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# Introduction

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## A Welcome from the Vice President for Student Affairs

Dear Student,

**Congratulations** and welcome to Cayuga Community College! We're honored that you've chosen our College to discover your passions and advance your personal and professional goals. Take a few moments to review this Student Handbook. **It was written for you, the student.** You are the most important member of our College community and we want to do everything possible to help you succeed.

The Handbook is a useful reference when questions arise about College policies and services. It includes the following information:

- Academic calendar
- Student support services
- Grading and academic policies
- Billing procedures
- Code of conduct policies and judicial processes
- Grievance policies and procedures
- Physical and mental health resources
- Public safety
- Emergency closings
- Tobacco-free college policy

The Handbook is also a useful **academic planner**. I encourage you to make full use of the Handbook and to seek additional assistance from faculty and staff at Cayuga when you need additional assistance.

Again, congratulations, and welcome to Cayuga!

Sincerely,



Jeffrey Rosenthal  
Vice President, Student Affairs  
Cayuga Community College

## HISTORY OF THE COLLEGE

On April 9, 1953 the State University of New York (SUNY) Board of Trustees approved the establishment of a community college in Auburn under the sponsorship of the Auburn City School District.

Auburn Community College (ACC) opened its doors the following September in the former James Street Elementary School. Sixty-nine students joined Acting President Dr. Charles G. Hetherington and the charter faculty in ushering in a new era of higher education in Central New York. ACC was the first community college organized in its entirety after the establishment of SUNY.

In 1959 the college moved to its current Franklin Street campus. Over the next 20 years, four new buildings were added to the campus, with sponsorship for the College assumed by Cayuga County in July 1975 – and thus a “name change” to Cayuga County Community College. The College continued to evolve and change over the next decades. Among the changes were the addition of a campus Preschool Center (1981); establishment of the Cayuga County Community College Foundation (1982) and the Business and Industry Center (1986); a \$6.5 million Capital Construction renovation/remodeling project (1989-91); opening of the Fulton Extension Center (1994); the siting of a NASA-sponsored Regional Applications Center of the Northeast on campus (1998); and a \$10.6 million Capital Construction Project which included the construction of a Regional Economic Center to house the NASA Institute, a new BIC facility, as well as offices for state and county job-related agencies (2003).

Cayuga has had only seven presidents during its fifty-year history. Succeeding Dr. Hetherington were Dr. Albert T. Skinner (1958-1977), Dr. John H. Anthony (1977-1980), Dr. Helena B. Howe (1980-1986), Dr. Lawrence H. Poole (1986-1996), and Dr. Dennis Golladay (1996-2006). Dr. Daniel P. Larson joined Cayuga as its seventh president in 2007. Following the retirement of Dr. Larson in 2013, Gregory T. DeCinque was hired as Interim President to provide the College an opportunity to conduct a comprehensive presidential search.

Cayuga boasts more than 22,500 alumni who have distinguished themselves locally, nationally and internationally in a variety of fields including law, medicine, the arts, human services and education. In its five decades of building futures, the College has earned a reputation for excellence and achievement. Its trustees, faculty and staff are committed to continually improving the academic programs and services to meet the ever-changing needs of the local community and the global workplace.

## FULTON CAMPUS

For more than 30 years, Cayuga Community College has offered coursework in Oswego County, beginning with nursing courses in 1979 at the Mexico BOCES. In 1994, the College began offering liberal arts classes to approximately 100 students in rented classrooms in downtown Fulton. In 2001, the College moved into 50,000 square feet in the Fulton Commons mall on West Broadway to educate the 500 students then enrolled, and in 2006, the campus achieved “branch” status, allowing CCC to offer complete degrees onsite.

In Spring 2011, the College, through its local sponsor Cayuga County, purchased the former P&C building in the River Glen Plaza as well as 45 acres of undeveloped adjacent land. A few months later, the College Foundation formed the CCCF River Glen Holdings, the non-profit subsidiary, to purchase the remaining portions of the 25-acre plaza and the 124,000 square feet of storefronts. In August 2012, the College welcomed the 1,100 students enrolled at its new 82,150 square-foot campus.

At the heart of the \$16.1 million campus at River Glen is a 12,000 square foot Learning Commons, which houses the Library, the Center for Academic Success, computer banks, and flexible work spaces for students to study and receive support for their assignments and research projects.

The new home for the Fulton Campus provides the potential to meet the College's future needs. This new space will be the permanent home for our Fulton Campus, and an anchor institution for Oswego County. It is located at 11 River Glen Drive, Fulton, NY 13069, and the phone number is 315-592-4143.

## **CAYUGA COMMUNITY COLLEGE AND THE STATE UNIVERSITY**

Cayuga Community College is accredited by the Commission on Higher Education, a unit of the Middle States Association of Colleges and Schools, (3624 Market Street, Philadelphia, PA 19104-2680); the National League for Nursing (350 Hudson Street, NYC, NY 10014); and The National Association for the Education of Young Children, and the Society of Broadcast Engineers (P.O. Box 20450, Indianapolis, IN 46220). The College is one of 30 community colleges supervised by and incorporated in the State University of New York. Its programs are registered by the New York State Education Department. Both career-oriented programs and programs designed to help students transfer to four-year colleges are offered.

Like other community colleges of the State University, Cayuga Community College is locally governed. Its Board of Trustees consists of ten members of various professions and achievements. Five are appointed by the Cayuga County Legislature and four are appointed by the Governor for rotating terms of seven years. The tenth member is a voting student representative who is elected annually by the student body. The support of the College is a three-way partnership between the state, the students, and the sponsor.

## **THE CCC ALUMNI ASSOCIATION**

The Auburn/Cayuga Community College Alumni Association was founded in 1959 to create a bond of fellowship among alumni as well as the community it serves. The CCC Alumni Association publishes a biannual newsmagazine, *The Spartan*, which is distributed each spring and fall and our eMagazine, *Cayuga Alumni Voices*, which is available quarterly to help maintain contact with our alumni.

