/K-12-Initiatives/index.html).

## Educational Opportunity Program (EOP) and Access

Learning Commons, Begley Building, Room 104 | 518-381-1279

Tiombé Farley, Director of Educational Opportunity Programs and Access..... [farleyts@sunysccc.edu](mailto:farleyts@sunysccc.edu)  
Michael Henderson, EOP Student Success Coach..... [hendermb@sunysccc.edu](mailto:hendermb@sunysccc.edu)

“He who opens a school door, closes a prison.” - Victor Hugo

The EOP program is available to first time, full-time (12 credit hour or more per semester), New York State students of all ages who qualify, academically and financially for the program. To promote your academic success through graduate and professional studies, the program offers academic support services, individualized academic advisement, and financial support. EOP serves students who have the potential and motivation for academic success by providing students with a supportive and encouraging environment.

To determine eligibility, a student must be accepted to the College and have a completed FAFSA on file. For an application, please visit [sunysccc.edu/eop](http://sunysccc.edu/eop). Applications are also available in the Financial Aid Office, Elston Hall 222, or in the Learning Commons EOP Office 104.

Services provided by the EOP may include:

- Academic support and coaching
- Academic review
- Assistance in applying for all Federal and State grants and scholarships
- Assistance with financial aid applications
- Assistance with special circumstances
- Career exploration
- Coaching in developing advocacy skills
- Community involvement opportunities
- Counseling referrals
- Cultural enrichment opportunities
- Direct aid assistance
- Emergency loans
- EOP campus tour
- EOP scholarships
- EOP student club
- EOP workshops to strengthen academic skills
- General financial aid advisement
- Inclusive environment
- Individualized academic advisement
- Leadership opportunities
- Networking opportunities
- One-on-one professional tutoring services
- One-on-one student progress meetings
- Personal computer space
- Pre-freshman summer academy
- Scholarship application assistance
- Textbook lending library
- Transfer and referral assistance
- Tuition or book deferrals

The Educational Opportunity Program is committed to providing college access to qualified students as affirmed through its policy that states, “Every student capable of completing a program of higher education shall have the opportunity.” The EOP Office at SUNY Schenectady is committed to your educational success and academic future.

## Liberty Partnerships Program

Elston Hall, Room 211 | 518-381-1364

Alisha C. Russo, Director ..... [russoac@sunysccc.edu](mailto:russoac@sunysccc.edu)  
 Abdul Samassa, Assistant Director ..... [abdul.samassa@sunysccc.edu](mailto:abdul.samassa@sunysccc.edu)  
 Maggie White, Counselor..... [whitemb@sunysccc.edu](mailto:whitemb@sunysccc.edu)  
 Melanie Uebele, Program Coordinator ..... [uebelem@sunysccc.edu](mailto:uebelem@sunysccc.edu)

Funded by the New York State Education Department, the Liberty Partnerships Program (LPP) utilizes research-based interventions to maximize the successful transition of middle and high school students into graduates who are fully prepared for the rigors of higher education and the competitive demands of the workplace. The SUNY Schenectady LPP works with students in grades 6 through 12 from the Schenectady City School District who may be at risk of not graduating.

LPP partners with community-based organizations, local businesses, and the Schenectady City School District to enhance students’ access to community resources, develop professional networks, and foster leadership and civic engagement. LPP provides: Assessments & Personal Learning Planning; Academic Assistance; Counseling & Case Management; College and Career Readiness; Recreational & Cultural Activities and Parental Engagement.

## TRIO Student Support Services

Elston Hall, Room 328 | 518-381-1463

Ben DeAngelis, Director of TRIO ..... [trio@sunysccc.edu](mailto:trio@sunysccc.edu)  
 Carolyn Fielder, Academic Specialist..... [feldecg@sunysccc.edu](mailto:feldecg@sunysccc.edu)  
 Doug MacDonald, Academic Specialist ..... [macdondj@sunysccc.edu](mailto:macdondj@sunysccc.edu)

The TRIO Program’s mission is to assist students who are first generation, financially qualified, and/or students with disabilities to find success in their college experience. TRIO serves to motivate students toward successful completion of their post-secondary education. TRIO enhances, promotes, and develops tutoring and academic success programs, and is committed to creating an inclusive, supportive, student-centered learning environment, which stimulates critical thinking and productive learning. TRIO is a federally funded, five year grant program through the U.S. Department of Education with an annual budget of \$335,111, which serves 175 eligible students.

TRIO students are offered the following services:

- Academic coaching and course planning
- Tutoring
- Grant Aid to financially qualified individuals
- Assessment of study and learning skills
- Basic computer skills guidance
- Workshops and seminars
- Financial literacy programming
- Assistance with FAFSA
- Help finding scholarships
- Self-advocacy programming
- Leadership opportunities
- Computer lab with FREE printing capabilities
- Fun, inclusive environment
- Career exploration
- Transfer counseling
- And much more!

# Campus Life at SUNY Schenectady

## Academic Code

The Academic Code expresses those requirements and procedures established by action of the Board of Trustees and Academic Senate to implement the educational programs of the College.

Statements of policy and definitions within the main body of this Code shall appear with the same wording when used in those sections of the College Catalog or the Student Handbook where Academic Policies are officially stated. In cases where supplemental statements are made to introduce a policy, the official policy statement shall be clearly distinguished from the commentary.

Individuals may petition the Vice President for Academic Affairs when they believe a provision of the Academic Code should be put aside in their particular circumstance.

## Add/Drop/Withdrawal

Students can make changes to their schedule after their initial registration. Students may add available courses through the first week of fall and spring semesters. Students may drop classes without a grade appearing on their transcript during a specific period of time for each term (fall, spring, and summer). For all semesters/sessions, please refer to the appropriate schedule of classes for exact drop/add dates. The last day to withdraw from full term fall classes is Friday, November 11, 2022. The last day to withdraw from full term spring classes is Monday, April 10, 2023. Dates for short-term classes are available from the Registrar's Office.

## Athletic Team Name and Colors for SUNY Schenectady

Effective Aug. 1, 1998, the SUNY Schenectady Board of Trustees approved the recommendation to rename the SUNY Schenectady athletic teams the ROYALS. The Student Government Association solicited entries from the College community for recommended name changes. From all entries submitted, four were selected to go before the College community for a vote. The name, ROYALS, was recommended as a result of votes received from members of the College community-at-large. SUNY Schenectady County Community College colors: Royal Blue and Gold.

## Attendance

Regular attendance is essential for successful study. Specific attendance regulations are established by individual instructors and are presented to students at the beginning of the semester as noted on the course syllabus. Poor attendance can result in an administrative withdrawal, course failure, and loss of financial aid.

## Campus E-mail Account

All students will have a mandatory SUNY Schenectady e-mail account through the College through Microsoft Office 365's Outlook. Your SUNY Schenectady e-mail is the official way that the College will communicate with you electronically regarding important due dates, events, etc. All students must use this account.

In order to access your new e-mail account, you can go to: [www.sunysccc.edu](http://www.sunysccc.edu), and log into the MySCCC Portal. Click on your Office 365 e-mail icon, located in the Quick Launch Pad on the left hand side of the screen. Once you see the SUNY Schenectady Resources page, click on "Continue to Sign In." Then just re-enter your user name and password to open your account in Microsoft Office 365.

If you encounter difficulties accessing your SUNY Schenectady e-mail in Office 365, please call the SUNY Schenectady Helpdesk at 518-381-1487, option 5, or send an e-mail to [IThelpdesk@sunysccc.edu](mailto:IThelpdesk@sunysccc.edu).

Advantages of your new e-mail account:

- Use instant and text messaging services with Microsoft's Office 365
- Use mailbox aggregation to consolidate other personal e-mail accounts within Outlook Live
- Get access to e-mail, contacts, and calendar from anywhere including smartphone/tablets
- Easily store files and documents online in a password protected environment: Microsoft One Drive is available for free and provides you with online storage

- View and perform basic editing functions on your online documents even from a computer that doesn't have Microsoft Office installed with Word, Excel and PowerPoint apps on any computer connected to the internet.
- Be able to control who has permission to view or edit any one of your documents and simultaneously edit
- When you need to access additional features, it takes just one click from any Office Web App to open the file in the corresponding Microsoft Office program on your desktop
- Access and view your files from your mobile device
- Play, upload and share videos with the Office365 video app

## Caps and Gowns

Cap and gown orders for those graduating in December, August, or May are taken in The College Store from mid-February through mid-March. Look for more information on the College Store website under the "ID/Graduation" tab at <http://fsacollegestore.com/home.aspx>.

## Casola Dining Room

The Casola Dining room is adjacent to the Hotel and Restaurant Management laboratories located on the first floor of Elston Hall. Its primary function is to provide opportunities for students to gain experience in a wide range of dining room and banquet service activities, including table side preparation. Students gain practical experience by preparing and serving meals in the Casola Dining Room, which is open to the public for à la carte service and banquets. Reservations are required.

## Certificate of Residence

Students registering for credit courses at SUNY Schenectady are required to document their county of residence since counties partially fund student enrollment at community colleges in New York state. In order to qualify for resident tuition, you must have resided in New York state for the past 12 months, and you are required to provide county residence documentation for the last six months. The Student Business Office, Elston Hall, Room 219, is responsible for collecting the Certificate of Residence or Affirmation of Schenectady County Residency from students. For instructions and a copy of the Application for Certificate of Residence, Form B-80, go to the Certificate of Residence webpage at [sunysccc.edu/Academics/Register-for-Classes/Certificate-of-Residence.html](http://sunysccc.edu/Academics/Register-for-Classes/Certificate-of-Residence.html).

## Change of Name and/or Address Notification

It is essential that you notify the Registrar's Office (Elston Hall, Room 212) of any legal name change (due to marriage, divorce, etc.), address, or telephone number. Documentation may be required.

## Childcare Options

SUNY Schenectady Integrated Laboratory Preschool

The Early Childhood Education Program's Integrated Laboratory Preschool is located in the Gateway Building on the SUNY Schenectady campus. The curriculum demonstrates best practices in Early Childhood Education and Preschool Special Education. The preschool operates eight hours per day, Monday through Friday, and follows the Capital District Beginnings academic calendar, which includes a summer program component for six weeks in July and August. The SUNY Schenectady Integrated Laboratory Preschool enrolls children ages 2 years 9 months to 5 years. Our Integrated Laboratory Preschool, through a collaboration with Schenectady Day Nursery, is eligible to offer Temporary Assistance to Needy Families (TANF) for child care subsidies which will assist qualified families in paying children's tuition.

For enrollment information, please contact Schenectady Day Nursery at 518-374-6319.

YWCA Early Learning Center

Gateway Building, 518-381-1375, Rebecca Fitch, Assistant Director

An on-campus Early Learning Center operated by YWCA NorthEastern NY is available for children of students, faculty, staff and community members. The center enrolls children between six weeks and five years of age and is open year round, Monday through Friday, 7:30 a.m. to 5:30 p.m. The center is licensed by the NYS Office of Children and Family Services, NAEYC accredited, and is currently a Quality Stars NY Five-Star program. The curriculum is developmentally appropriate with a learning environment focused on the emotional, physical, and cognitive development of children. All staff are CPR and First Aid certified; some are MAT (Medication Administration Training) certified, and all teachers have Early Childhood Education degrees or certification. The YWCA Early Learning Center is a peanut/nut controlled environment that serves nutritionally healthy meals and snacks.

The center has DSS child care approval as well as grant money available to qualified students. Early Head Start is offered for children starting at 6 weeks old. Space is limited. Please call 518-381-1375 or email [scccd daycare@sunysccc.edu](mailto:scccd daycare@sunysccc.edu).

## Class Rings

Rings can be viewed at The College Store at any time throughout the academic year. They may be ordered through the College Store website at <http://fsacollegestore.com/home.aspx>.

## The College Store

Elston Hall, first floor | 518-381-1332

For store hours, online purchasing and more, please visit <http://fsacollegestore.com/home.aspx>. The College Store provides a complete selection of course materials, school supplies, imprinted spirit wear, greeting cards, gifts and other items. The College Store strives to provide students with quality products and services at reasonable prices.

Hours vary in summer and during registration periods. Photo ID Cards are available through the College Store. Photo ID cards serve as library cards, give access to the CDTA Rider Program, and access to certain locations on campus. Carry your photo ID card with you anytime you are on campus.

Course Materials. The College Store carries all required course materials such as aviation supplies, art supplies, music supplies, all culinary uniforms as well as knives and pastry supplies. The College Store has non-text course materials available in store and online for classes that have requirements for them. If ordering online, required non-text materials are listed along with that class's textbooks on the Ordering Textbooks page.

Credit Card Orders. Course materials will be available for online ordering by credit card on the same day registration begins, and available for shipment or in-store pickup within 48 hours (subject to availability). eBooks available through The College Store are convenient, less expensive than print books, and delivered right to your desktop

Financial Aid Credit at the College Store. One week prior to the first day of the fall semester and/or spring semester student financial aid is activated for use in the College Store and Convenience Store. For summer sessions, student financial aid is activated the first day of the summer session. The Student Accounts credit (financial aid) is available for eligible students only for the first three weeks of fall and spring semesters and the first three days of the summer semester. Each time you charge something to your Student Account, you will receive a detailed receipt including your current balance. KEEP ALL RECEIPTS. You will need them for any exchanges or returns.

How eBooks Work. Purchase the card through the bookstore cashier just as you would purchase a print textbook. Purchasing an eBook card authorizes the card, but does not activate it. When you are ready to read your eBook, go to the computer where you will use it. Log in or register at <http://www.DigitalTextbooks.com/download>, and enter the card and receipt numbers. Your eBook is activated and cannot be returned. Follow the easy on-screen prompts to download your eBook. You will need the latest version of the free reader software to read your eBook. See <http://www.DigitalTextbooks.com/download> for additional information.

Online Courses. The College Store sells all required textbooks and materials for online courses.

Online Purchases. Course materials are listed in the Order Textbooks section by course number. Orders must be prepaid by Credit Card (Visa, Mastercard, or Discover), or Student Accounts (Financial Aid). Along with course textbooks, required materials such as calculators, culinary uniforms and cutlery, and biology items, are available online, and appear with the course's textbooks on the Ordering Textbooks page.

NOTE: Textbook orders with split tenders (part credit card, part Financial Aid, part cash, etc.) can be processed in store only.

Purchasing Textbooks. Textbooks are available in-store approximately 1 1/2 months prior to the start of each semester, subject to availability. Students qualifying for Financial Aid Bookstore credit may purchase their books and supplies online and in-store beginning one week prior to the first day of classes for fall and one week prior to the spring semesters.

Financial Aid Bookstore Credit will begin for the summer semester on the first day of classes. Please bring your course schedule and student ID with you to the College Store.

The Bookstore staff will pull your course materials from the shelves by course number from your schedule, for you. If you forget your schedule, the Registrar's Office (Elston Hall 215) can print one for you. A SUNY Schenectady Student Photo ID card is not required for Non-Student Accounts textbook purchases.

## Computer Help Desk; username/password

Please contact the SUNY Schenectady Computer Help Desk at 518-381-1487 external, internal x1111 or [IThelpdesk@sunysccc.edu](mailto:IThelpdesk@sunysccc.edu).



## Crime Statistics Availability Statement (Clery Act)

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Act (VAWA), SUNY Schenectady County Community College annually provides information relating to campus crime statistics and security measures to the U.S. Department of Education. A hard copy of SUNY Schenectady County Community College's crime statistics, as reported annually to the U.S. Department of Education, will be provided upon request by the Office of Student Affairs, located in Elston Hall, Room 222G (phone 518-381-1445) and can be obtained electronically from the U. S. Department of Education website at <https://ope.ed.gov/campussafety/#/>. A copy of the Annual Safety Report, which consists of all SUNY Schenectady policies related to safety can be found on the College's website at [sunysccc.edu/About-Us/Campus-Safety/Clery-Act.html](http://sunysccc.edu/About-Us/Campus-Safety/Clery-Act.html).

## D2L-Brightspace

SUNY Schenectady utilizes Brightspace, a free course management system for all courses offered.

To access Brightspace:

1. The "MY SCCC" community portal icon can be found on the SUNY Schenectady website at [www.sunysccc.edu](http://www.sunysccc.edu). It is the small yellow box found in the upper right corner.
2. Click on this and use your SUNY Schenectady Username and Password to log in. When you see the home page of the portal you will see the Brightspace icon on the upper left side.

If you have any questions or concerns regarding Brightspace, contact SUNY Schenectady's Helpdesk at 518-381-1487.

## First Year Seminar

The First Year Seminar introduces students to strategies and college resources that enhance their success as college students. This course focuses on developing academic skills, setting goals, and exploring discipline-specific topics.

## Graduation

Students wishing to participate in the graduation ceremony will need to order a cap and gown from the College Store. For specific graduation requirements, students should contact the Registrar's Office, located in Elston Hall 212.

## Immunization Information

New York State Health Law requires all students to provide immunity against measles, mumps and rubella prior to the first day of classes. A response to receipt of information on the meningococcal meningitis disease or a record of vaccine is required of all students prior to the first day of classes. Early Childhood majors must have additional immunization information required prior to participation in field experiences. All this information is confidential and kept in the Student Affairs, Elston Hall, Room 222. To request this information to be sent to another college, stop by the Student Affairs Division. This service is provided free of charge. For the entire policy and other more specific information, visit [sunysccc.edu/Admissions/Already-Accepted-New-Student-Info/Immunizations.html](http://sunysccc.edu/Admissions/Already-Accepted-New-Student-Info/Immunizations.html).

## International Students

International students who entered the country with an F-1 visa, transferred from another college, or who changed their immigration status to F-1 while in the United States must apply for an SUNY Schenectady SEVIS I-20 (Certificate of Eligibility) prior to registering for classes. Additionally, these students are required to report to Steve Fragale, Dean of Student Affairs and PDSO in the Office of Student Affairs (518-381-1378, [fragalsa@sunysccc.edu](mailto:fragalsa@sunysccc.edu), Elston Hall, Room 222) before the 15th day of each registered semester to maintain status.

## Lost and Found

Report any lost or found items to Security. The Security station is located at the main entrance of Elston Hall near the Commons area. 518-381-1308, [flutyew@sunysccc.edu](mailto:flutyew@sunysccc.edu).

## My SCCC Portal

Your My SCCC login is a single sign-on that enables you to access Records and Registration, Financial Aid, DegreeWorks, our online learning system, and your e-mail account, and grades when posted. The portal is on our website at [www.sunysccc.edu](http://www.sunysccc.edu). Look for the yellow MY SCCC icon in the upper right corner.

## New York State Voter Registration

In accordance with the National Voter Registration Act, SUNY Schenectady County Community College has established a voter registration program to ensure the College community understands the importance of voting and that eligible students and staff have the opportunity to vote.

Here is some important information about registering to vote:

To register to vote you must:

- be a citizen of the United States;
- be at least 18 years of age by December 31 of the year in which you file the voter registration form (NOTE: you must be 18 years of age by the date of the general, primary or other election in which you want to vote.);
- not be in jail or on a parole for a felony conviction and;
- not claim the right to vote elsewhere.

You can register in person at your County Board of Elections office on any business day, except Election Day. If you want to vote in an election you must mail or deliver the registration form to your County Board of Elections no later than 25 days prior to the election in which you want to vote. Your eligibility to vote will be based on the date you file the form and your county board will notify you of your eligibility.

Need a Registration Form to Vote?

You can obtain a voter registration form:

- at most state agency offices and post offices and;
- at any County Board of Elections office, and on the SUNY Schenectady campus in the Student Government Association Office (Elston Hall, Room 220) and the Student Affairs Office (Elston Hall, Room 222).

ADA Transition Services is available to assist. Individuals requesting assistance with completing the voter registration form are encouraged to stop by ADA Transition Services, located in Elston Hall, Room 222.

Questions? Call your County Board of Elections, or call 1-800-FOR-VOTE. Hearing impaired individuals with TDD may call 1-800-533-8683.

Vote By Mail

Qualifications to Vote by Absentee Ballot (Deadlines)

1. Absent from your county or, if a resident of New York City absent from the five boroughs, on Election Day.
2. Unable to appear at the polls due to temporary or permanent illness or disability (temporary illness includes being unable to appear due to risk of contracting or spreading a communicable disease like COVID-19).
3. Unable to appear because you are the primary care giver of one or more individuals who are ill or physically disabled.
4. A resident or patient of a Veterans Health Administration Hospital.
5. Detained in jail awaiting Grand Jury action or confined in prison after conviction for an offense other than a felony.

2022 Voting by Absentee Ballot Deadlines

FOR GENERAL ELECTION

Date                      Deadline Information

October 24      Last day to apply online, by email, fax or to postmark an application or letter of application by mail for an absentee ballot. (Please be warned that despite this deadline, the Post Office has advised they cannot guarantee timely delivery of ballots applied for less than 15 days before an election.)

November 7      Last day to apply IN-PERSON for absentee ballot.

November 8      Last day to postmark ballot. Must be received by the local board of elections no later than Nov. 15. Military Voter Ballots must be received no later than Nov. 21.

November 8      Last day to deliver ballot IN-PERSON to the local board of elections or to any poll site.

## Off-Campus Housing

SUNY Schenectady does not provide student housing. All off-campus housing is privately owned and separate and independent of the College. Although College officials maintain working relationships with some area landlords, the College does not own, operate, endorse, or supervise these properties.

## Parking Hangtag

All motor vehicles parked on campus must be registered with campus security and the appropriate hangtag must be displayed from the car's rearview mirror. Failure to register your vehicle and properly display the SUNY Schenectady hangtag will result in ticketing and/or towing of the vehicle at the owner's expense.

## Proudly Serving Starbucks Cafés/Convenience Store

The Faculty Student Association of SUNY Schenectady owns and operates two Proudly Serving Starbucks Cafés on Campus. Canal Side Café is located on the first floor of Elston Hall featuring Starbucks beverages (lattes, refreshers, frappuccinos, cold brew, fresh brew, cappuccinos and seasonal beverages). Canal Side Café offers breakfast and lunch with weekly specials. The Joshua S. Schwartz Café, located in the Learning Commons, offers Starbucks beverages, grab-n-go items and soup. Save time by ordering on line at [www.orderstart.com/fsc](http://www.orderstart.com/fsc). Canal Side Café and the Joshua S. Schwartz Café accept cash, debit, credit and Royal Dollars.

## Publicity Off-Campus

The College community may publicize events to off-campus media through the College's Marketing and Public Relations Office. Information may be submitted to the Public Relations Specialist, Stockade Building, Room 108, 518-381-1250.

## REACH Messaging System

REACH is a priority messaging system displayed on television monitors throughout the campus. The system is supervised through the Student Affairs Offices. Items posted onto the system reflect campus safety, campus events, club and organization activities, athletic news and more. To post onto the system, please send the information in PowerPoint to the Office of Student Affairs, [fragalsa@sunysccc.edu](mailto:fragalsa@sunysccc.edu).

## The Royal Dining Center

Elston Hall, ground level

The Royal Dining Center is tentatively Closed until the Spring 2023 semester.

The College's Dining Center is operated by the College's Faculty-Student Association of SUNY Schenectady. The Main Dining Center provides breakfast, lunch and dinner as well as a variety of short-order and snack items. The food service is available from morning through evening when classes are in session, and on a selected basis at other times. Look for daily specials. Vending machines are located in the College Commons, Elston Hall, SUNY Schenectady@Center City, and the CST building lobby. A microwave is available in the College Commons for the College community use.

## Student Activity Fees (mandatory, non-refundable)

Each semester, student activity fees are collected from enrolled students. The Student Government Association Senate approves and oversees the expenditures of the Student Activity Fee. Student Activity Fees are used to support and enhance programs for the benefit of the campus community to include: cultural, educational, social and recreational programs. Students are encouraged to take full advantage of activities supported by Student Activity Fees. For more information, please stop by the Student Affairs Office, Elston Hall, Room 222.

## Student Business Office

Elston Hall, Room 219 | 518-381-1346

The Student Business Office processes payments to student accounts for tuition and fees, and parking fines. Each semester all students, including those who receive financial aid, are required to process their tuition bill with the Student Business Office, which includes submitting a Certificate of Residency annually. In addition, payments such as transcript fees are paid in the Student Business Office. Student Business Office Hours are posted on the College's website: [sunysccc.edu/Admissions/Paying-for-SUNY-Schenectady/Student-Business-Office/index.html](http://sunysccc.edu/Admissions/Paying-for-SUNY-Schenectady/Student-Business-Office/index.html).

## Student Code of Conduct - a Policy Overview

The SUNY Schenectady County Community College Student Code of Conduct was recently updated and approved by the College's Board of Trustees in June 2016. The Student Code of Conduct can be found in its entirety in the Student Handbook and on the College's website at [sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html](http://sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html).

The Student Code of Conduct and the accompanying student disciplinary processes are intended to assist students in their personal development by providing a fair conduct review procedure that issues consistent responses for behaviors that are incongruent with the College's expectations. In furthering the educational aims of the college and maintaining compliance with the provisions of Article 129-A of the Education Law of the State of New York, the Student Code of Conduct outlines the practices to be utilized in administering the student disciplinary process.

The Student Code of Conduct includes the following policies and procedures: the Students' Bill of Rights, Student Amnesty Policy, Behavior Subject to Discipline, Disciplinary Processes, Appeal Process, Records Retention for Student Disciplinary and Transcript Notation.

Cases involving sexual offense or crime of violence charges: if a student is suspended or expelled after being found responsible for a crime of violence (including but not limited to a sexual offense), the College must make a notation on the student's transcript that they were "suspended after a finding of responsibility for a code of conduct violation or expelled after a finding of responsibility for a code of conduct violation. Should a student withdraw from the College while such conduct charges related to crimes of violence are pending against the student, and declines to complete the disciplinary process, the College must make a notation on the student's transcript that he or she withdrew with conduct charges pending. Transcript notations for violence-related suspensions shall not be removed prior to one year after conclusion of the suspension. Transcript notations for violence-related expulsions shall never be removed from a student's transcript. If a finding of responsibility is vacated for any reason; however, the transcript notation will be removed.

## Student Identification (ID) Number

Upon initial registration or application to SUNY Schenectady, each student is provided a student identification number. This generated number consists of nine digits beginning with the number nine. This number will appear on the student's schedule and all correspondence from admissions and financial aid.

## Student Photo Identification (ID) (Mandatory)

All students are required to obtain an SUNY Schenectady Student Photo Identification. This photo ID card issued is a permanent card for SUNY Schenectady students. This card is used for library purposes, access to the computer lab, admission to athletic events, lectures, student activities, CDTA Bus Ridership program, the Schenectady YMCA, and as a declining balance card in the Royal Cafeteria. The card is initially obtained free of charge at the College Store. Lost cards can be replaced for a charge. Lost cards must be reported to the College Store so a replacement card can be issued.

Valid ID cards are to be carried at all times and MUST be produced, upon request, to any authorized College authority (administrators, faculty member or security personnel).

- Students who have paid the Student Activity Fee and who wish to utilize the YMCA Downtown Schenectady Branch or ride the CDTA bus must show their current student ID card in order to access these facilities. These privileges are only available as long as the student remains enrolled.
- Royal Dollars: Students may add any amount of money to their ID card and pay for food or beverages in the main cafeteria and Canal Side Café using a declining balance system. Simply go to <https://www.scccroyaldollars.com>.
- The use of another student's Card is a violation of the Student Code of Conduct.
- Student Photo ID Cards are available through the College Store. These cards may be needed for student internships and other specific activities related to one's academic program of study. To obtain a photo ID card, students will need to show photo identification (such as a driver's license).
- Replacement cards are \$35. Old ID cards will be deactivated when a new card is issued.

## SUNY Schenectady Omnilert (formerly e2Campus) Emergency Notification System

In the event of a serious incident which poses an immediate threat to members of the SUNY Schenectady community, the College has various systems in place for communicating information quickly to those individuals. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the students or employees occurring on campus, some or all of these methods of communication may be activated. These methods of communications may include activating Omnilert, an emergency notification system utilizing e-mail, text messaging, and telephone voice messaging; most methods of Social Media (Twitter, Facebook etc.), PC desk top takeover messages, messages displayed on electronic message boards on campus; or messages on the home page of SUNY Schenectady website.

Phone numbers and e-mail addresses are identified by student's information as recorded with the College Registrar and employee contact information is maintained through personnel and payroll records. SUNY Schenectady will also post updates during a critical incident utilizing the Omnilert Notification system.

Students and employees may check their information for correctness and update their information as necessary by using the SUNY Schenectady website, using the MY SCCC link. Once logged onto the system there will be a section of quick Launch links on the left and the Emergency Contact Information link is located there.

Many factors are considered when assessing a situation to determine whether to activate one or more of the emergency communications systems and if so, the content of the message and whether to send the emergency message to all or some of the campus community. Among the factors to be considered is the nature and anticipated duration of the emergency situation and whether the emergency applies to a particular building, segment of the population or to the entire campus. The Crisis Response Team (President's Council) or the Director of Campus Safety will make a decision without delay, taking into account the safety of the community, determine the content of the notification and initiate the emergency notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. SUNY Schenectady plans, publicizes and conducts a test of the emergency response and notification system at least annually and maintains a record documenting each test, including a description of the exercise along with the date and time.

## SUNY Schenectady Website

For updated and specific information about SUNY Schenectady, check out the College's website at [www.sunysccc.edu](http://www.sunysccc.edu).

## SUNY Smart Track

SUNY Smart Track Financial Avenue is an online learning environment that empowers students for a lifetime of financial success. The interactive financial aid literacy tools can assist students to achieve smart money management skills. Courses and modules cover topics that include budgeting, credit cards, identify theft, paying for college, banking, debt, working in college, and savings. Please visit <https://www.inceptia.org/resources/?orgid-00678500> to register and chart your financial course. If you have questions, please call 518-381-1468 or stop by SUNY Schenectady's Financial Aid Office in Elston 222.

# Workforce Development and Community Education

518-595-1101, ext. 7

Fax: 518-621-3216

## SITES:

201 State St. – Kindl Building  
Schenectady, NY 12305

SUNY Schenectady@Center City  
433 State Street  
Schenectady, NY 12305

Through the Office of Workforce Development and Community Education (WFD&CE), headquartered in the Kindl Building, 201 State St. in Schenectady, the College demonstrates its commitment to lifelong learning by providing educational opportunities that range from craft beer to healthcare to computers and art with a focus on career, personal development programs, and personal enrichment.

Program offerings include professional/career development, healthcare training, community education and business training all in a non-credit environment. Flexible scheduling of a broad range of programs allows students and program participants to pursue their goals during daytime, evening or weekend hours at on-campus and off-campus sites as well as online. Instructors are recruited from the College's full-time faculty and the professional community, providing an excellent range of experience and expertise.

## Professional/Career Development

Would you like to pursue a new career path or update existing skills? A variety of diverse trainings aligned with current business and industry needs are offered. Increase your competitive edge and improve your odds of acquiring that new job. Offerings include but are not limited to:

- Certified Production Technician
- Computer Coding
- Craft Beer Brewing and Distilling
- Emergency Medical Technician
- Horticulture
- Notary Public Review
- Online Offerings

Contact: 518-595-1101.

## Allied Healthcare Training

Interested in the growing field of healthcare? Our healthcare training program offer a full range of options. Training is provided for several positions including:

- Behavioral Health Technician
- Certified Nurse Aide
- Community Health Worker
- Electrocardiograph (EKG) Technician
- Emergency Medical Technician
- Home Health Aide
- Medical Administrative Assistant
- Personal Care Assistant
- Phlebotomy

Contact: Michelle Kraines, Coordinator of Workforce Development, 518-621-4007.

