

# STUDENT HANDBOOK 2017-2018



Hello and welcome to Orange County Community College. We have prepared this handbook to enable you to find the answers to many of your questions. Topics are listed in alphabetical order.

Also included in this Handbook are the Student Rights and Responsibilities.

*Orange County Community College is an equal opportunity/affirmative action Institution. In accordance with Federal regulations, the New York State Human Rights Law and Section 504 of the Rehabilitation Act of 1973, Orange County Community College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender or sexual orientation in employment or in the educational programs and activities which it operates.*

*Orange County Community College reserves the right to photograph its students for use in publications, advertisements and/or on its website unless the student notifies the Office of Institutional Advancement at 845-341-4728.*

**All information in this handbook is current as of August, 2017.**

## Information Directory

### **Middletown Campus**

<u>Department</u>	<u>Location</u>	<u>Phone#</u>
Academic Advising Center	Shepard Center 3rd fl	341-4070
Accessibility Services	Shepard Center 3rd fl	341-4077
Bookstore	Shepard Center 2nd fl	341-4815
Career & Internship Services	Shepard Center 2nd fl	341-4444
Center for Student Involvement	Shepard Center 2nd fl	341-4065
Continuing & Professional Education	CM 1st fl	341-4770
Financial Aid	Shepard Center 3rd fl	341-4190
Learning Assistance Services	LIB 2nd fl	341-4171
Library	LIB	341-4855
Registrar	Shepard Center 3rd fl	341-4140
Student Services Central	Shepard Center 3 <sup>rd</sup> fl	341-4030
Veteran's Services	Shepard Center 3rd fl	341-4071
Wellness Center	Shepard Center 2nd fl	341-4870

### **Newburgh Campus**

<u>Department</u>		
Accessibility Services	Kaplan Hall, Room 128	341-9034
Bookstore	Tower Building, 1 <sup>st</sup> fl	341-4815
Center for Student Involvement	Tower Building, B-10	341-9544
Learning Assistance Services	Kaplan Hall, 2nd fl	341-9504
Library	Kaplan Hall, 1st fl	341-9020
Student Services Central	KAP, Room 110	341-4030

*The following departments can be found in Student Services Central: Admissions, Academic Advising, Student Accounts, Financial Aid, and Records and Registration,*

Wellness Center	Kaplan Hall, Room 125	341-9090
-----------------	-----------------------	----------

## Building Location Key

### **Newburgh Campus**

ARM	Newburgh Armory
KAP	Kaplan Hall
TWR	Tower Building

### **Middletown Campus**

BT	Bio-Tech Building
CM	Christine Morrison House
HA	Harriman Hall
HO	Horton Hall
HU	Hudson Hall
LAB	Morrison Lab School
LIB	Library
MO	Morrison Hall
OH	Orange Hall
PE	Physical Education Building
RCSE	Rowley center for Science & Engineering
SSC	Shepard Student Center

## Getting Help in an Emergency

There are exterior Emergency Blue Light Phones strategically located throughout both campuses that connect

directly with the Safety and Security Office (without having to dial). These phones are for emergencies requiring assistance.

Red “Campus Emergency Phones” are located on each floor in each building. Wall signs provide directions.

If you need to contact Safety and Security from a cell phone, dial (845) 341-4710 in Middletown or (845) 341-9533/9556 in Newburgh.

## Shuttle Service

*All students must have a current ID card.*

Leave <u>Newburgh*</u>	Arrive <u>Middletown</u>
7 a.m.	7:45 a.m.
9 a.m.	9:45 a.m.
11 a.m.	11:45 a.m.
1 p.m.	1:45 p.m.
3 p.m.	3:45 p.m.
5 p.m.	5:45 p.m.

\*Bus leaves Newburgh every Tuesday and Thursday at 8:45 a.m. instead of 9 a.m.

Leave <u>Middletown*</u>	Arrive <u>Newburgh</u>
8 a.m.	8:45 a.m.
10 a.m.	10:45 a.m.
12 p.m.	12:45 p.m.
2 p.m.	2:45 p.m.
4 p.m.	4:45 p.m.
6 p.m.	6:45 p.m.

\*Tuesday and Thursday bus leaves Middletown at 7:45 a.m. and 9:45 a.m. instead of 8 a.m. and 10 a.m.

## Academic Calendar

The Academic Calendar lists important dates and deadlines for add/drop, course withdrawal, holidays, graduation filing and final exams. Link to the Academic calendar from MYSUNYOrange.

## Academic Support

Scheduled tutoring is offered by appointment in the Tutorial/Learning Center. Drop-in as needed or weekly sign-up tutoring is offered in academic department labs. Students may utilize academic support on the campus of your choice.

### **Tutorial/ Learning Center (Library, 2<sup>nd</sup> fl. Middletown; Kaplan Hall Rm 220, Newburgh)**

All credit students of the College may request scheduled tutoring for a course that they are currently enrolled in. To receive this type of academic support, you must complete the Academic Support Application which has a section for input from your instructor. Scheduling depends on tutor availability and your availability matching. An attendance policy is in place for scheduled tutoring. Students must have good class attendance and bring their course notes and textbook to scheduled tutoring sessions.

### **Math Labs (Harriman 309; Kaplan 229)**

The Math Tutorial Labs are open to any student enrolled in a mathematics course. Just drop in and someone will be happy to help you with your questions. Math lab tutors can help clarify topics and concepts that students may be struggling with, and help students prepare for quizzes and exams.

### **Writing Centers (BT 360; Kaplan 225)**

All current students may drop-in for help, be referred by their instructors, or be required to use Writing Center services by their course. Full-time English faculty and professional tutors will help you with any writing needs you have. Day and evening Writing Center hours are posted at the labs each semester.

### **Reading Centers (BT 362/364; Kaplan 223)**

The Reading Center is a dedicated lab offering individualized instruction to all students enrolled in Reading and Study Skills I and Reading and Study Skills II. All reading students are required to attend a weekly lab hour specifically designed to help strengthen comprehension skills and expand vocabulary.

### **BATCAVERN (RCSE 306); BATCAVERN II (Kaplan 230)**

These facilities are learning resources for students in the Biological Sciences and the Health Professions Programs. They are places for students to meet for individual and small group study as well as for scheduled tutoring. The BATCAVERNS offer students access to a full range of anatomical models and related instructional aids including CD-ROMs, Videotapes, and review materials. Students can also access the internet and use computers offering the Microsoft Office programs Word, Excel, and PowerPoint to assist with preparing lab reports, research papers and presentations.

## Academic Policies

The degree requirements and academic regulations contained in the current College catalog affect all students who begin their study in the academic years covered by it. All information contained in the catalog is accurate as of the time of publication. However, policies are subject to change. The Vice President for Academic Affairs is authorized to waive the application of any College academic policy in a particular case.

## Academic Standing, Probation & Separation

The College has defined the following academic categories for students:

**Good Academic Standing:** Students who have achieved a CGPA (cumulative grade 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 CGPA (cumulative grade 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 CGPA of less than 1.5 and a GPA

(semester grade point average) of less than 2.0 are separated for a period of one calendar year. However, students who have attained a GPA 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 (Board Policy 6.7)

## Accident Insurance

All students are covered by an accident insurance policy for a \$9 per semester fee. The plan is currently administered by BMI Benefits. Insurance information, brochures, and claim forms are available in our offices. Claim forms are also available [online](#).