The Alumni Association helps the College Foundation raise funds through the Annual Alumni Appeal. Additionally, the Association raises funds for programs and activities through special projects. Proceeds from alumni activities support a number of scholarships and grants and other College and community enhancement programs. The Association presents annual Alumni Awards to alums who have distinguished themselves, as well as Distinguished Service Awards periodically.

All alumni are encouraged to keep in touch with the College through the Alumni Association. It is important to notify the Association of address changes to ensure effective communication, allowing us to relate news about the College and former classmates. We also have a Facebook page that can be found at [www.facebook.com/CayugaCCAlumni](http://www.facebook.com/CayugaCCAlumni).

Mission: Promote and enhance relations among alumni,  
the College community and the community-at-large.

## Academic Calendar 2016-2017

### **Fall 2016: Day, Evening & Online Classes**

#### August

25	Thu	Orientation begins - Fulton
26	Fri	Orientation ends - Auburn
29	Mon	Classes begin
31	Wed	Last day to add classes – first half (7.5 week)

#### September

2	Fri	Last day to add classes (15 week)
2	Fri	Last day to drop classes – first half (7.5 week)
5	Mon	Labor Day - no classes
16	Fri	Last day to drop classes (15 week)
30	Fri	Last day to withdraw – first half (7.5 week)

#### October

3	Mon	Ten week classes begin
5	Wed	Last day to add classes (10 week)
10	Mon	Columbus Day – only evening classes meet
19	Wed	Midterm grades due
19	Wed	First half semester classes end (7.5 week)
21	Fri	Last day to drop classes (10 week)
24	Mon	Second half semester classes begin (7.5 week)
26	Wed	Last day to add classes – second half (7.5 week)
28	Fri	Last day to withdraw (15 week)
28	Fri	Last day to drop classes – second half (7.5 week)
31-Nov 4	Mon-Fri	Advisement and current student registration

#### November

7-11	Mon-Fri	Advisement and current student registration
11	Fri	Last day to withdraw (10 week)
14	Mon	Open registration begins
23-27	Wed-Sun	Thanksgiving Break begins Wed. at noon
28	Mon	Last day to withdraw – second half (7.5 week)

#### December

9	Fri	Classes end
12-18	Mon-Sun	Final exams (evening class exams given during regular class time)

### **Intersession 2017: Day & Online**

#### January

4	Wed	Classes begin
4	Wed	Last day to add classes
10	Tue	Last day to drop classes
12	Thu	Last day to withdraw
16	Mon	Martin Luther King Jr. Day – no classes
20	Fri	Classes end – final exams

**Spring 2017: Day, Evening & Online Classes**

## January

12	Thu	Orientation begins - Fulton
13	Fri	Orientation ends - Auburn
17	Tue	Classes begin
19	Thu	Last day to add classes – first half (7.5 week)
23	Mon	Last day to add classes (15 week)
23	Mon	Last day to drop classes – first half (7.5 week)

## February

6	Mon	Last day to drop classes (15 week)
20	Mon	Last day to withdraw – first half (7.5 week)
20	Mon	Ten (10) week classes begin
22	Wed	Last day to add classes (10 week)
23-26	Thu-Sun	Winter Break - no classes

## March

8	Wed	Assessment Day – only evening classes meet
10	Fri	First half semester classes end (7.5 week)
10	Fri	Last day to drop classes (10 week)
13	Mon	Midterm grades due
15	Wed	Second half semester classes begin (7.5 week)
17	Fri	Last day to add classes – second half (7.5 week)
20	Mon	Last day to withdraw (15 week)
21	Tue	Last day to drop – second half (7.5 week)
27-31	Mon-Fri	Advisement and current student registration
31	Fri	Last day to withdraw (10 week)

## April

3-5	Mon-Wed	Advisement and current student registration
6-16	Thu-Sun	Spring Break – no classes
17	Mon	Open registration begins
18	Tue	Last day to withdraw – second half (7.5 week)

## May

12	Fri	Classes end
14-18	Sat-Thu	Final exams (evening class exams given during regular class time)
21	Sun	Commencement

**Summer 2017: Session I - 4 Weeks**

## May

31	Wed	Classes begin
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## June

2	Fri	Last day to add classes
6	Tue	Last day to drop classes
16	Fri	Last day to withdraw
27	Tue	Classes end
28	Thu	Final exams

## INTRODUCTION

### **Summer 2017: Session II - 6 Weeks**

July		
5	Wed	Classes begin
7	Fri	Last day to add classes
11	Tue	Last day to drop classes
31	Mon	Last day to withdraw

August		
15	Tue	Classes end
16-17	Wed-Thu	Final exams

### **Summer 2017: Online**

May		
31	Wed	Ten (10) week classes begin
31	Wed	First five (5) week classes begin
June		
2	Fri	Last day to add classes (5 week)
6	Tue	Last day to drop classes (5 week)
6	Tue	Last day to add classes (10 week)
20	Tue	Last day to withdraw (5 week)
20	Tue	Last day to drop classes (10 week)
July		
5	Wed	First five (5) week classes end
6-7	Thu-Fri	Final exams for online classes (5 week)
11	Tue	Last day to withdraw (10 week)
12	Wed	Second five (5) week classes begin
14	Fri	Last day to add classes (second 5 week)
18	Tue	Last day to drop classes (second 5 week)
August		
1	Tue	Last day to withdraw (second 5 week)
8	Tue	Last day for online classes (10 week)
9-10	Wed-Thu	Final exams for online classes (10 week)
15	Tue	Last day for online classes (second 5 week)
16-17	Wed-Thu	Final exams for online classes (second 5 week)