## Community Education

Is there a topic you've been interested in exploring, but haven't had the opportunity to pursue? Chances are the perfect course is waiting for you! There are numerous offerings that tap into your creative side, teach new skills and open your eyes to new possibilities. Topics include but are not limited to:

- Community Archeology
  - o Native American Archaeology
  - o Recording and Archiving Archaeological Data
  - o Trade, Colonial and 19th Century Pottery
- Computers
  - o Excel
  - o Word
  - o Access
  - o PowerPoint
  - o Computer/Internet Safety
  - o Introduction to Windows
- Culinary
  - o Creative Mixology
  - o Coffee Cakes and Sweet Breads
  - o Pizza and Flat Breads
  - o Artisan Breads
- Kids & Teen Academy
  - o Horseback Riding
  - o Music Lessons
  - o Lego Robotics
  - o Computer Game Making
  - o Emergency Vet
- Music
  - o Piano
  - o Guitar
  - o Voice
- o Mandolin
- o Ukulele
- o Banjo
- Personal Enrichment
  - o Watercolor Painting
  - o Sewing
  - o Writing
  - o Getting Paid to Talk
- Wellness/Fitness
  - o Aikido
  - o Yoga
  - o Horseback riding

Contact: Maria Kotary, Associate for Workforce Development and Community Education, 518-595-1101.

## Business Training

WFD&CE assists local businesses to remain competitive and meet their training needs by customizing cost-effective programs designed to increase productivity and upgrade employee skills. Employers are provided the opportunity to participate in workforce development training through SUNY and state/federal workforce training grants. As a partner with the Capital Region Workforce Development Board and regional One Stop Career Centers, WFD&CE develops courses, seminars, workshops, conferences and training programs on a contractual basis. Contact: 518-595-1101

## External Partnerships and Economic Development

WFD&CE assists the College in meeting its comprehensive mission by developing partnerships with other educational institutions, economic development organizations, business and industry partners and not-for-profit agencies. Through collaborative delivery of programs, the College and its partners play a major role in serving the diverse educational and training needs of Schenectady County and the greater Capital Region. Students and faculty are encouraged to explore internship and opportunities for program collaboration with these businesses.

Contact: Sarah Wilson-Sparrow, Executive Director for Workforce Development and Community Education, 518-595-1101, ext. 7.

# Academic Scholarships, Honors and Awards

SUNY Schenectady awards numerous scholarships provided through the SUNY Schenectady Foundation, Inc. These scholarships and awards vary in amount and are based on a variety of factors, including grade point average (SUNY Schenectady), financial need, academic program, number of earned SUNY Schenectady credits and participation in campus life and activities. The application opens in October and closes late spring for scholarships that will be awarded the following academic year.

The Scholarship Administrator coordinates the application and awarding process using an online scholarship management program. All students, new and returning, are eligible to apply and must complete an online application that identifies which scholarship opportunities they qualify for. The Scholarship Selection Committee reviews all applications and applicants will be notified if they receive a scholarship via their SUNY Schenectady e-mail.

For additional information about scholarships and awards, visit the scholarship website at [sunysccc.edu/Alumni-Give/Scholarships.html](http://sunysccc.edu/Alumni-Give/Scholarships.html).

## President's List

A full-time matriculated student's name is placed on the President's List for each term in which the student has earned a G.P.A. of 3.70 or higher while completing at least 12 credit hours for that term. Part-time students completing at least six credit hours in a term and having accumulated 12 credit hours are also eligible.

## Dean's List

A full-time matriculated student's name is placed on the Dean's List each term in which the student has earned a G.P.A. from 3.20 to up to 3.70 while completing at least 12 credit hours that term. Part-time students completing at least six credit hours in a term and having accumulated 12 credit hours are also eligible.

## National Honor Society - Phi Theta Kappa

SUNY Schenectady's Alpha Zeta Upsilon chapter of Phi Theta Kappa, the national honor society for two-year colleges, recognizes and rewards student academic achievement. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among community/junior college students. Opportunities are provided for the development of leadership and service, for a stimulating intellectual climate, for exchange of ideas and ideals, for the lively fellowship for scholars and for students continuing their academic excellence. Phi Theta Kappa promotes high academic standards and scholarship, prepares future leaders, and promotes the good name and image of SUNY Schenectady. Students invited to join this prestigious group have achieved a grade point average of 3.6 or higher and have taken a minimum of 12 credits while matriculated in one of the College's Associate's degree programs. They are entitled to wear a distinctive gold tassel at Commencement; their degree bears a special seal; and their transcripts note the honor. They are also eligible for special scholarships at over 500 four-year colleges throughout the world and may be nominated for the Phi Theta Kappa Honor Society All-New York Academic Team for Community Colleges. For more information on Phi Theta Kappa, please see Dr. Maggie McLellan-Zabielski, Assistant Professor in the Division of Math, Science, Technology, and Health, Elston Hall, Room 602.



## Special Awards

The Student Affairs Committee selects graduating students for the following three awards which are announced at the Annual Honors Convocation held in May:

- President's Award: presented to a graduating student who has achieved at least a 3.0 grade-point average and has demonstrated excellence in community and or College service.
- College Service Award: presented to a graduating student who has contributed most to the general welfare of the College through support of its activities and programs.
- Community Service Award: presented to a graduating student who has contributed most to the general welfare of the off-campus community.

## State University of New York Chancellor's Award for Student Excellence

The most gifted and talented students attending the State University of New York are honored annually with the Chancellor's Award for Student Excellence. Each student honored receives a framed certificate and a medallion, which may be worn at Commencement. Each campus President establishes a selection process to nominate exemplary members of their college community who are graduating. Campus Presidents nominate graduating students.

# Academic Support Services

## ACADEMIC SUPPORT SERVICES

### Academic Advisement and Retention

Elston Hall, Room 222 | 518-381-1277

[academicadvisement@sunysccc.edu](mailto:academicadvisement@sunysccc.edu)

Mitzi Espinola, Assistant Director of Academic Advisement and Retention.....	<a href="mailto:espinoma@sunysccc.edu">espinoma@sunysccc.edu</a>
Anna Westerman, Academic Advisor II/Veteran's Certifying Official.....	<a href="mailto:barthap@sunysccc.edu">barthap@sunysccc.edu</a>
Leanna Liuzzi, Academic Advisor.....	<a href="mailto:liuzzilm@sunysccc.edu">liuzzilm@sunysccc.edu</a>
Shannon Stone, Academic Advisor.....	<a href="mailto:stonese@sunysccc.edu">stonese@sunysccc.edu</a>
Karyn Raney, Academic Advisor.....	<a href="mailto:raneyk@sunysccc.edu">raneyk@sunysccc.edu</a>
Margaret Ann Williams, Academic Advisor.....	<a href="mailto:williama@sunysccc.edu">williama@sunysccc.edu</a>
Meghan Vian, Academic Advisor .....	<a href="mailto:vianmegh@sunysccc.edu">vianmegh@sunysccc.edu</a>

Academic Advisement is integral to student success. Professional Academic Advisors help students develop their educational plans, answer questions about exploring major fields, provide general information about academic policies and procedures, and refer students to appropriate resources. Services are designed to assist students in achieving academic and personal success through informed decision-making and academic planning.

#### The Value of the Academic Advisement Center

The Academic Advisement Center serves as an academic information center for all students attending SUNY Schenectady, as well as all prospective students needing advising assistance. Advising assistance includes academic/program planning, course scheduling, program changes, withdrawals, transfer opportunities, and referrals to appropriate office/individual when necessary.

Advising is available in-person, virtual, or phone by appointment and on a walk-in basis.

It is best to bring to the meeting: your curriculum worksheet, Degree Works degree audit, and an outline version of your class schedule. Also, to be most successful, know the policies and procedures and be knowledgeable about the various services available on campus.

For more information visit us at [sunysccc.edu/Current-Students/Academic-Advisement/index.html](http://sunysccc.edu/Current-Students/Academic-Advisement/index.html).

#### Introduction to Academic Advising at SUNY Schenectady

Academic advising is a structured service on college campuses that guarantees a student interaction with a concerned representative of the institution. It may be viewed as the hub of the wheel, with connecting links to all of the other support services available to students. As a result, it is a critical component of the educational services provided for students and is a key factor in helping students adjust to college life and become integrated into the academic and social systems of our institutions. That integration is directly linked to student success, satisfaction, and persistence.

Academic advisement is provided for full-time matriculated and part-time students by professional advisors. Following acceptance into SUNY Schenectady each student is assigned an academic advisor. Advisor assignments are made in accordance with the student's program of study and are intended to be continuous throughout the student's college career. Advising services are provided on a continuous basis throughout the academic year to non-matriculated students, and prospective students by professional staff in the Advisement Center, located in Elston Hall, Room 222.

Academic advising is a process in which advisor and advisee enter a dynamic relationship respectful of the student's concerns. Both the advisor and advisee have certain responsibilities that, when followed, will result in a positive experience for both individuals involved. It is the responsibility of the advisor to:

1. Guide students as an academic mentor.
2. Help students define and develop realistic educational goals.

3. Assist students in defining a program of study consistent with abilities and interests.
4. Monitor students' academic progress.
5. Inform students of academic resources beyond the classroom.
6. Provide accurate information about college policies, procedures, and requirements.
7. Facilitate student planning in career options beyond college graduation.
8. Discuss student's time constraints and other responsibilities.

It is the responsibility of the advisee to:

1. Take responsibility for educational plans while working with an advisor.
2. Clarify personal interests, abilities, values, and goals.
3. Initiate contact with an advisor when needs and issues arise.
4. Be familiar with college policies, procedures, and requirements.
5. Explore career options beyond graduation.

The importance of quality Academic Advisement cannot be expressed enough. It is vital to a student's long-term success, helping guide students through their educational journey, helping to ensure that educational and career goals are being met, helping students adjust to a new environment, and clarifying expectations.

Great Tips for Creating a Semester Class Schedule that Best Meets Your Needs:

- Register early for the best possible schedule.
- Be aware that courses are offered during the days, evenings, Saturdays, and online.
- Also be aware of the class location: Main Campus, Center City, or online.
- Balance your schedule with other obligations in mind, such as family and work.
- In order to complete your program on time, you will need to take 15 credits per semester.
- Be prepared for more challenging academic work than you had in high school.
- Don't register for early morning classes if you are not a morning person. The same applies for evening courses.
- Take courses in the correct sequence. Be sure to complete any pre-requisites (courses that prepare you for a higher-level course) if applicable.
- Know the course requirements for your program of study. Enroll in classes that meet your degree requirements. The information is available in the College Catalog, on the SUNY Schenectady website, and on individual curriculum worksheets located online. Discuss uncertainties with your advisor to ensure the correct course selection.
- If transfer to a four-year institution is a possibility, be sure to register for courses that will transfer to the institution you have in mind. If you are not sure about the institution, connect with your Academic Advisor (Elston Hall, Room 222) soon.

When To See Your Academic Advisor

1. To discuss problems which affect academic performance.
2. To discuss academic progress.
3. To withdraw from a course or courses.
4. To explore change of major.
5. To explore off-campus learning opportunities (internships, study abroad).
6. To select courses for the upcoming semester.

How To Contact Your Academic Advisor

1. Your advisor's name can be found on your DegreeWorks audit. You can e-mail your advisor by clicking their name.
2. Be familiar with your advisor's office hours and schedule.
3. Whenever possible, call to make an appointment or use their Calendly link to schedule an appointment.
4. If it is necessary to drop by without an appointment, try to do so at a time when your advisor has posted office hours, and allow plenty of time in case you must wait to see your advisor.
5. Because the first and last two weeks of each semester are the busiest, schedule longer conferences during the middle portion of the semester.
6. You may obtain a "Request for Change in Advisor" form from the Registrar's Office if you need to change advisors.

## Academic Advisement: Student Responsibilities

### Know College Policies And Procedures

Students should be familiar with the College Catalog and their SUNY Schenectady Student Handbook. Both contain necessary policies and procedures, as well as requirements and deadlines.

### Prepare For Academic Advising Conferences

Students are expected to obtain class schedules, review possible course options, and prepare a trial schedule before meeting with an advisor. Students are expected to schedule and keep advising appointments. Students should also contact advisors with any concerns about academic progress in any class during the course of a semester.

### Process All Necessary Paperwork

Students must obtain all necessary forms and signatures for academic status changes. It is the student's responsibility to apply for graduation.

### Be Knowledgeable About Financial Aid Regulations

Students receiving financial aid must be knowledgeable about the consequences of no longer attending or withdrawing from classes in which they are enrolled.

### Accept Responsibility for Decisions

Students are actively responsible for their college experience. Although an advisor may assist in providing advice, encouragement, or support, ultimately each decision rests with the student. As a result, students must accept the consequences of these decisions.

### Clarify Personal Values and Goals

Just as it is a student's responsibility to make decisions, it is also the student who must clarify personal values and academic and career goals. When students make these decisions, they empower themselves and prepare for post-graduation lives.

## Begley Library

Library services are found in the Learning Commons.

Begley Building, Circulation desk/main phone number, 518-381-1235

### Hours of Operation:

Please see the Begley Library website, <https://libguides.sunysccc.edu/begleylibrary>, for the hours of operation

Through its online and in-person services, print and online collections, and cooperative borrowing agreements, Begley Library helps SUNY Schenectady students, faculty and staff to pursue their academic and lifelong learning goals.

### Quick Collection Statistics

39,541 Print Books

184,930 ebooks

119,366 Magazines and journals online

54 Print magazines, journals and newspapers

### Personal Assistance

All SUNY Schenectady students are encouraged to consult with a librarian in-person or online for help finding and using information.

Librarians specialize in helping students engage with information online, in Begley Library and in libraries worldwide. Students consulting a librarian will find assistance with any part of the research process; from choosing a topic, to finding sources, to creating a works-cited page. Librarians offer nonjudgmental assistance to all students.

### In the Library

Students visit the library for:

- Walk-in research assistance
- Access to physical materials
- Computer workstations, printers and scanners
- Group study spaces and presentation practice rooms

## Online Library

Students use the library website to:

- Get online help from college librarians
- Get help finding information from the library's Research Guides
- Find print books and eBooks in the Begley Library Catalog
- Access online magazines, newspapers and scholarly journals through the Databases
- Find and request articles, books and media from other libraries using Interlibrary Loan

## Computer Lab

### Elston Hall, Rooms 529 and 530

SUNY Schenectady is committed to providing student access to computers. College academic facilities continue to expand and provide students with diversified computing environments and applications. More than 900 personal computers and laptops of various kinds are available for student use through the main campus and satellite sites, and a variety of software has been incorporated into college coursework. SUNY Schenectady maintains several different computer labs that utilize PCs and networked laser printers. In addition to computer workstation, the College has a fully integrated campus Local Area Network (LAN) on which the TCP/IP network stack is supported. Internet access is available campus-wide through the use of laboratory computers or the Wireless LAN. Information Technology (IT) provides helpdesk support to students five days a week, which can be accessed through the helpdesk phone number 518-381-1487, the helpdesk e-mail ([ITHelpdesk@sunysccc.edu](mailto:ITHelpdesk@sunysccc.edu)).

SUNY Schenectady uses an array of commercially successful Windows applications, programming language compilers and curriculum-specific computing tools in order to expose students to contemporary computer technology. Network or workstation applications on campus include Microsoft Office, Visual Studio, Java Development tools, HTML authoring tools, graphics editing software, and music production development software. Special computer labs are available for students preparing for careers in the music industry and various scientific fields such as chemistry and computer networking and systems. The labs consist of PCs with network facilities to parallel current computerized business practices.

The Elston Hall main computer laboratory, located in Rooms 529 and 530, is open weekdays, evenings and Saturdays when classes are in session. Lab assistants are on duty during all available lab hours to help students with hardware and software problems. Access to additional computer facilities is available in division labs, the Begley Learning Commons, and TRIO. The Center for Science and Technology (CST), Elston Hall, the Stockade Building, Center City, and the Kindl Building contain electronic classrooms with Internet access, allowing students to utilize new e-learning environments in conjunction with “in-class work.

Wireless Internet access is provided in Elston Hall, the Culinary Arts wing, the Begley Learning Commons, the Carl B. Taylor Auditorium, the Center for Science and Technology, the Stockade Building and the main Computer Lab in Elston Hall, Room 529/530.

Registered students are automatically assigned an e-mail account upon registration and remain valid during the period of enrollment. The campus electronic portal, located at <https://mysccc.sunysccc.edu>, allows students to access campus resources including our online learning management system, e-mail, registration, grades, Financial Aid tax forms and the campus activities calendar. Students are strongly advised to use these resources for campus communications.

## The Learning Center in the Begley Learning Commons

1st floor, Begley Building | 518-381-1249

[TutorServices@sunysccc.edu](mailto:TutorServices@sunysccc.edu)

**Drop-in Tutoring:** The Learning Center provides walk-in academic support to students across a variety of content areas, such as math, science, writing/research, accounting, CIS, music, American Sign Language, and more! Support is available in each tutor zone through individual sessions with professional and peer tutors, study groups, and workshops. Not sure if you need a tutor or just looking for a quiet place to do your assignments? Come visit us! A tutor is nearby if you decide you need some additional support.

**Online Tutoring:** Academic Services provides the option to receive one-to-one tutoring online via Brainfuse. Both SUNY Schenectady and Brainfuse tutors are available to support students in a wide variety of content areas, often 24/7. Students who need a tutor while off-campus, on the weekends, or for a course we don't have an in-person tutor for are encouraged to utilize the online tutoring option. Directions on how to sign up for a 1:1 online tutoring session is available on the Learning Center website (located under “Academics”).

- \* Drop-in, one-to-one, and online tutoring are available for free to all SUNY Schenectady students enrolled in the current semester!

Additional Learning Commons Features: Computers, scanners, and printers are available for student use in the Learning Commons, as well as educational aids, such as a full-scale skeleton model, organ models, molecular modeling kits, calculators, and more. Students are also invited to use the Learning Commons’ presentation practice space(s) and group study rooms to enhance their course preparedness! Adaptive computer technology is available for all students.

## Student Success Center

Elston Hall, Room 222I | 518-381-1434  
[studentsuccess@sunysccc.edu](mailto:studentsuccess@sunysccc.edu)

Evelyn Makulski, Success Coach, 518-381-1355 .....[makulsea@sunysccc.edu](mailto:makulsea@sunysccc.edu)  
 Harry Rolle, Success Coach, 518-836-2836 ..... [rollehe@sunysccc.edu](mailto:rollehe@sunysccc.edu)  
 Pam Stiansen, Success Coach, 518-836-2801 .....[stianspa@sunysccc.edu](mailto:stianspa@sunysccc.edu)

The Student Success Center works with all SUNY Schenectady students to help them navigate college and reach their academic goals. Students may meet with a success coach regularly throughout the term, or only as needed. The Student Success Center utilizes Starfish, a system that helps students connect with people and services that can help them succeed. Starfish is also used by faculty and staff to celebrate student successes.

The Student Success Center provides the following services:

- One-on-one coaching meetings, focused on building academic success skills such as time management, goal setting, and study skills, as well as personal growth topics
- Referral to resources and services at the College, and in the community
- Assistance navigating the MySCCC portal and campus technology platforms
- Starfish outreach and connection

## Testing Center

Elston Hall, Room 427 | 518-381-1293  
[testingcenter@sunysccc.edu](mailto:testingcenter@sunysccc.edu)

The Testing Center offers make-up testing to SUNY Schenectady students, as well as testing accommodations to students with disabilities (by appointment).

# Campus Safety

At SUNY Schenectady, the safety and well-being of our students, faculty, staff and visitors is the highest priority. Historically, SUNY Schenectady has been a safe campus with few major incidents; however, a safe and secure environment can only be maintained through the cooperation of all members of the campus community.

All individuals must assume responsibility for their own personal safety and the security of their personal belongings by taking common sense precautions. Providing this information is part of our effort to ensure that this collaborative endeavor is effective. We hope that you will read it carefully and use the information to help foster a safe environment for yourself and others.

The SUNY Schenectady Director of Campus Safety is Eric Fluty. He can be reached at 518-381-1445, Elston Hall 314, [flutyew@sunysccc.edu](mailto:flutyew@sunysccc.edu).

## Description of Campus Security

SUNY Schenectady maintains a contract with a private security firm to provide security services on a 24-hour basis. All Security Officers are required to be New York state licensed, and certified in CPR and community first aid. Security officers may be reached from off campus phones for questions and emergencies at 518-381-1308.

EMERGENCIES ON CAMPUS PHONES at 5555

Also direct dial RED PHONES throughout campus buildings and blue light Phones in the parking lots

Security Officers are the first responders to an emergency. Officers who are assigned to the College are empowered by the College to enforce the institution's rules and regulations. Security Officers serve as escorts from campus buildings to the parking lots in the evening hours. Security Officers also serve as campus resource persons, providing information to the College community. Security officers are knowledgeable about the campus and are able to relay safety and security information in a courteous and professional manner.

The campus security force works closely with the College administration and local law enforcement agencies both in the investigation of crimes and in crime prevention. Campus security has the authority to take whatever steps are necessary to resolve situations and ensure the safety and security of all involved. Security officers may investigate incidents, question victims and witnesses, ask persons for identification, ask persons to explain their actions, and acquire as much information as necessary to provide the College with a complete report of the situation.

A security officer has the authority to contact local law enforcement agencies, EMT services, or the fire department, if warranted. If an individual refuses to present identification, the security officer has the authority to have that person immediately leave the College campus.

Security officers are required to complete an incident report upon receiving a complaint or a report of a criminal act or an emergency. All incident reports are delivered to the Director of Campus Safety for review, appropriate action, distribution, and compilation of statistical reports.

According to the Student Code of Conduct, failure to respond to the directions of a security officer, including presenting a SUNY Schenectady ID, may constitute grounds for disciplinary action.

### Sheriff's Deputy

In cooperation with the SUNY Schenectady Department of Campus Safety, the Schenectady County Sheriff's Office has assigned a deputy to the College. The deputy has full law enforcement powers and may respond to any incident on campus. The deputy patrols all of the campus locations, including the Kindl Building and Center City. The deputy may advise the College on law enforcement issues and may present programs and presentations of interest to the SUNY Schenectady community. The deputy maintains an office with the Director of Campus Safety. The deputy may also be reached by contacting security.

## Access to Campus Facilities

SUNY Schenectady County Community College is a public institution with an "open access" campus. College buildings and grounds are open to the public for individual use during College business hours. Building entrance doors are opened on a varying schedule depending on the activities occurring on campus. At night and during the times that the campus is officially closed, College buildings are locked and only authorized faculty and staff are admitted, after sign in.

## Awareness Programs

All new students receive information about campus safety at orientation, and returning students obtain the information at registration and in the Office of Student Affairs during the year.

The Campus Safety Department provides Safety programming for students includes presentations on crime prevention, personal safety and self-defense throughout the year. These programs are designed to help develop assertiveness skills and to enhance logical thinking during emergencies. Look for notices of upcoming programs and workshops on campus.

## How to Access the Campus Escort Service

If you need an escort to your vehicle, please contact the Security Desk, located at the Security Operations Center, Elston Hall, Room 341 or call 518-381-1308.

## How to Report an Emergency, Criminal Incident or Suspicious Activity

Emergency calls to report a crime or an unusual incident can be made to the security office by calling 518-381-1308. FROM CAMPUS PHONES call 5555. Reports of campus crime incidents can also be made in person at the security desk at the Security Operations Center, Elston Hall, Room 341. The red emergency phones located throughout the campus, including in elevators, are linked to the campus communications area, and may also be used, as well as blue phones located throughout parking areas.

## How to Report a Fire or Other Facility Emergency

The signal for evacuation may be the continuous sounding of the alarm system (horns and strobe lights).

An individual who discovers a fire should immediately advise others in their immediate area and activate the closest fire alarm pull station. This will alert other areas of the building, security and the City Fire Department. Under no circumstances should an attempt be made to extinguish the fire; firefighting should be left to Fire Department personnel.

All areas have evacuation floor plans posted prominently. These floor plans indicate the primary evacuation routes that will lead to a designated fire tower or exit. Faculty, staff, and students should familiarize themselves with the primary and secondary evacuation route from their assigned areas. Elevators are not to be used.

All faculty, staff, students and visitors shall evacuate the building. (Faculty and staff should inspect the area for which they have responsibility to insure that everyone has promptly evacuated the area.) Evacuate using designated primary and alternate evacuation routes. Close classroom/office doors when you leave. Leave building in an orderly fashion. Report to a designated assembly area. Follow the directions of the security staff or floor marshals.

If heavy smoke or fire prevents you from reaching your primary fire tower:

- Attempt to use alternative exiting routes / fire towers.
- If unable to reach a Fire tower, go to the nearest classroom or office;
- Close the door and open the windows;
- Seal the cracks around the door to keep smoke out;
- Hang clothing or other obvious indicator from and stay near the open window until firefighters can reach you.
- If there is a telephone in the room, contact security at 5555 or call 8- 911 and advise them of your location.

Each individual is personally responsible for being familiar with facility evacuation plans and procedures. Individuals with temporary or permanent disabilities who require evacuation assistance should advise faculty and floor marshals of their needs. Mobility Impaired individuals who are not able to leave by using the stairs should go directly to a designated Fire Tower Area of Refuge. If you are in a Fire Tower with a Red Emergency Call box or phone, push the button to activate it so that Campus Security can identify you and your location. If you are carrying a cell phone, please call 518-381-1308 immediately to alert Campus Security to your location and situation. If you have neither of these, staff, faculty, and other students should be alerted to your situation. They shall notify security and emergency personnel of your location and need for assistance.

It is the responsibility of each instructor to ensure that those students in their classroom with mobility impairments are evacuated to an area of refuge. Fire officials will be notified upon their arrival of the evacuation location for disabled students; this information will be obtained at the beginning of each semester by the Coordinator of ADA Transition Services, and be available to fire officials upon their arrival on campus. Individuals may return to the building upon notification by a College official.



## Basic Emergency Procedures for Safety and Medical Purposes

If an individual is injured or ill and emergency medical service (EMS) is required CALL 911

Note: to access an outside line from any campus telephone, you must dial 8 and listen for the dial tone. Then proceed with dialing 911.

1. Provide the dispatcher with your name;
2. Indicate you are calling from SUNY Schenectady County Community College;
3. Advise them of the nature and location of the emergency; and
4. Follow any instruction provided by the 911 dispatcher.
5. If possible have another person notify Security of the emergency situation while you are calling 911. If there is no one else available call Security as soon as possible and inform them of the action that has been taken.

## Response to an Emergency, Criminal or Threatening Incident

Upon receipt of a call, Security Officers are dispatched to the location of incident. Simultaneously, the appropriate College officials are directed to the scene. If the incident involves a student, the security officer will contact Student Affairs, who will take appropriate action.

All reported incidents are investigated by the College and appropriate action is initiated, which may include referral to local law enforcement agencies or implementation of the Student Code of Conduct. Further, the campus community is notified of situations that pose a threat to the safety and well-being of our community through activation of the SUNY Schenectady Emergency Mass Notification System, Omnilert.

## Blue Lights – Emergency Telephone User Instructions

Emergency telephones have been strategically installed throughout the College's parking areas. The emergency telephones have a blue light to assist users with identifying the location of the phone at night. Instructions are on the emergency phone directly above the call button. Instructions are also provided in Braille.

Using the emergency telephone is simple:

1. Press call button. Once the button is depressed, the blue strobe light atop the unit will flash. The call is answered by campus security who will immediately be able to identify the emergency telephone that has been activated.
2. State the emergency. Security will assist the caller in gaining as much information as possible in order to assist in the emergency. Security will stay in contact with the caller continuously until the appropriate responders (Police, paramedics, Security) arrive to the scene.
3. Responder is sent to the scene. Responders will be sent to the aid of the caller and/or individual(s) in need of care. Once the responders are at the scene, Security will end the call. The blue flashing light will remain active until the call is ended and responders are present.
4. An incident report is filed. Follow up on the incident will be done as appropriate to the specific incident.

For more information visit SUNY Schenectady's website and view the demonstration of how to use these "Blue Lights" in the event of an emergency.

## Pedestrian Safety



## Silent Witness

Silent Witness was developed so that members of the SUNY Schenectady community could report criminal activity, suspicious activity or tips and remain anonymous. All information is kept confidential (blind delivery). Access Silent Witness via the College's Campus Safety website: [sunysccc.edu/About-Us/Campus-Safety/index.html](http://sunysccc.edu/About-Us/Campus-Safety/index.html).

## Alcohol and Drug: Substance Abuse

For the College Drug and Alcohol Policy, please see the Policies and Procedures Section.

# Health and Safety

## Alcohol And Drug: Substance Abuse

Substance abuse has a harmful and often devastating effect upon individuals, families and our communities. Consequently, SUNY Schenectady has developed a substance abuse program to assist our students. This section was developed to provide you with a greater awareness and understanding of the health risks and some of the legal sanctions under local, state and federal laws that are associated with substance abuse. In addition, information is provided to identify various local agencies where assistance services are available to those individuals with substance abuse concerns.

During the academic year many programs and activities will be presented to help you to learn more about and deal with substance abuse.

### College Drug and Alcohol Policy

- **Alcoholic Beverage.** Except for appropriate classroom activities or approved student activities, the possession and/or consumption of any alcoholic beverage is a violation of the Student Code of Conduct. Possession and/or consumption of alcoholic beverages by students participating in a college club or college sponsored trip or an off-campus activity is also prohibited.
- **Drugs And/Or Drug Paraphernalia.** Possession or use of any illegal controlled substance, drug, or drug paraphernalia is prohibited and will be reported to local and state authorities and will also be subject to disciplinary action by the College. The College will cooperate with local and state authorities on any cases of suspected illegal use, possession or distribution of state-controlled drugs.

### Overview of Local, State and Federal Alcohol and Drug Laws

SUNY Schenectady County Community College believes that it is important for you to know about the laws against illegal drugs and alcohol. Therefore, the following is a brief overview of local, state and federal laws governing the possession, use and distribution of alcohol and illegal drugs. It is not intended as a complete listing of every applicable drug and alcohol statute.

- **Alcohol Laws: Open Container Law.** The City of Schenectady, like many other cities, towns and villages, has an ordinance prohibiting the consumption of or possession of an open container with the intent to consume an alcoholic beverage in any public place or in any vehicle. Violation of this law is punishable by a fine of up to \$250 or imprisonment up to 15 days. Second offenses warrant a fine of up to \$500 and up to 30 days of imprisonment.
- **New York Alcoholic Beverage Control Law.** New York prohibits selling or giving any alcoholic beverage to a minor (anyone under 21) or to a person already intoxicated. A violation of this law can be punished by a fine of up to \$200, five days in jail, or both.

Any minor using false identification to purchase alcohol faces a maximum fine of \$100; or up to 30 hours of community service; or participation in an alcohol awareness program. If the I.D. used is a New York state driver's license, the minor faces a 90-day suspension.

- **New York Vehicle and Traffic Law.** It is a misdemeanor punishable by a fine of at least \$350 and/or imprisonment for up to one year, plus suspension and/or revocation of your driver's license, to operate a motor vehicle with a blood alcohol content of 0.8%. Multiple convictions result in more serious penalties.

#### Drug Laws:

- **New York Public Health Law.** It is a violation of this law to:
  - a. sell or possess a hypodermic needle without a doctor's written prescription;
  - b. manufacture or sell an imitation controlled substance;
  - c. inhale any glue that produces vapors;
  - d. sell glue for this purpose.

The above are Class A misdemeanors punishable by up to one year in a local penitentiary. Any private vehicle, boat or plane used to transport an illegal substance can be seized and forfeited under the law.

## New York Vehicle and Traffic Law

The rules and penalties for drinking and driving also apply to driving while impaired by the use of a drug.

## New York Penal Law

Most crimes involving the unlawful possession and distribution of drugs are defined under the New York state Penal Law. The Penal Law contains exhaustive lists of various controlled substances, specific types of offenses, and sanctions ranging from a fine of not more than \$100 to imprisonment for life. Examples of crimes under New York state law include loitering with the intent to use drugs, using or possessing drug paraphernalia, and selling or possessing actual controlled substances.

A person with no previous drug or marijuana convictions in three years who is found guilty of possessing less than 25 grams (about 9/10 of an ounce) of marijuana for private use may be fined up to a maximum of \$100, whereas conviction of possessing even one gram of a controlled narcotic substance can result in imprisonment for up to one year. The criminal sanctions become more serious depending on the amount possessed and whether or not it is possessed with the intent to distribute.

