

# Academic Policies and Procedures

The Records and Registration Office maintains students' records, oversees the registration process, sets the academic master schedule, distributes grades and administers academic policy.

Students should contact the Records and Registration staff for information ranging from: registrations and schedule changes; transcripts; grades, records, and access; verification of enrollment, attendance, or full- or part-time status for insurance, banks and employers; graduation applications; the course schedule each semester; the final exam schedule each semester; the list of graduates each semester; cancellation of classes with low enrollment; student records; changes of curriculum; registration calendars; attendance records; academic policies and the academic policy manual; and protection of students' privacy rights and communication with parents and others regarding the Family Educational Rights and Privacy Act (FERPA).

Information regarding many of the Records and Registration regulations and policies can be found by visiting [www.sunyorange.edu/academic\\_services](http://www.sunyorange.edu/academic_services).

## Records and Registration Office

George F. Shepard Student Center, 3rd floor  
115 South Street  
Middletown, NY 10940  
(845) 341-4140

## Registration

Registration for credit classes at SUNY Orange is done either in person or online depending upon student eligibility criteria. Students are encouraged to complete the following steps in the credit registration process:

- Complete the admissions application form
- Take the Placement Assessment test in the Advising and Counseling Center (for all new students) or consult an academic advisor (for currently enrolled students)
- Visit the Financial Aid Office if you are seeking financial aid
- Submit immunization records to the Health Services Office
- See your assigned advisor to select courses
- Register for classes at the appropriate time (see current semester course schedule for details)
- Go to the Bursar Office to make payment or a payment arrangement



## Academic Policies and Procedures

The degree requirements and academic regulations contained in the SUNY Orange Catalog affect all students who begin their study in 2009-2010. All information is accurate as of the time of publication. For the most current information, please consult the College web page at [www.sunyorange.edu](http://www.sunyorange.edu). Policies are subject to change.

Current information relative to changes in program or academic policies can be obtained from the Office for Academic Affairs, which is located on the second floor of Morrison Hall. The vice president for academic affairs is authorized to waive the application of any College academic policy in a particular case.

## Academic Year

The academic year is composed of two semesters—Fall and Spring—each of which is a minimum of 15 instructional weeks long. Courses offered in the summer are a minimum of six weeks. Intersession courses, when offered, are usually three or four weeks in duration.

## Cancellation of Classes

Classes may be cancelled due to low enrollment. However, any cancellation will be announced no later than the Friday before a full semester begins or on the day before a half semester begins.

During the semester, individual classes will be canceled for the day or evening when hazardous driving conditions or similar circumstances make such action advisable. Cancellation of day classes does not necessarily mean evening classes are also cancelled. Cancellation of day classes is usually announced at approximately 6 a.m. while cancellation of evening classes is usually announced at approximately 2 p.m. News regarding delays and cancellations is found on the College's website, broadcast over local radio stations, and announced on the College's main telephone number, (845) 344-OCCC.

The College reserves the right to reschedule classes. Generally, evening classes are made up on the Friday evening of the next week.

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## Change of Program

To move from one SUNY Orange degree program to another, a student must complete a change of curriculum form. The department chairperson for the new degree program must approve the change. In order for a change of curriculum to be processed for the current semester, the form must be received by the Records and Registration Office by the end of the third week of the semester. Any change of curriculums received after the third week will be effective for the subsequent term. Forms are available at the Records and Registration Office. If a student wishes to change advisors, the request should be submitted to the Advising and Counseling Center after the change of curriculum form has been filed.

## Academic Dishonesty

Academic dishonesty is regarded by the College as an intolerable breach of academic ethics and deserves immediate penalty. The consequences of academic dishonesty may include academic penalties, disciplinary action or legal action. (Refer also to “Student Rights & Responsibilities” section of this catalog.)

Academic dishonesty, as defined in the Code of Student Conduct, includes, but is not limited to: cheating, including cybercheating; fabrication; facilitating academic dishonesty; plagiarism, including internet plagiarism; forgery; bribery; or multiple submission (submitting the same assignment to more than one instructor without the permission of the instructors).

## Conduct Expected of Students

The College reserves the right to dismiss any student who exhibits conduct incompatible with the purposes of the College. The SUNY Orange Board of Trustees, administration, faculty and staff have a primary concern for the academic achievement, standards and personal integrity of our students; recognize their obligation to protect college property; and take a special interest in the mental and physical health of the college community.

Committed to preserving the peace, uplifting campus morale and creating a civil climate on its campuses, SUNY Orange has adopted specific policies and procedures regarding student conduct. These policies and procedures, in the form of the Code of Student Conduct, are published in the Student Handbook.

## Placement Assessment

The Placement Assessment is a mandatory test to determine each student’s reading, writing and mathematical abilities. It must be taken after a student applies to the College but before that student may register for any classes.

Its purpose is to insure that each student has the necessary skills in each of these critical areas to begin college-level study. If the student needs more work in any area, he or she will begin at the developmental course level.

