

SUNY ORANGE

Education Department

IMPORTANT INFORMATION

SUSTAINABILITY

Recycling Bins are now located in our classroom and in each building for paper, cans and bottles. Please use them!

PLAGIARISM

Any student or organization found to have committed or attempted to commit any of the following acts of misconduct is subject to the disciplinary sanctions *outlined in Article IV*.

Acts of dishonesty, including, but not limited to:

- a. Cheating, including cyber-cheating
- b. Fabrication
- c. Facilitating academic dishonesty
- d. Plagiarism, including internet plagiarism
- e. Forgery
- f. Bribery
- g. Multiple submission (submitting the same assignment to more than one instructor without the permission of the instructors). Please refer to the College Academic Policy for other means of resolution for academic dishonesty issues.

WEATHER EMERGENCIES/CANCELLATIONS

In the event that class is cancelled, there will be a makeup class scheduled **ONLY** for evening classes, NOT day classes. Check the college website or local radio station for closings.

EDUCATION DEPARTMENT RESOURCES

The Education Department provides numerous resources for its students:

- ***Education Curriculum Resource Area***—Located on the second floor of the Library to the left of the staircase, this area houses books and periodicals for use by students.
- ***Education Department Office***—The Education Department faculty and staff office is located in Library 220. Outside the office are Bulletin Boards with course listings, job postings, event times and dates, club meeting times and contact information.
- ***Education Resource Room***—Located in Library 234, this area is available for student use and houses video tapes and DVDs, a laminating machine, binding machine and supplies (some restrictions on usage amounts may apply). Please call or email the Education Department administrative assistant at 341-4054 or dianne.gersbeck@sunyorange.edu to check available times for ERR access.
- ***Education Department Website***—Log on to www.sunyorange.edu/education for the most current information.

EMAIL POLICY

Effective Aug. 30, 2010, SUNY Orange will use e-mail as the official means of communicating academic and administrative information to students. Most announcements will come to a student's e-mail in-box in the form of the "Student Grapevine".

Assignment of E-mail Address

SUNY Orange assigns an e-mail address (@sunyorange.edu) to each registered student. This College-issued e-mail account will be designated as the student's official e-mail address when administrative and academic departments need to communicate with students.

College Responsibility

The College is responsible for communicating with students in a timely and accurate way about changes in policies, procedures and deadlines that affect them. The College will select the most appropriate method (mail, telephone, e-mail) to convey pertinent information to specific groups of students. In some cases, e-mail may be used exclusively. Routine announcements, administrative and academic dates and deadlines, and information of a general nature will typically only be sent by e-mail.

Student Responsibility

Students are responsible for receiving, reading, responding to and complying with official e-mail communications sent by the College. Because information may be time-sensitive, students are encouraged to check their e-mail regularly (daily, several times weekly) throughout the semester. Students who opt to redirect their @sunyorange.edu e-mail account to another personal e-mail account do so at their own risk. The College is not responsible for e-mail that is not delivered to a forwarded address or for spam filters that may block e-mail messages. The student's failure to receive or read e-mail communications does not constitute an excuse for missing College communications or meeting College deadlines.

Revised 08/08/12