For example, possession of even one gram of a narcotic drug with the intent to sell it is a Class B felony punishable by up to 25 years in prison. A person who is convicted of the sale of more than two ounces of a controlled narcotic substance in New York state can be sentenced to a term of imprisonment for life. However, the Penal Law also provides for a variety of sanctions depending on the offense.

## Assistance Services

### Counseling and Treatment Services

#### Self-Help Information

- Alcoholics Anonymous Schenectady 518-463-0906
- Alcoholism Treatment Center  
Saratoga Springs 518-587-8800  
302 State Street  
Schenectady, NY 12305 518-346-4436
- Carver Community Counseling Services  
846 State Street  
Schenectady, NY 12307 518-382-7838
- Conifer Park  
79 Glenridge Road  
Glenville, NY 12302 518-399-6446
- Hope House Adult Residential Program  
261 North Pearl Street  
Albany, NY 12207 518-465-2441

### Comprehensive Alcoholism Services

#### Cocaine Helpline/Substance Abuse Treatment

The Cocaine Helpline is an around-the-clock information and referral service staffed by trained counselors who are also recovering cocaine abusers. 1-800-662-HELP or 1-800-662-4357

## Bias Crimes Prevention Statement

### Hate Crimes and the Law

It is a SUNY Schenectady and local police agencies mandate to protect all members of the SUNY Schenectady community by preventing and prosecuting bias or hate crimes that occur within the campus's jurisdiction. Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or student activities disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York Law are available from Eric Fluty, Director of Campus Safety, Elston Hall, Room 314.

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, SUNY Schenectady's Student Affairs Office, Human Resources Office and Security also assist in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the State University of New York as acts of bigotry, harassment, or intimidation directed at a member or group within the College community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, student activities disability, veteran status, color, creed, or marital status, may be addressed through the College's discrimination complaint procedure or the campus Code of Conduct.

Bias incidents can be reported to Campus Security as well as to the Human Resources Office, which is located in Elston Hall, Room 511.

If you are a victim of, or witness to, a hate/bias crime on campus, report it to Campus Security, either in person or by dialing extension 1308 on campus or using a Red Emergency Phone located throughout our campus. Security will investigate and follow the appropriate adjudication procedures. Victims of bias crime or bias incidents can avail themselves of support services from the campus through Student Affairs, located in Elston Hall, Room 222.

More information about bias-related crimes, including up-to-date statistics on bias crimes is available. For more information, please contact Eric Fluty, Director of Campus Safety, at 518-381-1445.

## Emergency Evacuation Procedure

Before an Alarm:

1. Learn the names and extension numbers of Security Supervisors. Go and meet them and ask any questions you may have regarding our evacuation plan.
2. Locate your nearest exit and locate an alternate stairway or other means of exit.
3. Locate all fire alarm boxes on your floor – know the emergency phone numbers

This Plan provides the college with an effective means of response to a disaster requiring a partial or total evacuation of the campus. The plan provides for the warning of faculty, staff and students outlines responsibilities of on-campus and off campus personnel and local government agencies, provides for evacuation assembly areas and establishes operating procedures for and effective evacuation of the campus.

All information concerning the emergency should be directed to the College Security. Dial extension 5555; or use the red or blue emergency phones to report any additional information.

All members of the College Community are responsible for becoming familiar with emergency evacuation procedures. Fire drills will be conducted in accordance with the Fire Code of New York State.

The signal for evacuation may be the continuous sounding of the alarm system (horns and strobe lights) and may or may not include an activation of the SUNY Schenectady Mass Notification System (SMNS) which will notify the college community of emergency alerts using computer desk top messages, office and classroom phone calls and cell phone calls texts and instant messages along with all social media outlets. Official announcements, SMNS activation and information will be provided by a designated College official.

All faculty, staff and students are to evacuate the building. (Faculty and staff should survey the area for which they have responsibility to insure that everyone has promptly evacuated the area.) Follow the directions of security officers and floor marshals.

Evacuate using designated primary and secondary evacuation routes. Close classroom door when you leave. Leave building in an orderly fashion and assemble at the designated assembly area. Report to Security anyone injured, unable or unwilling to evacuate.

Evacuation plans are available for all buildings. The plans show the location of fire extinguishers, fire alarm pull stations and fire exit doors. The plans are available and updated by the Office of Campus Safety.

At the beginning of each semester it is the responsibility of the faculty to go over the floor plans with each class and direct occupants to the nearest exit in case of an actual alarm.

## Building Evacuation Procedure

1. Exit the building as calmly and quickly as possible using the nearest safe exit. **DO NOT USE THE ELEVATORS!**
2. Alert ALL persons in your area. Turn off ALL ignition sources.
3. Close windows and doors, leave the door unlocked, wear a coat and shoes and take a towel to place over your face in case of smoke.
4. Proceed to the outside of the building, moving away from the building and await further instructions
5. Security and other trained staff will assist in evacuation and ensure all occupants have evacuated, close all doors, and keep all persons at a safe distance from the building.

## Recovery and Re-entry

DO NOT RE-ENTER the evacuated area until instructed to do so by College Officials

All suicide threats/attempts must be taken seriously. Warning signals include:

1. Recent dramatic personality change;
2. Psychosocial stressor (trouble with family, friends, or disciplinary crisis);
3. Writing, thinking, or talking about death or dying;
4. Altered mental status (agitation, hearing voices, delusions, violence, and intoxication).

These steps are to be followed should the individual make the threat in person:

1. The individual is to be kept under observation during the time of the immediate threat and will be supervised at all times. Call 911 (8-911 on campus)
2. Have someone contact Security at 518-381-1308 or 5555 on campus
  - a. Security will respond and assist with supervision of the individual until EMS or the police arrive

## Violent Acts on Campus

IF possible without putting yourself in danger;

1. Immediately call 911 (8-911 from campus phone)
2. Notify Security at 5555 inside you may use a Red Emergency Phone or if outside use a Blue Light Phone found in the parking lots

## Hostile Intruder/Active Shooter

Learn how to survive; Watch this video from the US Department of Homeland Security <https://youtu.be/5VcSwejU2D0>

(Control + left click or copy and paste into your web browser).

When a hostile person(s) is actively causing death, serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, and you cannot escape the threat by evacuating the building without putting yourself in harms way, you need to Activate your personal plan. Run. Hide. Fight.

## Emergency Shelter-in-Place Procedure

All members of the College Community are responsible for becoming familiar with emergency shelter in place procedure.

Faculty and staff should immediately lock themselves, students or any other uninvolved persons in a classroom, office or room.

If possible, cover any windows or openings that have a direct line of sight into the hallway.

1. Faculty, Staff should immediately lock themselves, students and any other uninvolved person(s) in a classroom, office or room. If possible cover any windows or openings that have a direct line of sight into the hallway.
2. If communication is available call 8-911 from campus phones or 911 from a cell phone immediately.
3. As soon as the threat is confirmed the SUNY Schenectady Mass Notification System (SMNS) will be activated .The college community will be alerted to the threat using computer desk top messages, office and classroom phone calls and cell phone calls texts and instant messages along with all social media outlets. Official announcements, SMNS activation and information will be provided by a designated College official.
4. During a shelter-in-place situation, **DO NOT** activate or respond to a fire alarm unless directed to do so by a SUNY Schenectady official, law enforcement officer, other first responder, or via official instructions received by way of the

SUNY Schenectady Mass Notification System. A fire alarm would signal the occupants to evacuate the building and thus may place them in potentially harmful situations as they attempt to exit.

5. Move to the nearest location that can be secured by a locked door or be barricaded with furniture and turn out the lights, Silence your cell phone ringer.
6. Once locked and/or barricaded move away from the windows and doors
7. Turn off lights and all audio equipment.
8. Try to remain as calm as possible.
9. Keep everyone together.
10. Keep rooms secure until the police arrive and give you directions.

If for some reason you are caught in an open area such as a hallway or lounge, you must decide what you are going to do. This is a crucial time!

1. If you think that you can safely make it out of the building by running, then do so.
2. If you decide to run, do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc. between you and the hostile person so as to block your view from the intruder. When away from the immediate area of danger, summon help any way you can and warn others. You can try and hide, but make sure it is a well-hidden space.

Once the police arrive, obey all commands. This may involve your being handcuffed or keeping your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

DO NOT RE-ENTER the evacuated area until instructed to by college officials.

## Suicide Concern or Threat

All suicide threats/attempts must be taken seriously. Warning signals include:

1. Recent dramatic personality change;
2. Psychosocial stressor (trouble with family, friends, or disciplinary crisis);
3. Writing, thinking, or talking about death or dying;
4. Altered mental status (agitation, hearing voices, delusions, violence, and intoxication).

These steps are to be followed should the individual make the threat in person:

1. The individual is to be kept under observation during the time of the immediate threat and will be supervised at all times.
2. Security is to be contacted immediately (extension 1308) and directed to either:
  - a. respond to the scene immediately so as to assist with supervision of the individual while police are called (911) OR
  - b. call the Schenectady Police (911) immediately and then respond to the scene to assist with supervision of the individual.
3. If the individual is a student, the student will be provided contact information of a College administrator or a member of student affairs staff. The student will be encouraged to share this information with the paramedics/hospital if needed. The student also will be encouraged to contact this individual should s/he be out of classes for a period of time and upon his/her return to campus.
4. The situation will be turned over to the police, the paramedics, and or the hospital for the necessary medical attention.
5. A complete incident report is to be filed by all parties involved in addressing the situation. Incident reports will be collected by Security.
6. Should the individual return to campus, a longer term monitoring of the student by a member of student affairs staff.
7. The Vice President of Student Affairs will work with the appropriate campus staff to determine if any additional notification or action is appropriate.

These steps are to be followed should the individual make the threat by phone:

1. Keep the person on the telephone by encouraging the person to talk while simultaneously gathering as much information as possible.
2. While the person is on the telephone try to enlist help, if possible, from someone else (written notes). Have person contact police (911) if the situation is extremely critical (examples: person has a weapon, person has taken pills).
3. If not possible to keep the person on the phone, and/or no one else is available to assist, make contact with the police (911).
4. The Vice President of Student Affairs will work with the appropriate campus staff to determine if any additional notification or action is appropriate.

# Policies and Procedures

## Child Safety Procedures

For the safety of children and to maintain a non-disruptive academic environment, unless children are engaged in a learning program, they are not permitted in any instructional areas, to include classrooms, laboratories and library, and children are not to be left unattended in any area of the College. Parents will be asked to accompany their children off campus under these circumstances. Photographing children while in the Child Care Center or while on campus is permitted only with consent of the Child Care Center and the parents of the children. Information regarding child care may be obtained from the campus YWCA Children's Center, 518-381-1375

SUNY Schenectady has adopted a Child Protective Policy to ensure that children who are engaged in learning programs are instructed or supervised by individuals who have undergone specialized training and a background check on the New York and Federal sex offender registry. If you have any questions about SUNY Schenectady's Child Protective Policy, please contact the Director of Campus Safety at 518-381-1445.

## Commitment to Cultural Diversity

SUNY Schenectady County Community College seeks to achieve a culturally diverse environment where the contributions of all individuals are recognized and valued. It is our goal to work toward achieving an appreciation for cultures and contemporary issues related to the inclusion of multicultural experiences. The College continues to strengthen avenues for better understanding and appreciation of individual differences. SUNY Schenectady County Community College affirms that bias-related incidents related to race, creed, gender, national origin, age, student activities disability, sexual orientation, veteran status, or marital status will not be tolerated on campus.

Every effort is made to provide opportunities for prevention and awareness programs to the College community that foster a climate inclusive of all people and to minimize bias-related incidents. The Chief Diversity Officer can answer questions or concerns related to cultural diversity and affirmative action. For more information, contact Alicia Richardson, Interim Chief Diversity Officer, at 518-381-1447 or [richaram@sunysccc.edu](mailto:richaram@sunysccc.edu).

## Computer Use Policy

Registered students are encouraged to apply for a campus E-mail account by contacting the Academic Computing Office, Elston Hall, Room 530. Users of College computer accounts and systems are required to abide by the SUNY Schenectady Computer Policies and Procedures, copies of which are available in the Academic Computing Lab, Begley Library and on the SUNY Schenectady website. This policy outlines both appropriate and unacceptable uses of the College's E-mail system, responsibilities of users and privacy policies relating to SUNY Schenectady's website. E-mail accounts remain valid during the period of enrollment at SUNY Schenectady.

For complete Computer Use Policies and Procedures, visit the College website, [sunysccc.edu/About-Us/Policies-and-Procedures/Facilities-Policies-Technology.html](http://sunysccc.edu/About-Us/Policies-and-Procedures/Facilities-Policies-Technology.html).

## Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

The federal Copyright Act prohibits the reproduction (through copying, scanning or other means) of copyrighted works without the author's permission. Anyone reproducing copyrighted materials, like textbooks, without the author's permission may be committing a violation. The "fair use" exception to the Copyright Act does not (even for educational purposes) allow the reproduction of textbooks or other copyrighted materials, or any portion thereof, for the purpose of avoiding, or assisting another to avoid, purchasing the copyrighted material.

If you are unable to purchase the text, check with Begley Library staff to determine if there is a copy on reserve for in-library use.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its



discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## Crime Statistics Availability Statement (Clery Statement)

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1998), SUNY Schenectady County Community College annually provides information relating to campus crime statistics and security measures to the U.S. Department of Education. A copy of SUNY Schenectady County Community College's statistics, as reported annually to the U.S. Department of Education, will be provided upon request by the Office of Marketing and Public Relations, Elston Hall, Room 120, and can be obtained electronically from the U. S. Department of Education website at <https://ope.ed.gov/security/>.

Approved by the Board of Trustees - Resolution #08-78, July 21, 2008

## Emergency Closing Procedures

In the event that it is necessary to cancel or delay classes due to weather or other conditions concerning safety, the College notifies the School Closing Network. The decision to cancel DAYTIME classes is made by 6 a.m. The decision to cancel EVENING classes is made by 2 p.m. However, if the weather worsens between 2 and 4 p.m. the College will reassess conditions and cancel EVENING classes by 4 p.m.

AM	FM	TELEVISION
WROW-AM 590	WFLY-FM 92.3	WRGB-TV Channel 6
WGY-AM 810	WYJB-FM 95.5	WTEN-TV Channel 10
WOFX-AM 980	JAMZ-FM 96.3	WNYT-TV Channel 13
	MAGIC-FM 100.9	WXXA-TV FOX 23
	WKKS-FM 102.3	Spectrum NEWS 9-TV Channel 9
	WHRL-FM 103.1	(Spectrum Cable only)
	WPYX-FM 106.5	
	WGNA-FM 107.7	

The stations are asked to read the following: "Classes at SUNY Schenectady County Community College are cancelled/delayed. The College is open for the conduct of other business." If classes are delayed a specific start time will be announced. An announcement regarding class cancellation and delays is also provided on the College phone system, 518-381-1200 and the College web site: [www.sunysccc.edu](http://www.sunysccc.edu).

## Equity in Athletics Disclosure Act

The Equity in Athletics Disclosure Act requires co-educational institutions of postsecondary education that participate in a Title IV, federal student financial assistance program, and have an intercollegiate athletic program, to prepare an annual report to the U.S. Department of Education on athletic participation, staffing, and revenues and expenses, by men's and women's teams. The Department will use this information in preparing its required report to the Congress on gender equity in intercollegiate athletics.

SUNY Schenectady is in compliance with the Equity in Athletics Disclosure Act. Annually the College reports information about all our intercollegiate athletic programs. Equity in athletics data is now available on the Web at: <https://ope.ed.gov/athletics>. This also site provides data from thousands of colleges and universities in a convenient searchable format so as to provide for comparisons to be made.

## Immunization Procedure

New York State Public Health Law requires that all students, whose birth date is on or after January 1, 1957, MUST provide official documentation of immunizations prior to the first day of classes. A student NOT in compliance with the law within 30 days of the beginning of the semester WILL be withdrawn from the College with loss of the semester's course credit and no tuition refund, and will not be permitted to register for an ensuing semester until proof of immunity is provided. For the College's Procedures for Implementation of NYS Public Health Laws on Immunizations and Meningococcal Meningitis, visit [sunysccc.edu/Admissions/Already-Accepted-New-Student-Info/Immunizations.html](https://sunysccc.edu/Admissions/Already-Accepted-New-Student-Info/Immunizations.html) or contact Kim Kirker, Elston Hall, Room 222.

Phone: 518-381-1365, OR Fax: 518-381-1456 or e-mail: [immunizations@sunysccc.edu](mailto:immunizations@sunysccc.edu).

## Parking Regulations

Campus Security will enforce these regulations. Violators of these regulations may result in citations, the possible loss of parking privileges and may also be subject to disciplinary action. The vehicle owner is the registered owner as identified by SUNY Schenectady vehicle registration or the state vehicle registration, if the vehicle is not registered with SUNY Schenectady. The owner is responsible for their vehicle while it is on SUNY Schenectady property regardless of who may have operated the vehicle.

1. All motor vehicles parked on campus by students, faculty or staff (full- and part-time, day or evening students) must be registered with campus security and the appropriate College issued parking tag displayed. Motorcycles must be registered with security. Failure to register your vehicle and properly display your College issued parking permit may result in a parking citation and/or towing of your vehicle (at owner's expense).
2. Parking on the SUNY Schenectady campus is for staff, student attending classes or other recognized college functions and visitors conducting official college business. Overnight parking on SUNY Schenectady property is not permitted without prior approval from the Director of Campus Safety or Vice President of Administration. Campus Security must be notified of all vehicles left on SUNY Schenectady property overnight.
3. The campus speed limit is 15 mph. Speeding, reckless driving or other moving violations are grounds for disciplinary action, which may include suspension or revocation of SUNY Schenectady parking privileges.
4. Students, faculty, and staff will be cited, and may be towed (at the owner's expense) if they park in the following areas:
  - Fire and emergency lanes
  - Disabled parking spaces. A state government issued Disabled Parking Permit or license plate is required
  - Loading zones and service entrances
  - Visitor parking area
  - Trustees or Special parking without the proper permit
  - In roadways
  - In two or more parking places
  - Any area that has been reserved or closed, using signage, traffic cones or barricaded, by the college
  - Moving or the removal of any traffic control device, to include signs, traffic cones and barricades and may also result in a suspension or revocation of SUNY Schenectady parking privileges and possible disciplinary action

As a reminder, local and state law enforcement officers may issue citations on the SUNY Schenectady campus. The amount of the fines for citations written by law enforcement will be subject to fine schedule, court action or towing in accordance with New York State law. This will include the fine amounts for handicapped parking and fire lane violations. Appeals of citations written by law enforcement MUST be made through the instructions indicated on the reverse of the citation. SUNY Schenectady can not intervene or provide relief in regards to a law enforcing citation.

- 5 All persons operating and parking a vehicle on SUNY Schenectady campus are expected to abide by the SUNY Schenectady regulations. A disregard for these regulations will be deemed to have been demonstrated by:
  - Three citations within a semester or Five citations within a year (365 days) and may result in the suspension or revocation of parking privileges and possible disciplinary action.
  - An owner may have citations on multiple vehicles and the citations are accumulated by the owner. Example: a person has operated 2 different vehicle on campus. Vehicle 1 has one citation and vehicle 2 has two citations, within a semester. The owner or permit holder has accumulated three citations.
- 6 Failure to obey verbal traffic or parking instructions from College security or a college Official may result in the issuing of a citation. First violation: \$10; second violation: \$20; unauthorized disabled parking: \$50

- A suspension or revocation of parking privileges will be communicated to the registered owner (as identified by SUNY Schenectady vehicle registration if known) by SUNY Schenectady email and /or a one-time written warning notice will be placed on the vehicle. If a vehicle of the person who has had their parking privileges suspended, the vehicle will be towed from SUNY Schenectady property, at the owner's expense without further warning.
- 7 Failure to pay traffic or parking citation fines will result in the student's name being placed on the College hold and obligation list, which will prevent the issuing of grades and transcripts to that student as well as prohibiting him/her from registering for additional classes.
- 8 Individuals who accumulate three or more unpaid parking violations, irrespective of the time frame, will be advised, by certified letter, to pay those outstanding violations within ten (10) class days. Individuals whose parking violations remain unpaid after those ten days have elapsed will have their parking permit revoked; a vehicle with a revoked parking permit will be subject to towing (at owner's expense) from the campus.
- 9 Citations are issued to students in violation of traffic and parking regulations. Anyone who have questions regarding a regulation should contact Campus Security.
  - To appeal a traffic or parking citation: the appeal form can be found on the College's website.
  - The completed appeal form must be forwarded by e-mail to the Director of Campus Safety ([flutyew@sunysccc.edu](mailto:flutyew@sunysccc.edu)) within five (5) SUNY Schenectady class days of when the citation was issued.
  - The appeal should include a copy of the citation, and the explanation of why the writer believes the citation appeal should be upheld.
  - A response regarding the disposition of the appeal will be provided to the e-mail address provided in the appeal within five (5) class days of when the appeal was received.

## Title IX Coordinator and Gender Equity

The federal education law requires that the College, as a recipient of federal funds, identify an individual who will be responsible for fulfilling the College's "Title IX" responsibilities. "Title IX" refers to a section of the federal Higher Education Act which makes it illegal to discriminate against a student or college employee on the basis of gender.

SUNY Schenectady's Title IX Coordinator, as approved and appointed by the Board of Trustees, is the designated representative of the College with primary responsibility for coordinating its Title IX compliance efforts. The responsibilities of this position are critical to the advancement, execution, and monitoring of College-wide efforts to comply with Title IX legislation, regulation, and case law. The Title IX Coordinator is charged with oversight and monitoring of Title IX related policies and developments; the implementation and oversight of grievance processes and procedures, including notification, investigation and disposition of complaints; provision of educational materials and training for the college community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the College's Title IX compliance.

Please report incidents of gender discrimination to the Title IX Coordinator.

Mark Bessette

SUNY Schenectady County Community College

78 Washington Avenue

Elston Hall, Room 222

Schenectady, New York 12305

518-381-1353

[titleix@sunysccc.edu](mailto:titleix@sunysccc.edu)

If you have been sexually assaulted, you have the right to make a report to campus security at 518-381-1306, to the local police at 518-382-5200, and/or to the State Police. To report a sexual assault to the State Police using their 24 hour hotline, call 1-844-845-7269. To see the Title IX Student Bill of Rights and for a comprehensive list of available Title IX resources, please visit the SUNY Schenectady Title IX webpage, [sunysccc.edu/About-Us/Title-IX/index.html](http://sunysccc.edu/About-Us/Title-IX/index.html)

For your privacy and comfort, single user restrooms may be found at the following locations:

- On the mezzanine level of Elston Hall, across from the Human Resource Office.
- In the Center for Science and Technology, on the ground floor near the elevator.
- On the second floor of the Begley Library.
- On the second, third and sixth floors of Elston Hall.

## Mandatory Reporting and Prevention of Child Sexual Abuse

Any employee or student of or volunteer for SUNY Schenectady County Community College (“SUNY Schenectady”) who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on SUNY Schenectady property or while off campus during official SUNY Schenectady business or SUNY Schenectady-sponsored events shall have an affirmative obligation to report such conduct to:

Eric Fluty  
 Director of Campus Safety  
 Elston Hall, Room 314  
 518-381-1445  
[flutyew@sunysccc.edu](mailto:flutyew@sunysccc.edu)

and to local law enforcement. Such report should include the names of the victim and assailant (if known), other identifying information about the victim and assailant, the location of the activity, and the nature of the activity.

In addition, to aid in the prevention of crimes against children on property of SUNY Schenectady and/or during official SUNY Schenectady business at events sponsored by SUNY Schenectady, relevant employees should be trained on the identification of such crimes and proper notification requirements. Vendors, licensees or others who are given permission to come onto campus or to use SUNY Schenectady facilities for events or activities that will include participation of children shall ensure that they have in place procedures for training, implementation of applicable pre-employment screening requirements and reporting of child sexual abuse.

For purposes of this policy, the applicable definitions of child sexual abuse are those used in the NYS Penal Law in Articles 130 and 263 and Section 260.10, and “child” is defined as an individual under the age of 17.

## Tobacco-Free Campus Policy

SUNY Schenectady, as an educational institution understands the responsibility in ensuring its employees, students and visitors are provided a safe and healthy working and learning environment. SUNY Schenectady recognizes the risks associated with the use of tobacco products, as research such tobacco use, including smoking and secondhand smoke, cause a significant health hazard. This policy outlines SUNY Schenectady goal in providing a safe and healthy college community by enforcing a tobacco free college.

### Policy

SUNY Schenectady is committed to providing its employees, students and visitors with a safe and healthy environment. The College recognizes that the use of tobacco products on the College premises is detrimental to the health and safety of all. To that end, the use of tobacco products will not be permitted at any time on College grounds and facilities and in vehicles owned, leased or controlled by the College. This policy shall be implemented with an emphasis given towards positive methods of ensuring compliance whenever possible. The Tobacco-Free College Policy supports the resolution passed by the State University of New York Board of Trustees on June 12, 2012.

### Definitions

- A. Tobacco products include cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, vapors, electronic cigarettes (ecigarettes) or any other items containing or reasonably resembling tobacco or tobacco products.
- B. Tobacco use includes smoking, chewing, dipping, vaporizing/vapor, or any other use of tobacco products.
- C. For purposes of this policy, College Premises includes any property in use by the College; property leased or owned (including all grounds, facilities, on campus sidewalks, vehicles, parking lots); property used for official functions sponsored by the College; and property used by the College in the conduct of any of its courses.

### Regulations

- A. Students, employees, visitors, volunteers, contractors or other persons performing services on behalf of the College shall not be permitted to use any tobacco product at any time while on college premises.
- B. The sale or free distribution of tobacco products or merchandise on College premises shall be prohibited.
- C. Tobacco advertisements shall be prohibited in college-run publications and on College premises.

## Compliance

- A. It shall be the responsibility of all SUNY Schenectady employees and students to comply fully with the policy.
- B. Students who repeatedly violate this policy will be handled through the student disciplinary process.
- C. Employees who repeatedly violate this policy will be referred to their supervisor. Repeated violations by employees will be handled through the appropriate employee disciplinary process.
- D. Visitors, volunteers, contractors or other service providers who repeatedly violate this policy shall be asked to leave college premises.

## Procedures

- A. **Communication:** Communication signage and other forms of communication will be posted in a manner and location that adequately notify students, employees, visitors, volunteers, contractors or other persons performing services on behalf of the College about this policy.
- B. **Education:** SUNY Schenectady will consult with appropriate health organizations and resources to identify and provide programs and opportunities for students and employees to gain a greater understanding of the health hazards of tobacco use.
- C. **Cessation:** SUNY Schenectady will consult with appropriate health organizations and resources to identify and provide programs and opportunities for students and employees to access support systems, programs, and services that encourage them to abstain from the use of tobacco products.

# Sexual Assault, Relationship Violence, and Stalking Policies & Procedures For Students and Employees

## I. Policy Statement on Sexual Misconduct:

SUNY Schenectady is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual assault, relationship violence, and stalking. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. Specifically, SUNY Schenectady strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. These acts have a real impact on the lives of victims. They not only violate a person's feelings of trust and safety, but they can also substantially interfere with a student's education.

It is the collective responsibility of all members of the SUNY Schenectady community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual assault, relationship violence, and stalking from occurring, SUNY Schenectady engages in ongoing prevention and awareness education programs. All incoming students and employees are required to participate in these programs, and all members of the SUNY Schenectady community are encouraged to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual assault, relationship violence, and stalking on campus.

## II. Scope

- A. **Who:** This policy applies to all members of the SUNY Schenectady community, including students, faculty, staff, visitors, independent contractors, and other third parties who are on campus and involved in an incident of sexual misconduct (this can be someone who witnessed an incident or who wishes to report an incident on behalf of another). The policy applies to these parties regardless of sexual orientation or gender identity.
- B. **What:** This policy prohibits all forms of sexual misconduct. This broad term includes, but is not limited to, acts of sexual harassment, sexual violence, sexual coercion, sexual threats or intimidation, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking. Please refer to the Definitions section for a complete list of terms and prohibited acts.
- C. **Where:** This policy covers conduct that takes place at SUNY Schenectady. This includes any building or property owned or controlled by SUNY Schenectady and used in direct support of, or in a manner related to, the school's educational purposes, including residence halls, dining halls, and public property within or immediately adjacent to and accessible from campus. This also includes any building or property owned or controlled by a student organization that is officially recognized by SUNY Schenectady and any building or property not within the same reasonably contiguous geographic area of SUNY Schenectady that supports or relates to the school's educational purposes and is frequently used by students. This policy also covers conduct that takes place off-campus that may have a nexus to the SUNY Schenectady community. This policy also applies to incidents that occur while a student is studying abroad.
- D. **Programs:** This policy covers all educational, extracurricular, athletic, or other campus programs.

- E. **Activities:** This policy covers all campus and school-related activities, including, but not limited to, student organizations (academic, greek, multicultural, religious, service, social and support, sports and recreational), community organizations with student and/or faculty participation, and all other educational or extracurricular events hosted by or at SUNY Schenectady.
- F. **Relationships:** This policy covers sexual assault, relationship violence, and stalking incidents occurring between individuals in various types of relationships. These include, but are not limited to, student to student, staff to staff, faculty member to faculty member, visitor/contracted employee to faculty/staff, faculty member to student, staff to student, supervisor to subordinate, and coach to student athlete. These may be acts committed by an individual or collective actions committed by members of a group or organization. These acts may be committed against an individual or against a group or organization. These acts may be committed by a stranger, an acquaintance, or someone with whom the victim has a social, romantic, or intimate relationship. These acts may be committed by or against any individual, regardless of sexual orientation or gender identity.
- G. **Confidentiality:** SUNY Schenectady is committed to maintaining the privacy of all individuals involved in a report of sexual assault, relationship violence, and stalking. While SUNY Schenectady encourages victims to report an incident of sexual assault, relationship violence, and stalking, there are many options available for students to speak with someone about what happened while maintaining confidentiality. Please see below for more information on confidentiality.

### III. Non-discrimination

SUNY Schenectady applies the protections set forth in these policies and procedures regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, or other protected characteristics.

Students may exercise civil rights and practice religion without interference by SUNY Schenectady's investigative, criminal justice, or judicial or conduct process.

### IV. Definitions

- A. **Bystander** – a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of SUNY Schenectady.
- B. **Accused** – a person accused of a violation who has not yet entered SUNY Schenectady's judicial or conduct process.
- C. **Respondent** – a person accused of a violation who has entered SUNY Schenectady's judicial or conduct process.
- D. **Reporting Individual** – a victim, survivor, complainant, claimant, or witness with victim status.
- E. **Sexual Activity** – “sexual act” and “sexual contact” as defined below.
- F. **Sexual Act** – includes:
  1. contact between the penis and the vulva or the penis and the anus, and for purposes of this definition contact involving the penis occurs upon penetration, however slight;
  2. contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
  3. the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or
  4. the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.
- G. **Sexual Contact** – the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.
- H. **Affirmative Consent** – a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.
  - Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
  - Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

#### I. Sexual Assault – “sexual assault” as defined under both federal and state law.

- Under the federal Clery Act regulations, the term “sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program and as set forth in Appendix A to the Clery Act regulations (34 CFR § 668.46). In Appendix A to the Clery Act regulations, these terms are defined as follows:
  - o Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  - o Fondling – the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  - o Incest – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - o Statutory Rape – sexual intercourse with a person who is under the statutory age of consent.
- Under New York law, “sexual assault” includes any and all “sexual offenses” defined in New York State Penal Code Article 130. These sexual offenses include sexual misconduct, rape, sexual abuse, forcible touching, and aggravated sexual contact, and involve conduct that would generally fall within the above-listed definitions. However, these offenses also cover certain actions, such as sexual assault with an object, which may not be included within the above-listed definitions. Students and employees are encouraged to review the full definitions and elements of these offenses, which can be found in New York State Penal Law §§ 130.00 to 130.96. Under New York State law, a sexual offense occurs when certain sexual acts are perpetrated against a victim without his or her affirmative consent.

