

**SUNY SCHENECTADY**  
COUNTY COMMUNITY COLLEGE

# **STUDENT HANDBOOK**



**Student Rights and Responsibilities | 2026-2027**



## College Mission Statement

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

## College Vision Statement

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

## Pillars of Success

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

## Accreditation

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SUNY Schenectady County Community College is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE or the Commission) [www.msche.org]. SUNY Schenectady's accreditation status is Accreditation Reaffirmed. The Commission's most recent action on the institution's accreditation status on June 27, 2019 was to reaffirm accreditation status. MSCHE is recognized by the U.S. Secretary of Education to conduct accreditation and pre-accreditation (candidate status) activities for institutions of higher education including distance, correspondence education, and direct assessment programs offered at those institutions. The Commission's geographic area of accrediting activities is throughout the United States.

The College is also an accredited institutional member of the National Association of Schools of Music. The Culinary Arts A.O.S. degree program is accredited by the American Culinary Federation Education Foundation. The Air Traffic Control Program is certified by the Federal Aviation Administration to offer an Enhanced AT-CTI degree.

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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## STUDENT CODE OF

|               |       |
|---------------|-------|
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# 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 Center for the Arts
- 11 Kindl Building
- 12 Center City
- \* Main Entrance/Welcome Center

## SUNY Schenectady Extension Sites

Center for the Arts - 13 State Street, Schenectady NY 12305  
 Center for Aviation Science - 8 Tower Road, Schenectady, NY 12302  
 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 Casola 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  
 EOP Room 104 518-381-1279  
 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

Academic Advisement Room 100 518-381-1277  
 Career and Transfer Services Room 100 518-836-2807

### 7. Center for Science and Technology

CSTEP Lounge Room 304  
 CSTEP Office and Director Room 305 518-381-1409

### 8. Elston Hall

|                                                  |                |              |
|--------------------------------------------------|----------------|--------------|
| Academic Affairs                                 | Room 302       | 518-381-1382 |
| Academic Computing Lab                           | Room 529/530   | 518-381-1213 |
| Admissions                                       | Welcome Center | 518-381-1366 |
| Athletics                                        | Room 222       | 518-381-1378 |
| ASAP                                             | Room 222       | 518-381-1355 |
| Biotechnology Laboratory and Research Facility   | Sixth Floor    |              |
|                                                  | Room 103       |              |
| The Boucherie                                    | Second Floor   |              |
| Bridge Over State Street                         | Welcome Center | 518-381-1346 |
| Business Office (Student)                        | First Floor    |              |
| Casola Dining Room                               | Room 222-I     | 518-381-1315 |
| College in the High School                       | Room 109       | 518-377-1606 |
| College Store                                    | Room 222       | 518-381-1345 |
| Disability Resource Office                       | Room 309       | 518-381-1387 |
| Division of Liberal Arts                         | Room 312       | 518-381-1267 |
| Division of Math, Science, Technology and Health | Room 106       | 518-381-1283 |
|                                                  | Welcome Center | 518-381-1352 |
| eSports Arena                                    | Room 220       |              |
| Financial Aid                                    | Room 511       | 518-381-1218 |
| Food Pantry                                      | First Floor    |              |
| Human Resources                                  | Room 211       | 518-381-1364 |
| Lally Mohawk Room                                | Room 120       | 518-381-1323 |
| Liberty Partnerships Program                     | Room 100-A     |              |
| Marketing and Public Relations                   | Room 114       | 518-381-1304 |
|                                                  | Room 212       | 518-381-1348 |
| Pane e Dolci Bakery                              | Room 126       | 518-381-1324 |
| President's Office                               |                |              |
| Registrar's Office                               |                |              |
| Foundation & Alumni Office                       |                |              |

### School of Hotel, Culinary Arts and Tourism

|                               |                              |                       |
|-------------------------------|------------------------------|-----------------------|
|                               | Room 308                     | 518-381-1325          |
| Security                      | Casola Entrance and Room 341 | 518-381-1308 OR x5555 |
| Student Commons               | Ground Floor                 |                       |
| Student Government            | Room 220G                    | 518-381-1410          |
| Student Support Services      | Room 222                     | 518-381-1282          |
| 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. Center for the Arts - 13 State Street

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

### 11. Kindl Building - 201 State Street

Schenectady Outreach Center 518-631-2257

### 12. Center City - 433 State Street

Information Desk 518-621-2683  
 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.

 Handicap 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 to help you.

The *SUNY Schenectady Student Handbook, 2026-2027* 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 the opportunities the SUNY Schenectady community has to offer. Enjoy as many of them as you can. More than anything, know you have 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  
Associate Vice President of Student Affairs





# Important Campus Phone Numbers

Emergency Phone Numbers:

Campus Security: 518-381-1309

Fire, Paramedics, Police: Dial 911

| Name                                                         | Phone Number             | Room                        |
|--------------------------------------------------------------|--------------------------|-----------------------------|
| Academic Advisement Center .....                             | 518-381-1277 .....       | Stockade 100                |
| Academic Computing.....                                      | 518-381-1487 .....       | Elston 530                  |
| Admissions Office.....                                       | 518-381-1366 .....       | Elston Welcome Center       |
| ASAP (Advancing Success in Associate Pathways) .....         | 518-381-1355 .....       | Elston 222                  |
| Athletics .....                                              | 518-381-1378 .....       | Elston 222                  |
| Cafeteria.....                                               | 518-381-1330 .....       | Elston 020                  |
| Campus Safety Officer .....                                  | 518-381-1378 .....       | Elston 222G                 |
| Career and Transfer Services (Director) .....                | 518-836-2807 .....       | Stockade 100                |
| 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/Early College 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 Room (CST).....                                     | 518-381-1264 .....       | CST 200, 201                |
| Disability Resource Office .....                             | 518-381-1345 .....       | Elston 222                  |
| Duplicating Center.....                                      | 518-381-1379 .....       | Elston 005                  |
| Educational Opportunity Program and Access (Director).....   | 518-381-1281 .....       | Begley Learning Commons 104 |
| eSports Arena.....                                           | 518-381-1283 .....       | Elston 106                  |
| Faculty-Student Association .....                            | 518-381-1281 .....       | Elston 107                  |
| Financial Aid (Director) .....                               | 518-381-1353 .....       | Elston Welcome Center       |
| Financial Aid Office .....                                   | 518-381-1352 .....       | Elston Welcome Center       |
| 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                  |
| Labs                                                         |                          |                             |
| Biology (Elston) .....                                       | 518-381-1290 .....       | Elston 340, 336             |
| Chemistry/Physics (CST) .....                                | 518-381-1262 .....       | CST 202, 203                |

| <b>Name</b>                                              | <b>Phone Number</b>       | <b>Room</b>                       |
|----------------------------------------------------------|---------------------------|-----------------------------------|
| Learning Center Director .....                           | 518-381-1249 .....        | Begley Learning Commons 1st floor |
| Liberal Arts (Dean) .....                                | 518-381-1387 .....        | Elston 309                        |
| Liberty Partnerships Program (Director) .....            | 518-381-1364 .....        | Elston 222                        |
| <b>Library</b>                                           |                           |                                   |
| 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 .....        | Elston 222I                       |
| Security .....                                           | 518-381-1308 .....        | Elston Lobby                      |
| Student Activities .....                                 | 518-381-1340 .....        | Elston 223                        |
| Student Affairs, Associate Vice President .....          | 518-381-1378 .....        | Elston 222                        |
| Student Business Office .....                            | 518-381-1346 .....        | Elston Welcome Center             |
| Student Government Association Senate Office (SGA) ..... | 518-381-1410 .....        | Elston 220G                       |
| 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       |
| Veterans Certifying Official .....                       | 518-381-1271 .....        | Elston 212                        |
| Vice President for Academic Affairs .....                | 518-381-1382 .....        | Elston 302                        |
| Wellness and Support Services (Director) .....           | 518-381-1257 .....        | Elston 222                        |
| Workforce Development .....                              | 518-595-1101 ext. 3 ..... | Kindl Bldg.                       |