## Developmental Course Placement

For students who have tested into two or more developmental courses in reading, writing or mathematics, the College has created the following academic policies and procedures to insure their success:

- Students who are placed on academic probation (less than 2.0 CumGPA) or receive an W, DVF, or DVH in a developmental course will receive a letter stating that the student’s records will be reviewed by the Developmental Education Review Board. This review board may then limit the number of credits that the student may take or stipulate specific course(s) that the student must take. Students will have the option of meeting with the Developmental Review Board to discuss their circumstances before decisions are made.
- Students who receive grades of DVH or DVF in a particular developmental course will be allowed to repeat that developmental course only two additional times for a total of three attempts. If students do not successfully complete a particular developmental course by the third attempt, they will be separated from the college for one year. Upon their return to the college, students will be granted one attempt to successfully repeat the course(s). A grade of DVH or DVF would require another year separation. The appeals process will be available to those students who will be separated. The above applies to all students regardless of the number of developmental courses they are required to take.
- Any student who fails to obtain the minimum credits passed that are indicated below will be separated from the college for a period of one year.

<b>Total Credits Attempted</b>	<b>Minimum Credits Passed</b>
24	6
36	12
48	18

Credits attempted excludes courses where a student has received a grade of W, I, M or N. Developmental students who wish to appeal the decision of the Developmental Education Review Board may appeal to the appropriate associate vice president.

During the registration process, the academic advisor and the student create the student’s course

schedule. The advisor will use the Placement Assessment results to insure that the student takes the required courses at the appropriate level. Students must take the required reading and writing courses each semester until their developmental requirements have been successfully completed.

**Note:** Students who place into developmental math courses must complete these courses even though there may not be a specific math requirement in their curriculum.

## ■ Course Policies and Procedures

### Prerequisites

A prerequisite course is one that prepares a student for more advanced courses in an academic field. Prerequisites may be waived or substituted at the discretion of the appropriate department chair. A signed waiver form approved by the department chairperson must be filed with Records and Registration. Students with credits earned at a previous institution are urged to check with the Records & Registration Office to determine appropriate course equivalencies.

**Note:** Course prerequisites are available on-line as part of the catalog in the course descriptions area and also on-line as part of the course section search feature. A student without the appropriate prerequisites or waiver can be withdrawn from the course by the instructor or by the registrar.

### Course Outline/Syllabus

Course outlines and/or syllabi are distributed to students and appropriate department chairs at the beginning of each semester. Elements to be included in a course outline/syllabus are: heading; catalog description; relationship to programs; student learning outcomes; chronology of study; grading system; types of tests; instructional materials; attendance policy; instructor withdrawal policy; support services; office location, hours and phone; campus e-mail address; religious observance; and appropriate Americans with Disabilities Act (ADA) information.

Departments may have their own policies regarding additional information and end-of-the-semester reports.

### Repeating a Course

Repeating a course means taking a course after having received a grade of A, B, C, D, F, W or M in that course. When a student repeats a course, the grade and credits earned in the last attempt are calculated in the academic average, although all grades remain on the student's record. Students who receive financial aid should check with the Financial Aid Office before repeating a course in which a grade of D or better was earned.

### Field Trips

When students attend either group-sponsored or course-sponsored field trips, they must pay their own expenses.

### Audit of Course

Students who wish to audit a course, where they do not earn credit or a grade in that course, must complete a special permission card, available at the Records and Registration Office, when they register. Nursing courses are not subject to audit.

Students may, however, change their status from audit to credit or vice versa, if they file the special permission card by the end of the third week of classes (or its equivalent for summer sessions). Instructors are not required to evaluate the work of audit students. Those students who are eligible for financial aid should consult with the Financial Aid Office before registering or changing to audit status. If audited courses are included in 12 credits of course work, a student may become ineligible for TAP and other financial aid programs.

### Credit Load

Credit load refers to the total number of credits a student is taking in a semester. Twelve or more credits per semester is considered a **full-time** course load; while ½ to 1½ credits per semester is considered **part-time**.

Students generally may schedule their classes in the day or evening, or both, in accordance with their particular needs. However, if a student wants to take more than the maximum credit load, (19.5 or more credits in a semester, or 8.5 or more in a summer session) the appropriate associate vice president must approve.

### Schedule Changes and Withdrawals

Once a student's course schedule is created, the student receives a computerized printout and has his or her name added to the rosters for each course and section. Student schedules will be given only to the student, who must also show proper photo identification. Should a student need to change any portion of his or her schedule, or to withdraw from the College during the semester, the following policies have been established:

### Deadline for Schedule Changes

The time set aside by the College for students to change their schedules, usually referred to as the "drop/add period," is the first week of a 15-week semester (Fall and Spring), or the equivalent during the summer sessions or accelerated course time periods. Students may register for open first and second half-semester courses through the second class meeting of the first week of the course.