#### J. Relationship Violence – “domestic violence” and “dating violence” as defined under federal and state law.

- Generally, relationship violence is a pattern of coercive behaviors that serve to exercise control and power in an intimate relationship. The coercive and abusive behaviors can be physical, sexual, psychological, verbal and/or emotional in nature. Intimate partner abuse can occur in relationships of the same or different genders; between current or former intimate partners who have dated, lived together, or been married.
- Under the federal Clery Act regulations:
  - o domestic violence is defined as felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or New York family violence laws, or by any other person against an adult or youth victim who is protected from that person’s acts under New York domestic or family violence laws.
  - o dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- Under New York law:
  - o domestic violence is an act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted

murder, criminal obstruction or breaching or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person's child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of the act.

- "Family or household member" means persons related by consanguinity or affinity; persons legally married to one another; person formerly married to one another regardless of whether they still reside in the same household; persons who have a child in common regardless of whether such persons are married or have lived together at any time; Unrelated persons who are continually or at regular intervals living in the same household or who have in the past continually or at regular intervals lived in the same household; Persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time.
- Factors that may be considered in determining whether a relationship is an "intimate relationship" include, but are not limited to: the nature or type of relationship regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an "intimate relationship"; Any other category of individuals deemed to be a victim of domestic violence as defined by the office of children and family services in regulation. Intimate relationship status shall be applied to teens, lesbian/gay/bisexual/transgender, and elderly individuals, current and formerly married and/or dating heterosexual individuals who were, or are in an intimate relationship.
- "Parent" means natural or adoptive parent or any individual lawfully charged with a minor child's care or custody.
- o dating violence - New York State does not specifically define "dating violence." However, under New York Law, intimate relationships are covered by the definition of domestic violence when the act constitutes a crime and is committed by a person in an "intimate relationship" with the victim.

K. Stalking – "stalking" as defined under both federal and state law.

- Generally, stalking is a pattern of behavior that can include:
  - o Repeatedly leaving or sending victim unwanted items, presents, flowers
  - o Harassing the victim through the internet, including social networking websites
  - o Repeated, unwanted and intrusive phone calls, e-mails or text messages; especially after being clearly informed to stop
  - o Damaging or threatening to damage the victim's property
  - o Following, monitoring, surveillance of victim and/or victim's family, friends, co-workers
  - o Abusing or killing a pet or other animal
  - o Crossing jurisdictions/borders to stalk/commit offenses
- Under the federal Clery Act regulations, stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress. For the purposes of this definition:
  - o "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property;
  - o "reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim; and
  - o "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Under New York law, a person engages in stalking when he or she intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct:
  - o is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or



- o causes material harm to the mental or emotional health of such person, where such conduct consists of following (including unauthorized tracking of someone's movements or location through a GPS or other device), telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or
- o is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.
- o More detailed definitions can be found in New York State Penal Law §§ 120.45 to 120.60.

L. Crime of Violence – murder, sexual assault, domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, and arson.

#### M. Confidentiality

SUNY Schenectady will take all necessary steps to ensure that personally-identifiable information about the victim will not be made public. Confidentiality may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with state and federal law. Licensed mental health counselors, medical providers and pastoral counselors are examples of institution employees who may offer confidentiality.

#### N. Privacy

Employees of SUNY Schenectady must offer privacy to reporting individuals if they are unable to offer confidentiality to those individuals under the law. Information learned from a reporting individual or bystander to a crime or incident will not be disclosed more than necessary to comply with state and federal laws, including informing appropriate officials of SUNY Schenectady. A reporting individual's identity will remain private at all times if the reporting individual wishes to maintain privacy.

The investigation and resolution conducted by SUNY Schenectady are maintained privately. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with New York State law and, with respect to student records, the federal Family Educational Rights and Privacy Act of 1974 (FERPA) statute. Any public release of information to comply with the timely warning provisions of the Jeanne Clery Act (Clery Act) will not release the names of victims or information that could easily lead to a victim's identification.

### V. Students' Bill of Rights

The State University of New York and SUNY Schenectady are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in SUNY Schenectady-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, or other protected characteristic, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;

7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident;
8. Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

## VI. Rights of Reporting Individuals

In accordance with the Students' Bill of Rights, reporting individuals shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

### A. Reporting

Reporting individuals have the right:

- To disclose confidentially the incident to a college officials who by law may maintain confidentiality, and can assist in obtaining services. See below for details on options to confidentially report an incident at SUNY Schenectady.
- To disclose confidentially the incident and obtain services from New York State, Schenectady County, or other outside resources. See below for details on options to confidentially report an incident to other outside resources.
- To disclose the incident to one of the following college officials who can offer privacy and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources.
  - o Contact Information:
    - Title IX Coordinator:  
Mark Bessette, Title IX Coordinator  
Elston Hall, Room 222; phone 518-381-1353  
[titleix@sunysccc.edu](mailto:titleix@sunysccc.edu)
    - Affirmative Action Officer:  
Patrick Ryan, Vice President of Administration  
Elston Hall, Room 501; phone 518-381-1475  
[ryanpc@sunysccc.edu](mailto:ryanpc@sunysccc.edu)
  - o Those officials will also provide the information contained in the Students' Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution.
  - o These college officials will disclose that they are private and not confidential resources, and they may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to the Title IX Coordinator.
  - o They will notify reporting individuals that the criminal justice process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney:
    - To file a criminal complaint with local law enforcement and/or state police:
  - o Schenectady Police Department  
531 Liberty Street  
Schenectady, NY 12305  
General Number: 518-382 - 5200  
Emergencies: 9-1-1  
Domestic Violence Advocate: 518-382-5280
  - o State police 24-hour hotline to report sexual assault on a NY college campus: 1-844-845-7269.
    - To receive assistance by Sexual Assault and Crime Victims Services of Planned Parenthood Mohawk Hudson per the Memorandum of Understanding with SUNY Schenectady.

- To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance.
- o Reports will be investigated in accordance with SUNY Schenectady policy and the reporting individual’s identity shall remain private at all times if said reporting individual wishes to maintain privacy.
- o If a reporting individual wishes to keep his/her identity anonymous, he or she may call the SUNY Schenectady Title IX Coordinator anonymously to discuss the situation and available options. See below for additional details on making a confidential report to SUNY Schenectady.
  - When the accused is an employee, to report the incident to the SUNY Schenectady Office of Human Resources or request that one of the below-referenced confidential or private employees assist in reporting to Employee Relations or Human Resources:  
 Paula Ohlhous, Executive Director for Human Resources  
 Elston Hall, Room 511; phone 518-381-1201  
[ohlhoup@sunysccc.edu](mailto:ohlhoup@sunysccc.edu)
- o Disciplinary proceedings (if any) will be conducted in accordance with any applicable collective bargaining agreement if an alleged perpetrator is a College employee.
- o When the accused is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy.
  - To withdraw your complaint or involvement from the SUNY Schenectady process at any time.
  - To receive, at a minimum, at the first instance of disclosure by a reporting individual to a college representative, the following information:
- o “You have the right to make a report to SUNY Schenectady Police or Campus Security, local law enforcement, and/or State Police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from SUNY Schenectady.”

B. Resources:

- o To obtain effective intervention services and learn more about available resources at SUNY Schenectady, please contact the Office of Student Affairs, Elston Hall, Room 222, 518-381-1365.
- o Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available. Students can obtain tests for STIs and emergency contraception at the following:

Program/Entity	Location	Contact Information
Planned Parenthood	Schenectady 1040 State Street Schenectady, NY 12307	P: 518-374-5353
Ellis Hospital	1101 Nott Street Schenectady, NY 1308	P: 518-243-4000
Albany Medical Center	43 New Scotland Ave. Albany, NY 12208	P: 518-262-3125
St. Peter’s Hospital	315 S. Manning Blvd. Albany, NY 12208	P: 518-525-1550
Albany Memorial Hospital	600 Northern Blvd. ` Albany, NY 12204	P: 518-471-3221

- o Other applicable available centers and services include the following:

Program/Entity	Contact Information
YWCA NorthEastern NY (NENY)	P: 518-374-3394 Hotline: 518-374-3386 <a href="mailto:info@ywca-neny.org">info@ywca-neny.org</a> <a href="http://www.ywca-neny.org/">www.ywca-neny.org/</a>
Sexual Assault Support Services of Planned Parenthood Mohawk-Hudson	P: 518-374-5353 <a href="http://www.plannedparenthood.org/health-center/new-york/schenectady/12307/schenectady-center-4192-91110">www.plannedparenthood.org/health-center/new-york/schenectady/12307/schenectady-center-4192-91110</a>
Unity House	P: 518-274-2607 <a href="http://www.unityhousesny.org">www.unityhousesny.org</a>
Equinox Domestic Violence Services	P: 518-432-7865 <a href="http://www.equinoxinc.org/page/domestic-violence-services-15.html">www.equinoxinc.org/page/domestic-violence-services-15.html</a>
Program/Entity	Contact Information
Legal Aid Society of Northeastern New York	P: 1-833-628-0087 <a href="http://www.lasnny.org">www.lasnny.org</a>
Empire Justice Center	P: 518-462-6831 <a href="http://www.empirejustice.org">www.empirejustice.org</a>
New York State Office for the Prevention of Domestic Violence	P: 1-800-942-6906 Text: 1-844-997-2121 <a href="https://opdv.ny.gov/">https://opdv.ny.gov/</a>
New York State Coalition Against Sexual Assault	P: 518-482-4222 <a href="http://nyscasa.org">nyscasa.org</a>
The Legal Project	P: 518-435-1770 <a href="http://www.legalproject.org">www.legalproject.org</a>

- o Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at one of the above-listed hospitals
  - While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services.
  - The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found by calling 1-800-247-8035. Options are explained here: <https://ovs.ny.gov/victim-compensation>.
- o To best preserve evidence, victims/survivors should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

### C. Protection and Accommodations:

Reporting individuals have the right:

- When the accused is a student:
  - o to have SUNY Schenectady issue a “No Contact Order,” consistent with college policy and procedure, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges.
    - If the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person.
    - Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with SUNY Schenectady policy. Parties may submit evidence in support of their request.
- To have assistance from Campus Safety or other college officials in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.
- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a college official who can explain the order and answer questions about it, including information from the Order about the accused’s responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).
- To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
- To have assistance from Campus Safety in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of Campus Safety or, if outside of the jurisdiction or to call on and assist local law enforcement in effecting an arrest for violating such an order.
- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process.
  - o Parties may request a prompt review of the need for and terms of an interim suspension. Parties may submit evidence in support as well.
- When the accused is not a student but is a member of the SUNY Schenectady community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and SUNY Schenectady policies and rules.
- When the accused is not a member of the college community, to have assistance from Campus Safety or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.
- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment.
  - o Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them.
  - o While reporting individuals may request accommodations through any of the offices referenced in this policy, the following office can serve as a point to assist with these measures:
    - Title IX Coordinator:  
Mark Bessette, Title IX Coordinator  
Elston Hall, Room 222; phone 518-381-1353  
[titleix@sunysccc.edu](mailto:titleix@sunysccc.edu)
    - Affirmative Action Officer:  
Patrick Ryan, Vice President of Administration  
Elston Hall, Room 501; phone 518-381-1475  
[ryanpc@sunysccc.edu](mailto:ryanpc@sunysccc.edu)

### D. Student Conduct Process:

Reporting individuals have the right:

- If the accused is a student, to request that student conduct charges be filed against the accused.

- o Conduct proceedings for students are governed by the procedures set forth in the Student Code of Conduct, available at: [sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html](http://sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html).
- o Disciplinary proceedings against employees are governed by the procedures set forth in SUNY Schenectady Employee Handbooks, collective bargaining agreements, SUNY Schenectady policies, federal and New York State law, including the due process provisions of the United States and New York State Constitutions.
- o Throughout conduct proceedings, the respondent and the reporting individual will both have:
  - The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
  - The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
  - The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
  - The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
  - The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
  - The right to offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by SUNY Schenectady).
  - The right to present evidence and testimony at a hearing, where appropriate.
  - The right to a range of options for providing testimony via alternative arrangements, including telephone/ video conferencing or testifying with a room partition.
  - The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.
  - The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
  - The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
  - The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.
  - The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
  - Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.
  - The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.
  - The right to choose whether to disclose or discuss the outcome of a conduct hearing.
  - The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

## VII. Options for Confidentially Disclosing Incidents of Sexual Assault, Relationship Violence, or Stalking.

The State University of New York and SUNY Schenectady want you to get the information and support you need regardless of whether you would like to move forward with a report of sexual violence to campus officials or to police. You may want to talk with someone about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. Confidentiality varies, and this document is aimed at helping you understand how confidentiality applies to different resources that may be available to you.

### A. Privileged and Confidential Resources.

Individuals who are confidential resources will not report crimes to law enforcement or college officials without your permission, except for extreme circumstances, such as a health and/or safety emergency. At SUNY Schenectady, this includes:

- Sexual Assault and Crime Victims Services of Planned Parenthood Mohawk Hudson; 1040 State Street, Schenectady, NY 12307; phone 518-374-5353.

SUNY Schenectady has made arrangements with outside agencies to provide services to victims of sexual assault, dating and domestic violence and stalking.

Off-campus options to disclose sexual violence confidentially include (note that these outside options do not provide any information to the campus):

- Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency.

Program/Entity	Contact Information
YWCA NorthEastern NY (NENY)	P: 518-374-3394 Hotline: 518-374-3386 <a href="mailto:info@ywca-neny.org">info@ywca-neny.org</a> <a href="http://www.ywca-neny.org/">www.ywca-neny.org/</a>
Sexual Assault Support Services of Planned Parenthood Mohawk-Hudson	P: 518-374-5353 <a href="http://www.plannedparenthood.org/health-center/new-york/schenectady/12307/schenectady-center-4192-91110">www.plannedparenthood.org/health-center/new-york/schenectady/12307/schenectady-center-4192-91110</a>
Unity House	P: 518-274-2607 <a href="http://www.unityhouseny.org">www.unityhouseny.org</a>
Equinox Domestic Violence Services	P: 518-432-7865 <a href="http://www.equinoxinc.org/page/domestic-violence-services-15.html">www.equinoxinc.org/page/domestic-violence-services-15.html</a>
Program/Entity	Contact Information
Legal Aid Society of Northeastern New York	P: 1-833-628-0087 <a href="http://www.lasnny.org">www.lasnny.org</a>
Empire Justice Center	P: 518-462-6831 <a href="http://www.empirejustice.org">www.empirejustice.org</a>
New York State Office for the Prevention of Domestic Violence	P: 1-800-942-6906 Text: 1-844-997-2121 <a href="https://opdv.ny.gov/">https://opdv.ny.gov/</a>
New York State Coalition Against Sexual Assault	P: 518-482-4222 <a href="http://nycasa.org">nycasa.org</a>

- Off-campus healthcare providers

Program/Entity	Location	Contact Information	Cost
Ellis Hospital	1101 Nott Street Schenectady, NY 1308	P: 518-243-4000	Fees charged
Albany Medical Center	43 New Scotland Ave. Albany, NY 12208	P: 518-262-3125	Fees charged
St. Peter's Hospital	315 S. Manning Blvd. Albany, NY 12208	P: 518-525-1550	Fees charged
Albany Memorial Hospital	600 Northern Blvd. Albany, NY 12204	P: 518-471-3221	Fees charged

- o Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found by calling: 1-800-247-8035 or visiting: <https://ovs.ny.gov/victim-compensation>.

Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.

#### B. Non-Professional Counselors and Advocates.

Non-professional counselors and advocates can also assist you. Information you share with them will be kept private but not confidential. At SUNY Schenectady, this includes members of Student Affairs Division, located in Elston Hall, Room 222, 518-381-1344. These individuals will report the nature, date, time, and general location of an incident to SUNY Schenectady's Title IX Coordinator, but will consult with you to ensure no personally identifying details are shared without your consent. These individuals are not considered confidential resources as discussed above.

#### C. Privacy versus Confidentiality.

Even SUNY Schenectady officers and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a nonconfidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible under the law for tracking patterns and spotting systemic issues. SUNY Schenectady will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

#### D. Requesting Confidentiality: How SUNY Schenectady Will Weigh the Request and Respond.

If you disclose an incident to an SUNY Schenectady employee who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality or do not consent to the institution's request to initiate an investigation, the Title IX Coordinator must weigh your request against our obligation to provide a safe, nondiscriminatory environment for all members of our community, including you.

We will assist you with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of your reporting choices. While reporting individuals may request accommodations through several college offices, the following office can serve as a primary point of contact to assist with these measures

- o Mark Bessette, Title IX Coordinator  
Elston Hall, Room 222; phone 518-381-1353  
[titleix@sunysccc.edu](mailto:titleix@sunysccc.edu)

We also may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that does not identify you or the situation you disclosed.

We may seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored unless SUNY Schenectady's failure to act does not adequately mitigate the risk of harm to you or other members of the SUNY Schenectady community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and take immediate action as necessary to protect and assist you.

When you disclose an incident to someone who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to refrain from filing a complaint or ask the Title IX Coordinator not to proceed with an investigation, SUNY Schenectady will consider many factors to determine whether to proceed despite that request.



These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking,
- the increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

If SUNY Schenectady determines that it must move forward with an investigation, the reporting individual or victim/survivor will be notified and SUNY Schenectady will take immediate action as necessary to protect and assist them.

#### E. Public Awareness/Advocacy Events.

If you disclose a situation through a public awareness event such as “Take Back the Night,” candlelight vigils, protests, an applicable student organization or other event or forum, or other public event, SUNY Schenectady is not obligated to begin an investigation. SUNY Schenectady may use the information you provide to inform the need for additional education and prevention efforts.

#### F. Anonymous Disclosure.

You can make a report through an anonymous hotline. The Hotline is for crisis intervention, resources and referrals and is not a reporting mechanism. These hotlines include the following:

- New York State Domestic and Sexual Violence Hotline: 1-800-942-6906.
- Equinox Hotline: 518-432-7865.
- Unity House Hotline: 518-272-2370.
- The National Domestic Violence Hotline: 1-800-799-7233.
- The National Sexual Assault Hotline: 1-800-656-4673.
- Safe Horizon Hotlines: 800-621-4673 (domestic violence), 866-689-4357 (victims of other crimes), 1-212-227-3000 (rape & sexual assault victims).
- New York City or county hotlines: <https://opdv.ny.gov/survivors-victims>.
- Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: <https://www.opdv.ny.gov> (or by calling 1-800-942-6906), and assistance can also be obtained through:
  - o Legal Momentum: <https://www.legalmomentum.org>;
  - o NYSCASA: <https://nyscasa.org/responding>;
  - o NYSCADV: <https://www.nyscadv.org/>;
  - o Pandora’s Project: <https://www.pandys.org>
  - o GLBTQ Domestic Violence Project: <https://www.bwjp.org/resource-center/resource-results/glbq-domestic-violence-project.html>; and
  - o RAINN: <https://www.rainn.org/get-help>.
- (note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Reporting individuals are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases).

## G. Institutional Crime Reporting.

Reports of certain crimes occurring in certain geographic locations will be included in the SUNY Schenectady Clery Act Annual Security Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the reporting individual or victim/survivor.

- Contact Information:
  - o Title IX Coordinator:  
Mark Bessette  
Elston Hall, Room 222; phone 518-381-1353  
[titleix@sunysccc.edu](mailto:titleix@sunysccc.edu)
  - o Affirmative Action Officer:  
Patrick Ryan, Vice President of Administration  
Elston Hall, Room 501; phone 518-381-1475  
[ryanpc@sunysccc.edu](mailto:ryanpc@sunysccc.edu)
  - o Campus Safety Office:  
Eric Fluty, Director of Campus Safety  
Elston Hall, Room 314; phone 518-381-1445  
[flutyew@sunysccc.edu](mailto:flutyew@sunysccc.edu)
  - o Student Affairs Officer:  
Steve Fragale, Dean of Student Affairs  
Elston Hall, Room 222; phone 518-381-1365  
[fragalsa@sunysccc.edu](mailto:fragalsa@sunysccc.edu)

SUNY Schenectady is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual or victim/survivor). A reporting individual will never be identified in a timely warning.

The Family Educational Rights and Privacy Act allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parents' prior year federal income tax return. Generally, SUNY Schenectady will not share information about a report of sexual violence with parents without the permission of the reporting individual.

## VIII. Investigation Procedures:

1. Criminal complaints: the NYS and/or federal law will apply, and the matter will follow the criminal processes through a police investigation, a referral to the District Attorney's Office for prosecution and the criminal court system for resolution.
2. Institutional complaints: the complaint will be handled through this Policy.

When SUNY Schenectady becomes aware of an incident of sexual assault, relationship violence, or stalking by or against an employee or student or that has a reasonable connection to SUNY Schenectady, it will take prompt and appropriate action.

If SUNY Schenectady determines that an investigation is required, it must seek consent from reporting individuals prior to conducting an investigation. If a reporting individual does not consent to SUNY Schenectady's request to initiate an investigation, the Title IX Coordinator will weigh the request against SUNY Schenectady's obligation to provide a safe, nondiscriminatory environment for all members of its community.

SUNY Schenectady will honor a request to decline to consent to an investigation, unless SUNY Schenectady determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to the reporting individual or other members of the community, based on the Title IX Coordinator's consideration of factors that include, but are not limited to, the following:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior;
- The increased risk that the accused will commit additional acts of violence;

- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether the institution possesses other means to obtain evidence such as security footage, and
- Whether available information reveals a pattern of perpetration at a given location or by a particular group.

If the Title IX Coordinator determines that the request to decline to consent to an investigation can be honored, SUNY Schenectady will still assist with academic, housing, transportation, employment, and other reasonable and available accommodations.

If the Title IX Coordinator determines that a request to decline to consent to an investigation cannot be honored, and an investigation is necessary, SUNY Schenectady must notify the reporting individuals and take immediate action as necessary to protect and assist them.

When an investigation is commenced, and the accused is a student, the student must be informed, as promptly as possible, of:

- the specific rule, rules, laws, and/or code of conduct provisions alleged to have been violated;
- the date, time, location and factual allegations concerning the violation;
- in what manner the specific rule, rules or laws are alleged to have been violated, and
- the sanction or sanctions that may be imposed on the respondent based upon the outcome of any judicial or conduct process.

The Title IX Coordinator or other trained investigator, who does not have a conflict of interest, will promptly conduct a fair, complete, thorough, and impartial investigation, that provides a meaningful opportunity to be heard. Each of the investigators receives annual training on issues related to sexual assault, relationship violence, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Investigators also receive annual training on conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, SUNY Schenectady’s policies and procedures, and other issues.

If the Title IX Coordinator is implicated in the report, the Provost will be responsible for designating the investigators who will conduct the investigation. If it would be inappropriate for the Director of Human Resources, Assistant Vice President of Student Affairs, or Provost to designate a Compliance Officer or other trained investigator to conduct the investigation, then the President will make this designation.

The standard of evidence used to evaluate a report of sexual assault, relationship violence, or stalking by or against an employee or student is a “preponderance of the evidence.” Under this standard, a determination must be made on the basis of whether it is more likely than not that the accused student or employee violated the Sexual Assault, Relationship Violence, and Stalking Policy.

In investigating the complaint, the designated Compliance Officer or other trained investigator shall:

- Meet with the appropriate individuals and review all appropriate records that bear on the case.
- Provide the accuser and the accused with copies of the Sexual Assault, Relationship Violence, and Stalking Policies & Procedures For Students and Employees.
- Discuss the allegations in the complaint with the accuser and accused at separate meetings, and provide the accuser and accused with equal opportunities to identify witnesses and present evidence supporting their respective positions at these meetings.
- Provide the accuser and the accused with the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, hearing or other procedural action. An attorney for either the accuser or the accused, however, may be present but may not have a speaking role during such meeting, conference, hearing, or other procedural action.
- Where the reporting individual or accused are students, provide the students with:
  - o reasonable advance written or electronic notice of any meeting they are required to or are eligible to attend,
  - o an opportunity to submit evidence during an investigation concerning a report of sexual assault, relationship violence, or stalking, and

- o the opportunity to exclude (1) their own prior sexual history with persons other than the other party in the conduct process and (2) their own mental health diagnosis and/or treatment from the Compliance Officer or other investigator's consideration when determining responsibility. (However, the Compliance Officer or other investigator may consider past findings of domestic violence, dating violence, stalking, or sexual assault when determining the sanction to be imposed).
- Attempt, where appropriate, to resolve the complaint by exploring and suggesting possible solutions to the problem with all involved parties, provided, however, that the complainant or accuser will not be required to participate in mediation with the accused.
- (If the preceding step does not resolve the problem), make and transmit a preponderance of the evidence determination in the matter of the allegation of sexual assault, relationship violence, or stalking to the accused, accuser, and, if the accused is an employee, the senior officer for the unit in which the accused is employed (or the President if the accused is a senior officer), or, if the accused is a student, the Assistant Vice President of Student Affairs.

The time necessary to complete an investigation will vary depending upon the facts of a particular case. In most cases, investigations will be completed within 60 days of receipt of a report.

The Compliance Officer or other trained investigator who conducted the investigation shall prepare written findings of fact and recommendations, with respect to whether it is more likely than not that the incident of sexual assault, relationship violence, or stalking occurred, appropriate disciplinary actions, if any, and/or other appropriate remedial measures.

Once the investigation is complete, the parties will be informed, in writing, of the outcome. When the victim or accused is a student, this written notice will include the result of the investigation, any recommended sanctions, the rationale for the result and any recommended sanctions, the findings of fact, and a notification if conduct charges will be pursued and/or continued. Delivery of this outcome will not be delayed to either party, and should occur as nearly simultaneously as possible, without unnecessarily bringing those in conflict into close proximity to each other. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

If the Compliance Officer or other trained investigator concludes that the accused student or employee did not violate the Sexual Assault, Relationship Violence, and Stalking Policies & Procedures For Students and Employees, SUNY Schenectady will not pursue discipline against the student or employee. The parties will be informed of their potential rights to exercise a request for an appeal of the determination, if applicable. Pursuant to the Student Code of Conduct, available at [sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html](https://sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html), if a Compliance Officer or other trained investigator determines that a student did not violate SUNY Schenectady's Sexual Assault, Relationship Violence, and Stalking Policies & Procedures For Students and Employees, the reporting individual has the right to appeal the Compliance Officer's finding of no violation to an Appellate Board within two (2) business days of the decision.

If the Compliance Officer or other trained investigator concludes that it is more likely than not that the accused student or employee violated the Sexual Assault, Relationship Violence, and Stalking Policies & Procedures For Students and Employees, SUNY Schenectady will take the matter very seriously, and will pursue (or continue to pursue) internal disciplinary proceedings against the accused or respondent.

3. Student Discipline: student discipline will be handled through SUNY Schenectady's Student Code of Conduct. Please see [sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html](https://sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html)

Internal disciplinary proceedings where a student or employee is accused of sexual assault, relationship violence, or stalking are fair and impartial, include timely notice of meetings and timely and equal access to information and evidence that will be used, and are conducted by unbiased decision makers who have no conflict of interest. The proceedings are completed within a reasonably prompt, designated timeframe. However, the timeframe may be extended for good cause upon written notice to the accuser and accused. The proceedings provide students with the opportunity to present evidence and testimony at a hearing.

Following any internal disciplinary proceeding for cases of sexual assault, relationship violence, and stalking, the victim and accused will be provided with simultaneous written notice of the result of the proceeding, including any sanctions imposed, and the rationale for the result and sanctions. When the victim or accused in an internal disciplinary proceeding for sexual assault, relationship violence, or stalking is a student, the student will also receive written notice of the findings of fact. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

All parties will also be informed of their potential rights to exercise a request for an appeal of the disciplinary determination under the Student Code of Conduct, Employee Handbook, Contract, and/or collective bargaining agreement with SUNY Schenectady. Pursuant to the Student Code of Conduct, all students have a right to an appeal any final disciplinary determination by a Student Conduct Board to an Appellate Board within two (2) business days of the decision. Unless otherwise required by law, SUNY Schenectady will protect all information obtained about students during the course of the disciplinary process from public release, until the Appeals Board makes a final determination.

4. Employee Discipline: employee discipline will be handled through the Office of Human Resources, in accordance with its procedures for complaints against management confidential employees, or for complaints against a employee who is a member of a union, in accordance with the disciplinary procedures set forth in the applicable Collective Bargaining Agreements.

## IX. Notation on Student Transcripts

If a student is suspended or expelled after being found responsible for a crime of violence, SUNY Schenectady must make a notation on the student's transcript that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." If a student withdraws from SUNY Schenectady while such conduct charges related to crimes of violence are pending against the student, and declines to complete the disciplinary process, SUNY Schenectady must make a notation on the student's transcript that he or she "withdrew with conduct charges pending."

These transcript notations can be appealed by contacting the Title IX Coordinator, Mark Bessette, Elston Hall, Room 222; phone 518-381-1353, [titleix@sunysccc.edu](mailto:titleix@sunysccc.edu). Transcript notations for violence-related suspensions shall not be removed prior to one year after conclusion of the suspension. Transcript notations for violence-related expulsions shall never be removed from a student's transcript. If a finding of responsibility is vacated for any reason, however, the transcript notation must be removed.

## X. Prohibition of Retaliation

It is a violation of federal and state law and this policy for any employee or student to retaliate against any student or employee for exercising any rights or responsibilities under the Violence Against Women Act, the Clery Act, and/or Title IX. This includes retaliating against a student or employee who reports an incident of sexual assault, relationship violence, or stalking in good faith, or furnishes information or participates in any manner in an investigation of such a report. Retaliation includes any conduct directed at someone because he or she engaged in such protected activity, which might deter a reasonable student or employee from making or supporting such a report.

Retaliation is unlawful and will not be tolerated. SUNY Schenectady will protect students from retaliation by SUNY Schenectady, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within SUNY Schenectady's jurisdiction. Any individual found to have engaged in retaliation will be subject to disciplinary action, up to and including, termination of employment and/or dismissal from SUNY Schenectady.

Any employee or student who feels as though someone has subjected him or her to retaliation as a result of a report or participation into the investigation of a report should contact a Compliance Officer (identified below) or other senior officer immediately.

## XI. Compliance Officers

SUNY Schenectady has appointed certain individuals as Compliance Officers. The Compliance Officers are responsible for assisting in the resolution of reports of sexual assault, relationship violence, and stalking. In addition, Compliance Officers are responsible for being proactive in creating an atmosphere which will inhibit sexual assault, relationship violence, and stalking. A list of these individuals is set forth below:

### A. Reports by Employees, Administrators and Faculty

- Title IX Coordinator:  
Mark Bessette, Title IX Coordinator  
Elston Hall, Room 222; phone 518-381-1353  
[titleix@sunysccc.edu](mailto:titleix@sunysccc.edu)
- Affirmative Action Officer:  
Patrick Ryan, Vice President of Administration  
Elston Hall, Room 501; phone 518-381-1475  
[ryanpc@sunysccc.edu](mailto:ryanpc@sunysccc.edu)

## B. Reports by Students

- Title IX Coordinator:  
Mark Bessette, Title IX Coordinator  
Elston Hall, Room 222; phone 518-381-1353  
[titleix@sunysccc.edu](mailto:titleix@sunysccc.edu)
- Student Affairs Officer:  
Steve Fragale, Dean of Student Affairs  
Elston Hall, Room 222; phone 518-381-1378  
[fragalsa@sunysccc.edu](mailto:fragalsa@sunysccc.edu)

### Policy for Alcohol and/or Drug Use Amnesty for Students

The health and safety of every student at SUNY Schenectady is of utmost importance. SUNY Schenectady recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Schenectady strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of domestic violence, dating violence, stalking, or sexual assault to SUNY Schenectady's officials or law enforcement will not be subject to SUNY Schenectady's Student Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

## XII. How to Help as a Bystander

SUNY Schenectady expects all members of the campus community to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Educating and engaging bystanders are effective ways to help prevent acts of sexual misconduct. Bystanders can help in several different ways, including direct invention, seeking assistance from an authority figure, notifying campus security, or calling State or local law enforcement.