# Academic Calendar 2026-2027

\*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 2026

|                                     |                                                           |
|-------------------------------------|-----------------------------------------------------------|
| August 7 .....                      | Fall Tuition Due                                          |
| August 17-21 .....                  | Institute Week                                            |
| <b>August 24 .....</b>              | <b>Classes Begin</b>                                      |
| August 26 .....                     | 8-week: Last Day to Add                                   |
| August 28 .....                     | Full Term: Last Day to Add                                |
| August 28 .....                     | 8-week: Last Day to Drop*                                 |
| September 4 .....                   | Fall Session II Tuition Due                               |
| <b>September 7 .....</b>            | <b>College Closed</b>                                     |
| September 8 .....                   | Full Term: Last Day to Drop*                              |
| <b>September 14 .....</b>           | <b>Fall Session II Classes Begin</b>                      |
| September 16 .....                  | Last Day to Withdraw from First 5-Week                    |
| September 18 .....                  | Fall II: Last Day to Add                                  |
| September 25 .....                  | Fall II: Last Day to Drop*                                |
| October 1 .....                     | Last Day to Withdraw from 8-week Courses                  |
| <b>October 19 (8:30 a.m.) .....</b> | <b>Winter Session and Spring 2027 Registration Begins</b> |
| <b>October 19 .....</b>             | <b>Second Half Classes Begin</b>                          |
| October 21 .....                    | Second Half: Last Day to Add                              |
| October 23 .....                    | Second Half: Last Day to Drop*                            |
| November 9 .....                    | Last Day to Withdraw from Full Term or Fall II            |
| November 23 .....                   | Second Half: Last Day to Withdraw                         |
| November 25 .....                   | College closes at 5 p.m.                                  |
| <b>November 26-29 .....</b>         | <b>College Closed</b>                                     |
| December 8 .....                    | Last Day of Classes                                       |
| December 9-15 .....                 | Finals Week<br>(See Finals Week Schedule)                 |
| December 20 (8 a.m.) .....          | Final Grades Due                                          |
| <b>December 25-Jan. 1 .....</b>     | <b>College Closed</b>                                     |
| January 4 .....                     | Final Grades to be posted on or before this date          |

## Winter Session 2026/2027

|                          |                       |
|--------------------------|-----------------------|
| <b>December 28 .....</b> | <b>Classes Begin</b>  |
| December 28 .....        | Last Day to Add       |
| December 30 .....        | Last Day to Drop*     |
| <b>January 1 .....</b>   | <b>College Closed</b> |
| January 11 .....         | Last Day to Withdraw  |
| January 15 .....         | Last Day of Classes   |
| January 18 (noon) .....  | Final Grades Due      |
| January 19 .....         | Final Grades Posted   |

## Spring Semester 2027

|                         |                                                  |
|-------------------------|--------------------------------------------------|
| January 4 .....         | Spring Tuition Due                               |
| January 11-15 .....     | Institute Week                                   |
| <b>January 18 .....</b> | <b>College Closed</b>                            |
| <b>January 19 .....</b> | <b>Classes Begin</b>                             |
| January 22 .....        | 8-week: Last Day to Add                          |
| January 25 .....        | Full Term: Last Day to Add                       |
| January 25 .....        | 8-week: Last Day to Drop*                        |
| January 29 .....        | Spring II Tuition Due                            |
| February 1 .....        | Full Term: Last Day to Drop*                     |
| February 5 .....        | May Graduation Forms Due                         |
| <b>February 8 .....</b> | <b>Spring Session II Classes Begin</b>           |
| February 12 .....       | Spring II: Last Day to Add                       |
| February 19 .....       | Spring II: Last Day to Drop*                     |
| March 15-21 .....       | Spring Break                                     |
| <b>March 22 .....</b>   | <b>Summer/Fall 2027 Registration Begins</b>      |
| <b>March 22 .....</b>   | <b>Second Half Classes Begin</b>                 |
| March 24 .....          | Second Half: Last Day to Add                     |
| March 26 .....          | Second Half: Last Day to Drop*                   |
| April 12 .....          | Last Day to Withdraw from Full Term or Spring II |
| April 12 .....          | Last Day to Withdraw from 8-week Courses         |
| April 28 .....          | Second Half: Last Day to Withdraw                |
| May 7 .....             | Last Day of Classes                              |
| May 10-14 .....         | Finals Week<br>(See Finals Week Schedule)        |
| May 17 (noon) .....     | Final Grades Due                                 |
| <b>May 20 .....</b>     | <b>Commencement</b>                              |
| May 26 .....            | Final Grades to be posted on or before this date |

## Summer Session 2027

|                              |                                                |
|------------------------------|------------------------------------------------|
| May 22 .....                 | Summer Session Tuition Due for All Classes     |
|                              | Beginning May 24                               |
| June 18 .....                | Summer Session Tuition Due for All Classes     |
|                              | Beginning July 6                               |
| <b>May 24-July 15 .....</b>  | <b>Session I Summer 8-Week</b>                 |
| May 26 .....                 | Last Day to Add                                |
| May 28 .....                 | Last Day to Drop*                              |
| <b>May 31 .....</b>          | <b>Memorial Day/College Closed</b>             |
| June 18 .....                | Last Day to Withdraw                           |
| <b>June 19 .....</b>         | <b>Juneteenth</b>                              |
| <b>July 5 .....</b>          | <b>College Closed</b>                          |
| July 16 (noon) .....         | Final Grades Due for Session I Summer 8-Week   |
| <b>May 24-June 25 .....</b>  | <b>Session II Summer 5-Week</b>                |
| May 26 .....                 | Last Day to Add                                |
| May 27 .....                 | Last Day to Drop*                              |
| <b>May 31 .....</b>          | <b>Memorial Day/College Closed</b>             |
| June 9 .....                 | Last Day to Withdraw                           |
| <b>June 19 .....</b>         | <b>Juneteenth</b>                              |
| June 28 (noon) .....         | Final Grades Due for Session II Summer 5-Week  |
| <b>July 6-August 9 .....</b> | <b>Session III Summer 5-Week</b>               |
| July 7 .....                 | Last Day to Add                                |
| July 8 .....                 | Last Day to Drop*                              |
| July 29 .....                | Last Day to Withdraw                           |
| August 10 (noon) .....       | Final Grades Due for Session III Summer 5-Week |



# Fall 2026 Final Exam Schedule

## Wednesday, December 9 – Tuesday, December 15, 2026

The Final Exam Schedule for daytime courses 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, Monday only courses, and Tuesday only courses will be held on those days respectively during their regularly scheduled class time. Any exception to this schedule must be approved by the Vice President for Academic Affairs.

Chart 1

| Class start time         | Monday/Wednesday<br>and Wednesday only | Class start time         | Tuesday/Thursday<br>and Thursday only |
|--------------------------|----------------------------------------|--------------------------|---------------------------------------|
| 7:45 a.m. to 9:30 a.m.   | 1                                      | 7:45 a.m. to 9:30 a.m.   | 6                                     |
| 10:00 a.m. to 11:30 a.m. | 2                                      | 10:00 a.m. to 11:30 a.m. | 7                                     |
| 12:30 p.m. to 2:00 p.m.  | 3                                      | 12:30 p.m. to 2:00 p.m.  | 8                                     |
| 2:30 p.m. to 3:00 p.m.   | 4                                      | 3:00 p.m. to 4:00 p.m.   | 9                                     |
| 4:00 p.m. to 5:00 p.m.   | 5                                      | 4:30 p.m. to 5:00 p.m.   | 10                                    |

Chart 2

| Exam Period           | Wednesday | Thursday | Friday                                                                                  | Monday                                         | Tuesday                                         |
|-----------------------|-----------|----------|-----------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------|
| 8:00 a.m.-10:00 a.m.  | 1         | 6        | Wednesday<br>only classes,<br>Wednesday/<br>Friday<br>classes,<br>&<br>Make Up<br>Exams | Thursday only<br>classes<br>&<br>Make Up Exams | Friday only<br>classes<br>&<br>Make Up<br>Exams |
| 10:15 a.m.-12:15 p.m. | 2         | 7        |                                                                                         |                                                |                                                 |
| 12:30 p.m.-2:30 p.m.  | 3         | 8        |                                                                                         |                                                |                                                 |
| 2:45 p.m.-4:45 p.m.   | 4         | 9        |                                                                                         |                                                |                                                 |
| 5:00 p.m.-7:00 p.m.   | 5         | 10       |                                                                                         |                                                |                                                 |

## Evening and Weekend Courses

Wednesday, December 9, 2026 .....Wednesday Evening Courses Final Exams Held

Thursday, December 10, 2026.....Thursday Evening Courses Final Exams Held

Monday, December 14, 2026.....Monday Evening Courses Final Exams Held

Tuesday, December 15, 2026.....Tuesday Evening Courses Final Exams Held

# Spring 2027 Final Exam Schedule

Monday, May 10 - Friday, May 14, 2027

The Final Exam Schedule for daytime courses 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 Wednesday only courses, Thursday only courses, and Friday only courses will be held on those days respectively during their regularly scheduled class time. Any exception to this schedule must be approved by the Vice President for Academic Affairs.