## Course Policies and Procedures

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During the drop/add period, students must secure the advisor's signature to enter a section with open seats. After the one week period or its equivalent, the signatures of the department chair, instructor and registrar are required (See specific deadlines for drop/add listed in the current course schedule). Only the student may make changes to his or her schedule, and all requests for changes must be done in writing.

### Official Withdrawal from the College

To apply for an Official Withdrawal from the College and all of the current semester's courses, a student must meet the deadlines published in the appropriate course schedule. The student needs to discuss a withdrawal with his or her academic advisor and begin the formal process in the Records and Registration Office.

Since the student's financial aid and future academic record may be affected, the student must carefully follow the formal steps. The student must complete the Total Withdrawal from the College Form and the Drop/Add Form with appropriate signatures by the deadlines published in the appropriate course schedule. An exit interview with an Advising and Counseling Center staff member is required for all admitted (degree-seeking) students. Students who receive any form of financial aid are required to obtain a financial aid officer's signature. Part-time, non-degree-seeking students should complete and file their forms with Records and Registration Office.

### Medical Withdrawal

A student may withdraw from all semester courses for medical reasons. For the medical withdrawal process, contact the Records and Registration Office.

Since financial aid and future academic records may be affected, it is important that students follow the proper withdrawal procedures.

When a student must withdraw from the College or courses due to personal medical reasons, he or she should obtain written verification from the physician and include it with all other required forms. The physician's statement should list the dates of the condition and provide a general description of the student's state of health and its effect on the student's ability to attend classes. All such information maintained by the college is treated as confidential and privileged.

The student's request for medical withdrawal and appropriate forms should be submitted to the registrar before the end of the semester in which the illness occurs. Withdrawals approved for medical reasons do not generate an automatic refund of tuition, waiver of the physical education requirement, nor waiver of financial aid requirements. Students should consult with the appropriate offices concerning these items.

### Medical Leave

Students may be granted a medical leave if appropriate medical documentation that contains an anticipated return date is provided to the Registrar.

### Withdrawal from a Non-Developmental Course

A student may withdraw from a non-developmental course by following the deadlines posted in the registration calendar (see current course schedule), completing the appropriate forms available in the Records and Registration Office and obtaining the advisor's signature.

**Note:** After the drop/add period, the student may ask an instructor for an Instructor Withdrawal, but the instructor is not required to grant it. No record of the course appears on the student's transcript if the course is dropped by the deadlines published in the appropriate course schedule. Withdrawals are processed by the Records and Registration Office as of the day of receipt. Please keep this in mind since refunds are generated from the processing date.

### Withdrawal from a Developmental Course

To withdraw from a developmental course, but not any others that semester, a student must acquire the permission of the appropriate administrator (associate vice president, registrar, coordinator of Learning Assistance Services), the advisor and the instructor. Absence from class is not a sufficient reason when seeking permission to withdraw from a required developmental course.

However, if a student voluntarily enrolled, but had not placed into the course, he or she may withdraw with the signature of the advisor. Students who are required to enroll in developmental courses must remain in them until they successfully complete them by the deadlines established in academic policy (see Developmental Education Program section in this catalog).

### Withdrawal and Financial Aid Awards

Students who receive financial aid should check with the Financial Aid Office as withdrawal from either a single course or from all courses may affect current or future aid.

### Grades and Grading

#### Grades, Quality Points and CumGPA

SUNY Orange uses a four-point grading system, based on letter grades of A, B, C, D and F. Each grade is assigned a numeric value:

A = 4.00	A- = 3.67	
B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	D- = .67
F = 0		

To calculate quality points, multiply the number of credits of a course by the numeric value of the grade earned. For example: An A (4 quality points) in Freshman English 1 (3 credits) produces 12 quality points (4 x 3 = 12) and a C- (1.67 quality points) in Calculus 1 (4 credits) produces 6.68 quality points (1.67 x 4 = 6.68).

To determine academic average for a given semester, divide the quality points earned by the number of semester hour credits calculated (SemGPA). The same formula, dividing the total number of quality points by the total number of credits calculated, is used to calculate the cumulative quality point average (CumGPA).

All credit courses taken at the College are calculated into the Cumulative GPA unless the student has been awarded a Fresh Start (see Fresh Start Policy). Transfer credits do not affect the cumulative SUNY Orange GPA. The College accepts only transfer credits, but not the grades.

However, when calculating academic average, the following special grades do not count as credits calculated:

- PP** (Pass) indicates satisfactory performance in a physical activity course
- PF** (Fail) is received for unsatisfactory performance in a physical activity course
- I** (Incomplete) work unfinished due to unavoidable circumstances
- W** (Withdrawal) indicates that the student withdrew by the deadline or was withdrawn by the instructor
- M** (Medical Withdrawal) withdrawal from a course based upon documented health reasons
- N** (Non-credit) indicates a credit course was taken for no credit
- DVP** (Developmental Pass) indicates satisfactory performance in a developmental course.
- DVF** (Developmental Fail) is received for unsatisfactory performance in a developmental course.