If you see an act of sexual misconduct: It is important to understand that no individual has the right to be violent, regardless of whether people are in a relationship. Recognizing when acts of sexual misconduct are occurring is the first step to intervening. Required campus education and training programs give a full synopsis on recognizing when sexual misconduct is taking place. If you make the decision to intervene, do so safely—violence does not stop violence, and, if you cannot stop the act with your words, call law enforcement. Do not be afraid to ask an employee or other students for help.

If a victim confides in you: It is important to let the victim tell their story. Listen respectfully, and help them explain and identify what has happened to them. Do not contradict them or play “devil’s advocate” even if parts of the story don’t immediately make sense or even if you would have made other choices when presented with the same scenario or challenges. Help the victim identify others in their network who they can confide in. Ask the victim what they need to feel safe, encourage them to seek medical attention and counseling, and encourage them to report the act if they feel comfortable doing so. The first people that a victim talks to can have a significant impact on the person and their ability to report and get through an ordeal. Be a supportive, kind, understanding and nonjudgmental person and you can be a positive force for this victim in seeking the help they require to move forward.

## XIII. Prevention Education & Awareness Programs/Trainings

It is the policy of SUNY Schenectady to offer multiple methods of educational programming to all students and employees each year to prevent relationship violence, sexual assault (including stranger and known offender assaults), and stalking. SUNY Schenectady has adopted a comprehensive student onboarding and ongoing education campaign to educate members of SUNY Schenectady's community about domestic violence, dating violence, stalking, and sexual assault, in compliance with applicable federal laws.

As part of this campaign, SUNY Schenectady requires all new first-year and transfer students who enroll in SUNY Schenectady, whether first-year or transfer to receive training, during the course of their onboarding, on the following topics, using a method and manner determined by SUNY Schenectady:

1. SUNY Schenectady prohibits sexual and interpersonal violence and will offer resources to any victims and survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction of the institution;
2. Relevant definitions including, but not limited to, the definitions of sexual assault, domestic violence, dating violence, stalking, confidentiality, privacy, and consent;

3. Policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression;
4. The role of the Title IX Coordinator, SUNY Schenectady police or campus security, and other relevant offices that address domestic violence, dating violence, stalking, and sexual assault prevention and response;
5. Awareness of violence, its impact on victims and survivors and their friends and family, and its long-term impact;
6. Bystander intervention and the importance of taking action to prevent violence when one can safely do so;
7. Risk assessment and reduction including, but not limited to, steps that potential victims, perpetrators, and bystanders can take to lower the incidence of violations, which may contain information about the dangers of drug and alcohol use, including underage drinking and binge drinking, involuntary consumption of incapacitating drugs and the danger of mislabeled drugs and alcohol, the importance of communication with trusted friends and family whether on campus or off campus, and the availability of institution officials who can answer general or specific questions about risk reduction; and
8. Consequences and sanctions for individuals who commit these crimes and code of conduct violations.

SUNY Schenectady requires student leaders and officers of student organizations recognized by or registered with SUNY Schenectady, as well as those seeking recognition by SUNY Schenectady, to complete training on domestic violence, dating violence, stalking, or sexual assault prevention prior to receiving recognition or registration. SUNY Schenectady requires each student-athlete to complete training on domestic violence, dating violence, stalking, or sexual assault prevention prior to participating in intercollegiate athletic competition.

SUNY Schenectady provides specific training to international students, students that are also employees, leaders and officers of registered or recognized student organizations, and online and distance education students, and members of any high-risk populations, as determined by SUNY Schenectady.

SUNY Schenectady offers general and specific training on each of the following topics to all students and employees:

1. SUNY Schenectady's policy prohibiting relationship violence, sexual assault, and stalking;
2. the definitions of "dating violence," "domestic violence," "sexual assault," and "stalking" under federal law, New York law, and SUNY Schenectady's policies;
3. the definition of "consent," in reference to sexual activity, under federal law, New York law, and The SUNY Schenectady Colleges' policies;
4. a description of SUNY Schenectady's educational programs and campaigns to promote the awareness of relationship violence, sexual assault, and stalking;
5. procedures victims should follow if a crime of relationship violence, sexual assault, or stalking has occurred, including information about:
  - a. the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order;
  - b. how and to whom the alleged offense should be reported;
  - c. options about the involvement of law enforcement and campus authorities, including notification of the victim's option to: (i) notify proper law enforcement authorities, including on-campus and local police; (ii) be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and (iii) decline to notify such authorities;
6. the rights of victims and SUNY Schenectady's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by SUNY Schenectady;
7. information about how SUNY Schenectady will protect the confidentiality of victims and other necessary parties, including how it will:
  - a. complete publicly available recordkeeping without including personally identifying information about the victim; and
  - b. maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of SUNY Schenectady to provide the accommodations or protective measures;
8. SUNY Schenectady's policy of providing written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within SUNY Schenectady and in the community; and
9. SUNY Schenectady's policy of providing written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures;

10. SUNY Schenectady's policy that, when a student or employee reports to SUNY Schenectady that the student or employee has been a victim of relationship violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options;
11. a description of SUNY Schenectady's disciplinary proceedings regarding alleged incidents of relationship violence, sexual assault, or stalking, which:
  - a. include a prompt, fair, and impartial process from the initial investigation to the final result;
  - b. are conducted by officials who, at a minimum, receive annual training on the issues related to relationship violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
  - c. provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice;
  - d. do not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; and
  - e. require simultaneous notification, in writing, to both the accuser and the accused, of (i) the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking; (ii) the institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available; (iii) any change to the result; and (iv) when such results become final.
12. information on how to prevent and identify sexual violence;
13. the potential for re-victimization by responders and its effect on students and employees;
14. the impact of trauma on victims;
15. the role alcohol and drugs can play in sexual violence incidents;
16. appropriate methods for responding to a student or employee who may have experienced sexual violence, including the use of nonjudgmental language;
17. reporting obligations, including what should be included in a report, any consequences for failing to report, and how requests for confidentiality should be treated;
18. protections against retaliation; and
19. other information to prevent violence, promote safety and reduce perpetration.

SUNY Schenectady also offers training on bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of relationship violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Additionally, all employees and students are offered information regarding risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

SUNY Schenectady shares information on domestic violence, dating violence, stalking and sexual assault prevention with parents of enrolling students.

SUNY Schenectady regularly assesses programs and policies established pursuant to federal and state law to determine effectiveness and relevance for students and employees.

#### XIV. Public Awareness and Advocacy Events

As part of SUNY Schenectady's public awareness campaign, SUNY Schenectady may from time to time schedule primary prevention, public awareness, and advocacy programs for students and employees. Information regarding these programs can be found on SUNY Schenectady's website, at [sunysccc.edu/Events/index.html](http://sunysccc.edu/Events/index.html).

If an individual discloses information through a public awareness event such as candlelight vigils, protests, or other public event, SUNY Schenectady is not obligated to begin an investigation based on such information. However, SUNY Schenectady may use the information provided at such an event to inform its efforts for additional education and prevention efforts.



## XV. Memoranda of Understanding

SUNY Schenectady has entered into memoranda of understanding with providers to:

1. provide sexual assault forensic examination to students;
2. provide legal assistance to students (including both accused/respondents and reporting individuals); and
3. provide victim advocacy and support services to victims of sexual violence

SUNY Schenectady will also propose and endeavor to execute memoranda of understanding in partnership with local law enforcement authorities, regarding the protocols and procedures for referring allegations of sexual violence, relationship violence, and stalking, sharing information and conducting contemporaneous investigations regarding such allegations.

## XVI. Annual Reporting

Reports of certain crimes occurring in specific geographic locations are included in SUNY Schenectady's annual security report (ASR), in an anonymized manner that identifies neither the specifics of the crime nor the identity of the reporting individual.

SUNY Schenectady is obligated to issue timely warnings of crimes enumerated in the Clery Act occurring within relevant geography that represent a serious or continuing threat to students and employees, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual. A reporting individual shall not be identified in a timely warning.

FERPA allows SUNY Schenectady to share information with parents when (i.) there is a health or safety emergency, or (ii.) when the student is a dependent on either parent's prior year federal income tax return. Generally, however, SUNY Schenectady will not share information about a report of domestic violence, dating violence, stalking, or sexual assault with parents without the permission of the reporting individual.

Effective July 7, 2016, SUNY Schenectady will annually report the following information about reports of domestic violence, dating violence, stalking and sexual assault to the New York State Education Department:

1. The number of such incidents that were reported to the Title IX Coordinator.
2. The number of reporting individuals who sought SUNY Schenectady's judicial or conduct process.
3. The number of cases processed through SUNY Schenectady's judicial or conduct process.
4. The number of respondents who were found responsible through SUNY Schenectady's judicial or conduct process.
5. The number of respondents who were found not responsible through SUNY Schenectady's judicial or conduct process.
6. A description of the final sanctions imposed by SUNY Schenectady for each incident for which a respondent was found responsible through SUNY Schenectady's judicial or conduct process.
7. The number of cases in SUNY Schenectady's judicial or conduct process that were closed prior to a final determination after the respondent withdrew from SUNY Schenectady and declined to complete the disciplinary process.
8. The number of cases in SUNY Schenectady's judicial or conduct process that were closed because the complaint was withdrawn by the reporting individual prior to a final determination.

## Procedure for Resolving Complaints of Discrimination, Harassment, and Retaliation

### I. Introduction

In order to comply with federal and state requirements, the following policy is to provide for the processing of claims alleging discrimination, harassment, and retaliation.

In compliance with applicable federal, state and local laws, SUNY Schenectady County Community College ("SUNY Schenectady") does not discriminate on the basis of race, color, gender, gender characteristics and expression, sexual orientation, age, religion, actual or perceived national origin, actual or perceived gender identity, marital status, familial status, military or veteran status, physical or mental disability, status as a victim of a sexual assault, relationship violence, and/or stalking, genetic predisposition and carrier status, previous convictions as specified by law, or any other characteristics protected by applicable law (the "Protected Characteristics"), in any aspect of its admissions or financial aid programs, educational programs and related activities, or with respect to employment and advancement in employment.

SUNY Schenectady has designated an Affirmative Action Officer to enforce this policy and review and evaluate claims discrimination, harassment, and retaliation, except for those related to sex discrimination and sexual harassment. SUNY

Schenectady has designated a Title IX Coordinator to review and evaluate incidents of sex discrimination and sexual harassment. If the Affirmative Action Officer receives a complaint of an incident of sex discrimination or sexual harassment, he or she will refer the complaint to the Title IX Coordinator. If the Title IX Coordinator receives a complaint of an incident of discrimination or harassment unrelated to sex, the Title IX Coordinator will refer the complaint to the Affirmative Action Officer. Contact information for the Affirmative Action Officer and Title IX Coordinator are as follows:

- Affirmative Action Officer:  
Patrick Ryan, Vice President of Administration  
Elston Hall, Room 501; phone 518-381-1475  
[ryanpc@sunysccc.edu](mailto:ryanpc@sunysccc.edu)
- Title IX Coordinator:  
Mark Bessette, Title IX Coordinator  
Elston Hall, Room 222; phone 518-381-1353  
[titleix@sunysccc.edu](mailto:titleix@sunysccc.edu)

For the purposes of this policy, the term “AAO” will hereinafter refer to both the Affirmative Action Officer and Title IX Coordinator.

## II. Definitions

- Harassment on the Basis of Protected Characteristic(s) other than Sex/Gender – harassment based on race, color, age, religion, national origin, disability, sexual orientation or other protected characteristics (other than sex or gender) is oral, written, graphic or physical conduct relating to an individual’s protected characteristics that is sufficiently severe and/or serious, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution’s programs or activities. Students and employees are encouraged to report discrimination or harassment on the basis of Protected Characteristics that they observe or become aware of, to the Affirmative Action Officer.
- Sex Discrimination – behaviors and actions that deny or limit a person’s ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities because of a person’s sex or gender identity. This includes but is not limited to sexual harassment, sexual assault, sexual violence by employees, students, or third parties. Students and employees are encouraged but not required to report sex discrimination, including but not limited to, sexual harassment and assault that they observe or become aware of, to the Title IX coordinator.
- Sexual Assault is defined in SUNY Schenectady’s Policy on Sexual Assault, Relationship Violence, and Stalking (the “Sexual Assault Policy”), available at [sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html](http://sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html). Please refer to SUNY Schenectady’s Policy on Sexual Assault, Relationship Violence, and Stalking for details on reports related to sexual assault, relationship violence, or stalking.
- Sexual Harassment in the Educational Setting – unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student’s ability to participate in or to receive benefits, services, or opportunities in the educational institution’s program.
- Sexual Harassment in the Employment Setting – unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:
  - o Submission to such conduct is made a term or condition of an individual’s continued employment, promotion, or other condition of employment.
  - o Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant.
  - o Such conduct is intended to interfere, or results in interference, with an employee’s work performance, or creates an intimidating, hostile, or offensive work environment.
- Sexual Violence - physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Please refer to the Sexual Assault Policy for details on reports related to sexual assault, relationship violence, or stalking. [sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html](http://sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html).
- Preponderance of the Evidence – the standard of proof in discrimination, harassment and retaliation cases, which asks whether it is “more likely than not” that the discrimination, harassment, or retaliation occurred. If the evidence presented meets this standard, then the accused should be found responsible.

- Retaliation is any adverse action taken to try to threaten or penalize someone for reporting or opposing a claimed discriminatory act or practice or to prevent the complainant from participating in a discrimination proceeding.
  - o It is also a violation of federal and state law and this policy to retaliate against any person for exercising any rights or responsibilities under the Violence Against Women Act, the Clery Act, Title IX, the ADA, and/or Title VII. Retaliation includes any conduct directed at someone because he or she engaged in such protected activity, which might deter a reasonable student or employee from making or supporting a charge of harassment or discrimination.
  - o Retaliation against anyone who engages in protected activity, opposes a discriminatory practice, makes a good faith complaint about harassment and/or discrimination, or furnishes information or participates in any manner in an investigation of such a complaint is prohibited under this Policy, regardless of whether the complaint is found to be valid or invalid.
  - o Encouraging or promoting retaliation against a complainant also violates this Policy. Examples of retaliation include, but are not limited to, retaliatory grading, retaliatory performance evaluations or assignments, the withholding of or delay in providing necessary information, ridicule, oral or written threats, bribes, the retaliatory increase or decrease of work loads, the retaliatory denial of leave, or the retaliatory cancellation of classes.
  - o Retaliation is unlawful and will not be tolerated. Any individual found to have engaged in retaliation will be subject to disciplinary action, up to and including, termination of employment and/or dismissal from SUNY Schenectady. An incident of retaliation will be processed as a separate, independent complaint whether the retaliation is initiated by the harasser or anyone participating in or involved in the discrimination or the investigation of the discrimination or harassment complaint.
  - o Any employee or student who feels as though someone has subjected him or her to retaliation as a result of a complaint or participation into the investigation of a complaint should contact a Compliance Officer or other senior officer immediately.

### III. Procedures for Resolving Complaints of Discrimination, Harassment, and Retaliation

#### A. Applicability

This procedure may be used by any student or employee of SUNY Schenectady, as well as third-parties who are participating in an SUNY Schenectady sponsored program or affiliated activity. Employee grievance procedures established through negotiated contracts, academic grievance review committees, student disciplinary grievance boards, and any other procedures defined by contract will continue to operate as before.

Furthermore, this procedure does not in any way deprive a complainant of the right to file a complaint with outside enforcement agencies, such as the New York State Division of Human Rights (“DHR”), the Equal Employment Opportunity Commission (“EEOC”), the Office for Civil Rights of the United States Department of Education (“OCR”), and the Office of Federal Contract Compliance of the United States Department of Labor (“DOL”). However, after filing with one of these outside enforcement agencies, or upon the initiation of litigation, the complaint will be referred to the AAO for investigation. See Appendix A, below, for a complete list of contact information for these agencies.

The AAO who receives any complaint of alleged discrimination shall inform the complainant about the complaint process and other options to resolve the issue, assist the complainant in the use of the complaint form and understanding the nature of the incident, and provide the complainant with information about various internal and external mechanisms through which the complaint may be filed, including applicable time limits for filing with each agency.

Upon receipt of a sex discrimination complaint or report, SUNY Schenectady will provide to the complainant a written notice describing the available options, including pursuing a criminal complaint with a law enforcement agency, pursuing SUNY Schenectady’s investigation and disciplinary process, or pursuing both options at the same time; and the potential consequences of pursuing both options (i.e., possible temporary delay of the fact-finding aspect of SUNY Schenectady’s investigation while the law enforcement agency is in the process of gathering evidence). Assistance will be available whether or not a formal complaint is contemplated, or even possible.

- Additionally, the Title IX Coordinator will ensure that complainants in sex discrimination cases are made aware of their Title IX rights, available remedies and resources on and off-campus (such as counseling, local rape crisis center), and interim measures of protection.
- Importantly, if the complaint involves an allegation of sexual assault, relationship violence, and/or stalking, SUNY Schenectady’s Sexual Assault Policy will apply. This policy is available at [sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html](https://sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html).

## B. Procedure

The following Discrimination Complaint Procedure applies to both the informal and formal processes. This procedure provides a mechanism through which SUNY Schenectady may identify, respond to, and prevent incidents of illegal discrimination, harassment, and retaliation other than those related to sexual assault, relationship violence, and stalking. For incidents of sexual assault, relationship violence, and stalking, SUNY Schenectady's Sexual Assault Policy, available at [sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html](http://sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html) will apply. SUNY Schenectady recognizes and accepts its responsibility in this regard, and believes that the establishment of this internal grievance process will benefit students, faculty, staff, and administration, permitting investigation and resolution of problems.

SUNY Schenectady reserves the right to promptly investigate all incidents of discrimination, harassment, and retaliation of which SUNY Schenectady has notice. Based on information received, the AAO will make reasonable efforts to investigate and address instances of discrimination, harassment, and retaliation when the AAO knows or should have known about such instances, regardless of complainant cooperation and involvement.

SUNY Schenectady will comply with law enforcement requests for cooperation. Such cooperation may require the campus to temporarily delay the fact-finding aspect of an investigation while the law enforcement agency is in the process of gathering evidence. The campus will resume its investigation of complaints as soon as it is notified by the law enforcement agency that it has completed the evidence gathering process. SUNY Schenectady will implement appropriate interim steps during the law enforcement agency's investigation period to provide for the safety of the victim(s) and the campus community, as described below.

The complainant is not required to pursue SUNY Schenectady internal procedures before filing a complaint with a state or federal agency. In addition, if the complainant chooses to pursue SUNY Schenectady internal procedure, the complainant is free to file a complaint with the appropriate state or federal agency at any point during the process.

Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure, is strictly prohibited and may result in disciplinary action. Participants who experience retaliation should contact the campus AAO, and may file a complaint pursuant to these procedures.

### 1. Complaint Consultation and Review

Any student or employee, or any third party may consult with the AAO regarding potential discrimination, harassment, or retaliation. This initial contact may occur by telephone, email, or in person – the latter being preferred.

It is the responsibility of the AAO to respond to all such inquiries, reports, and requests as promptly as possible, and in a manner appropriate to the particular circumstances. This response may include interim measures to protect the parties during the investigation process. Interim measures will not disproportionately impact the complainant. Interim measures for students may include, but are not limited to, information about how to obtain counseling and academic assistance in the event of sexual assault, and steps to take if the accused individual lives on campus and/or attends class with the complainant. Interim measures involving employees in collective bargaining units should be determined in consultation with campus employee relations departments.

Complaints or concerns that are reported to an administrator, manager or supervisor, concerning an act of discrimination, harassment, or retaliation, or acts of discrimination, harassment, or retaliation that administrators, managers, or supervisors observe or become aware of, shall be immediately referred to the AAO. Employees with Title IX compliance responsibilities and/or employees who have the authority to take action to redress the harassment, must report any complaints to the Title IX Coordinator. Employees who observe or become aware of sex discrimination, including sexual harassment and sexual violence, should report this information to the campus Title IX Coordinator. If the complaint involves an allegation of sexual assault, relationship violence, and/or stalking, SUNY Schenectady's Sexual Assault Policy, available at [sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html](http://sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html), will apply. Complaints may also be made directly to the AAO by anyone who experiences, observes, or becomes aware of discrimination or harassment.

### 2. Filing Complaints and Time Limits

- **Employees:** Employees must file a written complaint with the AAO within 180 calendar days following the alleged act of discrimination, harassment, or retaliation, or the date on which the complainant first knew or reasonably should have known of such act.
- **Students:** Students must file a complaint within 180 calendar days following the alleged act of discrimination, harassment, or retaliation, or 90 calendar days after a final grade is received, for the semester during which the acts occurred, if that date is later.

If the complainant brings a complaint beyond the period in which the complaint may be addressed under these procedures, the AAO may terminate any further processing of the complaint or direct the complainant to an alternative forum (see Appendix A).

- Please note, however, that complaints of sex discrimination, including complaints of sexual assault, relationship violence, and/or stalking governed by SUNY Schenectady's Sexual Assault Policy (available at: [sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html](http://sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html)), that are brought forth beyond the 180 day period will be tracked and investigated to the extent possible, consistent with the campus Title IX obligations, including the Title IX Coordinator's duties to spot patterns and address systemic issues.

Although in limited circumstances, verbal complaints may be acted upon, the procedures set forth here rest upon the submission of a written complaint that will enable there to be a full and fair investigation of the facts. SUNY Schenectady prefers written complaints. It is the complainant's responsibility to be certain that any complaint is filed within the applicable time limit.

All complaints should be submitted on the forms provided by SUNY Schenectady. A copy of the applicable forms is attached hereto as Appendix B. The Complaint of Discrimination, Harassment, or Retaliation form will be used for both the initiation of complaints under the informal procedure, and the conversion of the complaint to the formal procedure. The AAO is available to assist in preparing the complaint.

As soon as reasonably possible, after the date of filing of the complaint, the AAO will mail a notice of the complaint to the filer, and a copy of the complaint to the Respondent(s).

### 3. Complaint Contents

The complaint should contain:

1. The name, local and permanent address(es), telephone number(s), and status (faculty, staff, student, third party) of the complainant.
2. A statement of facts explaining what happened and what the complainant believes constituted the unlawful discriminatory acts in sufficient detail to give each Respondent reasonable notice of what is claimed against him/her. The statement should include the date, approximate time and place where the alleged acts of unlawful discrimination or harassment occurred. If the acts occurred on more than one date, the statement should also include the last date on which the acts occurred as well as detailed information about the prior acts. The names of any potential witnesses should be provided.
3. The name(s), address(es) and telephone number(s) of the respondent(s), i.e., the person(s) claimed to have committed the act(s) of unlawful discrimination.
4. Identification of the status of the persons charged whether faculty, staff, or student.
5. A statement indicating whether or not the complainant has filed or reported information concerning the incidents referred to in the complaint with a non-campus official or agency, under any other complaint, or complaint procedure. If an external complaint has been filed, the statement should indicate the name of the department or agency with which the information was filed and its address.
6. A description of any corrective or remedial action that the complainant would like to see taken.
7. Such other or supplemental information as may be requested.
8. Signature of complainant and the date complaint signed.

### 4. Informal Resolution

If a complainant elects to have the matter dealt with in an informal manner, the AAO will attempt to reasonably resolve the problem to the mutual satisfaction of the parties.

In seeking an informal resolution, the AAO shall attempt to review all relevant information, interview pertinent witnesses, and bring together the complainant and the respondent, if desirable.

- Please note, however, that complaints of sexual violence governed by SUNY Schenectady's Sexual Policy (available at: [sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html](http://sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html)), will not be resolved by using mediation, and instead must be referred immediately to the campus Title IX Coordinator.

If a resolution satisfactory to both the complainant and the respondent is reached within 24 calendar days from the filing of the complaint, through the efforts of the AAO, the AAO shall close the case, sending a written notice to that effect to the complainant and respondent. The written notice, a copy of which shall be attached to the original complaint

form in the officer's file, shall contain the terms of any agreement reached by complainant and respondent, and shall be signed and dated by the complainant, the respondent and the AAO.

If the AAO is unable to resolve the complaint to the mutual satisfaction of the complainant and respondent within 24 calendar days from the filing of the complaint, the AAO shall so notify the complainant. The AAO shall again advise the complainant of his or her right to proceed to the next step internally, and/or the right to separately file with appropriate external enforcement agencies.

The time limitations set forth above may be extended by mutual agreement of the complainant and respondent with the approval of the AAO. Such extension shall be confirmed in writing by the complainant and respondent. The AAO will also have the discretion to reasonably extend the deadlines if an investigation is deemed complex.

The complainant may elect to end the informal resolution process, and proceed to the formal resolution procedure, at any time after the Charge of Discrimination form is filed.

## 5. Formal Resolution

The formal complaint proceeding is commenced by the filing of a complaint form as described above. The 180 day time limit also applies to the filing of a formal complaint. If the complainant first pursued the informal process, and subsequently wishes to pursue a formal complaint, he/she may do so by checking the appropriate box, and signing and dating the complaint form.

The complaint, together with a statement from the AAO indicating that informal resolution was not possible, if applicable, shall be forwarded to the Chairperson of the Student Affairs Committee within 7 calendar days from the filing of the formal complaint. If an informal resolution was not pursued, the AAO shall forward the complaint to the Chairperson of the Student Affairs Committee within 7 calendar days from the filing of the complaint.

**Notice to Parties:** Upon receipt of a complaint, the AAO will provide an initialed, signed, date-stamped copy of the complaint to the Complainant. As soon as reasonably possible after the date of filing of the complaint, the AAO will mail a notice of complaint and a copy of the complaint to the Respondent(s). Alternatively, such notice with a copy of the complaint may be given by personal delivery, provided such delivery is made by the AAO (or designee) and, that proper proof of such delivery, including the date, time and place where such delivery occurred, is entered in the records maintained by or for the AAO.

**Committee Selection:** Within 7 calendar days of receipt of the complaint, the Chairperson of the Student Affairs Committee shall send notification to the Complainant, the Respondent and the campus president that a review of the matter shall take place by a Subcommittee of the Student Affairs Committee, to be selected by the Chairperson of the Student Affairs Committee. Selection must be completed no later than 7 calendar days after the complainant, the respondent and the campus president received notice of the complaint.

**Subcommittee Review:** The Subcommittee shall review all relevant information, interview pertinent witnesses, and, at their discretion, hear testimony from the complainant and the respondent, if desirable. Both the complainant and the respondent(s) shall be entitled to submit written statements and/or other relevant material evidence and witnesses, and to provide rebuttal to the written record compiled by the Subcommittee. The complainant and respondent have the right to request alternative arrangements if the complainant does not want to be in the same room as the other party. These alternative arrangements must be consistent with the rights of the accused, and must enable both parties and the Subcommittee to hear each other during any hearing.

**Findings and Recommendations:** Within 15 calendar days from the completion of selection of the Subcommittee, the Subcommittee shall submit a summary of its findings, and the Subcommittee's recommendation(s) for further action, on a form to be provided by the AAO, to the President. The burden of proof in cases of discrimination, harassment, and retaliation is preponderance of the evidence. If the President is the respondent, the findings and recommendation shall be submitted to the Chancellor or their designee.

When the Subcommittee transmits the summary of its Findings and the Subcommittee's recommendations to the President, the Subcommittee will also send, concurrently, copies of both the summary of its findings and recommendation(s) to the Complainant, Respondent, and the AAO.

Within 10 calendar days of receipt of the written summary, the President or designee shall issue a written statement to the complainant and respondent, indicating what action the President proposes to take. The President or designee will use the preponderance of the evidence standard. The action proposed by the President or designee, may consist of:

- a. A determination that the complaint was not substantiated; or
- b. A determination that the complaint was substantiated.

- o For employees (including student employees) not in a collective bargaining unit: The President may take such administrative action as he/she deems appropriate under his/her authority as the chief administrative officer of the college, including but not limited to, termination, demotion, reassignment, suspension, reprimand, or training.
- o For students: The president may determine that sufficient information exists to refer the matter to the student judiciary, or other appropriate disciplinary panel for review, and appropriate action under the appropriate student conduct code. For examples of sanctions, please see the relevant section of the applicable student code of conduct. [sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html](http://sunysccc.edu/About-Us/Policies-and-Procedures/Student-Policies.html).
- o For employees in collective bargaining units: The President may determine that sufficient information exists to refer the matter to his/her designee for investigation and disciplinary action, or other action as may be appropriate under the applicable collective bargaining agreement. The disciplinary process and potential outcomes are described in the applicable collective bargaining agreements.

The action of the President shall be final. If the President is the respondent, the Chancellor or his/her designee shall issue a written statement indicating what action the Chancellor proposes to take. The Chancellor's decision shall be final for purposes of this discrimination procedure.

Notice of outcome: No later than 7 calendar days following issuance of the statement by the President or the Chancellor, as the case may be, the AAO shall issue a letter to the complainant and to the respondent(s) advising them that the matter, for purposes of this discrimination procedure, is closed. In cases of sex discrimination, notice of outcome will include the sanctions, as appropriate.

Time limitations: The time limitations set forth above may be extended by mutual agreement of the complainant and respondent with the approval of the Subcommittee. The Subcommittee will also have the discretion to reasonably extend the deadlines if an investigation is deemed complex. Such extension shall be confirmed in writing to the parties.

External Agencies: If the complainant is dissatisfied with the President's or Chancellor's decision, the complainant may elect to file a complaint with one or more state and federal agencies. See Appendix A, below, for contact information for these agencies. Each agency has specific rules and deadlines for filing complaints. It is recommended that the particular agency be contacted for additional information regarding agency procedures.

*Approved by the SUNY Schenectady County Community College Board of Trustees, Resolution #91-62, June 17, 1991*

*Amended by the SUNY Schenectady County Community College Board of Trustees Resolution 08-59, June 16, 2008 and Resolution #09-25, March 16, 2009.*

## Appendix A

The following is a list of agencies with which students and employees may file complaints alleging discrimination based on disability and gender. Each agency has specific rules and deadlines for filing complaints. It is recommended that the particular agency be contacted for additional information regarding agency procedures.