***In the event of an accident on campus, please visit the Wellness Center to file an Incident Report, as this may be requested by the Insurer as part of the claims process. Failure to complete this form may result in denial or delay of payment.***

When students are covered by another accident plan (primary insurance) the BMI Benefits plan becomes secondary insurance.

When the student receives an EOB (Explanation of Benefits) from their primary insurer, they should submit a copy of that along with the itemized bill from the provider to BMI Benefits using one of their claim forms.

Questions about a claim or claim procedures? Contact BMI Benefits at 1-800-445-3126.

## Academic Advising Office

The Academic Advising Office assists students in deriving maximum benefit from their college experience and in developing the full range of their educational potential. The Academic Advising Office is staffed by professionals who work from a developmental perspective to help students clarify their academic and career goals, identify obstacles, and explore available resources for achieving those goals.

Advising services include:

- Academic Advising
- Transfer Advising
- Veteran Certification of Educational Benefits

The Academic Advising Office hours, walk-in and appointment availability and additional information, please check the Center's web page: [www.sunyorange.edu/advising/](http://www.sunyorange.edu/advising/)

### Transfer Advising

The Academic Advising Office assists students with the transfer process by helping them understand: how to go about selecting a transfer institution; the transfer process and the SUNY transfer guarantee; and how to find information about the application requirements and process, and appropriate courses for their institution of choice.

This office also provides transfer workshops and arranges visitations by 4-year transfer representatives from a variety of institutions throughout the year. During our traditional Transfer College Fair, approximately 70 public and private college and university representatives visit campus to meet and discuss their programs with students.

### SUNY Transfer Guarantee

All New York residents who transfer directly from a SUNY or CUNY two-year college with an A.A. or A.S. degree are guaranteed admission to a four-year SUNY College for full-time study. The transfer guarantee becomes effective if a student is denied admission at all four-year college choices. Please refer to [www.suny.edu/student](http://www.suny.edu/student) for applications, and important eligibility and deadline requirements.

## Accessibility Services

Our mission is to serve students with documented physical/medical, visual, learning, emotional, or hearing disabilities who have been accepted at SUNY Orange.

Students must present appropriate medical or psychological documentation for the stated disability. Documentation may also include suggestions for compensatory strategies, adaptive devices, or other support services that would benefit the student. Documentation will remain confidential and will be maintained by OAS. This information will be considered confidential and is to be shared within the institution on a need-to-know basis only. Disability records may be destroyed five (5) years after the student's enrollment.

The Office of Accessibility Services serves as a national voter registration site. The staff in OAS is happy to assist any student in filling out or submitting an application to vote.

## Alcohol & Drug Policy

It is unlawful to purchase, manufacture, possess, use, distribute, sell, or consume alcohol and/or other drugs on campus sites or at College-sponsored events. For additional information refer to the Rights and Responsibilities Section.

## Athletics

Student activity fees help support the intercollegiate program, which consists of men's, basketball, baseball, soccer, golf and cross country and women's volleyball, basketball, cross country, and softball.

## Attendance

Students are required to attend all classes. Instructors are authorized to lower grades for unexcused absences.

In the event that you must be absent from class due to religious observations, it is your responsibility to contact the instructor to arrange for an opportunity to make up any examination or study requirements which you may have missed. It shall be the responsibility of the faculty and of the administrative officials to make available to each student who is absent from school because of his/her religious beliefs an equivalent opportunity to make up any examinations, study or work requirements which he/she may have missed because of such absence on a particular day or days.

If illness, accident, or similar circumstances make it impossible for you to attend classes for three consecutive days or more, it is your responsibility to notify your instructor(s).

Current or future awards of financial aid may be affected if you do not attend classes for which you are registered.

## Auditing Courses

Students who do not wish to earn credit or a grade should complete a special permission form available at Student Services Central when they register for courses. Students may, however, change 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). Some courses, such as Nursing, are not subject to audit.

Those students who are receiving financial aid should consult with the Financial Aid Office before registering for or changing to audit status.

Instructors are not required to evaluate the work of audit students.

## Bookstore

The SUNY Orange Bookstore stocks textbooks and supplies for courses as well as art, engineering and school supplies, SUNY Orange clothing, gifts and incidentals. The Bookstore offers a full range of textbook options that include new, used, digital and rentals. Textbooks are not included in tuition.

Visit the Bookstore website, [www.sunyorangebookstores.com](http://www.sunyorangebookstores.com) for textbook information or visit the store and browse the shelves. Be sure to have your schedule so you have the detailed information you need to find the proper match of books for the course you are taking. Using the free Textbook Pre-Pack service, you enjoy the convenience and savings in time and energy as your books all together ready and waiting for you!

The Bookstore accepts cash, personal checks, MasterCard, Visa, and Discover cards for payment. Customers must show proper ID for all purchases. Various types of student financial aid are also accepted. Students must be pre-authorized to charge. Store hours vary throughout the year, and can be found on our web site.

## Campus Parking Regulations

Basic Parking and Driving Regulations are:

- Permits must be displayed in designated area and can be obtained at the Student Information Desk in the Shepard Student Center on the Middletown campus and at the Security Desk in Kaplan Hall on the Newburgh campus.
- Parking is limited to student lots indicated on the campus map
- Student parking is available on levels B-2 and B-3 of the Kaplan Hall underground parking garage which is accessible via First Street.
- Some lots are reserved for faculty; some spaces are reserved for handicapped drivers and monitored by the police department (\$200 fine)
- Never park on grass areas
- Park within the specified lines provided in lots
- Obey the 5 mph speed limit on campus
- No parking in Lot #10 (Maintenance Dept), and Lots #2 & 6 (faculty and staff only)

Failure to follow Parking Regulations will result in ticketing by College Security. If you ignore tickets, you will not be able to register for courses the following semester and your official College transcript will not be released until your tickets are paid!

## Career & Internship Services

The Office of Career & Internship Services assists students, alumni and community members with all phases of the career development process. The office is staffed by professionals who can guide you through a maze of career information and make valuable resources available for your career discovery. Specific services include:

**Career Advising/Counseling:** With the help of various assessment tools and 1:1 counseling our staff can assist you with career and self- exploration.

**Job Market Information:** We can assist you to obtain and research occupational, educational and employment information.

**Professional Development:** Through workshop participation you can gain insight into resume and cover letter construction, interviewing techniques, making decisions, critical workplace behaviors and skills, positioning for advancement opportunities, etc.

**Employment Services:** We maintain job listings for part-time and full-time jobs which you can access through the online job bank. Staff is available to critique resumes which can be posted to our website for employer searches.

**Experiential Education:** The opportunity exists for you to explore the world of work through internships, volunteer jobs, service learning, informational interviews and job shadowing experiences.

## Cell Phones

The use of cell phones or any other electronic communication device for any purpose during class or exam sessions is prohibited, unless expressly permitted by the instructor. Please note: The cell phone guidelines contained in the course syllabus supersedes this policy.

