

COLUMBIA-GREENE COMMUNITY COLLEGE



2019 - 2020
STUDENT HANDBOOK
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Columbia-Greene Community College

Student Handbook 2019-2020

Accreditations

The Middle States Commission on Higher Education
3624 Market St.
Philadelphia, PA 19104
(215) 662-5606

New York State Board of Regents
89 Washington Avenue
Room 110 EB
Albany, NY 12234
(518) 474-5889

NATEF, National Automotive Technicians Education Foundation, Inc.
13505 Dulles Technology Drive
Herndon, VA 20171
(703) 713-0100

The Nursing Program is accredited by the:
Accreditation Commission for Education in Nursing
(Formerly known as National League for Nursing Accrediting Commission)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(866) 747-9965 or (404) 975-5000

Website:

www.sunycgcc.edu

All students, employees, visitors, and invitees to Columbia-Greene Community College are subject to the policies, procedures, rules, and regulations of the College while on campus.

Affirmative Action

The policy of Columbia-Greene Community College is to take affirmative action to provide equal opportunity in admission, employment, and all college activities for all qualified persons; to prohibit discrimination; and to promote the full realization of equal opportunity. This policy of nondiscrimination applies to everyone, without regard to race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction in the administration of all college programs including employment. Employees, students, or applicants may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

Columbia-Greene's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment, including sexual harassment and sexual violence. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments Act of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law.

Affirmative Action Officer is Melissa Fandozzi, Director of Human Resources, extension 3337.

Note: The College reserves the right at any time to make appropriate changes deemed advisable in the policies and procedures contained in this publication.

Title IX Coordinators are Joel Phelps, Director of Financial Aid and Joseph M. Watson, Ph.D., Vice President and Dean of Students and Enrollment Management, extension 3364.

Section 504 Compliance Officer for New York State Education Department Regulations is Joseph M. Watson, Ph.D., Vice President and Dean of Students and Enrollment Management, extension 3364.

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All The Numbers You'll Ever Need To Know

(518) 828-4181 or (518) 822-2039

OFFICE	EXTENSION
Academic Dean.....	3351
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FAX	518-828-8543

Services and Good Stuff to Know

Academic Support Center (ASC)

The ASC provides instructional support services to C-GCC students and faculty.

TUTORING

Free tutoring services in most areas including on-line tutoring through STAR NY.

Walk-In schedules posted weekly.

Test reviews upon request.

Organized Study Groups.

Drop-in Math, Science, and Study Skills Assistance.

Assistance with graphing calculator questions.

English as a Second Language Support.

Academic Coaching.

Student Study Areas

Designated areas for group and individual study.

Computer Labs

Internet-connected computers loaded with college-coursework software, scanners, TV/VCR/DVD players.

Supplemental Instructional Material

Catalogued supplemental library of A/V and text material to enrich coursework.

Laptops for semester loan.

Testing

Placement testing, DSST (tests for college credit), and other distance learning exams.

Make-up testing with instructor's permission.

Workshops/Intervention

College Success Workshops (Time Management, Organizational Skills, Note-Taking/Memorization Strategies, Critical Thinking, Textbook Reading)

Test-Taking Workshops (Coping with Exam Stress, Test-Taking Skills)

College Success Information Sessions for Incoming Students Individual Technical Help

Help with computer questions and problems (Microsoft Office, Blackboard)

Director: Mary-Teresa Heath

Phone: (518) 828-4181 Ext. 3235

Main Desk Phone: (518) 828-4181 Ext 3242 **Tutoring Coordinator:** Anita Stein

Phone: (518) 828-4181 Ext. 3429

David Spring, Technical Assistant

Karen Lansing-White, Technical Assistant

Eileen Ordu, ESL Professional Tutor, Academic Coach

Hours:

Monday-Thursday 8:00 am – 9:00 pm

Friday 8:00 am – 4:30 pm

Saturday 9:00 am – 1:00 pm – No Sunday hours

Summer and holiday hours may vary (posted on website and in ASC)

The Office of Accessibility Services (OAS)

Mission

The mission of the OAS is to ensure that students with disabilities have equal access to all college programs and activities.

Student's Rights and Responsibilities

A student with a disability is entitled to reasonable accommodations under the Americans with Disabilities Act (ADA), and as amended, and Section 504 of the Vocational Rehabilitation Act of 1973 if:

- he or she has disclosed that disability to the OAS
- provided appropriate documentation to the OAS
- requested academic adjustments in a timely manner

and

- is “otherwise qualified” to participate in the college’s programs and activities.

A “student with a disability” is defined as one “who has a physical or mental impairment which substantially limits one or more of such person’s major life activities, has a record of such impairment or is regarded as having such impairment”. A “qualified” student is one who meets the requisite academic and technical standards required for admission to the college.

Academic adjustments may include:

- physical accessibility arrangements;
- sign language interpretation for deaf students;
- assistive technology access;
- audio taped lectures; Note: Digital recorders are considered personal devices and should be purchased by the student;
- peer note takers/readers/scribes; Note: These services may be provided through the use of technology;
- alternatives to print materials, e.g. text books in digital format; Note: These reformatted text books are not audio books and a text reading software program is required to reformat the printed text to speech;
- reduced course load/full time status;
- course substitutions;
- test accommodations such as extra test time, reduced distraction testing environment, alternative formats for exams and learning materials.

Academic adjustments **DO NOT** include:

- personal assistants, individual personal tutors or personal assistive technology,
- academic adjustments that are unduly expensive, substantially disruptive, pose a hazard to others or would fundamentally alter the nature of a program, or
- waivers or modifications to the Code of Conduct.

Columbia-Greene Community College is not required to provide requested or preferred academic adjustments, but rather reasonable, appropriate and effective adjustments for disabilities that are adequately documented and for which a request is made.

Requesting Academic Adjustments

To receive academic adjustments, students with disabilities are required to:

- Identify themselves to the OAS.
- Provide documentation prior to any provision of services. Academic adjustments cannot be provided retroactively and begin only after appropriate documentation has been provided and it is determined that the requested academic adjustments are reasonable and required to create equal access.
- Obtain assessments, test results and additional information, if needed.
- Meet all college qualifications including the essential technical, academic and instructional standards.
- Meet with each faculty member during the first week of classes to discuss the Access Plan, preferably during the faculty member's posted office hours.
- Keep the Director of the OAS informed of academic progress and any concerns.
- Use other campus services where appropriate (such as counseling, tutoring).
- Appeal any decision regarding academic adjustments as described below.

Documentation

The OAS will not arrange for academic adjustments for a student with a disability unless the student requests them. Students with physical disabilities, visual impairments or hearing impairments must submit documentation from a professional in the area of the disability that verifies the disability. All documentation should include:

- A diagnostic statement including date of most recent evaluation.
- The current impact of (or limitations imposed by) the condition.
- Treatments, medications, devices or services currently prescribed or used to minimize the impact of the condition.
- The expected duration, stability, or progressing of the condition.
- Recommended academic adjustments. Note: The professional in the field of the disability may present the limitations imposed by the disability in an education setting and **recommend adjustments**, but all academic adjustment decisions are made by the OAS Director.

Faculty Members' Rights and Responsibilities

When a request for an academic adjustment is received, the faculty member has the right to ask the OAS for verification of eligibility for the requested academic adjustment. Faculty members, however, do not have the right to ask a student if she or he has a disability, request information concerning the nature of a student's disability or view the student's documentation without the student's written consent.

The OAS is the only office designated to review disability documentation and determine eligibility for appropriate academic adjustments. Faculty should not provide academic adjustments to students other than those specified in the student's Access Plan without first consulting with the OAS.

Faculty members are not expected to provide academic adjustments that compromise the content or the essential requirements of the course. Faculty members have the right to expect students to understand academic policies, course standards and requirements, and policies and requirements for graduation.

Faculty members have the right to expect students to request academic adjustments in a timely manner. It is likewise the faculty member's responsibility to provide academic adjustments in a timely manner, as well as to respect the student's right to privacy and to maintain confidentiality.

Academic Adjustments of Extended Time on Exams

Students with disabilities may be eligible for academic adjustments of extended time on exams. Extended testing time may be approved as an academic adjustment if there are disability-related functional limitations that can be accommodated by the provision of extended time on exams to create equal access for the student with a disability.

Procedure for Requesting Academic Adjustments of Extended Time on Exams

1. The student is responsible for completing and submitting a Test Accommodation Request form to the OAS **at least two business days prior to the scheduled test date**. This form is available outside room 101A and through Blackboard for students registered with OAS.
2. When completing the form, the student should take into account that, if he or she needs extended time, but has another class immediately following the test, the exam may need to be taken on a date or time other than that scheduled by the faculty member. In this case, it is the student's responsibility to discuss the reason for the scheduling change with the faculty member.
3. It is the student's responsibility to remind the faculty member of the exam arrangement at least one class prior to the exam date.
4. On exam day, the students will report to the OAS to take the exam. The completed test will be returned to the faculty member by the OAS.

Exam Scheduling Policies

- **Rescheduling Exams:** If an exam cannot be taken at the OAS on the date and time scheduled due to illness or other emergency, it is the student's responsibility to notify the OAS and to seek the faculty member's permission to take the exam on an alternate date or time. **Failure to obtain the faculty member's approval will result in the student not being permitted to take the test in the OAS. If the student engages in an abuse of exam taking privileges, i.e., failing to present himself/herself to the OAS at the pre-arranged date and time with no notice and documentation to the OAS of an emergency or illness prohibiting same, failing to pre-arrange a scheduled time to take exams, engaging in inappropriate behaviors in the testing room, the OAS will suspend test taking services to that students. It is then the responsibility of the student to arrange to take the exam as a make-up test in the Academic Support Center, contingent upon instructor approval.**
- **Evening/Morning Exams:** The first scheduled testing slot is 8:00 am, Mon - Fri. Students are advised not to schedule tests before this time. The OAS is open until 7:00 pm on Tuesdays and Wednesdays during the fall and spring semesters while classes are in session. Students are advised to schedule evening exams to be completed by 7:00 pm. If an exam must be taken beyond that time, the student should complete the Test Accommodation Request Form as early as possible so that arrangements can be made for after-hours proctoring.
- **Extended Time:** Extended time generally means time and a half (1.5x) for exams. Based on disability need, some students may be permitted double time (2x) for exams. All decisions regarding the extent of extended time are made on a case-by-case, course-by course basis. The extended time policy for tests will be strictly enforced.

If the student is late for a test, the time missed cannot be made up.

Interpreting Services

Students with disabilities who find it difficult to translate spoken or visual information, write quickly and/or legibly or have difficulty with multitask attention may receive interpreter, services for classes, academic meetings and appointments and college-sponsored activities and programs. Eligibility for these services is determined on an individualized basis and students must be able to demonstrate a substantial sensory, mobility, learning or attention-related disability.

Students and service providers (interpreters) will adhere to the following guidelines regarding tardiness and absences:

- The service provider will wait ten minutes after the start of a scheduled class or event. If the student requesting services is not in attendance at the end of this waiting period, the service provider may leave.
- Students who have advance notification of class absences should notify the OAS at least 24 hours before the planned absence. In the case of an emergency or illness, the student should notify the OAS as soon as possible so adjustments in the service provider's schedule can be made as needed.
- In the case of student absence without notification, the service provider will wait the required time during the first two classes or events scheduled that day. If the student has not notified the OAS after this time and does not attend the second scheduled class or event for the day, it is assumed that all services requested for that day have been cancelled.
- Frequent absences or tardiness from the same class without advance notification to the OAS is cause for temporary discontinuation of services for that class. The student will be notified of the discontinuation of service prior to terminating the service. The student must meet with the OAS Director to arrange reinstatement of services.

Scribe and Note Taker Services

Students with disabilities who find it difficult to translate spoken or visual information, write quickly and/or legibly or have difficulty with multi-task attention may receive scribe or note taker services for classes, academic meetings and appointments and college-sponsored activities and programs. Eligibility for these services is determined on an individualized basis and students must be able to demonstrate a substantial sensory, mobility, learning or attention-related disability.

- If the class notes are made available on Blackboard by the instructor, the accommodation request for scribe/note taker is considered met by the instructor.
- The student may be advised to record the lecture to meet the request for a note taker. To the extent that recording the lecture provides the same information that the rest of the class receives by taking notes, the academic adjustment request is considered met. Digital recorders are considered personal devices and students are expected to purchase them. A small number of recorders are available for loan through the OAS, on a first come, first serve basis.
- Scribe/Note taking services are intended to be supplemental to instruction; they are not intended to replace instruction. Students and service providers will adhere to the above attendance guidelines regarding tardiness and absences.
- Students are expected to adhere to the attendance policies of the instructor while they are receiving scribe/note taking services. Failure to do so may result in discontinuation of services.
- Students receiving scribe/note taking services may elect to remain anonymous. In this case, the notes are provided to the OAS and the student is responsible for retrieving them from OAS after class. The student must allow a reasonable amount of time for OAS to make the notes available to the student. OAS reserves the right to require that the notes be dropped off in OAS and retrieved by the requesting student.
- Issues relating to the services provided by the note taker or the requesting student must be directed to the Director of the OAS. Inappropriate conduct by either the service provider or the services, at the discretion of the OAS.

Assistive Technology

The OAS has specialized software and technology for use in accessing course materials:

- Kurzweil 3000 and Premier Universal Reader text reading software and scanner for use on OAS computers;
- JAWS for Windows and ZoomText, screen reading software for the visually impaired and blind for use on OAS computers;
- a variety of portable text magnifiers;
- 4 computers located in the OAS suite for the typing of tests and assignments;
- 2 sets of portable lumbar support seat cushions for use in classrooms and other seating areas on campus;
- A talking calculator;
- 2 Hearing Helper Personal FM Amplifying Systems available to 2 students each semester on a first come, first serve basis;
- Dragon Naturally Speaking, a voice activated word processing program;
- 2 track ball mice, 1 large print keyboard and 1 ergonomic keyboard for use in the computer labs and computer classrooms on campus;
- 4 digital recorders, available to 4 students each semester on a first come, first serve basis;
- 4 Livescribe Pens, available to 4 students each semester on a first come, first serve basis;
- 2 adjustable computer tables and chairs;

Use of all equipment is subject to availability.

Alternative Format Materials

Students with disabilities who have difficulty with printed material may receive their textbooks and other classroom materials in an alternative format. Eligibility for this academic adjustment is determined on an individualized basis, and students must be able to demonstrate a substantial visual, mobility or learning disability. In order to assure textbook availability, all relevant textbook information must be submitted to the OAS at least 4-6 weeks before the start of each semester.

Reduced Course Loads and Full Time Status

Requests for reduced course loads (less than 12 credits for consideration as full-time status) must be submitted to the Director of the OAS along with supporting documentation. Documentation must include a diagnostic evaluation from an appropriate professional and be sufficiently recent to allow evaluation of the current functional impact of the disability.

The documentation and the request will be evaluated in terms of the functional impact of the disability and the demands of the student's current or proposed schedule. A reduced course load will be granted only when supportable as a reasonable accommodation under Section 504 of the Rehabilitation Act and the ADA.

If the request is approved, the student is responsible for understanding the potential consequences of the reduced course load on progress towards graduation, financial aid, billing, health insurance, athletic eligibility, etc.

The approved reduced course credit load will be considered as the student's minimum credit load for full time status for the semester in question. Dropping below that load will place full time status in jeopardy. Status will be reevaluated each semester and continuation may require additional, updated documentation.

At the agreed upon credit load, the student will be considered as full time and entitled to all the services, benefits, rights, and privileges of full time status.

Attendance

The college attendance policy is found in the Academic Standards and Regulations section of the College Catalog. Faculty members are not required to modify the attendance policy to accommodate students with disabilities if doing so fundamentally alters the course or program. At the student's request, however, the OAS can provide written verification of the student's disabilities based on appropriate documentation. This verification can address the legitimacy of absences and be used to initiate discussions with faculty members regarding attendance and make-up policies. Students with chronic health conditions are encouraged to discuss attendance concerns with their faculty members no later than the first week of classes so that appropriate adjustments can be made to the student's schedule if necessary.

Course Substitutions and Waivers

On occasion, students may need to seek course substitutions or waivers based on a documented disability that inhibits the ability to learn certain subjects. While tutoring and accommodations may help some students succeed in these courses, others may be unable to succeed even with the use of these services. In such situations, students may want to consider requesting a substitution or waiver of the course in question. Students should note that if the course in question is considered to be an essential part of the student's program or a requirement for certification or licensure, a substitution or waiver cannot be granted. Students are also advised that course substitutions or waivers may limit enrollment in certain programs and/or acceptance of transfer credits by other institutions of higher education.

The process for requesting a course substitution or waiver is found in the Academic Standards and Regulations section of the College Catalog.

Confidentiality

Information contained in the student's OAS file is considered part of his or her education record and is protected under the Family Educational Rights and Privacy Act (FERPA). Please refer to the Academic Standards and Regulations section of the College Catalog for information concerning students' rights with respect to their education records.

Suspension of Services

The OAS reserves the right to suspend services if there is a pattern of non-compliance with the student responsibilities outlined in the OAS Student Handbook and /or the Columbia-Greene Community College Handbook.

Grievance Procedure

A student who believes he or she has not received equal access to all college programs and activities should attempt to resolve the dispute informally beginning with the Director of the OAS. Every effort will be made to resolve the situation as expeditiously as possible. If a remedy is not reached after consultation with the faculty, the Director of OAS, or other staff as appropriate, the student should submit a complaint in writing to the Vice President and Dean of Students and Enrollment Management and follow the College's Grievance Procedure as outlined in this Student Handbook.

Location of the OAS

The OAS is located in room 101A of the Main Building. The office hours are 8:00 am – 4:00 pm Monday, Thursday, Friday and 8:00 am – 7:00 pm Tuesday and Wednesday when classes are in session for the fall and spring semesters. Summer hours are 8:00 am – 4:00 pm Monday – Thursday. The college campus is closed on Fridays during the summer. Telephone: (518) 828-4181, extension 3437.

NVRA

The Office of Accessibility Services is a National Voter Registration Act (NVRA) voter registration site. Assistance is provided, upon request, to any student with a disability that wishes to complete a Voter Registration Form. The form can also be found on-line at: <http://www.elections.ny.gov/NVRA.html>

Director of Accessibility Services: Catherine A. Carlson

Location: Room 101A

Phone: (518) 828-4181 Ext. 3437

(518) 828-1399 (TTY)

Alumni Association

The C-GCC Alumni Association, formed in 1999, and currently under the direction of the Alumni Association Board of Directors, has the following objectives: to encourage prospective students to apply to the College; to award scholarships to help C-GCC students achieve their goals; to recognize the achievements of C-GCC graduates; to provide alumni with networking opportunities within their professions; and to promote the continued involvement of alumni in campus life. Anyone who holds a certificate or degree from C-GCC is a member of the Alumni Association. For further information on membership, volunteering time, workshops, or the annual awards program call the Alumni Office.

Director: Joan Koweek

Phone: (518) 828-4181 Ext. 3727

E-mail: alumni@sunycgcc.edu

Bookstore

The Bookstore is located in Room 300, adjacent to the Student Life Suite. In addition to stocking textbooks required for classes, the bookstore stocks postage stamps, notebooks, pens, clothing, and supplies. Checks made payable to the C-GCC Bookstore; Visa, MasterCard and Discover are all welcome. A photo ID is required for all purchases other than those made with cash. A full refund will be given within the first 10 days of a semester (first week of a summer session, first 3 days of winter intercession) provided the book is in its original condition with the original receipt. If the purchase was paid by check, a wait of seven business days will be necessary before a cash refund can be provided. Full refund policy is available in the Bookstore and on the Bookstore website: www/cgccbookstore.com.

Manager: Jodi Hamilton

Phone: (518) 828-4181 Ext. 3385

Bulletin Boards

Posters and notices may be placed only on bulletin boards with prior approval of the Student Activities Office and the Vice President and Dean of Students and Enrollment Management Office. Notices for non-college sponsored or related community activities may be posted with the approval of the Vice President and Dean of Students and Enrollment Management Office. Generally, approvals will not be issued for advertisement of commercial enterprises unrelated to college business. Notices should be posted only on designated bulletin boards. Please do not post on walls or doors.

Contact Person: Karen Fiducia

Phone: (518) 828-4181 Ext. 3382

Bursar

The Bursar's Office is located in the Student Services Court and is responsible for maintaining accurate student billing records, receiving payments, disbursing refunds and maintaining residency records.

How to Pay Your Bill

FINANCIAL AID – Financial aid awards will be applied to student accounts in the order in which they are received. Refunds will be issued only when a credit balance occurs. Students should view their bill on Campus Connect to see when financial aid is applied and when a refund check is issued.

CASH, CHECK, CHARGE – Payment must be received by the close of business on the due date indicated on your bill. Please make checks and money orders payable to C-GCC. Students may pay over the phone using a credit card.

VETERAN'S DEFERRALS – Eligible veteran students may receive a tuition deferral at the Bursar's Office. Students who will be receiving benefits for the first time must submit a Certificate of Eligibility.

THIRD-PARTY SPONSOR – If you have a third-party sponsor, such as your employer who will be paying your tuition, you must provide the Bursar's Office with appropriate documentation.

PAYMENT PLAN – Students have the option of signing up for our FACTS Tuition Payment Plan. FACTS will allow you to pay your tuition and fees in monthly installments (a down-payment may be required). Students can access FACTS by logging onto their Campus Connect account.

Certificate of Residence Information

To qualify for the New York State tuition rate, students must submit a Certificate of Residence annually. Failure to submit a Certificate of Residence will result in the student being billed out-of-state tuition (double tuition).

To qualify as a New York State resident, a student must currently live in New York State and have lived within the state continuously for a period of at least one year. A student must also be a U.S. citizen, a permanent resident or have valid immigrant status. New York State residents who have lived in more than one county during the past six months must submit a Certificate of Residence for each county in which they have resided. The county of legal residence for a New York state resident attending a community college contributes to the College a portion of the College's costs for providing services to the student. The basis for assessing counties for this funding is the Certificate of Residence.

Residents of Columbia and Greene Counties can show proof of residency at the Bursar's Office to complete the process for a Certificate of Residence, but in some instances may be required to go to their County Treasurer's Office. **Residents of all other New York State counties must obtain a certificate of residence from the county in which they reside.**

C-GCC Refund Policy for Courses 15 Weeks in Duration

Tuition is refundable according to the following schedule for both full and part-time students. Each student is responsible for completing the appropriate paperwork to be eligible for a refund. **Any registered student who never attends a class will incur a 25% tuition (plus fees) liability for each class never attended.**

Before the first day of classes	Tuition & Fees	100%
During the first week of classes	Tuition Only	75%
During the second week of classes	Tuition Only	50%
During the third week of classes	Tuition Only	25%
After the third week of classes	No Refunds	0%

Refund policy for courses less than 15 weeks in duration can be found in the College Catalog or on the college website.

With respect to tuition and fees, the College may refer all amounts in arrears to a collection agency or litigate to ensure payment. The student will be responsible for payment of all attorneys' fees, reasonable collections fees and other fees necessary for collection of any amount not paid when due. Collection agencies may have such default information forwarded to credit reporting agencies.

Bursar: Christy Ward

Office: Student Services Court

Phone: (518) 828-4181 Ext. 3338

Cafeteria/Dining Hall & Catering

The cafeteria is open from 8:00 am to 2:00 pm Monday through Thursday, and 8:00 am to 12:30 pm on Fridays, while the College is in regular session. Hours are subject to change. Vending machines are available outside the cafeteria, near the east entrance of the main building, in the Technology Center and in the Arts Center. Catering services are available for staff and student functions held at the College. See the cafeteria manager to arrange for food service for special events.

Manager: Sean O'Connor

Phone: (518) 828-4181 Ext. 3378

CampusConnect

With CampusConnect you can access your grades, your schedule, unofficial transcripts and estimated financial aid. To access CampusConnect, visit the C-GCC website at: www.sunycgcc.edu/mycgcce, click on CampusConnect and follow the login instructions. If you have any problems, contact the Office of Records and Registration at (518) 828-4181 Ext. 5514.

Children on Campus

Children may not be brought to classes by any employee or students. If children are brought to campus, they must be supervised by the parents at all times. Safety concerns preclude the use of college facilities by children, including lounges, the gymnasium, library and the Academic Support Center.

Community Services Office

Noncredit Courses

The Noncredit Program at Columbia-Greene Community College provides a wide variety of courses and workshops intended to meet personal enrichment and lifelong learning needs of the general public. Areas of instruction include arts and crafts, computer literacy and software application skills, personal finance, health and personal development, professional development and special interest topics such as music and dance, defensive driving, foreign languages, motorcycle and boating safety, and outdoor activities. Courses are offered throughout the year.

Director: Robert Bodratti

Office: 107

Phone: (518) 828-4181 Ext. 3342

Concert/Lecture Series

Gemini Series

Sponsored through the Community Services Office, these events are open to the public with discounted admission prices for Columbia-Greene students with a valid student ID. Theater, music, lecture, and other specialty events are held throughout the year. The event schedule can be found on the Columbia-Greene Community College website.

Events Specialist: Amanda Karch

Office: 610-PAC Building

Phone: (518)-828-4181 Ext. 3344

Copying Services

A photocopy machine is available in the library. The cost is 15 cents per page.

Office: Library

Counseling, Career and Transfer Services

Counseling, Career and Transfer Services is devoted to providing the information and advice necessary for students to make decisions relating to their educational, career, and life plans. The counseling staff is prepared to assist full and part-time students in the following areas:

Academic advisement regarding program offerings, course selections, and degree/certificate requirements. (Please see the Advising Syllabus attached as Appendix C for details regarding the advising system and student responsibilities)

Career planning, involving a process of self-assessment, decision-making, goal-setting, and career implementation.

Transfer counseling, involving the selection of appropriate four-year colleges, academic preparation for transfer, and the application process.

Job search assistance, including instruction on resume writing, job search correspondence, interviewing and networking.

Workshops designed to assist decision making and enhance personal skills.

Purple Briefcase is an online system available to C-GCC students and alumni. Registration allows access to full and part-time job listings and internships, primarily from local employers. Students/alumni may also post resumes, apply for jobs, view upcoming events, and browse academic, career, and transfer resources and links.

FOCUS – An internet-based career guidance system that helps individuals systematically explore goals, interests, values, and skills. Once individual preferences are entered, the program provides in-depth information about careers that most closely match those preferences. FOCUS covers all major aspects of career decision making with a carefully structured system designed to help students choose a path most appropriate for them. FOCUS is best utilized in conjunction with counseling and other career development services offered at the college.

Chair of Academic Advising: William Mathews

Counselor: Diane Johnson

Counselor: Leslie Rousseau

Location: Room 112

Phone: (518)828-4181 Ext. 3396

Hours:

Mon - Fri, 8:00 am - 5:00 pm

Evenings by appointment

Director of Applied Learning & Job Development: Kelly Ann Radzik

Location: Room 107

Phone: (518) 828-4181 Ext. 3343

Day Care Center

The C-GCC Day Care Center offers a program designed to stimulate cognitive development, as well as social/emotional growth of children three to five years of age. While the Center is available to the public and children of college employees, first priority will be given to children of students. The Center accommodates the children while their parents are attending classes, pursuing a college-related activity, or working. Children are required to remain at the Center for at least three consecutive hours each time they are brought to school. If the child is brought to school for only three hours per day, it is strongly recommended that he/she come to the Center at least twice a week. Children who attend only in the afternoon must be in the Center by 12:30 p.m. Lunch is provided for children who attend full-time; morning and afternoon snacks are also provided.

Registration forms must be submitted to the Day Care Center. Immunization records and medical forms are required. Contact the Director of the Day Care Center for an information packet, including appropriate forms, hours of operation, and the schedule. During the summer months, contact the Vice President and Dean of Students and Enrollment Management Office.

The Day Care Center is licensed by New York State Office of Children & Family Services.

Director: Bronwyn Taylor

Assistant Director: Katarina Banik

Telephone: (518) 828-4664 – call to make an appointment to return forms or tour the Center.

Escort Services

Students requesting an escort to and from buildings and parking lots may contact the Security Office in Room 138 of the Main Building, by stopping at the Switchboard or calling extension 0.

Security Office

Phone: (518) 828-4181 Ext. 3208

Financial Aid/Scholarship/Work-Study Information

Financial aid is available to qualified students at Columbia-Greene Community College. Financial aid is considered any grant, scholarship, loan, or employment opportunity with the purpose of assisting students with educationally related expenses. Financial aid at Columbia-Greene Community College is awarded on the basis of student need and the availability of funds. Funds are limited so students are encouraged to submit the Free Application for Federal Student Aid (FAFSA) as soon after October 1 as possible. The Financial Aid Office welcomes you to come in and use the computers in the office for assistance if necessary.

General Financial Aid Requirements

To be eligible for financial aid a student must:

- Be a U.S. or eligible noncitizen
- Have graduated from a high school in the U.S., or earned a GED, or passed federal approved “Ability to Benefit” test as defined by the commissioner of the State Education Department
- Be matriculated in an approved program of study and be in good academic standing

Cost of Attendance

These figures are provided for estimating expenses as individual student costs will vary and change. Figures will not be finalized until passage of the state, counties and college budgets (late spring or early summer). The estimated cost of attendance (COA) at Columbia-Greene Community College for full time students who are NYS residents for 2019-2020 is as follows (these amounts are based on 2018-2019 costs and are subject to change).

Estimated Costs for Fall 2019 and Spring 2020

Full Time Students *Estimated Costs*

Tuition & Fees	\$4,477
Room & Board	\$7,000
Books & Supplies	\$1,200
Transportation	\$1,800
Personal Expenses	<u>\$1,000</u>
Estimated Cost	\$15,477

Federal College Work Study Programs (FCWS)

The Federal College Work-Study Program is financed by federal & institutional funds. This program gives the student the opportunity to pay for part of his/her educational expenses by working a part-time job either on or off campus.

Application Procedures: Eligibility for FCWS is determined for all students who complete the FAFSA, indicate an interest in Work-Study and complete a work study contract.

Selection of Recipients and Allocation of Awards: In order for a student to be eligible for FCWS, the student must be matriculated, enrolled at least half time in an eligible degree program and demonstrate financial need. Financial need is determined by the information provided on the student's FAFSA. The college makes employment reasonably available to all eligible students. In the event that more students are eligible for FCWS than there are funds available and/or positions available, preference is given to students on a first come first served basis. Students may only work for **ONE** department at a time.

Title IV Disbursement Policy Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG) and Direct Students

After tuition and other charges (such as Café Cash, bookstore, day care and emergency loans) due to Columbia-Greene Community College are deducted, the remaining financial aid will be refunded to the student.

Other Assistance

Book Deferrals. Students who will be receiving financial assistance from scholarships, grants or loans may be eligible for credit at the College Store for books and supplies after classes begin. Contact the Financial Aid Office for more information.

Emergency Loans. The Jan Riss/Betty Elliott Emergency Loan Fund was established in 1998 by the Columbia-Greene Community College Chapter of Phi Theta Kappa. By establishing this fund, Phi Theta Kappa assists students experiencing short-term financial difficulties. Small short-term loans (not to exceed \$150 per student) will be made for emergency/crisis situations only. Additional documentation may be required; contact the Financial Aid Office for more information.

Café Cash. Students with verifiable financial aid awards from grants, loans and scholarships that are greater than the cost of tuition, fees and books may elect to have an authorized amount disbursed directly to a Cafe Cash Card from Chartwells. Contact the Financial Aid Office for more information.

Policies Affecting Financial Aid Eligibility

Return of Title IV Aid: Under the Higher Education Amendments of 1998, Federal student aid (Pell, SEOG, and Federal Student Loans) must be recalculated for students who withdraw from or stop attending all of their courses before completing at least 60% of the term. This calculation is required under the Return of Title IV Aid regulation. Class attendance is monitored throughout each term.

Official Withdrawals: If a student officially withdraws from all of his courses before completing at least 60% of the term, his/her federal financial aid will be recalculated based on the student's withdrawal date. The student's recalculated aid will be based on the percentage of time he completed in the term.

Unofficial Withdrawals: If a student does not formally withdraw from all of his courses but he stops attending his courses before completing at least 60% of the term, the student is considered unofficially withdrawn from the College and the aid will be recalculated under the Return of Title IV Aid regulation.

In the case of an unofficial withdrawal, the effective date of withdrawal will be the last date of documented attendance. If a student officially or unofficially withdraws after the end of the college's refund period, the student is liable for all of his or her tuition and fees, even if the student's financial aid is decreased. If the student's financial aid previously covered his or her bill, but no longer covers it after the Return of Title IV Aid calculation, the student will be expected to pay his or her outstanding tuition and fees. Further, if the student receives a disbursement of financial aid, and the Return of Title IV Aid calculation shows that the student was not entitled to the funds, the student will be billed for the funds, and the overpayment information will be forwarded to the U.S. Department of Education. It will be the student's responsibility to repay the funds before he or she is eligible to receive any further federal student aid, even if the student attends another college. This overpayment will appear on the Student Aid Report (SAR) until the overpayment is repaid.

Withdraw/Drop

Financial aid recipients who decide to withdraw or drop from a course should first speak to their academic advisor, the Financial Aid Office, and Records and Registration Office.

Consortia Agreements

Consortia agreements allow students to take courses at a school other than their 'home institution' and have those courses count toward their degree or certificate. Students wishing to pursue course work through the use of a consortium agreement are encouraged to complete six credits at C-GCC prior to requesting study through this method. A student must be enrolled in at least one course at C-GCC and complete a consortium agreement form available in the Financial Aid Office.

Columbia-Greene Community Foundation Award Programs

The Columbia-Greene Community Foundation is a nonprofit New York State corporation organized and operated exclusively for educational and cultural purposes to develop and foster scholarship and charitable activities. The foundation administers general and academic scholarships that have been made available by contributions, gifts, and bequests.

The Foundation is headed by a board of directors comprised of community leaders who oversee the holding, investing, managing, and awarding of foundation assets. The availability of awards is based on money raised and the disposition of funds is at the sole discretion of the board of directors.

For further information contact Joan Koweek at 828-4181, ext. 3727 or email at joan.koweek@sunycgcc.edu.

Scholarships and Awards for C-GCC students are listed on pages 182-186 as well as on the website. Students may search the World Wide Web for scholarship and financial aid information. For students who do not have access to computers at home, assistance is available in the Academic Support Center.

The address is:

<http://www.studentservices.com/fastweb/>

Click on: New Users: Start Here

Work-Study Jobs for Students

The purpose of the Work-Study Program is to provide on/off-campus part-time employment for students, enabling them to gain educationally related experience and financial assistance while in school.

Student Eligibility:

Be determined eligible by the Financial Aid Office through the student financial aid process.

Be currently enrolled or registered to attend C-GCC.

Be in good academic standing for Federal College Work Study.

Be a U.S. citizen, a U.S. national or a U.S. permanent resident.

Forms to be completed:

FAFSA

C-GCC Financial Aid Application

Work-Study contract

2019 W-4

2019 IT2104 or IT2104E

I-9 (Employment Verification Form)

Copy of Driver's License

Copy of Social Security Card

C-GCC Retirement System Election Form

C-GCC Grievance Procedure Form

Hiring Process:

College personnel select student aides.

The student files all necessary financial aid paperwork as stated above.

The student is interviewed by the potential supervisor and a work schedule is created.

No sooner than the first week of classes, the student completes all necessary payroll and personnel paperwork.

Timesheets will not be processed and paychecks will not be issued until all paperwork has been properly filed.

A student employment contract must be signed by the supervisor and returned to the Financial Aid Office.

Payroll Process:

On the last work day of the payroll period, the student must submit a signed time sheet to the supervisor. The student name must be printed and the date of the pay period must be indicated at the top of the time sheet. The hours must be totaled correctly and the time sheet must be signed.

The time sheet must be signed by the student, the supervisor and the appropriate Dean.

All time sheets must be submitted by the supervisor to the Payroll Office.

General Payroll Information:

Students are paid every two weeks and checks are distributed to supervisors.

Wages paid to student employees are subject to Federal and State taxes and must be reported. Questions on exemptions of the withholding taxes may be answered by calling the following toll-free numbers:

W-4 (800) 829-1040 and IT-2104 (800) 225-5829

Each student receives a Wage and Tax Statement (W-2) at the end of the calendar year. If the form has not been received by the end of January, contact the Payroll Office.

Monitoring Student Earnings:

The amount of a student's employment award has been determined by financial need. According to Federal regulations, the amount of money a student earns must be monitored to ensure the student does not exceed his/her need.

All work-study awards are \$2000 per year. In most cases it is beneficial for the student to earn the money in equal portions each semester.

Students and supervisors should review the hours worked and hours remaining on a regular basis.

Lack of Earnings:

If the student is not earning the monies allotted to him/her, the student and supervisor should discuss the reasons. If the supervisor is not able to provide enough hours for the student to earn his/her maximum award, the student may contact the Financial Aid Office for an additional work assignment.

Forfeiture of Funds:

Any work award money that has not been earned by the end of the period for which it was awarded will be forfeited.

General Policies:

Absences. The policy will be established by each supervisor. Violation of the supervisor's policy could lead to dismissal from the student's job.

Conflict between work and class schedules. Federal regulations stipulate that a student cannot work during a period of time when he/she is scheduled to be attending a class.

Work hours. Student employees will be limited to a maximum of eight hours per week when classes are in session.

Breaks. A student working a consecutive four-hour work period may take one fifteen minute break with pay. A student working a full eight-hour day may take two fifteen minute breaks with pay and one thirty minute lunch break without pay. Paid breaks may not be taken at the beginning or end of a work period and are not cumulative. The supervisor determines when a break may be taken.

Employment Benefits. A student employee is not eligible to receive other employment benefits such as paid holidays, vacation leave, sick leave, retirement benefits, unemployment insurance, or permanent status.

Duration of Award. All student employment awards are calculated to run the full academic year (fall and spring semesters).

Separate awards are made for summer.

Please see the Director of Financial Aid regarding summer employment.

Resignations:

Student employees who voluntarily elect to terminate their employment due to illness, serious handicap, or other serious emergencies are requested to give two weeks' notice, if possible. Academic requirements may dictate a reduction in a student employee's availability. The Office of Financial Aid should be notified immediately of any student employee desiring to work only one semester.

Termination:

A student's job can be terminated for the following reasons:

The student has earned the maximum amount awarded. The student will be notified by the Financial Aid Office when he/she has earned the maximum award or if there is a change in the student's need calculation.

The student's performance may be unsatisfactory and efforts to correct this have failed. The student will be warned before he/she is dismissed. The supervisor will first give a verbal warning. The supervisor will then give a written warning, a copy of which will be sent to the Financial Aid Office. If there is no improvement in work performance after the written warning, the student will be terminated from the job.

Disciplinary Suspension:

A student may be suspended from the College for the following reasons:

Damage or theft of equipment or personal property.

Deliberate falsification of a time sheet or other work study records. This is a federal offense. Breach of confidentiality concerning College records, other student records, and all information that comes to the employee by virtue of his/her employment.

Any act of dishonesty.

Gross insubordination, or any other acts of extreme misconduct, deemed detrimental to the operations of the employing department.

Appeal:

If a student is terminated or suspended for any reason, he/she may appeal the decision to the Vice President and Dean of Students and Enrollment Management.

Student Responsibilities to the Financial Aid Office:

It is the student's responsibility to find a job once he/she has received a work award and completed all necessary paperwork. The student is expected to:

Contact the Financial Aid Office and follow the prescribed procedures for obtaining employment on campus.

Be in good academic standing for Federal College Work Study.

Earn no more than the predetermined work award.

Acknowledge any "Warning of over Earning" letters sent by the Financial Aid Office.

Keep the Financial Aid Office up to date with any changes in resources or budget.

Re-apply for financial aid each year according to deadlines.

Submit all requested documents to the Financial Aid Office in a timely manner.

Notify the Financial Aid Office about problems with the supervisor or work situation that cannot be resolved between the student and the supervisor.

Student Responsibilities to the Supervisor:

A student employee should consider the job a serious commitment. When hired for a position, the student becomes a member of a work unit that depends on him/her. Therefore, the student is expected to:

Conduct him/herself in a professional manner.

Report to work at the agreed upon time, ready to work.