**DVH** (Hold) indicates a degree of progress was made in a developmental course but not sufficient enough to warrant a grade of P (Pass)

To clear a grade of I (Incomplete) from the record, work must be completed by the deadline indicated on the Incomplete Form, which can be no later than the end of the next semester, Fall or Spring. If the work is not completed, the I grade will become an F. It is the student's responsibility to remain in contact with the instructor and submit work by the deadline. A grade of I will be calculated as an F for graduation purposes.

### Academic Standing

CumGPA: 2.00 - 4.00	Good Standing
CumGPA: 1.50 - 1.99	Academic Probation
CumGPA: 0.0-1.49 (less than 30 credit hours completed+)	Academic Probation
CumGPA: 0.00 - 1.49 (30 or more Credit hours completed+)	Probation if SemGPA* is 2.0 or higher
	Separation if SemGPA* is 0.00 - 1.99

CumGPA - Cumulative grade point average  
 + Grades of W, I, H, M, N or Pass/Fail in developmental and physical activity courses do not apply  
 \* SemGPA - Semester grade point average

#### Good Academic Standing

Students who have achieved a CumGPA (cumulative grade point average) of 2.0 or higher at the College are designated in good academic standing.

#### Mid-Semester Progress Reports

Communication between instructors and students regarding the student's progress in college classes generally takes place before or after class or during office hours. In addition, students whose work is below the level of "C" may receive a Mid-Semester Progress Report. This "unsatisfactory" report does not go on a student's college transcript, but should be considered official notification that the student should speak with the instructor about his or her progress. Students may also wish to speak with an academic advisor or counselor.

#### Dean's List

All students who have completed 12 or more academic credits in a semester and who have earned a SemGPA (semester average) of 3.0, and who are not on academic probation, are placed on the Dean's List. The prior policy regarding part-time student Dean's List is not in effect at this time.

## Academic Standing / Fresh Start Policy

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### Degree Audit/Catalog Year

Students in Health Professions majors must follow the catalog requirements of the year in which they were most recently accepted into the program.

Non-Health Professions students who were admitted in **Fall 2000 and after** should follow the catalog year in which they were first admitted, and must have attended beyond the third week of classes (or the equivalent). Students may choose to follow later catalog versions. The Records and Registration Office will however base the student's degree audit upon the initial semester in which the student was admitted and attended, unless otherwise notified in writing by the student.

Non-Health Professions students who were in attendance **prior to Fall 2000** but who have taken semesters off should follow the catalog year in which they were first readmitted and attended after the Summer 2000 semester. Students may choose to follow later catalog versions. The Records and Registration Office will however base the student's degree audit upon the first semester of readmission and attendance after Fall 2000, unless otherwise notified in writing by the student.

The only students eligible to follow a pre-Fall 2000 catalog year are non-Health Professions students who have been in continuous attendance since prior to Fall 2000.

### Academic Probation

Students who have achieved a CumGPA of less than 2.0 at the College are placed on academic probation. Students on academic probation may continue study, but may not enroll in more than 14 credits in a Fall or Spring semester or six credits in a summer session.

### Academic Separation

Students who have attempted 30 credits or more at the college who have a CumGPA of less than 1.5 and a SemGPA (semester quality point average) of less than 2.0 are separated for a period of one year. However, students who have attained a SemGPA of 2.0 or higher are placed on academic probation.

Those students who are separated may not enroll in any credit course offered in the day, evening, weekend or summer of any semester or session offered by the College, at any site, during this period. Grades of W, I, H, M or N are not counted as credits attempted. Pass or fail grades earned in developmental courses are not counted as credits attempted.

For those students enrolling at SUNY Orange from the Spring 2008 semester and thereafter, failure to pass (receive a DVP grade) in a developmental course by the end of the third attempt of the course results in academic separation from the College for the period of one year.

### Academic Appeal Procedure

Students who are separated from the College may appeal the decision to the College Appeals Board, an academic review body convened by the vice president for academic affairs. The College Appeals Board meets each year in early January and June. Those students who are placed on academic probation and who desire to enroll in more than the maximum number of credits allowed may also request permission from the College Appeals Board.

The decision of the College Appeals Board may be appealed for final disposition to the appropriate associate vice president. Final appeals are due no later than noon on the Thursday before the start of the fall or spring semester. If an appeal is granted, students who receive financial aid should not assume that financial aid eligibility will be reinstated. Students who receive financial aid should contact the Financial Aid Office directly regarding the appeal process for reinstatement of aid.

## ■ Fresh Start Policy

This policy is intended to provide a "fresh start" for students with poor grades who want to change to a new program, or, having been away from the College for at least one year, want to resume their original plan of study.

Please note that this application will not be reviewed until at least four weeks into the returning semester. An eligible student will have his or her CumGPA re-computed by excluding final grades earned in courses taken at SUNY Orange that are not explicitly required in the student's intended degree or certificate program. The student may apply at any time during his or her career. However, a Fresh Start will be awarded only once. If the application is denied by the registrar, a written appeal may be made to the vice president for academic affairs.