Chart 1

| Class start time         | Monday/Wednesday,<br>Monday/Wednesday/<br>Friday, Monday/Friday,<br>and Monday only |
|--------------------------|-------------------------------------------------------------------------------------|
| 8:00 a.m. to 9:55 a.m.   | 1                                                                                   |
| 10:00 a.m. to 11:00 a.m. | 2                                                                                   |
| 12:30 p.m. to 1:30 p.m.  | 3                                                                                   |
| 2:30 p.m. to 3:00 p.m.   | 4                                                                                   |
| 4:00 p.m. to 4:30 p.m.   | 5                                                                                   |

| Class start time         | Tuesday/Thursday<br>and Thursday only |
|--------------------------|---------------------------------------|
| 7:45 a.m. to 9:30 a.m.   | 6                                     |
| 10:00 a.m. to 11:30 a.m. | 7                                     |
| 12:30 p.m. to 2:00 p.m.  | 8                                     |
| 3:00 p.m. to 4:00 p.m.   | 9                                     |
| 4:30 p.m. to 5:00 p.m.   | 10                                    |

Chart 2

| Exam Period           | Monday | Tuesday | Wednesday                                                                               | Thursday                                          | Friday                                          |
|-----------------------|--------|---------|-----------------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------|
| 8:00 a.m.-10:00 a.m.  | 1      | 6       | Wednesday<br>only classes,<br>Wednesday/<br>Friday<br>classes,<br>&<br>Make Up<br>Exams | Thursday only<br>classes<br>&<br>Make Up<br>Exams | Friday only<br>classes<br>&<br>Make Up<br>Exams |
| 10:15 a.m.-12:15 p.m. | 2      | 7       |                                                                                         |                                                   |                                                 |
| 12:30 p.m.-2:30 p.m.  | 3      | 8       |                                                                                         |                                                   |                                                 |
| 2:45 p.m.-4:45 p.m.   | 4      | 9       |                                                                                         |                                                   |                                                 |
| 5:00 p.m.-7:00 p.m.   | 5      | 10      |                                                                                         |                                                   |                                                 |

## Evening and Weekend Courses

Monday, May 10, 2027 .....Monday Evening Courses Final Exams Held

Tuesday, May 11, 2027 .....Tuesday Evening Courses Final Exams Held

Wednesday, May 12, 2027 .....Wednesday Evening Courses Final Exams Held

Thursday, May 13, 2027 .....Thursday 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 three-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 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 they take 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 affect 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, Associate Vice President 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>               |
| Omawattie Dwarka, IPS II.....                                   | <a href="mailto:dwarkaon@sunysccc.edu">dwarkaon@sunysccc.edu</a>               |
| Kristen Rossler, Clerical Aide .....                            | <a href="mailto:kristen.rossler@sunysccc.edu">kristen.rossler@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 built 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.

## Admissions Office

Elston Hall, Welcome Center | 518-381-1366

Fax: 518-836-2799

|                                                                          |                                                                        |
|--------------------------------------------------------------------------|------------------------------------------------------------------------|
| Mary Silvestri, Director of Admissions and Matriculated Enrollment ..... | <a href="mailto:silvesmt@sunysccc.edu">silvesmt@sunysccc.edu</a>       |
| David Gonzalez, Admissions Advisor .....                                 | <a href="mailto:gonzaldrm@sunysccc.edu">gonzaldrm@sunysccc.edu</a>     |
| Jacob Young, Admissions Advisor.....                                     | <a href="mailto:jacob.young@sunysccc.edu">jacob.young@sunysccc.edu</a> |
| Jessica Villanova, Information Processing Specialist III.....            | <a href="mailto:osierjl@sunysccc.edu">osierjl@sunysccc.edu</a>         |
| Erica White, Information Processing Specialist II .....                  | <a href="mailto:erica.white@sunysccc.edu">erica.white@sunysccc.edu</a> |

The Office of Admissions is located on the Ground Floor of Elston Hall in our student-focused Welcome Center. Regular in-person tours and virtual appointments are available by appointment and offered weekly, supplemented by a self-service and live virtual tour. Check the Admissions section of our website for a listing of dates. <https://sunysccc.edu/Admissions/Visit-Campus/index.html>

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

Elston Hall, Room 222 | 518-381-1378

Steve Fragale, Associate Vice President of Student Affairs.....[fragalsa@sunysccc.edu](mailto:fragalsa@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 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 Eastern College Athletic Conference, the College, and the Athletics Office. SUNY Schenectady has an eSports team and looks to offer additional sports in the near future. SUNY Schenectady eSports participates in the ECAC and SUNY eSports Leagues. Cheer for SUNY Schenectady at all events.

Intercollegiate athletics is an integral part of the College’s extracurricular activities. Participation in eSports is 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 Office of Student Affairs. SUNY Schenectady is a member of the National Junior College Athletic Association, Region III, and the Mountain Valley Conference. 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).

## 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 and Transfer Services

Academic Advisement, Career and Transfer Center (AACT), Stockade Building, Room 100  
518-836-2807 | [cts@sunysccc.edu](mailto:cts@sunysccc.edu)  
[www.sunysccc.edu/cts](http://www.sunysccc.edu/cts)

Dawn Jones, Director.....[jonesda@sunysccc.edu](mailto:jonesda@sunysccc.edu)  
Chastity Rios, Nontraditional Career Advisor.....[chastity.rios@sunysccc.edu](mailto:chastity.rios@sunysccc.edu)  
Jessica Rossler, Educational Assistant/Nontraditional Career Assistant.....[jessica.rossler@sunysccc.edu](mailto:jessica.rossler@sunysccc.edu)

The Career & Transfer Center is committed to helping students and alumni make informed, confident decisions about their careers and educational pathways. Our team provides personalized support, resources, and opportunities designed to guide you through each stage of your personal and professional development while at SUNY Schenectady and beyond.

We focus on three key stages:

## Self-Discovery: Understand Your Strengths and Goals

- Motivations and decision making
- Skills, talents, and values
- Learning style and mindset
- Skills and interest assessment
- Personality and leadership style
- Career and life goals
- Passions and interests

## Exploring Your World: Make Informed Choices



- Gather information to evaluate options and make intentional decisions.
- Career pathways related to your major
- Social and professional networks
- Workforce expectations and trends
- Alumni insights and employer feedback
- Industry training, certifications, and licensing requirements
- Employment outlook and salary projections
- Career fairs, employer events, and information sessions
- Professional and social networking opportunities
- Transfer college and program research tools

#### **Take Action: Build Experience and Move Forward**

- Apply your skills and develop a strategy for continuous growth.
- Volunteer and engage in service learning
- Join clubs and student organizations
- Participate in internships or experiential learning
- Create résumés, cover letters, and portfolios
- Strengthen your communication and interviewing skills
- Gain relevant work experience
- Design your job search or transfer
- Network with alumni and industry professionals

#### **Take the First Steps on Your Path to Career Success:**

- Attend orientations and student services workshops
- Review our website: [www.sunysccc.edu/cts](http://www.sunysccc.edu/cts)
- Meet with Career and Transfer staff to discuss your goals
- Refine your career and transfer plans with a career and transfer advisor
- Register on our job and internship database, College Central ([www.Collegecentral.Com/sunysccc](http://www.Collegecentral.Com/sunysccc)) to search for on and off campus opportunities
- Build or revise your résumé and professional materials
- Develop a professional online presence
- Explore internships, volunteering, clubs and organizations, and special projects
- Research transfer opportunities, employers, and industry trends
- Prepare for upcoming College and Career Fairs, Professional Presentations, and Community Events with guidance from staff
- Access professional attire from the Career Clothing Closet

## **Disability Resource Office**

**Elston Hall, Room 222 | 518-381-1345 | [disabilityresources@sunysccc.edu](mailto:disabilityresources@sunysccc.edu)**

The Disability Resource Office 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. for additional information about the Disability Resource Office.