### External Enforcement Agencies

Schenectady County Commission of Human Rights  
612 State Street  
Schenectady, NY 12305  
(518)388-4290

New York State Division of Human Rights  
State Headquarters  
New York State Division of Human Rights  
One Fordham Plaza  
4th Floor  
Bronx, New York 10458

Tel: 718-741-8400  
Fax: 718-741-3214

Albany  
New York State Division of Human Rights  
Empire State Plaza  
Corning Tower, 28th Floor  
Albany, New York 12220

Tel: 518-474-2705  
Fax: 518-473-3422

Binghamton  
New York State Division of Human Rights  
44 Hawley Street  
Room 603  
Binghamton, New York 13901

Tel: 607-721-8467  
Fax: 607-721-8470

Brooklyn  
New York State Division of Human Rights  
55 Hanson Place  
Room 304  
Brooklyn, New York 11217

Tel: 718-722-2856  
Fax: 718-722-2869

Buffalo  
New York State Division of Human Rights  
The Walter J. Mahoney State Office Building  
65 Court Street  
Suite 506  
Buffalo, New York 14202

Tel: 716-847-7632  
Fax: 716-847-7625

Manhattan  
New York State Division of Human Rights  
20 Exchange Place  
2nd Floor  
New York, New York 10005

Tel: 212-480-2522  
Fax: 212-480-0143

New York State Division of Human Rights  
Adam Clayton Powell State Office Building  
163 West 124th Street, 4th Floor  
New York, New York 10027

Tel: 212-961-8650  
Fax: 212-961-4425



Long Island New York State Division of Human Rights 175 Fulton Avenue, Suite 404 Hempstead, New York 11550	Tel: 516-538-1360 Fax: 516-483-6589
New York State Division of Human Rights State Office Building 250 Veterans Memorial Highway, Room 2B49 Hauppauge, New York 11788	Tel: 631-952-6434 Fax: 631-952-4920
Rochester New York State Division of Human Rights One Monroe Square 259 Monroe Avenue, 3rd Floor Rochester, New York 14607	Tel: 585-238-8250 Fax: 585-238-8259
Syracuse New York State Division of Human Rights 333 E. Washington Street, Room 443 Syracuse, New York 13202	Tel: 315-428-4633 Fax: 315-428-463
Peekskill New York State Division of Human Rights 8 John Walsh Boulevard, Suite 204 Peekskill, New York 10566	Tel: 914-788-8050 Fax: 914-788-8059
Office of Sexual Harassment New York State Division of Human Rights Office of Sexual Harassment 55 Hanson Place, Suite 347 Brooklyn, New York 11217	Tel: 718-722-2060 or 1-800-427-2773 Fax: 718-722-4525
Office of AIDS Discrimination New York State Division of Human Rights Office of AIDS Discrimination 20 Exchange Place, 2nd Floor New York, New York 10005	Tel: 212-480-2522 Fax: 212-480-0143
United States Department of Labor Office of Federal Contract Compliance Programs 201 Varick Street Room 750 New York, New York 10014	Tel: 212-337-2006 Fax: 212-620-7705
Buffalo District Office 6 Fountain Plaza Suite 300 Buffalo, New York 14202-2199	Tel: 716-551-5065 Fax: 716-551-4035
New York District Office 26 Federal Plaza, Room 36-116 New York, New York 10278	Tel: 212-264-7742 Fax: 212-264-8166
New York State Department of Labor State Campus Building 12, Room 500 Albany, New York 12240	Tel: 518-457-2746 Fax: 518-457-6908
United States Equal Employment Opportunity Commission EEOC National Headquarters 1801 L. Street, N. W. Washington, D. C. 20507	Tel: 202-663-4900 Fax: 202-663-4912

EEOC Field Office  
6 Fountain Plaza, Suite 350  
Buffalo, New York 14202

Tel: 716-551-4441  
Fax: 716-551-4387

United States Department of Education, Office of Civil Rights  
OCR National Headquarters  
U. S. Department of Education  
Office of Civil Rights  
Customer Service Team  
Mary E. Switzer Building  
330 C. Street, S. W.  
Washington, D. C. 20202

Tel: 800-421-3481  
Fax: 202-205-9862

Office for Civil Rights  
New York Office  
32 Old Slip, 26th Floor  
New York, NY 10005-2500  
[OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

Tel: 646-428-3800

## Appendix B

### COMPLAINT OF DISCRIMINATION, HARASSMENT, or RETALIATION

This form can be used by students, employees, and third parties to file a complaint of discrimination or harassment based on race, color, gender, gender characteristics and expression, sexual orientation, age, religion, actual or perceived national origin, actual or perceived gender identity, marital status, familial status, military or veteran status, physical or mental disability, status as a victim of a sexual assault, relationship violence, and/or stalking, genetic predisposition and carrier status, previous convictions as specified by law, or any other characteristics protected by applicable law. This form can also be used by students and employees to file a complaint of retaliation.

(PLEASE PRINT OR TYPE)

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

1. CONTACT INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_

Campus Address \_\_\_\_\_ Status \_\_\_\_\_  
(Faculty, Staff, Graduate, Undergraduate, Other)

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

2. ALLEGED DISCRIMINATION IS BASED ON (please list all that apply):

\_\_\_\_\_  
 \_\_\_\_\_

Alleged Discrimination took place on or about: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Location of alleged discrimination: \_\_\_\_\_

Check if alleged discrimination is continuing  Yes  No

3. Respondent(s) Name(s) \_\_\_\_\_ Title (if known) \_\_\_\_\_

Address \_\_\_\_\_ Status \_\_\_\_\_  
(Faculty, Staff, Graduate, Undergraduate, Other)

Telephone: \_\_\_\_\_

4. Witness(es) Names and contact information (attach additional pages if needed)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Please check the appropriate box(es):

- I have filed an informal complaint on \_\_\_\_\_ (Date).
- I have reported information concerning this matter on \_\_\_\_\_ (Date).
- I elect to utilize the informal complaint process as described in the Discrimination Complaint Procedure.
- I elect to proceed immediately to file a formal complaint as described in the Formal Resolution section of the internal Discrimination Complaint Procedure.



## Student Complaint Procedures for Academic and Administrative Matters

A student wishing to file a complaint regarding an academic matter should complete the following steps:

- Consult with the instructor of the course in question. If an understanding or resolution is not achieved, or if this step is not feasible, the student may then...
- Consult with the appropriate Dean. The Dean will consult with the involved faculty member and with the student and attempt to reach a mutually agreeable resolution. If an understanding or resolution is not achieved, the student may then...
- Appeal in writing to the Vice President for Academic Affairs. The written appeal, detailing both the complaint and the results of the consultations with the instructor and with the department chairperson, should be delivered to the Office of the Vice President for Academic Affairs. An appointment for consultation with the Vice President may be scheduled at that time. The faculty member involved will be notified that the student has appealed to the Vice President for Academic Affairs, and be given a copy of the student's written appeal. A student wishing to file a complaint regarding an administrative matter should complete the following steps:
  - Consult with the staff member who has responsibility for the matter in question. If an understanding or resolution is not achieved, the student may then...
  - Consult with the supervisor of the office or unit for a resolution of the complaint. If a resolution is to be appealed, the student may then...
  - Appeal in writing to the Vice President of the division which has administrative responsibility for that office or unit.

The written appeal, detailing both the complaint and the results of the consultations with the staff member and supervisor should be delivered to the Office of the Vice President. An appointment for consultation with the Vice President may be scheduled at that time.

**Determination and Disposition of a Complaint:** The Vice President will respond to a written complaint within 30 days of receipt. The Vice President will consult with and notify the President of determinations and dispositions. The student will be notified in writing of the decision.

**Complaint Resolution for Distance Education Students:** Students taking courses through a distance learning format may also file a complaint with their home state agency. The State Higher Education Executive Office (SHEEO) has provided a directory of Student Complaint Information by State and Agency at the following link: <https://nc-sara.org/guide/agency-list>

**All Other Matters:** A student who wishes to file a complaint regarding a College matter but is uncertain where to begin the process should begin with the Office of the Dean of Student Affairs for referral to the appropriate office.

## Student Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) that they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, the College official will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with

whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or grievance committee).

4. The right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

For more information about the “Release of Student Information” refer to the SUNY Schenectady County Community College Catalog.

## Workplace Violence Policy

In 2006, the New York State Legislature mandated that all public employers establish and implement programs to prevent violence in the workplace. In response to the mandate, the following workplace violence policy and procedure has been approved by the SUNY Schenectady County Community College Board of Trustees on March 16, 2009 (Resolution #09-26).

### Policy Statement

SUNY Schenectady County Community College prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior toward people or property will not be tolerated. This includes violent actions and harassment by College employees directed against supervisors, directed against other employees, by employees against students or visitors, or by visitors directed against College employees or students.

The workplace violence policy pertains to all individuals employed by the College, and to all individuals who do business with the College or attend any function or participate in any activity sponsored or held on College property, including but not limited to, employees, visitors, students, and contractors.

Individuals violating this policy may be removed from College property and are subject to disciplinary action which may include termination, consistent with College policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution.

### Scope

The workplace violence policy applies to students employed by the College, as do the SUNY Schenectady County Community College Student Code of Conduct and Campus Safety policy/procedures. The SUNY Schenectady County Community College Student Code of Conduct and Campus Safety policy/procedures are applicable to all students and are available to students through the Student Affairs Office, Elston Hall, Room 222.

If you observe or experience violent, threatening, harassing, intimidating, or other disruptive behavior by anyone on SUNY Schenectady premises, whether he or she is an SUNY Schenectady employee or not, report it immediately to your supervisor, Personnel/AAO office, security guard or another manager or official. All reports will be taken seriously and will be dealt with appropriately.

If you have any questions about this policy, please contact Human Resources at 518-381-1218.

# Student Code of Conduct

## I. Policy Statement

Students enrolling at SUNY Schenectady County Community College (“SUNY Schenectady” or the “College”) assume an obligation to conduct themselves in a manner compatible with the academic standards, policies, procedures, rules and regulations of the College and its entities. This SUNY Schenectady Student Code of Conduct (the “Code”) defines the expectations, rights and responsibilities of all members of the student body. Students are members of the College community and are expected to act responsibly and to not interfere with the rights, comfort, or safety of other members of the College community. All students are held accountable for their actions. Behavior that adversely affects the student’s responsible membership in the academic community shall result in appropriate disciplinary action.

## II. Nondiscrimination

SUNY Schenectady applies the protections set forth in this Code regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, or other characteristic protected by law. Students may exercise civil rights and practice religion without interference by SUNY Schenectady’s investigative, criminal justice, or judicial or conduct process.

## III. Purpose of the Code

This Code and the accompanying student disciplinary processes are intended to assist students in their personal development by providing a fair conduct review procedure that issues consistent responses for behaviors that are incongruent with the College’s expectations. In furthering the educational aims of the college and maintaining compliance with the provisions of Article 129-A of the Education Law of the State of New York, this Code outlines the practices to be utilized in administering the student disciplinary system at SUNY Schenectady.

Other SUNY Schenectady policies and procedures referenced in this Code include:

- Title IX Grievance Policy - <https://sunysccc.edu/PDF/About%20SCCC/Policies%20and%20Procedures/Human%20Resources/2.23-3.19-TitleIXGrievancePolicy.pdf>
- Sexual Assault, Relationship Violence, and Stalking Policies for Students and Employees (“Sexual Misconduct Policy”) - <https://sunysccc.edu/PDF/About%20SCCC/Policies%20and%20Procedures/Student/3.16-SexualAssault-RelationshipViolence-Stalking.pdf>
- Discrimination, Harassment, and Retaliation Policy and Complaint Resolution Procedure - <https://sunysccc.edu/PDF/About%20SCCC/Policies%20and%20Procedures/Student/3.15-Procedure-ResolvingComplaints-DiscriminationHarassmentRetaliation.pdf>

## IV. Philosophy

The Code embraces several core philosophies: preservation of the freedom of speech and the rights of peaceable assembly; respect for academic freedom and constructive criticism; a conviction that honesty and integrity are key values to the College community; and the belief that all members of the institution should be part of a campus environment that respects and appreciates differences. Procedures used to enforce standards contribute to teaching appropriate individual and group behaviors as well as protecting the rights of individuals and the campus community from disruption and/or harm. The disciplinary experience is intended to make clear to students the limits of acceptable behavior and to provide students who violate the Code an opportunity to more fully understand the rules and incorporate the experience into their personal growth and development. The disciplinary experience is designed to be both educational and corrective.

## V. Definitions

- A. The term “affirmative consent” means a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate

consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
  - Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
  - Consent may be initially given but withdrawn at any time.
  - Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
  - Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
  - When consent is withdrawn or can no longer be given, sexual activity must stop.
- B. The term "Appeals Board" means a board of between one and three members designated by the Vice President of Student Affairs to consider an appeal from a Hearing Board's determination, and/or from the sanctions imposed by the Hearing Board. No members of a Hearing Board may serve on an Appeals Board reviewing the same or a similar complaint. No member of the Appeals Board may have a conflict of interest or bias against any party to a Code complaint.
- C. The "Vice President of Student Affairs" is the senior officer designated by the President of SUNY Schenectady to be responsible for the administration of the Code. The Vice President, or designee, is responsible for the day to day administration of the Code.
- D. The term "business day" is defined as any day from Monday through Friday, but does not include days when the College is closed.
- E. The term "bystander" shall mean a person who observes a Sexual Offense, crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of SUNY Schenectady.
- F. The term "complaint" means a complaint filed by or on behalf of a member of the College community.
- G. The term "complainant" means the College on behalf of an individual or department in SUNY Schenectady community, and/or the reporting individual. If the College brings the complaint on behalf of the reporting individual, the College shall be the complainant and the reporting individual shall be a co-complainant.
- H. The term "crime of violence" means murder, Sexual Offense, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, and arson.
- I. The term "Hearing Board" means a board of three members of the Hearing Board Panel designated by the Vice President. No member of the Hearing Board may have a conflict of interest or bias against any party to a Code complaint. The Vice President shall designate one member to serve as the Chair of the Hearing Board.
- J. The term "Hearing Board Panel" means a group of faculty, staff, and students designated by the Vice President of Student Affairs to hear complaints or charges brought under this code. Members of the Hearing Board Panel receive annual training in conducting reviews of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made, SUNY Schenectady's Title IX Grievance Policy and Sexual Misconduct Policy, and other issues related to sexual assault, domestic violence, dating violence, and stalking. The Vice President of Student Affairs will designate members of a Hearing Board from the Hearing Board Panel.
- K. The term "member of the College community" includes any person who is a student, faculty member, employee, SUNY Schenectady official, or volunteer. A person's status in a particular situation shall be determined by the Vice President of Student Affairs.
- L. The terms "respondent" or "accused" are used interchangeably and mean the person accused of a violation pursuant to this Code.
- M. The term "reporting Individual" shall encompass the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used by an institution to reference an individual who brings forth a report of a violation.
- N. The term "Sexual Offense" means sexual activity, sexual assault, relationship violence, and/or stalking, as defined in SUNY Schenectady's Title IX Grievance Policy and/or Sexual Misconduct Policy.



- O. The term “SUNY Schenectady premises” includes all land, buildings, facilities, vehicles, and other property used, or in the possession of, or owned or controlled by SUNY Schenectady (including adjacent streets and sidewalks.)

## VI. Students’ Bill of Rights

The State University of New York and SUNY Schenectady are committed to providing options, support and assistance to victims and survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College-wide and campus programs, activities, and employment. All victims and survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, or other protected characteristics have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

- A. All students have the right to:
1. Make a report to:
    - An employee with the authority to address complaints, including the Title IX Coordinator, a Student Affairs employee, or a Human Resources employee;
    - Campus Security;
    - Local law enforcement and/or the New York State police;
    - Family Court or Civil Court.
  2. Confidentially or anonymously disclose a crime or violation and have the report taken seriously;
  3. Make a decision freely about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the College;
  4. Be treated with dignity and receive courteous, fair, and respectful health care and counseling services, where available;
  5. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or that you should have acted in a different manner to avoid such crime or violation;
  6. Describe the incident to as few SUNY Schenectady representatives as practicable and not be required to unnecessarily repeat a description of the incident;
  7. Be free from retaliation by the College, the accused, the respondent, and/or their friends, family and acquaintances;
  8. Access to at least one level of appeal of a final determination;
  9. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and; and
  10. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

B. Options in Brief:

Victims/survivors have many options that can be pursued simultaneously, including option to pursue one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or violation;
- Make a report to:
  - o An employee with the authority to address complaints, including the Title IX Coordinator, a Student Conduct employee, or a Human Resources employee;
  - o Campus security;
  - o Local law enforcement; and/or
  - o Family Court or Civil Court.

A complete description of all options for victims and reporting individuals can be found in SUNY Schenectady’s Sexual Misconduct Policy.

## VII. Jurisdiction

The College will have jurisdiction over misconduct that occurs on College premises and/or at College sponsored activities. The College may also address off campus behavior if the College determines that the behavior, or the continued presence of the student engaging in such behavior impairs, obstructs, interferes with or adversely affects the mission, processes or functions of the College. The College will also have jurisdiction over Sexual Offenses that occur on or off campus, or while students are studying abroad.

## VIII. Student Amnesty Policy

The health and safety of every student at the State University of New York and SUNY Schenectady is of utmost importance. SUNY Schenectady recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Schenectady strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to SUNY Schenectady officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of domestic violence, dating violence, stalking, or sexual assault to SUNY Schenectady's officials or law enforcement will not be subject to SUNY Schenectady's Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

## IX. Violations

- A. Referrals. Complaints, incidents, or referrals regarding student behavior as hereinafter described in paragraph "B" should be reported to the Division of Student Affairs (Room 222, Elston Hall). The Vice President of Student Affairs, or designee, will review each report and determine the action to be taken.
- B. Behavior Subject to Discipline. All of the following behaviors are a violation of the Code and may subject a student to disciplinary action as set forth below. A violation occurs when there is evidence of a student having committed actual misconduct, attempting to commit misconduct but not completing the violation (i.e. offering to sell illegal substances to an individual who does not buy them or trying to steal an item but stopping or being stopped before removing the item from its location), assisting or convincing another person to commit misconduct, and misconduct or attempted misconduct by a student's guest.
  1. ACADEMIC MISCONDUCT. Commission of an act which violates the academic integrity of SUNY Schenectady as detailed in section G-2 of the Academic Code, including, but not limited to, academic cheating; plagiarism; the sale, purchase or exchange of papers, or research; or theft of another's work from any source is a violation of the Code.
  2. ALCOHOLIC BEVERAGE VIOLATION. Except for appropriate classroom activities or approved student activities, the possession and/or consumption of any alcoholic beverage is a violation of this College Code. Possession and/or consumption of alcoholic beverages by students participating in a College club or College sponsored trip or an off-campus activity is also prohibited. Any action that involves the forced consumption of alcohol for the purpose of initiation into or affiliation with any organization is also strictly prohibited, and will be subject to disciplinary action.
  3. DRUGS AND/OR DRUG PARAPHERNALIA. Possession or use of any illegal federal or state controlled substance, drug, or drug paraphernalia are prohibited on campus and at campus sponsored events. Such possession or use will be reported to local and state authorities and will also be subject to disciplinary action by the College. Students are also prohibited from using or possessing cannabis and cannabis products on campus and/or at campus sponsored events. Any action that involves the forced consumption of illegal drugs for the purpose of initiation into or affiliation with any organization is also strictly prohibited, and will be subject to disciplinary action. The College will cooperate with local and state authorities on any cases of suspected illegal use, possession or distribution of state-controlled drugs.
  4. COMPUTER MISUSE. Engaging in any unauthorized use of the College's hardware, software, or network systems is prohibited, including:
    - A. unauthorized access, entry, or use of a computer, computer system, network, software, password, account or data,
    - B. unauthorized alteration or tampering with computer equipment, software, network, or data
    - C. unauthorized copying or distribution of computer software or data, use of computer facilities' equipment to send obscene, harassing, threatening or abusive messages or images,
    - D. use of computers to falsify records, tamper with records or commit any act of academic dishonesty;
    - E. Any other act in violation of the law and/or the College policies and guidelines regulating computer-related use.

5. **CRIMINAL ACTS.** Any alleged criminal act committed by a student off campus, which is of such serious nature that it threatens the health or safety of the College community, is a violation of this Code.
6. **DEMONSTRATIONS.** Any individual or group behavior which endangers life, public or private property or violates local, state or federal law is a violation of the Code.
7. **DISCRIMINATION.** It is a violation of the code to engage in unlawful Discrimination, as defined in SUNY Schenectady's Procedure for Resolving Complaints of Discrimination, Harassment, and Retaliation.
8. **DISHONESTY.** The falsification of information which includes any form of providing false or misleading information in writing, orally, or electronically in a manner which has the intent or effect of deceiving college personnel, or altering or falsifying official College records or documents; and/or the misrepresentation of oneself as an agent of the College is a violation of the Code.
9. **DISRUPTIVE CONDUCT.** Any behavior that substantially threatens, harms, or interferes with the peace and good order of the College community, students, visitors, personnel and/or other College processes and functions, including but not limited to, lewd, indecent, or obscene conduct or expression; unreasonable and disruptive noise; public intoxication; or prohibited athletic activity on College owned or controlled property or at a College sponsored or supervised function is a violation of the Code.
10. **FAILURE TO COMPLY.** The willful obstruction and/or the failure to comply with the directions of any College officials acting in performance of their prescribed duty; failure to provide valid student identification upon request of a College official; failure to comply with all regulations regarding student conduct on campus, and/or any violation of a College policy or procedure is a violation of the Code.
11. **FIRE SAFETY VIOLATION.** Violation of campus safety regulations, including but not limited to, setting unauthorized fires, tampering with fire safety and/or firefighting equipment or rendering such equipment inoperable, pulling or turning in a false fire alarm, tampering or improper use of campus emergency phones, falsely reporting a hazard, or failure to evacuate facilities upon the sounding of a fire alarm or drill is a violation of the Code.
12. **GAMBLING.** Gambling for money or prizes except for approved college activities is prohibited on College owned or controlled property or at any College sponsored or supervised function is a violation of the Code.
13. **HARASSMENT.** It is a violation of the code to engage in sexual or other unlawful Harassment, as defined in SUNY Schenectady's Procedure for Resolving Complaints of Discrimination, Harassment, and Retaliation.
14. **IDENTIFICATION CARD VIOLATION.** SUNY Schenectady identification cards should be carried at all times and must be produced, upon request, to any college personnel. The use of an identification card by anyone else other than the rightful owner is a violation of the Code.
15. **REMOVAL OF LIBRARY BOOKS AND MATERIALS.** Removal of books or other materials from the College Library in violation of the normal checkout procedures is a violation of the Code. Students with such materials and books in their possession will be considered as knowingly participating in the use of stolen materials.
16. **RETALIATION.** It is a violation of the code to engage in unlawful Retaliation, as defined in SUNY Schenectady's Procedures for Resolving Complaints of Discrimination, Harassment, and Retaliation, Sexual Misconduct Policy, and in the Title IX Grievance Policy.
17. **SANCTION VIOLATION.** Violations of a College judicial sanction including, but not limited to, failing to meet the terms of the sanction, failure to complete a specified condition or assignment of a sanction, or violating the Student Code of Conduct when on disciplinary probation is a violation of the Code.
18. **SEXUAL OFFENSE.** It is a violation of the code to engage in a Sexual Offense, as defined in this Code, and in SUNY Schenectady's Sexual Misconduct Policy and Title IX Grievance Policy.
19. **SOLICITING.** The advertisement, solicitation or sale of any item or service on College property, unless a part of an approved club activity, is a violation of the Code unless the prior approval of the Vice President of Student Affairs, Vice President of Administration or College President has been secured.
20. **THEFT.** Theft or attempted theft of the property or services of the College, any organization, or any individual by means of taking, selling, deceiving, misappropriating, or misusing, as well as receiving and or possessing such stolen property is a violation of the Code.
21. **THREAT OF HARM.** Conveyance of threats or the commission of any act which results in, or which may result in, harm to any person or the damage to College property or the property of others by willful and deliberate means is a violation of the Code. This offense includes any form of harassment, physical assault, verbal abuse, threatening or

attempting physical assault upon any person not to include dating violence, domestic violence or sexual misconduct, or threats to destroy College property or the property of others. Any action or behavior that endangers the health, safety or welfare of any member of the College community or visitors is a violation of this Code.

22. TRESPASSING. Unauthorized entry, use or occupancy of any building, structure, facility or college grounds is a violation of the Code.
23. VANDALISM. The intentional and/or reckless, but not accidental, destruction of property; damaging, destroying, defacing, tampering, misuse, or abuse of student, staff or College property, including rentals or leased facilities, is a violation of the Code.
24. WEAPONS. The threat of use or actual use of any weapon on campus is strictly prohibited and will be reported to local and/or state authorities. For purposes of this provision, a weapon is defined as:
  - A. anything within the definition of a weapon set forth in Penal Law 265.00;
  - B. any instrument, device, or object designed or specifically adapted for the purpose of inflicting physical harm or death;
  - C. any instrument, device or object possessed, carried, or used for the purpose of inflicting or threatening physical harm or death.
25. IMPROPER CULINARY KNIFE STORAGE. It is a violation of the code to have culinary knives outside of their cases when not in the culinary labs.
26. EXPLOSIVES. The possession, storage, or use of firecrackers or other explosive device of any description for any purpose is a violation of this Code.
27. VIOLATION OF LAW. A violation of any municipal, state or federal criminal law or engaging in behavior that is a civil offense, or a violation of any policy, procedure, rule, regulation or directive of the College or any of its affiliated entities is a violation of this Code, even if the specific conduct is not listed as a prohibited act in the Code. The College regards criminal conduct/civil offense as a violation of the Code regardless of whether the criminal violation/civil offense are pursued in a court of law. The College may, to the extent permitted by law (including without limitation to FERPA), inform law enforcement agencies of perceived criminal violations and may elect to defer internal disciplinary action until prosecution of the criminal violation has been completed. Proceedings under the Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the College.
  - Generally, proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the Vice President of Student Affairs.
  - For Sexual Offense charges or complaints, however, the judicial or conduct process will run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external law enforcement entities while law enforcement gathers evidence, which should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay. Determinations made or sanctions imposed under this Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of SUNY Schenectady rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
28. VIOLATION OF PRIVACY. Making a video recording, audio recording, taking photographs, or streaming audio/visual of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and expressed consent, is a violation of the code.
29. BULLYING. Repeated unwanted direct or indirect, written, verbal, electronic and or physical acts that may harm or humiliate another person are a violation of the Code.
30. COVID-19 Related Violations. Consistent and intentional non-compliance with the College's COVID-19 Safety Protocols to include:
  - A. Face Mask and Social Distancing Requirements: For students found to have committed repeated and/or intentional violations of face mask/covering or social distancing requirements of the institution, Executive Order, or the State or local Department of Health, the available sanctions shall include a suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), an academic and/or housing suspension, or permanent dismissal from the institution.

- B. **Contact Tracing:** For students who repeatedly fail to comply, whether intentionally or unintentionally (unless it can be shown that the student was genuinely not reached by contact tracers through no failure on their part), with COVID-19 contact tracing efforts conducted by the institution or the State or local Department of Health, the available sanctions shall include a suspension from academic and/or housing access with continued access to their academic program via remote learning only (if available and as subject to campus policy and process), an academic and/or housing suspension, or permanent dismissal from the institution.
- C. **Failure to Comply with Campus Health Protocols:** For students who fail to attend at least two scheduled appointments, without sufficient excuse, to obtain diagnostic or surveillance COVID-19 testing under the institution's published protocol, the institution shall undertake disciplinary action to enforce compliance, which may include interim suspension, or take administrative measures to electronically deactivate card access (or equivalent) and restrict access to any buildings with the exception of access required to obtain health care services pursuant to campus policy. For students whose access has been restricted, they shall be ineligible to attend live classes (though they may continue in remote coursework only, if available and as subject to campus policy and process), and their parking privileges on campus may be temporarily revoked such that their car may be ticketed or towed if parked on campus. Restricting access to the campus and revoking parking privileges are administrative actions that are not disciplinary in nature, and the affected student may revive full access by obtaining a diagnostic or surveillance test or by submitting negative results of a diagnostic or surveillance test, as applicable. The institution shall notify the student of their reduction of access. Coming to campus or seeking access to a campus building or course without curing this deficiency shall be considered trespassing and may result in investigation and discipline. For students who fail to submit their daily health screening via the institution's supplied portal for at least three consecutive days, without sufficient excuse, the institution shall undertake disciplinary action to enforce compliance, which may include interim suspension, or take administrative measures to electronically deactivate card access (or equivalent) and restrict access to any buildings. For students whose access has been restricted, they shall be ineligible to attend live classes (though they may continue in remote coursework only, if available and as subject to campus policy and process), and their parking privileges on campus may be temporarily revoked such that their car may be ticketed or towed if parked on campus. Restricting access to the campus and revoking parking privileges are not disciplinary in nature, and the affected student may revive full access by submitting their daily health screening. Coming to campus or seeking access to a campus building or course without curing this deficiency shall be considered trespassing and may result in investigation and discipline.

A finding of responsibility and applied sanction of dismissal or suspension shall, consistent with SUNY policy, leave the respondent ineligible for refund of tuition, room, board, or fees, and the student will be responsible for all amounts owed.

## X. Disciplinary Procedure

### A. Initiation of the Disciplinary Process

1. Any member of the SUNY Schenectady community may file a complaint or charges against any student for misconduct. Any complaint or charges will be referred to the Vice President of Student Affairs.
2. The Vice President of Student Affairs will respond promptly to any complaint or charge filed. The Vice President of Student Affairs will also promptly respond upon knowledge that a violation of the Code may have occurred.
3. All charges shall be presented to the accused student in written form.
4. The Vice President of Student Affairs will determine (a) whether or not the alleged misconduct is within the purview of the Student Conduct Code; and (b) if so, the appropriate procedure.
5. Designation of an Appropriate Hearing Board
  - a. Cases Not Involving Sexual Offense Charges:

Upon receipt of a charge or complaint, the Vice President of Student Affairs or designee may conduct a review to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to SUNY Schenectady. Such disposition shall be final and there should generally be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Vice President of Student Affairs will prepare written charges and refer the case to the Chairperson of the Student Affairs Committee or designee. The Chairperson of the Student Affairs Committee will appoint an appropriate Hearing Board and refer the charges to the Hearing Board for a hearing. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

b. Cases Involving Sexual Offense Charges:

Upon receipt of a charge or complaint alleging a Sexual Offense, the Vice President of Student Affairs shall immediately forward the charge or complaint to the Title IX Coordinator for handling under the Title IX Grievance Policy and/or the Sexual Misconduct Policy.

6. The standard of evidence used to evaluate a charge or complaint is a “preponderance of the evidence.” Under this standard, a determination must be made on the basis of whether it is more likely than not that the accused student violated the Code.
7. If any disciplinary action is pending against a student, degrees, grade reports, and transcripts may not be issued until the matter is resolved.
8. If the student withdraws from SUNY Schenectady while student conduct proceedings are in process, the student does so with charges pending. The Colleges reserve the right to adjudicate those charges when/if the student returns to SUNY Schenectady.
9. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) business days after the student has been notified. Minimum and maximum time limits for scheduling of hearings may be modified at the discretion of the Vice President of Student Affairs.

B. Interim Pre-Hearing Measures

1. Interim Suspension: In certain circumstances, the Vice President of Student Affairs, or designee, may impose a College suspension prior to the hearing before a Hearing Board.
  - An interim suspension may be imposed only: (a) to ensure the immediate safety and well-being of members of the SUNY Schenectady community or preservation of SUNY Schenectady property; (b) to ensure the student’s own immediate physical or emotional safety and well-being; or (c) if the student poses an immediate threat of disruption of, or interference with, the normal operations of SUNY Schenectady.
  - During an interim suspension, students may be denied access to the campus, which may include in person, hybrid, and/or online classes and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Affairs or designee may determine to be appropriate.
2. Additional Pre-Hearing Measures
  - No Contact Orders – The Vice President of Student Affairs has discretion to issue no-contact orders to the complainant and respondent, depending upon the nature of the charge or complaint.
  - Interim Measures – SUNY Schenectady shall provide a complainant with reasonable and available interim measures and accommodations that affect a change in academic, employment, transportation or other applicable arrangements in order to help ensure safety, prevent retaliation and avoid an ongoing hostile environment, depending upon the nature of the charge or complaint.

C. Hearing Procedures. The following procedures are applicable to hearings before a Hearing Board:

1. The Vice President of Student Affairs shall designate a Chair who shall ensure compliance with these procedures.
2. Hearings normally shall be conducted in private.
3. Advisors:
  - The complainant and respondent each will have the option to have an advisor throughout the Code process.
  - The advisor cannot personally participate, except to ask cross-examination questions during the hearing.
  - If a student chooses to have an advisor who is not a member of the SUNY Schenectady community, the student must inform the Vice President of Student Affairs of the name of their advisor at least three business days prior to the scheduled hearing. Students who wish to have their advisors notified regarding the hearing date and other matters should also notify the Vice President of Student Affairs and provide their advisor’s contact information.
4. The complainant, respondent, and their advisors, if any, shall be informed in writing of the day, time, and location for the hearing. Hearings will convene as scheduled unless the Hearing Board has been notified of and approves a request to reschedule. The hearing will proceed even if the complaint, respondent, advisors, and/or witnesses are not in attendance.
5. Parties and advisors in attendance at a hearing are not permitted to video or audio record the hearing. The Hearing Board shall ensure that the hearing is recorded. The record can initially be a tape recording; however, this tape recording should be transcribed following the hearing. The record and transcription of the hearing will

be confidential, except as otherwise provided herein. The record shall be the property of SUNY Schenectady. The record, including the documents entered into evidence, will be transmitted to the Student Affairs Office along with the Hearing Board's report and recommendation.