## Children on Campus

The College's facilities and properties are designed for an adult population of students, faculty and staff. With the exception of the child care center and, on special occasions, when children visit a campus for a College-sponsored educational event, that adult environment is not designed to protect the safety and well-being of children.

Children under the age of 16 years must be accompanied and supervised by a parent, guardian or another adult who has been so designated by a parent or guardian. At no time are children allowed in classrooms or laboratories. This policy is intended to protect the visiting child from harm and to prevent disruptions to classroom and laboratory



activities. Under no circumstances, supervision notwithstanding, will a child be allowed to enter any campus space that the President deems unsafe. (Board Policy 2.24)

## Clubs

At SUNY Orange, where all students are commuters, clubs and organizations contribute in a unique way to a student's learning, development and success. You are afforded the opportunity to join with friends or to make new ones through activities which you enjoy, and are different from or which supplement classroom work.

Club activities are student centered and student controlled and present a wonderful opportunity to develop projects and pursue interests as joint undertakings with other students.

Clubs and organizations meet at Activity Hour on Tuesdays and Thursdays from 11 a.m.-12 noon unless otherwise posted on the Center for Student Involvement website.

## College Catalog

The Catalog is available online and contains information on College degree programs, policies, services, and course descriptions.

Orange County Community College reserves the right to make any changes, delete any courses or to effect any changes in the curriculum without notice. This right extends to administration, policies, tuition and fees and any other phase of school activity. Each student is expected to have knowledge of the information printed in the catalog.

## Code of Student Conduct

The Code of Student Conduct available online at [www.sunyorange.edu/vpss](http://www.sunyorange.edu/vpss) sets forth the expectations the College has with respect to student behavior in and outside the classroom. The College reserves the right to dismiss any student who engages in conduct incompatible with the purposes of the College.

## College Closing/Delayed Openings

The President is responsible for making the decision to cancel classes or to close the campus during periods of adverse weather conditions or other emergencies. The decision will be made as early as possible and based on the best information possible from weather forecasts, conditions on campus and in parking lots, and the status of roads over which students, faculty and staff must travel.

In the event of inclement weather or emergency conditions, announcements concerning closing of the College and/or class cancellations will be heard on radio/television stations and posted on the College website and social media. For updated information, dial the College's main number (344-6222) for recorded voice information. To receive an email alert in the event of a delay or closing, subscribe at <https://www.sunyorange.edu/alert/email/subscribe.shtml>

## Computer Kiosks

In addition to open access computer labs, computer kiosks are available in the Shepard Student Center in Middletown and on the Newburgh campus.

## Computer and Network Use Policy

This policy defines the acceptable use of computers and networks made available to employees and students of the College and any other person granted such access. The College network exists to enrich the learning environment and to enhance the effectiveness and efficiency of all other College operations. Usage of the network is a privilege and is limited to those functions. Since some communications over the network involve matters of academic freedom and sensitive or protected communications, this policy assumes the privacy of such communications.

### User Responsibilities

Since College computers are to be used only for enriching the learning environment or for enhancing the operating effectiveness of the College, following are the types of uses that are prohibited:

• Displaying or transmitting material that is not educational or does not support the curriculum of the College and that could otherwise be considered sexually explicit, profane, racist, harassing, threatening or creating an intimidating, hostile or offensive environment

- Disguising the source of electronic messages
- Modifying the network in any way (includes adding access points or installing bridges, switches, hubs, or repeaters)
- Running unauthorized programs or applications on the network
- Gaining unauthorized access to any electronic resource
- Circumventing security systems designed to prevent unauthorized access
- Accessing, downloading, or storing of copyrighted software or information which is not licensed
- Transmitting any material in violation of federal or New York State regulations
- Using computing resources for commercial or profit-making activities
- Accessing or attempting to access any electronic resource for which the user does not have authorization
- Disrupting another user's work or system
- Broadcasting messages or any other activity that results in the congestion of the network
- Distribution and/or sharing of user accounts and passwords

### College Responsibilities

The College is responsible for the design, maintenance and good working order of the network and for providing ongoing user training on the appropriate uses of the network. The College is also responsible for investigating any suspected abuse of this policy. Such investigation may include remote monitoring of on-line activities and inspection of user's computer work areas. If an abuse becomes apparent, the College may invoke stricter supervision, limit or revoke the user's privileges, or take other appropriate action.

### Crime Statistics

In compliance with the Campus Safety and Security Act of 1998 (Clery Amendment) and New York State Education law Article 129-A, SUNY Orange maintains crime statistics related to crimes reported to campus security and local law enforcement agencies. The report is available from the Office of Safety and Security and can also be obtained from the U.S. Dept. of Education website at: <http://ope.ed.gov/security/>.

### Cultural Affairs

Cultural Affairs at SUNY Orange presents events which are offered throughout the year. Programming is diverse and is meant to provide enriching experiences for both the college community and the community-at-large.

**Exhibits:** Orange Hall Gallery (Middletown) and Mindy Ross Gallery (Newburgh) one large or concurrent exhibits changing every four to eight weeks often including small musical performances during receptions and sometimes art demonstrations and lectures or discussions.

**Performances:** Music: classical, jazz, ethnic; Theatre: classics, innovative, modern, and new works; Family theatre; Dance: classic, modern, folk, ethnic;

**Lectures:** Social studies, science, humanities, art, architecture, music, film, theatre, economics, timely issues.

**Special Events:** Big series, major events, events combining several artistic fields.

**Master Classes:** Music, art, theatre, poetry/writing, science

**Poetry:** Plain, thematic, dramatic, and/or with accompaniment

**Films:** Short festivals, documentary, independent, comedy, science fiction, classic, silent, foreign, topic-themed, with introductions & discussions.

### Dean's List

All full-time students not on probation who earned a GPA of at least 3.33 the previous semester are placed on the Dean's list.

Part-time students who achieve a GPA of 3.3 or higher for each full-time equivalent semester of study completed shall be placed on the Dean's list. A full-time equivalent semester is defined as the completion of twelve credit hours of study.

## Directory Information

See Student Rights and Responsibilities section.

## E-mail Policy

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) 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.

**SUNY Orange Student Grapevine** College information to students is communicated twice weekly through the e-newsletter, the *Student Grapevine*. The *Student Grapevine*, will include announcements, schedules of events, and notifications of College deadlines, and will replace most mailings, flyers and postcards that are currently distributed to students. An online version of the Student Grapevine is posted to the College's website.

## Educational Opportunity Program (EOP)

The Educational Opportunity Program (EOP) is available to first time, full-time (12 credit hours or more per semester), New York State students who qualify, academically and financially for the program. The EOP serves students who have the potential and motivation for academic success by providing students with a supportive and encouraging environment. Freshman and transfer applicants must meet specific academic and economic criteria. First-year EOP students also participate in a mandatory 2-week summer program designed to reinforce student success.

Students enrolled in EOP receive support services including career planning, academic advising, financial literacy and financial assistance. Eligibility is determined when a student is accepted to the college as a freshman, and has a completed FAFSA on file. If you are interested in the EOP and want to know if you are eligible, please visit the SUNY Orange website at [www.sunyorange.edu/eop/](http://www.sunyorange.edu/eop/) or call us at 8(845) 341-9718.