Attend to assigned duties on the job.

Do not conduct personal business while at work.

Work with a cooperative and positive attitude.

Get the supervisor's approval as soon as possible, if the work schedule must change.

Keep an accurate record of hours worked.

Sign and submit the time sheet to the supervisor on the last working day of the payroll period.

Notify the supervisor in a timely manner in the event of a change in work award.

Notify the supervisor of any job-related accident.

Students who have been found to have falsified a time sheet will be subject to college disciplinary action and loss of eligibility for the work study program.

Supervisor Responsibility:

Complete the job description as accurately and thoroughly as possible.

Interview and hire work study students.

Provide a job description, appropriate training, and work space for each student employee.

Call and notify the Financial Aid Office when a student employee position becomes available or altered in any way.

Notify the Financial Aid Office if there is a problem that cannot be resolved.

Notify the Financial Aid Office in writing when a student's employment has been terminated.

Report payroll information accurately and in a timely manner. Be certain that time sheets are signed and completed.

Monitor the student's hours as compared to the number of hours awarded.

Financial Aid Office Responsibilities:

Review student financial aid applications and determine eligibility for aid.

Monitor student earnings and notify students and supervisors with warning notices of over-earning.

Keep supervisors up to date with any regulations and processes that may affect them.

Director: Joel Phelps

Phone: (518) 828-4181 Ext. 3393

Fire Drills

The College conducts fire drills in accordance with Section 807 of the New York State Education Law. These drills instruct students how to exit buildings in the shortest possible time without confusion or panic. Students and employees are requested to acquaint themselves with the proper procedures when an alarm sounds. The following procedures must be followed:

Every drill must be regarded as a real emergency.

All doors should be closed.

All electrical equipment should be shut off.

Assist handicapped persons where possible.

Everyone must move at least 100 feet from the building.

Wait for instructions from officials before returning to the building.

Fitness Center

The fitness center is open to C-GCC students from 7:00 a.m. until 6:00 p.m. during the academic year. During semester breaks or summer months, adjusted hours will be posted. Students are free to use the training facilities in a safe and reasonable manner, with the supervision of a trained employee. Contact the Fitness Center at extension 3799 for more information.

Graduation

The College has one graduation ceremony per year. It is held in May. Previous December, current May, and potential August graduates are eligible to attend. Eligibility must be verified by a graduation application and graduation check conducted in the Office of Records and Registration. All who are eligible for graduation are encouraged to attend. Everyone who chooses to attend must be measured for a cap and gown in the Office of Student Activities. Any student who applies for graduation and then makes changes to his/her schedule should notify the Office of Records and Registration.

Application for Graduation

To qualify for graduation, a student must complete the following:

- Apply for graduation in the Office of Records and Registration.
- Be a currently enrolled matriculated student or student who has readmitted for the purpose of graduation.
- Complete at least 30 semester hours of in class room coursework (for a degree) or 15 semester hours (for a certificate).
- Have a minimum of a 2.00 grade point average.
- Complete a minimum of 60 semester hours (for a degree) and 30 semester hours (for a certificate). Physical education courses are not considered part of the minimum number of semester hours.
- Students who enter the College without a high school diploma or equivalent GED must obtain these credentials before a college degree may be granted. Exceptions to this regulation may be made for certain homeschooled students, as well as those not receiving TAP.
- Have no outstanding obligations (financial or otherwise) to the College.

Information: Frances Winig

Office: 203

Phone: (518) 828-4181 Ext. 3374

Health Services/College Nurse

The Director of Health Services is located in Room 316. Services provided include emergency first aid, disease prevention education, assistance with referrals to medical/healthcare providers and strategies to manage illnesses while on campus. In addition, a limited number of over-the-counter oral medications are available. Immunization records are reviewed and filed in the Health Services Office. Student athletes' physical evaluations, as well as nursing students' and Medical Assisting students' health assessments are reviewed and maintained in the Health Services Office. Immunization transcripts for students transferring to other colleges can be provided upon receipt of signed authorization. The Health Services Office may be reached at extension 3202. In the event of a medical emergency in the Nurse's absence, contact Security by calling the switchboard operator.

Director: Joni Groll, R.N.

Phone: (518) 828-4181 Ext. 3202

Off-Campus Housing

The College does not have residence halls. Housing choices include renting an apartment or arranging to rent a room in a nearby family home. The Office of Admissions is available to students to answer questions and provide a listing of possible housing situations. However, the responsibility and liability for renting is that of the student, not the College. Access to off-campus housing listed by the College is not restricted on the basis of race, creed, color, sexual orientation, disability, sex, or national origin.

Admissions Office: Room 205

ID Cards

Student ID cards are issued in the Office of Student Activities, Room 302. There is no cost for this service. **All full and part-time matriculated and non-matriculated students are required to have a college-issued ID.** The Student ID will be valid for the current academic year. Student IDs are required for use in the College Bookstore, the Office of Athletics, Athletic facilities, College library, the Office of the Bursar, the College Cafeteria, as well as at college sponsored events. Discounts are often available off-campus by presenting a college ID card. Any person (student, faculty or staff) on College property or at a College function is required to present his/her College ID upon request. The first replacement card is free of charge. Any replacement thereafter will incur a \$5.00 fee.

Contact Person: Karen Fiducia
Phone: (518) 828-4181 Ext.3382

Immunization Requirements

New York State Public Health Law 2165 requires that all post-secondary students, who were born on or after January 1, 1957 and are enrolled for six or more credits, document immunity against measles, mumps, and rubella before registering for classes.

Proof of immunity consists of:

Measles – TWO doses of measles vaccine administered no more than four days prior to the first birthday and at least 28 days apart or serologic evidence of immunity.

Mumps – ONE dose of mumps vaccine administered no more than four days prior to the first birthday or serologic evidence of immunity.

Rubella – ONE dose of rubella vaccine administered no more than four days prior to the first birthday or serologic evidence of immunity.

Proof of immunity must be established with documentation such as an immunization certificate from a physician or authorized person who administered the vaccine, an official copy of immunization records from a prior school, a military immunization record or laboratory evidence of immunity and must be submitted to the Health Services Office. Appeals may be made to the Director of Health Services/College Nurse if immunization is medically contraindicated or contrary to genuine and sincere religious beliefs.

Meningococcal Meningitis – All students who are enrolled for at least six semester hours must also return the meningitis information response form certifying that they have had an immunization against meningococcal meningitis within the preceding five years OR that they have received and reviewed the information about meningococcal meningitis provided by Columbia-Greene Community College and understand the risk of the disease and the benefits of immunization and have decided NOT to obtain the immunization.

Students enrolled in the Nursing and Medical Assisting programs must comply with additional immunization requirements as indicated on the health assessment form. Nursing and Medical Assisting students will be notified of the due date for submission of the health assessment form during their registration appointment. Nursing and Medical Assisting students who do not submit the COMPLETED health assessment form by this date will be deregistered from the nursing class.

New York State law mandates that a student be excluded from all classes 30 days after the semester begins if his/her immunization requirements have not been met.

Director: Joni Groll, R.N.
Phone: (518) 828-4181 Ext. 3202

Library Services

The two-story college library is located at the north end of the Main Building. It occupies 15,900 square feet and has a seating capacity for more than 100.

Visitors have easy access to the library's collection of over 70,000 bound volumes and microfilm and print subscriptions.

In addition to the books and periodicals, the library subscribes to dozens of online databases. These databases provide access to thousands of full text magazine, journal, and newspaper articles. Information materials are available at the circulation desk, including the circulation policy, a periodical directory, and guides to research.

Circulation and reference privileges are extended to all visitors. The library provides individual and group study areas, with charging stations for mobile devices. Students can request materials that the C-GCC Library does not own through the Interlibrary Loan Department.

Library staff are eager to assist students with their research needs. To help students reach that goal, librarians conduct free, four-week library skills classes. These mini-courses teach the skills necessary for college-level research success.

Library special collections include the Ettelt Children's Collection, young adult fiction, rare books/local history, and a special map collection.

Media Services include technical support and equipment for instructional purposes for faculty, students, and community groups. Other responsibilities include maintenance and distribution of audio-visual equipment used in the classrooms, as well as other on-campus programs and activities.

The library supports and complies with New York State Law (New York State Civil Practice Law & Rules 4509, Chapter 112, Laws of 1988) with respect to the confidentiality of library records, including, but not limited to, circulation of materials, database searches, interlibrary loan transactions, reference queries, and course reserve requests.

All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations, but will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order, or otherwise required by law.

A C-GCC Student ID may be activated for library use at the circulation desk. Residents of Columbia and Greene Counties age 16 and older may receive a community borrower library card.

The library collections can be accessed via the college website at:

<http://www.sunycgcc.edu/mycgcc>

Click on "Library and Media Services". Students will need a username and password to access the subscription databases from off campus.

Reserve items are placed at the circulation desk area by faculty for use by their students.

Information is available in print and digitally to assist students with bibliographies, footnotes, and sample research paper formats.

Hours:

Monday – Thursday	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. - 4:30 p.m.
Saturday	1:00 p.m. – 5:00 p.m.
Closed on Sunday	

Hours may vary during semester breaks, holidays and summer semesters.

Library Director: **Geralynn Demarest**

Phone: (518) 828-4181 Ext. 3290

Lockdown Procedure

The College has a system that is activated when a dangerous situation is occurring or may occur. There are white boxes with an amber light in locations around the college. When the system is activated the amber lights will flash and a voice will announce “Lockdown”. Even if you don’t hear the voice, the flashing lights will indicate a lockdown. The system is never used for anything else. **IF THE LIGHTS ARE FLASHING, IT IS A LOCKDOWN.**

You must go to the nearest classroom, office or other room. Do not stay in the hallway. The faculty member or other personnel will lock the door and the door will remain locked until a police officer unlocks it. You should move away from the windows and doors and stay quiet.

Lockers

Lockers are available for student use to store books and personal belongings temporarily. There is a \$5.00 fee per semester for use of a locker. Lockers are reserved on a first-come, first-served basis, in the Athletics Office.

Contact Person: Nicolas Dyer
Phone: (518) 828-4181 extension 3210

Lost and Found

The Office of Safety and Security receives reports of property reported lost. Property that has been found and turned in to the Security Office remains in same until the end of the semester if not claimed by its owner(s). Items not claimed by the end of the semester will be properly disposed of.

Security Office

Location: 138
Phone: (518) 828-4181 Ext. 3208

Media Services

Media services available include: distribution of equipment used in classrooms. Equipment requests are required at least one day in advance to guarantee delivery. The Media Services Equipment Request Form can be accessed via the college website at <http://www.sunycgc.edu/avrequest>.

Staff Assistant: Carl Nabozny
Location: Room 102
Phone: (518) 828-4181 Ext. 3295

REACH Center, Inc.

On campus support and advocacy services for victims of sexual abuse or other violence are available from the REACH Center. REACH can provide referrals and assist victims, or friends of victims, sort out their many feelings regarding a sexual assault or abuse no matter how recently or long ago it occurred. The office also serves as an educational resource and as a referral center for victims of domestic violence.

Phone: (518) 828-4181 Ext. 3179

Or

371 Main Street, Catskill, NY 12414

(518) 943-4482

713 Union St, Hudson, NY 12534

(518) 828-5556

Note: All services are free and confidential.

Office of Records and Registration

The Office of Records and Registration assists students with the following:

Registering for classes - Students may register for classes as non-matriculated (non-degree) or as matriculated if the student has applied to and been accepted at C-GCC. Non-matriculated students may register either in person at the Office of Records and Registration or by phone with VISA or MasterCard at (518) 828-4181 extension 5514. Matriculated students must register with an academic advisor.

Adding a class – A student may add a class or classes on a space available basis until the end of the first week of the semester (in a fifteen week semester).

Dropping a class – Students may drop a course until the Census Date, which is defined as 20 percent of the semester. After officially dropping a course, it will not appear on the student’s transcript. However, there may be a financial liability for originally registering for the course. A student may also be dropped from a course if he or she has been reported by the instructor as never attending.

Withdrawing from a class – A student may withdraw from a class after the Census Date and will receive a grade of W for the course on the transcript. Failure to attend class or an informal notification to instructors will not be considered official notice of withdrawal.

Obtaining grades – Current students may access their grades, schedules and unofficial transcripts online with [CampusConnect® at C-GCC's website](#). Follow the login instructions on the [CampusConnect® page](#). Direct questions or problems to the Office of Records and Registration at 518-828-4181 extension 5514. If a student has outstanding financial obligations to the college, grades and/or transcripts will not be available.

Student Accounts for computer services – The Office of Records and Registration can provide student account password letters. Your C-GCC student ID card is required.

Graduation – If a student believes that he/she is close to completing all program requirements, it is necessary to complete an [Application for Graduation](#). Degrees are awarded after the completion of each semester (fall, spring and summer); however, there is only one ceremony to honor graduates and that is held in May of each year. [Important graduation ceremony information is available here](#).

Enrollment verification – A student may request that verification of enrollment in college be sent to a current employer, health insurance company, or other agency. This request can be made in writing or in person at the Office of Records and Registration

Transcripts – students may request unofficial or official transcripts be sent to themselves, current or potential employers and/or to other colleges. A student must send a signed and dated written request to the Office of Records and Registration. This request should include the student's current name (and former name, if applicable), student ID number, current address, current telephone number, complete address of where the transcript should be sent, and a check or money order for \$5.00 per request (official transcripts only). Download an [official transcript request form here](#). Download an [unofficial transcript request form here](#). Mailed requests should be addressed to:

Attn: Office of Records & Registration – Transcript Dept.
Columbia-Greene Community College
4400 Route 23
Hudson, NY 12534

-or-

FAX to (518) 822-2015 and provide credit card information (official transcripts only).

Important facts:

A student who has been reported by the instructor as never attending a class(es), may be dropped from the class(es) and will incur a liability of 25% tuition plus 100% of all fees for each class never attended. Since several types of financial aid are based on class attendance, it is important that a student be aware that financial aid may be cancelled due to poor attendance.

A student's grade may also be negatively impacted by poor attendance.

Final grades are available online through CampusConnect. Grades are not provided by telephone. Grades and/or transcripts are withheld if specific obligations have not been met (overdue library books, unpaid tuition, athletic uniforms not returned, etc.)

Transcripts of a student's academic record may be sent to another college, an employer or agency at the written request of the student and upon payment of the required \$5.00 fee. Please allow 7 days for processing.

Registrar: Ann Bruno

Location: Student Courtyard

Phone: (518) 828-4181 Ext.5514

Recruiters

College, military and employment recruiters must sign up in the Counseling, Career and Transfer Services Office for a table in the Student Center. Office space is available in the Counseling, Career and Transfer Service area for recruiters who would like to meet with students individually. Recruitment and/or individual meetings are not allowed except in the designated areas.

Safety and Security

Students are urged to be mindful of personal safety and personal property at all times. Cars should be locked and books, pocketbooks, calculators, etc. should be kept under close supervision. Under no circumstances should books and other personal belongings be left in the Student Activities Office, the cafeteria, lounges, or any other public area. Lockers are available from the Athletic Department. There is a \$5.00 fee per semester for use of a locker.

Security Office

Location: 138

Phone: (518) 828-4181 Ext. 3208

Title II — Crime Awareness and Campus Security Act (PL 101-52)

At Columbia-Greene Community College, the safety and wellbeing of our students, faculty, staff, and visitors is a high priority. A safe and secure environment can only be achieved through the cooperation of all members of the campus community. The following information is part of our effort to ensure that this collaborative endeavor is effective. We hope that you use the information to help foster a safe environment for yourself and others.

Reporting Criminal Incidents and Other Emergencies

Emergency calls to report a crime or serious incident can be made by calling the switchboard (dial “0”). Additionally, reports of crime incidents can be made to Security at extension 3208, room 138, or any one of the Deans. Upon receipt of a report, appropriate security or administrative personnel will be sent to the location. Criminal offenses will be reported to appropriate police agencies and investigated for future prosecution. The campus community is notified of situations that pose a threat to the safety and well-being of our community through use of e-mail, interoffice memoranda, student message board, bulletin boards, Facebook, C-GCC website, public address system, and announcements in classes, if warranted.

Facility Security Access

Most campus facilities are open to the public during the day and evening hours when classes are in session. At night and during times that the campus is officially closed, College buildings are locked and only faculty, staff, and specific students with proper identification are admitted. There is 24-hour-a-day security coverage.

Enforcement Authority

Although the Security Officers at Columbia- Greene Community College have no law enforcement powers, they help insure personal safety and wellbeing of students, staff, and visitors. In the event a crime is reported, our security staff has been instructed to forward the report to the appropriate police agency. The incident reported will be referred to the President’s Staff for evaluation and follow-up.

Deputy Sheriff on Campus

Type and Frequency of Programs that Inform About Campus Security Procedures—Description of Programs Designed to Inform About Crimes

The College makes an extensive effort to make sure posters and information are prominently displayed and distributed at Student Orientation. Sexual Assault Prevention information is published in the Student Handbook and is widely available to all students and employees. Prevention programs are conducted throughout the year. A College-Based Advocate/ Victim Services Coordinator from The REACH Center has regular hours on campus. Parking areas are patrolled by security in moving vehicles at night. Escorts to parking areas are available on request. Security, safety, and emergency procedures are published in the Student Handbook. The maintenance department inspects campus facilities with a concern for safety and security and makes repairs as needed. Safety or security hazards can be reported to the Security Office or the Director of Buildings and Grounds. The cooperation and involvement of all members of the campus community are essential for a safe campus. Everyone must assume responsibility for his/her own personal safety and the security of personal belongings by taking common sense precautions. Students, faculty, and staff should report any suspicious persons or any unusual incidents that are observed to security.

The Jeanne Clery Security Policy and Crime Statistics Act

A copy of the State University of New York at Columbia-Greene Community College Campus Crime Statistics as reported annually to the U.S. Department of Education will be provided upon request by the campus Safety and Security Committee. Please direct all such requests to the Office of the Vice President and Dean of Students and Enrollment Management at (518-828-4181 ext. 3320). Information can also be obtained from the U.S. Department of Education web-site at <http://ope.ed.gov/security/>.

Safety on Campus

At Columbia-Greene Community College, the safety and well-being of our students, faculty, staff, and visitors is a high priority. A safe and secure environment can only be achieved through the cooperation of all members of the campus community. The following information, which is in compliance with the Federal Title II Crime Awareness and Campus Security Act, is part of our effort to ensure that this collaborative endeavor is effective. We hope that you use the information to help foster a safe environment for yourself and others.

Reporting Criminal Incidents and Other Emergencies

Emergency calls to report a crime or serious incident can be made by calling the switchboard (dial “0”). Additionally, reports of crime incidents can be made to Security at extension 3208, room 138, or any one of the Deans.

Upon receipt of a report, appropriate security or administrative personnel will be sent to the location. Criminal offenses will be reported to appropriate police agencies and investigated for future prosecution.

The campus community is notified of situations that pose a threat to the safety and well-being of our community through use of e-mail, interoffice memoranda, student message board, bulletin boards, Facebook, C-GCC website, public address system, and announcements in classes, if warranted.

Where to Report a Bias/Hate Crime

Victims of bias/hate crime or bias/hate incidents can avail themselves of counseling and support services from the campus and can be reported to the following: Vice President and Dean of Students and Enrollment Management, Health Services, Security Office, REACH Center Campus Advocate, Counseling, Accessibility Services, and Career and Transfer Services.

Emergency Management Plan

The College's Emergency Management Plan is designed to provide general guidance to students, faculty, staff, and visitors should an emergency occur on campus. While no document can define every possible event or response, the information contained in the plan will help identify the organization and procedures the College will implement before, during, and after a campus emergency. The College Day Care Center has a separate Emergency Management Plan.

Enforcement Authority

Although the Security Officers at Columbia-Greene Community College have no law enforcement powers, they help insure the personal safety and well-being of students, staff, and visitors. Our Security Officers coordinate with the on-campus Community Deputy Sheriff from the Columbia County Sheriff's Dept. In the event a crime is reported, our security staff has been instructed to forward the report to the appropriate police agency. The incident reported will be referred to the President's Staff for evaluation and follow-up.

Security Officers: Typical work of security personnel such as enforcing campus policies, regulations and procedures. Columbia-Greene Community College Security Officers have the authority to ask persons for identifications and to determine whether individuals have lawful business at the College. Security officers do not possess arrest power. Criminal incidents are referred to the police department having jurisdiction on campus.

Deputy Sheriff on Campus

Memorandum of Understanding (MOU)

The College and the Columbia County Sheriff's Department have an MOU which recognizes the Department has primary law enforcement jurisdiction on all Columbia County property owned, leased or under the control of the college and will provide police services on said property. A copy of this MOU is available for review in the Vice President and Dean of Students and Enrollment Management Office during normal business hours.

Safety and Security Committee

The College has an advisory committee on campus security in accordance with Section 6450 of the Education Law. The organizational structure of this committee consists of students, faculty and staff, and reports directly to the President. In general, the committee will deal with all issues related to campus safety and security.

Description of Programs that Inform About Crimes

The College makes use of the National Crime Prevention Council materials. Information is delivered and distributed at Student Orientation, in the Student Handbook, and on the College Website. Also available outside the Student Life Suite, Room 302, and the VP and Dean of Students and Enrollment Management Office, Room 205.

Sexual Assault Prevention information is published in the Student Handbook and is widely available to all students and employees. Prevention programs are conducted throughout the year. A College-based Advocate/Victim Services Coordinator from The REACH Center has regular hours on campus.

Parking areas are patrolled by security in moving vehicles at night. Escorts to parking areas are available upon request.

Security, safety, and emergency procedures are published in the Student Handbook.

The maintenance department inspects campus facilities with a concern for safety and security and makes repairs as needed. Safety or security hazards can be reported to the Security Office or the Director of Buildings and Grounds.

The cooperation and involvement of all members of the campus community is essential for a safe campus. Everyone must assume responsibility for his/her own personal safety and the security of personal belongings by taking common sense precautions. Students, faculty, and staff should report any suspicious persons or any unusual incidents that are observed to security.

Policies on Alcohol and Drugs

Alcohol and drug use policies are specifically delineated in the student handbook in compliance with Section 1213 (P.L. 101-226) of the Drug Free Schools and Communities Act. Campus prevention programs include formal coursework, speakers and workshops, awareness weeks, brochures, and self-help support groups.

Campus Crime Statistics

The following statistics reflect the number of on-campus and public property offenses reported to college officials for the reporting periods required by Title II-Crime Awareness and Security Act. Definitions can be found in the Uniform Crime Report.

Criminal Offenses – On campus**Total occurrences on campus**

Criminal Offense	2016	2017	2018
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – Forcible	0	0	0
d. Sex offenses – Non- Forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Criminal Offenses – Public Property**Total occurrences on public property**

Criminal Offense	2016	2017	2018
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses – Forcible	0	0	0
d. Sex offenses – Non- Forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	2	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Statistics on Arrests for Liquor Law, Drug Abuse and Weapons Possession**Disciplinary Actions – on campus****Number of persons referred for Disciplinary Action**

Law violation	2016	2017	2018
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor Law violations	0	0	0
d. Larceny/Theft	0	0	0

Disciplinary Actions – Public Property

Number of persons referred for Disciplinary Action

Law violation	2016	2017	2018
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor Law violations	0	0	0
d. Larceny/Theft	0	0	0

Hate Crimes – On Campus

**Occurrences of Hate Crimes
Category of Bias for crimes reported in 2016**

Criminal Offense	2016 Total	Race	Religion	Sexual orientation	Gender Identity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0
b. Negligent manslaughter						
c. Sex offenses – Forcible	0	0	0	0	0	0
d. Sex offenses – Non-forcible	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0
j. Simple assault	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0
l. Bias/Hate crime	0	0	0	0	0	0
m. Destruction/damage/vandalism of property	0	0	0	0	0	0

Hate Crimes – On Campus**Occurrences of Hate Crimes
Category of Bias for crimes reported in 2017**

Criminal Offense	2017 Total	Race	Religion	Sexual orientation	Gender Identity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0
b. Negligent manslaughter						
c. Sex offenses – Forcible	0	0	0	0	0	0
d. Sex offenses – Non-forcible	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0
j. Simple assault	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0
l. Bias/Hate crime	0	0	0	0	0	0
m. Destruction/damage/ vandalism of property	0	0	0	0	0	0

**Occurrences of Hate Crimes
Category of Bias for crimes reported in 2018**

Criminal Offense	2018 Total	Race	Religion	Sexual orientation	Gender Identity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0
b. Negligent manslaughter						
c. Sex offenses – Forcible	0	0	0	0	0	0
d. Sex offenses – Non-forcible	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0
j. Simple assault	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0
l. Bias/Hate crime	0	0	0	0	0	0
m. Destruction/damage/ vandalism of property	0	0	0	0	0	0

Hate Crimes – Public Property**Occurrences of Hate Crimes
Category of Bias for crimes reported in 2016**

Criminal Offense	2016 Total	Race	Religion	Sexual orientation	Gender Identity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0
b. Negligent manslaughter						
c. Sex offenses – Forcible	0	0	0	0	0	0
d. Sex offenses – Non-forcible	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0
j. Simple assault	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0
l. Bias/Hate crime	0	0	0	0	0	0
m. Destruction/damage/vandalism of property	0	0	0	0	0	0

**Occurrences of Hate Crimes
Category of Bias for crimes reported in 2017**

Criminal Offense	2017 Total	Race	Religion	Sexual orientation	Gender Identity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0
b. Negligent manslaughter						
c. Sex offenses – Forcible	0	0	0	0	0	0
d. Sex offenses – Non-forcible	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0
j. Simple assault	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0
l. Bias/Hate crime	0	0	0	0	0	0
m. Destruction/damage/vandalism of property	0	0	0	0	0	0

Hate Crimes – Public Property**Occurrences of Hate Crimes
Category of Bias for crimes reported in 2018**

Criminal Offense	2018 Total	Race	Religion	Sexual orientation	Gender Identity	National origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0
b. Negligent manslaughter						
c. Sex offenses – Forcible	0	0	0	0	0	0
d. Sex offenses – Non-forcible	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0
j. Simple assault	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0
l. Bias/Hate crime	0	0	0	0	0	0
m. Destruction/damage/vandalism of property	0	0	0	0	0	0

VAWA Offenses – On Campus**Number of occurrences reported**

Crime	2016	2017	2018
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

VAWA Offenses – Public Property**Number of occurrences reported**

Crime	2016	2017	2018
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

Unfounded Crimes	2016	2017	2018
	0	2	3

Contact Person: Dr. Joseph Watson, VP and Dean of Students and Enrollment Management**Location:** 205A**Phone:** (518) 828-4181 Ext. 3364

School Closings/Late Openings/Class Cancellations

Students will not be contacted individually if classes are cancelled. Notices will be placed on the classroom door should a class be cancelled.

In the event that inclement weather or other emergency conditions cause the closing or delayed opening of the College, cancellations or times of late-openings will be announced on designated radio and television stations.

TV

WRGB-CBS Channel 6

WTEN-ABC Channel 10

WNYT-NBC Channel 13

WXXA-FOX Channel 23

RADIO

WGY 810 AM

WHUC 1230 AM

WFLY 92.3 FM

WZCR 93.5 FM

WYJB 95.5 FM

WCTW 98.5 FM

WRVE 99.5 FM

WRIP 97.9 FM

WEB - www.sunycgcc.edu

Smoking

Smoking is not permitted anywhere on campus. Please refer to the Tobacco-Free College Policy (p. 168)

Solicitation

Advertising and selling of any kind of merchandise on campus is generally prohibited, unless prior approval has been received from the College. All non-college advertising that has not received prior approval of the Vice President and Dean of Students and Enrollment Management will be removed.

Student Center

- The Student Center is located in the Main Building.
- The Student Information Desk is located in the lobby in front of the gym and Hudson River Bank & Trust Foundation Dining Hall.
- Mother's Lounge

Contact Person: Karen Fiducia
Phone: (518) 828-4181 Ext. 3382

Student Recognition Award Ceremony

Columbia-Greene annually hosts a Student Recognition Awards Ceremony during which students are recognized for excellence in the classroom, participation in extra-curricular and co-curricular activities and athletics, and for service to the community. This ceremony is typically held in early May prior to the graduation ceremony and organized by the Office of the Vice President and Dean of Students and Enrollment Management.

Contact Person: Beverly Burka
Phone: (518) 828-4181 Ext. 3364

Study Areas

- There are designated student areas in the library and near the Academic Support Center.
- Room 217 study area is used by appointment only.

Contact Person: Randy Dunham
Phone: (518) 828-4181 Ext. 3380

Supported Education

A program of the Mental Health Association of Columbia-Greene Counties, Inc.

Supported Education Program at C-GCC is designed to support students with mental health needs reach their academic goals. The program offers confidential support on campus, case management and linkage to community and mental health resources. Off campus services include academic coaching, assistance negotiating the admissions and financial aid process, individual support sessions plus a monthly peer support group is available for interested program participants. Supported Education participates in national mental health screening days at the college and provides consultation and education to the college community.

Contact: Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management
Phone: (518) 828-4181 Ext. 3364

Note: All services are free and confidential.

Transitional Studies Department

The Transitional Studies Department provides Reading Skills, English, and Math coursework to students based upon their ACCUPLACER Placement Exam results. The purpose of this coursework is to prepare and to support students academically for success in college level studies. Coursework is offered in both classroom and lab settings. Lab classes are designed as an individualized approach to meet the diverse academic needs of students. Students are encouraged to participate in “Open Labs” allowing them additional time to work on course work with transitional studies faculty outside of their scheduled class time.

Transitional Studies Chairperson: Dawn-Marie Blasl

Phone: (518) 828-4181 Ext. 3502

Use of College Facilities for College Sponsored Clubs & Organizations

The Office of Community Services acts as the clearinghouse for the use of college facilities; however, college-sponsored clubs and organizations should begin the process in the Student Activities Office (Room 302). When the College is officially closed, only those individuals who are engaged in administrative assignments or involved in supervised activities or classes will be allowed access.

Contact person: Karen Fiducia

Phone: (518) 828-4181 Ext. 3382

Use of College Vehicles

Use of college vehicles shall be requested from the maintenance department at the earliest practicable time, by calling extension 3200 to check availability first. The College reserves the right to refuse any group or individual the use of College vehicles. The actual Vehicle Request Form is available electronically. All forms must come to the Maintenance Office through the appropriate dean’s office.

1. Use of such vehicles shall be assigned on a priority basis as follows:
 - a) Athletic teams, approved instructional field trips, approved student clubs and organizations;
 - b) Student groups or individuals representing Columbia-Greene Community College or an approved organization;
 - c) Faculty, administration, staff groups, or individuals.
2. All drivers must submit a complete Vehicle Use Roster and emergency contact information to the Vice President and Dean of Students and Enrollment Management, to be maintained in case of emergency.
3. Use of college vehicles shall be requested from the maintenance department at the earliest practicable time, by calling extension 3200 to check availability first. The College reserves the right to refuse any group or individual the use of College vehicles. The actual Vehicle Request Form is available electronically. All forms must come to the Maintenance Office through the appropriate dean’s office.
4. Drivers of college vehicles must be employees of the College or enrolled students in good standing and must be over 21 years of age.
5. Drivers must possess a valid, unrestricted New York State driver’s or chauffeur’s license.
6. Student drivers must be accompanied by a faculty or staff member at all times when the vehicle is in motion. (In cases where two vehicles are used for the same trip, the presence of a staff member in at least one of the vehicles will satisfy this requirement.)

7. Drivers shall obey all existing motor vehicle codes, laws, and statutes. Seat belts must be worn.
8. Drivers of college vehicles must recognize the magnitude of the responsibilities they have accepted by acting as the driver. It is, therefore, expected and understood that all drivers will act in a mature and responsible fashion while in this capacity. Any deviations of this responsibility may result in loss of the future use of college vehicles and/or college disciplinary sanctions.
9. Any driver of a college vehicle who receives any motor vehicle violation while using said vehicle will be suspended from further use of the vehicle for an amount of time to be determined by the Vice President and Dean of Students and Enrollment Management, which determination may also include rescission of future use of college vehicles.
10. All penalties connected with an operator's violations of motor vehicle laws must be borne by the driver. Vehicle violations shall be assumed by the College. All parking violations shall be the responsibility of the driver assigned to the vehicle at the time the violation occurred.
11. The payment of expenses connected with the used College vehicles (gas, oil, etc.) may be made with college credit cards issued with the vehicle keys. Cash reimbursements will be made by the College only on the presentation of receipts. Only college employees may sign gasoline credit card slips.
12. Responsibility for keeping the vehicle clean and in reasonable order rests with the group or individual assigned use of the vehicle. Routine maintenance, state inspections, etc. are the responsibility of the Maintenance Department.
13. Any accident or damages incurred through the use of college vehicles must be reported to the Business Office immediately upon return to the College. This initial report must be followed by a written accident report. (Accidents involving students shall also be reported to the Dean of Students.)
14. Any problems or malfunctions of college vehicles should be reported immediately to the Maintenance Department.

Veterans' Information

Veterans should refer to the official website of the U.S. Department of Veterans Affairs at www.gibill.va.gov to apply for education benefits. Once a veteran has enrolled at the College, he/ she should contact the Veterans Certifying Official concerning enrollment certification.

Veterans Certifying Official: Frances Winig

Phone: (518) 828-4181 Ext. 3361

2019-2020 Academic Calendar

Fall 2019

June 19	Zone Registration (by appointment)
August 6	Zone Registration (by appointment)
August 14	Zone Registration (by appointment)
August 21	Adult Student Orientation
August 22	Zone Registration (by appointment)
August 23	New Student Orientation / Family and Friends
August 27	Late Registration
September 2	College Closed – No Classes – Labor Day
September 3	First Day of Classes
September 9	Last Day to Add Classes
September 23	Last Day to Drop Classes
September 24	Census Date
October 14	Columbus Day – College open, Classes held
October 14	Matriculated students make appointments to register for Spring 2020
October 18	Incomplete grades due from Summer 2019
October 21	Matriculated students start registration for Spring 2020
November 4	Non-matriculated students register for Spring 2020
November 11	Veterans' Day – College open
November 12	Last day to withdraw from fall 2019 classes
November 27-29	College Closed – No Classes – Thanksgiving
December 16	Last Day of Fall 2019 classes
December 17	Exam Day
December 18	Exam Day
December 19	Grades Due – 5 PM
December 24, 2019 – January 1, 2020	College Closed

Spring 2020

January 2	College Open
January 13	New Student Orientation / Family and Friends
January 13	Adult Student Orientation
January 15	Late Registration
January 16	Late Registration (snow date)
January 20	College Closed – No Classes – Martin Luther King, Jr. Day
January 22	First Day of Spring 2020 Classes
January 27	Last Day to Add Classes
February 10	Last Day to Drop Spring 2020 Classes
February 11	Census Date
February 17	College Closed – No Classes – Presidents’ Day
March 9	Matriculated students make appointments to register for Summer and Fall 2020
March 16 - 22	College Open – No Classes – Spring Break
March 23	Registration begins for Matriculated students Summer and Fall 2020
April 6	Non-Matriculated students start registration for Summer and Fall 2020
April 7	Last day to withdraw from Spring 2020 classes
May 4	Student Recognition Award Ceremony
May 11	Last Day of Spring 2020 classes
May 12	Exam Day
May 13	Exam Day
May 13	Open Registration Summer and Fall 2020
May 14	Grades due by 4 PM
May 15	Nurse Pinning
May 16	Graduation

Summer 2020

Plans to be announced

Student Activities

The Student Activities Office conducts business related to student clubs and organizations. New and returning students are encouraged to get involved with this “co-curricular” education. Involvement outside of the classroom can supplement and strengthen the classroom experience, provide skill development and build lifelong friendships. Most activities are planned, organized and developed by the Student Activities Board (SAB). Examples of events coordinated by this group include performances by comedians and bands, game shows, novelty acts, educational experiences, and trips.

The C-GCC Faculty Student Association, Inc. operates the Cafeteria, Bookstore, and Child Care Center. Student government officers serve as members of this organization. Students interested in becoming involved in any of these areas should contact the Student Activities Office.

Location: Room 302

Hours: Monday through Friday 8:00 am to 5:00 pm

Student Government

STUDENT GOVERNMENT ORGANIZATION CONSTITUTION

Preamble

In order to promote the general welfare of the student body; to stimulate interest in and support of those activities contributing to our educational, cultural, social, and physical improvement; and to provide every student with training and experience in democratic government; we, the students of Columbia-Greene Community College do hereby decree this constitution as the official Constitution of Columbia-Greene Community College Student Government Organization.

Article I

Name, Membership, and Privileges

Section I. Name

The name of this organization shall be the Student Government Organization of Columbia-Greene Community College

Section II. Governing Board

The governing board of the Student Government Organization shall be the Student Senate of Columbia-Greene Community College.

Section III. Membership for the Student Government Organization

The membership for the Student Government Organization shall consist of all students who pay a student activity fee at Columbia-Greene Community College.

Section IV. Privileges

All Student Government Organization members shall be entitled to vote if deemed necessary they shall be able to run for and hold office in Student Senate.

Section V. Membership for the Student Senate

1. Senate members shall be composed of those Student Government Organization members that adhere to the process herein established.
2. Student Senators must carry a minimum of twelve (12) credit hours, unless fewer are needed for graduation.
3. Student Senators must maintain a minimum grade point average of 2.0 on a 4.0 scale and be in good judiciary standing to participate in Student Senate.

Article II

The Student Senate Composition

Section I. Senate Composition

1. The Student Senate shall be composed of the elected members of the Student Government Organization, who shall henceforth be referred to as Senators and Officers of the Student Senate.
2. The Student Senate shall be composed of fourteen (14) voting members; the President, Vice President, Vice President for Programming, Secretary, Treasurer, the Student Trustee, and eight (8) Senators.
3. During each academic year the Student Senate shall consist of seven (7) Freshman Senators (less than 24 credit hours) and seven (7) Sophomore Senators (24 or more credit hours). If the number of Freshman or Sophomore applicants exceeds the number of seats available for that particular class, seats may be filled as needed to comprise a full senate.

Article III

Senate Elections

Section I. Returning Senators

Returning Senators from the previous semester do not have to be re-elected into Senate. Returning Senators must file a commitment form to secure their position with the Student Senate Advisor and Vice President and Dean of Students and Enrollment Management . Senators from semesters previous to the most recent must be re-elected.

Section II. Election Committee

1. Elections will be under the supervision of an Election committee, which will consist of the returning members of the Student Senate from the previous academic year. The Senate Advisor and the VP and Dean of Students and Enrollment Management will act as the Election Advisory Council with no voting powers.
2. The Committee shall establish the polling place(s), procedures, and dates for voting at least two (2) weeks prior to an election.
3. The Committee may take votes from Senators that are unable to attend elections due to official school business and may vote via sealed ballot given to the VP and Dean of Students two (2) days prior to an election.
4. The Elections Committee, the Senate Advisor, and the VP and Dean of Students will oversee the counting of the votes in the election. No candidates may take part in the count.

Section III. Election Deadlines

Elections of Senators shall take place no later than the second meeting of the academic semester.

Section IV. Eligibility Requirements for Senators

To be eligible for election to the Student Senate, a SGO member, in addition to meeting the academic and judiciary requirements specified in Article I, Section V, must submit to the Election Committee, VP and Dean of Students and Enrollment Management and the Student Senate Advisor an approved petition with no less than fifteen (15) SGO member signatures and a one page typed application form containing candidate's name, phone number, email address, and statement of candidacy.

Section V. Election Petitions

No SGO member may sign election petitions for more than seven (7) Freshman senatorial candidates and seven (7) Sophomore senatorial candidates in any given election.

Section VI. Voting

No SGO member may vote for more than seven (7) Freshman senatorial candidates and seven (7) Sophomore senatorial candidates in any given election.

Section VII. Obtaining Senatorial position

The seven (7) SGO candidates from each class receiving the greatest number of votes shall be the elected Senators.

Section VIII. Vacancies

With a majority vote the Student Senate may fill vacant seats with any SGO member that fulfills the eligibility requirements outlined in Article I, Section V, and completed the Student Senate Petition form outlined in Article III, Section IV. No new senators will fill any vacant seats after the 10th week of classes. Vacant seats will be filled the following semester.