6. Prior to the start of the hearing, if the parties wish to challenge the designation of any members of the Hearing Board, the student must raise this concern to the Vice President of Student Affairs, who will hear the reasons for such challenge and determine whether a member of the Hearing Board must be replaced.
7. Attendance at hearing:
  - The complainant, respondent, and their advisors, if any, shall be permitted to attend the entire portion of the hearing at which information is presented. They shall not be permitted to attend the Hearing Board's deliberations.
  - When requested, a student must appear before a Hearing Board for the purposes of providing information relevant to a Code proceeding. The College will change the date/time for such an appearance if the accused student provides a good reason why they cannot appear as directed. Failure to appear or willful failure or refusal to provide information, unless it will result in self-incrimination, may result in student conduct action. The Hearing Board may draw a negative inference from the failure or refusal to provide information, even if such failure or refusal is due to concerns about self-incrimination.
  - If an accused student, with notice, does not appear at a hearing, the information in support of the charges shall be presented and considered, even if the accused student is not present.
  - The Hearing Board may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the complainant, accused, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or permitting participation by telephone, video tape, written statement or other means, where and as determined in the sole judgment of the Vice President of Student Affairs to be appropriate.
8. At the beginning of the hearing, the Chair shall delineate the hearing process. This includes informing the participants that the Hearing Board may remove and prohibit the participation of anyone disrupting the hearing. All questions regarding whether potential information will be admissible in the hearing and all procedural questions with respect to the hearing, shall be resolved by the Chair of the Hearing Board.
9. Formal rules of process, procedure, and/or technical rules of evidence, such as those which are applied in criminal or civil court, are not used in Code hearings.
10. The Hearing Board will be responsible for maintaining a disciplinary procedure that makes reasonable efforts to accommodate concerns for the personal safety, well-being and/or fears of confrontation of the complainant, the respondent, and/or witnesses during the hearing by providing security present at the hearing, permitting participation by telephone or other web-based access, permitting witnesses to submit written statements, and/or other means as determined by the Hearing Board to be appropriate.
11. The complainant and respondent will each have an opportunity to present information and evidence, answer questions from the Hearing Board, and question their witnesses. Complainants and respondents may not directly cross-examine the other party. They may have their advisors conduct the cross-examination, or submit questions to the Hearing Board in advance of or during the hearing to be asked of the other party. Throughout the hearing, the Hearing Board has the discretion to limit testimony to information relevant to the disposition of the charge or complaint, and prohibit repetitious or redundant testimony.
12. Pertinent records, exhibits, and written statements (including student impact statements, written statements made by members of the Colleges' community dealing with the impact that the accused student's conduct has had on a particular student or students or upon SUNY Schenectady students in general) may be accepted as information for consideration by a Hearing Board, at its sole discretion.
13. After the portion of the hearing concludes in which all pertinent information has been received, the Hearing Board shall determine, by majority vote, whether they believe that the respondent has violated each section of the Student Conduct Code which the student is charged with violating, using the preponderance of the evidence standard.
14. If the College withdraws a complaint, a College representative shall discuss the reasons for the withdrawal with the reporting individual and no Hearing Board hearing will be held. In the event that the complaint is withdrawn after a hearing is completed, the Hearing Board will not issue a determination.
15. The Hearing Board may consider mitigating and aggravating circumstances when choosing whether or not to recommend a sanction and the severity of the sanction, including without limitation any or all of the following:

- Nature of the offense;
- Severity of the damage, injury, or harm resulting from the offense;
- Whether the respondent promptly took responsibility for their actions;
- Present demeanor of the respondent;
- Past disciplinary history of the respondent, which includes, without limitation, completion of or pending disciplinary sanctions from past cases;
- The respondent's honesty, or lack thereof, and the cooperation demonstrated during the investigation of the complaint and subsequent disciplinary proceeding;
- Whether the charge involved an action directed at another based upon race, religion, ethnicity, national origin, gender, age, physical or mental disability, sexual orientation or another protected characteristic under federal, state, or local law or College policy;
- The recommendation of associated victims or parties to the incident; and
- Any other factor deemed relevant by the Hearing Board.

D. Review by Vice President of Student Affairs:

The Vice President of Student Affairs may, following a review of the record, accept or reject the Hearing Board's determination of fact and the sanction recommendation. The Vice President of Student Affairs reserves the right to review and amend any decision of the Hearing Board. If the Vice President of Student Affairs determines that the accused student violated the Code, one or more of the following penalties may be imposed:

- No action;
- Reprimand: written reprimand with warning that continuation or repetition of misconduct may result in further disciplinary action;
- Restitution: compensation for loss or injury, reimbursement for damages to or the misappropriation of property, or other payment for expenses incurred as a result of the student's actions;
- Mediation and/or counseling referral;
- Disciplinary Probation: suspension of a student from any or all College programs or activities that do not relate directly to the student's academic performance;
- Suspension: discontinuance from classes and other designated privileges or activities for a definite period of time;
- Expulsion: termination as a student of the College for an indefinite period;
- Degree Revocation: The College reserves the right to revoke a degree when upon conclusion of an investigatory process it is determined that the degree was obtained by fraud;
- Other Secondary Sanctions: such sanctions may be imposed instead of or in addition to those specified above;
- Community Service: may include performance of no more than fifty (50) hours of unpaid work assignments per semester either on or off campus as specified. Assignments are assigned and supervised by an administrative officer of the College and may not be combined or in conjunction with any other volunteer or court ordered requirement;
- Educational Activities: such sanctions may include a formal apology in writing and/or in person; a behavioral contract specifying the behavioral requirements to be followed, a reflective writing assignment or attendance at an event directly related to the violation committed;
- Restrictions: temporary or permanent loss of the use of a College facility, service, and or the privilege of participating in any extra-curricular activity
- Mental Health and Threat Assessments: professional assessments may be imposed at the expense of the student;
- Other Secondary Sanctions/Interventions: such sanctions/interventions may be imposed instead of or in addition to those specified above.



## XI. Notification

- A. Within five (5) business days of the receipt of the Hearing Board's written report and recommendation, the Vice President of Student Affairs will notify both parties simultaneously in writing of the result of the Code review, any sanctions imposed, the rationale for the result and the actual sanctions imposed, and the findings of fact, by mailing a copy of results by e-mail and certified mail to the last address provided to the College by the respondent and complainant. The parties will also be informed of their right to appeal the decision to an Appeals Board within two (2) business days of the decision, pursuant to the procedures set forth below.
- B. The decision of the Vice President of Student Affairs shall take effect immediately unless otherwise provided for in the student notification, and such decision shall be final except as provided for in the appeal process.

## XII. Appeal Process

- A. A final determination by the Vice President of Student Affairs may be appealed by the respondent and/or the complainant to an Appeals Board within two (2) business days' receipt of the determination. Such appeals shall be in writing and shall be delivered to the Vice President of Student Affairs.
  - Upon receipt of an appeal, the Vice President of Student Affairs will confirm that the appeal is supported by one of the reasons listed in section C below.
  - If no appeal is submitted to the Vice President of Student Affairs within two (2) business days of the decision, the determination of the Vice President of Student Affairs will become final, unless the individual filing the appeal can establish good cause for the delay in filing the appeal.
- B. Appeals can be requested for one or more of the following reasons only:
  - To determine whether the penalty is inappropriate to the finding (including where a student admits to wrongdoing, and an agreement is reached on liability, but no agreement is reached regarding penalty);
  - To determine whether the Vice President of Student Affairs' findings are supported by the evidence;
  - To determine whether the student's procedural rights were violated; or
  - To determine whether new evidence, which was unavailable at the original proceeding, has been discovered.
- C. If the Vice President determines that the appeal was not requested for one of the above listed reasons, the appeal shall be dismissed. If the Vice President of Student Affairs determines that the appeal falls within one of the above-listed reasons, a copy of the hearing transcript will be provided to the both parties as soon as it is available.
- D. Once the appellant receives the transcript, the appellant will have five (5) business days from receipt of the transcript to present their reasons for the appeal with supporting documentation. The other parties must be provided with notice of the appeal, with access to the same evidence made available to the appellant (including the transcript), and with the same opportunity to submit supporting documentation. However, the other parties are not required to submit supporting documentation.
- E. If the appellant fails to submit supporting documentation within five (5) business days after review of the transcript, the determination of the Vice President of Student Affairs will become final, unless the appellant can establish good cause for the delay in filing the submission.
- F. If a proper appeal and submission are filed, the Vice President of Student Affairs shall appoint an Appeals Board. The transcripts and all case documentation, including any appeals and submissions, shall be delivered to each member of the Appellate Board.
- G. The Vice President of Student Affairs shall convene an Appeals Board within ten (10) days of receiving the appellant's submission. The Appellate Board shall reach a determination within ten (10) business days of being convened.
- H. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents.
- I. The parties will be informed, in writing, of the result of the appeal. Delivery of this outcome will not be delayed to either party, and should occur as nearly simultaneously as possible, without unnecessarily bringing those in conflict into close proximity to each other.

## XIV. Student Disciplinary Files and Records

- A. **Cases Not Involving Crime of Violence Charges:** The Vice President of Student Affairs will establish a student disciplinary file whenever a case is referred for investigation of a possible Code violation. A student's file will be destroyed if the investigation indicates that no violation occurred. Other than in cases involving College suspension or expulsion, prohibition from professional practice or revocation of degree, or crimes of violence (including but not limited to Sexual Offenses), the file of a student found to have violated the Code will be retained for four years from the date of the disciplinary hearing decision. However, records may be retained longer or permanently if the student was suspended or permanently dismissed, or if there is reason to believe the case could result in future litigation. The case summary will be retained on the campus database indefinitely. The record shall be maintained separate and apart from the student's permanent record by the Student Affairs Office.
- B. **Cases Involving Crime of Violence Charges:** If a student is suspended or expelled after being found responsible for a crime of violence (including, but not limited to, a Sexual Offense), SUNY Schenectady must make a notation on the student's transcript that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." If a student withdraws from SUNY Schenectady while such conduct charges related to crimes of violence are pending against the student, and declines to complete the disciplinary process, SUNY Schenectady must make a notation on the student's transcript that the student "withdrew with conduct charges pending." These transcript notations can be appealed by contacting the Title IX Coordinator at [titleix@sunysccc.edu](mailto:titleix@sunysccc.edu). Transcript notations for violence-related suspensions shall not be removed prior to one year after conclusion of the suspension. Transcript notations for violence-related expulsions shall never be removed from a student's transcript. If a finding of responsibility is vacated for any reason, however, the transcript notation must be removed.

# The Academic Code

## Preamble

The Academic Code expresses those requirements and procedures established by action of the Academic Senate to implement the educational programs of the College.

Statements of policy and definitions within the main body of this Code shall appear with the same wording when used in those sections of the College Catalog or the Student Handbook where Academic Policies are officially stated. In cases where supplemental statements are made to introduce a policy, the official policy statement shall be clearly distinguished from the commentary.

Individuals may petition the Vice President for Academic Affairs when they believe a provision of the Academic Code should be put aside in their particular circumstance.

### Academic Freedom Statement

Academic freedom is the freedom to teach, both inside and outside the classroom, to conduct research and other scholarly or creative activities, and to publish or otherwise disseminate the results. Full-time and Part-time Faculty and Professional Staff are entitled to this full freedom, as it pertains to their areas of expertise and as it relates to their disciplines. This freedom applies equally to assigned course material, recommended course material, library material, invited speakers, the fine arts, and the performing arts. Academic freedom also encompasses the freedom to address any matter of institutional policy or action, whether or not as a member of the institutional governance.

Full-time and Part-time faculty and Professional Staff have the freedom to address the larger community with regard to any social, political, economic, or other interest. Academic responsibility implies the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that, when one is speaking as a citizen on matters of public interest, one is not speaking for the institution.

The freedoms enumerated in this statement apply within institutional discipline or restraint.

## 1.0 Admissions

### 1.1 Full Opportunity

SUNY Schenectady participates in the Full Opportunity Program of the State University of New York. Under this plan, SUNY Schenectady guarantees open admission to all applicants who reside in Schenectady County who graduated from high school within the prior year and to applicants who were released from active duty with the Armed Forces of the United States within the prior year. Additionally, the College admits previous high school graduates and residents of other counties who can profit from its programs and services, to the limits of the College's capacity, and subject to compliance with any deadlines or requirements established by the College in its admissions procedures. The College admits students with a wide variety of academic backgrounds. The College seeks to evaluate each student as an individual and to provide appropriate courses and services through testing; advisement; developmental courses in reading, writing and mathematics; tutoring services; and the Learning Center, Mathematics Lab, and the TRIO and EOP programs. It does not claim to guarantee academic success. It can only provide the full opportunity for academic success. Furthermore, admission under the Full Opportunity Program does not guarantee students that they will be able to complete the curriculum to which they applied in two years of full-time study. Applicants entering in the spring or summer semesters and those needing to complete prerequisite courses may require five or more semesters to complete degree requirements. Schenectady County Community College participates in the Full Opportunity Program of the State University of New York. Under this plan, SUNY Schenectady guarantees open admission to all applicants who reside in Schenectady County who graduated from high school within the prior year and to applicants who were released from active duty with the Armed Forces of the United States within the prior year. Additionally, the College admits previous high school graduates and residents of other counties who can profit from its programs and services, to the limits of the College's capacity, and subject to compliance with any deadlines of requirements established by the College in its admissions procedures.

### 1.2 Admissions Requirements

Applicants for degree or certificate programs must possess a high school diploma or its equivalent and meet any additional requirements specified in the College Catalog.

- 1.2.1 Those applicants who have been accepted and have not met the admission prerequisites of the program for which they have applied will be notified as to the effect this will have on their prescribed program of study.

### 1.3 Early Admissions

High School students may be admitted to the College under the College's established Early Admission Program that is in accordance with the State Education Department Guidelines specified in the College Catalog.

## 2.0 Student Classification

### 2.1 Matriculated

Individuals who have been formally admitted to a degree or certificate program of the College under standard College and State University of New York admissions procedures, who have completed the placement tests in basic skills administered by the College, and who continue to pursue their program successfully, have matriculated status in that program.

- 2.1.1 Individuals are eligible for matriculation if they are at least eighteen years of age or if they hold a high school diploma or its equivalent. High school students are eligible for matriculation subject to the limitations of the Early Admission Program.
- 2.1.2 Only matriculated students are eligible for a degree or certificate from the College.
- 2.1.3 The College is committed to providing academic advisement to all matriculated students.
- 2.1.4 The College uses multiple measures to recommend appropriate English and mathematics course placement. A student's GPA/GED/TASC score is the primary metric, but we also use test scores, transcripts, and background information. Placement in reading, writing and/or mathematics skills must be completed prior to the first day of classes of the term in which the student is matriculated.
- 2.1.5 English Placement

A student who has met any of the following criteria is ready to take ENG 123 or may be waived from the need for placement:

- achieved an overall GPA of at least 81 or 2.9 (with emphasis on writing intensive courses);
- scored at least a 500 on the GED/TASC
- scored at least 450 on the SAT (Scholastic Aptitude Test) in writing;
- scored at least 18 on the verbal ACT (American College Testing);
- scored at least a 75 on the ELA (English Language Assessment) Regents exam; OR
- presented evidence of transferable credit for ENG 123.

If, after an in-depth conversation with their advisor--during which the concept and results of placement are thoroughly discussed-- the student does not agree with the placement, they will be given the opportunity to advance out of it. The Testing Center will administer the Accuplacer exam (remotely or in-person) to students who seek advancement.

### 2.1.6 Mathematics Placement

Depending on the student's gateway mathematics course, students have the opportunity to either:

- enter directly into their gateway course,
- take their gateway course as a co-requisite which is their gateway course paired with a workshop course, or to
- take MAT 123 as a preparatory course prior to entering into the mathematics course(s) required by their program.

Please see the mathematics flow chart for the recommended scores for each case.

Change the highlighted statement to the mathematics flow chart indicates the recommended scores for each scenario.

If, after an in-depth conversation with their advisor--during which the concept and results of placement are thoroughly discussed-- the student does not agree with their placement in either a co-requisite course or MAT 123, they will be given the opportunity to advance out of it by taking an advancement test which allows them to show mastery of the prerequisite concepts for the course they need. This test will be administered at the Testing Center.

- 2.1.7 An individual may submit a written request for a re-test on the placement test (for the current semester) within 14 days of the original testing based on any one of the following criteria:

Illness or injury made known to the test administrator during the test.

Previously undisclosed documented disability (re-test in the ADA Transition Office).

Irregularity in test situation made known to the test administrator at the time of the test.

The request will be reviewed by the Dean of Academic Affairs. The individual will be notified in writing of the decision within seven days. Any individual may re-test for admission during scheduled testing for any subsequent semester. Otherwise, placement is valid for three years.

## 2.2 Non-Matriculated

Individuals enrolled in a course or courses who have not been formally accepted in a degree or certificate program, or who have had their matriculation terminated for any reason are non-matriculated students.

## 2.3 Full-Time and Part-Time

A student is considered to be a full-time student if enrolled in a minimum of 12 semester credit hours in day or evening courses, including any taken through cross-registration agreements during a semester. A student is considered to be a part-time student if enrolled in less than 12 semester credit hours during a semester.

- 2.3.1 Students are classified as having full-time or part-time status on the basis of their current load.

- 2.3.2 Distance learning courses taken at SUNY Schenectady are counted toward a student's full- or part-time enrollment status. Students registered for distance learning courses are subject to all regulations of the Academic Code.

## 2.4 Academic Leave

Matriculated students in good academic standing who find it necessary to interrupt their program of study at the College are automatically granted an Academic Leave for a period not to exceed two semesters. Such students maintain their matriculated status and, upon return, may choose to pursue program requirements in effect at the time of their matriculation provided that the College continues to offer those courses and/or that program.

- 2.4.1 Course work completed while on Academic Leave is subject to the policies and procedures governing non-residence credit (see Section 5).

- 2.4.2 Students who fail to register for the first semester after the Academic Leave has expired will have their matriculation suspended. Such students will, on return, be required to reactivate their status as a matriculated student and complete the program requirements in place at the time of their reactivation.

## 3.0 Advisement/Registration

### 3.1 Academic Advisement

The goal of academic advising is to assist students in planning academic programs consistent with their degree and/or career objectives. The academic advisement team is responsible for providing students with adequate information and for being accessible; however, each student is responsible for decisions related to satisfying certificate and/or degree requirements.

- 3.1.1 Academic advisement is available to all students and is provided by professional advisors in the Advisement Center in collaboration with the Deans, faculty, and the Registrar's Office.

- 3.1.2 Following acceptance into a program, each student is assigned to a professional advisor in the Advisement Center. This assignment is intended to be continuous throughout the student's college career with changes only made in limited circumstances.

- 3.1.2.1 All Music students are advised by the School of Music Dean and faculty.

- 3.1.3 Each matriculated student is expected to arrange at least one meeting every semester with their academic advisor for purposes of course and program planning, class scheduling assistance, and individual consultation. Subsequent to a student's first semester, advisors will provide matriculated students an advisor PIN and/or signature for each Fall and Spring registration.

### 3.2 Registration for Classes

Registration for classes is conducted as described on the College website and in College publications.

### 3.3 Cross Registration

Matriculated students may cross register for courses offered at participating colleges and universities, as listed in the College Catalog. There are multiple cross registration agreements. Approval must be granted by the Registrar and, depending on the cross-registration program, the Provost.

- 1) Students must have earned at least 12 credits at SUNY Schenectady with a 2.0 GPA to be eligible for cross-registration.
- 2) Enrollment restrictions are based on the cross-registration agreement SUNY Schenectady has with other colleges, specific need to enroll in the class, and course availability.
- 3) Students may cross register only during the Fall and Spring semesters.
- 4) Cross registered courses are considered resident credit and are entered as such on the student's permanent record.
- 5) The student must take the course for a letter grade unless the only option offered by the institution is Pass/Fail.
- 6) The student is responsible for notifying both campuses when dropping/withdrawing from a cross registered course. Failure to do so may result in an academic F grade from the host institution.

### 3.4 Late Registration, Registration Modifications

- 3.4.1 The Late Registration, Add/Drop period for continuing, returning and non-matriculated students for all regular start classes will not exceed one week from the first day of classes in a semester (refer to official Academic Calendar). During this period, students may register for open courses and may modify a previous registration by adding or dropping courses.
- 3.4.2 During the second week of a semester, a student may drop a course from his/her schedule. The student is encouraged to discuss this action with the course instructor(s).
- 3.4.3 During the second week of a semester, a student may add a course(s) to his/her schedule with the approval of the course instructor(s). This approval is based on an assessment of the student's ability and acceptance of responsibility to complete course requirements.
- 3.4.4 Late Start classes will follow the same add/drop schedule as described in Section 3.4.1 through 3.4.3 in respective week one and two.
- 3.4.5 For courses offered in a shorter part of term, the following deadlines apply. The Registrar will determine dates for any terms not included in the table below.

<u>Number of Weeks in Term</u>	<u>Days to Add without Instructor's Signature</u>	<u>Additional Days to Add with Instructor's Signature</u>	<u>Days to Drop</u>
Five week	2	2	4
Six week	2	2	4
Seven	3	2	5
Eight	3	2	5

- 3.4.6 Students who withdraw from a course starting at the beginning of the term may not add the same course offered as a Late Start course.
- 3.4.7 Extenuating circumstances may warrant other registration modifications and will be considered individually. Such modifications require the written approval of the Vice President for Academic Affairs and will be based on the recommendation of a Division Dean in conjunction with the course instructor(s).

### 3.5 Limitations on Course Loads

A student may register for no more than a total of 19 semester credit hours (including day, evening, online, and/or cross-registered courses) during either the full Fall or the Spring Semester. All other enrollments will be limited to 1.2 credit hours per week.

#### 3.5.1 Winter Session

Students may register for one three-credit course for Winter Session in addition to the maximum 19 credits (unless already limited by their academic standing). Credits taken will be considered part of the student's spring load.

- 3.5.1a Students on academic warning or probation registered for a winter course will be allowed to take three credits above their previously established credit limit for the semester.

### 3.5.2 Exceptions

A matriculated student, who has completed 12 or more semester credit hours in residence with a cumulative grade point average of 3.0 or higher, may request an exception of up to 3 credit hours in the fall or spring only to the above limitation. The request must be: (1) signed by an academic advisor, (2) confirmed by the Registrar's Office regarding the student record requirements, and (3) approved by the Vice President for Academic Affairs.

## 3.6 Auditing

### 3.6.1 Registration

A student may register as a paid auditor only during late registration period, as indicated in the Academic Calendar, on a space-available basis. Distance learning courses are available for audit only with the permission of the instructor.

State and County residents 60 years or older may register for a "Senior Citizen Audit," without a fee or tuition, only during the late registration period as indicated in the Academic Calendar, on a space available basis. Distance learning courses are not available for "Senior Citizen Audit." Not all courses are available for audit.

### 3.6.2 Participation

An auditor need not participate in class activities, take tests, or submit homework assignments. The degree to which the auditor may do these things is to be determined by the instructor.

### 3.6.3 Recording of Grades

All courses audited will be recorded on a student's transcript as audits. However, if an auditor ceases to attend class without withdrawing from the class, the instructor may indicate that a grade of NR be recorded.

## 3.7 Waiver of Program Requirement

The waiver of a specific program requirement will be considered on an individual basis by the academic division responsible for the degree or certificate program. Such a waiver must maintain the goals of the program as well as the policies/requirements of the institution, SUNY, and SED.

3.7.1 The waiver of a course requirement does not decrease the number of credit hours required for graduation from a program, and a substitute course is subject to written approval by the corresponding Division Dean. An exception to this rule will be granted to students who meet the FYS waiver criteria in 3.7.2 of the Academic Code. A minimum of 60 credits will still be required for graduation in all Associate's level programs.

### 3.7.2 FYS Waiver

A waiver of the FYS requirement will be considered on two occasions:

1. For transfer students who have successfully completed 12 or more transfer credits with a minimum cumulative GPA of a 2.0 at another institution.
2. For students who were matriculated at SUNY SCHENECTADY prior to 9/2014 and have already completed 12 credits with a minimum cumulative GPA of a 2.0.

## 3.8 Incomplete Courses

Course requirements are expected to be met within the time limits established for the term. An instructor may grant a student an extension not to exceed 60 days from the last day that final grades for the term are due. The temporary grade of I implies that the student has successfully completed a significant portion of the course and that extenuating circumstances have prohibited completion within the established time limits.

3.8.1 A temporary grade of I is automatically converted to a grade of F after 60 days from the date that final grades were due for the term in which the course was offered, if not otherwise changed by the instructor.

3.8.2 Students in Aviation and Air Traffic Control lab courses may be granted an Incomplete for up to 90 days for any Aviation (AER) and Air Traffic Control (ATC) lab course when the instructor determines that coursework cannot be completed within 90 days.

## 3.9 Repeating a Course

A student may repeat a course twice, with no additional credit earned. Only the highest grade will be used in all future cumulative grade point average computations; however, all grades will be retained on the transcript. Once the highest possible grade has been achieved, a student may not repeat the course.

### 3.10 Withdrawal

The withdrawal period begins with the third week of classes and extends through the end of the eleventh week of classes (specific dates identified in the Academic Calendar). A student may withdraw from a course(s) during this period and a grade of “W” will be assigned.

- 3.10.1 The student is responsible for completing and submitting the withdrawal form to the Registrar’s Office within the stated period. The student is encouraged to discuss this action with his or her instructor and academic advisor. The student is responsible for determining how this withdrawal may affect his or her financial aid and academic status.
- 3.10.2 For courses offered in a summer session or in any special time frame, an equivalent withdrawal period will be determined by the Registrar.
- 3.10.3 A student who does not withdraw from a course will receive the academic grade earned at the completion of that term.
- 3.10.4 A medical withdrawal is available to any student who was not able to withdraw before the published deadline because of illness, hospitalization, or inpatient treatment if proper documentation from a medical or mental health professional (e.g. MD, PA, NP, Ph.D., LCSW, LMHC) is submitted to the Registrar within 30 days of the end of a term. The withdrawal will be recorded on the transcript with a W by the Registrar without any notation of the timing or reason for the withdrawal.

### 3.11 Certification of Status

The Registrar’s Office shall certify a student’s status to external agencies in terms of the definitions established by those agencies.

- 3.11.1 External agencies which do not establish their own definitions of student status shall have the definitions reported in terms established by vote of the Academic Senate. Such definitions will be consistent with other College policies and definitions.

### 3.12 Prerequisite Failure

Students who have registered for a course and fail the prerequisite for said course will automatically have the course dropped from their schedule. Notification of this change in schedule will be sent to students by the Registrar’s Office.

### 3.13 Military Obligations

Enrolled students called to military service during the semester are required to provide the Registrar documentation verifying their service in order to receive military-related academic accommodations. Students must also provide documentation to the instructor of record for each course impacted by the military service when cases do not involve a drop or withdrawal. The documentation must be in the form of military orders (for mobilization, deployment, permanent change of station, and temporary duty assignment) or a formal written communication from the student’s military commander or supervisor (for drill and/or training.) This documentation is to be submitted within one week of its receipt, if feasible. Students should meet with SUNY Schenectady’s Certifying Official prior to filing any paperwork regarding their military accommodations in grading to get further details of the implications of their decision(s).

As indicated in the table below, each form of military service allows for different semester grading accommodations for the service member depending upon the particular circumstances. Accommodations will be designed in such a way to ensure that the essential elements of the course and curriculum are not compromised and the academic standards or integrity of the course are not weakened.

<u>Form of Military</u>	<u>Grading Accommodation*</u>
Mobilization	1, 2, or 3
Deployment	1, 2, or 3
Permanent Change of Station	1 or 3
Temporary Duty Assignment	1, 2, 3, or 4
Drill and/or Training	2, 3, or 4

\* See description of accommodations at bottom of page.

Military dependents who reside with the service member ordered to a permanent change of station are eligible for the grading accommodations associated with that military order. However, to be considered for such accommodations, they must provide the Registrar a copy of the military member’s orders. In addition, military dependents should meet with SUNY Schenectady’s Certifying Official prior to filing any paperwork regarding their military grading accommodations to get further details of the implications of their decision(s).



### Grading Accommodation 1

If the student leaves at any time during the semester and elects to receive a full tuition refund, no notation of courses or grades will be recorded on the student's transcript.

### Grading Accommodation 2

If the student has successfully completed a significant portion of the course and elects to receive an "I" (Incomplete), the conversion of an "I" to "F" will be suspended. The "I" will remain on the transcript one year after the student returns from military service and then converts to a MW if not completed. This option requires a collaborative agreement between student and faculty member(s). Incompletes may be extended in the event of the student's return to military obligations.

### Grading Accommodation 3

If the student leaves at a point in the semester after which a significant amount of work has been completed, the student may request the assignment of a grade for work completed. This option requires a collaborative agreement between student and faculty member(s).

### Grading Accommodation 4

Within the current semester, make up of missed work, quizzes, tests and/or exams may be permitted for each course in which the student is enrolled if the instructor of record considers the length of absence reasonable for the type and structure of that course. The student and instructor should create and sign a contract which includes the timeline required for completion of missed work and other assessments.

The grades of:

- I - Incomplete
- W - Withdrawal
- AW - Administrative Withdrawal
- MW - Military Withdrawal
- AU - Audit
- CR - Credit for previous experience of by examination
- T - External transfer

Are assigned as previously defined in the Academic Code and have no effect on a student's grade-point average.

## 4.0 Residence Credit

- 4.0.1 Residence credit is obtained by registering for and successfully completing credit-bearing courses offered by the College.
- 4.0.2 Residence credit may also be obtained through participation in the College's cross registration program as outlined in Section 3.3.
- 4.0.3 Residence credit may also be obtained by registering for and successfully completing distance learning courses offered by SUNY SCHENECTADY.

### 4.1 Residence Requirements - Associate Degree

At least 30 semester credit hours in residence applied to the degree program must be successfully completed in order to be eligible for an Associate degree.

#### 4.1.1 Residence Requirements - Certificate

At least 15 semester credit hours in residence applied to the degree program must be successfully completed in order to be eligible for a certificate.

### 4.2 Change of Program/Matriculation Status

When students change a program, establish matriculation after having taken courses while non-matriculated, reactivate, or reestablish matriculation through readmission, all credits (both residence and non-residence) are reevaluated by the Registrar's Office in consultation with the Division Dean and in accordance with the requirements of the new program if a need for reevaluation is requested or indicated by an advisor. This reevaluation will not change the student's grade-point average.

## 5.0 Non-Residence Credit

- 5.0.1 Non-residence credit is defined as credit earned at other academic institutions or certain non-collegiate organizations (see Section 5.2.3), and as credit earned by examination or for previous experience.
- 5.0.2 Non-residence credit does not generate grade-points for the purpose of calculating grade-point averages.
- 5.0.3 The total amount of non-residence credit awarded cannot exceed the limits established under Sections 4.1.

### 5.1 External Transfer

Transfer credits may be accepted for course work taken at other academic institutions, by correspondence or through distance learning, if approved by the Division Dean. Any coursework older than 10 years will transfer only at the discretion of the Division Dean.

- 5.1.1 Courses of equivalent quality and content taken at recognized institutions of higher learning accredited by one of the Regional Accrediting Bodies (e.g., Middle States) shall be accepted if passed with a grade of C (2.00) or better, if such courses are applicable to the student's degree program. Such courses passed with a C-, D+, D, or D- may be approved at the discretion of the Division Dean.
- 5.1.2 Courses taken at institutions of higher learning lacking such regional accreditation (including degree-granting proprietary institutions) may be accepted if passed with a grade of C (2.00) or better if such courses are applicable to the student's degree program and are equivalent content and quality as determined by the Division Dean.
- 5.1.3 Transfer credits may be awarded by the Vice President for Academic Affairs upon recommendation of the Division Dean for course work taken in certain non-collegiate organizations (including non-degree granting proprietary institutions) when published guides are available to evaluate such course work, and the Academic Senate has approved the use of the guides.

### 5.2 Credit by Examination

Matriculated students may earn credit by examination for individual courses required in their program of study. Credit by examination may be awarded for a passing grade on an externally published proficiency examination or an internally developed challenge examination.