### Application of the Fresh Start policy means:

- Grades will be omitted from the recalculation of a CumGPA until the CumGPA is 2.00 or the smallest possible number above 2.0. However, the original grade remains on the transcript.
- Courses and grades omitted from the recalculation will be identified on the transcript by the "X" symbol printed beside the recalculated course(s). No grades are ever removed from a transcript.

To be eligible for a Fresh Start, a student must meet all of the following criteria:

- Be admitted in a registered degree or certificate program at the College
- Have changed curriculum, or have been out of the College for at least one calendar year

- Have a CumGPA lower than 2.0 at the time of the request
- Acknowledge in writing the restrictions of this policy
- Not have had any courses “discounted” under the previous policy

### ■ Final Examination Policy

Final examinations are not required in all courses. During the Fall semester, for the mandatory 15th week, and in the Spring semester, during the optional 16th week, a special schedule is developed for all day classes. Final examinations will not necessarily be held on the same day or at the same time, during the Fall/Spring semesters, as the regularly scheduled course. The special schedule for final examinations of day classes is developed and distributed by the registrar at the 10th week of the semester.

Examinations for evening classes during the Fall and Spring semesters are usually held during the last week, on the same day of the week and at the same time as the regularly scheduled course. See the academic calendar for the dates of the final examination period.

### ■ Graduation

#### Graduation Application

Graduation and participation in the commencement ceremony are not automatic. Students must initiate the process themselves. The Graduation Application Form must be filed in the Records and Registration Office and the graduation fee must be paid to the Bursar by the deadline, as outlined in the appropriate course schedule. Before students can be cleared for graduation, they must return all college property loaned to them and pay any monies or outstanding obligations owed to any office of the College.

Those intending to graduate in June must file for graduation in the Records and Registration Office during the February prior to June graduation. Students who complete their graduation requirements at the end of the fall semester, or during the summer sessions, are invited to participate in the commencement ceremony the following June. See the academic calendar for filing deadlines.

#### Waiver or Substitution of Graduation Requirement

Students who seek a waiver or substitution of a graduation course requirement should first discuss that request with the program department chairperson. Approval from the course department chairperson (if different from the program

department chairperson) would also need to be obtained. Final approval is determined by the appropriate associate vice president.

#### Waiver of Physical Education For Health Reasons

Students seeking a waiver of physical education as a graduation requirement because of a physical limitation must follow this procedure:

- Obtain a Physical Education Waiver Request form from the office of the appropriate associate vice president
- Give the Physical Education Waiver Request form to their physician. (He or she must read it before sending a letter requesting a physical education waiver.)
- Have your physician write a letter using his or her letterhead and following the instructions on the Physical Education Waiver Request form
- Return the physician's letter to the office of the appropriate associate vice president.

Note: Even though a physical education activity waiver is granted, students will still be required to take the one credit Concepts of Physical Wellness course, which is a lecture course and not an activity course. This applies to all students, regardless of when they were admitted to the College. Students with long-term disabilities should make application for physical education waivers during their first semester at the College.

#### Residence

In order to qualify for an associate degree, at least 30 credit hours must be earned while attending SUNY Orange. Beginning with the Fall 2009 semester, if the student is enrolled in a Newburgh branch campus program, at least half of the credits earned at the College must have been taken at the Newburgh campus. For all other programs, the student must not have taken more than half of their credits earned at the Newburgh campus

#### Graduation with Honors

In addition to the diploma, graduates who have attained a CumGPA (cumulative average) of 3.20 to 3.59 receive a certificate of Graduation with Honors at commencement. Those students who achieve a CumGPA of 3.60 to 4.0 receive a Certificate of Graduation with High Honors at commencement.

#### Faculty Honors Award

All graduates who achieve a 4.0 cumulative average, or the graduate who achieves the highest average if there are no 4.0's, receive(s) an engraved Faculty Honors Award.

### ■ Transfer Credits and the Transfer Application Process

#### Transfer Credit From Other Colleges

In general, no more than 30 semester hours of credit are acceptable for students transferring to SUNY Orange from another college or university. Only courses in which the student has received a grade of at least “C” will be considered. Credit will be evaluated for course work completed more than 10 years ago on an individual basis. Only those credits which apply to the student’s area of academic interest will be considered.

Awarding of transfer credit is done in writing. Upon receipt of the written evaluation, the student may schedule an appointment with the Records and Registration Office if he/she has questions or wishes to appeal the evaluation. If after this meeting the student still wishes to appeal, he/she would need to meet with the department chair(s) of the course(s) in question.

Note: If you receive a waiver of your assessment testing based on work completed at other schools, this does NOT guarantee that you will receive transfer credit.

Courses and credits, but not grades, are accepted. A student’s CumGPA at SUNY Orange is calculated based upon course work at SUNY Orange only. Transfer credits from other institutions do not affect the CumGPA.