## Where to Find Answers and Help

<b>ACADEMIC</b>	<b>Auburn</b>	<b>Fulton</b>
Academic Dismissal	Office of Academic & Student Affairs M254	Registrar's Office F255 or Centers for Student Engagement and Academic Advisement F281
Academic Load	Faculty Advisor	Faculty Advisor
Academic Probation	Office of Academic & Student Affairs M254	Centers for Student Engagement and Academic Advisement F281
Academic Support and Tutoring	Center for Academic Success L222	Center for Academic Success – Learning Commons
Adding Courses	Registrar's Office M243	Registrar's Office F255
C Number	Registrar's Office M243	Registrar's Office F255
Career Planning and Placement	Centers for Student Engagement and Academic Advisement M224	Centers for Student Engagement and Academic Advisement F281
Changing Major or Program	Faculty Advisor or Centers for Student Engagement and Academic Advisement M224	Faculty Advisor or Centers for Student Engagement and Academic Advisement F281
Disability Services	Center for Academic Success L222	Center for Academic Success – Learning Commons
Dropping Courses	Registrar's Office M243	Registrar's Office F255
Evening Courses	Academic Programs M316	Division Chair F261
Grade Standing	Instructor/Registrar's Office/ Faculty Advisor	Instructor/Registrar's Office F255/ Faculty Advisor
International Studies	Academic Programs M316	Academic Programs M316
Orientation	Centers for Student Engagement and Academic Advisement M224	Centers for Student Engagement and Academic Advisement F281
Prior Learning Assessment	Division Chair	Division Chair F261
Registration	Registrar's Office M243	Registrar's Office F255
Requirements for Graduation	Faculty Advisor/Centers for Student Engagement and Academic Advisement	Centers for Student Engagement and Academic Advisement F281
Summer Sessions	Registrar's Office M243/ Academic Programs M316	Registrar's Office F255 or Division Chair F261
Transfer Advisement	Centers for Student Engagement and Academic Advisement M224	Centers for Student Engagement and Academic Advisement F281
Transcripts	Registrar's Office M243	Registrar's Office F255
Veterans Information	Lisa Clark, Registrar's Office M243	Jo Ann Harris, Centers for Student Engagement and Academic Advisement F281
Withdrawal	Centers for Student Engagement and Academic Advisement M224	Centers for Student Engagement and Academic Advisement F281

## INTRODUCTION

<b>CONDUCT</b>	<b>Auburn</b>	<b>Fulton</b>
Attendance Policy	Academic Dean/Registrar's Office M243	Registrar's Office F255
Student Conduct	Centers for Student Engagement and Academic Advisement M224/Public Safety Office M211	Centers for Student Engagement and Academic Advisement F281 or Public Safety Office F136

<b>ADVISEMENT &amp; COUNSELING</b>	<b>Auburn</b>	<b>Fulton</b>
Advisor Assignment	Centers for Student Engagement and Academic Advisement M224	Centers for Student Engagement and Academic Advisement F281
Personal Support Services	Centers for Student Engagement and Academic Advisement M224	Centers for Student Engagement and Academic Advisement F281
Study Skills	Faculty Advisor/Center for Academic Success L222	Faculty Advisor/Center for Academic Success - Learning Commons
Career Services	Centers for Student Engagement and Academic Advisement M224	Centers for Student Engagement and Academic Advisement F281
Transfer Services	Centers for Student Engagement and Academic Advisement M224	Centers for Student Engagement and Academic Advisement F281

<b>FINANCIAL AID</b>	<b>Auburn</b>	<b>Fulton</b>
All Financial Aid Checks Direct Deposit	Business Office M232	Financial Aid/Business Office F255
Financial Aid Counseling	Financial Aid Office M235	Financial Aid/Business Office F255
Financial Aid Scholarships/ Loans	Financial Aid Office M235	Financial Aid/Business Office F255
Forms for Financial Aid	<a href="http://www.cayuga-cc.edu">www.cayuga-cc.edu</a>	Financial Aid/Business Office F255
Payment of Tuition and/ or Fees	Business Office M232	Financial Aid/Business Office F255
Student Employment	Financial Aid Office M235	Financial Aid/Business Office F255

<b>STUDENT LIFE</b>	<b>Auburn</b>	<b>Fulton</b>
Text books & supplies	Bookstore	Bookstore
Change of Address	Registrar's Office M243	Registrar's Office F255
College Catalogs	Admissions M228/Library/ Centers for Student Engagement and Academic Advisement M224	Admissions Office F268
Health Services	College Health Office M203	Campus Nurse F109
Off-Campus Housing List	Centers for Student Engagement and Academic Advisement M224	Centers for Student Engagement and Academic Advisement M224
ID Cards	Public Safety Office M211	Public Safety Office F136

<b>STUDENT LIFE</b>	<b>Auburn</b>	<b>Fulton</b>
Medical Insurance	College Health Office M203	Campus Nurse F109
First Aid/Illness	College Health Office M203	Campus Nurse F109
Reporting Illness or Absence	College Health Office M203	Campus Nurse F109
Room Reservation	Buildings and Grounds	Director of Fulton Operations F260
Student Records	Registrar's Office M243	Registrar's Office F255
Thefts	Public Safety Office M211	Public Safety Office F136

AUBURN CAMPUS MAIN NUMBER

(315) 255-1743

FULTON CAMPUS MAIN NUMBER

(315) 592-4143

AUBURN CAMPUS BOOKSTORE NUMBER

(315) 255-1743, ext. 2386

FULTON CAMPUS BOOKSTORE NUMBER

(315) 592-7023

# Student Services

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## CENTER FOR ACADEMIC SUCCESS

Cayuga has a Center for Academic Success (CAS) on each campus to help you reach your personal academic goals. The CAS is located in the Library Building in Auburn and in the Learning Commons on the Fulton campus. In the CAS you will find professional learning specialists, trained peer tutors, accessibility specialists, and others to assist you with most subjects and academic concerns. The CAS also provides resources to faculty who want to learn more about alternative approaches for teaching and learning.

CAS services are free and available to all students. If you answer yes to any of the following questions, you may benefit from visiting the CAS!