## Financial Aid

Assistance is provided by Federal, State, local and/or private sources to help students meet college costs. Financial aid consists of grants, loans, scholarships and/or work study. To apply for federal student aid for college and for most state and institutional aid, you must complete and submit a Free Application for Federal Student Aid (FAFSA) each year. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) The SUNY Orange federal school code is 002876.

Students are able to check the status of their financial aid, accept their award offer (including student loans) online at [www.sunyorange.edu](http://www.sunyorange.edu). All courses you register for must apply toward your degree program. If you have courses that do not apply toward your degree program financial aid may be reduced.

## Fitness Facilities

The Physical Education Building in Middletown is equipped with six racquetball courts, a six-lane 25-yard swimming pool, spin studio, weight room, dance studio and gymnasium. A schedule is available at the beginning of each semester for use of these facilities by the campus community. A current student ID card must be shown in order to use the facilities.

## Food Services

Food Services provides options in the following locations:

### **Shepard Student Center Fireplace Lounge, Middletown**

Located on the second floor of the Shepard Student Center. Mini-mart choices include breakfast, snack and lunch foods every weekday.

### **The Sarah Wells Café, Rowley Center, Middletown**

Located on the first floor of the Rowley Center. Mini-mart choices include breakfast, snack and lunch foods every weekday.

### **The Hudson View Café, Kaplan Hall, Newburgh**

Located on the second floor of Kaplan Hall. Mini-mart choices include breakfast, snack and lunch foods every weekday.

### **Food Kiosks, Bio-Tech Building, Middletown**

Located in the Bio-Tech Building (main level). Mini-mart choices include breakfast, snack and lunch foods every weekday.

## Vending Machines

At the Middletown Campus, vending machines are located in Harriman Hall, Bio-Tech Building, Orange Hall, Shepard Student Center, Morrison Hall and the Physical Education Building. At the Newburgh Campus, vending machines are located in Kaplan Hall and the Tower Building.

## Game Rooms

The Middletown campus game room is located on the first floor of the Shepard Student Center; and the Newburgh campus game room is located in the basement of the Tower Building. Both offer big screen TVs, pool tables, and ping-pong (Newburgh). The game rooms are great places to relax with friends. Game tournaments are held throughout the year.

## All-Gender Bathrooms

The College has established two all-gender bathrooms on each campus. These restrooms are located in the following buildings: Rowley Center (first floor) and Morrison Hall (first floor) on the Middletown campus; and Kaplan Hall (first floor) and Tower Building (first floor) on the Newburgh campus.

## Grades & Quality Points

The College catalog, available online, provides detailed information on grades and grading policy including the calculation of your term and cumulative grade point average (GPA).

## Graduation and Commencement Exercises

Graduation and participation in the commencement ceremony are not automatic. Students must initiate the process themselves. A Graduation Application must be submitted by students anticipating completion of **ALL** program/degree requirements according to the deadlines listed in the Academic Calendar.

The College graduates students in May, August and December and holds a commencement ceremony in May each year. If you complete your degree requirements at the end of the Fall semester or during the summer session, you are invited to participate in the commencement ceremony the following May.

Applying for graduation initiates review and conferral of degrees only. You will receive commencement information from the Office of the Vice President for Student Services. These letters are stamped “Important Graduation

Information”. Save these letters as they contain important information you need concerning the Commencement Exercises. You can see all information about graduation and the commencement ceremony at the Registrar’s website and at <http://www.sunyorange.edu/commencement>.

As per Academic Policy, participation in the College’s Commencement ceremony is limited to the following students and criteria: those who met the requirements of a program, registered by the New York State Education Department and the State University of New York; potential August graduates who have no more than 6 credits remaining or two courses which do not exceed 8 credits left to finish over the subsequent Summer Semesters. Students must meet all other requirements for their degrees, have at least a 2.0 cumulative GPA at the end of the Spring semester, and apply for May commencement by the due date. No degree shall be conferred until all requirements for graduation have been met.

All outstanding obligations to SUNY Orange (tuition, fees, books, etc.) must be satisfied before your diploma or certificate will be released.

## Identification Card

All full and part-time credit students receive an I.D. card after registering. This is the final step of the registration process. Your I.D. card must be validated each semester. The I.D. card also serves as a library card and a student activity pass which enables you to gain free admission or a special student rate to the various activities. Loss of a card must be reported to the Center for Student Involvement Office or Security. A replacement can be obtained from that office at a cost of \$15.00. All students are required to obtain an I.D. and are strongly encouraged to carry it when on campus.

## Immunization Requirements

New York State Public Health laws require that all students born on or after January 1, 1957, who wish to enroll for six or more credits in any one semester, provide proof of immunity to measles, mumps and rubella (MMR).

Acceptable proof of immunity may be one of the following:

a) Documentation of live virus vaccine given after 1/1/68 and on or after your first birthday for:

- measles - two doses at least 28 days apart
- mumps one dose
- rubella one dose; or,

b) Documentation of physician diagnosed disease and date of diagnosis for measles and mumps only; immunization or a positive titer required for rubella; or,

c) Laboratory serologic proof of immunity (positive titer) for measles, mumps and rubella.

Most students can obtain their immunization records from other colleges they have attended, their high school health office, or their doctor’s office. The records submitted must be stamped and signed by the issuing office.

***Students who do not comply with immunization requirements may be disenrolled from the college.***

In addition, all students, regardless of age, must sign and return the college’s ***Meningitis Response Form***, indicating they have received the information about meningococcal disease and have either received or waived the vaccine.

## Interim/Involuntary Medical Withdrawal

A student will be subject to a College Interim or Involuntary Medical Withdrawal if the College determines that the student is suffering from a physical, emotional or psychological condition in which the resulting behavior:

- 1) poses an imminent danger, physical harm or threat to the campus community or to the student; or
- 2) substantially impedes the activities of the campus or other members of the campus community, including the educational process, activities or functions of the College and its personnel.

In the event of an Interim or Involuntary Medical Withdrawal, the student may be prohibited from attending classes and/or being on campus. The student will be required to submit a physician’s medical release and/or mental health evaluation prior to registering for another semester. Students may not be eligible for a waiver of tuition charges under this procedure.

## Lab School

The Morrison Lab School provides child care and learning experiences for children of SUNY Orange students.

Morning, afternoon, and full-day programs provide a healthy, happy, and stimulating learning environment. Each child is able to explore and learn through a variety of activities, including music and movement, creative art, story-time, outdoor play, and child-directed center-based readiness experiences.

The Lab School serves children from 6 months through to the end of pre-school age. The Lab School is licensed by the New York State Office of children and Family Services.

## Library Services

The SUNY Orange Libraries located on the Middletown and Newburgh campuses are designed to function as both a traditional environment of quiet study space and as a state-of-the-art information commons. The libraries house a variety of study spaces, including carrels for individual study, tables for group work and designated quiet-study areas. While in the Library, students are asked to respect the needs of others, to engage in behavior that supports the academic learning environment, and to adhere to the Library Code of Conduct.