#### **How to Obtain Academic Accommodations:**

Students who would like to request academic accommodations should contact the Disability Resource Office 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 Disability Resource Office 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:**

Disability Resource Office  
Elston Hall, Room 222  
SUNY Schenectady County Community College  
78 Washington Avenue  
Schenectady, NY 12305

### **When to Register with the Disability Resource Office:**

Students are encouraged to register for accommodations with the Disability Resource Office 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.

### **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 Disability Resource 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 Disability Resource Office Coordinator collaborates with all students registering with the Disability Resource 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 Disability Resource Office 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 [disabilityresources@sunysccc.edu](mailto:disabilityresources@sunysccc.edu).

## **Financial Aid Office**

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**Elston Hall, Welcome Center | 518-381-1468 | [financialaid@sunysccc.edu](mailto:financialaid@sunysccc.edu)**

Mark Bessette, Associate Vice President of Student Financial Services

Cynthia Decker, Associate Director of Financial Aid

Nicole Grant, Assistant Director of Financial Aid

Jean Bursi, Senior Financial Aid Specialist

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

- Applying for SUNY Schenectady Foundation Scholarships
- General financial aid advisement
- Assistance with financial aid applications
- Assistance with special circumstances
- Tuition or book deferrals
- Assistance with student loan applications
- Student work-study connections

## Fall 2026 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 | 1 to 5 credits     | \$250   |

If your financial aid is complete and your tuition bill is paid in full by August 14, 2026, you may be eligible for early bookstore credit beginning on August 17, 2026.

- 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 12, 2026

Student loans for the Fall 2026 semester only are required to be split into two disbursements. The Fall 2026 second disbursement will be mailed on November 2, 2026.

- III. Important: Any student who drops, withdraws, or stops attending their 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 they receive. It is the student's responsibility to determine the potential effect on their financial aid eligibility before they drop or withdraw 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.

## Spring 2027 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 | 1 to 5 credits     | \$250   |

If your financial aid is complete and your tuition bill is paid in full by January 8, 2027, you may be eligible for early bookstore credit beginning on January 11, 2027.

- 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 8, 2027

Student loans for the Spring 2027 semester only are required to be split into two disbursements. The Spring 2027 second disbursement will be mailed on March 29, 2027.

- III. Important: Any student who drops, withdraws, or stops attending their 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 they receive. It is the student's responsibility to determine the potential effect on their financial aid eligibility before they drop or withdraw 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.

## 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 associate, bachelors, master's 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 3 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 3 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” 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 participate in 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, they 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 their records and registration account.

#### **Policy**

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 they maintain a cumulative GPA at or above the level defined in the table below.

| <u>Total Credit Hours Attempted</u> | <u>Cumulative GPA</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 they have 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 (incomplete), or P (pass) for any course taken in residence (including the corresponding plus/minus grades). A grade of F (fail) or W (withdrawn) count as attempted credit hours but are not considered to be successfully completed.

| <u>Total Credit<br/>Hours Attempted</u> | <u>Minimum Number of Semester Hours Required<br/>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.

### Financial Aid Dismissal:

A student who does not meet the FASAP standards after the warning semester will be placed on Financial Aid Dismissal and becomes ineligible for federal financial aid. A student on Financial Aid Dismissal can regain their federal financial aid eligibility if they successfully appeal the determination or return to Good Financial Aid Standing after taking 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. The appeal must explain why they failed to make FASAP and what has changed in their situation that will allow them to make FASAP at the next evaluation. The committee reviewing the appeal has the right to request supporting documentation.

Financial Aid Academic Progress Appeals are submitted to the Financial Aid Office and will be reviewed by the Financial Aid Satisfactory Academic Progress Appeal Committee. 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. The committee can grant a student more than one term of probation in order to allow them to return to Good Financial Aid Standing. 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, though an academic plan could instead take the student to successful program completion. 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. They may attend classes without the use of federal financial aid. If by taking classes without the use of federal financial aid the student returns to Good Financial Aid Standing, they will regain federal 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 they were 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 their second academic year. The student must have a GPA 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. 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, or transfer credit evaluation the student has exceeded the maximum number of attempted credits they will no longer be eligible for federal financial aid programs at SUNY Schenectady unless an appeal of the maximum time frame has been approved. A student is considered to be progressing through their program(s) within the maximum allowable timeframe if they meet one of the following criteria:

1. A student who has successfully completed at least 66.67% of their attempted credits will be on track to complete their program(s) within the maximum timeframe, or
2. A student whose unsuccessful credits are less than 50% of their program length will be considered on track to complete their program within the maximum timeframe. If a student is seeking multiple degrees or certificates simultaneously this criterion will be based off of the longest program.

## Student Appeal of Maximum Time Frame:

A student who has exceeded the maximum time frame may appeal that status if they believe there are special circumstances. Examples of special circumstances would be injury, illness, death of a relative, prior completed degree or certificate at SUNY Schenectady, or other special circumstances. A student may submit an appeal to the Financial Aid Office. The Financial Aid Office will notify the student of the outcome of the appeal and if they 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 (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.

**Developmental Courses:** Developmental 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:** FASAP will be evaluated one time per semester once all grades are submitted. A student's FASAP status will be based on the grades available at that time. A grade change will be taken into account once FASAP is run for the student's subsequent semester of enrollment.

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

The table on the following page illustrates the 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. 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- developmental 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  |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|------|
| <b>Pursuit:</b><br>Minimum earned credits since last state-aid payment.<br><i>(measured in percentage of prior payment enrollment load)</i> | 0%  | 50% | 50% | 75% | 75% | 100% |
| <b>Progress:</b><br>Minimum cumulative credits earned                                                                                       | 0   | 6   | 15  | 27  | 39  | 51   |
| <b>Progress:</b><br>Minimum cumulative 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  |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|------|-----|-----|------|
| <b>Pursuit:</b><br>Minimum earned credits since last state-aid payment.<br><i>(measured in percentage of prior payment enrollment load)</i> | 0%  | 50% | 50%  | 75% | 75% | 100% |
| <b>Progress:</b><br>Minimum cumulative credits earned                                                                                       | 0   | 3   | 9    | 18  | 30  | 45   |
| <b>Progress:</b><br>Minimum cumulative grade point average                                                                                  | 0   | 0.5 | 0.75 | 1.3 | 2.0 | 2.0  |

- A grade equivalent of a withdrawn course 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 “developmental 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 developmental 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 “developmental 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.

## Student Government Association (SGA)

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Elston Hall, Room 220G | 518-381-1410 | [sga@sunysccc.edu](mailto:sga@sunysccc.edu)

SGA President, River Henrikson

SGA Vice President, Tejram Khagraj

Student Treasurer, Shiv Gopilall

Student Trustee, Hema Singh

Student Activities Advisor, Christina Charette, Elston Hall 223, 518-381-1340,.....[christina.charette@sunysccc.edu](mailto:christina.charette@sunysccc.edu)

SGA Bookkeeper: Donna Tessitore

The Student Government Association (SGA) is the “voice of the students.” The SGA Senate is the vehicle through which projects, real change, and improvements 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, Constitution and Judicial Committee, Council of Clubs and Organizations, Election Board, Intercultural Affairs Committee, Student Programming Board, Student Volunteer Committee, and Sustainability Committee. SGA is responsible for appropriately disbursing the Student Activity Fees. These funds are used for club programs, Student Activity events, athletics, and campus improvement projects and programs initiated by SGA.