- Are you coming to college for the first time and need extra help with certain courses?
- Have you been out of school for some time and need to refresh your study skills?
- Are you having trouble understanding material in a particular course?
- Are you feeling overwhelmed by your classes?
- Are you enrolled in one or more of the College's developmental courses?
- Are you struggling with writing assignments?
- Are you having difficulty keeping up in your math class?
- Do you have a documented disability and need accommodative services?
- Do you find that studying the materials with others in your class is helpful?
- Are you doing well in your classes but would like to do better?

### Students visit the Center for Academic Success to:

- Receive help from a professional learning specialist in math, English, or study skills
- Join a study group, visit the Math or Writing table, or work individually with a peer tutor\*
- Learn about NetTutor, an online tutoring support service available for all online, evening and Sunday classes.
- Find opportunities to develop and enhance their academic, study, and leadership skills
- Use computer workstations and software programs
- Receive services through the Office of Accessibility Resources
- Take exams when the instructor approves an alternate site and time for testing
- Borrow textbooks on reserve in the CAS

\*Peer tutors are academically successful students who wish to help fellow students. These are paid positions. To be considered for the peer tutoring program, students must be recommended by an instructor, submit an application, and maintain a 3.0 cumulative grade point average. Recommended students will be interviewed by the Tutorial Coordinator and must take CAS 101 if selected.

### Auburn's CAS Hours of Operation during the academic year:

Monday-Thursday 8 am-7:30 pm; Friday 8 am-4:30 pm

### Fulton's CAS Hours of Operation during the academic year:

Monday-Thursday 8 am-7:30 pm; Friday 8 am-4:30 pm; Sunday 9:30 am-4 pm

For summer and intersession hours, please contact the CAS at (315)294-8593 (Auburn Campus) or (315)593-9328 (Fulton Campus)

## DISABILITY SERVICES

Cayuga Community College is committed to providing a quality education accessible to all students who meet the standards for acceptance. Cayuga offers every student with a documented disability appropriate and reasonable accommodations in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Services and accommodations for all students with disabilities are coordinated through the Office of Accessibility Resources, located within the Center for Academic Success. In order for the College to provide appropriate and timely services and accommodations, students with disabilities must provide current and complete documentation as early as possible.

Students with sponsoring agencies, such as Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR), Aurora, or the Commission for the Blind and Visually Handicapped (CBVH), should contact the agency several weeks before the start of classes to make sure that all necessary paperwork is completed.

Accommodations accessed through the Office of Accessibility Resources, located in the Center for Academic Success (CAS), may include, but are not limited to:

- Note taking assistance
- Time extensions for completing exams & quizzes
- Reduced distraction testing areas
- Physical accommodations such as special classroom seating
- Text-to-speech software
- Voice recognition software
- Print material and on-screen magnification
- Course materials in alternate formats
- FM amplification systems
- Interpreters
- Scribes

Students with disabilities should contact the Office of Accessibility Resources on the campus they will be attending as soon as possible to make arrangements for accommodations and services.

### **Office of Accessibility Resources**

Auburn Campus  
 Center for Academic Success  
 197 Franklin Street  
 Auburn, New York 13021-3099  
 (315) 255-1743 ext. 2422  
 Fulton Campus  
 Center for Academic Success  
 Learning Commons  
 11 River Glen Drive  
 Fulton, New York 13069  
 (315) 592-4143 ext. 3027

### **504/ADA Coordinator/Affirmative Action Office**

Centers for Student Engagement and Academic Advisement – M224  
 Cayuga Community College  
 197 Franklin Street  
 Auburn, NY 13021-3099  
 (315) 255-1743 ext. 2232

\* For Area of Refuge (Fulton campus) and Area of Rescue Assistance (Auburn Campus) information, please refer to those sections under College Facilities.

## THE CCC BOOKSTORE

The CCC bookstore carries new and used textbooks as well as materials required for course work. Many of our textbooks are available for rent at 1/2 the new price of the book. The store also carries College apparel, giftware, general reading books, office and art supplies, laptops, computer accessories and calculators. Computer software is available through our online partner at academic prices for faculty, staff and students.

The Bookstore buys back textbooks on a daily basis in store only. Pricing is dependent on condition of book and demand of title. The best time to sell back your textbooks is during the finals period of each semester. We are not able to buy back books via mail or over the phone.

Regular store hours are Monday – Thursday 9 am-5 pm and Friday 9 am-3 pm. Please check our website for extended hours during the first week of each semester. Summer hours are Monday – Thursday 9 am-4 pm and Friday 9 am-1 pm. We gladly accept cash, MasterCard, Visa, Discover and Student Financial Aid as forms of payment.

It is strongly recommended that you attend class before purchasing your textbooks. Some titles may be required and others may only be recommended. It is possible that different instructors will use different textbooks for the same course.

The Bookstore can be of the greatest assistance to you if you bring a copy of your current schedule with you. It is very important to know the course and section number you are registered for. It is very possible that different textbooks will be used for different sections of the same course. Please be sure to select the correct book for the correct section.

Our website is available 24 hours a day. Please visit <http://cayuga-cc.bncollege.com> for 24 hour shopping. **PLEASE KEEP YOUR RECEIPT!** If you have made an error and purchased the wrong textbook or if you drop a course, your receipt is necessary for any refunds or exchanges during the refund period.

## TEXTBOOK RETURN POLICY

- A full refund will be given in your original form of payment if textbooks are in original condition and returned with a receipt during the first week of class.
- With proof of a schedule change and a receipt, a full refund will be given in your original form of payment during the first 30 days of class. (Please see bookstore for late start exceptions.)
- All medical and specialty reference book refunds will be given in your original form of payment with a receipt within three days of purchase.
- **NO REFUNDS OR EXCHANGES ON TEXTBOOKS WITHOUT A RECEIPT!**
- Textbooks must be in **ORIGINAL CONDITION**. (If the book was shrink-wrapped when you purchased it, it must be in original shrink-wrap for exchanges or refunds.)
- Shipping and handling charges are not refundable.