If a student has a passing grade in a course at SUNY Orange, an equivalent course will not be accepted from another institution. If a course is failed at SUNY Orange, an equivalent transferred course may be accepted, but the failing grade will still appear on the student’s transcript and will be calculated in the student’s CumGPA. No grades are ever eliminated from a student transcript.

Active duty military personnel may receive up to 45 credits and veterans up to 30 credits for courses and military occupational specialties if those courses or specialties are directly applicable to an area of academic interest at SUNY Orange. Students who have completed basic training in the U.S. armed forces may receive credit for both PES 100 and the one credit of physical activity requirement. For more information, call the Veteran’s Representative at (845) 341-4071.

#### Credit by SUNY Orange Examination

Students’ life experiences may qualify them to take examinations and earn college credit in certain course offerings. To pursue this option, students are encouraged to check with appropriate department chairpersons. SUNY Orange may also award transfer credit for certain Excelsior College exams (formerly Regents College), certain AP (Advanced Placement) ,

IB (International Baccalaureate) and CLEP (College Level Experience Program) exams, and certain non-college-sponsored training programs, as evaluated by the American Council on Education.

#### Transcript Requests

Upon written request and following payment of appropriate fees, students may have transcripts sent to other parties such as colleges, prospective employers or government agencies. Transcripts are mailed within a week of the request, in order of receipt, except for peak periods at the beginning and end of each semester. At those times, volume may require two or three weeks for processing.

Transcripts should be requested well in advance of the required receipt date. Requests must be signed by the student, authorizing release of transcripts, and include the transcript fee of \$5 per copy. Please be advised that institutions and agencies requesting transcripts will not consider them official unless mailed directly from SUNY Orange or hand-delivered in a sealed envelope marked “unofficial if seal is broken.” Only the student (with appropriate photo identification) may pick up his or her transcript, unless he or she has given written permission to a designee, with a verified signature. The designee should also provide photo identification.

#### Transfer to Four-Year Colleges

If students earn an Associate in Arts or an Associate in Science degree from a two-year institution, State University of New York guarantees a place for them as a full-time student at a senior college campus—but not necessarily the one of their first choice.

The application deadline is March 1 for Fall semester transfer and Oct. 1 for Spring transfer. All other applications, excluding the guaranteed program, can be sent after this deadline. SUNY application forms are available at the Advising and Counseling Center. If students plan to transfer, they should take advantage of SUNY Orange transfer days and visitations by four-year college transfer representatives.

Students who plan to transfer should select their courses at SUNY Orange with care, consult their advisor or counselor and use the transfer library and microfiche college catalog collection in the Advising and Counseling Center.

### ■ Student Records

#### Attendance

Attendance is required in all courses. Students must make up work missed during any absence, regardless of the reason for the absence (see course syllabi for details). Instructors are authorized to lower grades for



class absences and may withdraw students from non-developmental courses for excessive absences.

Instructors shall not lower grades for absences for religious observance nor, provided the instructor's permission is given in advance, for participation in athletics or other college-sponsored events. If illness, accident or similar circumstances make it impossible for a student to attend classes for three or more consecutive days, it is the student's responsibility to notify the Records and Registration Office immediately.

The Records and Registration Office will then notify each instructor. However, it is the student's responsibility to contact each instructor to make up missed work. Current or future awards of financial aid may be affected if a student does not attend classes for which he or she is registered.

### **Certifications of Enrollment/Attendance or Certifications of Full-Time/Part-Time Status**

Students who require official certifications from the Records and Registration Office regarding enrollment/attendance or full-time/part-time status should submit signed written requests allowing release of such information in accordance with the Family Education Rights and Privacy Act (FERPA).

Certifications of Full-Time/Part-Time Status are done on a first-come, first-served basis. Certifications of Enrollment/Attendance are not sent until after the end of the third week of classes. If receipt by the requesting agency is needed by a specific deadline, students should state this in their requests. To certify enrollment, tuition and fees must be paid and all stop/holds must be cleared from the student's records.

### **Student Records/Confidentiality**

All student records are maintained and made available in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. With some exceptions, all student records are available for review upon request by that student, and the right to challenge the content is provided.

The College may disclose directory information without the written consent of the student. Directory information includes name, semesters enrolled and the dates of those semesters, field of study, degrees, honors and awards conferred. Addresses are only released to governmental officials who wish to send congratulatory notices to our graduates and to third party institutions with whom the college has articulation agreements for our graduates such as Franklin University. Additional biographical information will also be released to military recruiters as allowed under the Solomon Act.

Students can request that their personal directory information be suppressed by submitting formal

written request to the Records and Registration Office. However, please be aware that once directory information is suppressed enrollment verifications for insurance companies, student loans, and prospective employers will not be given this information without the student's written permission which could have delays that may impact the student.

No non-directory information records are released to third persons except as provided in the Act. Further information is available from the Records and Registration Office or in the SUNY Orange Rights and Responsibilities booklet.