Article IV

Powers and Duties of the Student Senate

Section I. Student Activities Fund

The Student Senate shall administer the Student Activities Fund. Monies from the Student Activities Fund may be used solely for the purposes consonant with the social, educational, and cultural interests of the general student body. In the administration and use of monies from the Student Activities Fund, the Student Senate shall be governed by the policies of the State University of New York and those of Columbia-Greene Community College.

Section II. Chartering Student Organizations and Activities

The Student Senate shall have the power to charter student organizations; to allocate funds to organizations and activities; and to coordinate activities that will, in its opinion, serve the general interests of the college, the SGO, and/or the general community. The Senate shall also initiate action for the purpose of establishing whatever campus organization or activity it regards as desirable. Any such project, activity, or organization shall be subject to approval of the VP and Dean of Students and Enrollment Management.

Section III. College and Community Rapport

As representatives of the SGO, the Student Senate shall accept responsibility for the promotion of mutual understanding and cooperation between the college and the general community.

Section IV. Impeachment Powers

The Student Senate shall have the power to impeach and remove from office any of its officers or members that fail to comply with the Student Senate Constitution, and its by-laws, and whose academic and/or judiciary college standing brings discredit upon the Student Senate and/or the college.

Article V***Impeachment Procedures***

In the event that a Student Senator has failed to comply with Article I, Section V, or abandoned their position without proper notice, the following procedure must be taken.

Section I. Evidence

Sufficient evidence must be made available to the Executive Committee of the Student Senate, the Student Senate Advisor, and the VP and Dean of Students and Enrollment Management in order to conduct an investigation of the alleged senator or officer. If the officer holds a position on the Executive Board, they will be excused from the meeting. The VP Dean of Students and Enrollment Management and/or their designate will supervise and act as advisor to impeachment hearing(s).

Section II. Impeachment Procedure

To ensure all parties receive fair and equitable treatment the following procedures will be followed.

1. To begin an investigation, written charges against the alleged party and at least two-thirds (2/3) of the Student Senate members printed names and signatures must be submitted to the Executive Committee, the Student Senate Advisor, and the VP and Dean of Students and Enrollment Management.
2. The accused senator will be notified no later than one (1) business week from accusation in writing. The notification letter will contain the alleged violation(s) and the Senate intent on conducting an impeachment hearing.
3. The Student Senate impeachment hearing will be held no sooner than three (3) business days from the date that the accused party received the written notification. The accused party may choose to waive her/his rights to a hearing and accept the Student Senate impeachment verdict and/or they may submit a written resignation.
4. The accused senator shall be entitled to speak at the Senate impeachment hearing and they hold the right to have a representative of her/his choice act as advocate. The advocate cannot participate in the hearing.
 - a. During the hearing, the accused senator has the right to question any Student Senator, SGO member, and/or college official that witnessed and/or have knowledge of alleged accusation(s).
 - b. The accused senator has the right to present evidence relevant to the dismissal of the allegation(s).
5. The accused senator is impeached with a majority vote of the Student Senate.
6. The impeached Student Senator will be entitled to a written report that contains the findings and results of the impeachment hearing. The impeached Senator must request the report in writing. The Student Senate will submit the report to the impeached Senator no later than seven (7) business days after written request is made.

7. The impeached Student Senator may file an appeal within seven (7) business days with the VP and Dean of Students and Enrollment Management. The VP and Dean of Students and Enrollment Management's decision is final.

Section III. Attendance

The Student Senate shall have the power to impeach any officer or member of the Student Senate if she/he has three (3) unexcused missed meetings in an academic year. Discretion of the Executive Committee shall be employed in extenuating circumstances.

Article VI

Executive Officers and Duties

Section I. Executive Officers

The executive officers of the governing board of the Student Government Organization and the Student Senate shall be a President, a Vice President, Vice President for Programming, Secretary, and Treasurer.

Section II. The President shall:

- a. Responsible for all Student Senate functions.
- b. Preside at all meetings of the Executive Committee.
- c. Call special meetings of the Executive Committee.
- d. Represent the Student Body at official functions both within the college and externally, when possible.
- e. Preside at all meetings of the Student Senate.
- f. Call general and/or special meetings of the Student Senate.
- g. Cast the deciding vote in case of a tie in the Student Senate.
- h. Act as advisor and ex-officio member on all Student Senate committees.
- i. Act as College Delegate to the SUNY Assembly.

Section III. The Vice President shall:

- a. Preside at all meetings of the Student Senate, in absence of the President.
- b. Call special meetings of the Student Senate.
- c. Appoint and supervise the chairs of all committees of the Student Senate.
- d. Assume the office and duties of the President, with full power, upon the President's resignation or removal.
- e. Maintain full voting privileges when not presiding over the meeting.

Section IV. The Vice President for Programming shall:

- a. Serve as Chairperson for the Student Activities Committee.
- b. Give a Student Activities Report at every Student Senate Meeting.
- c. Work with the Student Activities Staff to plan and promote the well-being of the campus environment.

Section V. The Secretary shall:

- a. Prepare a typed agenda for all Student Senate meetings under the direction of the Chairperson.
- b. Take accurate minutes of all meetings of the Student Senate.
- c. Distribute the minutes to the College President, all Deans, Club Advisors, and all Senators via hardcopy and/or email.
- d. Conspicuously post all minutes at least two (2) business days prior to the next regular Student Senate Meeting.
- e. Conduct all official correspondence of the Student Senate.

- f. Maintain a file of all minutes and correspondence of the Student Senate. These files must be maintained for a minimum of three (3) years in the Student Activities Office.

Section VI. The Treasurer shall:

- a. Present a monthly report in a regular Senate meeting containing all the expenditures and revenues of the Student Senate. Copies of the report shall be filed promptly with the VP and Dean of Students and Enrollment Management and the Board of Directors of the C-GCC Association, Inc.
- b. Sign purchase orders.

Section VII. The Student Trustee shall:

- a. Maintain a minimum grade point average of 2.5 and 4.0 scale and be in good academic and social standing.
- b. Try to attend at least one Student Senate meeting per month.
- c. Maintain email communications to the Student Senate with Board of Trustees meeting minutes.
- d. Not hold an executive position in the Student Senate.

Section VIII. Executive Officers

The Executive Officers of the Student Senate shall be elected from and by the Student Senate at the first meeting following Senate member election. Election of the Executive Officers shall be decided by majority vote. If the vote results in no majority, a run-off election will be held between the two candidates receiving the greater number of votes. The Executive officers of the Student Senate shall comprise the Student Trustee and the Executive Committee.

The advisor of the Student Senate is appointed by VP and Dean of Students and Enrollment Management and attends all meetings of the Student Senate.

No executive officers shall serve more than two consecutive terms; each term equal to one year.

Article VII

Meetings of the Student Senate

Section I. Meetings of the Student Senate

Regular meetings of the Student Senate shall be held at least semi-monthly during each academic semester when the college is in session. Special meetings may be called by the Vice-President at the direction of the President or upon the request of at least four (4) Senators.

Section II. Location of Meetings

All regularly scheduled meetings of the Student Senate shall be held on the College campus and shall be open to any member of the Student Organization to participate without vote except, as the Senate shall, upon majority vote, decide to enter Executive session.

Section III. Leadership Transition Workshop

Two weeks after each election the Student Senate will conduct a Leadership Transition Training Program. The Senate Advisor and VP and Dean of Students and Enrollment Management will coordinate this event with all returning Senators and the Executive Committee. Senators who are elected during the semester must also go through transition training.

Section IV. Quorum

No meeting of the Student Senate may transact business without a quorum. A Quorum shall consist of two-thirds (2/3) of the membership.

Section V. Robert's Rules of Order

Robert's Rules of Order shall govern procedure at all meetings of the Student Senate except those cases where the said rules of order conflict with the duly established by-laws of the Senate. In such instances, the latter shall take precedence.

Article VIII

Standing Committees

Section I. Appointment and Membership

The hereinafter named shall be the standing Committees of the Student Senate . The Vice-President in accordance with Article VI, Section III, shall appoint all chairs of the Standing Committees. The membership of Standing Committees is open to all Student Senate members upon the appointment by the Chairperson of said committees.

- a. Constitution: The Constitution Committee shall continuously evaluate this Constitution and shall make recommendations for such revisions as may be deemed necessary and appropriate.
- b. Budget: The Finance Committee will review all budget requests from all recognized student organizations. This committee will conduct a budget hearing early in each spring semester and make recommendations to the Senate regarding budget allocations.
- c. Election: The Election Committee, as specified in Article III, Section II, shall supervise elections.
- d. Student Activities Committee: The Student Activities Committee shall be in charge of the Student funded activities on campus. The committee shall be formed of two student senators, or more if needed, , students at large, as appropriate, and the staff personnel and Associate for Student Activities (ex officio).

Article IX

Ratification

Section I. Ratification of Constitution

This Constitution shall be declared ratified after being approved by the VP and Dean of Students and Enrollment Management, and President of the college and by two-thirds (2/3) of the student body voting in referendum.

Article X

Clubs

- a. Any club recognized by Student Senate must attend one Senate meeting a month and give an update otherwise funds will be frozen.
- b. At least one (1) club member along with the club advisor, if available, must present proper club budget and/or any additional requests.

Article XI

Amendment Procedure

Section I. Amending the Constitution

In order to amend this Constitution, the following steps must be completed.

1. The proposed amendment must be introduced at a regular meeting of the Student Senate by one of its members². The Secretary of the Student Senate shall prepare multiple copies of the proposed amendment. Such copies shall be posted on the bulletin boards at least one (1) week prior to the next regular meeting and shall be available to all Senators at the next regular meeting.
3. At the first meeting of the Senate, after introduction of the proposed amendment, the Senate shall vote to approve or reject it. Two-thirds (2/3) of the members present and voting must concur with the amendment for approval.
4. All proposed amendments, which gain Senate approval, shall be submitted to the VP and Dean of Students and Enrollment Management and President of the college for their approvals.
5. If approved by the VP and Dean of Students and Enrollment Management and college President, the proposed amendment shall be presented to the SGO members in a referendum for their assent.
6. If two-thirds (2/3) of the SGO members voting shall approve the proposed amendment, it shall immediately become part of this Constitution.
7. The Constitution Committee and Advisor of the Student Senate shall supervise said referendum.

Section II. Defeated Amendments

Each of the steps prescribed in the foregoing section must be completed in the order indicated. If, at any point, the proposed amendment does not receive the required approval, it shall be declared defeated and shall not demand further action.

Section III. Contradictory Amendments

All amendments to this Constitution which would seemingly stand in contradiction to an earlier portion of this document must begin with the words: "Provision contained in Article: ____, Section ____, of this Constitution notwithstanding".

Clubs and Organizations

Student Senate/Club Office

The Student Senate/Club Office is located in the Student Life Suite and is available for use to conduct business by the Student Senate and members of clubs on campus.

Role of the Club Advisor

The College requires that all campus-recognized clubs have a Club Advisor (faculty, staff, or administrator) whose responsibility is to provide guidance and support to the organization.

Club Advisors are volunteer faculty, staff, or administrative members who, out of interest and dedication, give their time and talents to extracurricular programs. The selection and term of Club Advisors is the responsibility of club members. The Student Activities Office must be informed of these choices. Final approval is given by the Vice President and Dean of Students and Enrollment Management. The time commitments and demands serving as a Club Advisor are outweighed by the special relationships that you establish with club members. To witness the maturity, emotional and educational growth of students that you have nurtured and guided is most satisfying and indispensable.

Your Responsibilities

As Club Advisor, you are responsible for maintaining close contact with the club officers and members of the organization as well as providing support and leadership when necessary. Your responsibilities include:

1. Being responsible for the proper supervision of any meeting or activity staged by the group with which she/he is working.
2. Playing an active role in helping students set up a meaningful program that is consistent with the club constitution and purpose.
3. Periodically review financial status of club, handling of club funds, and maintenance of financial records. Expenditures must have your signature. The Bookkeeper oversees all club accounts. Contact the Bookkeeper if you have any concerns.
4. Communicate club news, concerns and questions to the Student Activities Office as needed. The staff of Student Activities can be contacted at 828-4181 extension 3382.
5. Be familiar with the College policies and procedures relating to organizations. Report to the Vice President and Dean of Students and Enrollment Management or Student Activities Office any violation of College policies or procedures that might harm the club or College.
6. Attend and supervise club functions and activities or provide a substitute when unable to attend.
7. Help to preserve organizational records for continuity by maintaining club minutes, constitution, membership list, and club activities.
8. If during your term you must resign as Club Advisor, you are responsible for notifying the club president and members, as well as the Student Activities Office of your decision. Please give as much advance notice as possible.

Club Member Contract

Contracts must be on file with the Vice President and Dean of Students and Enrollment Management Office or Student Activities Office along with contact numbers.

1. Club members, as representatives of Columbia-Greene Community College, will stay with the delegation at the hotel and return with it, via transportation provided by the college.
2. Club members will attend all pre-conference, on-site and post-conference delegation meetings.
3. Club members will attend and participate in all those aspects of the Conference/Trip which are required by the school.
4. Club members are representatives of Columbia-Greene Community College and have been chosen to represent their organization and its interests. Club members understand that any actions taken at the conference/trip will positively or negatively affect people's opinions about the organization and the college.
5. Club members will behave responsibly and maturely. Intoxication, use of illegal substances, and abusive or inappropriate behavior may result in breaking of conference, hotel or college rules and may result in dismissal from the delegation and conference/trip. If asked to leave, a club member must reimburse the organization and the college for any expenses they incurred for his/her participation in the conference/trip.
6. Club members must certify that they are duly enrolled students in good academic standing at Columbia-Greene Community College, and they must release their cumulative grade point average to the Office of Student Activities for verification of academic standing.

Reference: Adapted from National Association of Campus Activities delegate contract (www.naca.org)

Club Recognition

To be officially recognized, every organization must submit a constitution for Student Senate review and approval. Final approval must also be secured from the Vice President and Dean of Students and Enrollment Management. This constitution must be compatible with the policies, regulations and philosophy of the College.

The student organization must have a faculty member, staff member, or administrator as an advisor. Faculty/staff advisors assist in planning the overall activities of the club and train new officers.

Each organization is responsible for planning and implementing its activities. All activities should be related to the club's organizational goals and objectives, as well as be approved by the club advisor. Students interested in forming a new club should contact the Associate for Student Activities for details and assistance.

Recognized Clubs & Organizations:

A recognized student club/organization may be awarded funding from student activity fee funds and would have broad access to designated channels of advertisement and operation such as bulletin board, promotion tables, and campus facilities. To become a recognized student club/organization, a group would have to comply with all appropriate regulations, including the college's 'all-comers' policy.

Registered Clubs & Organizations:

A registered student club/organization would not receive funding from the college but would still have access to college facilities to promote and conduct its activities. To become a registered student club/organization, a group would not be required to comply with the college's 'all-comers' policy. The group would be required to provide a stated purpose, complete a registration packet, submit the names of officers and contact information, create a constitution and bylaws, and enlist a faculty/staff advisor. There would not be a minimum number of members required.

The following is a list of clubs and organizations that are currently active. Students should be aware that the success of a club is largely dependent on the members' commitment to the club and it is their responsibility for carrying out the planning and implementation of the activities of the club.

Student Senate: The Student Government Organization (SGO) is made up of every registered student, both full-time and part-time. The governing body of the SGO is the Student Senate. The Senate is charged with the allocation of student activity fees to student clubs, organizations, and intercollegiate athletic teams.

Co-Advisors:

Karen Fiducia

Office: 302C

Randy Dunham

Office: 302

Recognized Clubs/Organizations

C-GCC Animal Advocates: The purpose of this club is to unite students in effective advocacy for animals. We work to expose abuses of animals in today's world while empowering students to take action for a more humane and compassionate world.

Advisor: Nicole Childrose

Office: 201J

C-GCC Archery Club: To promote student involvement in a safe and encouraging environment to enjoy, practice, and learn the recreational sport of archery.

Advisor: Marc Miller

Office: 205B

C-GCC Conservation Club: This club's purpose shall be to raise awareness of and promote student involvement in conservation/restoration efforts occurring within the Northeastern United States region.

Co-advisors:

Rebecca Pinder

Office: Room 512A

Nicole Sallese

Office: Room 222D

C-GCC Disc Sports Club: To provide an outdoor activity for the students to enjoy that will lead to teamwork and implementation of critical thinking skills.

Co-advisors:

Michael Gorman

Office: 102

Patrick LaChance

Office: 307

C-GCC Meditation and Wellness: This club's purpose is to promote student involvement in various forms of meditation, mindfulness, and overall wellness activities on campus.

Advisor: Robbin Wase

Office: 205B

Criminal Justice Club: This club encourages education and professionalism in the field of criminal justice among students through meetings, guest speakers and participation in related activities. Students desiring to join the club are not required to be criminal justice majors.

Co-advisors:

Bill DeLuca

Office: Room 201M

Frankie Beaver-Timmons

Office: Room 213A

Gaming Club: This purpose of this club shall be to unite students who have an interest in playing games, including, but not limited to video games, computer games, collectible card games, and tabletop role-playing games as well as to provide students with on-campus opportunities for both casual and competitive gameplay experiences. club's purpose is to promote student involvement in various forms of meditation, mindfulness, and overall wellness activities on campus.

Co-advisors:

Casey O'Brien

Office: 201M

Co-advisor: Michael Casaregola, Jr

Office: 102

Health Promotion Club: This club provides the opportunity to strengthen professional development and peer support and serves the College community through health promotion and educational programs.

Advisor: Cindy Engel

Office: Room 215F

Human Services Club: This club promotes increased understanding of the field of Human Services through meetings, guest speakers, and participation in conferences. The club members also engage in service to the community.

Advisor: Dawn DeFino

Office: Room 201O

Political Science Club: The Political Science Club was formed to help spread awareness on social justice issues facing communities at large. The club focuses on empowering students to create positive changes in our communities by making informed choices. The Political Science Club will work diligently, through monthly club meetings and hosting events to strive to reach equality and improve on the lives of others. Our goal is to increase awareness of human rights issues and influence the students at Columbia-Greene Community College to be socially conscious, politically aware and civically involved.

Advisor: Nicole Childrose

Office: 201J

Psychology Club: The Psychology Club at Columbia-Greene Community College is a student organization dedicated to enhancing the appreciation and understanding of psychology – in all areas of life – through a variety of social and educational opportunities.

Co-Advisors:

Barbara Shaffer

Office: 213B

Berne Bendel

Office: 113R

Radio Club: This club is designed for students to participate in the operation, programming and promotion of an on-campus radio station. Production of radio programs, interviews and unique student driven content will be the focus of the club.

Co-Advisors:

Michael Gorman

Office: Room 102

Michael Casaregola Jr

Office: Room 102

Student Activities Board (SAB): This group provides social, cultural and educational opportunities for all members of the College community. The SAB programming includes speakers, parties, and special events. The SAB provides members with the experience of planning and implementing group events and activities.

Co-Advisors:

Karen Fiducia

Office: 302C

Randy Dunham

Office: 302

Registered Clubs/Organizations

Student Ambassador Program: Under the supervision of the Office of Admissions, this group consists of selected student volunteers who represent the student body. This program provides a unique opportunity for students to become involved with the College's outreach efforts. Students also gain a greater understanding of community public relations and the dynamics of marketing. Students participate in Orientation, College Night, student tours/visitation, career fairs, high school visits, and other admissions related activities. Students who are interested in becoming an Ambassador must complete a Student Ambassador Application available in the Admissions Office.

Advisor: Rachel Kappel

Office: 205B

Marc Miller

Office: 205B

Student Veteran Club: The purpose of this club is to provide an on-campus association for student military veterans to work together, advocate for veteran needs and provide comradery and services to the campus and local community. It is open only to registered students who are a military veteran. Proof of veteran status, such as DD214 or veterans card is required for membership.

Co-Advisors:

Kevin Kropp

Office: 203B

Patty Fitzgerald

Office: 314

Cultural Diversity Club: The purpose of the Cultural Diversity Club is to build unity among students at Columbia-Greene Community College and to educate students regarding cultural diversity. It will also encourage students to follow the principles of fellowship, self-awareness, unity, tolerance, and acceptance of others. The club will organize events to increase knowledge of cultural diversity both locally and globally.

Advisor: Kristen Isabelle

Office: 201G

Honor Societies

Phi Theta Kappa: This national fraternity provides recognition and encouragement of scholarship among community and junior college students.

Co-Advisors:

Ryan McCann

Office: 213F

Jared Wagner

Office: 201R

Leslie Rousseau

Office: 112

Chi Gamma Chi: This chapter of the Alpha Sigma Lambda National Honor Society is a national adult honor society which honors adult students who attain academic excellence while facing competing interests of home and work.

Advisor: Kevin Kropp

Office: 203B

Responsibilities of Club and Organization Treasurers and Advisors:

1. The advisor of each organization has the responsibility to authorize payment of bills for goods and services contracted for by authorized members of the organization.
2. Only goods or services planned, stated, and approved according to the current procedures of the Student Activities Office will be considered for payment.
3. The treasurer of each organization must maintain a record of expenditures and receipts.
4. If expenditures occur which are not in accordance with the financial policies of the Student Activities Fund, possible censure and withdrawal of funds may occur.

Student Activities Event Request Form

A Student Activities Event Request Form must be submitted to the Student Activities Office when any student club or organization plans to sponsor an event. This form should be filed at least two weeks prior to the event to avoid conflicts and duplication. Blank forms can be picked up in the Student Activities Office in Room 302.

Student Activities Fund Raising Form

A Student Activities Fund Raising Form must be submitted to the Student Activities Office when any student club or organization plans to have a fund-raising event. This form should be filled out at least two weeks prior to the fund-raising event to assure proper approval. Blank forms can be picked up in the Student Activities Office in Room 302.

Promotional Assistance for Student Sponsored Events

Students seeking assistance in promoting a student or community activity must see the Associate for Student Activities. Remember, no event can be advertised without filling out a Student Activities Event Request Form. Once approval is obtained, the event may be advertised.

Vendors on Campus

Vendors hoping to have a booth on campus to sell items to students must submit a Campus Vendor/Tabling Request Form to the Student Activities Office. This form should be filled out at least two weeks prior to the date of sale to assure proper approval. Blank forms can be picked up in the Student Activities Office in Room 302.

Forming a New Club

Students interested in forming a new club should contact the Associate for Student Activities for details and assistance in creating the organization.

Athletics

Use of Facilities: Students may use the gym and fitness center on an informal basis, in accordance with the following policies. The priority for use of the gymnasium will be given to physical education classes, Intramurals and intercollegiate athletic practices and games. Varsity practice in the gym will be scheduled by the Athletic Department and will generally be held from 3:00 p.m. to 9:00 p.m. When classes or teams are not using the gym, students may use the gym for free time, according to posted schedules. All participants must wear sneakers (one continuous sole) and present their student ID cards for all activities in the gymnasium.

Intramural Sports: C-GCC encourages participation in intramural athletics. Co-ed teams have been formed in volleyball, dodge ball and basketball. Everyone on campus is eligible to participate in intramurals (except varsity athletes in season). Varsity players, however, are invited to act as officials.

Intercollegiate Athletics: C-GCC is a member of the Mountain Valley Collegiate Conference and National Junior College Athletic Association (NJCAA) Region III. C-GCC competes at the Division III level. The college has varsity teams in men's basketball, women's basketball, men's baseball, women's softball, women's soccer. Eligibility for participation is directed by the NJCAA rules and regulations as follows. It is the responsibility of the student athlete to be familiar with these regulations. Any questions should be directed to the Director of Athletics.

Note: All students planning to participate in any sport must submit a health assessment performed by a physician, nurse practitioner or physician's assistant, for each collegiate year in which they compete. This examination must be done on or after August 1 for the upcoming academic year. The report must be submitted to and approved by, the Director of Health Services prior to the first practice.

Student Athlete Code of Conduct

Representing C-GCC as a member of one of its athletic teams is an honor and a challenge involving a great deal of individual responsibility, however academic progress should be the first priority. Good study habits and utilization of time are necessary to strike the proper balance to do justice to studies and athletic team requirements. Having been selected as a member of a college team is a tribute to high skills levels and dedication to sports. Superior athletic performance is one part of this responsibility. Athletes must practice the ideals of sportsmanship, and must respect coaches, teammates, officials, opponents and spectators. Athletes must observe the C-GCC Student Code of Conduct Policy, the Student Athlete Code of Conduct, and the NJCAA Code of Conduct. The regulations apply not only to on-campus incidents, but also to any off-campus incidents. Violations of these rules may result in suspension or dismissal from the athletic team. Any violations of the Student Code of Conduct Policy will be overseen by the Vice President and Dean of Students and Enrollment Management. All suspensions or dismissal for violations of the Student Athlete Code of Conduct or an individual team's guidelines will be administered by the Athletic Director. C-GCC athletes are expected to conduct themselves in an appropriate manner prior to, during, and after all athletic practices and contests. As representatives of Columbia-Greene Community College, deviations from the rules of common courtesy, respect for others, and use of inappropriate language will not be tolerated. In addition to referral through ordinary disciplinary channels, athletes may be subject to the following sanctions if violations are reported by a coach, spectator, opposing team representative or official:

- Written warning
- Benched for one or more contests
- Suspension from practice/play for a specified period of time
- Suspension from team and removal from roster.

Appeal: Athletes subject to any of the above sanctions may appeal, in writing, to the Vice President and Dean of Students and Enrollment Management within three business days after notification.

Athletic Director: Nicolas Dyer

Office: 307B

Phone: (518) 828-4181 extension 3556

Student Athlete Code of Conduct Agreement

The general purpose of the athletics program at Columbia-Greene Community College is to provide an opportunity to develop excellent academic skills and knowledge, enhanced by life skills developed outside the classroom.

A student athlete is required to:

- Participate in a two-part student-athlete success workshop prior to the start of practice or play
- Submit a completed and approved physical form to the Director of Health Services before the first practice

A. CLASS AND CLASS ATTENDANCE

It is the responsibility of the student athlete to attend all classes, be on time, and be prepared.

It is the responsibility of the student athlete to plan ahead and manage time wisely. A student athlete must prepare for assignments and exams on an ongoing bases during the semester.

It is the responsibility of the student athlete to request permission to miss a class due to an athletic contest and to make arrangements with the instructor to make up any missed assignments or exams in accordance with the course syllabus.

B. CONDUCT

A student athlete is expected to conduct him/herself in a mature, responsible manner on and off-campus. A student athlete must abide by the Student Code of Conduct and the Student Athlete Code of Conduct.

ALCOHOL

The consumption of alcohol is prohibited on campus. Columbia-Greene Community College is a dry campus. Any student athlete who is 21 years of age must abide by state and local laws regarding supplying alcohol to or hosting alcoholic events for anyone younger than 21 years of age and must refrain from drinking during any college sponsored event on or off campus.

Any student athlete who is younger than 21 years of age and is caught drinking on or off campus by state or local authorities or college personnel may be immediately suspended from the team for the duration of the semester; or participation in the athletic program for the duration of the year; and/or possibly suspended from any future participation in the athletic program.

TOBACCO:

The use of any tobacco products by any player in any NJCAA sponsored practice, regular season or postseason play is prohibited within the confines of the practice/playing area. Any individual not in compliance shall be disqualified from further participation in that practice or contest.

OTHER DRUGS:

Student athletes are **required** to refrain from using drugs that are not prescribed by a physician. Student athletes who are caught by any member of the coaching staff, college personnel, or state or local authorities, will forfeit his/her right to play on the team and may be immediately suspended from the team for the duration of the semester, or participation in the athletic program for the duration of the year, and/or from any future participation in the athletic program.

INAPPROPRIATE LANGUAGE:

Student athletes must refrain from using any inappropriate language, and/or swearing, at practice and during athletic contests.

C. APPEARANCE:

As a representative of the athletic program and college, all student athletes must dress properly at all off-campus contests. Acceptable attire will be established by the coaches and/or Athletic Director. Practice attire and game uniforms will be laundered on campus after each use and must be worn in accordance with athletic standards.

For practice sessions and game days, appropriate footwear will be determined by the Head Coach for each sport.

D. INJURIES:

Injuries/Insurance/Health Assessments: If a student athlete is injured as a member of an intercollegiate sport, he/she should inform a coach and/or trainer immediately in order for the injury to be assessed and treatment initiated. An incident report should be filled out by the student and/or the coach within 24 hours. The student is responsible for obtaining insurance information from the Office of Human Resources in Room 207.

E. LOCKER ROOM PROCEDURE:

Student athletes are **expected** to assist the Assistant for Athletics in keeping the locker rooms in a clean and orderly condition. All trash will be properly disposed of in the trash container located in the locker rooms.

No spikes will be worn in any part of the locker rooms, ADR, or main building. Head coaches should instruct teams as to proper care of their athletic footwear.

For complete guidelines for locker room usage, please refer to “Athletic Department Locker Policy” in the Columbia-Greene Community College Student Handbook.

F. ATHLETIC DISTRIBUTION ROOM (ADR) PROCEDURE:

Only authorized Athletic Department personnel will be allowed in the Athletic Distribution Room. All equipment will be issued by the managers, coaches, and/or an Assistant for Athletics.

Equipment and Paperwork:

Practice attire, uniforms and equipment issued to athletes remain the property of the C-GCC Athletic Department. All uniforms are to be returned after each game for laundering. Uniforms must be surrendered at the completion of the season.

Student athletes are responsible for all equipment issued to them.

Student athletes are required to take care of all equipment in an appropriate manner. The equivalent value of equipment, team uniforms, or warm-ups that are lost or not returned by the student athlete must be paid to the Athletic Department by the responsible student. Non-payment may result in a hold being placed on all of the student’s records including transcripts, grades, diplomas, etc. A hold on a student’s account can only be removed when the equipment is returned, or reimbursement has been made.

G. COACHES AND ATHLETIC STAFF:

It is the responsibility of the coaches and athletic staff to assist in the enforcement of all policies mentioned above by monitoring coursework, grades, and attendance to insure the achievement of student-athlete’s academic goals and giving the best possible education in athletics to assure that fundamental understanding and good sportsmanship is exhibited on the playing field.

Statement of Basic Responsibilities

Participants shall recognize their responsibility for proper conduct at any tournament, contest or event sponsored by the NJCAA or its member colleges. Coaches shall recognize and assume responsibility for the actions of themselves and their team members. Each coach who has participants competing in the event shall be responsible for informing each member of the code.

Eligibility Rules

As a member of the NJCAA, Columbia-Greene Community College follows all current rules of the association which can be found at www.njcaa.org.

College Judicial Policies and Procedures

Based on the assumption that students at C-GCC are mature and responsible citizens of both the college and community and respectful of the rights of others as well as their own, the College has a minimum of specific regulations in regard to conduct.

A.W.A.R.E.

(Are We Always Respecting Each Other?)

Columbia-Greene Community College recognizes and upholds the First Amendment right to freedom of speech and expression and is committed to the protection of this right for all members of the College community to the extent allowed by law.

As an institution of learning dedicated to the active promotion of intellectual inquiry, Columbia-Greene Community College maintains that all members of our community – students, faculty, staff, and visitors – must demonstrate behavior that promotes civility and respect for self and others.

As a community, we:

- are civil. Civility is expressed in the words we choose and the actions we take. Respect and courtesy in language, demeanor, and actions is expected.
- encourage and support the free and open exchange of ideas and civil discourse.
- practice tolerance. Tolerance is the positive effort of acknowledging the view of others even though they may be contrary to our own.
- recognize our differences and celebrate the richness of our diverse community.

“It’s too much to expect in an academic setting that we should all agree, but it is not too much to expect discipline and unvarying civility.”

John Winston Howard, 25th Prime Minister of Australia

Code of Conduct

(Rules for the maintenance of public order at Columbia-Greene Community College)

1. It is both the right and duty of the Board of Trustees of this institution, under law, to promulgate regulations of conduct for the maintenance of public order and the normal functioning of the College, and to formulate sanctions and define procedure for hearing charges involving violations of these regulations.
2. A basic assumption held by the College is that all persons enrolled as students, employed by the College, visiting, or otherwise present upon College property, enjoy the rights that are guaranteed to them by the laws of the United States and the State of New York and must assume the responsibilities implied by these rights.
3. A student who is found to have committed an offense can be suspended or dismissed for a single violation. The severity of the offense, prior disciplinary history, and other relevant circumstances will be considered in determining the appropriate disciplinary action. More than one sanction may be imposed for a single violation. A single act may constitute a violation of more than one regulation. Being under the influence of drugs or alcohol will not diminish or excuse a violation of the Student Conduct Regulations.

Except for College-sponsored off-campus programs, it is the intent of the College to leave disciplinary action with respect to off-campus offenses of students to civil authorities. It must be noted, however, that there are certain off-campus offenses that by their very nature pose a serious threat to the College community. In such cases, the College reserves the right to take appropriate action. The College will construe any of the following specified activities as inconsistent with the Code of Conduct. *This list is not to be considered inclusive or exclusive and may be amended at any time by the Board of Trustees of the College.*

The following actions or conduct are prohibited:

a. Disruption

The obstruction or disruption of any College function or activity, including the classroom instructional environment, service functions, disciplinary proceedings, or other normal functions of the College.

b. Abusive behavior

Physical harm or threat of harm to any person on College property or at any College sponsored function.

c. Disruptive conduct

No person shall use threat, obscene or abusive language, epithets, abuse, or any other means of harassing expressions, which are directed at an individual and can be reasonably anticipated to provoke or encourage an inappropriate reaction. This may include but is not limited to expressions relative to a person's race, ethnicity, national origin, religious or cultural identity, sexual orientation, disability or gender.

d. Physical abuse

The detention, physical abuse or intimidation of any person, or threat thereof; or any conduct that threatens or endangers the health, safety, or welfare of any person on College-owned or operated property at College-sponsored activities.

e. Recklessness

Any action or situation involving physical or mental abuse, harassment, intimidation, stalking, hazing, the forced consumption of liquor, drugs, or any other liquid or solid substance, for any purpose including initiation into or affiliation with any organization on College-owned or operated property or at College-sponsored activities.

f. Conduct

Any conduct which constitutes a violation of the laws of the United States, the State of New York, or any other civil jurisdiction.

g. Compliance

The refusal to obey any reasonable or lawful request, order, or directive of a College public safety officer, faculty, College administrator or any other identified representative of the College.

h. Academic dishonesty

Engaging in forms of academic dishonesty, including, but not limited to, cheating, plagiarism, multiple submissions, and forgery.

i. Discrimination

Discrimination in College programs on the basis of age, ancestry, color, disability, national origin, race, religion, creed, sex, sexual orientation, marital status, or veteran status.

j. Hate or bias-related crime

Intentionally selecting a person against whom a criminal offense is committed or intended to be committed because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation, regardless of whether the belief or perception is correct. (Refer to the Bias Crimes Policy)

k. Unlawful possession of alcohol

1. The use, offer for sale, distribution, possession, or manufacture of alcohol beverages on College premises, except in those specific instances when express official prior authorization has been granted in writing from the Office of the President.
2. Behavior that may be disruptive and/or attributable to the use of alcohol.

l. Unlawful possession of drugs

1. The illegal possession, use, sale or transfer of any controlled substance, dangerous drug or drug paraphernalia.
2. Behavior that may be disruptive and/or attributable to the use of any controlled substance or dangerous drug.

m. Firearms

Unauthorized possession or use of any firearms or deadly weapons: “Deadly weapon” means any loaded weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged (shotguns, rifles, pistols, automatic weapons, black powder rifle, black powder shotgun, or any muzzle-loading firearm), or a switchblade knife, gravity knife, pilum ballistic knife, metal knuckle knife, dagger, billy, blackjack, plastic knuckles, or metal knuckles.

Unauthorized possession of the following: Air pellet guns, paint ball guns, soft pellet air guns, rubber band gun, water guns, inoperable firearm or any other item which would resemble the same.

Unauthorized use of any dangerous instrument: “Dangerous instrument” means any instrument, article or substance, including a “vehicle” which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or other serious physical injury.

n. Forgery, fraud, and dishonesty

Intentionally furnishing false information or omitting relevant or necessary information to gain a benefit, to injure, or to defraud is prohibited. Using or possessing false or altered identification (including drivers’ licenses and C-GCC ID Cards).

o. Property damage/theft

1. Damage to or unauthorized use of College property or private property on College premises.
2. Unauthorized occupancy of College property or unauthorized prohibition of access to College property by any person.
3. Theft of or damage to property belonging to the College personnel or students.

p. False reports & fire safety

False alarms or reports of emergency, tampering with fire alarms or fire equipment is prohibited. Initiation of any false report, warning, threat of fire, threat of explosion, or other emergencies on College premises or at any College-sponsored activity.

q. Unauthorized use of access

The unauthorized use, distribution, duplication, or possession of any access device including key(s) issued for any College building, laboratory, facility, or room is prohibited. The unauthorized use or occupation of, or entry to, College grounds, buildings or premises.

r. Smoking

Smoking and other tobacco products is not permitted anywhere on campus. Please refer to the Tobacco-Free College Policy on page 164.

s. Gambling

Unauthorized gambling on campus property.

t. Complicity

The aiding, assisting, or abetting of any person or persons in any action or conduct prohibited by the C-GCC Code of Conduct.

u. Theft or abuse of computer resources

Theft or other abuse of computer resources and college computer policy is prohibited. Computing resources include hardware, software, and data owned, licensed, or developed by Columbia-Greene Community College students or employees.

v. Traffic

The obstruction of the free flow of pedestrian or vehicular traffic, or the free access to, or exit from, any part of the College premises whatsoever.

w. Violation of law or college policies

Violation of law or other duly constituted College regulations and policies.

Sequence and Sanctions for Student Violation of College Regulations

The sequence of events for violations of College policy, or regulations and codes would be:

- a. Referral of the case to the Vice President and Dean of Students and Enrollment Management or designated judicial officer for Administrative review.
- b. Administrative resolution of the case at an informal disciplinary conference or through an administrative review process or formal hearing.
- and/or -
- c. Referral to off-campus services.
- d. Appeal to the President or formal hearing before an “ad hoc” judicial board appointed by the President.

Generally, the judicial process is satisfactorily completed at an informal disciplinary conference.

Note: All informal disciplinary conferences, administrative reviews, and formal hearings will be recorded.

Sanctions

Penalties for violation of College policy or the Code of Conduct generally fall under one or more of the following categories, depending on the severity of the offense and the individual situation.

a. Verbal reprimand

A verbal warning that a student’s conduct is improper or violates the college’s rules or regulations coupled with a direction to cease and desist.

b. Warning

Notice to the offender, orally or in writing that he/she is violating a College regulation and that continuation or repetition of this violation, within a specified period of time, may be cause for more severe disciplinary action.

c. Disciplinary probation

Restrictions may be imposed with or without suspension or probation.

Restrictions include, but are not limited to:

1. Exclusion or restrictions from participating in intercollegiate athletics, co-curricular and extracurricular activities;
2. restrictions in the right of access to campus facilities;
3. monetary payments for purpose of restitution or to cover the expense of educational sanctions;
4. no contact/restraining orders;
5. denial of financial assistance from programs funded by the College;
6. required attendance at, but not limited to, educational/assessment programs such as anger management workshops and comprehensive substance abuse assessments;
7. administrative hold on access to specified College documents; behavioral contract.

d. Interim suspension

The Vice President and Dean of Students and Enrollment Management, in consultation with the President or designee, may summarily suspend a student and/ or student organization; prohibit the same from any or all appropriate portions of College premises, College-related activities, or registered student organization activities; and/or permit the student or student organization to remain only under specified conditions for the interim period prior to a disciplinary hearing.

Interim suspension may be imposed only:

1. to ensure the safety and well-being of members of the College community or preservation of College property;
2. to ensure the student's own physical or emotional safety and well-being;
3. if the student poses a significant threat of disruption or interference with the normal operations of the College.

A student subject to an interim suspension will be given written notice of the suspension and will be given a copy of these standards and procedures. The student will be given an opportunity to appear personally before the Vice President and Dean of Students and Enrollment Management or President within two business days from the effective date of the interim suspension, in order to review the following issues only:

1. the reliability of the information concerning the student's conduct;
2. whether or not the conduct and surrounding circumstances reasonably indicate a significant risk as described above;
3. whether the risk posed by the student is the result of a medical or mental health condition or disability.