SGA elections are held in April. Anyone interested in running for a seat on the SGA Senate should see any member of the SGA Election 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 academic year. Leadership skills are developed and enhanced throughout the academic year through training 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](https://sunysccc.edu/Current-Students/Student-Life-and-Resources/Student-Government/index.html)) or visit the Student Affairs Office, Elston 222.

**Join a Club, Organization or Athletic Program:** For opportunities to participate in the College's intercollegiate athletic program and for information regarding other student clubs and organizations, please contact Christina Charette at [christina.charette@sunysccc.edu](mailto:christina.charette@sunysccc.edu) or 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.

- American Culinary Federation (ACF)
- Anime Club
- Award Committee
- Budget and Finance Committee
- Constitution and Judicial Committee
- Criminal Justice Club
- Dance Club
- Debate Club
- Elections Board
- eSports
- Fitness & Wellness Club
- Gaming Club
- Garden Club
- Hospitality Club
- Intercultural Affairs Committee
- Lunch Bunch
- Meeting Professionals International
- Phi Theta Kappa International Honor Society
- PRIDE Alliance
- Student Programming Committee
- Student Senate
- Student Volunteer Organization (SVO)
- Sustainability Committee
- 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.

Please visit Elston Hall, Room 222, for more information regarding service on any of these committees.

**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, service as officers of the Faculty and 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

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**Elston Hall, Room 222 | 518-381-1257**

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 Disability Resource Office, the Food Pantry, and Counseling.

## Wellness and Support Services

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### Food Pantry

**Elston Hall, Room 220E | 518-381-1276**

Karen Smith, Food Pantry Coordinator ..... [karen.smith@sunysccc.edu](mailto:karen.smith@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 and two reusable bags are required at pickup. Referrals to additional community food resources are provided when necessary. For hours of operation, please check the College’s website.

### Counseling

**Elston Hall, Room 222 | 518-381-1336**

Sean Mullen, Counselor I ..... [sean.mullen@sunysccc.edu](mailto:sean.mullen@sunysccc.edu)

Many students seek help while in college. 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

To make an appointment for counseling, please contact Sean Mullen at [sean.mullen@sunysccc.edu](mailto:sean.mullen@sunysccc.edu) or 518-381-1336.

### Additional Support

- For individuals in crisis (including after regular business hours), call or text 988 to be connected with a trained confidential crisis counselor who will connect them with local resources, 24/7/365.
- Additional mental health support, longer-term counseling, and/or medication and management can be found on the [list of community mental health professionals](#) on the College website.
- The United Way offers free, confidential assistance in locating resources in the community; visit [www.211nyny.org](http://www.211nyny.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.



# Campus Life at SUNY Schenectady

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## Academic Code

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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

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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). Please refer to the Academic Calendar, located on page viii and in the College's Catalog, for add, drop, and withdrawal dates for full-term, half-term, and 12-week term sessions. Dates for short-term classes are available from the Registrar's Office.

## Athletic Team Colors

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SUNY Schenectady County Community College colors are royal blue and gold.

## Attendance

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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

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All students will have a mandatory SUNY Schenectady e-mail account using Outlook from Microsoft 365. 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.

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 the link that says "SCCC Email" located in the Quick Launch Pad on the left hand side of the screen.

Advantages of your new e-mail account:

- Use instant and text messaging services with Microsoft 365
- 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

## Caps and Gowns

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Cap and gown orders for those graduating in December, May, or August are taken in The College Store from mid-February through the week of Graduation. Late fees are assessed at a certain time in the ordering process. Look for more information on the College Store website under the “ID/Graduation” tab at <http://fsacollegestore.com/home.aspx>.

## Casola Dining Room

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The Casola Dining Room is adjacent to the Culinary Arts 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 á la carte service and banquets. Reservations are required.

## Certificate of Residence

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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, in the Welcome Center, 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, please visit 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

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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

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### 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, [rfitch@ywca-neny.org](mailto:rfitch@ywca-neny.org)

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. Most 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. Please call 518-381-1375 or email [scccd daycare@sunysccc.edu](mailto:scccd daycare@sunysccc.edu).

# The College Store

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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, 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, and 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 and less expensive than print books.

**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. 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 two weeks of the Summer Session. 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. Please visit [www.fsacollegestore.com](http://www.fsacollegestore.com) for more 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 other required 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 usually available in-store one month 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 Session 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, Room 212) can print one for you. A SUNY Schenectady Student Photo ID will be required for purchases made with a check.

## D2L-Brightspace

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SUNY Schenectady utilizes Brightspace, a learning 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.

## First Year Seminar

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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

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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

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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 Student Affairs, Elston Hall, Room 222. To request this information be sent to another college, please stop by the Student Affairs Division. This service is provided free of charge. For the entire policy and other more specific information, please visit [sunysccc.edu/Admissions/Already-Accepted-New-Student-Info/Immunizations.html](http://sunysccc.edu/Admissions/Already-Accepted-New-Student-Info/Immunizations.html).

## International Students

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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 a SUNY Schenectady SEVIS I-20 (Certificate of Eligibility) prior to registering for classes. Additionally, these students are required to report to Steve Fragale, Associate Vice President 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

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Report any lost or found items to the Security station, located inside Elston Hall, near the Casola Dining Room entrance or to the Security Office, Elston Hall, Room 341. 518-381-1308, [glasseja@sunysccc.edu](mailto:glasseja@sunysccc.edu).

## My SCCC Portal

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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

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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).

The Disability Resource Office is available to assist. Individuals requesting assistance with completing the voter registration form are encouraged to stop by the Disability Resource Office, 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. Or visit <https://sunysccc.edu/Current-Students/Student-Life-and-Resources/Voter-Information.html>.

## Off-Campus Housing

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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

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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.

## Publicity Off-Campus

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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 113.

## Rise Vision Digital Signage

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Rise Vision is a cloud-based digital signage platform used by the College to display important information on screens across campus. It enables staff to create, schedule, and manage content - such as announcements, safety alerts, event promotions, and general news - from a centralized system. The platform is widely used to communicate with students and staff, promote campus events and clubs, and provide timely updates and engaging digital content.

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

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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

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**Elston Hall, Welcome Center | 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](https://sunysccc.edu/Admissions/Paying-for-SUNY-Schenectady/Student-Business-Office/index.html).

## Student Code of Conduct - A Policy Overview

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The SUNY Schenectady County Community College Student Code of Conduct was updated and approved by the College's Board of Trustees in May 2025. 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](https://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 the student 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

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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)

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All students are required to obtain and display a SUNY Schenectady Student Photo Identification. This photo ID card 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, and the Schenectady YMCA. 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.

SUNY Schenectady has a "SUNY ID swipe access program" in place. During business hours, three doors to the College will remain open: the Welcome Center entrance, the Casola Dining entrance, and the School of Music entrance. All other exterior doors will only be accessible by waving your SUNY Schenectady college ID card over the black HID swipe box located adjacent to the entrance door. If you have any questions or any issues with your ID card, please contact the Campus Safety Office at 518-381-1308.

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.
- 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 Everbridge Emergency Notification System

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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 SUNY Everbridge, an emergency notification system utilizing e-mail, text messaging, and telephone voice messaging; most methods of social media (Facebook and Instagram), PC desktop 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 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 SUNY Everbridge 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, 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 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

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

# Academic Support Services

## Academic Advisement and Retention

Stockade Building, Room 100 | 518-381-1277 | [academicadvisement@sunysccc.edu](mailto:academicadvisement@sunysccc.edu)

|                                                                              |                                                                                  |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Mitzi Espinola, Director of Academic Advisement and Retention.....           | <a href="mailto:espinoma@sunysccc.edu">espinoma@sunysccc.edu</a>                 |
| Anna Westerman, Assistant Director of Academic Advisement and Retention..... | <a href="mailto:westerap@sunysccc.edu">westerap@sunysccc.edu</a>                 |
| Jacqueline Danek, Academic Advisor .....                                     | <a href="mailto:jacqueline.danek@sunysccc.edu">jacqueline.danek@sunysccc.edu</a> |
| Yvonne Goldman Academic Advisor.....                                         | <a href="mailto:yvonne.goldman@sunysccc.edu">yvonne.goldman@sunysccc.edu</a>     |
| Amy Student, Academic Advisor .....                                          | <a href="mailto:amy.student@sunysccc.edu">amy.student@sunysccc.edu</a>           |

Academic Advisement plays a vital role in supporting student success. Professional Academic Advisors guide students in developing comprehensive educational plans, exploring academic majors, and understanding institutional policies and procedures. Advisors also connect students with appropriate campus resources, helping them navigate challenges and opportunities. Advising services are designed to empower students through informed decision-making and thoughtful academic planning, fostering both academic achievement and personal growth.