The Information Commons are busy, centrally located areas where students can access academic and technology resources necessary to support their learning and research. Within the Commons, the Library provides traditional research tools and reference materials, Microsoft Office software, and both wired and wireless internet access. The electronic databases provide full-text and full-image journals, magazines and newspapers. A Help Desk is located adjacent to each Commons and is staffed by librarians and support staff to assist students with their research needs.

Workshops and instruction sessions designed to help students acquire and improve library research skills are offered by Library faculty. A schedule of workshops is available online and within the Library.

The student's College identification card serves as a library card and is required to borrow books, videos and reserve readings; to utilize the computers in the Information Commons; and to access the databases from off-campus.

The Library website ([www.sunyorange.edu/lrc](http://www.sunyorange.edu/lrc)) and contains detailed information regarding library services, hours, policies and includes instructional guides that are designed to assist students with their research needs. For questions or reference assistance, students may call the Library.

## Lockers

Lockers are available free of charge on a first-come, first-served basis in the Shepard Student Center and the Fitness Center (room 129) in the Tower Building. To reserve a Fitness Center locker for regular use, please register at the Security desk in the Tower Building.

Your property should be clearly marked with your name to prevent mix-ups and possible loss of books and coats. All personal property must be removed from all lockers at the end of each semester.

## Lost and Found

SUNY Orange maintains a Lost and Found on each campus. In Middletown, Lost & Found is located in the Center for Student Involvement. In Newburgh, lost items can be retrieved at the Security Office in the Tower Building located at the building entrance.

## MySUNYOrange

SUNY Orange offers many online services and resources accessible through the College portal, MySUNYOrange. These online services provide instant access to your student records (Banner), e-mail (Gmail) and online courses (Blackboard).

Once logged in you can:

- access college resources
- view current academic department announcements
- view the college events calendar
- search for class times and availability



- view your mid-term and final grades
- review your payment history
- check financial aid and tax information
- print a copy of your schedule or an unofficial transcript
- run a degree audit using DegreeWorks
- view holds on your account

You can also send and receive e-mails via Gmail, collaborate with classmates and professors through Blackboard and conduct research by accessing the Library Databases.

Email and alerts delivered to your personalized home page within MySUNYOrange will remain SUNY Orange's primary means of communicating with you. ***We encourage you to log into MySUNYOrange daily.***

**Parking** See Campus Parking Regulations.

## Parking Permits

Parking permits are required for day students and are available at the Center for Student Involvement (Middletown) or Security (Newburgh). If you attend classes at the Newburgh campus, you are required to have a parking permit for evening classes. (not required for Middletown).

To receive your Parking Permit you will need the following:

- Alternate Photo ID (driver's license or other state issued ID)
- A copy of your current class schedule (Fall or Spring semester only)
- The make, model & license plate of the vehicle

Parking permits must be updated each semester when you update your student I.D. Replacement permits can be obtained at the cost of \$5.00. Tickets issued for parking violations can be paid at Student Services Central.

## Photography Policy

In order to document various College activities, as well as to promote the academic, cultural and student activities on campus, students agree to allow College photographers and their designees to capture their images in both still pictures, as well as motion video.

## Posting Information

To post ads or flyers, a student must first obtain permission from the Center for Student Involvement. Flyers may be posted only on bulletin boards. They may not be hung on walls, windows or doors.

**Probation** See Academic Standing

## Red Flag Policy

### Identity Theft Prevention Program

Orange County Community College is committed to preventing fraud associated with the misuse of identifying information (identity theft) of students, staff, faculty or others who have relationships with the College to obtain educational or financial services.

In compliance with the Federal Trade Commission's Red Flags Rule (16 CFR 681.2), the College will require all individuals requesting services to provide a SUNY Orange Identification Card, a driver's license or other government issued identification (with photo).

## Refund Policies

Students who officially withdraw (drop) from a credit course or from the College may be eligible for a refund of tuition and appropriate share of fees. The current Refund schedule is available online at

[http://www.sunyorange.edu/bursar/refunds/tuition\\_refund\\_policy.shtml](http://www.sunyorange.edu/bursar/refunds/tuition_refund_policy.shtml)

## Registrar

The Registrar's Office handles students' records, oversees the registration process, sets the academic master schedule, distributes grades and administers academic policy. The Registrar is the College FERPA Officer.

## Religious Activities

Local clergy extend a welcome to attend their services and church activities.

## Safety & Security

The College provides campus security services and regularly reviews the qualities of those services to ensure students, staff and faculty are protected at all times, and that the College is prepared to handle any situation that may arise. In order to successfully prevent crime, Campus Safety and Security needs the support, cooperation, and individual involvement of all members of the campus community.

Emergency Procedures are outlined on the Safety and Security website <http://www.sunyorange.edu/safety/procedures.shtml> together with Safety and Security resources, the College Emergency Management Plan, and the most recent Campus Safety Report.

To assure that SUNY Orange has a method to contact its faculty, staff and students in the event of an emergency, the College will require each member of the campus community to register for the New York Alert system. New York Alert is an automated emergency messaging system that the College will utilize to inform folks of emergencies or unforeseen crises in a timely manner. New York Alert allows you the option to receive emergency messages via land-line telephone, cell phone, e-mail or text message. The College encourages you to register for as many contact methods as possible so that you are assured of receiving these critical emergency alerts.

## Service Animals

Individuals with disabilities may be accompanied by their services animals in those locations on the SUNY Orange campuses where members of the public or participants in services, programs or activities are permitted.

As defined by the Americans with Disabilities Act (ADA) Section 36.302 (1), a services animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability.

In some cases, the College may permit other species of animals on campus on a case-by-case basis, consistent with applicable law. Other than service animals, pets are not permitted on campus.

## Smoking and Tobacco Use on Campus

Orange County Community College bans the use of tobacco products, including e-cigarettes and vapor devices, on the College's campuses, except in those outdoor areas designated by the College President. Pursuant to the New York State Indoor Clean Air Act (Public Health Law, Article 13-E), smoking is prohibited inside all buildings owned and/or operated by SUNY Orange. In addition, the indoor use of all tobacco products is strictly prohibited.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy. (BP3.6)

## Snow Closings — See Closings/Delayed Openings

## Student Involvement

### Co-Curricular Activities

The Center for Student Involvement (CSI) is on the second floor of the Shepard Student Center where the Director's office is located. You will find information and assistance for all student activities at the student activities here, and on the first floor of the Tower Building in Newburgh.

Activities sponsored by the Student Senate, the Board of Activities (BOA), and clubs and organizations range from theater, dance and musical presentations to lecture, comedy, novelty/variety shows and various trips to recreational, educational and cultural events.



The Game Room and Student Government offices are located on the first floor in the cafeteria. In Newburgh, the Game Room and Student Government offices are located on the first floor of the Tower Building.

## **Student Housing**

Orange County Community College was established for commuting students; there are no dormitories nor is there any approved housing. Apartment listings are also available through the Times Herald-Record. The College, however, does not assume responsibility for these accommodations or rental arrangements. The responsibility for these accommodations, adhering to the rules and regulations of the landlord, and resolving disagreements with the landlord rests with the student and/or his parents and not with the College. You must notify the College of any and every change in your local address.