If the risk posed by the student is the result of a medical or mental health condition or disability, the Vice President and Dean of Students and Enrollment Management, President or designee shall also determine whether the risk can be eliminated or sufficiently reduced through reasonable accommodation and, if so, shall take appropriate steps to ensure that accommodation is provided. The Vice President and Dean of Students and Enrollment Management, President or designee may request that the student submit to medical or mental health examination(s) to determine whether any such condition exists and whether reasonable accommodation is possible. If the student fails to submit to examination and the available evidence establishes that the student's presence poses a significant risk of substantial harm to the health and/or safety of other students and other members of the College community, to the stability or continuance of normal College functions or property, the Vice President and Dean of Students and Enrollment Management, President or designee may proceed with the interim suspension.

e. Suspension

Exclusion from classes and all other privileges or activities of the College for a specified period of time.

f. Expulsion

Termination of student status for an unspecified period of time. If readmission is permissible, the conditions under which it may be granted will be specified in the letter of expulsion.

g. Banned

Any person posing a threat to the campus community will be banned from campus. Violators will be escorted off campus property by C-GCC, the local authorities or police.

h. Involuntary leave of absence

C-GCC offers a wide range of services to support and address the mental and physical health needs of students. Under some circumstances, it may be required that a student whose psychiatric, psychological, or other medical conditions pose a threat to others, or cause them to significantly disrupt the educational activities of the college community, be required to take a leave of absence from C-GCC. When those circumstances occur, the student will first be given the opportunity to take a voluntary leave. If the student declines to take a voluntary leave, the college may determine that the needs of the community require the student to take a leave of absence involuntarily.

The following policy establishes the protocol under which an involuntary leave of absence may occur and the process for return from leave.

The Vice President and Dean of Students and Enrollment Management, in consultation with the President or designee, may suspend a student for an interim period pending disciplinary proceedings or medical evaluation. The interim suspension will become effective immediately without prior notice.

i. Written letter of apology

Students may be provided the option of writing a letter of apology.

j. Penalties for academic dishonesty

Cheating or plagiarism may result in the assignment of a failing grade by the faculty member in whose course the offense has taken place. This may include, but not be limited to, a failing grade on the test or assignment wherein the cheating or plagiarism has taken place or a failing grade for the entire course. The assignment of an “F” is at the discretion of the faculty member in whose course the offense has taken place. A student may not withdraw from a course when an “F” has been assigned due to academic dishonesty.

k. Penalties for alcohol and other drug violations

Based on the nature and severity of the violation(s) as determined by the authorized College official.

l. Project / activity sanction

Community Service or required participation in a project/activity, either within or outside the college, during a period and in a manner consistent with the nature and severity of the violation(s) as determined by the authorized college officer.

m. Restitution

Reimbursement for damages to or misappropriation of property may result in compensation for damages other than monetary form.

n. Prohibited conduct within organization

Any organization that authorizes the prohibited conduct described herein shall be subject to the decision of permission to operate on the campus of Columbia-Greene Community College or upon any property of the institution used for educational purposes.

1. The penalty provided in this section shall be in addition to any penalty that may be imposed pursuant to the Penal Law and any other provision of law.
2. Section 6450(1) of the Education Law requires that the provisions of the part that prohibits reckless or intentional endangerment to health or forced consumption of liquor or drugs for

the purpose of initiation into or affiliation with any organization shall be deemed to be part of the by-laws of all organizations that operate upon the campus of Columbia-Greene Community College. The statute further requires that each such organization shall review these by-laws annually with individuals affiliated with the organization.

3. Copies of the provisions of the part that prohibits reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be given to all students enrolled at Columbia-Greene Community College.

Administrative Withdrawal Process

When the Vice President and Dean of Students and Enrollment Management is informed that a student exhibits any of the behaviors described above, the office of the vice president will seek an immediate assessment of the student's psychological, psychiatric, or other medical condition from the Vice President and Dean of Students and Enrollment Management, Counseling, Transfer and Career Center, the Health Services, or other appropriate professionals regarding the student's circumstances. When reasonably practicable, the student will be given the opportunity to confer with the vice president or designee and to provide additional information for consideration.

Based upon the information reasonable available, including the circumstances of the student's condition, the vice president or designee may take any of the following actions:

- a. the student remain enrolled with no conditions;
- b. the student remain enrolled subject to conditions that the vice president or designee will describe in writing. The vice president or designee shall also, in the same writing, inform the student of the effective date on which the conditions will no longer be imposed; or
- c. the student be placed on an involuntary leave of absence. If the vice president requires the student to take an involuntary leave of absence, the vice president will issue a written determination indicating the length of leave and, in consultation with the student's program, describe the conditions (if any) under which the student may seek to return from leave. The student shall be informed promptly in writing of the decision, the effective date of the leave, and conditions for return (if applicable).

Process for Return from Leave

A student seeking a return from leave must apply for permission in writing to the Vice President and Dean of Students and Enrollment Management and demonstrate that the student's return would not pose a threat to the health or safety of the community.

Timely Warnings and Emergency Notifications/Campus Alert

1. What warrants a "timely warning" or "emergency notification/campus alert"?

Timely Warnings shall be issued whenever a Clery Crime that is considered to represent a serious or continuing threat to students and employees is reported to the Vice President and Dean of Students and Enrollment Management or a local police agency and has occurred within the College's Clery Geography. Whenever a timely warning is sent it may be sent to the entire Campus Community or to the relevant population if technology allows.

Emergency Notifications/Campus Alert shall be issued when a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs on the campus. As appropriate, emergency notifications may be targeted at only a segment or segments of the campus community that is at risk. Emergency notifications/campus alerts will be issued without delay unless doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Who decides? The Vice President and Dean of Students and Enrollment Management, or the designee, in conjunction with the Director of Security and/or other campus and non-campus officials as appropriate, shall confirm the existence of a situation that may warrant a warning or notification and determine if a timely warning or emergency notification/campus alert is warranted and the extent of the notification as appropriate. In addition to criminal incidents emergency notifications/campus alerts may be issued in situations such as, but not limited to:

2. Safety Related Issues:

- An incident that occurs ON any campus property that affects the personal safety and security of our population.
- An incident that occurs in close proximity to the campus that may potentially affect the personal safety and security of our student, faculty and staff population.

3. Health Related Issues:

- A member of our population is diagnosed with a serious or life threatening communicable/infectious disease.
- Evidence of bio terrorism.

The only reason an immediate notification for a confirmed emergency or dangerous situation would not be issued is if doing so will compromise efforts to: assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

2. How will a Timely Warning or an Emergency Notification/Campus Alert be communicated?

For Safety Related Issues: The means of communication will be chosen by the Vice President and Dean of Students and Enrollment Management or the designee, based upon the nature of the incident. Possible means of communication are:

- E-mail to all students and/or faculty/staff
- Postings in campus center as applicable to the incident.
- ***SUNY NY Alert in the case of a critical campus wide emergency***
- Social Media
- Post to College website and intranet

For Health-Related Issues: The means of communication will be chosen by the Vice President and Dean of Students and Enrollment Management or the designee, based upon the nature of the incident. Possible means of communication are:

- Letters to students and/or parents (communication to parents is extremely minimal, most likely done in cases of measles, mumps, or rubella. Viral Meningitis would be communicated to the parents whose students are directly affected.)
- Letters to faculty and staff, if appropriate
- Posting of notification on the College web-site and intranet

Complaint and Notice/Referral to the Vice President and Dean of Students and Enrollment Management

Complaint - Any person, agency, organization, or entity may make a complaint to the Vice President and Dean of Students and Enrollment Management Office alleging a violation of a regulation by a student or student organization. An Incident Report constitutes a complaint. The person, agency, organization, or entity making the complaint shall be known as the “complainant.”

1. **Notice** – The Vice President and Dean of Students and Enrollment Management Office or designee, after reviewing a complaint, or on its own initiative, may initiate the disciplinary process by giving the accused student or student organization written notice of the alleged violation(s). The notice may be sent to the mailing address listed with the College information system or the address on the Incident Report. Notice also may be delivered in person by College Security personnel or by a College Official. The written notice shall describe the alleged violation(s). The notice shall state that the student has 48 hours (two business days) from receipt of the letter to schedule an informal disciplinary conference.

Students may waive timeline if agreed to by the Vice President and Dean of Students and Enrollment Management or designee.

Parties are entitled to the same opportunities to have an advisor/advocate of their choice present at any hearing and related meetings. Advisor/advocates cannot actively participate in the proceedings. Parties will be informed simultaneously in writing of the outcome of the process, the availability of any appeal procedures, and when the results become final after any appeals. An advisor/advocate is defined in the proposed regulations as “any individual who provides the accuser or the accused support, guidance or advice.”

Types of Hearings

1. Administrative review

When the referred student agrees to the facts in judicial referral and waives his/her rights under the Code of Conduct, she/he may consent to an administrative review of the referral and to the imposition of a disciplinary Sanction(s). This consent shall be in writing to the Vice President and Dean of Students and Enrollment Management. The appeal rights of both parties remain unchanged. Appeals of administrative review determinations shall be limited to the appropriateness of the sanction.

2. Informal disciplinary conference

Students subject to less severe sanctions (e.g. Warning, Probation and Community Service) will be entitled to an Informal disciplinary conference with a representative from the Office of the Vice President and Dean of Students and Enrollment Management. The judicial administrator will impose lower level sanctions commensurate with the offense. Complex or contested cases may be referred by the judicial administrator for a formal hearing.

3. Formal Hearing

The Vice President and Dean of Students and Enrollment Management or designee will schedule and conduct the formal hearing for complex incidents and will determine from the weight and credibility of the statements and evidence presented whether the student or student organization has violated the Student Conduct Regulations. If the Vice President and Dean of Students and Enrollment Management or designee determine that a violation of the Student Conduct Regulations has occurred, she/he will impose the appropriate sanctions(s).

4. **Ad Hoc disciplinary board hearings – appointed by the President**

The College Ad Hoc Disciplinary Board will be composed of two faculty members (endorsed by the Vice President and Dean of Students and Enrollment Management and appointed by the President) and one matriculated student (endorsed by the Columbia-Greene Community College Student Senate, Vice President and Dean of Students and Enrollment Management, and appointed by the President) who has completed a minimum of 30 credits at Columbia-Greene Community College. The chair of the Disciplinary Board will be a member of the faculty and will be appointed by the Vice President and Dean of Students and Enrollment Management and the President. Vice President and Dean of Students and Enrollment Management, in consultation with the President or designee, determines that the continued presence of the student on the College campus poses a significant risk of substantial harm to the health and/or safety of other students, other members of the College community, to the stability or continuance of normal College functions, or to property. The Vice President and Dean of Students and Enrollment Management, in consultation with the President or designee, may suspend a student for an interim period pending disciplinary proceedings or medical evaluation. The interim suspension will become effective immediately without prior notice.

If an accused student or student organization fails to appear at a scheduled informal disciplinary conference or any of the above hearings and the absence is not excused, the hearing may proceed without the presence of the accused.

Hearings may be rescheduled at the discretion of the Vice President and Dean of Students and Enrollment Management.

Notification

The Vice President and Dean of Students and Enrollment Management will notify the student or student organization of the decision in writing of the outcome of the hearing and will also notify the student, if responsible, of the sanction(s) imposed.

All other Complaints and Disputes

All other complaints, charges, or disputes shall be presented to the Vice President and Dean of Students and Enrollment Management no later than ten College working days after the occurrence. Except in unusual circumstances, all complaints - other than those specified above - must be submitted in writing to the Vice President and Dean of Students and Enrollment Management Office, contain the name and address of the complainant, and a description of the allegations. The Vice President and Dean of Students and Enrollment Management may conduct an administrative review to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. If the charges cannot be disposed of by mutual consent, the Vice President and Dean of Students and Enrollment Management may later serve in the same matter as the hearing officer.

Appeals – Presidential Review

1. The accused student or student organization have the right to file a written appeal with the President within five College working days of the written notification of the disposition of the matter. The request should state the basis for the appeal and include all supporting documents. A copy of the appeal must be submitted to the Vice President and Dean of Students and Enrollment Management Office. During the period of appeal, all sanctions will be upheld.
2. Appeals may be filed for the following reasons:
 - inappropriate sanction;
 - procedural defect in the adjudication of the case;
 - new evidence.
3. The President shall find the appeal to have merit or not have merit (that is, to review or not review the decision).
 - a. If the appeal alleges that the sanction was inappropriate, and the President finds the sanction to be inappropriate, the President may increase or decrease the sanction.
 - b. If the appeal alleges that there was a defect in procedure or new evidence is presented and the President finds that there was a defect in the procedure or new evidence presented which was sufficiently substantial to have affected the outcome, the President will order a new hearing.
 - c. The President has the option to appoint an ad-hoc disciplinary board to institute a hearing. The College Ad Hoc Disciplinary Board will be composed of two faculty members (endorsed by the Vice President and Dean of Students and Enrollment Management and appointed by the President) and one matriculated student (endorsed by the Columbia-Greene Community College Student Senate, Vice President and Dean of Students and Enrollment Management, and appointed by the President) who has completed a minimum of 30 credits at Columbia-Greene Community College. The chair of the Disciplinary Board will be a member of the faculty and will be appointed by the Vice President and Dean of Students and Enrollment Management and President.
4. The President will notify in writing the accused and the complainant of his or her decision within ten College working days of his or her receipt of the appeal. If the President requires additional time, the President may extend the time limit. The extension shall be in writing and shall include the reason for the extension, and copies shall be forwarded to both the complainant and the accused. The decision of the President to change a sanction or sustain the finding of the Vice President and Dean of Students and Enrollment Management is final.
5. The result of any new hearing ordered by the President may be appealed only as detailed in this section. If a new hearing is ordered, the new hearing will be held before the original hearing authority. (When a Judicial Hearing is conducted by the Assistant Dean of Students, or designee, the appeal should be directed to the Vice President and Dean of Students and Enrollment Management.)

Miscellaneous

A. Disciplinary Files and Records

Disciplinary records and files are kept in the Vice President and Dean of Students and Enrollment Management Office. Disciplinary actions resulting in a finding of responsible are kept on file in the Vice President and Dean of Students and Enrollment Management Office for six years from the last date of the incident. Disciplinary actions resulting in a finding of not responsible are kept on file in the Vice President and Dean of Students and Enrollment Management's Office for six years from the date of the incident. Notice of suspension, dismissal, banned from campus, or expulsion is kept permanently in the student's official College record maintained in the Registrar's Office.

B. Confidentiality

Disciplinary matters are kept confidential to the extent required by law.

C. Record Expunction

A student or an alumna/alumnus may request that the Vice President and Dean of Students and Enrollment Management or designee expunge an incident or incidents from his or her disciplinary records and files kept in the Vice President and Dean of Students and Enrollment Management Office after two years have passed from the time of the incident or incidents. The decision to expunge will be based on the offense, the person's disciplinary record, and evidence of good behavior since the offense occurred. Records not expunged will be those related to disciplinary probation, suspension, dismissal, expulsion or being banned from campus.

D. Transcript Notation in Cases of Conduct Suspension or Conduct Dismissal

If the Vice President & Dean of Students and Enrollment Management imposes a sanction of conduct suspension or conduct dismissal, then, following exhaustion of any appeals the VP and Dean of Students and Enrollment Management will notify the College Registrar to place a notation on the transcript of the student found responsible that states, "Suspended after a finding of responsibility for a code of conduct violation," with the period of suspension specified, or "Dismissed after a finding of responsibility for a code of conduct violation". Students may appeal to the VP and Dean of Students and Enrollment Management, in writing, for removal of a notation that they were suspended, no earlier than one year after the suspension is completed. Notations indicating a student was dismissed from the College shall not be removed.

Contact person:

Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management

Phone: (518) 828-4181, ext. 3364

College Policies, Regulations and Code

Academic Integrity

All students must do their own work; cheating, plagiarism, and other forms of academic dishonesty can result in a failing grade or another penalty, including suspension or dismissal under college judiciary procedures. Abuse of College computers is considered a breach of academic integrity. Copying an assignment in computer programming, looking at someone else's computer files, using computer accounts for unauthorized purpose, and engaging in annoying and disruptive behavior on the computer is prohibited, and subject to disciplinary procedures.

The definition of plagiarism is, but not limited to, the use of material or ideas without crediting the original author, so that it appears to be your work. This can be written material, theories, ideas, art work, photography, recorded material, music, statistics, computer programs, etc. The copying does not need to be exact to be considered plagiarism and is illegal. Other words for plagiarism are lifting, copying, stealing, borrowing, and appropriating. Examples of plagiarism are, but not limited to, copying a friend's old term paper and submitting it as yours, combining several encyclopedia articles into an essay without noting where you got your information, borrowing part of a brother's computer program and handing it in as your own assignment, or copying material found on Internet paper or essay sites.

The following are not examples of plagiarism: use of information that is considered common knowledge or is generally known to those in the field, or the use of someone else's material when they are given proper credit for it. In order to avoid plagiarism use your own ideas, words, programs, etc. When you do use someone else's material, give credit to the artist/originator. There are many ways to give proper credit. You may give credit in the text of the paper. Or you may do so in a footnote, endnote, or parenthetical citation. Check with your instructors as to the method that they prefer. Remember that even though you have given credit to the author and avoided plagiarism, this may not be what your instructor wants. He/she may want your own original thinking.

Contact person: Dr. George Timmons, Vice President and Dean of Academic Affairs
Phone: (518) 828-4181 Ext 3351

Absence Due to Illness

Students should contact their faculty members promptly for any absence from class due to illness. Extended absence due to serious illness or injury should be reported to the Office of the Vice President and Dean of Students and Enrollment Management. The Office of the Vice President and Dean of Students does not provide a medical excuse from classes but will notify professors of an extended absence due to illness or injury with physician documentation.

Contact person:
 Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management
Phone: (518) 828-4181, ext. 3364

Alcohol Policy/Substance Abuse Policy

Students may not consume, sell, distribute, or serve alcohol beverages anywhere on campus (including parking lots, athletic fields, etc.) Enforcement will be through normal disciplinary channels.

The possession, distribution, sale, or use of drugs that are considered illegal unless prescribed by an authorized practitioner is prohibited throughout the College campus. Enforcement will be through normal disciplinary channels.

Please see the annual Notice to Students and Employees under the Drug-Free Schools and Communities Act (PL 101-226) for further information, including health risks, legal sanctions, and sources of assistance for substance abusers.

Alcohol and drug use policies are specifically delineated in compliance with Section 1213 (P.L. 101-226) of the Drug Free Schools and Communities Act. Campus prevention programs include formal coursework, speakers and workshops, awareness weeks, brochures, and self-help support groups.

Annual Notice to Students and Employees

Section 1213 (P.L. 101-226) of the Drug Free Schools and Communities Act requires institutions of higher education that receive federal funds to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees that at a minimum includes:

1. Annual distribution to each student and employee:
 - a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use of distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
 - b. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
 - d. A description of any drug or alcohol counseling, treatment, or reentry programs that are available to employees or students; and
 - e. A clear statement that the institution will impose sanctions on students and employees (consistent with local, State, and Federal law) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph 1-a; and
2. A biennial review by the institution of its program to:
 - a. Determine its effectiveness and implement changes to the program, if they are needed; and
 - b. Ensure that the sanctions required by paragraph 1-e are consistently enforced.

Columbia -Greene Alcohol Policy — (28.0Alcohol Beverages–Board Manual):

- a. Alcohol beverages may not be consumed, distributed, or served on campus, except at special College events that have been granted specific approval by the President or his/her designee; however, only nonalcoholic beverages may be served and/ or sold at student sponsored events on campus.
- b. In compliance with Section 65 of the alcohol Beverage Control Law, in no case will persons under twenty-one (21) years of age be served or permitted to purchase alcoholic beverages anywhere on campus.

Alcohol Policy/Substance Abuse Policy Note:

All students, employees, visitors, and invitees to Columbia-Greene Community College are subject to the policies, procedures, rules, and regulations of the College while on campus. Students may not consume, sell, distribute, or serve alcohol beverages anywhere on campus (including parking lots, athletic fields, etc.). Enforcement will be through normal disciplinary channels. The possession, distribution, sale, or use of drugs that are considered illegal, unless prescribed by an authorized practitioner, is prohibited throughout the College campus. Enforcement will be through normal disciplinary channels. The College regulations pertaining to student conduct apply to sponsored off-campus activities, including all field trips. Regulations will also be strictly enforced on College vehicles or chartered vehicles while students are in transit to and from sponsored events.

The College administration interprets this section to exempt lawful alcohol consumption provided by licensed vendors on their premises. Articles of the Penal Law are directly aimed at unlawful traffic in mind-affecting drugs. They are compatible with the Public Health Law Articles and set criminal penalties for possession or sale of drugs considered harmful or subject to abuse. The seriousness of the offense and penalty imposed upon conviction depend on the individual drug amount held or sold.

Specific sections of interest in Article that are not included:

- Section 220.44 makes a sale of a controlled substance in or near school grounds, to a person less than 19 years of age, a Class B felony;
- Section 220.45 makes criminal possession of a hypodermic instrument a Class A misdemeanor;
- Section 220.46 makes criminal injection of another person with a narcotic drug, with consent of that person, a Class E felony;
- Section 220.50 bans possession or sale of drug paraphernalia; deals with things that dilute drugs, like dextrose or mannite, and gelatin capsule, plastic envelopes, etc. considered commercial preparation materials. (Class E felony)
- Section 220.60 makes criminal possession of certain ‘precursors’ of controlled substances used in their preparation or manufacture, but not the drugs themselves, a Class E felony (for example, ergot or diethylamide).

Under the Penal Law, a gift of drugs, including marijuana, is treated as a sale. A misdemeanor is a crime punishable by imprisonment for more than 15 days, but not more than one year. A felony is a crime punishable by imprisonment for more than one year.

Unlawful possession of alcohol

On January 1, 1990, a package of new state laws made it illegal for persons under twenty one (21) years of age to possess alcoholic beverages. Under the new laws, under age persons found possessing alcohol may be given a summons to appear in a local court.

Local Resources:

Twin Counties Recovery Services, Inc.

Greene County Clinic

428 West Main St., Catskill, NY 12414

Phone: (518) 943-2036

Columbia County Clinic

350 Power Ave, Hudson, NY 12534

Phone: (518) 828-9300

Impaired Driver Program (IDP)

Columbia and Greene County

47 North 5th St, Hudson, NY 12534

Phone: (518) 697-6181

The college will, to the best of its resources, support any employee who is identified as needing assistance by confidentially recommending appropriate drug counseling and rehabilitation. Employees are assured that all attempts will be made to preserve an employee's status at this College while assistance is sought by the employee. In the event disciplinary action becomes necessary, all rules governing such action will be followed in accordance with relevant provisions of Civil Service Law, Collective Bargaining Agreements, or such other personnel policies as may relate to the individual's employment.

Students who violate College policy and/or regulations are subject to disciplinary action that may include suspension and expulsion.

The College's prevention program includes:

- Speakers, workshops throughout the year
- Drug and Alcohol Abuse Awareness Weeks
- Brochures widely available, distributed at Orientation
- Student Activities
- Orientation presentation
- Self-help support groups
- Restroom Rap

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low-to-moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsion. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Contact person:

Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management

Phone: (518) 828-4181, ext. 3364

Athletic Department Locker Policy

Purpose:

The College makes lockers available to students and/or for faculty to facilitate the daily storage of their learning materials and items related to their studies. The College manages lockers to ensure responsible use of property and for the health and safety of individuals: however, the College shall have no liability for the contents of any such lockers and/or student's use of lockers.

Agreement / Acknowledgement:

The College establishes rules, guidelines, and procedures to ensure responsible use and to control the contents of its lockers. By utilizing the College's lockers, the students and faculty acknowledge and agree; that lockers use is a privilege and subject to immediate termination without notice and to such rules, guidelines, and procedures established by the College from time to time, in its discretion.

Guidelines

1. A limited number of student lockers are available to registered students and are issued on a first come, first serve basis. Only college issued locks are allowed on campus lockers.
2. Students can register and be issued a locker in the athletics office during its normal hours of operation. Students must show valid C-GCC student ID, and pay the non-refundable \$5 locker fee per semester.
3. All student lockers are valid until Dec 31st for first semester use and then May 31st for second semester use. On or before May 31st all locker contents must be removed. After May 31st any lockers that have not been vacated or reissued will be emptied, and contents will be held by Security for 30 days. After that time items will be disposed of at the student's expense.
4. Any locks, other than those issued by the College, that are placed on student or faculty lockers will be removed, and locker contents held by Security for 30 days. After that time, items will be disposed of at the student's or faculty member's expense.
5. Lockers are for individual use only and are not to be shared. Locker contents are the sole responsibility of the registered occupant of the locker, regardless of claimed ownership of the contents.
6. The College is not in any way responsible for locker contents or liable for the loss of or damaged contents inside the locker.
7. No person shall store in a locker: knives, guns, ammunition, weapons of any kind, explosives, prohibited drugs, pornography, illegal or illicit items or substances or other items deemed by the College to be harmful, offensive or inappropriate, or in violation of the College's code of conduct or rules/procedures.

8. An individual using a locker is presumed to have no expectation of privacy in that locker and of that locker's contents. The College or its agent or representative may in its sole discretion carry out or authorize searches/inspections for any reason at any time without notice to students or faculty. The following is a partial listing of examples of when the College may exercise its discretion to search/inspect lockers:
- Locker abandonment
 - Suspected contents that may be illegal, illicit or deemed by the College to be harmful, offensive or inappropriate, or in violation of the College's code of conduct or rules/procedures
 - At the request of or generally in cooperation with police authorities
 - Investigative purposes related to suspected or alleged criminal, illegal or inappropriate activities
 - Risk to the general good of the College
 - Risk to the general good of the student population
 - Unregistered lockers
 - Physical damage to or defacing of the locker
 - Odors (spoiled/rancid food, garbage or smelly contents)
 - In the event a student's locker is inspected without the student present, a college Administrator shall be present during such inspection and shall undertake reasonable efforts to notify the student of the inspection as soon as practicable.
9. The College works with the local police authorities and maintains rights in the College's sole discretion to allow police to carry out specific and random searches/inspections of locker contents. Such searches/inspections may be carried out with or without notice to the locker's occupant and with or without the occupant being present. Such police activity may include but is not limited to: random drug or weapon searches of lockers, backpacks, book bags, briefcases, containers, jackets, and parkas.
10. Employees of the college will pay a one-time non-refundable payment of \$25 for the use of a faculty locker. These faculty lockers are limited and are also on a first come, first serve basis. Faculty does not have to clean out the lockers by a certain date and may keep material in their locker year round provided their employment continues with the College. All other locker policies adhere to faculty lockers as well. As set forth above and in College's procedure manual and code of conduct rules or regulations. Upon termination of employment, all faculty lockers must immediately be cleared of all contents and the lock returned to the College. All unclaimed content of faculty lockers will be held by Security for 30 days. In the event faculty members should fail to timely retrieve said contents, the College will dispose, thereof, at the faculty member's expense.
11. Students who are administratively withdrawn, banned, suspended or expelled from campus must contact the Vice President and Dean of Students and Enrollment Management's Office to make arrangements for cleaning out their lockers. After 30 days contents will be disposed of.

Forms to obtain a locker must be signed and dated by Student/Faculty Member and submitted to the Athletic Dept.

Classroom Civility Protocol

In the event a faculty member is late for class, students should wait fifteen minutes, make an attendance list with the signature of all students present, and leave the attendance list in the Office of the Vice President and Dean of Academic Affairs. Smoking, food, or beverages are not permitted in classrooms at any time. For lengthy classes, faculty members usually provide a break. Although there is no specific dress code, all students are expected to dress appropriately for class. As a safety regulation, shoes must be worn at all times. Students are expected to observe the attendance and lateness policies as set by individual faculty members and published in course outlines.

Contact persons:

Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management

Phone: (518) 828-4181 Ext 3364

Dr. George Timmons, Vice President and Dean of Academic Affairs

Phone: (518) 828-4181 Ext 3351

Computer Use Policy

A. Purpose

Columbia-Greene Community College owns and operates a variety of computing systems which are provided for the use of C-GCC students, faculty, and staff in support of the programs of the College and are to be used for education, research, academic development, and public service only. Commercial uses are specifically excluded. Special permission users are to observe these guidelines and are not to interfere with the needs of C-GCC faculty, students, and staff. All users are responsible for using the computing facilities and machines in an effective, efficient, ethical and lawful manner.

This document establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited, and is grounds for discipline or legal sanctions under Federal, State, local laws and college regulations.

The College reserves the right to amend this policy at any time without notice.

B. Audience and Agreement

All users must read, understand, and comply with the guidelines established by the administrators of the systems (The Academic Support Center computer lab, computer classrooms, Administrative/Academic systems and Library). By using any of these systems, users agree that they have read, understand and will comply with these guidelines.

Students are only allowed to use computers in designated computer classrooms, labs, and the library. Students may not load or delete programs on any college computer under any circumstances.

C. Rights

C-GCC reserves all rights, including termination of service without notice, to the computing resources to which it provides access. These procedures shall not be construed as a waiver of any rights of C-GCC, nor shall they conflict with applicable acts of law. C-GCC reserves the right to monitor and record the activity of all users on the network. Users have rights that may be protected by Federal, State, local laws and college regulations.

D. Privileges

Access and privileges on C-GCC computing systems are assigned and managed by the administrators of specific individual systems. Eligible individuals may become authorized users of a system and be granted appropriate access and privileges by following the approval steps prescribed for that system.

E. Responsibilities

Users are responsible for maintaining the following:

- 1) An environment in which access to all C-GCC computing resources are shared equitably among users: The system administrator sets minimum guidelines within which users must conduct their activities.
- 2) An environment conducive to working and learning: A user, who uses the College's computing systems to harass, or make defamatory remarks, shall bear full responsibility for his or her actions. Further, by using these systems, users agree that C-GCC's role in managing these systems is only as an information carrier, and that they will never consider transmission through these systems as an endorsement of said transmission by C-GCC. When accessing the Internet, users are advised that they may encounter material which may be considered offensive or objectionable in nature or content. Users are further advised that C-GCC does not assume

responsibility for the contents of any of these outside networks. The user agrees to comply with the acceptable use guidelines for whichever outside networks or services they may access through C-GCC systems. Further, the user agrees to follow proper etiquette on outside networks. The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading. The user agrees that, in the unlikely event that someone does transmit, or cause to be transmitted, any message that is inconsistent with an environment conducive to working or learning or with a misleading origination, the person who performed the transmission will be solely accountable for the message, not C-GCC, which is acting solely as the information carrier.

- 3) An environment free of illegal or malicious acts: The user agrees never to use a system to perform an illegal or malicious act. Any attempt to increase the level of access to which (s)he is authorized, or any attempt to deprive other authorized users of resources or access to any C-GCC computer system shall be regarded as malicious and may be treated as an illegal act.
- 4) A secure environment: Any user who finds a possible security lapse on any system is obliged to report to the system administrator/or the CIS office. Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given. All users shall take proper precautions to keep their system and passwords secure. Users shall not leave passwords written or displayed where an unauthorized user can view them. Users shall not give their passwords to other users, and will be held responsible for that user's actions if they do. All users shall not leave their computer unsupervised while they are accessing any application, data or system of a secure nature, without taking proper measures to secure their computer from unauthorized access during their absence. Any users with access to the college administrative network and applications are reminded that they are responsible for maintaining the integrity of the databases to which they have access, and shall take every security measure necessary to insure that database integrity is maintained. The CIS office provides limited use, captive accounts for employee access to the administrative network and applications. These accounts have high security measures implemented, and are recommended for users who do not require full access to the administrative database. As a security measure, students are not to use any computer designated for employee usage, including those computers located in employee offices. This includes student employees, unless the student employee has been delegated job duties that require computer usage, and have received permission from the department supervisor to use the computer.
- 5) Where passwords are required, they should be changed often to protect selecting passwords:
 - Pick passwords which are difficult for someone to guess.
 - Avoid words which might appear in the dictionary.
 - Select passwords which have embedded numbers or punctuation, or consist of multiple words.
 - Do not write your password where it might be found by an unauthorized user.
- 6) Healthy computer system and environment:
 - Employees, whenever possible, are to perform routine cleaning tasks on the computers in their care, such as cleaning disk drives, keyboards and monitors.
 - Employees are required to contact the CIS office to request any computer software or hardware upgrades, and all upgrades will be performed by the CIS office, by a college employee designated by the CIS office, or at the request of the CIS office, by an outside

service vendor. The CIS office may classify some computers on campus as highly integral, due either to the function that computer performs, or to specialized software installed on that computer. Employees use of any computer designated as such are prohibited from making ANY changes to their system, including even the most minor changes, such as changing screen colors, screen savers or background images, without consent from the CIS office.

- Employees are not to use any software or hardware to perform system diagnoses.
- Employees are not to prevent the CIS office from performing any duty listed herein, and are not to refuse or deny the CIS office access to their systems to perform any duty listed herein.
- Users are not to perform any action on their computer system that results in the removal of the central unit cover and/or the exposure of the internal components. Users are not to use system maintenance/protection programs except for the default media scanning software provided by their computer operating system or an anti-virus software application approved for use by the CIS office.
- Users are not to install or reinstall software applications, upgrades, or operating systems with the exception of periodic upgrades to antivirus software definitions to employee computers. All diagnoses of, and repairs to, damaged computers will be performed by the CIS office, by a college employee designated by the CIS office, or at the request of the CIS office, by an outside service vendor. Students or student employees are NOT authorized to perform any action listed herein.

F. Inappropriate use

Users must be sensitive to the public nature of shared facilities. Behavior reflects both upon the individual and the College. Computing and networking resources should be used only in accordance with this policy. Any intentional behavior with respect to the electronic environment that interferes with the missions or activities of the College community will be regarded as unethical, and may lead to disciplinary action under standard College rules for misconduct and existing judicial, disciplinary or personnel processes. Examples of inappropriate and unacceptable use of the computer system include, but are not limited to, the following:

- 1) Creating, displaying, printing, downloading or transmitting information which violates the College's sexual harassment policy. This includes, but is not limited to, displaying sexually explicit, graphically disturbing, or sexually harassing images or text.
- 2) Playing games. This includes, but is not limited to, PC based games, Internet games, MUDs or any other type of interactive Internet game playing site.
- 3) Employee use of social media is permitted for work-related activities on a limited basis and only with prior authorization of the appropriate Dean. Employee use of social media without prior authorization will be in violation of this policy.
- 4) Knowingly or carelessly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network or to deprive authorized personnel of resources or access to any college computer system. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.
- 5) Using a user-id or account belonging to another individual, or allowing your account to be used by another individual.

- 6) Using college account passwords with any other account, including personal accounts.
- 7) Attempting to access data being transferred through the network or files on any computer connected to the network without the owner's permission.
- 8) Installing, changing, or removing of software on any computer system. This includes, but is not limited to, changing system defaults, customizing settings to your own preferences, deleting files from the system not belonging to yourself, and storing data files on any location other than a floppy disk or space on the computer granted to you by the system administrator.
- 9) Deliberately wasting/overloading computer resources. This includes but is not limited to, printing out multiple copies of a document or printing out large documents that may be available on-line and that might impact significantly on other users' printing resources. Conserve resources by avoiding unnecessary file transfers. Large file transfers should be undertaken during non-peak hours (8p.m.-8a.m. on weekdays, and any time on Saturday, Sunday, and holidays).
- 10) Use of E-mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending mail that is known to be unwanted. This also applies to material originating from this campus but sent to other sites or persons on the Internet. Chain letters, mass mailings (SPAM), and advertisements fall into this category and are unacceptable uses of the computer system.
- 11) Use of computing facilities for financial gain or commercial purposes.
- 12) Use of computer resources for any personal use.
- 13) Violation of software copyrights and usage licensing agreements.
- 14) Violation of usage policies and regulations of the networks of which the College is a member or has authority to use.
- 15) Academic dishonesty (for example, plagiarism or cheating).
- 16) Use of computing systems to stream audio/video for purposes other than education, research, academic development, or public service.
- 17) Employees and students are allowed to access outside personal email accounts so long as it is done in a manner that is consistent with this policy. Using college-provided email addresses for personal use is prohibited.
- 18) Use of any non-college or personal computer equipment, standalone or laptop computers in conjunction with college computer equipment is not recommended or supported. Personal laptop computer use is restricted to standalone use, as the CIS peripheral network device therein. No user is to substitute or install any internal or peripheral computer component owned by the college into a non-college owned computer. The CIS office will not support equipment that is not owned by the college unless with special arrangement for use of a specific piece of equipment for a specific amount of time that is pre-approved by CIS and the department supervisor.
- 19) Using a college email address to create accounts at third party sites for personal use is prohibited.

G. Public LAN Access

Students and public visitors may use non-college computers on the Public LAN, which supports wired and wireless access in designated areas of the college. Wired network connections are specifically labeled as Public access. No one may connect a non-college owned device into any network jack that is not labeled as Public. Service and security on the Public LAN is not guaranteed and as intended as "use at your own risk." It is recommended that users have antivirus software

installed on their lap-tops with the latest anti-virus definitions along with any critical operating system patches or updates before they access the Public LAN. Infected laptops or those laptops that are found to inhibit network traffic will be removed from the network until the laptop is free from infection or malfunction. Columbia-Greene Community College will accept no responsibility for any damage to personal software or hardware while using the Public LAN. Use of the Public LAN implies acceptance and adherence to the same rights, privileges and responsibilities for acceptable use outlined in this policy. C-GCC reserves the right to monitor and record the activity of all users on the network.

H. Violations

An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be reported to the appropriate system administrator and to the Vice President and Dean of Students and Enrollment Management under the Code of Conduct. Such suspected violations by employees will be reported to the CIS office and to the immediate supervisor of the suspected violator. Violations of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the college, and legal action. Violations of some of the above policies may constitute a criminal offense.

Contact persons:

Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management

Phone: (518) 828-4181 Ext 3364

Gino Rizzi, Director of Computer Information Systems

Phone: (518) 828-4181 Ext 3228

Copyright

Generally, anything published in the last 100 years or so is protected by copyright. There is no safe rule you can go by in all cases. However, if you make just one copy of a chapter from a book, an article from a magazine, a short story or poem, etc., and you use it only for your own scholarly research, you are probably safe. Federal copyright law restricts the use of audio and video cassettes to private showings and prohibits their public performance. If in doubt, ask at the library for further guidelines. Computer software is protected by copyright and license agreements.

Contact person:

Geralynn Demarest, Professor, Librarian and Department Chairperson for Library and Media Services

Phone: (518) 828-4181 Ext 3290

Credit Card Solicitation Policy

New York State law provides that there shall be no solicitation for credit card holders on SUNY campuses. Pursuant to New York State Education Law A76437 (Regulation by Colleges of Conduct on Campuses and Other College Property Used for Educational Purposes) the advertising, marketing, or merchandising of credit cards to students is prohibited on the State University of New York at Columbia-Greene Community College, except within the following guidelines:

1. For the purposes of these guidelines, credit card vendors are defined to include individual students, student groups, not-for-profit and commercial organizations soliciting student applications for credit cards (direct mail solicitation of alumni or other non-students is not covered by this policy);
2. Credit card vendors must apply with, and be authorized by, the office of Student Activities to reserve a vending space on campus;
3. Solicitation of credit cards may only occur on campus between the 1st day of class through the last day of class of the fall and spring terms, Monday – Thursday, 11:00 a.m. – 7:00 p.m.
4. Vendors will be restricted to the Student Center Information Area only;
5. Vendors are restricted to an area of their table from their vending space for purposes of handing out (or collecting) applications;
6. Prior to their first visit on campus, vendors must file with the Office of Student Activities a declaration that they have read, understand and will abide by all of the policies in effect at the campus (failure to sign or follow the declaration could result in permanent barring of the vendor from campus);
7. On subsequent visits, vendors must register with the office of Student Activities at least ten (10) business days prior the day of vending, to receive proper authorization to vend;
8. No more than one credit card vendor is permitted to solicit on campus per day;
9. A credit card vendor is allowed to solicit only for one type of card;
10. Vendors cannot ask students to take (or fill out) an application in order to receive handouts or win other prizes; handouts and prizes are prohibited;
11. Vendors may only offer an application to an individual once;
12. Vendors must show proper ID and authorization to vend upon request by College officials (failure to do so will result in the vendor being asked to leave and possibly barred from the campus);
13. Vendors must be notified that they may not misrepresent credit card policies ask or suggest that students put wrongful information on credit card applications;
14. Vendors may be prohibited at campus option from collecting credit card applications;
15. Credit card policies must be clearly displayed at the site of vending and copies of the credit card policies must be handed out to all individuals who accept (or complete) an application (these policies must include, but are not limited to interest rates, teaser rates, and annual fees);
16. Vendors must clearly post at the site of vending and distribute handouts on the dangers and consequences of consumer debt to all individuals who have taken (or completed) an application.