### The Value of the Academic Advisement Center

The Academic Advisement, Career and Transfer Center (AACT) at SUNY Schenectady serves as a central resource for all current and prospective students seeking academic guidance. Services include assistance with academic and program planning, course scheduling, program changes, withdrawals, transfer opportunities, and referrals to appropriate campus offices or individuals when needed.

Advising is available in-person, virtually, or by phone, and can be accessed by appointment or on a walk-in basis.

To make the most of your advising session, it's recommended that you bring your curriculum worksheet, Degree Works degree audit, and a tentative class schedule. For continued success, students are encouraged to familiarize themselves with college policies, procedures, and the wide range of campus services available.

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 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 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 advisors in the Advisement Center, located in the Stockade Building, Room 100.

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, and online.
- Also be aware of the class location: Main Campus or online.
- Balance your schedule with other obligations in mind, such as family and work.
- 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 correct courses for transferability, contact your Academic Advisor.

### **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 Starfish 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.

### **Academic Advisement: Student Responsibilities**

#### **Know College Policies And Procedures**

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

### **Prepare For Academic Advising Appointments**

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 each semester.

### **Process All Necessary Paperwork**

Students must obtain all necessary forms and signatures for academic status changes.

### **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.

## **Advancing Success in Associate Pathways (ASAP)**

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### **Elston Hall, Room 222**

Kevin K. Dean, Executive Director ..... [kevin.dean@sunysccc.edu](mailto:kevin.dean@sunysccc.edu)

Maura Davis, ASAP Academic Advisor ..... [davismb@sunysccc.edu](mailto:davismb@sunysccc.edu)

SUNY ASAP helps students in two-year degree programs stay on track and graduate on time with academic, financial, and personal support. Students will receive dedicated and personalized advising services and financial support to cover books, transportation, and other costs of attendance. Students will also receive career development and other support services. The program helps students by creating a community of fellow learners.

The ASAP program provides the following services:

- A dedicated advisor to guide student progress from entry to graduation.
- A cost of attendance award (if in receipt of at least \$1 in federal or NYS grant aid) to be applied to the non-tuition components of the cost of attendance after all other federal and state grant aid has been accepted and applied.
- Textbook assistance to reduce, or eliminate, the cost of textbooks.
- A monthly stipend to help with food, gas, and other expenses.
- Career workshops, career resources and aptitude testing.

## **Begley Library**

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**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 pursue their academic and lifelong learning goals.

### **Personal Assistance**

All SUNY Schenectady students are encouraged to consult with a librarian in-person or online for assistance with finding and using information. Librarians specialize in helping students engage with information. Students consulting a librarian will receive guidance with all parts of the research process, from choosing a topic, to finding sources, and creating a works-cited page.

**Students visit the library in-person or online for:**

- Research assistance
- Access to physical materials

- Access to online materials
- Computer workstations, printers, and scanners
- Individual study spaces
- Group study spaces and presentation practice rooms
- Help 24/7 using the Ask Us 24/7 chat box
- Access online magazines, newspapers, and scholarly journals through the Databases
- Find and request articles, books and media from other libraries using Interlibrary Loan/Resource Sharing
- Tutorials on how to do research
- How to cite sources
- And more

## College and High School Programs

Elston Hall, Room 221 | [chs@sunysccc.edu](mailto:chs@sunysccc.edu) or [echs@sunysccc.edu](mailto:echs@sunysccc.edu)

Suzanne Neary, Director of College and High School Partnerships..... [chs@sunysccc.edu](mailto:chs@sunysccc.edu)  
 Stephanie DiPalma, Student Success Manager ..... [echs@sunysccc.edu](mailto:echs@sunysccc.edu)  
 Alondra Aca Garcia, Student Success Coach ..... [alondra.acagarcia@sunysccc.edu](mailto:alondra.acagarcia@sunysccc.edu)  
 Andy Dykeman-Daams, Student Success Coach ..... [andy.dykemandaaams@sunysccc.edu](mailto:andy.dykemandaaams@sunysccc.edu)  
 Elizabeth Richmond, Student Success Coach ..... [elizabeth.richmond@sunysccc.edu](mailto:elizabeth.richmond@sunysccc.edu)

The Office of College and High School Programs works with area high school students to offer collegiate academic opportunities. The office supports the College and High School program (CHS), the Early College High School Programs (ECHS), and other special high school partnerships. For more information about each K-12 Partnership, please visit, [sunysccc.edu/Academics/K-12-Initiatives/index.html](http://sunysccc.edu/Academics/K-12-Initiatives/index.html).

## Computer Access

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. SUNY Schenectady maintains several different computer labs that utilize PCs and networked laser printers. In addition to computer workstations, 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 using laboratory computers or the Wireless LAN. Information Technology (IT) provides helpdesk support to students five days a week through the helpdesk.

SUNY Schenectady uses an array of commercially successful Windows applications, programming language compilers, and curriculum-specific computing tools to expose students to contemporary computer technology. Network or workstation applications on campus include Microsoft 365, 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.

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, and the Stockade Building.

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.

## ITS Support

For information about ITS, visit the ITS Portal at <https://livesunysccc.sharepoint.com/sites/ITS>

If you need support, the SUNY Schenectady Computer Help Desk is available at:

- Portal: <https://sunysccc.teamdynamix.com/TDClient/81/Portal/Home>
- Phone: 518-381-1487 (external), extension 1111 (internal)
- Email: [IThelpdesk@sunysccc.edu](mailto:IThelpdesk@sunysccc.edu).

## Educational Opportunity Program (EOP) and Access

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

Michael Henderson, Director of Educational Opportunity Programs and Access ..... [hendermb@sunysccc.edu](mailto:hendermb@sunysccc.edu)

Tiffany Wilson, Senior Success Coach..... [tiffany.wilson@sunysccc.edu](mailto:tiffany.wilson@sunysccc.edu)

The EOP program is available to first time, full-time (12 credit hour or more per semester), Fall 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](https://sunysccc.edu/eop). Applications are also available in the Financial Aid Office, Elston Hall, Welcome Center, or in the Learning Commons EOP Office 104.

Services provided by the EOP may include:

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

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.

## The Learning Center in the Begley Learning Commons

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### 1st floor, Begley Building | 518-381-1249 | [LearningCenter@sunysccc.edu](mailto:LearningCenter@sunysccc.edu)

Drop-in Academic Support: The Learning Center provides walk-in academic support to students across a variety of content areas, such as math, science, writing/research, accounting, business, CIS, music, social sciences, and more. Support is available in each learning zone through individual sessions with professional and peer Learning Specialists. Not sure if you need help or just looking for a quiet place to do your assignments? Come visit us anyway! Learning Specialists are nearby if you decide you need some additional support.

Online Tutoring: Academic Services provides the option to receive one-to-one online support via Brainfuse. Brainfuse tutors are available to support students in a wide variety of content areas, often 24/7. Students who need support while off-campus, on the weekends, or for a course we don't have an in-person tutor for are encouraged to use Brainfuse. Directions on how to access online tutoring 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.

## Liberty Partnerships Program

Elston Hall, Room 211 | 518-381-1364

|                                                          |                                                                                |
|----------------------------------------------------------|--------------------------------------------------------------------------------|
| Melanie Uebele, Program Administrator .....              | <a href="mailto:uebelem@sunysccc.edu">uebelem@sunysccc.edu</a>                 |
| Charity Roulo, Assistant Director .....                  | <a href="mailto:charity.roulo@sunysccc.edu">charity.roulo@sunysccc.edu</a>     |
| Shawna Reilly, High School Program Coordinator.....      | <a href="mailto:shawna.reilly@sunysccc.edu">shawna.reilly@sunysccc.edu</a>     |
| Dasiah McDuffie, Middle School Program Coordinator ..... | <a href="mailto:dasiah.mcduffie@sunysccc.edu">dasiah.mcduffie@sunysccc.edu</a> |
| Maggy White, Counselor.....                              | <a href="mailto:whitemb@sunysccc.edu">whitemb@sunysccc.edu</a>                 |

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 Family Engagement.