Please visit our website for additional return guidelines and policies on non-textbook related products.

**CCC BOOKSTORE HOURS – Auburn Campus**

Normal operating hours are as follows:

Monday – Thursday, 9 am-5 pm

Friday 9 am-3 pm

The bookstore is closed Saturday & Sunday

Extended hours are posted in store & on the website at the beginning of each semester for your convenience.

The Bookstore offers a wide array of services and is open to the public.

For further information please call 315-294-8686 or visit us on the web at

<http://cayuga-cc.bncollege.com>

**CCC BOOKSTORE HOURS – Fulton Campus**

Normal operating hours are as follows:

Monday – Thursday, 7:30 am-5 pm

Friday 7:30 am-3 pm

The bookstore is closed Saturday & Sunday

For further information please call 315-592-7023 or visit us on the web at

<http://cayuga-cc.bncollege.com>

**CAREER SERVICES****CAREER COUNSELING**

- Individual and Group
- Skill and Interest Inventories

**INFORMATION & RESOURCES**

- Internet access to job services and career information
- CayugaEngage, on-line job postings

**JOB SEARCH SUPPORT**

- Resume critique appointments
- Job listings board
- Job Fairs and Job Readiness Events

**WORKSHOP/CLASS ROOM PRESENTATIONS**

- Career Exploration Seminar
- Resume Writing
- Interviewing Skills
- Presenting Yourself: Dress for Success
- Myers Briggs Type Workshops
- Stress Management
- Other workshops upon request

## COMMUNITY SERVICES AVAILABLE TO STUDENTS

### AUBURN

Auburn Housing Authority	20 Thornton Ave. 253-6249
Auburn Police Department	46 North St. 253-3231
Cayuga County Mental Health Center	146 North St. 253-0341
Cayuga Co Health and Human Services	160 Genesee St
Health Services	253-1560
Human Services	253-1011
Food Stamps	253-1210
CHAD (Confidential Help for Alcohol & Drugs)	75 Genesee St., Ste. #4 253-9786
Contact (telephone counseling service)	251-1400
East Hill Family Medical, Inc.	
Family Planning Services	144 Genesee St. 253-8477 Fire
Department in Auburn	253-4031
Motor Vehicle Department	160 Genesee St. 253-1241
Veterans Cayuga County Service	160 Genesee St. 253-1281
YMCA-WEIU	29 William St. 253-5304

### FULTON

Catholic Charities of Oswego County	365 W. First St. S, Fulton 598-3980
Co. of Oswego Council Alcoholism (COCOAA)	53 E 3rd St. Oswego 342-2370
Department of Social Services	1 Spring St., Mexico 963-5000
Farnham, Inc.	113 Skyler St., Ste. #1, Fulton 593-0796 283 W. 2nd St., Ste. #200 Oswego 342-4489
Fulton Fire Department	911
Fulton Police Department	911
Harbor Lights Chemical Dependency Service	111 Hamilton St., Mexico 963-0777
Oswego Hospital Behavior Services	343-8162
Oswego Counties Opportunities, Inc.	598-4717
Fulton Health Center	522 S. Fourth St. 598-4740



## ADVISEMENT & COUNSELING SERVICES

The Centers for Student Engagement and Academic Advisement offers a variety of counseling, advisement, and referral services to students and alumni that help guide them through the search for information and the process of making decisions. Counselors in Auburn and Fulton are available to assist you in a variety of ways.

Academic Advisement and Decision Making

Planning for Transfer to Other Colleges

Career Planning and Job Search

Information on Off-Campus Housing

Short-term Support

Information and Referral for Personal Counseling in the Community

Information on Clubs, Student Organizations, and Student Activities

Student Code of Conduct and Conflict Resolution on Campus

You may contact a counselor in person, by phone, or send us an e-mail at [studenteng@cayuga-cc.edu](mailto:studenteng@cayuga-cc.edu).

### Auburn

Centers for Student Engagement and Academic Advisement, M224 or call 255-1743, ext. 2223 or 2232.

#### Fall & Spring Semester Counselor Hours:

Monday-Friday - 8:30am-5:00pm

#### Summer Hours:

Monday-Friday - 9:00am-4:00pm

### Fulton

Centers for Student Engagement and Academic Advisement, F281 or call 592-4143

#### Fall & Spring Semester Counselor Hours:

Monday-Friday - 8:30am-5:00pm

#### Summer Hours:

Monday-Friday - 9:00am-4:00pm

## ONLINE LEARNING

Many courses at the college can now be completed fully online. Online courses have the same requirements and standards as on campus courses but take place entirely online in the college's learning management system called Blackboard and require no face-to-face time in a physical classroom. Online courses can be a good option for you if you need flexibility due to job, family, or other responsibilities. If you have strong time management skills and are self-motivated, online courses may be a good match for you. Learn more at <http://tinyurl.com/cayugaonline>

## **FINANCIAL AID AND CAMPUS EMPLOYMENT**

Financial Aid and Campus Employment are coordinated by the Financial Aid Office. Staff is available to help students on the financial aid and employment.

There are many financial aid programs available to students attending Cayuga, some of which are listed in this section. For all types of aid, however, students must apply through specific procedures. More detailed descriptions and information on all programs can be obtained in the CCC catalog, in the Financial Aid Office or on-line at [www.cayuga-cc.edu](http://www.cayuga-cc.edu).

**Hours: 8 a.m. - 5 p.m. / Monday - Friday**

**Summer Hours: 9 a.m. - 4 p.m. / Monday - Friday**

### **GRANTS:**

**PELL GRANT** - Federal program from which eligible students may receive grants. Awards are determined according to family income and assets. Students may apply on the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.gov>.

**TUITION ASSISTANCE PROGRAM (TAP)** - New York State program available to students attending college full time. Awards are based on NYS family net taxable income. Students apply on the FAFSA and complete the ETA if required.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY PROGRAM (FSEOG)** - Federal grants for students who demonstrate financial need.