Contact person:

Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management

Office: 205A

Phone: (518) 828-4181 Ext 3364

Ex-Offender Admission Policy

Individuals seeking admission to the college and/or registration in credit or credit free coursework who are ex-offenders are required to submit a “Request for Study Form” to the Vice President and Dean of Students and Enrollment Management. Forms are available from the Admissions Office, Community Service Office, and the Vice President and Dean of Students and Enrollment Management. Individuals will meet with the Vice President and Dean of Students and Enrollment Management and if required the Admission Review Committee to discuss the request for study at C-GCC.

Registered Offenders

In conjunction with the Campus Sex Crimes Prevention Act of 2000 and Article 6-C of New York’s Sex Offender Registration Act, a list of registered sex offenders is provided at <http://www.criminaljustice.state.ny.us> as a service to the community.

Contact person:

Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management

Phone: (518) 828-4181 Ext 3364

Facebook Policy

An official College Facebook page will be created and maintained by the Vice President and Dean of Student’s Office in order to facilitate communication to and from the college and the greater community. All Computer Use Policies currently in force will apply. Those using the Facebook page will be specifically authorized to do so by the Computer Use Policy and subject to appropriate penalties.

Site administrators will remove the following if posted to the college Facebook page:

- Potentially libelous comments.
- Vulgar, racist, sexist, discriminatory and bias comments.
- Personal attacks.
- Plagiarized material.
- Private information published without consent.
- Material related to gambling.
- Items that could damage other computers.
- Commercials, soliciting for personal gain, or spam.
- Profanity or pornography.

The College has the right to delete any and all comments posted to the Facebook page.

Emergency Procedures

1. **Contacting Students:** Please do not leave the College telephone number as an emergency number. Students cannot be called from classes for personal reasons.
2. **Fire Emergencies:** In the event of fire in a campus building, the nearest fire alarm should be pulled immediately by the person who first discovers the fire. At the sound of the alarm, all persons must evacuate the building according to the following procedures.
 - a. Leave the building immediately at the sound of the alarm. Use the nearest exit.
 - b. Take your belongings with you, but do not attempt to go to another part of the building to get your things.
 - c. Get as far from the building as possible, at least 100 feet.
 - d. Do not block roadways.
 - e. Follow directions of College officials.
 - f. Do not attempt to re-enter the building, until the “all-clear” signal is given by a College official.
3. **Fire Drills:** Follow the same procedure as for Fire Emergencies. Never assume, “it’s only a drill.”
4. **Lockdown Procedure:** The College has a system that is activated when a dangerous situation is occurring or may occur. There are white boxes with an amber light in locations around the college. When the system is activated the amber lights will flash and a voice will announce “Lockdown”. Even if you don’t hear the voice, the flashing lights will indicate a lockdown. The system is never used for anything else. **IF THE LIGHTS ARE FLASHING, IT IS A LOCKDOWN.**

You must go to the nearest classroom, office or other room. Do not stay in the hallway. The faculty member or other personnel will lock the door and the door will remain locked until a police officer unlocks it. You should move away from the windows and doors and stay quiet.

5. Medical Emergencies or Accidents

- a. All medical emergencies should be reported to the switch board. The Director of Health Services or the Director of Security or Vice President and Dean of Students and Enrollment Management or his/ her designee will determine whether the medical emergency or accident warrants calling for outside assistance, e.g. Greenport Rescue Squad, ambulance, hospital emergency. The Vice President and Dean of Students and Enrollment Management’s Office shall be contacted should the Director of Health Services or the Director for Security not be available.
 - b. An Incident Report Form shall be filed with the Office of the Vice President and Dean of Students and Enrollment Management for each medical emergency or accident involving students. Forms are available from the Vice President and Dean of Students and Enrollment Management’s Office in room 205.
 - c. Reports of accidents or injury to College personnel will be forwarded to the Office of Human Resources.
6. **Evenings:** The same procedure shall apply, except that the Office of Community Services shall be contacted, Room 107, extension 3342, for immediate assistance. The Vice President and Dean of Students and Enrollment Management will also be notified when necessary.

Please note: For emergencies of any kind on campus, call the switchboard. The operator will contact the appropriate administrator(s) and/or the backup personnel in case of their absence. If necessary, the operator will call for fire or police assistance, as directed. In case of accident or illness, please stay with the “patient” after notifying the operator until help arrives.

Student Crisis Response Procedure

The C-GCC Crisis Response Procedure was established to respond to the needs of the student population during a critical incident and/or during individual student crisis situations. Medical emergencies are not covered by this procedure. In the event of a medical emergency, contact the Switchboard at ext. 0. If you are unsure as to the seriousness of a situation, Security should be contacted.

Definitions:

- **Critical Incident:** A Critical Incident is an on-campus or off-campus event that has a significant impact on the emotional health and well-being of the student population. Examples include assaults, sexual assaults, suicide or suicide attempt, accident with major casualties or fatalities, hate crimes, acts of terrorism or bomb threats.
- **Student in Crisis:** A Student in Crisis is one who is in jeopardy of hurting others, or one who is involved in a Critical Incident.
- **Crisis Response Team:** The Crisis Response Team (CRT) shall consist of the Vice President and Dean of Students and Enrollment Management, Assistant Dean of Students, Director of Accessibility Services, College Nurse/Director of Health Services, Director of Security, Deputy Sheriff, and faculty members and other college staff, as necessary.

Response to Critical Incident:

When a Critical Incident has occurred, the Vice President and Dean of Students and Enrollment Management shall immediately notify the CRT members and assemble them, as appropriate, to determine the College's response to the incident. In the absence of the Vice President and Dean of Students and Enrollment Management, the Assistant Dean of Students, the Vice President and Dean of Administration, the Vice President and Dean of Academic Affairs or the President will automatically assume this role. In the absence of all these individuals, the Assistant Dean of Academic Affairs or the Assistant Dean of Administration shall assume the role. Prior to the assembling of the CRT, on-scene responders are authorized to make necessary operational decisions and to commit resources to mitigate and control any Critical Incident that occurs on campus.

Response to Student in Crisis during Regular Business Hours (8 AM to 5 PM):

- When a Student in Crisis is identified, a CRT member will be contacted and will consult with one or more members to determine whether intervention by the College is appropriate. The Vice President and Dean of Students and Enrollment Management will be immediately notified of the CRT's decision and response plan.
- If the CRT decides that a psychological evaluation is warranted, an ambulance shall be summoned to take the student to the nearest hospital emergency room. If the student is uncooperative, a mental hygiene arrest will be requested through the appropriate local law enforcement agency. In either event, a family member (parent/ spouse) or guardian of the Student in Crisis will be notified with the student's permission. If the Student in Crisis is under 18 years of age, a family member/guardian will be notified.

- A Student in Crisis shall not be permitted to return to campus until he/she agrees to a re- entry plan. The re-entry plan will be coordinated by the Vice President and Dean of Students and Enrollment Management in consultation with the involved CRT members and other appropriate professionals on a case- by-case basis. The re-entry plan will be approved and implemented by the Vice President and Dean of Students and Enrollment Management. In the event that the Student in Crisis subsequently engages in conduct that poses a risk to others, the Student Code of Conduct will supersede the re-entry plan.

Response to Student in Crisis after Regular Business Hours (5 PM. to 8 AM):

- In the event a Student in Crisis is identified after regular business hours, the Security Officer on duty will be contacted and will consult with the Vice President and Dean of Students and Enrollment Management to determine whether intervention by the College is appropriate.
- If the Vice President and Dean of Students and Enrollment Management is unavailable, the Assistant Dean of Students will assume this role. If the Vice President and Dean of Students and Enrollment Management or the Assistant Dean of Students is unavailable, the appropriate local law enforcement agency will be contacted.
- If a psychological evaluation of a Student in Crisis is deemed appropriate, the student will be informed by the Security Officer on duty of the available options; utilization of an ambulance or utilization of a local law enforcement agency. If the student is uncooperative, a mental hygiene arrest will be requested through the appropriate local law enforcement agency.
- An Incident report will be forwarded to the Vice President and Dean of Students and Enrollment Management for follow up purposes. The Dean will meet with the Student in Crisis to determine whether a re-entry plan is required.
- If it is determined that the individual in crisis is not a current student, the appropriate local law enforcement agency will be contacted to assess the welfare of the individual and determine the appropriate response.

Response to Student in Crisis off Campus:

- The Security Officer on duty will contact the appropriate local law enforcement agency and request that they check the welfare of the Student in Crisis. The officer on duty will request that the local law enforcement agency update the Security Office following contact with the Student in Crisis.
- In cases involving a current student, the Vice President and Dean of Students and Enrollment Management will be notified.
- An Incident Report will be forwarded to the Vice President and Dean of Students and Enrollment Management for follow up purposes. The Vice President and Dean of Students and Enrollment Management will meet with the Student in Crisis to determine whether a re-entry plan is required.

Contact persons:

Office: Security Office Room 138

Phone: (518) 828-4181 Ext. 3208

Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management

Phone: (518) 828-4181, ext. 3364

SUNY Complaint Procedure for Review of Allegations of Unlawful Discrimination /Harassment

Columbia-Greene Community College adheres to the following SUNY Complaint Procedure for Review of Allegations of Unlawful Discrimination/Harassment. However, in the event of a violation of College policy or the College Code of Conduct, the matter would proceed as follows:

- a. Referral of the case to the Vice President and Dean of Students and Enrollment Management or designated judicial officer for Administrative review.
 - b. Administrative resolution of the case at an informal disciplinary conference or through an administrative review process or formal hearing.
- and/or -
- c. Referral to off-campus services.
 - d. Appeal to the President or formal hearing before an “ad hoc” judicial board appointed by the President.

Discrimination Complaint Procedure Summary

The State University of New York at Columbia- Greene Community College, in its continuing effort to seek equity in education and employment and in support of federal and state anti-discrimination legislation, has adopted a complaint procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, creed, age, sex, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Harassment is one form of unlawful discrimination on the basis of the above protected categories. The College will take steps to prevent discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy its discriminatory effects on the victim(s) and others, if appropriate. Conduct that may constitute harassment is described in the Definitions sections on page 109 of this handbook. Sex discrimination includes sexual harassment and sexual violence. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure is strictly prohibited and may result in disciplinary action. For more detailed information see the Vice President and Dean of Students and Enrollment Management or the Affirmative Action Officer.

Applicability

This procedure may be used by any student or employee of Columbia-Greene Community College, as well as third-parties who are participating in a College sponsored program or affiliated activity. Employee grievance procedures established through negotiated contracts, academic grievance review committees, student disciplinary grievance boards and any other procedures defined by contract will continue to operate as before. Neither does this procedure in any way deprive a complainant of the right to file with outside enforcement agencies, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the United States Department of Education and the Office of Federal Contract Compliance of the United States Department of Labor. However, after filing with one of these outside enforcement agencies, or upon the initiation of litigation, the complaint will be referred to the campus Affirmative Action Officer, or in the case of sex discrimination, the Title IX Coordinator (hereinafter “AAO” will refer to both the Affirmative Action Officer and Title IX Coordinator), for investigation. Contact information for External Enforcement agencies can be found in Appendix A. More detailed information may be obtained from the campus AAO.

Upon receipt of a sex discrimination complaint or report, Columbia-Greene Community College and the Vice President and Dean of Students and Enrollment Management will provide the complainant with a written notice describing the available options, including pursuing a criminal complaint with a law enforcement agency, pursuing Columbia-Greene Community College's investigation and disciplinary process, or pursuing both options at the same time; and the potential consequences of pursuing both options (*i.e.*, possible temporary delay of the fact-finding aspect of the College's investigation while the law enforcement agency is in the process of gathering evidence). Additionally, the Title IX Coordinator will ensure that complainants in sex discrimination cases are made aware of their Title IX rights, available remedies and resources on and off-campus (such as counseling, local rape crisis center), and interim measures of protection. For more information, see the Student's Bill of Rights on page 129 in this handbook. Assistance will be available whether or not a formal complaint is contemplated, or even possible.

Procedure

The following Discrimination Compliant Procedure applies to both the informal and formal processes. This procedure provides a mechanism through which the College may identify, respond to, and prevent incidents of illegal discrimination. The College recognizes and accepts its responsibility in this regard, and believes that the establishment of this internal grievance process will benefit student, faculty, staff, and administration, permitting investigation and resolution of problems.

SUNY, through the Columbia-Greene Community College, reserves the right to promptly investigate all incidents of sex discrimination of which the campus and/or SUNY system office has notice. Based on information received, the Title IX Coordinator and AAO will make reasonable efforts to investigate and address instances of sex discrimination when it knows or should have known about such instances, regardless of complainant cooperation and involvement, consistent with the [SUNY Policies on Sexual Violence Prevention and Response](#), including the [Options for Confidentially Disclosing Sexual Violence](#), which can be found on the college website and on pages 131 and 138.

SUNY will comply with law enforcement requests for cooperation, and such cooperation may require the campus to temporarily delay the fact-finding aspect of an investigation while the law enforcement agency is in the process of gathering evidence. The campus will resume its investigation as soon as it is notified by the law enforcement agency that it has completed the evidence gathering process. SUNY will implement appropriate interim steps during the law enforcement agency's investigation period to provide for the safety of the victim(s) and the campus community, as described below.

The complainant is not required to pursue the College internal procedures before filing a complaint with a state or federal agency. In addition, if the complainant chooses to pursue the College internal procedure, the complainant is free to file a complaint with the appropriate state or federal agency at any point during the process.

During any portion of the procedures detailed hereafter, the parties shall not employ audio or video taping devices. Complaints and investigations will be kept confidential to the extent possible.

Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure, is strictly prohibited and may result in disciplinary action. Retaliation is an adverse action taken against an individual as a result of complaining about unlawful discrimination or harassment, exercising a legal right, and/or participating in a complaint investigation as a third-party witness. Participants who experience retaliation should contact the campus AAO, and may file a complaint pursuant to these procedures.

Complaint Consultation and Review

Any student or employee, or any third party may consult with the AAO regarding potential discrimination or harassment. This initial contact may occur by telephone, email, or in person – the latter being preferred.

It is the responsibility of the AAO and or Vice President and Dean of Students and Enrollment Management to respond to all such inquiries, reports, and requests as promptly as possible, and in a manner appropriate to the particular circumstance. This response may include interim measures to protect the parties during the investigation process. Interim measures will not disproportionately impact the complainant. Interim measures for students may include, but are not limited to, information about how to obtain counseling and academic assistance in the event of sexual assault, and steps to take if the accused individual lives on campus and /or attends class with the complainant. Interim measures involving employees in collective bargaining units should be determined in consultation with campus employee relations departments.

Complaints or concerns that are reported to an administrator, manager or supervisor, concerning an act of discrimination or harassment, or acts of discrimination or harassment that administrators, managers, or supervisors observe or become aware of, shall be immediately referred to the AAO and Vice President and Dean of Students and Enrollment Management. Employees with Title IX compliance responsibilities and/or employees who have the authority to take action to redress the harassment, must report any complaints to the Title IX Coordinator. Employees who observe or become aware of sex discrimination, including sexual harassment and sexual violence, should report this information to the campus Title IX Coordinator. Complaints may also be made directly to the AAO by anyone who experiences, observes, or becomes aware of discrimination or harassment.

Filing Complaints and Time Limits

Although in limited circumstances, verbal complaints may be acted upon, the procedures set forth here rest upon the submission of a written complaint that will enable there to be a full and fair investigation of the facts. The College prefers written complaints. It is the complainant's responsibility to be certain that any complaint is filed within the applicable time limit.

If the complainant brings a complaint beyond the period in which the complaint may be addressed under these procedures, the AAO may terminate any further processing of the complaint, direct the complainant to an alternative forum (see Appendix A – External Enforcement Agencies, for a list of alternative forums). Complaints of sex discrimination brought forth beyond the 180 day period will be tracked and investigate to the extent possible, consistent with the campus Title IX obligations, including the Title IX Coordinator's duties to spot patterns and address systemic issues.

All complaints must be submitted on the forms provided by the College, which can be found on the college website or can be picked up in the VP and Dean of Students and Enrollment Office, Room 205. The Charge of Discrimination form will be used for both the initiation of complaints under the informal procedure, and the conversion of the complaint to the formal procedure. The AAO is available to assist in preparing the complaint.

As soon as reasonably possible, after the date of filing of the complaint, the AAO will mail a notice of the complaint to the filer, and a copy of the complaint to the respondent(s).

Employees: Employees must file a written complaint with the AAO within 180 calendar days following the alleged discriminatory act, or the date on which the complainant first knew or reasonably should have known of such act.

Students: Students must file a complaint within 180 calendar days following the alleged discriminatory act, or 90 calendar days after a final grade is received, for the semester during which the discriminatory acts occurred, if that date is later.

Complaint Contents

The complaint shall contain:

1. The name, local and permanent address (es), telephone number(s), and status (faculty, staff, student, third party) of the complainant.
2. A statement of facts explaining what happened and what the complainant believes constituted the unlawful discriminatory acts in sufficient detail to give each respondent reasonable notice of what is claimed against him/her. The statement should include the date, approximate time and place where the alleged acts of unlawful discrimination or harassment occurred. If the acts occurred on more than one date, the statement should also include the last date on which the acts occurred as well as detailed information about the prior acts. The names of any potential witnesses should be provided.
3. The name(s), address (es) and telephone number(s) of the respondent(s), i.e., the person(s) claimed to have committed the act(s) of unlawful discrimination.
4. Identification of the status of the persons charged whether faculty, staff, or student.
5. A statement indicating whether or not the complainant has filed or reported information concerning the incidents referred to in the complaint with a non-campus official or agency, under any other complaint, or complaint procedure. If an external complaint has been filed, the statement should indicate the name of the department or agency with which the information was filed and its address.
6. A description of any corrective or remedial action that the complainant would like to see taken.
7. Such other or supplemental information as may be requested.
8. Signature of complainant and the date complaint signed.

Informal Resolution

If a complainant elects to have the matter dealt with in an informal manner, the AAO will attempt to reasonably resolve the problem to the mutual satisfaction of the parties.

In seeking an informal resolution, the AAO shall attempt to review all relevant information, interview pertinent witnesses, and bring together the complainant and the respondent, if desirable. Complaints of sexual violence will not be resolved by using mediation, but instead must be referred immediately to the campus Title IX Coordinator. The complainant will not be required to resolve the problem directly with the respondent in cases of sex discrimination.

If a resolution satisfactory to both the complainant and the respondent is reached within 24 calendar days from the filing of the complaint, through the efforts of the AAO, the officer shall close the case, sending a written notice to that effect to the complainant and respondent. The written notice, a copy of which shall be attached to the original complaint form in the officer's file, shall contain the terms of any agreement reached by complainant and respondent, and shall be signed and dated by the complainant, the respondent and the AAO.

If the AAO is unable to resolve the complaint to the mutual satisfaction of the complainant and respondent within 24 calendar days from the filing of the complaint, the AAO shall so notify the complainant. The AAO shall again advise the complainant of his or her right to proceed to the next step internally, and/or the right to separately file with appropriate external enforcement agencies.

The time limitations set forth above may be extended by mutual agreement of the complainant and respondent with the approval of the AAO. Such extension shall be confirmed in writing by the complainant and respondent. The AAO will also have the discretion to reasonably extend the deadlines if an investigation is deemed complex.

The complainant may elect to end the informal resolution process, and proceed to the formal resolution procedure, at any time after the Charge of Discrimination form is filed.

Formal Resolution

The formal complaint proceeding is commenced by the filing of a complaint form as described above. The 180 day time limit also applies to the filing of a formal complaint. If the complainant first pursued the informal process, and subsequently wishes to pursue a formal complaint, he/she may do so by checking the appropriate box, and signing and dating the complaint form.

The complaint, together with a statement from the AAO indicating that informal resolution was not possible, if applicable, shall be forwarded to the chairperson of the campus affirmative action committee within 7 calendar days from the filing of the formal complaint. If an informal resolution was not pursued, the AAO shall forward the complaint to the chairperson of the campus affirmative action committee within 7 calendar days from the filing of the complaint.

Notice to Parties

Upon receipt of a complaint, the AAO will provide an initialed, signed, date-stamped copy of the complaint to the complainant. As soon as reasonably possible after the date of filing of the complaint, the AAO will mail a notice of complaint and a copy of the complaint to the respondent(s). Alternatively, such notice with a copy of the complaint may be given by personal delivery, provided such delivery is made by the AAO (or designee) and, that proper proof of such delivery, including the date, time and place where such delivery occurred, is entered in the records maintained by or for the AAO.

Tripartite Panel Selection

Within 7 calendar days of receipt of the complaint, the Secretary of the A.W.A.R.E. committee shall send notification to the complainant, the respondent and the campus president that a review of the matter shall take place by a tripartite panel to be selected by the complainant and the respondent from a pre-selected pool of eligible participants (See Appendix B).

The tripartite panel shall consist of one member of the pre-selected pool chosen by the complainant, one member chosen by the respondent, and a third chosen by the other two designees. The panel members shall choose a chair among themselves. Selection must be completed, and written notification of designees submitted, to the Secretary of the A.W.A.R.E. committee no later than 7 calendar days after the complainant, the respondent and the campus President received notice. If the President is the respondent, then the third member of the panel shall be selected by the Chancellor or designee at System Administration.

In the event that the procedural requirements governing the selection of the tripartite panel are not completed within 7 calendar days after notification, the Secretary of the A.W.A.R.E. committee shall complete the selection process.

Panel Review

The tripartite panel shall review all relevant information, interview pertinent witnesses, and, at their discretion, hear testimony from the complainant and the respondent, if desirable. Both the complainant and the respondent(s) shall be entitled to submit written statements and/or other relevant material evidence and witnesses, and to provide rebuttal to the written record compiled by the tripartite panel. The complainant and respondent have the right to request alternative arrangements if the complainant does not want to be in the same room as the other party. These alternative arrangements must be consistent with the rights of the accused, and must enable both parties and the panel to hear each other during any hearing.

Findings and Recommendations

Within 15 calendar days from the completion of selection of the panel, the chairperson of the tripartite panel shall submit a summary of its findings, and the panel's recommendation(s) for further action, on a form to be provided by the AAO, to the President. The burden of proof in cases of discrimination is preponderance of the evidence. If the President is the respondent, the findings and recommendation shall be submitted to the Chancellor or their designee. When the panel transmits the summary of its findings and the panel's recommendations to the President, the panel will also send, concurrently, copies of both the summary of its findings and recommendation(s) to the complainant, respondent, and the AAO.

Within 10 calendar days of receipt of the written summary, the President or designee shall issue a written statement to the complainant and respondent, indicating what action the President proposes to take. The President or designee will use the preponderance of the evidence standard. The action proposed by the President or designee, may consist of:

- a. A determination that the complaint was not substantiated; or
- b. A determination that the complaint was substantiated.
 - i. For employees (including student employees) not in a collective bargaining unit: The President may take such administrative action as he/she deems appropriate under his/her authority as the chief administrative officer of the college, including but not limited to, termination, demotion, reassignment, suspension, reprimand, or training.
 - ii. For students: The president may determine that sufficient information exists to refer the matter to the student judiciary, or other appropriate disciplinary panel for review, and appropriate action under the appropriate student conduct code. For examples of sanctions, please see the relevant section of the applicable student code of conduct.
 - iii. For employees in collective bargaining units: The President may determine that sufficient information exists to refer the matter to his/her designee for investigation and disciplinary action, or other action as may be appropriate under the applicable collective bargaining agreement. The disciplinary process and potential outcomes are described in the applicable collective bargaining agreements.

The action of the President shall be final. If the President is the respondent, the Chancellor or his/her designee shall issue a written statement indicating what action the Chancellor proposes to take. The Chancellor's decision shall be final for purposes of this discrimination procedure.

Notice of Outcome

No later than 7 calendar days following issuance of the statement by the President or the Chancellor, as the case may be, the AAO shall issue a letter to the complainant and to the respondent(s) advising them that the matter, for purposes of this discrimination procedure, is closed. In cases of sex discrimination, notice of outcome will include the sanctions, as appropriate.

Time limitations

The time limitations set forth above may be extended by mutual agreement of the complainant and respondent with the approval of the panel. The panel will also have the discretion to reasonably extend the deadlines if an investigation is deemed complex. Such extension shall be confirmed in writing to the parties.

External Agencies

If the complainant is dissatisfied with the President's or Chancellor's decision, the complainant may elect to file a complaint with one or more state and federal agencies. The campus AAO will provide general information on state and federal guidelines and laws, as well as names and addresses of various enforcement agencies (see Appendix A).

Definitions

Harassment on the Basis of Protected Characteristic(s) other than Sex/Gender – harassment based on race, color, age, religion, national origin, disability, sexual orientation or other protected characteristics is oral, written, graphic or physical conduct relating to an individual's protected characteristics that is sufficiently severe and/or serious, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution's programs or activities.

Sex Discrimination – behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities because of a person's sex. This includes but is not limited to sexual harassment, sexual assault, sexual violence by employees, students, or third parties. Employees should report sex discrimination, including but not limited to, sexual harassment and assault that they observe or become aware of, to the Title IX coordinator.

Sexual Assault is defined as a physical sexual act or acts committed against a person's will and consent or when a person is incapable of giving active consent, incapable of appraising the nature of the conduct, or incapable of declining participation in, or communicating unwillingness to engage in, a sexual act or acts. Sexual assault is an extreme form of sexual harassment.* Sexual assault includes what is commonly known as "rape," whether forcible or non-forcible, "date rape" and "acquaintance rape." Nothing contained in this definition shall be construed to limit or, conflict with the sex offenses enumerated in Article 130 of the New York State Penal Law, which shall be the guiding reference in determining if alleged conduct is consistent with the definition of sexual assault.

Sexual Harassment in the Educational Setting – unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student’s ability to participate in or to receive benefits, services, or opportunities in the educational institution’s program.

Sexual Harassment in the Employment Setting – unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

- Submission to such conduct is made a term or condition of an individual’s continued employment, promotion, or other condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant.
- Such conduct is intended to interfere, or results in interference, with an employee’s work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual Violence - physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent.

Preponderance of the Evidence – the standard of proof in sexual harassment and sexual assault cases, which asks whether it is “more likely than not” that the sexual harassment or sexual violence occurred. If the evidence presented meets this standard, then the accused should be found responsible.

Off-Campus Resolution of Grievances

A complainant dissatisfied with any portion of the grievance procedure may file a formal complaint with the appropriate state or federal agency. The AAO or Vice President and Dean of Students and Enrollment Management will provide information on state and federal guidelines and laws and names and addresses of enforcement agencies.

Bias Crimes, Harassment, Hate Crimes, and Sexual Harassment Prevention

It is the policy of C-GCC to follow this sequence in dealing with issues related to the following issues:

- Bias Crimes
- Harassment
- Hate Crimes
- Sexual Harassment
- Dating Violence
- Domestic Violence
- Stalking
- Sexual Assault

Bias Crimes

It is a State University of New York at Columbia-Greene Community College mandate to protect all members of the Columbia-Greene Community College community by preventing and prosecuting bias or hate crimes that occur within the campus's jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or 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 The Vice President and Dean of Students and Enrollment Management Office and The Office of Human Resources.

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, Columbia-Greene Community College Security also assist in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the College as acts of bigotry, harassment, or intimidation directed at a member or group within the Columbia-Greene Community College 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 Security as well as to Vice President and Dean of Students and Enrollment Management.

If you are a victim of, or witness to, a hate/bias crime on campus, report it to a Security Officer or Vice President and Dean of Students and Enrollment Management by calling the switchboard operator at extension 0 or by stopping by the Security or Vice President and Dean of Students and Enrollment Management offices. The Office of Safety and Security and the Vice President and Dean of Students and Enrollment Management will investigate and follow the appropriate adjudication procedures. Victims of bias crime or bias incidents can avail themselves of counseling and support services from the campus as follows: REACH Center Campus Advocate, Counseling, Career and Transfer Services, Vice President and Dean of Students and Enrollment Management, Health Services and Accessibility Services Offices.

For general information on Columbia-Greene Community College security procedures, see pages 35-43 of the Student Handbook, or call 518-828-4181 ext. 3364. More information about bias-related and bias crimes, including up-to-date statistics on bias crimes is available from Vice President and Dean of Students and Enrollment Management Office.

Harassment

Our community depends on trust and civility. A willingness to recognize the dignity and worth of each person at Columbia-Greene Community College is essential to our mission. The college celebrates the diversity of its community. We come from many different backgrounds and include different races, religions, and ethnic ancestry.

Learning to understand the differences among us, as well as the similarities, is an important dimension of education, one that continues for a lifetime. Tolerance alone, however, is not enough. Respect and understanding are also needed. We should delight in our differences, and should seek to appreciate the

richness and personal growth which our diversity provides us as members of the community. It is, therefore, the intention of Columbia-Greene Community College to provide equal opportunity to qualified individuals in the operation of its program, in work and academic environments that are conducive to the achievement of work and academic goals, and free of any implicit or explicit forms of harassment. For the purposes of this policy, the term harassment refers to any behavior, verbal or physical, or electronic, that attacks, demeans, or offends individuals on the bases of race, color, sex, ethnic or national origin, age, pregnancy, veteran, disability, religion or sexual orientation or gender identity and that:

- Involves a stated or implicit threat to the victim's academic or employment status;
- Has the purpose or effect of interfering with an individual's academic or work performance; and/or creates an intimidating or offensive academic or work environment.

The college regards such behavior, whether verbal, physical, or electronic, as a violation of the standards of conduct required of all persons associated with the institution. The prohibition against harassment applies to all interaction on the college campus, in college facilities or within the context of college related activities. We expect members of our college community to demonstrate a basic generosity of spirit that precludes expressions of bigotry. Accordingly, those inflicting such behavior on others are subject to the full range of the college's disciplinary actions, including separation from the institution.

Not every act that might be offensive to an individual or a group necessarily will be considered as harassment and/or a violation of the college's standards of conduct. In determining whether an act constitutes harassment, the totality of the circumstances that pertain to any incident in its context must be carefully reviewed and due consideration must be given to the protection of individual rights, freedom of speech, academic freedom, and advocacy. Essential components of offenses include intent to hurt or harass, direct address to the people involved, and expression in words, pictures or symbols that are commonly understood to convey hatred or contempt for the people in question. To expedite the investigation and resolution of complaints, should they arise, the college has developed both informal and formal mechanisms for mediation, resolution, and adjudication. Those individuals who honestly believe they have been a victim of harassment should contact the college Affirmative Action Officer to obtain a copy of the Harassment Complaint Procedure.

Hate Crimes

Section 485.00 Legislative findings of NYS Hate Crimes Act of 2000

The legislature finds and determines as follows: criminal acts involving violence, intimidation and destruction of property based upon bias and prejudice have become more prevalent in New York State in recent years. The intolerable truth is that in these crimes, commonly and justly referred to as "hate crimes", victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation. Hate crimes do more than threaten the safety and welfare of all citizens. They inflict on victims incalculable physical and emotional damage and tear at the very fabric of free society.

Crimes motivated by invidious hatred toward particular groups not only harm individual victims but send a powerful message of intolerance and discrimination to all members of the group to which the victim belongs. Hate crimes can and do intimidate and disrupt entire communities and vitiate the civility that is essential to healthy democratic processes.

In a democratic society, citizens cannot be required to approve of the beliefs and practices of others, but must never commit criminal acts on account of them. Current law does not adequately recognize the harm to public order and individual safety that hate crimes cause. Therefore, our laws must be

strengthened to provide clear recognition of the gravity of hate crimes and the compelling importance of preventing their recurrence.

Accordingly, the legislature finds and declares that hate crimes should be prosecuted and punished with appropriate severity.

Section A7 485.05 Hate Crimes

1. A person commits a hate crime when he or she commits a specified offense and either:
 - a. intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
 - b. intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
2. Proof of race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of the defendant, the victim or of both the defendant and the victim does not, by itself, constitute legally sufficient evidence satisfying the people's burden under paragraph (a) or (b) of subdivision one of this section.

A "specified offense" is an offense defined by any of the following provisions of this chapter: section 120.00 (assault in the third degree); section 120.05 (assault in the second degree); section 120.10 (assault in the first degree); section 120.12 (aggravated assault upon a person less than eleven years old); section 120.13 (menacing in the first degree); section 120.14 (menacing in the second degree); section 120.15 (menacing in the third degree); section 120.20 (reckless endangerment in the second degree); section 120.25 (reckless endangerment in the first degree); subdivision one of section 125.15 (manslaughter in the second degree); subdivision one, two or four of section 125.20 (manslaughter in the first degree); section 125.25 (murder in the second degree); section 120.45 (stalking in the fourth degree); section 120.50 (stalking in the third degree); section 120.55 (stalking in the second degree); section 120.60 (stalking in the first degree); subdivision one of section 130.35 (rape in the first degree); subdivision one of section 130.50 (sodomy in the first degree); subdivision one of section 130.65 (sexual abuse in the first degree); paragraph (a) of subdivision one of section 130.67 (aggravated sexual abuse in the second degree); paragraph (a) of subdivision one of section 130.70 (aggravated sexual abuse in the first degree); section 135.05 (unlawful imprisonment in the second degree); section 135.10 (unlawful imprisonment in the first degree); section 135.20 (kidnapping in the second degree); section 135.25 kidnapping in the first degree); section 135.60 (coercion in the second degree); section 135.65 (coercion in the first degree); section 140.10 (criminal trespass in the third degree); section 140.15 (criminal trespass in the second degree); section 140.17 (criminal trespass in the first degree); section 140.20 (burglary in the third degree); section 140.25 (burglary in the second degree); section 140.30 (burglary in the first degree); section 145.00 (criminal mischief in the fourth degree); section 145.05 (criminal mischief in the third degree); section 145.10 (criminal mischief in the second degree); section 145.12 (criminal mischief in the first degree); section 150.05 (arson in the fourth degree); section 150.10 (arson in the third degree); section 150.15 (arson in the second degree); section 150.20 (arson in the first degree); section 155.25 (petit larceny); section 155.30 (grand larceny in the fourth degree); section 155.35 (grand larceny in the third degree); section 155.40 (grand larceny in the second degree); section 155.42 (grand larceny in the first degree); section 160.05 (robbery in the third degree); section 160.10 (robbery in the second degree); section 160.15 (robbery in the first degree); section 240.25 (harassment in the first degree); subdivision one, two or four of section 240.30 (aggravated harassment in the second degree); or any attempt or conspiracy to commit any of the foregoing offenses.

3. For purposes of this section:

- a. the term “age” means sixty years old or more;
- b. the term “disability” means a physical or mental impairment that substantially limits a major life activity.

Section A7 485.10 Sentencing

1. When a person is convicted of a hate crime pursuant to this article, and the specified offense is a violent felony offense, as defined in section 70.02 of this chapter, the hate crime shall be deemed a violent felony offense.
2. When a person is convicted of a hate crime pursuant to this article and the specified offense is a misdemeanor or a class C, D or E felony, the hate crime shall be deemed to be one category higher than the specified offense the defendant committed, or one category higher than the offense level applicable to the defendant’s conviction for an attempt or conspiracy to commit a specified offense, whichever is applicable.
3. Not with standing any other provision of law, when a person is convicted of a hate crime pursuant to this article and the specified offense is a class B felony:
 - a) the maximum term of the indeterminate sentence must be at least six years if the defendant is sentenced pursuant to section 70.00 of this chapter;
 - b) the term of the determinate sentence must be at least eight years if the defendant is sentenced pursuant to section 70.02 of this chapter;
 - c) the term of the determinate sentence must be at least twelve years if the defendant is sentenced pursuant to section 70.04 of this chapter;
 - d) the maximum term of the indeterminate sentence must be at least four years if the defendant is sentenced pursuant to section 70.05 of this chapter; and
 - e) the maximum term of the indeterminate sentence or the term of the determinate sentence must be at least ten years if the defendant is sentenced pursuant to section 70.06 of this chapter.
4. Not with standing any other provision of law, when a person is convicted of a hate crime pursuant to this article and the specified offense is a class A-1 felony, the minimum period of the indeterminate sentence shall be not less than twenty years.

Section A7 3. Subdivision 3 of section 240.30 of the penal law, as amended by chapter 345 of the laws of 1992, is amended to read as follows:

Strikes, shoves, kicks, or otherwise subjects another person to physical contact, or attempts or threatens to do the same because of [the] a belief or perception regarding such person’s race, color, [religion or] national origin [of such person], ancestry, gender, religion, religious practice, age, disability or sexual orientation, regardless of whether the belief or perception is correct; or

A7 4. The opening paragraph of section 240.31 of the penal law, as amended by chapter 958 of the laws of 1983, is amended to read as follows:

A person is guilty of aggravated harassment in the first degree when with intent to harass, annoy, threaten or alarm another person, because of [the] a belief or perception regarding such person’s race, color, [religion or] national origin [of such person], ancestry, gender, religion, religious practice, age, disability or sexual orientation, regard less of whether the belief or perception is correct, he or she:

A7 5. Section 240.00 of the penal law is amended by adding two new subdivisions 5 and 6 to read as follows:

1. “Age” means sixty years old or more.
2. “Disability” means a physical or mental impairment that substantially limits a major life activity.

A7 6. (Intentionally Omitted.)

A7 7. Subdivisions 4 and 7 of section 200.50 of the criminal procedure law, subdivision 4 as amended by chapter 467 of the laws of 1974 and subdivision 7 as amended by chapter 481 of the laws of 1978, are amended to read as follows:

A statement in each count that the grand jury, or, where the accusatory instrument is a superior court information, the district attorney, accuses the defendant or defendants of a designated offense, provided that in any prosecution under article four hundred eighty-five of the penal law, the designated offense shall be the specified offense, as defined in subdivision three of section 485.05 of the penal law, followed by the phrase “as a hate crime”; and

A plain and concise factual statement in each count which, without allegations of an evidentiary nature, (a) asserts facts supporting every element of the offense charged and the defendant’s or defendants’ commission thereof with sufficient precision to clearly apprise the defendant or defendants of the conduct which is the subject of the accusation; and (b) in the case of any armed felony, as defined in subdivision forty-one of section 1.20, states that such offense is an armed felony and specifies the particular implement the defendant or defendants possessed, were armed with, used or displayed or, in the case of an implement displayed, specifies what the implement appeared to be; and (c) in the case of any hate crime, as defined in section 485.05 of the penal law, specifies, as applicable, that the defendant or defendants intentionally selected the person against whom the offense was committed or intended to be committed; or intentionally committed the act or acts constituting the offense, in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person; and in cooperation with the chief administrator of the courts as well as any other public or private agency, including law enforcement agencies, collect and analyze statistical and all other information and data with respect to the number of hate crimes reported to or investigated by the division of state police, and all other police or peace officers, the number of persons arrested for the commission of such crimes, the offense for which the person was arrested, the county within which the arrest was made and the accusatory instrument filed, the disposition of the accusatory instrument filed, including, but not limited to, as the case may be, dismissal, acquittal, the offense to which the defendant pled guilty, the offense the defendant was convicted of after trial, and the sentence imposed. The division shall include the statistics and other information required by this subdivision in the annual report submitted to the governor and legislature pursuant to subdivision twelve of this section.

Sexual Harassment/Violent and Non-Violent

Sexual harassment is against the law and a violation of the non-discriminatory policy of Columbia-Greene Community College. Harassment on the basis of sex is a violation of federal law including Section 703 of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. It is also a violation of New York State's human rights law. Sexual harassment, like harassment based on race, color, sex, religion, national origin, age, disability, sexual orientation or gender identity, pregnancy, or veteran, will not be condoned by Columbia-Greene Community College, whether it occurs in our educational programs or at our work place.