## Testing Center

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

The Testing Center assists faculty with make-up exams for SUNY Schenectady students (no appointment needed), as well as testing accommodations for students with disabilities (by appointment only) who are registered with the Disability Resource Office.

## TRIO Student Support Services

Elston Hall, Room 328 | 518-381-1463

|                                             |                                                                                |
|---------------------------------------------|--------------------------------------------------------------------------------|
| Ryan Dunham, Director of TRIO.....          | <a href="mailto:ryan.dunham@sunysccc.edu">ryan.dunham@sunysccc.edu</a>         |
| Doug MacDonald, Academic Specialist .....   | <a href="mailto:macdondj@sunysccc.edu">macdondj@sunysccc.edu</a>               |
| Janine O'Donnell, Academic Specialist ..... | <a href="mailto:janine.odonnell@sunysccc.edu">janine.odonnell@sunysccc.edu</a> |
| Grace Ferris, Outreach Advisor .....        | <a href="mailto:ferrisgf@sunysccc.edu">ferrisgf@sunysccc.edu</a>               |

The TRIO Program's mission is to help students graduate. If TRIO can't provide the support students need, TRIO connects them with someone who can. TRIO assists students who are first generation, financially qualified, and/or students with disabilities to find success in their college experience. 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 \$348,515, which serves 175 eligible students.

TRIO students are offered the following services:

- Academic support and tutoring
  - Assessment of study and learning skills
  - Computer skills guidance
  - Workshops and seminars
  - Financial wellness 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!

# Academic Scholarships, Honors and Awards

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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 January 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 Review Committee evaluates 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/scholarships](http://sunysccc.edu/scholarships).

## President's List

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A full-time matriculated student's name is placed on the President's List for each term in which the student has earned a GPA 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

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A full-time matriculated student's name is placed on the Dean's List each term in which the student has earned a GPA 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

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SUNY Schenectady's Alpha Zeta Upsilon chapter of Phi Theta Kappa, the national honor society for two-year colleges, recognizes and celebrates student academic achievement. Phi Theta Kappa's mission is to recognize and encourage scholarship among community and junior college students while also providing opportunities for leadership development, service, intellectual growth, and the exchange of ideas. The organization promotes high academic standards, prepares future leaders, and enhances the reputation of SUNY Schenectady. Students invited to join have earned a grade point average of 3.6 or higher and completed a minimum of 12 credits while matriculated in one of the College's Associate degree programs. Members may wear a distinctive gold and blue tassel at Commencement; have a special seal placed on their degree, and have the honor noted on their transcript. They are also eligible for scholarships at more than 500 four-year colleges worldwide and may be nominated for the Phi Theta Kappa Honor Society All-New York Academic Team for Community Colleges.

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

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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.

# Workforce Development and Community Education

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518-595-1101, ext. 7

Fax: 518-621-3216

## SITES:

13 State Street  
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 at 13 State St. in Schenectady, the College demonstrates its commitment to lifelong learning by providing educational opportunities ranging from healthcare, alternative energy, and manufacturing, 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 customized business training. Flexible scheduling of a broad range of programs allows individuals 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

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518-595-1101

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:

- Notary Public Review
- Online Offerings

## Healthcare Training

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518-595-1101

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

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

## Community Education

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### Maria Kotary, Associate for Workforce Development and Community Education, 518-595-1101

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 Access
  - o Computer/Internet Safety
  - o Excel
  - o Introduction to Windows
  - o PowerPoint
  - o Word
- Culinary
  - o Artisan Breads
  - o Coffee Cakes and Sweet Breads
  - o Creative Mixology
  - o Pizza and Flat Breads
- Kids & Teen Academy
  - o Computer Game Making
  - o Emergency Vet
  - o Horseback Riding
  - o Lego Robotics
  - o Music Lessons
- Music
  - o Banjo
  - o Guitar
  - o Mandolin
  - o Piano
- o Ukulele
- o Voice
- Personal Enrichment
  - o Getting Paid to Talk
  - o Sewing
  - o Watercolor Painting
  - o Writing
- Wellness/Fitness
  - o Aikido
  - o Horseback riding
  - o Yoga

## Customized Business Training

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### 518-595-1101

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.

## External Partnerships and Economic Development

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### Sarah Wilson-Sparrow, Vice President for Workforce Development and Community Education, 518-595-1101, ext. 7.

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.

# Campus Safety

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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 School Resource Officer (SRO) is Joe Glasser. He can be reached at 518-381-1445, Elston Hall 314, [glasseja@sunysccc.edu](mailto:glasseja@sunysccc.edu).

## Description of Campus Security

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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.

### 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.

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 School Resource Officer 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 in Elston Hall, Room 314. The deputy may also be reached by contacting Security.



## Access to Campus Facilities

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SUNY Schenectady has ID swipe access. During business hours, three doors to the College will remain open: the Welcome Center entrance, the Casola Dining entrance, and the School of Music entrance. All other exterior doors will only be accessible by waving your SUNY Schenectady college ID card over the black HID swipe box located adjacent to the entrance door. If you have any questions or any issues with your ID card, please feel free to contact the Campus Safety Office at 518-381-1308.

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

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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 including 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

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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 a Fire or Other Facility Emergency

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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 routes 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 ensure that everyone has promptly evacuated the area.) Evacuate using designated primary and alternate evacuation routes. Close classroom/office doors when you leave. Leave the 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 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 Disability Resource Office, 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

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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

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Upon receipt of a call, Security Officers are dispatched to the location of an 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, SUNY Everbridge.

## Blue Lights – Emergency Telephone User Instructions

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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.

## Pedestrian Safety

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## Silent Witness

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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](https://sunysccc.edu/About-Us/Campus-Safety/index.html)

# Health and Safety

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## Alcohol And Drug: Substance Abuse

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

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.

### 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
- 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
- New Choices Recovery Center  
728 State Street  
Schenectady, NY 12305 518-346-4436
- For individuals in crisis (including after regular business hours), call or text 988 to be connected with a trained confidential crisis counselor who will connect them with local resources, 24/7/365.
- Additional mental health support, longer-term counseling, and/or medication and management can be found on the list of community mental health professionals on the College website at [sunysccc.edu/Current-Students/Student-Life-and-Resources/Wellness-and-Support-Services/](http://sunysccc.edu/Current-Students/Student-Life-and-Resources/Wellness-and-Support-Services/)
- 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 Substance Abuse and Mental Health Services National Hotline (SAMHSA) Helpline at 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 Joe Glasser, SRO, 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 Joe Glasser, SRO, at 518-381-1445.

## Emergency Evacuation Procedure

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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 desktop 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 ensure 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

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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

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

## Emergency Shelter-in-Place Procedure

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

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 desktop messages, office and classroom phone calls, and cell phone calls, texts and instant messages, the College website, and social media. 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.

## Hostile Intruder/Active Shooter

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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 harm's way, you need to Activate your personal plan. Run. Hide. Fight.

## Suicide Concern or Threat

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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 (518-381-1308 or x5555 on campus) 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 they be out of classes for a period of time and upon their 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.

## Violent Acts on Campus

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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.

# Policies and Procedures

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## Child Safety Procedures

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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 Campus Safety at 518-381-1445.

## Commitment to Care and Support

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SUNY Schenectady County Community College is dedicated to fostering a welcoming, inclusive, and supportive environment where the contributions and identities of all individuals are recognized, respected, and valued. We embrace care and support as core institutional values and continuously work to strengthen avenues for better understanding and support of all members of our campus community.

SUNY Schenectady affirms that bias-related incidents based on perceived or actual personal characteristics such as ethnicity, race, color, creed, religion, gender, national origin, age, disability, sexual orientation, veteran status, marital status, or any protected characteristic will not be tolerated on campus or in College activities. Reported incidents will be evaluated and addressed promptly.