- 5.2.1 Credit related to externally published proficiency examinations is subject to the approval of the Division Dean, and is based on the examination covering the content of the course offered by the College, applicability to the student's program of study, and a passing grade as reported by the external agency. A passing grade is defined as a C (2.00) or better on the CPE examination, a 3 or better on an AP examination, and the American Council on Education recommended score or higher on a CLEP or DSST examination. The applicable exams and minimum acceptable scores are listed in the Advisement Guide section of the SUNY SCHENECTADY Faculty Handbook.
- 5.2.2 The availability of internally developed challenge examinations for selected courses is determined by individual academic divisions. The challenge examination is representative in content and emphasis of the course outline, and normally is prepared and graded by the faculty member(s) normally responsible for teaching the course. A passing grade is the equivalent of a C (2.00) or better. The challenge examination request, including a justification statement, must be submitted prior to the end of the seventh week of the student's final semester preceding graduation. The request must be approved by the faculty member, the Division Dean, and the Vice President for Academic Affairs (application available from the Registrar's Office), and the test administration fee paid prior to the administration of the challenge examinations. The results of the examination indicating the basis for the awarding of credit are reported to the Registrar's Office.
- 5.2.3 Credit earned by examination is not considered as earned in residence (see Residence Requirements - Associate Degree/Certificate). Credit earned by examination will be recorded as "credit" (CR) on transcripts, and will have no effect on a student's grade-point average. Students must accumulate 12 or more semester hours of residence credit before credit by examination is noted on transcripts.

### 5.3 Credit for Previous Experience

Matriculated students may earn credit based on previous experience for individual courses required in their program of study. To initiate the process, the student should petition the division responsible for the specific course(s), listing each course and a brief statement justifying its consideration. A faculty review committee, appointed by the Division Dean, will evaluate the student's proficiencies and make recommendations for credit. The student will be expected to demonstrate proficiencies equal to the performance standards of the course outline. The committee may recommend credit, no credit, or

recommend credit contingent upon further demonstration of student proficiencies. The recommendation for credit must be approved by the Division Dean and the Vice President for Academic Affairs.

Credit earned for previous experience is not considered as earned in residence (see Residence Requirements - Associate Degree/Certificate). Credit earned for previous experience will be recorded as “credit” (CR) on transcripts, and will have no effect on a student’s grade-point average. Students must accumulate 12 or more semester hours of residence credit and pay a processing fee before credit for experience is noted on transcripts.

## 6.0 Classroom Expectations

### 6.0.1 The Right to Learn

The professor in the classroom and in conference will encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

### 6.0.2 Use of Electronic Devices in the classroom and other campus facilities

Technology use in the classroom is intended to enhance the learning environment for all students, and any use of technology that degrades the learning environment may be prohibited by the instructor. Any use of technology that promotes dishonesty or illegal activities is prohibited. Professional staff members in charge of academic facilities may also make rules concerning appropriate use of electronic devices. Consistent with College policy, it is the course instructor or the professional staff member who determines whether such usage is inappropriate.

### 6.0.3 Academic Complaint Procedures

A student wishing to file a complaint regarding an academic matter must begin the following process within six months after the end of the semester in which the grade for the course was issued:

- a. Consult with the instructor of the course in question. If an understanding or resolution is not achieved, or if this step is not feasible, the student may then
- b. Consult with the appropriate Division Dean. The Dean will consult with the involved faculty member and with the student and attempt to reach a mutually agreeable resolution. If an understanding or resolution is not achieved, the student may then
- c. Appeal in writing to the Vice President for Academic Affairs. The written appeal, detailing both the complaint and the results of their consultations with the instructor and with the Division Dean, should be delivered to the office of the Vice President for Academic Affairs. An appointment for consultation with the Vice President may be scheduled at that time. The faculty member involved will be notified that the student has appealed to the Vice President for Academic Affairs, and be given a copy of the student’s written appeal.
- d. Student complaints along with their resolutions will be filed in the Office of Academic Affairs. The Provost’s Council will review the complaints on an annual basis to determine if a pattern exists and will make a recommendation for changes to policies and/or procedures, if deemed appropriate.

Within 15 days of notification via memo from the Vice President, the faculty member may choose to provide a written reply which shall be considered in the disposition of the complaint. The faculty member may also schedule an appointment to consult with the Vice President for Academic Affairs.

Determinations and dispositions of complaints will be made by the Vice President for Academic Affairs of Schenectady County Community College within 30 days of receipt of the written complaint. The Vice President will consult with and notify the President of determinations and dispositions. The student will be notified in writing of the decision.

### 6.1 Course Requirements

Students will be provided a syllabus by their individual instructors during the first class session. This statement shall include the approved Student Learning Outcomes, a grading policy stating the relative weighting of the course requirements, and attendance-related policies used in determining the student’s final grade. If an instructor will not be using the full range of letter grades provided in section 7.1 this shall be put in writing in the statement of the course requirements.

- 6.1.1 Students are responsible for meeting course prerequisites and for promptly equipping themselves with such texts or materials as may be required for the course.

- 6.1.2 Instructors shall adhere to the course content as approved by the Academic Senate and reflected in the course outline supplied by the division responsible for the course.
- 6.1.3 All students must do their own work; cheating, plagiarism and other forms of academic dishonesty can result in a failing grade or another penalty as set forth in the code of conduct. Plagiarism is representing another person's work or ideas from any source as one's own without attributing credit.

## 6.2 Academic Integrity

- 6.2.1 Academic integrity is the foundation of institutions of higher learning, and students will act in accordance with the academic integrity guidelines of the College. The following guidelines apply to all courses offered by the College.
  - a. Each student's work will be her/his own work.
  - b. Each student will appropriately identify the work of others when it is incorporated into the writing of her/his papers, examinations, or oral presentations. This includes both direct quotations and paraphrased opinions and ideas.
  - c. Each student will follow the directions of the instructor with regard to permissible materials in a room at the times of tests and examinations.
  - d. Each student will proceed during examinations without any assistance whatsoever and without communicating in any way with another student while an examination is being conducted.
  - e. Each student will refrain from obtaining or disseminating the content of any examination prior to distribution by the instructor.
  - f. Except as directed by the instructor, students enrolled in laboratory sections will complete all observations and reports based solely on their own processing of the experiment or demonstration.
  - g. Each student will submit her/his work to only one instructor, unless she/he has the prior approval of all instructors involved.
  - h. Students will represent data and sources appropriately and honestly.

### 6.2.2 Violations of Academic Integrity

Violations of academic integrity include, but are not limited to:

- A. Plagiarism: The intentional or unintentional representation of another person's work as one's own. Examples include, but are not limited to:
  - i. Quoting, paraphrasing, or summarizing another's work without appropriately acknowledging the source.
  - ii. Using another's research without acknowledging the source.
  - iii. Submitting another's paper, purchased or otherwise obtained, as one's own.
- B. Cheating on Examinations: Looking at another's work, using or bringing materials not permitted by the instructor during the exam, communicating with another student, receiving any kind of assistance including but not limited to assistance from electronic devices, during an examination, and obtaining or disseminating the content of an examination prior to its distribution by the instructor.
- C. Multiple Submission: Submitting any work, even one's own, to more than one instructor, without the permission of those instructors.
- D. Facilitating Academic Dishonesty: Knowingly allowing another student to use one's work or cheat from one's exam.
- E. Fabrication: Falsifying or inventing information in any situation, including but not limited to data for lab or researched project.

### 6.2.3 Consequences of Violating Academic Integrity:

The following are the College's guidelines for consequences for violating academic integrity, but the student must consult the course syllabus, since the instructor will determine the consequences for each course. Consequences may include, but are not limited to, one or a combination of the following penalties:

- A. Oral or written warning. Deduction of points, grade of "F" or "O" for the assignment, project, or exam.
- B. Failure of the course. Disciplinary action by the Student Affairs Office. Results of disciplinary actions are outlined in the Student Code of Conduct.

### 6.3 Attendance

Students are responsible for maintaining prompt and continuous attendance in all classes and continue to be responsible for any assignments or materials presented in their absence.

- 6.3.1 The degree to which absences and lateness affect a student's final grade will be determined by the individual instructor and stated in his/her course syllabus.
- 6.3.2 Excused Absences. A student's absence from class may be excused when the student's absence is for a religious observance, as defined by Education Law, State of New York, 244-A. Instructors may require a student to complete a reasonable amount of coursework to make up for the student's absence.
- 6.3.3 Administrative Withdrawal for Non-Attendance. SUNY SCHENECTADY permits an instructor to request the administrative withdrawal of a student from a course when the student has failed to attend classes for at least two consecutive weeks and has failed to contact the instructor to provide a basis for his or her absences. Administrative withdrawal for non-attendance may be initiated at any time during, but not after, the withdrawal period (as defined by Section 3.10—in a regular semester, from the beginning of the third week of classes to the end of the eleventh week of classes). Administrative Withdrawal is considered initiated once the instructor submits an Administrative Withdrawal request to the instructor's Dean.

In order for a student to be administratively withdrawn from a course for non-attendance, the following steps must be taken:

- 1) The instructor must include on his/her syllabus a clear attendance policy and a statement that missing two consecutive weeks of class without contacting the instructor could result in an administrative withdrawal. The statement must make clear that the student is responsible for determining how such administrative withdrawal may affect his or her financial aid and academic status.
- 2) The instructor must keep an attendance record, regularly available to the student during the semester, that provides documentation of two-weeks of continuous absence, and the instructor must be prepared to provide this record in case of appeal.
- 3) When a student has missed at least two consecutive weeks of class and has not contacted the instructor to provide a basis for his or her absences, the instructor must send a written warning (electronic is acceptable) to the student notifying the student that s/he may be subject to administrative withdrawal, unless s/he returns to class, or provides the instructor with a justifiable reason for the student's continued absence. If the student fails to contact the instructor or provide a reason for the absences within one week, the instructor may complete a request to the instructor's Dean to initiate the process for the student's administrative withdrawal from the class due to non-attendance.
- 4) Upon receipt of the instructor's request, the Dean will notify the student that s/he will be going forward with the administrative withdrawal process, unless the student provides the Dean a justifiable reason for the absences within two days. If the Dean does not receive a response from the student within two days, the Dean will authorize the Registrar to complete the administrative withdrawal. The Registrar will then do so, and send notice of the administrative withdrawal to the student. The notice will include a description of the appeals process and a statement that the student is responsible for determining how such administrative withdrawal may affect his or her financial aid and academic status.
- 5) The student, on receiving notification that s/he has been administratively withdrawn from a course, may appeal the decision in writing to the Vice President for Academic Affairs. This appeal must be received by the Vice President for Academic Affairs within one week of the date the Registrar gave notice of the administrative withdrawal. The Vice President (or, if s/he is unavailable, the Assistant Vice President for Academic Affairs) will then make a decision within 3 business days of the receipt of the appeal letter. The student will then be notified of this decision. The decision of the Vice (or Assistant Vice) President for Academic Affairs is final. If an administrative withdrawal is successfully appealed, the student may return to class and will not be penalized for absences accrued during the appeal process. The student also will be allowed to make up all work missed during the appeals process.

### 6.4 Mid-Term Status

At the end of the seventh week of classes in a regular semester, current grade status is submitted online by all teaching faculty.

## 6.5 Field Trips

Faculty are encouraged to make the most effective possible use of the resources in the community and neighboring areas of the State which supplement the facilities of the College and contribute directly to the instructional program. All field trips must be directly related to the academic program or course-work of the course(s) sponsoring the trip. Since field trips are excursions of the students away from campus for intervals of time which may be in excess of the normal laboratory period, certain side-effects may be incurred such as conflicts with schedules of other courses, use of vehicles and services of other members of the faculty, administrative expense, etc. It is essential, therefore, that such excursions or field trips be carefully planned and supervised by the faculty members/professional staff involved.

- 6.5.1 Field trips may be taken only as approved in advance by the Vice President for Academic Affairs.
- 6.5.2 Unless made within the confines of a regular laboratory period, field trips may not be made during the first or last week of a semester.
- 6.5.3 Notification of the field trip, including a roster of students, must be given to all concerned faculty members and administration one week in advance (two weeks in advance whenever possible).
- 6.5.4 Students should make provision to make up lost time in other courses for missed content and work.
- 6.5.5 Approved field trips must abide by college travel policy.

## 6.6 Independent Study

An independent study project is an organized experience independently pursued by a student under the direction of a faculty member.

- 6.6.1 Matriculated students with a cumulative grade-point average of at least 2.50 are eligible to request an independent study course through a faculty member willing and able to supervise the project. An independent study proposal must be recommended by the appropriate Division Dean and subsequently approved by the Vice President for Academic Affairs prior to registration for the course by the student.
- 6.6.2 Independent study may be used to earn credit for a course in the College curriculum. In such cases, the independent study will utilize the current course outlines, and the existing course number and title will be used when the study is documented on the student's transcript. The study will carry the same number of credits as are assigned to the course in the curriculum. The independent study proposal must include the justification of the student's need to pursue the course on an independent study basis for the term in which the study is to be undertaken.
- 6.6.3 Independent study may also be used to earn credit for a course not included in the College curriculum. In such cases a complete course outline must be developed with the supervising faculty member recommending an appropriate credit value (one to four credit hours) for the study. The independent study proposal will include the course outline and will be added to the master file and to the student's record. The course number will be 299, the three-letter alpha prefix will indicate the discipline, and the course title will be the name of the independent study project.
- 6.6.4 A student is limited to one independent study project per semester.
- 6.6.5 Completed independent study projects are graded "A" through "F" except for courses in the College curriculum which require a P-F grade.

## 6.7 Final Examinations

The use of a final examination will be at the discretion of the academic division involved and will be so stated in the course outline.

- 6.7.1 All final examinations must be held during the final examination period.
- 6.7.2 Students who are scheduled for more than two final exams in the same day may request that all exams in excess of two be rescheduled. Any student who seeks a rescheduling of final exams must first consult with all instructors involved in an attempt to resolve the exam overload. If the overload cannot be resolved in this manner, the instructors of the student's third and fourth exams will reschedule their exams. All requests for rescheduling must be made no later than seven calendar days prior to final exam week.
- 6.7.3 Students scheduled for more than one examination in a single time period shall be liable for the examination that is listed first on the Examination Schedule. (For each period specified in the Examination Schedule, the order in which examinations are listed shall be determined by a formal randomization process, under the supervision of the Vice President for Academic Affairs.) Examinations in conflict with the one listed first shall be

rescheduled at a time and place mutually agreed upon by the student and instructor(s) involved. In no case may a conflict examination be rescheduled to conflict with a regularly scheduled examination; nor may a conflict examination be rescheduled for a day in which two other examinations already have been scheduled for that student, unless he/she waives the rescheduling provision of Section 6.7.2.

## 6.8 Experimental Course

An experimental course is credit-bearing but is not included in the permanent College curriculum. The course may be taught for no more than two semesters within two consecutive academic years. It enables a division to be innovative in course development, to test student interest in a specific subject area, or to provide for identified special needs.

- 6.8.1 A complete course outline must be approved by the division, the Curriculum Committee, and by the Vice President for Academic Affairs prior to its inclusion in the schedule for the term in which it is first offered.
- 6.8.2 For an experimental course to become part of the permanent College curriculum, the division must initiate the standard procedure for the approval of new courses at any time following the first offering of the experimental version of the course. Part of the submission to the Curriculum Committee shall be a report on the findings of any experimental offerings held until that time.

## 7.0 Academic Status

### 7.1 Grading System

The following chart represents the official grading system with numeric equivalents. Grades are assigned by instructors for students and carry the grade points indicated per credit.

<u>Grade</u>	<u>Numeric Equivalent</u>	<u>Definition</u>	<u>Grade Points Per Credit</u>
A	93-100	Excellent	4.00
A-	90-92		3.67
B+	87-89		3.33
B	83-86	Good	3.00
B-	80-82		2.67
C+	77-79		2.33
C	73-76	Average/Satisfactory	2.00
C-	70-72		1.67
D+	67-69		1.33
D	63-66	Poor	1.00
D-	60-62		0.67
F	Below 60	Failure	0.00

- 7.1.1 The following special grades have no impact on a student's G.P.A.

<u>Grade</u>	<u>Definition</u>
P	Pass C (2.00) or better Pass/Fail courses only
F (in P/F classes)	F Fail (below C/2.0) Pass/Fail courses only
AU	Audit
AW	Administrative Withdrawal
CR	Credit for previous experience or examination
I	Incomplete
MW	Military Withdrawal
NC	Non-Credit
NR	Grade has not yet been reported
T	External transfer assigned as previously defined
W	Withdrawal

- 7.1.2 A correction to an error in a final grade assignment is the responsibility of the course instructor and must be submitted in writing by the instructor within the 60 calendar day period from the date that final grades for the term are due. Any corrections after the 60 calendar day period must be approved by the Vice President for Academic Affairs. If it becomes impossible for the instructor to make such corrections to a final grade, any related decision will be based upon the recommendation of the Division Dean and approval by the Vice President for Academic Affairs.

## 7.2 Grade-Point Average

A student's grade-point average is determined by dividing the total grade-points earned in residence credit-bearing courses by the corresponding total credit hours attempted. Only the highest grade of a repeated course is included.

## 7.3 Graduation Honors and Awards

Degree recipients with a cumulative grade-point average of 3.70 or higher graduate with high honors.

7.3.1 Degree recipients with a cumulative grade-point average from 3.20 to less than 3.70 will graduate with honors.

## 7.4 Semester Honors

Matriculated students are eligible for semester honors in a given semester. Students who receive a grade of F or AW in that semester are not eligible for semester honors.

Students who receive a grade of "I" will not be considered for semester honors in that semester, with the following exception: students who complete the course within three weeks of the end of the final exam period may apply for semester honors with the Registrar by the third week of the subsequent semester.

7.4.1 A student's name is placed on the President's List for each semester in which the student has earned a grade-point average of 3.70 or higher while completing at least 12 credit hours that term.

7.4.2 A student's name is placed on the Dean's List each semester in which the student has earned a grade-point average from 3.20 to less than 3.70 while completing at least 12 credit hours that term.

7.4.3 A part-time student's name will be placed on the President's List or Dean's List if the student meets the GPA requirements as stated in 7.3.1, while completing 6 to 11 credit hours that semester and having a cumulative earned total of at least 12 credit hours.

## 7.5 Academic Review

Student progress toward meeting graduation requirements in degree or certificate programs will be reviewed at regular intervals. The first review will occur when a student has either attempted twelve credit hours or registered for twelve credit hours. Subsequent reviews will occur at the end of each succeeding term. The cumulative GPA is computed as defined in Section 7.2. It is based on credit hours attempted, that is, credits generated by courses for which one has received a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F.

### 7.5.1 Fresh Start

Fresh Start applies to students who return to SUNY SCHENECTADY after an absence of two or more years and successfully earn 12 credits with a GPA of at least 2.00. Students may petition the Registrar's Office to have their former academic record before the two year absence accepted in the same manner as if the credits were transfer credits. That is, any earned credits will be carried forward for up to 30 hours of credit in which a grade of "C" or higher was earned. The student's cumulative GPA will be based only on credits earned subsequent to the student's re-entry. The student's complete record, before and after academic forgiveness, will remain on the transcript. Fresh Start can be applied only once during a student's career at SUNY SCHENECTADY.

Regulations for federal and state financial aid eligibility require that the credits attempted and GPA from all previous SUNY SCHENECTADY coursework is included in the calculation of Satisfactory Academic Progress for financial aid eligibility.

## 7.6 Satisfactory Academic Progress (SAP)

A matriculated student is considered to be in satisfactory academic progress at the end of a term and for the subsequent term if the student maintains a level above the point of dismissal according to the criteria in Sections 7.6.1 and 7.6.2.

### 7.6.1 Satisfactory Progress

A student is considered to be making satisfactory progress if he/she maintains a cumulative GPA above the level of dismissal as defined in the table below:

<u>Total Credit Hours Attempted</u>	<u>Dismissal Cumulative GPA</u>
0-11	0
12-23	Below 1.00
24-35	Below 1.50
36-47	Below 1.80
48 and above	Below 2.00



“Total credit hours attempted” in the chart above include all credit in residence at Schenectady County Community College—both developmental and college level. In addition, applicable transfer credits are included in the total credit hours attempted, but they are not included in the calculation of the GPA.

- 7.6.2 When a student has not met the requirements for Satisfactory Academic Progress (SAP), he/she will be notified by the Registrar. Dismissed students will be dropped from their classes.

#### Academic Warning, Dismissal and Probation

1. If a review at the end of a term indicates that the student does not meet the requirements of Satisfactory Academic Progress, the student will be placed on Academic Warning for the subsequent term in which the student enrolls. During the Academic Warning period, the student is limited to enrollment of no more than 13 credits. A student who still does not meet the SAP standards at the end of the warning period will be dismissed from his/her program.

2. A student who is dismissed from his/her program will need to submit an application for readmission and an academic plan for approval by the Readmission Committee. The academic plan, developed with the assistance of an academic advisor, will outline the process the student will need to follow in order to meet the requirements for SAP. Readmitted students will be placed on Academic Probation for one semester (fall or spring).

Students on probation may not hold student office, participate in intercollegiate functions or serve as public representatives of the College. During the probationary period, these students may be limited to enrollment in 13 credit hours.

3. If the student fails either to return to SAP status or to meet the conditions outlined in the academic plan at the end of the semester in which he/she was readmitted, the student will be dismissed from his/her program.

#### 7.7 Readmission

Academically dismissed students may apply for readmission to the College for any term. Application for readmission must be received at least ten days prior to the first day of the term.

- 7.7.1 Students who were previously dismissed for pursuit of program requirements and have a 2.0 cumulative GPA will be readmitted once the appropriate readmission form is completed and returned. This must be done prior to the beginning of the semester.
- 7.7.2 Readmission must be approved by the Vice President for Academic Affairs. This approval is based on the decision of an ad hoc committee appointed by the Vice President for Academic Affairs. Membership is confidential. The committee is responsible for: (1) reviewing each applicant’s academic progress and (2) evaluating each applicant’s potential for successful continuation and program completion, and (3) deciding to grant or deny the student’s readmission. The committee may also determine conditions to serve as a guide for successful continuation as well as a basis for future readmission decisions. The Registrar will notify the student of the committee’s decision, including any restrictions.
- 7.7.3 Readmitted students will be subject to the program requirements in effect at the time they are reinstated as matriculated students, or will be determined by the Division Dean as specified in Section 4.2.
- 7.7.4 If a student is not readmitted, a written appeal may be submitted to the Vice President for Academic Affairs not later than ten days after the decision has been made. The Vice President for Academic Affairs will review the readmission application, documentation, any other pertinent information, and will then render a decision. The decision of the Vice President for Academic Affairs will be final.

## 8.0 Graduation Requirements

### 8.1 Graduation Process

After the add/drop period in the fall, spring and summer terms, the Registrar’s Office will create a list of students who are eligible for graduation in both certificate and associate degree programs in that semester as defined by 8.2 and 8.4. Students will be notified by the Registrar’s Office that upon successful completion of the semester they will be granted their certificate or degree.

### 8.2 Degree Programs

Students must meet each of the following academic requirements to be eligible for an Associate Degree.

- 1) Candidates must meet the program requirements in effect at the time of their matriculation and earn a cumulative grade-point average of at least 2.00.
- 2) Candidates must be matriculated in the program from which they wish to graduate at least one semester prior to graduation and meet the residence requirements for degree programs.
- 3) Candidates must be recommended for graduation by vote of the Academic Senate, approved by the Board of Trustees, or be approved by the Vice President for Academic Affairs when the vote is based on incorrect information.

8.2.1 Certain requirements may have been waived as provided for elsewhere in this Code.

8.3 A student who dies prior to the completion of requirements will be eligible for a posthumous awarding of the degree or certificate if at the time of death all requirements had been met or he/she was enrolled in the appropriate courses for completion at the time of death and the overall grade point average was 2.00 or higher.

#### 8.4 Certificate Programs

Students must meet each of the following academic requirements to be eligible for a certificate:

- 1) Candidates must meet the program requirements in effect at the time of their matriculation and earn a cumulative grade-point average of at least 2.00.
- 2) Candidates must be matriculated in the program for which they wish to graduate at least one semester prior to graduation, and meet the residence requirements for certificate programs.
- 3) A student who dies prior to the completion of requirements will be eligible for a posthumous awarding of the degree or certificate if at the time of death all requirements had been met or he/she was enrolled in the appropriate courses for completion at the time of death and the overall grade point average was 2.00 or higher.
- 4) Candidates must be recommended for graduation by vote of the Academic Senate, or be approved by the President of the College when the Academic Senate vote is based on incorrect information.

#### 8.5 Discounting Grade

For the purpose of meeting the minimum graduation grade-point average requirement, a student may petition the Vice President for Academic Affairs to discount grades of C- or lower from the cumulative grade-point average. For the petition to be considered, the courses must not be required in the program in which the student is matriculated for graduation. Any courses which may serve as specific electives in the program of matriculation cannot be discounted. Petition for discount must be made in writing during the semester of graduation and requires the recommendation of the appropriate Division Dean. Petitions will be considered at the time of final graduation audit and may be granted at the sound discretion of the Vice President for Academic Affairs whose decision shall be final. The student's cumulative GPA on the transcript will remain unchanged. The Registrar will report to the Academic Senate each year the number of proposed graduates who have been affected by the implementation of this process.

#### 8.6 Participation in Commencement Ceremony

Candidates for degrees, certificates and credit-bearing microcredentials can participate in SUNY Schenectady's Commencement ceremony held in May if they:

- graduated from a certificate or degree the December prior, or
- are expected to complete their degree and/or certificate requirements by the end of the spring semester of the current academic year and are registered for those courses, or
- are pending August graduates who are registered for all remaining degree or certificate requirements to complete their program by the end of the summer semester while honoring the limitations on course loads in 3.5, or
- have been awarded a credit-bearing microcredential during the fall or spring semester of the current academic year or are registered for the courses required for and are expected to complete all requirements of a SUNY SCHENECTADY microcredential by the end of the spring or summer semester. Students enrolled in microcredentials also have the course load limitation found in 3.5 of the academic code.

- 8.6.1 Final clearance for degrees, certificates and microcredentials will be completed after the Commencement ceremony after final grades are submitted. Identification of Honors at the Commencement ceremony will be for degrees only. Honors at the ceremony will be based on the student's cumulative grade point averages excluding the final spring semester grades. Participation in the Commencement ceremony does not ensure the degree or certificate will actually be awarded.

8.6.2 All members of the professional staff, designated as members of the Academic Senate, assume a professional obligation to participate in Commencement Exercises.

### 8.7 Additional Degree or Certificate

Students may earn an additional degree or certificate provided that the secondary program is essentially different from the primary program (i.e., the secondary program includes at least 15 credit hours of requirements not in common with the primary program), and that all degree or certificate requirements for both programs have been met.

8.7.1 Courses applied to the primary program may be applied to the secondary program; however, a minimum of 15 credit hours (residence credit) above the total credit hour requirements of the primary program must be completed.

8.7.2 An additional degree or certificate may be pursued in one of two ways:

- (1) subsequent to the completion of the primary program requiring readmission and matriculation into the secondary program, or
- (2) simultaneously with the primary program (in which the student is matriculated) allowing for application to graduate from both programs at the same time.

8.7.2.1 An additional degree or certificate may be pursued simultaneously after the student has earned 12 or more credits at SUNY SCHENECTADY with a 2.5 or higher cumulative grade point average.

## Appendix A:

Synopses of State University of New York and University of the State of New York Policies and Guidelines Cited in the Academic Code, and Other Supplemental Information.

### A1. Full Opportunity

Under the State University of New York Policy on Full Opportunity, the College is obligated to provide automatic acceptance to residents of Schenectady County who, during the previous year, graduated from high school or returned from service in the armed forces. This obligation is subject to appropriate deadlines established by the College in its admissions procedures.

The College agrees to provide such testing and evaluation as it finds necessary to determine the academic needs of its applicants and to provide, to the best of its ability, those developmental and ancillary services necessary to give its students a full opportunity for academic success.

The Full Opportunity concept does not prevent the College from establishing programs based on special arrangements with other institutions and placing restrictions on admission to such programs based on the terms of those arrangements.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 requires all colleges and universities to provide appropriate academic accommodations for all qualified students with a disability.

### A2. Degree Distribution Requirements

The State Education Department provides that associate degrees may be granted for the completion of 60 semester credit hours of credits. The nature of the degree awarded depends upon the distribution of courses taken in three main areas: the humanities, the natural sciences or mathematics, and the social sciences.

An associate in arts degree program must contain at least 48 semester credit hours with reasonable distribution among the three areas and depth in some.

An associate in science degree program must contain at least 30 semester credit hours in the three areas with reasonable distribution and depth in one.

An associate in applied science degree must contain at least 20 semester credit hours balanced among the three areas.

### A3. Credit Hour Definitions

State University of New York definitions indicate that a semester credit hour of credit is awarded for the equivalent of (1) fifteen class periods with a normal expectation of two hours of outside study for each class period, or (2) forty-five practicum periods with little or no outside preparation expected, or (3) thirty practicum periods with substantial outside preparation required, or (4) forty-five 50 minute sessions of student academic activity given initial guidance, review, criticism, and final evaluation.

A class period is a fifty-minute period in which a group teaching method is employed, including recitations, lectures, discussion, demonstrations, or combinations of these.

A practicum period is a fifty-minute period devoted to the direction and guidance of student application and/or development of principles and concepts in a particular physical environment. Included are laboratory, studio periods, drafting work, and field trips.

Guidelines are also provided for awarding credit by examination and for experimental learning.

#### A4. Approved Guides

Guides which have been approved for evaluating transfer credits for course work taken in non-collegiate institutions include:

“A Guide to Educational Programs in Non-Collegiate Organizations” published by the State Education Department.

“A Guide to Educational Experiences in the Armed Forces” published by the American Council on Education.



## Your Health Matters. SUNY Schenectady is smoke-free.

SUNY Schenectady is committed to providing its employees, students, and visitors with a safe and healthy environment. To that end, the use of tobacco products including electronic cigarettes, is not permitted at any time on College grounds or in College facilities.

Pursuant to federal requirements and existing SUNY policy, the use, possession, cultivation, and sale of cannabis remains prohibited on SUNY campuses and subject to code of conduct or disciplinary actions.

To read the entire SUNY Schenectady Tobacco-Free Policy, please go to the College website and click on About Us and then Policies and Procedures.

## Apply for a Scholarship!

The SUNY Schenectady Foundation offers more than 200 scholarships to both current and prospective students. Awards range from \$250 to \$5,000, and are an easy way to offset educational expenses and SUNY Schenectady tuition. Scholarships are open to full-time and part-time students, based on academic performance, degree program, career goals, personal interests, and/or financial need. The application process opens in October 2022 for students planning to be enrolled at SUNY Schenectady in Fall 2023.

Please visit [www.sunysccc.edu/scholarships](http://www.sunysccc.edu/scholarships).

*“The support from this scholarship will help lessen the burden of costs at school over the next year while I finish my degree.”*

**SUNY** SCHENECTADY  
COUNTY COMMUNITY COLLEGE  
FOUNDATION



## We Love SUNY Schenectady Alumni!

The SUNY Schenectady Foundation invites all Alumni to stay in touch after graduating! Submit a Class Note to let your fellow alumni know what you have been up to. Request your official Alumni ID Card so you can unlock special discounts at a variety of local businesses, and keep access to SUNY Schenectady resources including the Academic Computing Lab, the new Learning Commons, and Career Services. To do all this and more, check out the website at [sunysccc.edu/Alumni-Give](http://sunysccc.edu/Alumni-Give) or contact the SUNY Schenectady Foundation at [scccfoundation@sunysccc.edu](mailto:scccfoundation@sunysccc.edu) or 518-381-1324.



# Save the Date

Commencement 2023 is Thursday, May 18!



SUNY Schenectady County Community College  
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[www.sunysccc.edu](http://www.sunysccc.edu)

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