Contact person:

Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management

Phone: (518) 828-4181, ext. 3320

Joel Phelps, Director of Financial Aid

Phone: (518) 828-4181, ext. 3393

What is non-violent and violent sexual harassment?

Sexual harassment is any repeated and/or unwelcome verbal or physical sexual advance, requests for sexual favors, sexually explicit derogatory remarks, and sexually discriminatory remarks that are offensive or objectionable to the person at whom they are directed or that cause a person discomfort or humiliation. Sexual harassment in an academic environment may involve the use of authority to emphasize the sexuality of a student in a manner that prevents a student from achieving full benefit from educational opportunities.

It may include:

- Verbal harassment or abuse
- Subtle pressure for sexual activities
- Touching, patting or pinching
- Leering at a person's body
- Constant brushing against a person's body
- Demands for sexual favors accompanied by implied or overt threats concerning one's job performance, evaluation, promotion, or course grades
- Physical assault

What can you do about sexual harassment?

1. *DO NOTHING:* This is not a good idea, because in most cases, ignoring the harassment only leads to a continuation of the problem. Also, ignoring the harasser may cause him or her to punish the victim in some way. Finally, sexual harassers tend to be repeaters; even if you solve your own problem by ignoring it, the harasser is likely to move on to another victim.
2. *SAY NO:* Say it firmly without smiling or apologizing. At the same time keep a record of any harassment incidents, including dates, times, places, and witnesses. Write down directly the phrases the harasser says to you. Save any notes or letters from the harasser. Also be sure to keep all information in a safe place.

3. *TALK TO THE HARASSER*: Make it clear what it is that offends you, how these actions make you feel, and what you want done about the problem. If you are uncomfortable with direct confrontation, write the harasser a letter. Keep a copy of the letter.
4. *COMPLAIN TO SOMEONE*: Talk to your supervisor (If the harasser is your supervisor, talk to his/her supervisor), to a teacher, counselor, or administrator you trust, or to the Affirmative Action Officer (AAO).

What happens when you complain about sexual harassment?

All complaints will be investigated. Your complaint will be kept confidential, to the extent possible. Whether you complain directly to the AAO or Vice President and Dean of Students and Enrollment Management or to someone else, your complaint will remain private, unless you wish it otherwise. Your complaint will be referred to the AAO or Vice President and Dean of Students and Enrollment Management, if you want it to be. The AAO or Vice President and Dean of Students and Enrollment Management will hear your complaint and attempt to solve the problem informally. If the informal resolution fails, you can file a formal grievance under the procedure referred to below.

If you do not want your identity revealed to the Affirmative Action Officer (AAO) or Vice President and Dean of Students and Enrollment Management, the person you complain to will report to the AAO or Vice President and Dean of Students and Enrollment Management that a complaint has been made. A complaint will not be written down by the AAO or Vice President and Dean of Students and Enrollment Management, unless the complainant speaks to him/her directly. When it is written down, the complaint should be shared with the respondent. Remember, telling someone about your problem does not mean you have to file a grievance. Sharing your experience is the first step in the process. You decide if the complaint should be pursued further. Filing a grievance is serious business, and any charge should be made responsibly.

What is the Grievance Procedure?

1. A statement describing the alleged offense of sexual harassment, domestic violence, dating violence, sexual assault, and stalking must be submitted by the student or employee in writing within six months following the alleged offense or knowledge of the alleged offense, if that day is later.
2. The AAO or Vice President and Dean of Students and Enrollment Management will seek to resolve the complaint informally. If a resolution satisfactory to both complainant and respondent is reached within 21 working days, the officer will close the case, sending a written notice to that effect to the complainant and respondent (if appropriate).
3. If the Vice President and Dean of Students and Enrollment Management is unable to resolve the complaint satisfactorily to both parties, the Vice President and Dean of Students and Enrollment Management will notify the complainant of the right to proceed to the next formal step internally or to file with appropriate enforcement agencies (Division of Human Rights of New York State or Equal Employment Opportunity Commission, Washington, DC) immediately.
4. If the complainant chooses the internal grievance procedure, the complainant will notify the AAO or Vice President and Dean of Students and Enrollment Management in writing within 10 working days that the issue cannot be resolved informally.

5. The AAO will also notify the A.W.A.R.E. Committee chairperson and the President that an ad-hoc tripartite committee is being selected from the campus community. This committee shall consist of one member chosen by the complainant, one chosen by the respondent, and a chairperson selected from the A.W.A.R.E. by both ad hoc committee members. If no member of the A.W.A.R.E. Committee is acceptable to the two ad hoc committee members, they will search for another candidate in the College community. The Title IX/504 Officer shall be an ex-officio member. The ad hoc committee shall conduct a hearing. At such a hearing, witnesses may be called by the complainant, the respondent, and the committee. A stenographic record or tape recording will be made at such a hearing. The ad-hoc committee will submit a written statement to the President as to whether or not harassment has occurred within 15 working days from the time the selection of the committee is completed.
6. Within 10 days of the receipt of the ad hoc committee's statement, the President shall communicate the ad hoc committee's statement verbatim to the complainant, the AAO, and to the respondent, with a statement indicating acceptance or rejection of the committee's recommendation. The President will communicate the redress and/or disciplinary action to the complainant and the AAO.
7. If a committee cannot be selected within 10 days, the A.W.A.R.E committee chairperson will be notified. A request for extension will be submitted to the AAO and proper action taken.

Sexual Assault

Sexual Assault and the Law

The State University of New York has programs in place to protect all members of Columbia-Greene Community College community from sexual assault, domestic violence, dating violence, and stalking, including programs for prevention and prosecution of these crimes that occur within the jurisdiction of SUNY at Columbia-Greene Community College.

NYS Law contains the following legal provisions defining the crimes related to sexual assault:

Section 130.05 – Sex Offenses: Lack of Consent

Lack of consent, along with forcible compulsion, includes circumstances when the victim clearly expressed they did not consent to the act of intercourse or by means of age, mental disability, mental incapacitation or being physically helpless and a reasonable person in the defendant's situation would have understood the victim's words, actions or condition.

Section 130.20 – Sexual Misconduct.

This offense includes sexual intercourse without consent and deviate sexual intercourse without consent. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.

Section 130.25/.30/.35 – Rape.

This series of offenses includes sexual intercourse with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Section 130.40/.45/.50 – Criminal Sexual Act.

This series of offenses includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes oral or anal sexual conduct with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Section 130.55/.60/.65 – Sexual Abuse.

This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

Section 130.65-a/.66/.67/.70 – Aggravated Sexual Abuse.

This series of offenses occurs when a person inserts a finger or a foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is under the age of consent. The level of this offense is enhanced if the insertion of a finger or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not to exceed 25 years.

If you are sexually or otherwise assaulted on campus:

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence; do not bathe, douche, or change your clothes. It is important to preserve evidence for proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order.
- Contact the campus security immediately (call 911 in an emergency, or use a campus emergency phone).

Remember, assaults – sexual or otherwise – are crimes; they are not the victims' fault. Victims have the right to pursue adjudication of crimes that occur at Columbia-Greene Community College through criminal courts and/or through the college's internal disciplinary process (under the Campus Code of Conduct). Columbia-Greene Community College Security Director is trained to assist with prosecution in both systems.

Stalking

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress

Domestic Violence

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating Violence

The term “dating violence” means violence committed by a person:

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim;
and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship.
 - (iii) The frequency of interaction between the persons involved in the relationship.

Retaliation

There shall be no retaliation against anyone who exercises rights under the Clery Act and Title IX (such retaliation is already prohibited).

Contact person:

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Disciplinary Action

Where there is probable cause to believe the college's regulations prohibiting sexual misconduct, domestic violence, dating violence, sexual assault, or stalking have been violated, the college will pursue strong disciplinary action through its own channels. This discipline includes the possibility of suspension or dismissal from the college.

An individual charged with sexual misconduct, domestic violence, dating violence, sexual assault, or stalking will be subject to college disciplinary procedures, whether or not prosecution under New York State Criminal Statutes is pending.

The college will make every effort to be responsive and sensitive to the victims of these serious crimes. Protection of the victim and prevention of continued trauma is the college's priority.

When the victim and the accused attend the same class, an immediate hearing with the Vice President and Dean of Students and Enrollment Management will be held to determine the need for modifying the class arrangements. Assistance for any other personal or academic concerns will be reviewed and options provided.

During the disciplinary process, the victim's rights are:

- To have a person or persons of the victim's choice accompany the victim throughout the disciplinary hearing.
- To remain present during the entire proceeding.
- As established in state criminal codes, to be assured that his/her irrelevant past sexual history will not be discussed during the hearing.
- To make a "victim impact statement" and accused is found in violation of the code.
- To be informed immediately of the outcome of the hearing.
- During the disciplinary process, the rights of the "accused" are as described under the due process procedure of the college judicial system.

Information and Support

If you are the victim of sexual assault, sexual misconduct, domestic violence, dating violence, or stalking you may seek support services as well as the assistance described above from the REACH Center College Advocate.

Educational Programs

Educational programs to promote awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking are presented to the campus community, including victims and bystanders. Student Services staff provides programs throughout the year that shall include primary prevention and awareness programs for all incoming students and new employees.

Sexual Assault and Awareness

Be aware of your surroundings, whenever possible stay in well-lighted areas, walk where there are clusters of people, know the location of public phones, vary travel routes, and walk facing traffic.

- Avoid playing music or using headphones, especially when walking after dark or in isolated areas.
 - If you think someone in a car is following you, cross the street and walk on the opposite side. If the person persists, record the license number and report it to the security or police department.
 - If someone persists in following you, walk toward a classroom building, lighted or busy area, or into a store. Do not walk directly to your car; it could lead the attacker to you. Do call campus security or the police or ask someone in a classroom building or store to do so for you.
 - If you are carrying packages, books, and bags, you should be prepared to drop them. Nothing you are carrying is as valuable as you are. Do not hitchhike or take rides from strangers.
 - Avoid walking alone at night. If you need an escort, call campus security, and they will accompany you to your car.
 - Have your keys in your hand when you approach your car and check the back seat before you get in. As soon as you get in, lock the doors. Always lock your parked car.
 - Always carry enough money for an emergency phone call.
 - If you think someone is following you or if someone is bothering you, say in a loud voice, "Leave me alone!" Others around you will become aware of the problem, and the attacker may leave.
 - Always report an on-campus incident or suspected incident to campus security, the Vice President and Dean of Students and Enrollment Management, or any other College official.
- Adapted from: AVOIDING RAPE ON AND OFF CAMPUS, Carol Andrews Pritchard, M.A. State College Publishing Co., 1988

Contact persons:

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Self-protection:

- Know you have the right to set sexual limits: You may have different limits with different people. Your limits may change. It is a good idea to know what you want or don't want.
- Communicate those limits. Get them across to the other person. E.S.P. doesn't work.
- Trust your feelings. If you feel you are being pressured into unwanted sex, you're right.
- Pay attention to behavior that doesn't seem right, such as: someone sitting too close to you, someone who blocks your way, someone who grabs or pushes you to get his way, someone who disregards what you are saying, and someone who gives power stares.
- Be assertive. Don't be afraid to get angry when someone does something to you that you don't want. Act immediately with some kind of negative response. Stand up for yourself.

Nine Warning Signs of Dating Violence and Date Rape, Domestic Violence, Sexual Assault and Stalking

- Poor communication or problem solving skills. Failure to communicate expectations, constant misunderstandings, making assumption, lack of assertiveness, not knowing how to negotiate differences.
- Constant Arguments. Arguments that get out of hand, are frequent or constant, and have escalating verbal aggression.
- Excessive or compulsive use of alcohol or drugs (especially in combination with any other factors).
- Stress. Economic, academic, family pressures, loneliness, jealousy.
- Low self-esteem. Tendency to defer to others' feelings or opinions because of feeling inadequate.
- Abusive family background.
- High degree of interdependence. Partners who physically, socially, emotionally, economically rely on each other to the exclusion of others.
- Large power differential. One partner is perceived to be stronger physically and emotionally.
- Incidence of violence in a previous relationship.

What to do if you are Sexually Assaulted:

Get to a safe place and call a supportive friend and/or The REACH Center at (518) 828-5556.

- In order to best preserve evidence, victims should avoid showering, washing, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed. Don't wash, douche, gargle or change clothes before going to the hospital or police.
- Victims have the right to notify law enforcement, and the campus can assist in notifying law enforcement if victims choose. Victims may also choose to decline to notify authorities.
- It is important to go to a hospital for treatment of external and internal injuries, tests for AIDS and pregnancy and gathering of medical evidence. A rape crisis counselor is on call 24 hours a day and will meet you at the emergency room if you call the hot-line at 828-5556. Bring a complete change of clothing with you, including shoes. The hospital does not release medical evidence to the police without your written consent.
- The REACH Center does not report the crime to the police. Reporting is your choice.
- If you decide not to go to the police immediately, write down all the details of the assault and save them in case you change your mind.
- Columbia-Greene Community College will provide written notification to victims about options available for and assistance in, changing academic, living, transportation, and working situations if requested by victim and if reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Reporting Agencies

Campus Security: Extension 3208
 Greenport Police: 518-828-6121 / Catskill Police: 518-943-2244
 Columbia County Sheriff: 518-828-3344 / Greene County Sheriff: 518-943-3300
 New York State Police: Troop K – Livingston, NY – 518-851-2001
 Troop F – Catskill, NY – 518-622-8600
 State Police 24-hour hotline to report sexual assault on a NY college campus: 1-844-845-7269.

Confidential Assistance and Referral

VP and Dean of Students and Enrollment Management	Extension 3364
Financial Aid	Extension 3393
Counseling Office	Extension 3396
REACH Center – On-Campus	Extension 3179
REACH Center – Off Campus	(518) 828-5556 (Hudson) (518) 943-4482 (Catskill)
Supported Education – Off Campus	(518) 828-4619
Albany County Mental Health Center	(518) 447-4555
Columbia County Mental Health Center	(518) 828-9446
Greene County Mental Health Services	(518) 622-9163
Ulster County Mental Health Services	(845) 203-3068
Mental Health Services in Dutchess County	(845) 485-9700

Confidential Assistance and Referral - Continued

Mental Health Association of Columbia-Greene Counties:

Hudson Office	(518) 828-4619
Catskill Office	(518) 943-0176
NYS AIDS hotline	(800) 541-2437
Columbia Memorial Hospital	(518) 828-7601
Benedictine Hospital	(845) 338-2500
Kingston Hospital	(845) 331-3131
Northern Dutchess Hospital	(845) 876-3001
Vassar Brothers Medical Center	(845) 454-8500
MidHudson Regional Hospital	(845) 483-5000
Albany Medical Center	(518) 262-3125
St. Peter's Hospital	(518) 525-1550

Policy Statement on Sexual Misconduct

SUNY Columbia-Greene Community College is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual misconduct. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. Specifically, SUNY strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. These acts have a real impact on the lives of victims/survivors. They not only violate a person's feelings of trust and safety, but they can also substantially interfere with a student's education. It is the policy of SUNY Columbia-Greene Community College that, upon learning that an act of sexual misconduct has taken place, immediate action will be taken to address the situation and punish the perpetrator. This includes working with State and local law enforcement to bring possible criminal charges, seeking disciplinary action through the college, and enforcing mandatory transcript notifications so other institutions are on notice of the offense committed.

SUNY Columbia-Greene Community College encourages the reporting of sexual misconduct that is prompt and accurate. This allows the college community to quickly respond to allegations and offer immediate support to the victim/survivor. SUNY Columbia-Greene Community College is committed to protecting the confidentiality of victims/survivors, and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct. All allegations will be investigated promptly and thoroughly, and both the victim/survivor and the accused will be afforded equitable rights during the investigative process.

It is the collective responsibility of all members of the SUNY Columbia-Greene Community College community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual misconduct from occurring, the college engages in ongoing prevention and awareness education programs. All incoming students [and employees] are required to participate in these programs, and all members of the college community are encouraged to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual misconduct on campus.

Scope

Who: This policy applies to all members of the SUNY Columbia-Greene Community College community, including students, faculty, staff, visitors, independent contractors, and other third parties who are on campus and involved in an incident of sexual misconduct (this can be someone who witnessed an incident or who wishes to report an incident on behalf of another). The policy applies to these parties regardless of sexual orientation or gender identity.

What: This policy prohibits all forms of sexual misconduct. This broad term includes, but is not limited to, acts of sexual harassment, sexual violence, sexual coercion, sexual threats or intimidation, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking. Please refer to the **Definitions** section for a complete list of terms as well as the **Sexual Assault** section of this Student Handbook.

Where: This policy covers conduct that takes place on the college campus. This includes any building or property owned or controlled by SUNY Columbia-Greene Community College and used in direct support of, or in a manner related to, the school's educational purposes, including dining halls, and public property within or immediately adjacent to and accessible from campus. This also includes any building or property owned or controlled by a student organization that is officially recognized by the college and any building or property not within the same reasonably contiguous geographic area of the college that supports or relates to the school's educational purposes and is frequently used by students. This policy also covers conduct that takes place off-campus that may have a nexus to the college community.

Programs: This policy covers all educational, extracurricular, athletic, or other campus programs.

Activities: This policy covers all campus and school-related activities, including, but not limited to, student organizations (academic, multicultural, religious, service, social and support, sports and recreational), community organizations with student and/or faculty/staff participation, and all other educational or extracurricular events hosted by or at the college.

Relationships: This policy covers sexual misconduct occurring between individuals in various types of relationships. These include, but are not limited to, student to student, staff to staff, faculty member to faculty member, visitor/contracted employee to faculty/staff, faculty member to student, staff to student, supervisor to subordinate, and coach to student athlete. Sexual misconduct may be acts committed by an individual or collective actions committed by members of a group or organization. These acts may be committed against an individual or against a group or organization. These acts may be committed by a stranger, an acquaintance, or someone with whom the victim/survivor has a social, romantic, or intimate relationship with. These acts may be committed by or against any individual, regardless of sexual orientation or gender identity.

Confidentiality: The College is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct. The College will maintain as confidential any accommodations or protective measures provided to the victims/survivors so long as it does not impair the ability to provide such measures. Personally identifiable information about victims/survivors will not be included in any publicly available record-keeping, including the reporting and disclosure of crime statistics. While the College encourages victims/survivors to report an incident of sexual misconduct, there are many options available for students to speak with someone about what happened while maintaining confidentiality. Please see the Columbia-Greene Community College Student Handbook sections on Resources Available for Support and Reporting Procedures for more information on confidentiality.

Affirmative Consent

Affirmative consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression. Additionally:

- a) Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- b) Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- c) Consent may be initially given but withdrawn at any time.
- d) Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- e) Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- f) When consent is withdrawn or can no longer be given, sexual activity must stop.

Policy for Alcohol and/or Drug use Amnesty in Sexual and Interpersonal Violence cases

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. Columbia-Greene Community College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Columbia-Greene Community College strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Columbia-Greene Community College officials or law enforcement will not be subject to Columbia-Greene Community College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Student's Bill of Rights

The State University of New York and Columbia-Greene Community College 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 College wide and campus 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 pressure 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.

Options in Brief:

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or violation (for detailed information on confidentiality and privacy, see Options for Confidentially Disclosing Sexual Violence, p 139)
- Make a report to:
 - An employee with the authority to address complaints, including:
Dr. Joseph Watson, Title IX Coordinator, 518-828-4181 x 3320
Joel Phelps Title IX Coordinator, 518-828-4181 x 3393
Melissa Fandozzi – Human Resources, 518-828-4181 x 3337
 - Columbia-Greene Community College Security Office:
John Leone, 518-828-4181 x 3208
 - Local law enforcement:
Greene County Sheriff's Office – 518-943-3300
Columbia County Sheriff's Office – 518-828-3344
 - Family Court or Civil Court:
Greene County – 518-625-3180 (Family), 518-625-3160 (Civil)
Columbia County – 518-267-3150 (Family), 518-267-3082 (Civil)
 - 24-hour State Police Hotline – 1-844-845-7269

Sexual Violence Response Policy

In accordance with the Student's Bill of Rights, reporting individuals shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

I. Reporting:

- To disclose *confidentially* the incident to one of the following college officials, who by law may maintain confidentiality, and can assist in obtaining services:
 - REACH Center – (518-828-4181 x 3179)
 - Student Health Center – (518-828-4181 x 3202)
- To disclose *confidentially* the incident and obtain services from the New York State, New York City or county hotlines: <http://www.opdv.ny.gov/help/dvhotlines.html>. Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: <http://www.opdv.ny.gov/index.html> (or by calling 1-800-942-6906), and assistance can also be obtained through:
 - SurvJustice: <http://survjustice.org>;
 - Legal Momentum: <https://www.legalmomentum.org/>;
 - NYSCASA: <http://nyscasa.org>;
 - NYSCADV: <http://www.nyscadv.org/>;
 - Pandora's Project: <http://www.pandys.org>
 - GLBTQ Domestic Violence Project: <http://www.glbtqdv.org/>;
 - RAINN: <https://www.rainn.org/get-help>.
 - Safe Horizons: <http://www.safehorizon.org/>

(Note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Reporting individuals are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases).

- To disclose the incident to one of the following college officials who can offer *privacy* and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. Those officials will also provide the information contained in the Students' Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. These college officials will disclose that they are private and not confidential resources, and they may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to the Title IX Coordinator. They will notify reporting individuals that the criminal just process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney:
 - Title IX Coordinator, Dr. Joseph Watson, 518-828-4181 x 3320;
 - Title IX Coordinator, Joel Phelps, 518-828-4181 x 3393;
 - Campus Security, John Leone, 518-828-4181 x 3208;
 - Student Health Services, Joni Groll, 518-828-4181 x 3202;
 - REACH Center, 518-828-4181 x 3179;

- To file a criminal complaint with Campus Security and/or local law enforcement and/or state police:
 - Campus Security (518-828-4181 x 3208) Main Building, Room 138
 - Columbia County Deputy Sheriff (518-828-3344)
 - Greene County Sheriff (518-943-3300)
 - State Police: Troop K – Livingston, NY - (518-851-2001)
Troop F – Catskill, NY – (518-622-8600)
 - State police 24-hour hotline to report sexual assault on a NY college campus: 1-844-845-7269. In an emergency call 911.
- To receive assistance by Title IX Coordinator in initiating legal proceedings in family court or civil court.
- To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance. Reports will be investigated in accordance with Columbia-Greene Community College policy and the reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy. If a reporting individual wishes to keep his/her identity anonymous, he or she may call the Title IX Coordinator anonymously to discuss the situation and available options (See Institutional Crime Reporting on page 143).
 - Dr. Joseph Watson, 518-828-4181 x 3320; watson@sunycgcc.edu
 - Joel Phelps, 518-828-4181 x 3393; joel.phelps@sunycgcc.edu
- When the accused is an employee, a reporting individual may also report the incident to the College Human Resources Office or may request that one of the above referenced confidential or private employees assist in reporting to the Human Resources Office. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy.
 - Employee Discipline
Melissa Fandozzi - Office of Human Resources (518-828-4181 x 3337)
- You may withdraw your complaint or involvement from the College process at any time.
- Every college shall ensure that, at a minimum, at the first instance of disclosure by a reporting individual to college representative, the following information shall be presented to the reporting individual: “You have the right to make a report to Campus Security, local law enforcement, and/or State Police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution.

The information below provides contacts for trained on-and off-campus advocates who can provide an immediate confidential response in a crisis situation. Also provided are emergency numbers for on- and off- campus safety, law enforcement, and other first responders.

Confidential Resources: The College encourages all members of the school community to report any incidents of sexual misconduct; however, there are several confidential resources available to students, faculty and staff who are not yet ready to report an incident. These individuals can help a victim/survivor obtain needed resources, explain reporting options, and assist in navigating the reporting process. These resources are required by law to keep all communications confidential without an individual’s express consent to release information.

On-Campus

REACH Center – (518-828-4181 x 3179)
 Student Health Services – (518-828-4181 x 3202)

Off-Campus

REACH Center (518-828-5556) Hudson or (518-943-4482) Catskill

Campus Resources: These are resources provided by the college community offering intervention services, academic support, and medical services. These resources are not bound by confidentiality, but will work together to maintain individual privacy.

- Title IX Coordinator/VP & Dean of Students and Enrollment Management – Joseph Watson
 518-828-4181 x 3320
- Title IX Coordinator/Director of Financial Aid – Joel Phelps
 518-828-4181 x 3393

Community Resources: These are resources located off-campus in the local community offering intervention services and counseling.

Off-Campus
<i>REACH Center (518-828-5556)Hudson or (518-943-4482) Catskill</i>
<i>Albany County Mental Health Center (518-447-4555)</i>
<i>Columbia County Mental Health Center (518-828-9446)</i>
<i>Greene County Mental Health Services (518-622-9163)</i>
<i>Ulster County Mental Health Services (845-203-3068)</i>
<i>Mental Health Services in Dutchess County (845-485-9700)</i>
<i>Mental Health Association: Catskill Office (518-943-0176) and Hudson Office (518-828-4619)</i>
<i>Columbia Memorial Hospital (518-828-7601)</i>
<i>Benedictine Hospital (845-338-2500)</i>
<i>Kingston Hospital (845-331-3131)</i>
<i>Northern Dutchess Hospital (845-876-3001)</i>
<i>Vassar Brothers Medical Center (845-454-8500)</i>
<i>MidHudson Regional Hospital (845-483-5000)</i>
<i>Albany Medical Center (518-262-3125)</i>
<i>St. Peter’s Hospital (518-525-1550)</i>

Academic Accommodations: The College is committed to ensuring the safety and well-being of the victim/survivor. A student who has been a victim/survivor of sexual misconduct may request an academic accommodation or change in residence after a report of sexual misconduct. Any individual who makes a request will receive appropriate and reasonable accommodation. Possible requests include the ability to change academic schedules or work schedules, withdraw from or retake a class without penalty, and access academic support such as tutoring services.

Interim Measures: In situations where it is necessary, the college will take immediate steps to protect victims/survivors pending the final outcome of an investigation. These steps include the accommodations listed above in addition to issuing no contact orders. Pending resolution of the complaint, the accused may be prohibited from contacting the victim/survivor and may be placed on suspension or denied access to campus. Also, the college may change the course schedule of the accused. Please refer to the Student Code of Conduct for disciplinary procedures related to acts of sexual misconduct.

II. Resources:

- To obtain effective intervention services:
 - REACH Center, handled by the Mental Health Association, 518-828-4181 ext. 3179 or 518-828-5556 (Hudson) 518-943-4482 (Catskill)
 - Student Health Services, 518-828-4181 extension 3202. Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available at:
 - Columbia County Health Dept., 325 Columbia St. Suite 100, Hudson, NY 12534, 518-828-3358, www.columbiacountynyhealth.com (STD clinic: counseling, testing and treatment is confidential and free)
 - Greene County Family Planning, 411 Main St., Catskill, NY 12414, 518-719-3580, <http://greenegovernment.com/departments/family-planning>. (The Family Planning Benefit Program can help you get services for free if you qualify. All of your care is confidential)
- Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: <http://www.ovs.ny.gov/sites/default/files/brochure/ovs-brochure-final-web.pdf>, or by calling 1-800-247-8035. Options are explained here: <http://www.ovs.ny.gov/help-crime-victims>
- To best preserve evidence, victims/survivors should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

III. Protection and Accommodations:

- When the accused is a student, to have the college issue a “no Contact Order”, consistent with college policy and procedure, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with Columbia-Greene Community College’s policy. Parties may submit evidence in support of their request.

- To have assistance from Columbia-Greene Community College Campus Security or other college officials in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.
- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a college official who can explain the order and answer questions about it, including information from the Order about the accused's responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).
- To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
- To have assistance from Columbia-Greene Community College Campus Security or, if outside of the jurisdiction or to call on and assist local law enforcement in effecting an arrest for violating such an order.
- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process. Parties may request a prompt review of the need for and terms of an interim suspension.
- When the accused is not a student but is a member of the college community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and Columbia-Greene Community College's policies and rules.
- When the accused is not a member of the college community, to have assistance from Columbia-Greene Community College Campus Security or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.
- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While reporting individuals may request accommodations through any of the offices referenced in this policy, the following office can serve as a point to assist with these measures:

Vice President and Dean of Students and Enrollment Management, Room 205,
518-828-4181 x 3320, watson@sunycgcc.edu.

IV. Student Conduct Process:

- To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the Columbia-Greene Community College handbook (www.sunycgcc.edu) as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.
- Throughout conduct proceedings, the respondent and the reporting individual will have:
 - The same opportunity to be accompanied by to an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;

- The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartially, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
- The right to an investigation and process conducted in a manner that recognized the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest. The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
- The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
- The right to offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by Columbia-Greene Community College).
- The right to present evidence and testimony at a hearing, where appropriate.
- The right to a range of options for providing testimony via alternative arrangements, including telephone/video conferencing or testifying with a room partition.
- The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary state that determines sanction.
- The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
- The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions and the rationale for the decision and any sanctions.
- The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
- Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.
- The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for a least five years.
 - VP and Dean of Students and Enrollment Management, 518-828-4181 extension 3320.

- The right to choose whether to disclose or discuss the outcome of a conduct hearing.
- The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel make a final determination unless otherwise required by law.

Options for Confidentially Disclosing Sexual Violence

The State University of New York and Columbia-Greene Community College want you to get the information and support you need regardless of whether you would like to move forward with a report of sexual violence to campus officials or to police. You may want to talk with someone about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. Confidentiality varies, and this document is aimed at helping you understand how confidentiality applies to different resources that may be available to you.

In this Policy:

- Privileged and Confidential Resources.
- Non-Professional Counselors and Advocates.
- Confidentiality versus privacy.
- Requesting Confidentiality: How the College will weigh the Request and Respond.
- Public Awareness/Advocacy Events.
- Institutional Crime Reporting.

Privileged and Confidential Resources:

Individuals who are confidential resources will not report crimes to law enforcement or college officials without your permission, except for extreme circumstances, such as a health and/or safety emergency. At Columbia-Greene Community College, this includes:

- REACH Center; On-campus: 518-828-4181 x 3179 / off campus: 518-828-5556 (Hudson) or 518-943-4482 (Catskill)
- Student Health Services; 518-828-4181 x 3202

Off-campus options to disclose sexual violence *confidentially* include (note that these outside options do not provide any information to the campus);

- Off-campus counselors and advocates. Crisis services offices will generally maintain confidentially unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency.
 - Columbia County Crisis Center – 325 Columbia St. Hudson, NY 12534 – Walk-in crisis services, Mon – Fri, 9am – 4:30pm. (518) 828-9446
 - New York State Hotline for Sexual Assault and Domestic Violence. 1-800-942-6906
- Off-campus healthcare providers

Community Resources: These are resources located off-campus in the local community offering intervention services and counseling.

Off-Campus
<i>REACH Center (518-828-5556)Hudson or (518-943-4482) Catskill</i>
<i>Albany County Mental Health Center (518-447-4555)</i>
<i>Columbia County Mental Health Center (518-828-9446)</i>
<i>Greene County Mental Health Services (518-622-9163)</i>
<i>Ulster County Mental Health Services (845-203-3068)</i>
<i>Mental Health Services in Dutchess County (845-485-9700)</i>
<i>Mental Health Association: Catskill Office (518-943-0176) and Hudson Office (518-828-4619)</i>
<i>Columbia Memorial Hospital (518-828-7601)</i>
<i>Benedictine Hospital (845-338-2500)</i>
<i>Kingston Hospital (845-331-3131)</i>
<i>Northern Dutchess Hospital (845-876-3001)</i>
<i>Vassar Brothers Medical Center (845-454-8500)</i>
<i>MidHudson Regional Hospital (845-483-5000)</i>
<i>Albany Medical Center (518-262-3125)</i>
<i>St. Peter's Hospital (518-525-1550)</i>

- Note that medical office and insurance billing practices may reveal information to the insurance policy holder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found here: <http://www.ovs.ny.gov/sites/default/files/brochure/ovs-brochure-final-web.pdf>, or by calling 1-800-247-8035. Options are explained here: <http://www.ovs.ny.gov/help-crime-victims>
- Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.

Non-Professional Counselors and Advocates:

Non-professional counselors and advocates can also assist you without sharing information that could identify you. At Columbia-Greene Community College, this includes members of on-campus Health Services and the REACH Center. These individuals will report the nature, date, time, and general location of an incident to Columbia-Greene Community College's Title IX Coordinator, but will consult with you to ensure no personally identifying details are shared without your consent. These individuals are not considered confidential resources as discussed above.

Confidentiality versus Privacy:

Even Columbia-Greene Community College offices and employees who cannot guarantee *confidentiality* will maintain your *privacy* to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible under the law for tracking patterns and spotting systemic issues. Columbia-Greene Community College will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Requesting Confidentiality: How Columbia-Greene Community College will weigh the request and respond:

If you disclose an incident to a Columbia-Greene Community College employee who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality or do not consent to the institution's request to initiate an investigation, the Title IX Coordinator must weigh your request against our obligation to provide a safe, non-discriminatory environment for all members of our community, including you.

We will assist you with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of your reporting choices. While reporting individuals may request accommodations through several college offices, the following office can serve as a primary point of contact to assist with these measures; Vice President and Dean of Students and Enrollment Management, 518-828-4181 extension 3320. We also may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that does not identify you or the situation you disclosed.

We may seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored unless Columbia-Greene Community College's failure to act does not adequately mitigate the risk of harm to you or other members of the Columbia-Greene Community College community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and take immediate action as necessary to protect and assist you.

When you disclose an incident to someone who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality, Columbia-Greene Community College will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking,
- The increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

If the College determines that it must move forward with an investigation, the reporting individual or victim/survivor will be notified and the College will take immediate action as necessary to protect and assist them.

Requests for Confidentiality:

Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management, Title IX Coordinator, (518) 828-4181 ext. 3364, watson@sunycgcc.edu

Joel Phelps, Director of Financial Aid, Title IX Coordinator, (518) 828-4181 ext. 3393, joel.phelps@sunycgcc.edu

Filing a Complaint with a State and/or Federal Agency:

A student who is not satisfied with the College's handling of a complaint, may also file a complaint with federal and state agencies. Below is a list of agencies and their respective contact information. More external enforcement agencies are listed in Appendix A.

New York State Division of Criminal Justice Services

Alfred E. Smith State Office Building
80 South Swan St.
Albany, New York 12210
E-Mail Address: InfoDCJS@dcjs.ny.gov
Phone: 518-457-5837 or 1-800-262-3257

U.S. Department of Justice

Office on Violence against Women (OVW)

145 N Street, NE, Suite 10W.121
Washington, D.C. 20530
Phone: (202)307-6026
Correspondence by e-mail may be sent to ovw.info@usdoj.gov

Office for Civil Rights

OCR National Headquarters/U. S. Department of Education Office of Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, D. C. 20202-1100
Telephone: (800) 421-3481
Fax: (202) 453-6012
Email: OCR@ed.gov

Office for Civil Rights

U.S. Department of Health and Human Services
Jacob Javits Federal Building
26 Federal Plaza, Suite 3312
New York, NY 10278
Customer Response Center: (800) 368-1019
Email: ocrmail@hhs.gov

Office for Civil Rights

U.S. Department of Education
New York Office
32 Old Slip, 26th Floor
New York, New York 10005
Telephone: (646)428-3800
Email: OCR.NewYork@ed.gov

New York State Domestic and Sexual Violence Hotline at 1-800-942-6906

Dual Filing a Complaint with the College and a State and/or Federal Agency:

In addition, the complainant may file a complaint with the appropriate State or Federal agency at any point during the process.

Role of the Title IX Coordinator in the Complaint Process:

The Title IX Coordinator shall be notified of all sexual misconduct complaints by the College employee who took the complaint in order for the Title IX Coordinator to oversee the complaint processes and accommodations for the student.

Investigatory Procedures:

- ***Criminal complaints:*** the NYS and/or federal penal codes will apply, and the matter will follow the criminal processes through a police investigation, a referral to the District Attorney's Office for prosecution and the criminal court system for resolution.
- ***Institutional complaints:*** the complaint will be handled through the College's Policy and Procedures against Sexual Harassment. Please see the Student Handbook.
- ***Student Disciplinary complaints:*** the complaint will be handled through the College's Student Disciplinary Code. Please see the Student Handbook.
- ***Employee Disciplinary complaints:*** the complaint will be handled through the Office of Human Resources, in accordance with its procedures for complaints against management confidential employees, or for complaints against an employee who is a member of a union, in accordance with the disciplinary procedures set forth in the applicable NYS Collective Bargaining Agreements negotiated statewide through the NYS Governor's Office of Employee Relations.

Evidentiary Standard in Institutional, Student Disciplinary and Employee Disciplinary Complaints:

The burden of proof in all cases is "the *preponderance of the evidence*" – whether it is "more likely than not" that the sex discrimination, dating violence, domestic violence, sexual assault, or stalking occurred.

Potential Outcomes under the Procedures:

- ***Criminal Complaints:*** The complaint may result in criminal penalties, such as fine, community service, probation, jail sentence, registration as a sex offender with the NYS or federal data bases.
- ***Institutional Complaints:***
 - Under the ***sexual harassment policy***, if there is a finding that a sexual assault may have occurred ***and the alleged perpetrator is:***
 - A ***student***, then the matter is referred to the Student Discipline process for student discipline, and the penalties may be disciplinary probation, suspension or expulsion from the College.
 - An ***employee***, then the matter is referred to the Office of Human Resources for employee discipline and the penalties may include fines, formal counseling, probation, suspension with or without pay, or termination from employment.
 - Under the ***Student Discipline process***, the penalties may be disciplinary probation, suspension, expulsion or banned from the College campus.
 - Under the ***Employee Disciplinary process***, the penalties may be fines, formal counseling, probation, suspension with or without pay, termination from employment, or banned from the College campus.

Retaliation

The College is firmly committed to a policy that encourages timely disclosure of sexual misconduct. No member of the College community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a Title IX complaint, serves as a witness, or assists or participates in a Title IX proceeding in any manner. Participants who experience retaliation should report the incident to the Vice President and Dean of Students and Enrollment Management office, Room 205 (518-828-4181 x 3364).

Confidentiality and Reporting Protocol

If a crime of sexual misconduct has occurred, including dating violence, domestic violence, sexual assault, or stalking, the college encourages accurate and prompt reporting of these crimes to the campus police or State and local law enforcement agencies. However, it can be difficult for a victim/survivor to come forward after such an event, and there are several options available for students who wish to maintain confidentiality while getting the support they need. Different employees on campus have different abilities to maintain a victim's/survivor's confidentiality.

Public Awareness/Advocacy Events:

If you disclose a situation through a public awareness event such as "Take Back the Night", candlelight vigils, protests, or other public event, the College is not obligated to begin an investigation. Columbia-Greene Community College may use the information you provide to inform the need for additional education and prevention efforts.

Anonymous Disclosure

A student may call the Office of the Vice President and Dean of Students and Enrollment Management anonymously at 518-828-4181, extension 3320, to talk about the situation and find out information about the student's options. The student should simply tell the staff member that he or she would prefer not to give his or her name. The student can talk confidentially and disclose as much or as little information as the student would like to. The student may also complete a Sexual Assault Anonymous Report.

The Hotline is for crisis intervention, resources and referrals and is not a reporting mechanism. New York State Hotline for Sexual Assault and Domestic Violence: 1-800-942-6906

Institutional Crime Reporting

Reports of certain crimes occurring in certain geographic locations will be included in the College Clery Act Annual Security Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the reporting individual or victim/survivor.

- Dr. Joseph Watson, Title IX Coordinator, Vice President and Dean of Students and Enrollment Management, 518-828-4181 extension 3320
- Joel Phelps, Title IX Co-coordinator, Director of Financial Aid, 518-828-4181 extension 3393
- John Leone, Campus Security, 518-828-4181 extension 3208
- State Police 24-hour hotline to report sexual assault on a NY college campus:
1-844-845-7269

Columbia-Greene Community College is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual or victim/survivor). A reporting individual will never be identified in a timely warning.