## **Student Senate**

At registration, the College collects an activity/athletic fee from each credit student. When you pay your activity fee, you automatically become a member of the Student Association. As a member of the Student Association, you have the right to run for or elect representatives to the governing body of the Student Association, the Student Senate.

The Student Senate is ultimately responsible for appropriating activity fees, chartering clubs and organizations, and acting on behalf of the Student Association's best interest. In short, the Student Senate is your representative voice on campus. You are encouraged to attend Senate meetings and/or bring your concerns to the attention of one of the members of the Senate.

There are active Student Senates on both campuses. The Middletown campus Senate meeting room and office are located on the first floor of the Shepard Student Center in the cafeteria. If you wish to contact the Senate office a message may be left at the Center for Student Involvement where all Senate and club mailboxes are located.

The Newburgh Senate office is located in the Center for Student Involvement Office in the Tower Building.

### **Eligibility for Elections**

Students interested in participating in Student Government should contact the CSI office in Middletown or Newburgh. First time students must be enrolled for a minimum of six credits to be eligible to run for the position of Student Senator. Returning students must have attained a cumulative quality point average of 2.00 by the end of the semester preceding the election in order to be eligible to run for the position of Senator. (Any student who wishes to run for the position of President, Vice President or Treasurer must fulfill the aforementioned requirements and, in addition, must have completed a total of twenty-four credits prior to assuming office. Students wishing to run for the position of secretary must be enrolled for a minimum of six credits and fulfill the aforementioned requirements. These positions are voted on within the Senate.)

### **Maintaining Eligibility**

All members of the Student Senate must maintain throughout their term a minimum of six credits per semester and a Quality Point Average of 2.00 and a cumulative Quality Point Average of 2.00 to remain an eligible participant in Student Government.

## **Transcript Requests**

Official Transcripts contain a record of all courses, grades and degrees received at SUNY Orange. Transcripts are sent to other parties such as colleges, prospective employers, or government agencies at the request of the student and payment of the required fee. Transcripts will not be released if there is a hold on the student account.

Transcripts may be ordered online, by mail or in-person. See the Registrar webpage for details and to download the appropriate form.

## **TRiO Student Support Program**

TRiO Student Support Services assists students who are the first generation in their family to attend college, have a

documented disability, and/or are considered to be low income as per federal regulations. Our goal is to increase student retention and graduation rates, and facilitate a smooth transition and transfer to four-year institutions. We help students to achieve their academic, personal and career goals by providing support with: selecting a major and appropriate courses; exploring transfer schools; improving financial literacy; discovering and applying for scholarships; accessing tutorial and other support services; researching careers; improving study and organizational skills; and overcoming personal barriers to success.

For more information, please call the TRiO office at (845) 342-4175.

## Veteran Services

The College's Veterans Certifying Officials and the Veteran's Services Coordinator have offices located on the third floor of the Shepard Student Center. They provide benefits information and enrollment certification and links to college and county resources to meet the needs of military veteran students and their dependents. A complete resource page for veterans can be found at [www.sunyorange.edu/veterans](http://www.sunyorange.edu/veterans).

## 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 if required for their program of study. 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.

## Wellness Center

The Wellness Center is open to all students free of charge. All visits are kept confidential. The Center's mission is to promote health education and wellness for the entire campus community, and to assist students in reaching their college and career goals. The Wellness Center also maintains all student immunization and health records.

Registered nurses are available in the office to consult with students regarding common health concerns, such as cold and flu symptoms, minor injuries, headaches, etc., and more serious issues, such as eating disorders, alcohol and substance abuse, and pregnancy. Nurses also serve as first responders when illness and injury occur on campus, to provide first aid and referrals to health providers as needed.

Personal counselors are available to assist students with mental health issues such as anxiety, depression, stress management, PTSD, and more via short-term counseling and referral to community services. Personal counselors also promote several wellness initiatives each semester, including stress management, substance abuse assessment, and suicide prevention.

## Withdrawal from a Course

When a student finds it necessary to withdraw from a course(s), he or she must complete and file the Drop/Add Form with Student Services Central by the withdrawal deadline stipulated in the Academic Calendar. A student who officially withdraws from a course(s) by the end of the twelfth (12th) week or its equivalent, will receive a grade of W. After the twelfth (12th) week or its equivalent, the student will receive the grade that he or she earned in the course.

Students who are required to enroll in developmental courses must remain enrolled in them throughout the semester. A student may request permission to withdraw and must acquire signature approval from the appropriate administrator (Associate Vice President, Coordinator of Learning Assistance Services or the Registrar) their Advisor and the Instructor in order to drop the course(s). Absence from class is not a sufficient reason when seeking permission to withdraw from a required developmental course.

If you receive financial aid you should check with that Office prior to withdrawing since it may impact current or future aid awards.

## **Withdrawal from the College**

A student may withdraw from the College and from all current semester courses, including developmental, if he or she does so by the deadline. The student must complete the Total Withdrawal from College Form and the Drop/Add Form with appropriate signatures by the dates noted on the Academic Calendar. Exit interviews with an academic advisor are required. Students who receive any form of financial aid are required to obtain a financial aid officer's signature.

## **Student Rights and Responsibilities**

Orange County Community College is proud of its reputation for academic excellence and the safe and conducive environment for learning which exists on the Middletown and Newburgh campuses.

In an effort to maintain the quality of life, both in and outside of the classroom setting, the College has adopted various codes, policies and grievance procedures for the benefit of all students.

## **Academic Grievance Procedure**

The purpose of the Student Academic Grievance Procedure is to encourage the informal resolution of academic issues that might surface between students and faculty in a manner that is timely and upholds standards of academic integrity. In the event that students and faculty are unable to resolve an academic issue, the formal stage provides additional fair and equitable procedures for students. Students should understand that each stage of the process is an important one; therefore, it is not possible to move through the process unless previous stages have been followed. The procedure must be utilized by all students regardless of the location at which the grievance has arisen or the mode of delivery for the course. The full Academic Grievance Procedure is available online in the current College Catalog.

## **Access to Official College Records - FERPA**

The Family Educational Rights and Privacy Act (FERPA) was designed to ensure that the educational records of colleges and universities would be open to inspection and correction and that recorded information, in whatever medium, would not be made freely available to individuals outside the college without student consent. Copies of the Act are available from the Registrar's Office upon request.

All student records are maintained and made available in accordance with the Federal Family Educational Rights and Privacy Act 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. No records are released to third persons except as provided in the Act. Further information is available from the Office of the Registrar.

The official academic file for each student is maintained by the Registrar.