### **CAYUGA COMMUNITY COLLEGE GRANTS AND SCHOLARSHIPS -**

The Cayuga County Community College Foundation, funded by contributions from local organizations, individuals, and foundations, provides for several types of awards through the Financial Aid Office. More information on other Foundation Awards is available in the Financial Aid Office or at [cayuga-cc.edu](http://cayuga-cc.edu).

**WILLIAM FORD FEDERAL DIRECT LOANS** - Borrowers must submit a FAFSA in order to determine loan eligibility.

**FEDERAL PLUS LOANS** - Parents of dependent students with no adverse credit history may be eligible to borrow through this program. Annual loan limits are based on cost of college attendance less other financial aid. An origination fee will be deducted from the co-payable loan check. Repayment begins within 60 days of your first disbursement.

**FEDERAL WORK STUDY (FWS)** - This program, supported through Federal and College funds, is available to enrolled students who demonstrate financial need. Students are employed either on-campus or off-campus with public or non-profit agencies.

### **PAYMENT OF AWARDS**

If a student has completed all requirements for financial aid prior to the bill due date, it may be used to defer payment of tuition, fees, and books. Deferred payments are deducted from a student's award and the balance is received by check mailed to the student's local address or by direct deposit.

Students who are entitled to a financial aid refund will not receive these funds until 5 weeks into the semester therefore students should be prepared to pay their living expenses until these funds become available.

Late applications will take several weeks to process. This should be taken into consideration when planning for necessary expenses.

**PART-TIME STUDENTS**

Part-time students may receive a Pell Grant if they are determined eligible. Part-time students with 6 or more credits may receive a Federal Direct Student Loan. They may also be eligible for FSEOG or Federal Work-Study based on the analysis of the Financial Aid Office.

**CAMPUS EMPLOYMENT**

Campus employment consists of part-time positions on campus either through the Federal Work Study Program or the CCC Student Employment Program.

Non-student work study positions are available; however, interested students must file an application with the Employment Coordinator in the Financial Aid Office.

**REFUND & WITHDRAWAL**

Policies are available in the Financial Aid Office or in the CCC Catalog or on-line at [www.cayuga-cc.edu](http://www.cayuga-cc.edu).

**GOOD ACADEMIC STANDING & SATISFACTORY ACADEMIC PROGRESS**

In order to maintain eligibility for Financial Aid, students must maintain Good Academic Standing, (GAS) and Satisfactory Academic Progress, (SAP). Policies are available in the Financial Aid Office or review the CCC catalog on-line at [www.cayuga-cc.edu](http://www.cayuga-cc.edu).

**CLASS ATTENDANCE**

Adjustments may be made to any financial aid awards for changes in schedule, withdrawals or failure to attend classes. This may result in a student being required to repay financial aid.

**My Cayuga is the official means of communication with students regarding their financial aid. Please check your My Cayuga account regularly.**

## STUDENT SERVICES

### HEALTH SERVICES

Health Services are located in the Main Building, M203 in Auburn and F109 in Fulton. The offices are staffed by Registered Nurses. Visit the health office for any health concern or call 315-255-1743 x2203 in Auburn or 315-592-4143 x3008 in Fulton. The Auburn office is open Monday-Friday and the Fulton office is open Monday-Thursday.

New York State Public Health Law 2165 requires all college students born after 1956, and taking 6 credit hours or more during a semester, to provide proof of immunity to measles, mumps, and rubella.

New York State Public Health Law 2167 requires colleges to distribute information about meningococcal disease and vaccinations to all students taking 6 credit hours or more, whether they live on or off campus. A response to receipt of information on meningococcal disease and vaccine, signed by the student or the student's parent or guardian (for students under age 18) is required.

Please call or visit the health office website at [www.cayuga-cc.edu/students/health\\_services/](http://www.cayuga-cc.edu/students/health_services/) for more information on requirements and where to obtain them.

Any injuries or accidents on campus should be reported to the Health Office.

#### **Services provided by the Health Office include:**

- First aid and assistance with illness
- Medical referrals as needed and appropriate
- Detailed information regarding immunization requirements as required by New York State Public Health Law
- Processing of insurance claim forms, medical bills, and medicine receipts for accident or illness
- Tuberculosis skin testing for Nursing and Early Childhood students
- Notes regarding health absences when requested by students for instructors
- Immunization transcripts
- Free health information brochures
- Smoking cessation information and referrals (visit the NYS Smokers' Quitsite at [www.nysmokefree.com](http://www.nysmokefree.com))
- Health education programs
- Blood pressure screening

### ACCIDENT (INSURANCE) INDEMNITY PLAN

Accident Indemnity Plan is required for all full-time students.

Student claim forms are available in the Health Office for accident insurance on both campuses or visit [www.cayuga-cc.edu/students/health\\_services/](http://www.cayuga-cc.edu/students/health_services/). For accident insurance information and verification, call the Health Office or Bergan & Young Insurance Company at 315-253-6207.

### HEALTH INSURANCE OPTION

Health insurance options are available under the federal Affordable Care Act. New York State Certified Navigators are available to help with enrollment through the New York State of Health. For more information contact Health Services at ext. 2203 (Auburn) or 3008 (Fulton).

## HOUSING

Students are responsible for making their own arrangements for housing accommodations. To aid the student, the Student Engagement Office maintains a list of available housing in the Auburn and Fulton areas. The College assumes no responsibility for inspecting, approving or supervising off-campus housing. However, each landlord requesting placement on the off-campus list must sign a non-discrimination statement certifying that there will be no discrimination on the basis of race, gender, religion, national origin, age, handicap or marital status. The College will investigate any complaints of illegal discrimination. If such complaints are substantiated, the landlord's name may be removed from the housing list.

The College encourages students to make a thoughtful selection of accommodations prior to the beginning of the school year. Preplanning can be the key to a positive housing experience.