The Family Educational Rights and Privacy Act allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parents' prior year federal income tax return. Generally, Columbia-Greene Community College will not share information about a report of sexual violence with parents without the permission of the reporting individual.

- FERPA Officer: Ann Bruno, 518-828-4181 x 3361

What is Clery?

Requires colleges and universities that participate in federal financial aid programs to report annual statistics on crime, including sexual assault and rape, on or near the campus, and to develop and disseminate prevention policies.

Title IX

Title IX of the Education Amendments of 1972 is a comprehensive federal law that protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. The law prohibits discrimination on the basis of sex in any federally funded education program or activity. Title IX applies to traditional educational institutions such as colleges, universities, including SUNY campuses. Under Title IX of the Educational Amendments Act of 1972, colleges and universities are required to develop procedures to respond to claims of sexual harassment.

The Title IX Coordinator is responsible for the College's compliance with Title IX of the Education Amendments of 1972. In this role, the Title IX Coordinator administers the review, investigation, and resolution procedures for reports of sexual misconduct. Please refer to the Reporting Policies & Procedures section for additional information on the role and duties of the Title IX Coordinator.

Title IX Coordinator: Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management

Phone: 518-828-4181 extension 3320

Title IX Coordinator: Joel Phelps, Director of Financial Aid

Phone: 518-828-4181 extension 3393

Violence Against Women Act (VAWA)

What is VAWA?

Under The Violence Against Women Act (“VAWA”), colleges and universities are required to:

- (1) report dating violence, domestic violence, sexual assault, and stalking, beyond crime categories the Clery Act already mandates;
- (2) adopt certain student discipline procedures, such as for notifying purported victims/survivors of their rights; and
- (3) adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

Definitions

Dating Violence: Dating violence is any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/survivor. The existence of such a relationship shall be determined based on the victim’s/survivor’s statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

Domestic Violence: Domestic violence is any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim/survivor, a person sharing a child with the victim/survivor, or a person cohabitating with the victim/survivor as a spouse or intimate partner.

Sexual Assault: New York State does not specifically define sexual assault. However, according to the Federal Regulations, sexual assault includes offenses that meet the definitions of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program. Please see Sexual Assault and the Law on page 118 of this handbook for more information on sexual assault.

Stalking: The term stalking means intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her.

Statement of Victim's Rights

VICTIMS OF CAMPUS SEXUAL ASSAULT: STATEMENT OF PRINCIPLES AND RIGHTS

The College is committed to providing a safe and secure environment in which all members are treated with dignity and respect, and a campus free from all discrimination on the basis of sex. To that end, the College takes the strongest possible stance against sexual misconduct in all its forms, including sexual harassment, sexual assault, sexual violence or the use of coercion, intimidation or exploitation of others for sexual purposes. The College is actively engaged in educating its members about these vital issues and in providing timely support and assistance to victims of sexual assault.

Should a sexual assault be reported, the College will investigate allegations and take appropriate actions, to the fullest possible extent. The College supports the victim's right to privacy. In the event that a victim wishes to remain anonymous, the College will respect that request while evaluating the obligation to protect the safety and well-being of the broader community. For example, in the event that the assault/crime must be reported, the request for anonymity would be weighed against other factors, such as whether the accused individual is the subject of other complaints. In such instances, every safeguard will be taken in order to ensure the victims' anonymity. It is imperative that victims be fully supported in their efforts to heal and respond as they determine is in their own best interests. To this end the College will provide information about campus and community medical and counseling resources and support the victim's right to make choices about these resources and options.

All members and representatives of the College community, including campus officers, administrators, faculty, professional staff, employees, and students are expected to recognize and abide by the following principles regarding victims of campus-related sexual assaults:

1) THE RIGHT TO HUMAN DIGNITY

Victims shall:

- Be treated with fairness and respect for their dignity;
- Have their privacy honored;
- Be free from any suggestions that they must report sexual assaults to be assured; recognition of any other identified principles or rights;
- Have their allegations of sexual assault treated seriously;
- Be free from any suggestion that they are responsible for the sexual assaults committed against them;
- Be free from any threat of retaliation or other attempt to prevent the reporting of sexual misconduct;
- Be free from unwanted pressure from campus personnel to:
 - Report sexual assaults if they do not wish to do so,
 - Report sexual assaults as less serious offenses,
 - Refrain from reporting sexual assaults for any reason, including the fear of unwanted personal publicity.

2) THE RIGHT TO RESOURCES ON AND OFF CAMPUS

Victims shall:

- Receive notice describing options to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the College's disciplinary process, or to pursue both processes simultaneously;
- Be notified of existing campus and community-based medical, counseling, mental health and student services for victims of sexual assault whether or not the assault is formally reported to campus or civil authorities;
- Have access to campus counseling;
- Be informed of and assisted in exercising:
 - Any rights to confidential or anonymous testing for sexually transmitted infections, HIV, and pregnancy,
 - Any rights to preventive measures such as emergency contraception or HIV prophylaxis,
 - Any rights that may be provided by law to obtain the communicable diseases test results of sexual assault suspects;
- Be informed of the possible availability of crime victim assistance compensation through the New York State Crime Victims Board;

3) The RIGHT TO CAMPUS JUDICIAL PROCEEDINGS

Victims have the right to:

- Written and advance notice about a disciplinary hearing involving the person or persons accused of sexually assaulting them;
- Have the opportunity to present witnesses and other evidence, and to receive notice of the process, information about procedures, and written notice of the outcome in a manner that is equivalent to the process of the accused;
- Have an advocate/advisor of their choice accompany them throughout the disciplinary hearing but not actively engage in the process;
- Remain present during the entire proceeding, whenever possible; alternative arrangements may be made for those who do not want to be present in the same room as the accused during the disciplinary hearing;
- Be heard at the proceeding;
- Be assured that their irrelevant past sexual history will not be discussed during the hearing;
- Make a "victim impact statement" if the accused is found in violation of the code;
- Be informed in a timely fashion (60 calendar days) of the outcome of the hearing;
- Have the right to appeal the outcome of the hearing.

4) THE RIGHT TO LAW ENFORCEMENT AND CAMPUS INTERVENTION

- Reports of sexual assault will be investigated and evaluated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported;
- Victims shall receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities;
- Victims shall receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault; “No contact” orders (e.g., Cease and Desist orders) shall be issued promptly and in writing to all parties to a reported sexual assault after the College receives notice of a complaint;
- Campus personnel shall take reasonable and necessary actions to prevent further unwanted contact by victims’ alleged assailants;
- Victims shall be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

5) NOTE: STATUTORY MANDATES

- Nothing in this Statement of Principles and Rights shall be construed to preclude or in any way restrict the College from carrying out its duties under law to report suspected offenses to the appropriate law enforcement authorities. Except as required by law, the College will take care not to identify the victim.
- Nothing in this Statement of Principles and Rights shall be construed to preclude or in any way restrict the College from issuing a Community Notice when the College is aware of a reported sexual assault incident that potentially puts the campus community at risk. The College will take care not to identify the victim in such notices.

Resources Available for Support

After an allegation that an act of sexual violence has occurred, including any act of dating violence, domestic violence, sexual assault, or stalking, the college offers students a range of protective measures.

Resources for Immediate Assistance

The following information provides contacts for trained on-and off-campus advocates who can provide an immediate confidential response in a crisis situation. Also provided are emergency numbers for on-and off- campus safety, law enforcement, and other first responders.

Confidential Resources: The College encourages all members of the school community to report any incidents of sexual misconduct; however, there are several confidential resources available to students, faculty and staff who are not yet ready to report an incident. These individuals can help a victim/survivor obtain needed resources, explain reporting options, and assist in navigating the reporting process. These resources are required by law to keep all communications confidential without an individual’s express consent to release information.

<i>On-Campus</i>	<i>Off-Campus</i>
<i>REACH – (518) 828-4181 x 3179</i>	<i>REACH Center (518) 828-5556</i>
<i>Student Health Services (518) 828-4181 x 3202</i>	

Campus Resources: These are resources provided by the college community offering intervention services, academic support, and medical services. These resources are not bound by confidentiality, but will work together to maintain individual privacy.

<i>On-Campus</i>
<i>Title IX Coordinator – Dr. Joseph Watson, 518-828-4181 x 3320</i>
<i>Title IX Co-coordinator – Joel Phelps, 518-828-4181 x 3393</i>

Community Resources: These are resources located off-campus in the local community offering intervention services and counseling.

<i>Off-Campus</i>
<i>REACH Center (518-828-5556)Hudson or (518-943-4482) Catskill</i>
<i>Albany County Mental Health Center (518-447-4555)</i>
<i>Columbia County Mental Health Center (518-828-9446)</i>
<i>Greene County Mental Health Services (518-622-9163)</i>
<i>Ulster County Mental Health Services (845-203-3068)</i>
<i>Mental Health Services in Dutchess County (845-485-9700)</i>
<i>Mental Health Association: Catskill Office (518-943-0176) and Hudson Office (518-828-4619)</i>
<i>Columbia Memorial Hospital (518-828-7601)</i>
<i>Benedictine Hospital (845-338-2500)</i>
<i>Kingston Hospital (845-331-3131)</i>
<i>Northern Dutchess Hospital (845-876-3001)</i>
<i>Vassar Brothers Medical Center (845-454-8500)</i>
<i>MidHudson Regional Hospital (845-483-5000)</i>
<i>Albany Medical Center (518-262-3125)</i>
<i>St. Peter’s Hospital (518-525-1550)</i>

Academic Accommodations: The College is committed to ensuring the safety and well-being of the victim/survivor. A student who has been a victim/survivor of sexual misconduct may request an academic accommodation or change in residence after a report of sexual misconduct. Any individual who makes a request will receive appropriate and reasonable accommodation. Possible requests include the ability to change academic schedules or work schedules, withdraw from or retake a class without penalty, and access academic support such as tutoring services.

Interim Measures: In situations where it is necessary, the college will take immediate steps to protect victims/survivors pending the final outcome of an investigation. These steps include the accommodations listed above in addition to issuing no contact orders. Pending resolution of the complaint, the accused may be prohibited from contacting the victim/survivor and may be placed on suspension or denied access to campus. Also, the college may change the course schedule of the accused. Please refer to the Student Code of Conduct for disciplinary procedures related to acts of sexual misconduct.

Reporting Policies & Procedures

A. Where to Report All Acts of Sexual Misconduct/Violence

1. Filing a Complaint with the College:

A student may report sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, stalking, and cyber-stalking to the following offices:

A. Criminal complaint

- Columbia County Deputy Sheriff (518-828-3344)
- Greene County Sheriff (518-943-3300)
- State Police – Columbia County (518-851-2001) Greene County (518-622-8600)

B. Institutional complaint

- Dr. Joseph Watson – VP & Dean of Students and Enrollment Management /Title IX Coordinator (518-828-4181 x 3364)
- Joel Phelps – Director of Financial Aid/Title IX Coordinator (518-828-4181 x 3393)
- Campus Security (518-828-4181 x 3208)
- REACH Center (518-828-4181 x 3179)
- Joni Groll - Student Health Center (518-828-4181 x 3202)
- Melissa Fandozzi - Human Resources (518-828-4181 x 3337)
- State Police 24-hour hotline to report sexual assault on a NY college campus: 1-844-845-7269

C. Student Discipline

- Dr. Joseph Watson, VP & Dean of Students and Enrollment Management (518-828-4181 x 3364)

D. Employee Discipline

- Melissa Fandozzi - Office of Human Resources (518-828-4181 x 3337)

A student may file a complaint with one or more Offices, and each Office is prepared to assist the student with deciding on where complaints may be filed, if any, and the processes associated with each Office's complaint procedures. In addition, each Office is able to refer a student for academic accommodations, and health care services.

1. Filing a Complaint with a State and/or Federal Agency:

A student who is not satisfied with the College's handling of a complaint, may also file a complaint with federal and state agencies

New York State Division of Criminal Justice Services

Alfred E. Smith State Office Building

80 South Swan St.

Albany, New York 12210

E-Mail Address: InfoDCJS@dcjs.ny.gov

Phone: 518-457-5837 or 1-800-262-3257

U.S. Department of Justice Office on Violence against Women (OVW)

145 N Street, NE, Suite 10W.121

Washington, D.C. 20530

Phone: (202)307-6026

Correspondence by e-mail may be sent to ovw.info@usdoj.gov

Office for Civil Rights

OCR National Headquarters/U. S. Department of Education Office of Civil Rights
 Lyndon Baines Johnson Department of Education Building
 400 Maryland Avenue, S.W.
 Washington, D. C. 20202-1100
Telephone: (800) 421-3481
 Email: OCR@ed.gov

Office for Civil Rights

New York Office – US Department of Education
 32 Old Slip, 26th Floor
 New York, New York 10005-2500
Telephone: (646)428-3900
 Email: OCR.NewYork@ed.gov

New York State Domestic and Sexual Violence Hotline at 1-800-942-6906**Dual Filing a Complaint with the College and a State and/or Federal Agency:**

In addition, the complainant may file a complaint with the appropriate State or Federal agency at any point during the process. See Appendix A for a list of External Enforcement Agencies.

Role of the Title IX Coordinator in the Complaint Process:

The Title IX Coordinator shall be notified of all sexual misconduct complaints by the College employee who took the complaint in order for the Title IX Coordinator to oversee the complaint processes and accommodations for the student.

A. Investigatory Procedures:

- ***Criminal complaints:*** the NYS and/or federal penal codes will apply, and the matter will follow the criminal processes through a police investigation, a referral to the District Attorney's Office for prosecution and the criminal court system for resolution.
- ***Institutional complaints:*** the complaint will be handled through the College's Policy and Procedures against Sexual Harassment. Please see the Student Handbook.
- ***Student Disciplinary complaints:*** the complaint will be handled through the College's Student Disciplinary Code. Please see the Student Handbook.
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B. Evidentiary Standard in Institutional, Student Disciplinary and Employee Disciplinary Complaints:

The burden of proof in all cases is "the *preponderance of the evidence*" – whether it is "more likely than not" that the sex discrimination, dating violence, domestic violence, sexual assault, or stalking occurred.

C. Potential Outcomes under the Procedures:

- **Criminal Complaints:** The complaint may result in criminal penalties, such as fine, community service, probation, jail sentence, registration as a sex offender with the NYS or federal data bases.
- **Institutional Complaints:**
 - Under the *sexual harassment policy*, if there is a finding that a sexual assault may have occurred *and the alleged perpetrator is*
 - A *student*, then the matter is referred to the Student Discipline process for student discipline, and the penalties may be disciplinary probation, suspension or expulsion from the College.
 - An *employee*, then the matter is referred to the Office of Human Resources for employee discipline and the penalties may include fines, formal counseling, probation, suspension with or without pay, or termination from employment.
 - Under the *Student Discipline process*, the penalties may be disciplinary probation, suspension, expulsion or banned from the College campus.
 - Under the *Employee Disciplinary process*, the penalties may be fines, formal counseling, probation, suspension with or without pay, termination from employment, or banned from the College campus.

D. Retaliation

The College is firmly committed to a policy that encourages timely disclosure of sexual misconduct. No member of the College community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a Title IX complaint, serves as a witness, or assists or participates in a Title IX proceeding in any manner. Participants who experience retaliation should report the incident to the Vice President and Dean of Students and Enrollment Management office, Room 205 (518-828-4181 x 3364).

E. Confidentiality and Reporting Protocol

If a crime of sexual misconduct has occurred, including dating violence, domestic violence, sexual assault, or stalking, the college encourages accurate and prompt reporting of these crimes to the campus police or State and local police agencies. However, it can be difficult for a victim to come forward after such an event, and there are several options available for students who wish to maintain confidentiality while getting the support they need. Different employees on campus have different abilities to maintain a victim's confidentiality:

1. **No Personally Identifying Information:** Other employees may talk to a victim in confidence, and generally only report to the College that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a College investigation into an incident against the victim's wishes.
2. **Responsible Employees:** These employees are required to report all the details of an incident (including the identities of both the victim and accused) to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the College—and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

No Personally Identifying Information:**Non-Professional Counselors and Advocates:**

Individuals who work or volunteer in the on-campus Health Services Center and REACH Center can generally talk to a victim without revealing any personally identifying information about an incident to the College. A victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the victim's identity or that the victim has disclosed the incident. While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX Coordinator. A victim who speaks to a professional or non-professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the accused. Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so. Following is contact information for these non-professional counselors and advocates:

<i>Non-Professional Counselors and Advocates</i>
REACH Center – 518-828-4181 x 3179 or off campus 518-828-5556 (Hudson) or 518-943-4482 (Catskill)
Campus Health Services – 518-828-4181 x 3202

Reporting to Responsible Employees:

A “responsible employee” is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened – including the names of the victim and accused, any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College’s response to the report. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement. Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim’s request for confidentiality. Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

Requesting Confidentiality:

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students, including the victim. If the College honors the request for confidentiality, a victim must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the accused may be limited. Although rare, there are times when the College may not be able to honor a victim’s request in order to provide a safe, non-discriminatory environment for all students. The College has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence:

<i>Requests for Confidentiality</i>	
<i>Dr. Joseph Watson – VP & Dean of Students and Enrollment Management</i>	<i>518-828-4181 x 3364</i>
<i>Joel Phelps, Director of Financial Aid</i>	<i>518-828-4181 x 3393</i>

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, Dr. Joseph Watson, VP & Dean of Students and Enrollment Management will consider a range of factors, including the following:

- The increased risk that the accused will commit additional acts of sexual or other violence, such as:
 - whether there have been other sexual violence complaints about the same accused individual;
 - whether the accused has a history of arrests or records from a prior school indicating a history of violence;
 - whether the accused threatened further sexual violence or other violence against the victim or others;
 - whether the sexual violence was committed by multiple perpetrators;
 - whether the sexual violence was perpetrated with a weapon;
 - whether the victim is a minor;
 - whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
 - whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the victim's request for confidentiality. If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response. The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated.

The College will also:

- Assist the victim in accessing available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the accused pending the outcome of an investigation) or adjustments for assignments or tests; and inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any investigation or disciplinary proceeding. Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices. If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

Other Confidential Avenues:

There are other ways to disclose a sexual assault that will be handled confidentially:

- **Take Back the Night and other Public Awareness Events**

If a student discloses a situation through a public awareness event such as "Take Back the Night", candlelight vigils, protests, a Student Survivor Advocacy Alliance forum, or other public event, the information the student provides will not result in an investigation. The College may use the information the student provides to inform the need for additional education and prevention efforts.

- **Anonymous Reporting**

A student may call the Office of the Vice President and Dean of Students and Enrollment Management anonymously at 518-828-4181, extension 3364, to talk about the situation and find out information about the student's options. The student should simply tell the staff member that he or she would prefer not to give his or her name. The student can talk confidentially and disclose as much or as little information as the student would like to. The student may also complete a Sexual Assault Anonymous Report.

- **Off-Campus Counselors and Advocates**

Crisis Services and off-campus healthcare providers will generally maintain confidentiality unless a student signs a consent or waiver form.

Timely Warnings and Emergency Notifications – see pages 79 - 80 of the Student Handbook.

Institutional Response to Reports of VAWA Crimes

The institution has programs to prevent domestic violence, dating violence, sexual assault, and stalking. When an incident of domestic violence, dating violence, sexual assault, or stalking is reported, the College will provide victims of a written notice of available options, remedies, and services. If the accused individual is a student, the standard of evidence used in an institutional disciplinary hearing will be preponderance of the evidence.

Procedures for Victims of Domestic Violence, Dating Violence, Sexual Violence, Sexual Assault or Stalking

Victims of these crimes will be provided written information about evidence preservation, how and to whom to report these crimes, options about involvement of law enforcement and campus authorities, and assistance in notifying law enforcement if the victim chooses, as well as the option to decline to notify authorities. Victims will also be provided information in writing about rights and institutional responsibilities regarding no contact orders, orders of protection, or other available applicable options.

- **Evidence preservation**: In order to best preserve evidence, victims should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.
- **Reporting**: Victims should report to VP & Dean of Students and Enrollment Management, watson@sunycgcc.edu, Room 205, (518) 828-4181 extension 3364.
- **Notifying Law Enforcement**: Victims have the right to notify law enforcement, and the campus can assist in notifying law enforcement if victims choose. Victims may also choose to decline to notify authorities.

Procedures for Institutional Disciplinary Procedures in Cases of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The institutional disciplinary procedures will provide a fair, prompt, and impartial process from investigation to final result. The investigation and any hearing will be conducted by those who receive annual training on issues related to VAWA crimes, how to conduct an investigation, and a hearing process that protects victim safety and promotes accountability.

Parties are entitled to the same opportunities to have an advisor/advocate of their choice present at any hearing and related meetings. Parties will be informed simultaneously in writing of the outcome of the process, the availability of any appeal procedures, and when the results become final after any appeals.

The disciplinary processes available for victims of domestic violence, dating violence, sexual assault, and stalking are listed in the following sequence of events for violations of College policy, or regulations and codes.

- a. Referral of the case to the Vice President and Dean of Students and Enrollment Management or designated judicial officer for Administrative review.
- b. Administrative resolution of the case at an informal disciplinary conference or through an administrative review process or formal hearing.

- and/or -

- c. Referral to off-campus services.
- d. Appeal to the President or formal hearing before an “ad hoc” judicial board appointed by the President.

Generally, the judicial process is satisfactorily completed at an informal disciplinary conference.

The sanctions for domestic violence, dating violence, sexual assault and stalking are listed in the Sanctions for VAWA Crimes section.

Timeline for Disciplinary Procedure and Appeals

The standard of evidence in these cases is preponderance of the evidence. Following an allegation or report of one of these crimes, the institution may offer available protective measures such as a no-contact order; alteration of living, academic, and work situations.

Written Notifications to Students, Employees, and Victims of VAWA Crimes

For Students and Employees: The College will provide written notification to students and employees about existing and available counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available in community and on campus to victims of dating violence, domestic violence, sexual assault, and stalking. The College will also provide information about these services in writing to victims of domestic violence, dating violence, domestic violence.

For Victims: The College will provide written notification to victims regarding rights and options, including: available and existing on- and off-campus services such as victim advocacy, counseling, health, mental health legal assistance, visa and immigration assistance; available and applicable institutional disciplinary procedures, and an explanation of those procedures; confidentiality in protective measures and Clery reporting and disclosure; and reasonable and available options and assistance with changing academic, living, transportation, and working situations, regardless of whether the victim chooses to report the crime to law enforcement.

Sanctions for VAWA Crimes

The College considers dating violence, domestic violence, sexual assault, and stalking as extremely serious violations. Following a final determination of an institutional disciplinary procedure for cases of rape, acquaintance rape, dating violence, domestic violence, sexual assault, or stalking, the following sanctions or protective measures may be imposed:

- Suspension
- Expulsion
- Education programs
- Banned from college campus
- Disciplinary probation
- No-contact order

Please refer to the Judicial Code of Conduct and the Student Code of Conduct for a complete description of procedures.

How to Help as a Bystander

Bystanders are individuals who observe or witness violence or the conditions that perpetuate violence. They are not directly involved in the situation, but have the opportunity to discourage, prevent, or interrupt an incident. The college expects all members of the campus community to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Educating and engaging bystanders are effective ways to help prevent acts of sexual misconduct. Bystanders can help in several different ways, including direct invention, seeking assistance from an authority figure, notifying campus security, or calling State or local law enforcement.

If you see an act of sexual misconduct: It is important to understand that no individual has the right to be violent, even if two people are in a relationship. Recognizing when acts of sexual misconduct are occurring is the first step to intervening. Required campus education and training programs give a full synopsis on recognizing when sexual misconduct is taking place. If you make the decision to intervene, do so safely—violence does not stop violence, and, if you cannot stop the act with your words, call law enforcement. Do not be afraid to ask other students for help.

If a victim confides in you: It is important to let the victim tell their story. Listen respectfully, and help them explain and identify what has happened to them. Help the victim identify others in their network who they can confide in. Ask the victim what they need to feel safe, encourage them to seek medical attention and counseling, and encourage them to report the act if they feel comfortable doing so.

Good Samaritan 911 Policy

Policy Summary:

The College's *Good Samaritan 911 Policy* supports students who reach out for assistance in the case of a medical emergency, as well as supports the student who is helped. Therefore, a student or student organization seeking medical treatment for him/herself, or for any other student who is in immediate medical need, or any student who is the recipient of this emergency medical help, will not be subject to disciplinary sanctions related to the violation of using or possessing alcohol or other drugs, as defined in *Student Code of Conduct (Rules for the Maintenance of Public Order at Columbia-Greene Community College - Prohibited Conduct Drugs and Alcohol)*. This policy applies to emergencies both on and off campus.

Purpose:

At Columbia-Greene Community College, the health and safety of every student is of primary importance and all students are strongly encouraged to be empowered bystanders who respond in a potentially dangerous situation without fear of reprisal from the College. The College's *Good Samaritan 911 Policy* supports students who act responsibly by reaching out for assistance in the case of a medical emergency, as well as supports the student who is helped.

Application of the Policy:

A student is eligible to use the Good Samaritan 911 Policy on more than one occasion and students are always strongly encouraged to report a medical emergency. The positive impact of reporting a medical emergency will always hold the highest priority when determining the appropriate response for College policy violations.

Repeated use of the amnesty provided by the Policy is cause for a higher level of concern for the well-being of the student and amnesty in these cases will be individually reviewed.

Parental Notification:

Because parents are vital partners in the educational process and because the student can be best supported from home, the College typically contacts parents of students under 21 years of age in instances where there is evidence of risk to health, welfare or safety. In addition, the College may record names of those students involved to enable the College to follow up with the students as deemed necessary to ensure a student's well-being.

Mandatory Intervention Program:

A student who receives medical assistance for alcohol use under the Good Samaritan 911 Policy will be referred by the Vice President and Dean of Students and Enrollment Management or their representative to a mandatory intervention program. Additionally, a student who qualifies for the Good Samaritan 911 Policy by calling for medical assistance for another student may be referred to this program at the discretion of the Vice President and Dean of Students and Enrollment Management.

Frequently Asked Questions:***Q. What if I am underage and drunk when I call for help for a friend?***

A. In this situation, emergency personnel will be mainly concerned with the person who needs the most help. Make sure to stay with your friend until help arrives. Emergency personnel might want to ask you a few questions about how much the sick person had to drink or if they mixed the alcohol with any other drugs, for example. This information will be critical to helping your friend. In such a case, the College will not refer you or the person you called for an alcohol violation.

Q. Will my name be recorded if I call for help for my friend?

A. In most situations, if you are level-headed enough to call for help and you are not showing signs of alcohol or other drug overdose, emergency personnel will thank you for your assistance and simply help your friend.

Q. How will anyone know I was the Good Samaritan who called for help?

A. In most cases, a professional staff member from the Vice President and Dean of Students and Enrollment Management Office will know that you called for help. If they do not know, you can simply inform them of your role in helping your friend or yourself.

Q. Does the Good Samaritan Policy apply if I call for help for myself?

A. Yes

Q. Does the College contact my parents if I am transported to the hospital?

A. The College does not automatically contact your parents when you are transported to the hospital. However, your parents would eventually be notified by mail if you are under 21 and had a hospital transport for alcohol or drug use.

Q. What happens if I am transported to the hospital for the second time – does the Good Samaritan Policy apply?

A. While the main concern is the health and safety of every student, a pattern of behavior for hospital transports will require a staff member to review the situation and follow up using professional judgment for each individual situation.

Q. What should I do if a friend is showing signs of alcohol poisoning or overdose?

A. Remember to **Check, Call** and **Care**. Alcohol overdose can be scary, but getting help is not.

CHECK: Watch out for your friends throughout the night. Encourage healthy choices. If someone you know has consumed too much alcohol, check for signs of overdose. This may include confusion, vomiting, seizures, slow breathing (less than 8 breaths per minute), irregular breathing (a gap of more than 10 seconds between breaths), blue-tinged skin or pale skin, low body temperature (hypothermia), and passing out (unconsciousness) and can't be awakened. It's not necessary to have all these signs and symptoms before you seek help. A person who is unconscious or can't be awakened is at risk of dying. (Information was retrieved from www.mayoclinic.org).

CALL: If you discover any one of the above problems, call for medical help immediately. Call 911. The above indicators of alcohol overdose are very serious and time is of the essence.

CARE: Continually talk to the person and monitor their skin color, temperature and breathing. Turn and keep the person on his/her left side as this will help to keep the person from choking should they vomit. Wait with your friend until help arrives; never leave a sick friend alone.

Q. What should I do if a friend is showing signs that he or she might be thinking of suicide?

A. Contact the National Suicide Prevention Lifeline at 1-800-273-8255 anytime 24/7 to learn about what you can do to help a friend who is showing signs that he or she might be thinking of suicide.

Q. What should I do if a friend has been raped or sexually assaulted?

A. Contact the REACH Center (Hudson: 518-828-5556 or Catskill: 518-943-4482) to learn about what you can do to help a friend who has been raped or sexually assaulted. Services available 24 hours a day.

For more information on the College's Good Samaritan 911 Policy, please contact:
Joseph Watson, Dean of Students and Enrollment Management / Title IX Coordinator
(518) 828-4181 x 3320
watson@sunycgcc.edu

Prevention Education & Awareness Programs/Training

The College has education programs to promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. These education programs include primary prevention and awareness programs for all incoming students and new employees.

Contact:

Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management
(518) 828-4181 ext. 3364

Joel Phelps, Director of Financial Aid
(518) 828-4181 ext. 3393

Overnight Parking on Campus

Applicability:

All employees, students, and members of the general public.

Background:

Except for official college vehicles and personal vehicles driven to campus by on duty employees, all other vehicles left on campus between the end of the day's final scheduled activity and the first scheduled activity of the following day shall be considered parked without proper authorization.

In certain circumstances it is appropriate for College Faculty, Staff and Students to park a personal vehicle on campus for one or more overnight periods. Overnight parking may properly occur in the following circumstances.

1. Faculty and Staff using college vehicles or carpooling for work related travel.
2. Class field trip, and/or club activities.
3. Athletics' team road trip.
4. Vehicle remaining on campus due to an emergency or waiting for repair or tow.
5. Other circumstances pre-arranged with Campus Security in advance.

Procedures:

This policy shall be implemented through authorization from the President or his designee. All procedures are subject to review and approval of the Administration.

1. Vehicles that will be left overnight or extended times will be reported by the owner/driver to Campus Security to be logged.
2. Vehicles that plan to be parked overnight will park in the front row closest to the Central Services building (at the rear of the south lot.) Please check with maintenance in winter to find out snow procedures.
3. Vehicles that break down, or are left in an emergency, the owner must, if unable to reach security leave a sign in the vehicle window with the name and a phone number where the owner/driver can be reached.

Rationale:

To insure safety and avoid conflicts with activities and classes using the campus, any vehicle deemed to be parked without authorization will be subject to removal from college property at the owner's expense.

Administration/Enforcement: Campus Security

Phone: (518) 828-4181 Ext 3208

Tobacco-Free College Policy

I. Policy

The Board of Trustees of the Columbia-Greene Community College (C-GCC), Hudson, New York, in the interest of providing a safe work environment and a healthy, productive work force, does adopt the following Tobacco-Free Policy. The Tobacco-Free Policy will go into effect on September 1, 2015 on the C-GCC Campus and supports the resolution passed by the State University of New York Board of Trustees in June 2012.

C-GCC is committed to providing its employees, students and visitors with a safe and healthy environment. The college recognizes that the use of tobacco products on the College premises is detrimental to the health and safety of all. To that end, the use of tobacco products will not be permitted at any time on College grounds and facilities and in vehicles owned, leased or controlled by the college. This policy shall be implemented with an emphasis given towards positive methods of ensuring compliance whenever possible.

II. Definitions

- a. Tobacco products include cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, or any other items containing or reasonably resembling tobacco or tobacco products.
- b. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products.
- c. College premises includes any property in use by the College; property leased or owned (including all grounds, buildings, facilities, vehicles, parking lots); property used for official functions sponsored by the College; and property used by the College in the conduct of any of its courses.

III. Regulations

- a. Students, employees, visitors, volunteers, contractors or other persons performing services on behalf of the College shall not be permitted to use any tobacco product at any time while on College premises.
- b. The sale or free distribution of tobacco products or merchandise on College premises shall be prohibited.
- c. Tobacco advertisements shall be prohibited in College-run publications and on College premises.

IV. Compliance

- a. It shall be the responsibility of all C-GCC employees and students to comply fully with the policy.
- b. Students who repeatedly violate this policy will be handled through the student disciplinary process.
- c. Employees who repeatedly violate this policy will be referred to their supervisor. Repeated violations by employees will be handled through the appropriate employee disciplinary process.
- d. Visitors, volunteers, contractors or other service providers who repeatedly violate this policy shall be asked to leave campus.

V. Procedures

- a. Communication Signage and other forms of communication will be posted in a manner and location that adequately notifies students, employees, visitors, volunteers, contractors or other persons performing services on behalf of the College about this policy.
- b. Education C-GCC will consult with appropriate health organizations and resources to identify and provide programs and opportunities for students and employees to gain a greater understanding of the health hazards of tobacco use.

- c. Cessation C-GCC will consult with appropriate health organizations and resources to identify and provide programs and opportunities for students and employees to access support systems, programs, and services that encourage them to abstain from the use of tobacco products.

Taken in part from SCCC.

Use of Grounds and Facilities

SECTION 1.0

GENERAL STATEMENT

Although the College strives to make every attempt to accommodate the needs of all community constituencies, recent security and safety concerns have necessitated certain restrictions on the use of the College premises.

SECTION 2.0

PRIORITY FOR BUILDING USE

- a. Priority for use of the buildings and grounds will be, in the following order:
 - i. Credit classes or graduate classes brought to the College for staff development purposes.
 - ii. Non-credit College-sponsored classes (except those requiring use of the gym).
 - iii. Official College boards, councils, committees and related groups, as well as student activities and the concert/lecture series.
 - iv. Outside public groups, organizations, and people
- b. When the college is officially closed, only those individuals who are engaged in administrative assignments or involved in supervised activities or classes or otherwise have secured written permission will be allowed access.

SECTION 3.0

PROCEDURES IN SCHEDULING

- a. All credit classes and special graduate courses are to be scheduled through the Office of the Dean of Academic Affairs.
- b. All non-credit classes, as well as all other activities, meetings, gallery exhibits, and events are to be scheduled and supervised by the Community Services Office. Room requests shall be processed according to the priorities in Section 2.0 except:
 - i. All athletic home games and practices in the gym and athletic fields are to be scheduled by the Office of the Athletic Director.
 - ii. The Board Room is to be scheduled by the President's Office.
 - iii. Foundation Gallery is to be scheduled and supervised by the Chairperson of the Arts and Humanities Division.
 - iv. Room 217 is to be scheduled by the Student Activities Office. Preference for use shall be given to all student organizations.

SECTION 4.0**OUTSIDE GROUP/PUBLIC USAGE/DESIGNATED LIMITED PUBLIC FORUM**

- a. The College's facilities are available primarily for programs offered by and intended for the campus community's educational, cultural and charitable benefit. No social, fund-raising, or for-profit oriented group, organization or person will be permitted on College property. No individual or organization may use the college buildings and/or grounds without filing the appropriate application with the College as specified in Section 6.0 below.
- b. The College makes available as an area designated for use as a limited public forum that part of the campus, which is generally located around the 911 Memorial and flag pole area. The purpose of such designation is to permit non-college groups, organizations and members of the public to exercise their rights of speech and assembly. To the extent possible, the designated area shall be made available to members of the general public between the hours of 9:00 AM and 4:30 PM Monday through Friday. Any use of the designated limited public forum area shall comply with all federal, state, county, local and College laws, rules and ordinances, and shall be limited to the times and circumstances granted in writing by college officials after consideration of the application and other planned college activities.
- c. Shouting, the use of loudspeakers, bullhorns, microphones or other sound-enhancers may not be used in the limited public forum designated area so as to interfere with regularly scheduled activities of the College or specially-planned events held by the College. The President or his designee shall have sole discretion in determining whether or not said sound enhancers interfere with College activities or events.
- d. The activity shall not conflict with regularly scheduled activities of the College or specially planned events held by the College.
- e. The group and/or member(s) of the public shall have adequate leadership and supervision to ensure adherence to college regulations and ensure the safety of the faculty and staff of the College.
- f. No political campaigning by any political party representative or advocate shall be allowed on College property. This policy is a "blanket exclusion" not to be used to discriminate against any speaker's viewpoint to the advantage of another speaker's viewpoint. This policy shall not apply to recognized student political clubs and activities hosted by student clubs acting in accordance with College procedures.

SECTION 5.0**OUTSIDE GROUP FEES AND TAXES**

- a. Outside groups, organizations or individuals shall reimburse the College in full for all of the expense of operation, maintenance, and depreciation of the facility associated with such use. Schedule of appropriate fees shall be established by the Office of Community Services from time-to-time, and approved by the President and Board of Trustees.
- b. The Cost of personnel, including applicable fringe benefits, required by the College for security or custodial maintenance (or requested by the applicant) shall be in addition to the rental fees.
- c. The Office of Community Services shall, in their sole discretion, have the authority to waive the fees for governmental or educational programs that are of benefit to the College community.
- d. If an admission or other fee is charged for an event utilizing College facilities, the applicant is responsible for the payment of any taxes (including sales tax) required by law directly to the appropriate tax collection agency or agencies.

SECTION 6.0**APPLICATION CONTENTS AND APPLICATION PROCEDURES**

- a. The applicant shall file a written application for use of the College's grounds and/or facilities on a form to be supplied by the college. Such request shall specify with particularity the location, dates, times and intended purpose(s) for use. The request shall also designate one contact person who shall be present at all times throughout the event.
- b. The application shall be filed at least five (5) days in advance with the appropriate scheduling office listed above in Section 3.0.
- c. The applicant shall submit a Certificate of Insurance if an event or class will be attended by more than fifty (50) people. Said Certificate of Insurance will name the Columbia-Greene Community College, Columbia County, Greene County, and the State of New York as named insured's. The amount of coverage of said Certificate of Insurance is subject to approval by the College.
- d. The applicant shall submit an indemnity and hold harmless agreement indemnifying and holding harmless the College, Columbia County, Greene County, the State of New York, their agents, servants or employees from any and all claims arising out of, or in any way connected with the function and activities for which application is made.
- e. The applicant shall agree to assume all responsibilities for damage or liability including theft of any kind whatsoever and further agrees to reimburse the College for any expense or cost in connection with the use of College facilities in accordance with the policies and procedures of the College.
- f. The applicant shall agree to comply with all appropriate federal, state, county and municipal laws, regulations, ordinances, College policies, and codes in effect.
- g. The applicant shall meet all conditions established by the College approving the requested facility use. These conditions must be met by the applicant prior to the actual facility use.
- h. The College President and/or his designees shall review the application and have the sole authority to execute their discretion in granting or denying said application, or otherwise acting upon same.

SECTION 7.0**LIMITATIONS, CONDITIONS AND RESTRICTIONS OF APPLICANT'S USE**

- a. The applicant may not transfer or sublet its rights and privileges to any other individual, group or organization.
- b. The administration of the College reserves the right for the college cafeteria operator or an appropriate student organization to operate any and all concessions on campus.
- c. Use of specialized facilities (i.e. theater, gym, etc.) requires the presence of College staff familiar with the specific facility and its equipment, and is subject to the availability of said staff.
- d. College Officials and designated employees may not be refused admission and/or access at any time during the applicant's use of College facilities and/or grounds.
- e. There shall be no installation of equipment or alterations to existing facilities by the applicant without prior permission of the administration.

- f. Loudspeakers, bullhorns, microphones and other sound-enhancing devices that increase the outside sound level of speech so that it can be heard inside any College building are not permitted at any time on campus without the express written consent of the college.

SECTION 8.0

LIMITATIONS ON USE OF DECORATIONS AND SETS

- a. Any and all decorations and sets to be used must be fireproof and subject to the approval of the administration of the College. No open flame decorations shall be used anywhere in any building. No decorations or sets shall be fastened to any walls, ceilings, stages, or floors.
- b. Any and all decorations, furnishings, sets and equipment shall be installed and removed by the applicant. All such decorations, furnishings, sets, equipment and debris shall be removed within such periods as the College administration shall direct.