A typical file contains the following documents:

- Official transcript

- College application and acceptance letters
- High School transcript or GED
- Test scores, if not on high school transcript
- Transcripts from previous college(s) and transfer credit evaluation(s)
- Change of grade, curriculum, permanent address forms
- Registration and drop/add forms
- Graduation waivers and substitutions
- D-F-W reports filed by instructors
- Graduation application
- Notice of academic action (probation, separation)
- Notice of disciplinary action
- Student's request for nondisclosure of directory information

#### **Disclosure to Student**

1. On presentation of proper I.D., a student may request to review the contents of his or her academic file. An appointment will be made, within a reasonable amount of time (and no later than 45 days), with the student, a staff member or counselor to review the file in the Registrar's Office.
2. Official Transcripts contain a record of all courses, grades and degrees received at SUNY Orange. Transcripts are sent to other parties such as colleges, prospective employers, or government agencies at the request of the student and payment of the required fee. Transcripts will not be released if there is a hold on the student account.
3. Any document submitted by or for students to support application for admission or award of transfer credit remains in the student's file. These documents will not be forwarded to a third party. They must be requested from the originating institution by the student.

#### **Disclosure to Relatives/Guardian/Spouse**

Information will be released with permission of the student or on subpoena. Students and former students will be notified of the latter case. See also Directory Information.

#### **Access to Records by Faculty & Administration**

Faculty and administrative staff who have an educational interest in student academic files may review them. Medical, counseling, and security records are not open to faculty and administrative staff for general review except where covered by the Act.

#### **Directory Information**

The following items are matters of public record and will be released without student consent unless the student wishes to deny release to all but those authorized by the Family Educational Rights and Privacy Act of 1974, except disclosures allowed through the Solomon Act. Students should address their written requests for nondisclosure to the Office of the Registrar.

1. Student status.
2. Current enrollment or dates of enrollment.
3. Curriculum (program) and year of study.
4. Degree/certificate (if any), date of award, major, and honors received.
5. Names and addresses of graduates requested by state or local representatives who wish to send congratulatory messages.
6. Names and addresses of graduates requested by bona fide educational institutions who seek to inform graduates of transfer opportunities and other educational options or other educational institutions with whom we have a specific agreement.

#### **Not to be Released (without student consent):**

- Address and telephone numbers.
- Grades, test scores, averages, academic status, or terms of suspension/ dismissal.
- Date or place of birth.
- Health status, attendance, course work, or disciplinary action.

### **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 written requests that identify the record(s) 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, 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 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).
- Students have 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.

### **Code of Student Conduct**

The Code of Student Conduct available online at [www.sunyorange.edu/vpss](http://www.sunyorange.edu/vpss) sets forth the expectations the College has with respect to student behavior in and outside the classroom. The College reserves the right to dismiss any student who engages in conduct incompatible with the purposes of the College.

### **Interim/Involuntary Medical Withdrawal**

A student will be subject to a College Interim or Involuntary Medical Withdrawal if the College determines that the student is suffering from a physical, emotional or psychological condition in which the resulting behavior:

- 1) poses an imminent danger, physical harm or threat to the campus community or to the student; or
- 2) substantially impedes the activities of the campus or other members of the campus community, including the educational process, activities or functions of the College and its personnel.

In the event of an Interim or Involuntary Medical Withdrawal, the student may be prohibited from attending classes and/or being on campus. The student will be required to submit a physician's medical release and/or mental health evaluation prior to registering for another semester. Students may not be eligible for a waiver of tuition charges under this procedure.

### **Non-Academic Grievance Procedure**

When a student believes that their 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.

The full Non-Academic Grievance Procedure is available online in the current College Catalog.

## Sexual Violence Prevention and Response

### Students' Bill of Rights

The State University of New York and SUNY Orange are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in SUNY Orange programs, activities, and employment.

All victims/survivors of these crimes and violations, regardless of race color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad.

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressures from the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
8. Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

The full text including the **Definition of Terms, Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases**, the **Sexual Violence Response Policy**, and the **Policy for Transcript Notation for Crimes of Violence** can be found at

[www.sunyorange.edu/studentdev/documents/SUNY\\_Policies\\_on\\_Sexual\\_Violence\\_Prevention\\_and\\_Response\\_2016.docx1.pdf](http://www.sunyorange.edu/studentdev/documents/SUNY_Policies_on_Sexual_Violence_Prevention_and_Response_2016.docx1.pdf)

## General Rules and Regulations

### Anti-Hazing Law

Reckless or intentional acts that endanger mental or physical health or involve the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization are strictly forbidden. Violation of the anti-hazing law will result in the expulsion, suspension, or other disciplinary proceeding or, if the violation is an organization, rescission of permission of the organization to operate on campus. A violator or organization may be subject to any applicable provision of the Penal Law in addition to any College disciplinary proceedings.

### Bias Crimes/Hate Crimes

It is an Orange County Community College Safety and Security mandate to protect all members of the college community by preventing and prosecuting bias or hate crimes that occur within the campus' jurisdiction.



Hate crimes, also called bias crimes or bias-related crimes, are criminal activities 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 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 Director of Safety and Security.

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, the SUNY Orange Department of Safety and Security also assists 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 College as acts of bigotry, harassment, or intimidation directed at a member or group within the SUNY Orange community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status, may be addressed through the State University's Discrimination Complaint Procedure or the campus conduct code. Bias incidents can be reported to Department of Safety and Security as well as to Human Resources Department.

If you are a victim of, or witness to, a hate/bias crime on the Middletown campus, report it to the Department of Safety and Security. Victims of bias crime or bias incidents can avail themselves of counseling and support services from the campus as follows: after notifying the Department of Safety and Security, they will be escorted to the Wellness Center.

## Loitering

All visitors to the College not having an acceptable, legitimate reason for being on campus are subject to prosecution for loitering under the provisions of Section 240.35 of the New York State Penal Law.

## Policy of Selling Wares on Campus

College regulations prevent the use of the campus for private or individual commercial purposes.

## SUNY Orange Tobacco Use Policy

Orange County Community College bans the use of tobacco products on its campuses, except in those outdoor areas designated by the College President. Pursuant to the New York State Indoor Clean Air Act (Public Health Law, Article 13-E), smoking is prohibited inside all buildings owned and/or operated by SUNY Orange. In addition, the indoor use of all tobacco products is strictly prohibited. Designated Tobacco Use Location for Middletown Campus

Any College-owned and numbered parking lot (EXCEPTION: Smoking and tobacco use are prohibited in the Middletown campus parking garage) Designated Tobacco Use Location for Newburgh Campus Plaza/Patio area between the Tower and Maple buildings First Street entrance to campus promenade

## Weapons on Campus

Firearms and dangerous weapons of any type (as defined by New York State Penal Law, Section 265.01[3]) are strictly prohibited on all College property, or at any College-sponsored event.

Intentional use, possession, or sale of firearms or other dangerous weapons on College property or at any College-sponsored event is strictly prohibited, and is a violation of state and federal law. No person is permitted to carry or possess a firearm on College property or at a College-sponsored event unless approved in advance, in writing, by the SUNY Orange president. (Board Policy 2.35, 2016)

## Employee and Student Regulations on Alcohol and Drug Use

In compliance with the Drug-Free Schools and Communities Amendments of 1989 as mandated by section 22 of public law 101-226, and the Drug-free Workplace Act of 1988, SUNY Orange will make the following information

available to all its students and employees annually: The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances at all work locations is prohibited. The unlawful purchase, manufacture, possession, use, distribution, or consumption of alcohol and other drugs on all campus sites or college-sponsored events is prohibited. No alcoholic beverages may be bought, manufactured, possessed, used, distributed, or consumed on campus or elsewhere as part of college activities unless written approval is received in advance by the President of the College.