## BUS SERVICE

The College contracts with CENTRO, the local bus service, to provide free bus transportation to full-time students who present a current College ID. Part-time students who enroll in at least six credits are also eligible. The free transportation is for bus transportation to and from the College within the cities of Auburn, Fulton, and some additional Centro stops in Oswego County.

## **CAYUGA COMMUNITY COLLEGE LIBRARY**

The Cayuga Community College Library includes the Norman F. Bourke Memorial Library and the Faculty Resources Center at the Auburn Campus, and the Library in the Learning Commons at the Fulton Campus. The Library teaches the campus community to locate, evaluate, and apply information for academic and personal use.

Library collections include:

- 81,000 print books, and over 215,000 e-books, available in library collections and databases. E-books can be accessed online, and many may be downloaded to a personal portable device
- 3,500 video recordings, audiobooks, and music CDs
- 43,000 full-text journals, magazines, and newspapers available through over 100 online research databases, and nearly 300 current print periodical subscriptions
- Special collections in law, career, local history, juvenile materials, and the College's archives collection.

The Library web site is the gateway to library collections and services. Visit the website to find:

- Chat-based research assistance from librarians 24 hours a day
- Research guides designed to assist students with course-related projects and papers
- CAYLIB, the online catalog, for access to Cayuga's book and media collections, as well as the catalogs of other SUNY libraries
- Access to over 125 research databases with full-text book, periodical and streaming video resources
- Interlibrary loan services, which allow Cayuga students and staff to borrow materials that are not available in this Library's collections
- Information about library services and policies, such as how to obtain a library card, how to access databases from off-campus, how to cite information sources, hours of operation, and other frequently asked questions
- The Library's Facebook page, for current information on Library resources and events.

Other services and resources available through the Library include:

- Technology for academic and personal use, including a photocopier; desktop, laptop, and tablet computers; scanners; printers; large flat screen monitors that connect with laptops or handheld devices
- Wireless internet access
- Information literacy instruction through course-related sessions and individual research assistance
- Areas for group and individual work in both active and quiet study spaces
- Comfortable seating areas for studying, learning, socializing, and relaxing
- Special programming events sponsored by the Library, the College, and the community.

Visit the Library website for additional information about services, policies, and hours of operation [www.cayuga-cc.edu/library](http://www.cayuga-cc.edu/library)

## STUDENT ID CARDS

A College ID card is positive means of identification and should be carried by students at all times on campus. A photo ID is required for both full and part time students picking up financial aid and work-study employment checks. An ID is also required at many events sponsored at the College, to obtain a Library card, to use Spartan Hall during evenings and weekends hours, or when requested by a College official. Full-time students receive a Centro bus pass affixed to the photo ID. Visual presentation of the student ID card to the bus driver will entitle the individual to free bus transportation to and from the College within the cities of Auburn or Fulton, during the fall and spring semesters. Service is limited to when the College is in session.

To obtain a student ID or replace a lost student ID, report to the Office of Public Safety. ID hours will be posted outside of the Public Safety Office. However, if you are unable to make it during any of the scheduled times, you may request an appointment for a time that is convenient for you. Replacement cost for a lost photo ID card is \$5.00

## TRANSFER (INTO CAYUGA)

Those of you who have transferred from other institutions should request that an official copy of your transcript be sent to the Registrar at Cayuga Community College. Courses you have taken elsewhere will be evaluated to determine transferability to Cayuga. Transfer credit may be applicable only if the credits have been pre-evaluated by an accrediting agency or are from an accredited institution.

## TRANSFER (OUT OF CAYUGA)

If you are planning to transfer to another college and have questions about your options and/or the process, it is suggested that you consult with the Coordinator of Transfer Services in the Centers for Student Engagement and Academic Advisement Office. Online catalogs are available from New York schools and out-of-state colleges. SUNY View Books are also available in the Centers for Student Engagement and Academic Advisement Office and online at [www.suny.edu/applysunny/](http://www.suny.edu/applysunny/)

### Regarding transferring:

1. Most colleges do not require a personal interview. It is strongly recommended, however, that students visit the campus(s) of their choice. Many times it is helpful to talk with either a transfer admissions counselor and/or the chairperson of the department into which the student expects to transfer.
2. Students will typically be notified by April regarding acceptance for the Fall Semester.
3. The courses students should take for transfer into a particular college are outlined in each college catalog. If there are any questions, be sure to consult with the Centers for Student Engagement and Academic Advisement.
4. Students completing an A.A. or A.S. degree at CCC in liberal arts should be able to transfer maximum credit (60-64) hours. "D" grades are now being accepted at many units of SUNY. Students enrolled in career-oriented (A.A.S.) programs who decide to transfer will generally have their credits evaluated on a course by course basis.
5. Most units of SUNY give priority to students completing an A.A. or A.S. degree program.
6. Admissions Counselors from SUNY units, private colleges and many out-of-state colleges visit CCC each year. Approximately 40, four-year colleges generally participate in the annual Transfer Day in the fall. Students are encouraged to meet with these counselors when they are on campus.

7. For Financial Aid at the four-year college, students should complete the Free Application for Federal Student Aid (FAFSA) and request financial aid forms from the individual schools where they are applying. Deadlines will vary by institution but are typically from January 15 to March 30. Financial Aid transcripts will be required from Cayuga as part of the financial aid application process. **DO NOT WAIT UNTIL YOU HAVE BEEN ACCEPTED TO APPLY FOR FINANCIAL AID.**

We suggest that transfer candidates start early in their college career to explore transfer options.

There are numerous sources of information regarding the transfer process: the Coordinator of Transfer Services, your academic advisor, instructors in your major areas, reference books available in the Centers for Student Engagement and Academic Advisement Office or Library, admissions counselors, campus visitations, current or former students, college catalogs, etc. You're encouraged to consult with as many of these sources as appropriate and then make your own decision as to which colleges might be right for you.

## VETERANS

Cayuga supports the successful transition of our student veterans.