SECTION 9.0

ALCOHOL AND SMOKING POLICY

- a. Alcoholic beverages of any type may not be consumed, distributed, or served on campus except at special College events that have been granted specific written approval by the President or his/her designee. Only nonalcoholic beverages may be served and/or sold at student-sponsored events on campus, and alcoholic beverages are expressly prohibited. The College administration interprets this section to exempt lawful alcohol consumption provided by licensed vendors on their premises with approval by the President or Designee.
- b. Smoking is prohibited on the College Campus.

SECTION 10.0

USE OF ATHLETIC FIELDS

The Athletic Fields may not be used by outside groups, organizations or individuals for recreational purposes except with express written permission of the administration, and subject to the remaining provisions of this Article.

SECTION 11.0

USE OF THE GYM AND FITNESS CENTER

The priority for use of the gymnasium and fitness center always will be given to physical education classes and inter-collegiate athletic practices and games. Varsity practice in the gym will be scheduled by the Athletic Department and will be generally held from 3 to 7 p.m. daily. The college fitness center is utilized for credit and non-credit classes as well as special programs. When the fitness center is not scheduled for instructional purposes it is available for use by **current** students and employees as per posted hours. Everyone using the fitness center must complete required paperwork and follow all published rules and regulations. The fitness center is NOT open to the general public.

SECTION 12.0

RESERVATIONS

- a. The Board of Trustees or Administration of the College reserves the right to refuse any applicant or to revoke an application that has heretofore been approved in their sole discretion.
- b. The Board of Trustees or Administration of the College reserves the right to deviate from the policy outlined herein to provide for any special circumstances and requests as they deem fit under the circumstances for the safety and well-being of the students, faculty and members of the college community.

- c. The College reserves the right to close the College and cancel activities and events with no notice due to weather or other conditions which, in the sole opinion of the College, are hazardous.
- d. The College will not be liable for any special damages incurred or sustained by any applicant due to any such cancellation or adjournment of any activity, event or grant of use of the college facility.

SECTION 13.0

NOTICE OF DENIAL

In the event that an application is denied by the College, the applicant will be provided with notice of denial of the designated area or use for the proposed date and/or time, at least one (1) business day prior to the date of the proposed used. In the event two or more requests are made for the same area, preference will be given to the first request received, however, subject to the order of priority of scheduled events set forth in Section 3.0 above.

SECTION 14.0

APPEALS

- a. Any applicant denied use of the facilities as herein provided shall have the right to appeal to the College President or the person designated by him for a review of the denial, by serving a written notice of any such appeal and include therein a statement setting forth the reasons why the applicant believes that the denial was improper.
- b. The notice of appeal must be filed with the office of the College President within ten (10) days after the mailing of the notification of denial. In the event a notice of appeal is not timely filed, it shall be a conclusive presumption that such denial was reasonable and appropriate.

SECTION 15.0

AMENDMENT

The College President and Board of Trustees hereby reserve the right to amend, supplement or alter these rules, policies and regulations as they deem necessary and appropriate for the security and safety of the students and staff, and the orderly operation of the College campus.

Information for Nursing Students

This section of the student handbook has been prepared to familiarize students with the philosophy and conceptual framework of the nursing program, and to provide other pertinent information. This handbook is a general guide to be used in conjunction with the college catalog, and Nursing Student Guide. Students should read these publications in order to be sure that they remain in good standing in the nursing program and the college.

Philosophy

The nursing faculty welcomes a culturally diverse student population, and supports students in becoming eligible to sit for the licensing exam and becoming employed as a registered nurse. The nursing faculty supports the mission of Columbia-Greene Community College to develop and administer a high quality post-secondary educational program that is accessible to residents of the service area, and promotes life-long learning. Nursing faculty also supports the college mission of maintaining a caring environment that is dedicated to personal attention.

The Nursing Faculty Believes That:

People are complex individuals functioning as an integrated whole within the context of the family, community, and environment. People have diverse needs that are basic to their well-being. Individuals are in a dynamic state of growth and change, and have the ability to adapt to the influences placed upon them. Individuals are able to make decisions, and are able to collaborate in the decision making process related to their health care. Nursing is a discipline in which practice is based upon the application of the biological and behavioral sciences. Nurses utilize the nursing process to deliver care to the client, family, and/or systems. Nursing encompasses implementation of independent and collaborative care utilizing the interactive components of the health-illness continuum. Nursing education is composed of concepts and experiences that prepare the graduates to clinically reason in order to promote the highest level of wellness for consumers. The liberal arts courses are essential to the learners' comprehension of human nature. Nursing education will stimulate curiosity, creativity, intellect, and a desire to continue their education. The teaching-learning process in this integrated curriculum is an active, continuous acquisition of knowledge, skills, and ethical comportment. These are acquired through study, instruction, analysis, and application of evidence-based practice. The faculty believes the following:

- The responsibility for learning is assumed by the student and facilitated by the faculty.
- Learning experiences are enhanced when the subject matter proceeds from the simple to the complex.
- An effective teaching-learning environment occurs when faculty coaching of students leads to professional formation.
- Learning is augmented when the subject matter is presented on a continuum from health to illness.
- The interrelatedness of basic human needs and commonalities of nursing care is strengthened by the integrated approach of the nursing program.
- Learning is an individualized process evidenced by change in behavior.
- Evaluation provides for ongoing review, revision, and reinforcement of the teaching learning process.
- Learning is a life-long process.

The faculty believe that on completion of study, the graduate will practice as an associate degree graduate in a health care environment where there are established policies, guidelines, protocols, and resources for assistance and support. The NLN competencies of the associate degree nurse include: human flourishing, nursing judgment, professional identity, and spirit of inquiry. The AD nurse is prepared for the increasing number of geriatric consumers in our population. Nurses will function within ethical-legal parameters of their scope of practice. The curriculum at Columbia-Greene Community College prepares the graduate to function within the guidelines of the New York State Education Law, Article 139, Section 6902.

Statement of Purpose

Completion of the Columbia-Greene Community College program in nursing leads to the degree of Associate in Science and prepares graduates to sit for NCLEX for licensure as a registered nurse. The nursing graduates are able to assume nursing responsibilities in a variety of health care settings such as: acute care, long-term care, and other community agencies. They are also qualified to seek admission to other institutions for continued study toward a baccalaureate degree in nursing.

Nurse Practice — NYS Education Law Article 139, Nursing

6902. Definition of practice of nursing. The practice of the profession of nursing as registered professional nurse is defined as diagnosing and treating human responses to actual or potential health problems through such services as casefinding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens prescribed by a licensed physician, dentist, or other licensed health care provider legally authorized under this title and in accordance with the commissioner's regulations. A nursing regimen shall be consistent with and shall not vary any existing medical regimen.

Substance Abuse Policy

Drugs, including alcohol, are not permitted on the College campus or in clinical agencies, with the exception of prescribed medications. Any student found possessing, consuming, providing, selling, or demonstrating any signs or symptoms of impairment due to consumption of such non-prescribed or prescribed drugs will be subject to suspension or expulsion from the program and will be referred for disciplinary action through normal College procedures. Students will be counseled and referred to appropriate agencies for assistance (New York State Regents Regulations, Section 6509. New York State Education Law Section 6510B).

Crime Statistics

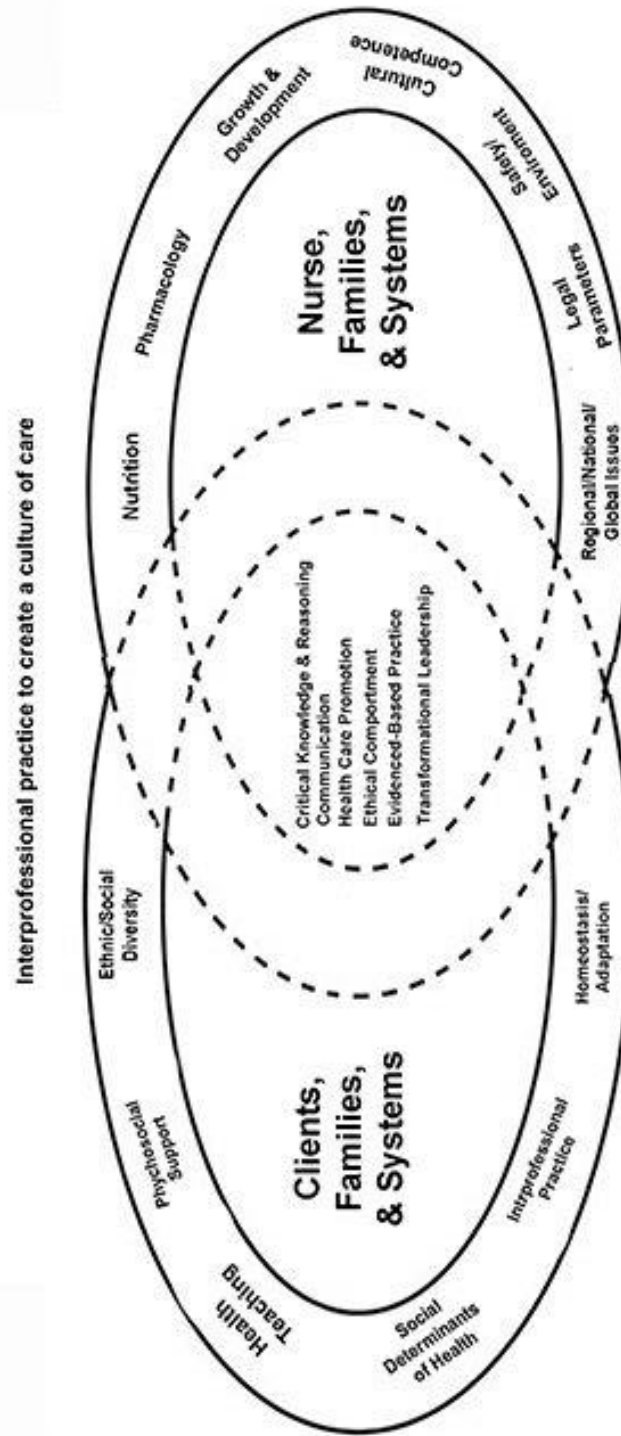
Columbia-Greene Community College provides information relating to crime statistics and security measures to prospective students, matriculated students and employees. This information is available in the Security Office, Vice President and Dean of Students and Enrollment Management Office, and the Vice President and Dean of Administration Office.

Conceptual Framework

The conceptual framework of the C-GCC nursing program is health-illness continuum. Health is defined as ever-changing growth towards fulfilling an individual's potential, considering individual needs, abilities, and challenges. Illness is an adaptive response to internal and external stimuli that may result in disequilibrium. Once the individual's health needs are identified, the nurse utilizes the nursing process in assisting the person to attain, maintain, or regain health or proceed to a peaceful death.

The health-illness continuum is the context in which the nurse-client reciprocal interaction occurs. The conceptual framework incorporates "interprofessional practice to create a culture of care". The student learning outcomes include critical knowledge and clinical reasoning, communication, health care promotion, ethical comportment, evidence based practice and transformational leadership. The curriculum elements enhance the nurse-client relationship in the context of health-illness continuum by providing a foundation for program design. These elements are placed in a shared sphere encompassing the client and the nurse because of the impact on both. These elements include: homeostasis/adaptation, nutrition, pharmacology, growth and development, safety/environment, legal parameters, health teaching, psychosocial support, social determinants of health, interprofessional practice, cultural competence, ethnic/social diversity, and regional/national/global issues. The charge for the curriculum design comes from the program philosophy, program outcomes, and current trends in nursing. The acquisition of knowledge enables the Columbia-Greene Community College nursing graduate to care for individuals throughout the life span.

Conceptual Framework Interactive Components of the Health-Illness Continuum



END OF PROGRAM STUDENT LEARNING OUTCOMES

Critical Knowledge and Clinical Reasoning

Exercise critical thinking and clinical reasoning to safely care for groups of clients with complex needs.

Communication

Utilize effective communication techniques that demonstrate caring with clients and interprofessionals, and that empower clients to advocate for their health care values.

Health Care Promotion

Analyze, and practice within, the legal/ethical/professional nursing standards when collaborating with interprofessionals to provide safe, client-centered care.

Ethical Comportment

Prioritize and manage client care throughout the lifespan, utilizing ethical decision making, interprofessional collaboration, client advocacy, cultural competency, and inclusion of diversity.

Evidence-Based Practice

Incorporate evidence-based practice when performing contemporary nursing skills and caring for groups of clients in various health care settings.

Transformational Leadership

Analyze nursing leadership roles, the importance of lifelong learning, and the pathways to achieve higher levels of education.

PROGRAM OUTCOMES:

- A minimum of 60% of the students entering NU 101 will graduate from the program.
- Graduate passing rate on the NCLEX will be equal to, or above, the New York State and national passing rate.
- 90% of graduates seeking employment will be able to find employment in nursing within six months after graduation.
- A minimum of 90% of the graduates will rate program satisfaction as satisfactory or above.
- A minimum of 90% of employers will rate graduate performance as satisfactory or above.

Nursing Awards

The following awards are available to students graduating from the nursing program, and are presented at the Pinning Ceremony held each May.

- Quinn Award
- Caggianelli Award
- Columbia Memorial Health Auxiliary Science Award
- Columbia Memorial Health Auxiliary Research/Teaching Award
- Lisa Belknap-Pearson Award
- Joan Tompkins Columbia Memorial Health / Columbia –Greene Community College Nursing Scholarship
- Mavis and John Caggianelli Nursing Award
- Dorothy Charles Memorial Kindness in Nursing Award
- Kaija and Kieron Gavlik Nursing Award
- Rita Wood Kraljevich RN Award
- Zach Swart Nursing Award
- The Sandy Speenburgh Award
- The Elizabeth Gould Pin Award
- Patricia Woods Public Health Award

Student Records / Annual Notice to Students

Student Records

ANNUAL NOTIFICATION TO STUDENTS

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Columbia-Greene Community College (hereafter, the “college”) receives a request for access. A student should submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the college to amend a record should write the Registrar, clearly identify the part of the record they want changed, and specify why it should be changed.

If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The college discloses education records without a student’s prior written consent under the FERPA exception for disclosure to college officials with legitimate educational interests.

A college official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position; a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee; a person employed by SUNY System Administration; or a person who is employed by the campus’s law enforcement unit. A college official also may include a volunteer or contractor outside of the college who performs an institutional service of function for which the college would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another college official in performing his or her tasks.

A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college; performs a task that is specified in his or her position description or contract agreement; performs a task related to a student’s education; performs a task related to the discipline of a student; provides a service or benefit relating to the student or student’s family, such as health care, counseling, job placement or financial aid, maintains the safety and security of the campus or participates in conducting studies, evaluations or assessments of educational programs.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Ave, SW Washington, DC 20202

1-800-872-5327

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to college officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other college officials, including teachers, within the college whom the college has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another college where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U. S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal-or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to who such information is specifically required to be reported or disclosed pursuant to a state statute adopted prior to November 19, 1974, if allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or information that is allowed to be reported pursuant to a State statute adopted after November 19, 1974, which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the college, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To the parents of an eligible student if the parents have submitted official evidence that the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the college has designated as “Directory Information” under §99.37. (§99.31(a)(11)) (see list below)
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the college determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the college, governing the use or possession of alcohol or a controlled substance if the college determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- To Veterans Administration Officials pursuant to 38 USC §3690 (c).
- To the court those records that are necessary to defend the college when a student initiates legal action against the institution. (§99.31(a)(9))
- To the Military, directory information as it is presently defined under the Solomon Amendment, the student’s name and address; telephone listing; date and place of birth; class level; academic major; degrees received and the educational institution in which the student was most recently enrolled even if the institution has not designated such information as directory information in its policy. Information that is not required to release to the Military: directory Information, but only if the student has requested that the college not release such information to anyone, information the institution certifies it does not have, and information not defined as directory information.
- When the disclosure concerns a registered sex offender, including a student, and is information received under a community notification program under 42 USC § 14071. (99.31(a)(16))

Directory Information

Directory information or information from an eligible student's education record, that can be disclosed without the student's written permission, as defined in 20 U.S.C. §1232g(a)(5)(A) and adopted by the college, includes:

- The student's name
- Address
- E-mail addresses
- Telephone listing
- Major field of study
- Dates of attendance
- Enrollment status (full-time or part-time)
- Degrees and awards received
- Dates of degrees, honors, and awards
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Students have the right to withhold disclosure of such Directory Information upon submission of an Authorization to Withhold Directory Information form, which is available from the Registrar.

Note to Parents:

At the post-secondary level, parents have no inherent right to inspect a student's educational records. The right to inspect is limited solely to the student. Records may be released to parents only if one of the following conditions has been met:

1. through written consent of the student,
2. in compliance with a subpoena,
3. in connection with some health or safety issue (as determined by the college), and
4. by submission of official evidence, i.e. a Federal tax return transcript, that the parents declare the student as a dependent on their most recent Federal Income Tax return (Internal Revenue Code of 1986, Section 152).

Parents cannot assume that because their tax returns have been submitted to the Financial Aid Office, that the determination of "dependent" status is resolved. If a parent is requesting access to a student's records, a recent Federal tax transcript must be submitted along with the request to the Registrar.

STUDENT ACCESS TO RECORDS

Columbia-Greene Community College affirms the right of students to know what records are maintained about them and the type of information such records contain. No entry or document will be placed in a student's record without notice to the student, with the exception of published grades, announcements of honors, and documents or entries supplied by or at the request of the student. In general, students' access to their records will be limited only by reasonable regulations as to time, place and supervision.

"Students records" include files, documents, and other material maintained by officials of the college that contains information directly related to a student. Students will not, however, be allowed to inspect the following records, except as noted below:

1. Letters of recommendation that have been obtained under a waiver of inspection rights.
2. Records made by administrators and faculty at Columbia-Greene Community College for their own use and not shown to others.
3. Financial information furnished by parents, on the Free Application for Federal Student Aid (FAFSA). Students will be allowed to review such information if written authorization is provided by their parents.

Education Law, 224-a

(As amended by Laws of 1992, Chapter 278) 224-a. Students unable to register or attend classes on certain days because of religious beliefs.

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study, or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements that he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If registration, classes, examinations, study, or work requirements are held on a Friday, after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study, or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements or registration held on other days.
5. In effectuating the provision of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself to the provisions of this section.
6. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education

is located for the enforcement of his or her rights under this section. 6-a. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examinations, study, or work requirements that he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.

7. As used in this section, the term “institution of higher education” shall mean any institution of higher education, recognized and approved by the Regents of the University of the State of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution that is operated, supervised, or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term “religious belief” shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.

This institution is required by Federal law and agency regulations (see 45 CFR 80.6(b) to furnish aggregate statistical reports to the Federal Government identifying the student body by racial/ethnic category and sex. Under Federal guidelines, self-identification may be used. Although self-identification is preferred, an institutional assignment will be made if this is left blank. Persons not known to the staff will be included with “white, non-Hispanic” as a statistical default to the majority group. Federal guidelines make no provisions for reporting persons whose racial/ethnic identity or sex is unknown.

Contact persons:

Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management

Phone: (518) 828-4181, ext. 3364

Ann Bruno, Registrar

Phone: (518) 828-4181, ext. 3361

Scholarships and Awards

The Herman and Eleanor Abel Memorial Nursing Scholarships. These are available to six Columbia County nursing students. They are equal to full tuition for the second year of study.

Herman and Eleanor Abel Memorial Nursing Scholarship. \$500 is awarded to a first and second year Columbia County Nursing student who has the highest GPA in her/his class.

Albany Rods and Kustoms Club Automotive Scholarship. This scholarship is available to a second year student studying Automotive Technology.

Lisa Pearson Belknap Award. This award is given to a Columbia County resident graduating from the nursing program who is an outstanding community volunteer. Award amount is \$150.

Doctor Joseph Bellamy Research/Teaching Award. The \$250 award is given to a student interested in nursing research and/or teaching.

Doctor Joseph Bellamy Science Award. This \$250 award is given to a student who has demonstrated interest and excellence in the sciences.

Michael F. Betke Award. This award recognizes the contributions of a current student to the intramural program.

Margaret Bonitz Memorial Scholarship. Awarded to a Greene County student, this recipient must be single, separated, or a divorced custodial mother or father or another in a custodial capacity. The \$500 scholarship is for a full time student with financial need.

Ruth H. Brooks Award. This \$500 award is for a student in a health field and/or a field that demands a compassion and sensitivity for all types of people.

Katherine L. Burch Memorial Nursing Award. This award is for a nursing student who shows strong academics, is compassionate and a team player. Amount varies.

Michelle Caggianelli Award. Presented to a nursing student for excellence in Medical/Surgical Nursing, this award is \$100.

Catskill Kiwanis Club Joan Tompkins Scholarship. This \$500 scholarship is for one incoming Greene County nursing student.

College Life Leadership Award. The recipient of this \$150 award is a student who has made a significant contribution to student life over the last year.

Columbia County Deputy Sheriff Association Annual Scholarship. This \$500 scholarship is given to a Criminal Justice student.

Columbia-County Volunteer Fire Fighters Scholarship. This \$500 scholarship is given to a first year C-GCC student who is a volunteer fire fighter or a Junior Fire Fighter whose residence is Columbia County.

Columbia-County Magistrates Association Scholarship. One \$500 scholarship is presented to a student from Columbia County studying Criminal Justice.

C-GCC Alumni Association Second Year Student Award. This recipient must be matriculated in a degree program. This award is \$500.

C-GCC Alumni Association Future Alumni Award. This award is given to one incoming high school graduate attending Columbia- Greene Community College for the fall semester. The award is a C-GCC Bookstore voucher totaling \$500 for each recipient.

C-GCC Annual Alumni Award. This \$500 award is for a graduating senior who has excelled in community service.

Columbia-Greene Management Association Scholarship. Presented to a matriculated Columbia or Greene County student who has completed fifteen credits in the Business Administration Program, this Scholarship is \$250.

Community Service Student Leadership Award. This \$150 award is given to a student with an outstanding community service record.

Director's Award. It is given in recognition of service to the athletic department and coaches, showing good sportsmanship, performance, or leadership.

Dr. and Mrs. Donald Drum Forensics Award. This award is given to a Criminal Justice or Forensic student who is planning on furthering his/her degree in Forensics.

Freida Eising Fund Scholarship. This scholarship is awarded to a newly matriculated Greene County nursing student. The amount varies.

Faculty Association Student Scholarship. Recognition is given to one full time and one part time student twenty-five years or older. The full time award is \$300, part time is \$200.

Fortnightly Club of Catskill. This \$500 scholarship is for a student 25 or older and a resident of Catskill, New York.

Gail Marie Gabriele Memorial Scholarship. This \$250 award is presented to an athlete who possesses a positive attitude and strong work ethic.

Greene County Volunteer Fire Fighters Association Scholarship. This \$500 scholarship is given to a C-GCC student who is also a volunteer firefighter, Jr. Fireman, or an active auxiliary member. Residence must be Greene County.

Elizabeth H. Gould Scholarship is for nurses in the last semester of the Nursing program. The amount varies.

Greene County Bar Association Scholarship. This honors a graduating Criminal Justice student who is furthering his or her education in the field of Criminal Justice. This amount varies.

William S. Hanna Award. A \$250 award is given to a student pursuing a career in law enforcement.

Marie and Arthur Hegarty Foundation Scholarship. This \$500 scholarship is for a student in the field of business.

Arthur and Marie Hegarty Criminal Justice Scholarship. This scholarship is for a student in the Criminal Justice Program. Amount is equal to one year tuition.

The Judd Award. Available to a current student or an alumnus within four years of graduation who exhibits a love of literature, the award may be used for education, travel, or research. The amount varies up to \$2000.

Paul Kellner Nursing Scholarship. Three second year students who plan to work at Columbia Memorial Hospital upon graduation are awarded full tuition.

Raymond C. Kennedy Scholarship. This scholarship supports an incoming Columbia County high school student whose qualifications meet the Presidential Scholarship criterion. This scholarship is presently equal to full tuition.

Professor Diane Koenig Award. This award is given to a graduating senior who realizes the restlessness of the spirit and does something with that spirit to make a difference. Amount varies.

Maria Kolodziej Human Services Scholarship. This \$250 scholarship is for a single parent residing in Columbia or Greene County who has attended Columbia-Greene for one year and majoring in Human Services.

Leader on the Horizon Award. This \$150 award is designed for a student who is likely to take on leadership roles on campus.

Gary Levine Scholarship. This \$350 scholarship is presented to a student in the Honors Studies Program.

Male and Female Athlete of the Year Award. These awards are given for outstanding varsity athletics during the course of the current academic year.

Elli McGuinness Achievement Award. Presented to a student who has shown outstanding progress, this award is \$100.

Metz Wood Harder Insurance Presidential Scholarship. This \$1500 scholarship is for a Columbia or Greene County student who has graduated from high school with a ninety-three percent average or higher and who meets the Presidential Scholarship Program criteria.

Paul R. Montana Scholarship. This \$300 scholarship is presented to a Business student who demonstrates commitment to excellence.

Most Valuable Player and Most Improved Player Awards. These awards recognize valuable athletes.

Moving Lives Forward Reintegration Scholarship. An applicant must have been diagnosed with bipolar disorder, schizophrenia, schizophreniform disorder, or schizoaffective disorder and currently receiving medical treatment. Amount of scholarship varies.

Marine Corps Coordinating Council “Marine Sergeant James A. Haggerty Scholarship.” This recipient must be a marine on active duty, a reservist, or a marine veteran. Scholarship amount varies.

Mustapha Diversity Award. This \$500 award is given to a student who has demonstrated the promotion of tolerance and acceptance of diversity.

New York State Federation of Home Bureaus, Inc. Scholarship. One nursing student is selected to receive this scholarship of \$500.

New York State Sheriff’s Association Criminal Justice Scholarship. This \$500 scholarship is for a full time academically outstanding Criminal Justice student with an expressed intent to pursue a career in some criminal justice field.

Nursing GPA Scholarship. These scholarships recognize the highest GPA of Greene and Columbia County Nursing students. The number of scholarships varies. The award amount varies.

Omnia Award. This student stands above all, or the meaning of Omnia - good in all things. \$150 is given to this recipient.

Outstanding Tutor Scholarship Award. This \$150 Scholarship is given to a C-GCC tutor.

Philmont Rotary Vocational Scholarship. This \$1000 scholarship is for a student who lives in the Taconic Hills School District or who has graduated from the Taconic Hills School District. The student must be in a vocational field of study and in his/her first matriculated semester.

William and Helen Powell Award. The Criminal Justice student must have a 3.0 or higher GPA or demonstrate a positive attitude in the field of Criminal Justice and had verbalized a desire to continue in the field of Criminal Justice. This award is \$100.

Presidential Scholarships. Scholarships will be awarded to graduating seniors who have an average of ninety-three percent or higher and reside in Columbia or Greene Counties, or applying from high schools in the Columbia-Greene Counselors Association. Amount of scholarship varies from \$750 to full tuition. Valedictorians and Salutatorians receive an amount equal to full tuition.

Questar Special Achievement Scholarship. Two adult Questar graduates from either Columbia or Greene County will be given \$250 awards towards tuition for the following fall semester.

Rotary Club of Cairo Scholarship is for a student whose residency is in Cairo, East Durham, or Durham, New York. The scholarship is \$500.

Thomas Quinn Award. \$250 is awarded to a graduating nursing student who exhibits caring towards clients and colleagues and exemplifies what a nurse should be.

Charles Raffiani Sr. Auto Body Technician Award. Recognizing a student who has participated in the Automotive School's twelve week Summer Work Study in the field of Auto Body, this award is for \$500.

David A. Rarich Award. This award goes to one freshman and one sophomore with a 3.0 or higher GPA. The student must have demonstrated athletic proficiency or have made a significant contribution to their team. The amount varies.

Rheinstrom Hill Scholarship. This \$6000 scholarship is awarded to one male and one female Taconic Hills high school graduate.

Rotary Club of Cairo, David S. Hart and Anthony J. Radosti Scholarship. This \$500 scholarship is for a student residing in Cairo, Durham, or East Durham.

Riders Mills Historical Association Scholarship. Funded by a grant from the Tennessee Gas and Pipeline Company. This \$1000 scholarship requires an essay and strong writing abilities.

Royce Forgham Hudson Lodge #7 F&AM Memorial Nursing Scholarship. Two \$1000 scholarships are awarded to second year nursing students.

Jill and James Salerno Presidential Scholarship. This is the same as the Presidential Scholarship Program guidelines.

Earl Schram Jr. Presidential Endowment Scholarship. This is the same as the Presidential Scholarship Program guidelines.

Taconic Farms Presidential Scholarship. This is the same as the Presidential Scholarship guidelines.

Flo Testa Memorial Scholarship. Available to students who have completed twenty-four to thirty credits and are in any Business degree program at C-GCC, this scholarship is \$500.

Joan Tompkins Columbia Memorial Hospital Columbia-Greene Community College Nursing Scholarship. This scholarship is given to a graduating Columbia or Greene County student in the nursing program who demonstrates prominent documentation skills and outstanding positive interaction with his/her patients. This scholarship is \$250.

Joseph Tyrol Scholarship. Designation is for an African American student who has completed twenty-four credits for his/her first two semesters. His/her field of study at Columbia- Greene must result in a direct career. This scholarship amount is \$3000.

Kevin C. Walsh Scholarship. This scholarship is given to a student who is working towards a degree in Business. This scholarship is \$500.

Evelyne and James West Scholarship. This \$250 scholarship is for a student in the field of education who has completed thirty credit hours.

Evelyne J. and James P. West and Family Alumni Awards. These \$1000 awards are given to one Columbia and one Greene County resident with a declared major or minor in education and who will be transferring to a four year college to pursue a career in the field of Education.

Isaac Paul Williams Scholarship is given to a student in the Computer Science Program. Amount varies

Appendix A

External Enforcement Agencies

NEW YORK STATE DIVISION OF HUMAN RIGHTS

State Headquarters

New York State Division of Human Rights
One Fordham Plaza, 4th Floor
Bronx, New York 10458
Telephone: Toll free: 1-888-392-3644
Contact via TDD/TTY: 718-741-8322
InfoBronx@dhr.ny.gov

Albany

New York State Division of Human Rights
Agency Building 1, 2nd Floor
Empire State Plaza
Albany, New York 12220
Telephone: (518) 474-2705 (or 2707)
InfoAlbany@dhr.ny.gov

Binghamton

New York State Division of Human Rights
Binghamton Satellite Office
44 Hawley Street, Room 603
Binghamton, New York 13901
Telephone: (607) 721-8467
InfoBinghamton@dhr.ny.gov

Brooklyn

New York State Division of Human Rights
55 Hanson Place, Room 1084
Brooklyn, New York 11217
Brooklyn: Room 1084
Telephone: (718) 722-2385
InfoBrooklyn@dhr.ny.gov

Queens: Room 900

Telephone: 718-722-2060
InfoOSHIQns@dhr.ny.gov

Bronx Central Office (Headquarters) Housing Investigations Unit & Brooklyn Satellite Office

1 Fordham Plaza, 4th Floor
Bronx, NY 10458
Telephone: 718-741-8318
InfoHousing@dhr.ny.gov

Buffalo

New York State Division of Human Rights
The Walter J. Mahoney State Office Bldg.
65 Court Street, Suite 506
Buffalo, New York 14202
Telephone: (716) 847-7632
InfoBuffalo@dhr.ny.gov

Long Island (Nassau)

New York State Division of Human Rights
Hempstead Regional Office
50 Clinton Street, Suite 301
Hempstead, New York 11550
Telephone: (516) 539-6848
InfoLongIsland@dhr.ny.gov

Long Island (Suffolk)

New York State Division of Human Rights
Hauppauge Satellite Office
State Office Building
250 Veterans Memorial Highway – Suite 2B-49
Hauppauge, New York 11788
Telephone: (631) 952-6434
InfoLongIsland@dhr.ny.gov

Manhattan

New York State Division of Human Rights
Adam Clayton Powell State Office Building
Upper Manhattan Office
163 West 125th Street, 4th Floor
New York, New York 10027
Telephone: (212) 961-8650
InfoUpperManhattan@dhr.ny.gov

Rochester

New York State Division of Human Rights
One Monroe Square
259 Monroe Avenue, Suite 308
Rochester, New York 14607
Telephone: (585) 238-8250
InfoRochester@dhr.ny.gov

Syracuse

New York State Division of Human Rights
Syracuse Satellite Office
333 E. Washington Street, Room 543
Syracuse, New York 13202
Telephone: (315) 428-4633
InfoSyracuse@dhr.ny.gov

White Plains

New York State Division of Human Rights
White Plains Regional Office
7-11 South Broadway, Suite 314
White Plains, New York 10601
Telephone: (914) 989-3120
InfoWhitePlains@dhr.ny.gov

Office of Sexual Harassment

New York State Division of Human Rights
Office of Sexual Harassment Issues
55 Hanson Place, Room 900
Brooklyn, New York 11217
Telephone: (718) 722-2060
InfoOSHIQns@dhr.ny.gov

Office of AIDS Discrimination

New York State Division of Human Rights
Office of AIDS Discrimination
Telephone: 1-888-392-3644
www.dhr.ny.gov

UNITED STATES DEPARTMENT OF LABOR

Office of Federal Contract Compliance Programs (Regional Office)

201 Varick Street, Room 750
New York, New York 10014-4800
Telephone toll free: 1-800-397-6251
TTY: National Office: 1-877-889-5627
Fax: (646) 264-3009
Email: **OFCCP-NE-CC4@dol.gov**

Buffalo Area Office

U.S. Dept. of Labor – OFCCP
300 Pearl Street, Suite 175
Buffalo, New York 14202
Telephone toll free: 1-800-397-6251
Fax: (716) 464-5341

New York District Office

U.S. Dept. of Labor - OFCCP
26 Federal Plaza, Room 36-116
New York, New York 10278
Telephone toll free: 1-800-397-6251
Fax: (212) 264-8166

New York State Department of Labor

Building 12

W.A. Harriman Campus

Albany, New York 12240

Telephone: (518) 457-9000 (*General Inquiries*)

Telephone: (888) 209-8124 (*Individual UI Claim Assistance*)

TTY/TTD: 800-662-1220

UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

EEOC Headquarters

U.S. Equal Employment Opportunity Commission

131 M Street, NE

Washington, D. C. 20507

Telephone: (202) 663-4900

TTY:202-663-4494

EEOC Field Office

New York District Office

33 Whitehall Street, 5th Floor

New York, New York 10004

Telephone: 1-800-669-4000

Fax: (212) 336-3790

TTY: 1-800-669-6820

ASL Video Phone: 1-844-234-5122

Website: www.eeoc.gov

New York State Division of Human Rights (FEPA)

One Fordham Plaza, 4th Floor

Bronx, NY 10458

Telephone: (718) 741-8332 / Toll free: 1-888-392-3644

TTY: (718) 741-8300

Fax: (718) 741-8322

Email a complaint: complaints@dhr.ny.gov

Website: <https://dhr.ny.gov>

Appendix B

Selection and Training of Panel and Tripartite Hearing Committee

PANEL

The Campus Affirmative Action Committee has the responsibility for recommending to the President a panel of campus administrators, faculty, staff and students from which a tripartite hearing committee may be selected. The Campus President annually appoints all affirmative action panel members. Training should occur prior to any specific complaints or cases and, preferably, at the beginning of the school year. Members of the affirmative action panel should become familiar with the internal grievance procedures, discrimination laws, and the law and the language of affirmative action. The panel should be assisted in a clear understanding of their responsibilities and rights, such as reviewing confidential material, concepts of burden of proof, confidentiality and responsible record keeping.

TRIPARTITE HEARING COMMITTEE

The tripartite hearing committee is made up of persons selected from the affirmative action panel (the pool of individuals recommended by the affirmative action committee, approved by the President and trained in the campus internal grievance procedures). One person is selected by the complainant; one person by the respondent and the third member is selected by the other two designees. The three panel members select among themselves a committee chairperson. The tripartite committee should be given an opportunity to review the procedure and have any questions concerning process answered by the affirmative action officer prior to beginning the investigation.

The tripartite hearing committee is charged with the responsibility of reviewing all facts regarding the alleged harassment, investigating and reporting only on that charge, and maintaining confidentiality. The written record compiled by the committee must be clearly identified and described to ensure that findings are based on documented information extracted from pertinent records and letters. The tripartite committee will prepare a written summary of its findings and recommendations for further action on a form to be provided by the affirmative action officer.

Appendix C

Academic Advising Syllabus

Academic Advisors:

Please check the **Purple Briefcase** website: www.sunycgcc.edu/CareerServices. Click on the C-GCC Purple Briefcase image. Set up an account if you have not already done so. Login and click on “Resumes & Resources.” Click on the “Resource Library” to find guides, resources, and helpful links. This is where the academic **advisor directory** is located. The directory contains a list of all advisor’s names, e-mail addresses and telephone extensions to set up appointments.

Advising Resources:

- College Catalog
- College Student Handbook
- College Advising Web Resources
- Advising Handouts/Check-sheets (provided by your academic advisor)
- Transfer Databook
- Counseling Office, Room 112

Academic Advising Description/Definition:

Academic advising is an educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (NACADD, 2004)

At Columbia-Greene Community College, academic advising provides all students the opportunity to build a relationship with their academic advisor for the purpose of gaining assistance in planning their educational career, in learning skills needed for academic success, and in learning how to access the variety of resources and services available to them at Columbia-Greene Community College. Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting the essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students’ personal, academic, transfer, and career goals. This advisor/student partnership requires participation and involvement of both the advisor and the student as it is built over the students’ entire educational experience at the college. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

Objectives of advising is to help students:

- Understand general education and institutional degree requirements both in and out of one's major.
- Understand the relationship between a chosen major and transfer and career opportunities.
- Understand the transfer process and the importance of college research and proper course selection.
- Use the resources available on campus, such as the Counseling, Career and Transfer Office, Students Services Office, Academic Support Center and The Writing Center.
- Explore extracurricular activities to enhance their education and overall college experience.

The advisor will:

- Assist students in exploring areas of study and corresponding career options in order to help them choose appropriate majors and program electives.
- Actively listen to student's questions and concerns and take steps to provide information and support as needed.
- Explain college policies and procedures, general education requirements, academic programs, work study options and student services.
- Refer advisees to campus services, organizations and faculty and staff members as needed to facilitate academic performance and enhance their college experience.
- Provide accurate, relevant information to advisees as it becomes available.
- Assist in establishing goals and help advisees track their progress towards these goals.
- Create a safe, positive environment in which advisees are free to explore ideas and interests regarding personal, academic, and career goals.
- Assist in the development of decision making skills, self-evaluation skills, and educational plans.
- Assist in the registration process.

The student will:

- Explore different majors and career options that accompany them. Reflect on interests and values in selecting a discipline that is appropriate.
- Attend advising appointments as scheduled. Bring a list of questions or areas of interest to discuss.
- Be aware of general education and program requirements.
- Use campus services, such as the Counseling, Career and Transfer Services Office and The Writing Center. Talk to faculty and staff members as needed, and explore extracurricular activities in order to facilitate academic achievement.
- Follow-up on referrals and inform advisor of the outcome of referrals.
- Use advising tools such as the college catalog and advising check-sheets to gather information and track academic progress.
- Be thoughtful about educational plans. Set short and long-term goals for achievement.
- Accept responsibility for decisions and actions.
- Become knowledgeable about policies, procedures and requirements.

Expected student learning outcomes:

Through the academic advising experiences at Columbia-Greene Community College:

- Students will demonstrate the ability to make effective decisions concerning their degree and career goals.
- Students will develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan
- Students will demonstrate an understanding of the general educational and major course requirements for successful transferring.
- Students will utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.
- Students will make use of referrals to campus resources as needed.
- Students will graduate in a timely manner based on their educational plan.

Demonstrating Achievement of Advising Learning Outcomes

In order to accurately measure and document that learning outcomes for academic advising have been achieved, the advisor /advisee will develop an on-going portfolio of their advising work. This portfolio will consist of a variety of documents including an educational plan, semester schedules, collaborative work done on various referrals on campus, advising check-sheet and a variety of documents that the advisor/advisee will develop together to demonstrate the achievement of these outcomes.

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