Every effort is made to offer opportunities for prevention and awareness programs to all members of the College community to foster a climate supportive of all people and to minimize bias-related incidents. The College's Title VI and Affirmative Action Officer and its Title IX Coordinator can answer questions or concerns related to cultural diversity, affirmative action, and sexual discrimination.

Title IX Coordinator

Mark Bessette

518-381-1353

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

Title VI and Affirmative Action Officer

Paula Ohlhous

518-381-1201

## Computer Use Policy

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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, please 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

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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)

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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 Campus Safety Office, located in Elston Hall, Room 341 (phone 518-381-1101) and can be obtained electronically from the U.S. Department of Education website at <https://ope.ed.gov/campusafety/#/>. 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).

## Emergency Closing Procedures

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Classes at SUNY Schenectady will be held as scheduled unless noted on the SUNY Schenectady homepage, [www.sunysccc.edu](http://www.sunysccc.edu) and social media, and/or via a message sent by e-mail or our College alert system.

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 may cancel evening classes by 4 p.m. The College in situations of inclement weather will monitor and may cancel classes at other times in the interest of student safety.

As a public service, the College notifies the School Closings Network, which includes the following radio and TV stations:

| AM          | FM             | TELEVISION                   |
|-------------|----------------|------------------------------|
| WROW-AM 590 | WFLY-FM 92.3   | WRGB-TV Channel 6            |
| WGY-AM 810  | WYJB-FM 95.5   | Spectrum NEWS 1-TV Channel 9 |
| WOFX-AM 980 | JAMZ-FM 96.3   | WTEN-TV Channel 10           |
|             | WTRY-FM 98.3   | WNYT-TV Channel 13           |
|             | WRVE-FM 99.5   | WXXA-TV FOX 23               |
|             | MAGIC-FM 100.9 |                              |
|             | WKKS-FM 102.3  |                              |
|             | WHRL-FM 103.1  |                              |
|             | WPYX-FM 106.5  |                              |
|             | WGNA-FM 107.7  |                              |

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.

## Parking Regulations

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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 and students 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 Associate Vice President of Student Affairs or Campus Safety. 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 the 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 two different vehicles 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 them 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 10 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 with 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 Joe Glasser ([glasseja@sunysccc.edu](mailto:glasseja@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

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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, Welcome Center

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 Foundation 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

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Any employee or student 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:

Joe Glasser

School Resource Officer (SRO)

Elston Hall, Room 314

518-381-1445

[glasseja@sunysccc.edu](mailto:glasseja@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

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As an educational institution, SUNY Schenectady 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, including smoking and secondhand smoke, causing a significant health hazard. This policy outlines SUNY Schenectady’s 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.

## Title IX

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The federal education law requires that the College, as a recipient of federal funds, identifies 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 (also called sex discrimination). Sex discrimination includes all acts of sexual misconduct, including but not limited to, sexual assault, domestic and dating violence, and stalking.

In 2015, New York State passed one of the nation's most aggressive laws to end sexual violence on college campuses. "Enough is Enough" law establishes a [student "Bill of Rights"](#) to which every college student in New York is entitled, if they are involved in an act of sexual violence while on campus or during a college-related activity.

The College's Board of Trustees takes the safety and security of all members of the College community seriously. Below are policies relating to our processes and procedures in resolving complaints of discrimination, harassment, and retaliation.

### [Title IX Grievance Policy](#)

### [Procedure for Resolving Complaints of Discrimination, Harassment, and Retaliation](#)

### [Sexual Assault, Relationship Violence, and Stalking Policies for Students and Employees](#)

### [Sexual Harassment Response and Prevention Statement](#)

## Student Code of Conduct Student Complaint Procedures for Academic and Administrative Matters

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A student wishing to file a complaint regarding an academic matter should begin the following process within six months after the end of the semester in which the grade for the course was issued:

1. 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:
2. 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:
3. 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 Dean, should be delivered to the Office of the Vice President for Academic Affairs. An appointment for consultation with the Vice President or Vice President's designee 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.
4. Student complaints along with their resolutions will be filed in the Office of Academic Affairs. The Office of Academic Affairs 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 for Academic Affairs, 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.

**Determination and Disposition of a Complaint.** Determinations and dispositions of complaints will be made by the Vice President for Academic Affairs of SUNY 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.

## Administrative Matters

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

1. 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 that 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 Online Students

A student should follow the outlines above for all Academic Matters and/or Administrative Matters to file a complaint with SUNY Schenectady first, before escalating the concern to higher levels.

SUNY Schenectady is a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA) and follows the complaint resolution policies and procedures outlined within the [SARA Policy Manual](#) and [summarized here](#). Consumer protection complaints resulting from distance education courses, activities, and operations may be submitted to the Office of the Vice President for Academic Affairs at SUNY Schenectady at 518-381-1381 for investigation and resolution. If a student is dissatisfied with the campus-based resolution, a concern may be submitted to [System Administration of the State University of New York as outlined here](#). And, if still not satisfied, a complaint may be submitted, within two years of the incident about which the complaint is made, to the [New York State Education Department as outlined here](#). Please note, this does not include complaints related to grades or student conduct violations, both of which are to be fully addressed via campus processes, not through the NC-SARA complaint resolution procedures.

## 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 Division 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

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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 Schenectady County Community College Board of Trustees on March 16, 2009 (Resolution #09-26).

### Policy Statement

SUNY Schenectady prohibits workplace violence. Violence, threats of violence, intimidation, harassment, stalking, 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 Student Code of Conduct and Campus Safety policy/procedures. The SUNY Schenectady 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, Human Resources/AAO office, Security Officer 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 the, Executive Director for Human Resources at 518-381-1218, or [humanresources@sunysccc.edu](mailto:humanresources@sunysccc.edu).

Resolution #23-44 (3/20/23)



# Student Code of Conduct

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## I. Policy Statement

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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

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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

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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](#)
- [Sexual Assault, Relationship Violence, and Stalking Policies for Students and Employees](#) (“Sexual Misconduct Policy”)
- [Discrimination, Harassment, and Retaliation Policy and Complaint Resolution Procedure](#)

## IV. Philosophy

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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

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- 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

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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

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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

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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

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- 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, Executive 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.

## **X. Disciplinary Procedure**

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### **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 complaint, 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**

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- 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**

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- 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

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- 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.



## 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 January for students planning to be enrolled at SUNY Schenectady in Fall semester.

Please visit [www.sunysccc.edu/scholarships](http://www.sunysccc.edu/scholarships).

*"My scholarship allows me to pursue my dream, alleviates the financial pressure, and is a clear message that my hard work is paying off."*

**SUNY** SCHENECTADY  
COUNTY COMMUNITY COLLEGE  
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## 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 and follow SUNY Schenectady on LinkedIn. Request your Alumni ID Card so you have access to SUNY Schenectady resources including the Begley Library and Career Services.

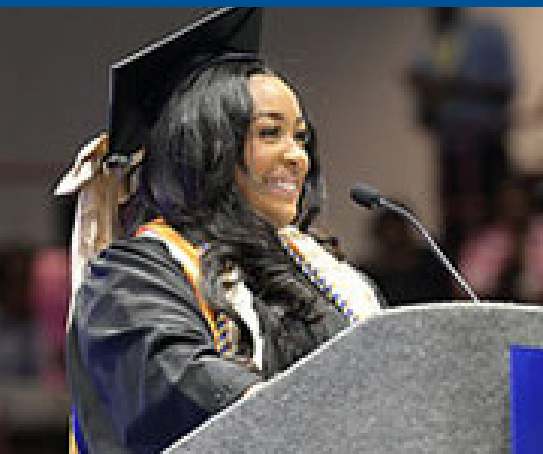
To do all this and more, check out the website at [sunysccc.edu/Alumni-Give](http://sunysccc.edu/Alumni-Give) or contact the SUNY Schenectady Foundation at [scfccfoundation@sunysccc.edu](mailto:scfccfoundation@sunysccc.edu) or 518-381-1324.





# Save the Date

Commencement 2027 is Thursday, May 20!



SUNY Schenectady County Community College  
78 Washington Avenue  
Schenectady, NY 12305  
[www.sunysccc.edu](http://www.sunysccc.edu)

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