### **Notification of Student Rights under FERPA**

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

- **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 or vice president for student services written requests that identify the record(s) they wish to inspect. A 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, that official shall advise the student of the correct official to whom the request should be addressed.
- **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 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.
- **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 that 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, research or support staff position (including law enforcement unit personnel and health staff); a

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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, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College will disclose education records without consent to officials of another school which a student seeks or intends to enroll (barring any indebtedness to this College).

- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with FERPA requirements:** Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

### Consent Forms for Release of Non-Directory Information

A student's signed written consent must specify the records to release/inspect, state the purpose of the disclosure and identify the person(s) to whom the disclosure should be made. A new consent form would be required each academic year or when access to additional educational records not covered in the previous consent form on file are being requested.

If the consent form does not specify the actual educational records to be inspected or simply states something equivalent to "all educational records", the only records that will be disclosed are those that appear on the most current academic transcript.

According to FERPA regulations, an institution has up to 45 days after receipt of a valid consent form to arrange for the inspection/disclosure of the specified educational records. Personal inspections of the requested educational records in the majority of cases will be made with the registrar, who also acts as the FERPA officer for the institution, and not necessarily with individual faculty members.

In the case of a so-ordered subpoena, issued by a judge, consent from the student is not required for disclosure of non-directory information. However, unless the subpoena specifically states that contact with the student is forbidden, the institution will not respond to said subpoena for 72 business hours and in that timeframe will attempt to contact the student to inform them that a subpoena was received, who issued the subpoena, and what records will be disclosed.

### Parents' Rights

**Message to Parents:** SUNY Orange is guided by the principle that students' active involvement in their

education enhances their learning and development. In keeping with this principle, SUNY Orange considers its primary relationship to be with its students.

When the student is a tax dependent of parents/guardians, it is important that both parties discuss how they will communicate. Academic progress is reported to students with the expectation that this information will be part of on-going discussions with parents/guardians.

If said discussions are not taking place with the student, the Family Educational Rights and Privacy Act has provided two ways in which parents/guardians of dependent students may inspect the educational records of the student.

The first is to obtain a signed written consent from the student and submit consent to the registrar in the Records and Registration Office.

If the student is unwilling to provide a signed written consent, the final alternative is for the parents/guardians to provide the registrar with a copy of the preceding year's tax returns to demonstrate the student is a tax dependent. The copy provided must have either been completed by a third party (accountant, tax preparer, etc.) or be an official full complete copy (not the shortened version) from the Internal Revenue Service. Information on how to obtain this version can be found by contacting the IRS Office at (800) 829-1040. When the documentation is submitted, the parents/guardians must also specify the records to be inspected. If the request simply states something equivalent to "all educational records," the only educational records that will be disclosed are those that appear on the most current academic transcript.

## ■ Student Rights and Responsibilities

### Conduct Expected of Students

See the Code of Student Conduct published in the Student Handbook. The College reserves the right to dismiss any student who conducts himself in a manner incompatible with the purposes of the College.

### Academic Separation, Probation and Appeals

Please see Grades and Grading.

### Student Grievance Procedure

SUNY Orange has implemented the following procedures for any student who feels that his or her rights or freedoms have been violated. Students should remember that if they do have a grievance, there are people on campus who they can approach to discuss their problem and who can provide guidance and advice with respect to the grievance procedures. These people include their advisors and college counselors. The

student is encouraged to contact the Advising and Counseling Center for assistance. In pursuing the grievance, the student may be accompanied by an advocate once the grievance reaches the vice presidential level.

**Academic Grievance:** When a student believes that his or her academic rights or freedoms have been violated, that student may attempt to redress that violation.

**Time Frame:** An informal grievance must be concluded and a formal grievance, if any, must be submitted no later than 30 days after the start of the semester following the semester in which the problem arose. If a grievance arises in the Spring semester or during the Summer session, this means that the student must file a formal grievance, if any, no later than 30 days into the following Fall semester.

**Procedure:** When a student believes that his or her academic rights or freedoms have been violated, the student may attempt to redress that violation as follows:

### Informal Stage

- Meet with the faculty member to discuss the issue
- If the grievance is not resolved in a reasonable amount of time, the student should meet with the department chairperson to discuss the issue
- If the grievance is still not resolved in a reasonable amount of time, the student should meet with the divisional associate vice president to discuss the matter.

### Formal Stage

- If the grievance has not been resolved informally, the student may file a formal, written grievance (including documentation if appropriate) with the divisional associate vice president. The associate vice president will inform the faculty member and department chair of the grievance and will have 10 working days to investigate and render a written decision, including a rationale. (Submission of additional documentation, information or claims by the student will cause the 10 working day countdown to begin again.)
- Within 10 working days of receipt of the divisional associate vice president's decision, if the grievance is not settled, the student may file a written grievance with the vice president for academic affairs. The student should indicate whether he or she wants the vice president for academic affairs to render a decision immediately or if he or she wants the Committee for Student Grievances to hear the complaint first.
- If the grievance is to be heard immediately by the vice president for academic affairs, he/she will have 10 working days to render a written decision including a rationale. (The submission

of additional documentation, information or claims by the student will cause the 10 working day countdown to begin again.)