As of December 1, 1985, the legal minimum age to purchase alcoholic beverages in New York State was changed to 21. Under the law, no person can sell, deliver, or give away any alcoholic beverage to any person under the age of 21. Visitors of all SUNY Orange campus sites are expected to adhere to the Standards of conduct regarding alcohol and other drugs required of employees and students.

Orange County Community College aims to be supportive and helpful to those who experience problems related to drug and alcohol abuse, while protecting other individuals and the community from the negative and destructive influence of these substances. Any student or employee may contact the Wellness Center for assistance. Information shared will be kept confidential.

## **Title IX and the Violence Against Women Act (VAWA)**

SUNY Orange prohibits sexual harassment, gender discrimination and sexual violence. Title IX of the Education Amendments (1972) prohibits discrimination on the basis of sex in any educational program or activity that receives federal financial assistance (20 U.S.C. § 1681(a)). Title IX prohibits sexual harassment, including sexual violence.

The Violence Against Women (VAWA) Reauthorization Act (2013), also prohibits sexual assault, domestic violence, dating violence, and stalking. This federal legislation is sometimes referred to as the Campus Sexual Violence Elimination (SaVE) Act.

As a student, faculty member, staff member, or visitor you are protected under **Title IX of the Education Amendments of 1972**, and Violence Against Women Reauthorization Act (VAWA) of 2013.

The Title IX and VAWA policy describes the College's:

- Reporting policies and protocols for allegations of sexual violence
- Confidentiality in responding to and investigating these complaints
- Counseling, advocacy, and support
- Interim and protective measures for victims
- Investigation procedures and protocols
- Grievance procedures
- Rights and roles of the parties during the adjudication process.

The decision to file a formal report or complaint about sexual violence and sexual assault is a personal choice. College staff is here to help you understand your options and the resources available, whether you decide to report or not.

## **Rules and Regulations for Maintenance of Public Order on the Campus**

The following rules have been adopted by the Board of Trustees in compliance with Section 6450 of the Education Law and have been filed with the Commissioner of Education and the Board of Regents on July 20, 1969, as required by that section. Nothing herein is intended, nor shall it be constructed, to limit or restrict freedom of speech nor peaceful assembly, and it is not intended by any provision herein to curtail the rights of students, faculty, or staff to be heard upon any matter affecting them in their relations with this institution.

In the case of any apparent violation of these rules by such persons, which in the judgment of the chief administrative officer or his designee does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissive methods for the resolution of any issues which may be presented. In doing so, such officers shall warn such persons of the consequences of persistence in the prohibited conduct, including their eviction from any premises of the institution where their continued presence and conduct is in



violation of these rules.

**Application of Rules.** These rules are not intended to repeal, supersede, or preclude any other rules or policies relating to the same subject matter except to the extent they are inconsistent therewith. The rules hereby adopted shall govern the conduct of students, faculty, and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, and also upon or with respect to any other premises or property under the control of the institution used in its teaching, administrative, service, cultural, recreational, athletic and other programs and activities.

**Prohibited Conduct.** No person, either singly or in concert with others, shall:

- a) Willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do or to do any act which he has a lawful right not to do.
- b) Physically restrain or detain any other person, nor remove such person from any place where he is authorized to remain.
- c) Willfully damage or destroy property of the institution or under its jurisdiction, nor remove or use such property without authorization.
- d) Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty, or staff member.
- e) Enter upon and remain in any building or facility for any purpose other than its authorized use or in such manner as to obstruct its authorized use by others.
- f) Without authorization, remain in any building or facility after it is normally closed.
- g) Refuse to leave any building, facility or area after being requested to do so by an authorized administrative officer.
- h) Obstruct the free movement of persons and vehicles in any place to which these rules apply.
- i) Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, meetings, and administrative functions, or deliberately interfere with the freedom of any person to express his views, including invited speakers.
- j) Knowingly have in his possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the chief administrative officer whether or not a license to possess the same has been issued to such person.
- k) Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.
- l) Be involved in any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

**Freedom of Speech and Assembly, Picketing and Demonstration.** No student, faculty, or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of his views nor for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations in public areas of ground and building will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.

**Penalties.** A person who shall violate any of the provisions of these rules shall:

- a) If he/she is a trespasser or visitor without specific license or invitation, be subject to ejection or arrest by local police.
- b) If he/she is a licensee or invitee, have his authorization to remain upon the campus or other property withdrawn and shall be directed to leave the premises. In the event of his/her failure or refusal to do so, he/she shall be subject to ejection.
- c) If he/she is a student, be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning.
- d) If he/she is a faculty member on probation or on tenure, be guilty of misconduct and be subject to dismissal or termination of his/her employment or such lesser disciplinary action as the facts may warrant, including suspension or censure.
- e) If he/she is a staff member in the classified service of the civil service, be guilty of misconduct, and be subject to the penalties prescribed in the civil service law.

- f) If he/she is a staff member other than one described in paragraphs (d) and (e), be subject to dismissal, suspension or censure.

**Procedure.** The chief administrative officer or his/her designee shall inform any licensee or invitee who shall violate any provision of these rules that his/her license of invitation is withdrawn and shall direct him/her to leave the campus or other property of the institution. In the event of his/her failure or refusal to do so, such officer shall cause his/her ejection from the campus or property.

In the case of any other violator who is neither a student, faculty, nor other staff member, the chief administrative officer or his designee shall inform him/her that he/she is not authorized to remain on the campus or other property of the institution and direct him/her to leave such premises. In the event of his/her failure or refusal to do so, such officer shall cause his/her ejection from such campus or property. Nothing in this paragraph shall be construed to authorize the presence of any such person at any time prior to such violation nor affect his/her liability to prosecution for trespass or loitering as prescribed in the Penal Law.

In the case of a student, charges for violation of any of these rules shall be presented and shall be heard and a recommendation to the chief administrative officer shall be made under the "Code of Student Conduct" for the disposition of charges.

In the case of a faculty member, charges of misconduct in violation of these rules shall be made by the chief administrative officer or his/her designee and thereafter heard and determined by the Board of Trustees of Orange County Community College within 30 days.

In the case of a staff member, charges of misconduct in violation of these rules shall be made by the chief administrative officer or his/her designee and thereafter heard and determined by the Board of Trustees of Orange County Community College within 30 days.

**Enforcement Program.** The chief administrative officer shall be responsible for the enforcement of these rules and he/she shall designate in writing the other administrative officers who are authorized to take action in accordance with these rules when required or appropriate to carry them into effect.

In any case where violation of these rules does not cease after warning and in other cases of willful violation of these rules, the chief administrative officer or his/her designee shall cause the ejection of the violator from any premises which he/she occupies in such violation and shall initiate disciplinary action as herein before provided.

The chief administrative officer or his/her designee may apply to the public authorities for any aid which he/she deems necessary in causing the ejection of any violator of these rules and he/she may request the county attorney to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of these rules.



