



# SUNY Orange Policy Manual

Policy Number	Policy Title
BP6.9	Student Organizations

As a prerequisite to operation on campus, all clubs must be chartered by the College and must agree to abide by regulations of the Board of Trustees and club rules issued by the College administration. Clubs shall be established according to the Student Government Association Constitution. Every club must have a faculty advisor responsible to the College administration. No club will be established or allowed to operate which discriminates against staff members or students or is in violation of state or federal law.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.



# SUNY Orange Policy Manual

Policy Number	Policy Title
BP6.1	Commencement

Commencement exercises are held at the end of the Spring semester for students who have completed degree or certificate requirements for programs approved by the New York State Board of Community Colleges. All students who have completed their degree requirements in the academic sessions subsequent to the most recent Commencement exercise are entitled to participate in the next regularly scheduled Commencement ceremony.



# SUNY Orange Policy Manual

Policy Number	Policy Title
BP6.2	Financial Aid

Orange County Community College is committed to the philosophy that no eligible student be denied access to higher education due to a lack of financial resources. To establish eligibility for financial aid, a student must have a certificate of graduation from a school providing secondary education, or the recognized equivalent of such certificate; or have achieved a passing score on a federally approved examination which demonstrates that the student can benefit from the education offered by the College.



# SUNY Orange Policy Manual

Policy Number	Policy Title
BP6.3	Services for Persons With Disabilities

Orange County Community College seeks to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 in providing equal access to education for persons with disabilities. The Department of Education has defined a person with disabilities as “any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such impairment” (Federal Register, Part IV 4 May 1977). Federal law prohibits the College from making pre-admission inquiries about disabilities and any information received regarding disabilities will not adversely affect an otherwise qualified student’s admission to a program or course.

In post-secondary education programs, it is the responsibility of the student to self-identify and provide appropriate documentation of their disability.

All records kept by the Office of Disability Services will remain confidential. Except in those instances supported by FERPA, information will not be disclosed to a third party without written permission of the student.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.



# SUNY Orange Policy Manual

Policy Number	Policy Title
BP6.4	Admission Policy

Admission to SUNY Orange is open to all applicants who are high school or General Equivalency Diploma (GED) graduates or non-high school graduates who meet the admission requirements for the 24 Credit Hour Program. Applicants are admitted without regard to race, religion, sex, color, creed, national origin or disability. Students failing to attain the designated scores on the college course placement assessment will be required to successfully complete appropriate developmental coursework. Verification of high school graduation or equivalency shall be in the form of an official high school transcript or documentation of GED scores and diploma.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.



# SUNY Orange Policy Manual

Policy Number	Policy Title
BP6.5	Registration

The College Academic Calendar is published in the College Catalog and the Student Handbook. The Records and Registration area distributes registration procedures each semester. As per Academic Policy #22, the deadline for registering for a class is seven days after the first class meeting.



# SUNY Orange Policy Manual

Policy Number	Policy Title
BP6.6	Student Attendance

All students are encouraged to regularly attend scheduled classes and labs. Individual instructor attendance policies are included in the course syllabus.



# SUNY Orange Policy Manual

Policy Number	Policy Title
BP6.7	Academic Standing

The College has defined the following academic categories for students:

**Good Academic Standing:** Students who have achieved a CQPA (cumulative quality point average) of 2.0 or higher at the College are designated in good academic standing.

**Academic Probation:** Students who have achieved less than a 2.0 CQPA (cumulative quality point average) at the College are placed on academic probation. Students on academic probation may continue study; however, they may not enroll in more than 14 credits in fall/spring semester or 6 credits in a summer session.

**Academic Separation:** Students who have attempted 30 credits or more at the College, who have a CQPA of less than 1.5 and a QPA (semester quality point average) of less than 2.0 are separated for a period of one calendar year. However, students who have attained a QPA 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. The above policies governing academic separation and probation apply to all students (full-, part-time, admitted, and non-admitted students) except developmental students. 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 units/credits attempted.

**Developmental Students:** The following applies to students placed in two or more developmental courses:

Students are considered in good academic standing if they pass all of their developmental courses with a grade of P and attain a CQPA of 2.0 or higher in their credit courses.

Developmental students who are placed on academic probation (less than 2.0 CQPA) or receive an F, W, I or H in a developmental course will receive a letter stating that the student's records will be reviewed by the Developmental Education Review Board. The Review Board may then limit the number of credits that the student may take or specific course(s) that the student must take.

Any developmental student who fails to obtain the minimum credits passed that are indicated below will be separated from the College for a period of one calendar year.

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

Students who receive a grade 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 calendar 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" in this attempt would require another year's separation.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.





# SUNY Orange Policy Manual

Policy Number	Policy Title
BP6.8	Satisfactory Progress

Students applying for federal or state financial aid are required to meet satisfactory progress standards for TITLE IV Federal student aid programs and state aid.

Orange County Community College will abide by these standards.



# SUNY Orange Policy Manual

Policy Number	Policy Title
BP6.10	Course Substitution

When it is determined to be in the best interest of the student's declared educational objective, appropriate courses may be substituted for other courses for graduation purposes. The course must be approved by the program chair and the program Academic Associate Vice President.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.



# SUNY Orange Policy Manual

Policy Number	Policy Title
BP6.11	Student Records

Orange County Community College, in accordance with existing state and federal laws, reaffirms the rights of students to access their official educational records and to challenge the accuracy of such information. The College limits the release of personally identifiable data, other than directory information, without explicit student consent.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.



# SUNY Orange Policy Manual

Policy Number	Policy Title
BP6.12	Student Code of Conduct

Orange County Community College, in accordance with Education Law § 356(3) (g) and codified in 8 NYCRR § 500, maintains and enforces a Student Code of Conduct. The College Code of Conduct is produced by the Office of Student Services and distributed to students.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.



# SUNY Orange Policy Manual

Policy Number	Policy Title
BP6.13	Drug-Free College

Under the Drug Free Schools and Communities Act of 1989, Orange County Community College is committed to providing each of its students a drug-free environment in which to attend classes and study. From a safety perspective, the users of drugs or alcohol may impair the well-being of students, interfere with the College educational environment, and result in damage to College property.

Therefore, it is the policy of Orange County Community College that the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol is prohibited in any college building or on any College premises; in any College-owned vehicle or in any other College-approved vehicle used to transport students to and from the College or College activities; and off College property at any College-sponsored or College-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the College.

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other “controlled substance” before, during or after school hours on College premises, at any other College location or at any College-sponsored event.

“Controlled substance” means any drug listed in Title 21 of the United States Code and other federal regulations, as well as those listed in Chapter 90 of the New York General Statutes. Generally, these are drugs which have a high potential for abuse and include “legal drugs” which are not prescribed by a licensed physician is not a violation of policy; however, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.

Orange County Community College does not differentiate between drug users, drug pushers, or sellers. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or manufactures a controlled substance while on college premises or as part of any college-sponsored activity will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

A student who violates the terms of this policy will be subject to disciplinary action in accordance with the Standards of Student Conduct and the Student Discipline and Appeals Procedure. At his or her discretion, the Vice President of Student Services may require any student who violates the terms of this policy to satisfactorily participate in a drug abuse rehabilitation program or an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the college.

Each student is required to inform the college, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on college premises or as part of any college-sponsored activity.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.



# SUNY Orange Policy Manual

Policy Number	Policy Title
BP6.14	Admission of International Students

Orange County Community College is authorized under federal law to enroll international students provided that all federal guidelines are followed.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.