- **Final Appeal** - The decision of the vice president for academic affairs may be appealed for final disposition to the President of the College within 10 working days. The decision of the President is final.
- If the grievance is to go to the Committee for Student Grievances, the vice president for academic affairs will request that the vice president for student services appoint the Committee for Student Grievances and convene it within 20 working days.
- The Committee for Student Grievances is an ad hoc committee which shall consist of:
  - Two students appointed by the Student Senate
  - One full-time faculty from the same discipline in which the grievance occurred
  - One full-time faculty from a different discipline
  - One representative from the appropriate administrative office
- The Committee for Student Grievances shall have the responsibility of recommending a decision about the grievance. To this end, written or oral statements may be initiated or solicited from the principals in the grievance, and/or from other observers who can provide pertinent information. In addition, each principal in the grievance may have an advocate at the hearing.
- When all the information pertinent to the case has been presented to the committee, the committee will convene without the principals in attendance to discuss the case.
- The Committee for Student Grievances will have 10 working days to complete its deliberation. The recommendations of the committee are to be presented in writing to the vice president for academic affairs within five working days after the completion of the deliberations. A decision and supportive rationale shall be communicated in writing by the vice president to the principals and to the chairperson of the Committee for Student Grievances within five days.
- **Final Appeal** - The decision of the vice president may be appealed for final disposition to the President of the College within 10 working days. The decision of the President of the College is final.

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### Record Keeping

A permanent file containing appropriate documentation relating to the grievance shall be kept in the office of the vice president for academic affairs for six years.

**Non-Academic Grievance:** When a student believes that his or her rights or freedoms in a non-academic area have been violated, that student may attempt to redress that violation as follows:

- Approach the staff or administrative person in question
- Approach the appropriate supervisor if the grievance is not resolved within a reasonable amount of time
- Approach the appropriate vice president or request that the Student Grievance Committee be convened if the grievance is not resolved within a reasonable amount of time

After going through the proper procedures, the student has the right to be heard by the Student Grievance Committee. The student must go to the Office of Student Services to have the committee convened. At this point in the process, the grievance must be put in writing if this has not been done already.

The ad hoc committee shall consist of:

- Two students appointed by the Student Senate
- One full-time faculty or staff member from the same discipline in which the grievance occurred
- One full-time faculty or staff member from a different discipline
- One representative from the appropriate administrative office

The Student Grievance Committee shall have the responsibility of recommending a decision about the grievance. To this end, written or oral statements may be initiated or solicited from the principals in the grievance, and/or from other observers who can provide pertinent information. In addition, each principal in the grievance may have an advocate at the hearing.

When all information pertinent to the case has been presented to the committee, the committee will convene without the principals in attendance to discuss the case.

The Student Grievance Committee will have 10 working days to complete its deliberation. The recommendations of the committee are to be presented in writing to the appropriate vice president within three working days after the completion of the deliberations. A decision and supportive rationale shall be communicated in writing by the vice president to the principals, and to the chairperson of the Student Grievance Committee.

### Final Appeal

The decision of the vice president may be appealed for final disposition to the President of the College. The decision of the President is final.

### Time Frame

Any grievance a student has can be initiated at any time, but no later than 30 days after the start of the semester following the semester in which the problem arose. If a grievance arises in the Spring semester or during the Summer session, this means that the student must file the formal grievance, if any, no later than 30 days into the following Fall semester.

### Confidentiality

Once a person files a grievance, either formally or informally, all matters pertaining to the grievance shall be kept confidential. All documents, communications and records dealing with the processing of the grievance shall be filed with the Office of Student Services.

Student grievance records, including but not limited to grievance, investigative records, hearing proceedings, decision rendered, student appeal, records of arbitration procedure, final decision and correspondence, will be retained for six years after the grievance is resolved, as dictated by the State Archives and Records Administration. At this time records will be destroyed.

## ■ Sexual Assault

In response to Public Law 101-542, Sec. 201 "Crime Awareness and Campus Security Act of 1990," SUNY Orange provides workshops, prevention information programs and linkage to direct services and resources in the area. The majority of campus assaults, nationwide, fall into the category of date rape or acquaintance rape. Date or acquaintance rape may be defined as an interaction between two individuals in the context of a social event or gathering that ends with one partner forcing the other to participate in sexual activity against his or her will. While forced sex may not necessarily involve deception, direct threats of physical harm or violence can occur between strangers or acquaintances. Lack of consent, however, determines that forced sex is rape.

No person or persons will, by coercion or physical force, engage in sexual acts with any member of the college community. No person or persons shall engage in forced sex with a person who is physically helpless, incapacitated, unconscious or otherwise incapable of communicating unwillingness or giving consent.

**Rape is a criminal offense and will be prosecuted under local and state laws.** If any person has been a victim of this crime, he or she should report it to the Health Services Office, Advising and Counseling or Campus Security immediately. Assistance with counseling and/or referrals to the Orange County Rape Crisis Program is available.