- Cayuga is an approved college for recipients of GI Bill educational benefits. Please see the Veteran's Certifying Official (VCO) on either campus for information and assistance. Also refer to p. 34 of this handbook for the "College Policy on Certifying Veterans for Education Assistance".
- Student Veterans should request that a copy of their Joint Services Transcript (JST) be sent to the registrar's office for evaluation of potential transfer credit.
- Personal support counselling is available by appointment in the Center for Student engagement
- Each semester, prior to registering for classes, students receiving veteran educational benefits should seek advisement to ensure they remain in benefits compliance. Advisement should also be sought prior to any add/drop or change in degree program.
- A Veteran's Lounge is located on each campus. See the VCO for access.
- Student Veterans are invited to join an SVS-sanctioned Vet Club, active on each campus.
- College Policy 100.140 (see p. 45) outlines the policy, procedures and grades for students activated for military duty. Any student who is already a member of a reserve, National Guard or other U.S. military unit who is deployed for active duty should follow the procedures and grading guidelines outlined in this policy.



# Academic Information

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## ACADEMIC STANDING

### MIDTERM GRADES

Instructors in some classes may report “D” or “F” grades at midterm. The purpose of midterm grades is to advise students of the instructor’s assessment of their progress at the midpoint in a course. Midterm grades do not become part of a student’s permanent record. Since many instructors do not report midterm grades, students who for any reason are concerned about their progress in a course should confer with the instructor, an advisor, or academic support staff as appropriate.

You will receive communication (letter and/or email) from the College if you have several midterm deficiencies, or if your grades result in academic probation or dismissal. All communication will be sent to the address listed in Banner and/or your college email. If you are academically dismissed you will receive information explaining how you can appeal for reinstatement.

### ACADEMIC PROBATION

You will be placed on academic probation and limited to a 12-15 credit load if the following criteria apply:

<b>GPA Credits</b>	<b>Grade Point Average</b>
12-15	At least 1.00 and less than 1.50
16-30	At least 1.50 and less than 1.70
31-45	At least 1.70 and less than 1.90
46 or more	At least 1.90 and less than 2.00

### ACADEMIC DISMISSAL

A cumulative average of 2.00 (C) is one of the requirements for the associate degree or certificate. Your progress toward this goal will be reviewed when you have attempted 6 or more credits; subsequent reviews take place at the end of each succeeding grading period. If you are within the following grade-point criteria you will be dismissed from the College:

<b>Total Actual of Equivalent GPA Credits</b>	<b>Grade Point Average</b>
6 - 11	Less than .75
12-15	Less than 1.00
16-30	Less than 1.50
31-45	Less than 1.70
46 or more	Less than 1.90

### GRADES AND GRADING SYSTEM

See College Catalog.

### WITHDRAWAL FROM SCHOOL AND REFUND

See College Catalog.

## ADVISEMENT AND REGISTRATION

### What is Advisement?

Academic Advisement is the ongoing process of learning about your course and degree requirements: understanding college policies and procedures, and developing and implementing a plan to meet your academic goals. This process involves meeting with your academic advisor each semester or more frequently as needed.

Proper course advisement and registration are important parts of your experience at Cayuga Community College. This person is available to you during the current student advisement period to act as a guide and resource when you have any questions about your college experience. Many times your advisor can provide connections for career information which can be invaluable to you as you plan your future. Advisors will most likely have office hours and/or set up individual appointments as needed. Additionally, all campus employees have email addresses and most advisors use their email regularly as a prime source of communication.

You should know who your academic advisor is shortly before current student advisement period. Check your MyCayuga Student Account on the transcript page to find your academic advisor.

If you are not assigned to an advisor, and wish to seek advisement, you can do so in the following ways:

- You can request to be assigned a faculty advisor by contacting the Centers for Student Engagement and Academic Advisement in Auburn.
- You can make an appointment (in person or by phone) with a Centers for Student Engagement and Academic Advisement counselor.
- If you are taking courses entirely on-line and intend to earn a degree from Cayuga in that fashion, you will be assigned an advisor that can advise you over the phone.

You should see your advisor when...

- You are thinking about dropping or adding a class but need some advice
- You wish to seek advice on degree requirements
- You need clarification on a college policy or procedure but are not sure who to ask
- You wish to register for classes for the next semester

### What is registration?

Registration is the process of enrolling in courses for the upcoming term. Each semester a period of about two weeks is set aside for our current students called Advisement/Registration. This is to provide you with an opportunity to register first for best course selection for the next semester. It is during this time that you meet with your advisor to gain advisement on course selection and other areas as needed. Advisors will post their available hours for advisement. It is your responsibility to sign up for an appointment with your assigned academic advisor.

This is a really important time for you to connect with your advisor to ensure you are on the right track to complete your degree requirements in a timely fashion. It is to your benefit to ensure you take the right courses for a most successful experience at the College.

When you meet with your advisor you should have...

- Read the college catalog to determine the requirements within your particular degree
- Reviewed the semester course bulletin (available on the College's website the week before the advisement/registration period begins) to determine the courses you think you'd like to select and when they are offered
- Prepared notes for questions you wish to discuss

By following this advice, you will have a more productive appointment with your advisor.

**Note:** Although it is in your best interest to register during the designated two weeks in order to have the best course selection, you can register after the advisement weeks have ended by arranging to meet with your advisor at another time convenient for both of you. Or, you may seek advisement through one of the counselors in the Centers for Student Engagement and Academic Advisement.

## ADVISEMENT/REGISTRATION WEEKS

- Students can find their academic advisor on their My Cayuga account transcript page.
- Students **must** make an appointment with their assigned advisor. Advisement appointment sheets are posted on advisor's door prior to the advisement period (please see academic calendar for specific dates.)
- If you are a part time student, you may not be assigned an advisor. In this situation, contact the Centers for Student Engagement and Academic Advisement if you want academic advisement.
- To sign up for part time classes without advisement, go to the Registrar's Office.
- Course offerings may be posted online before the advisement/registration period.

## DEFINITION OF DISCIPLINES

### HUMANITIES

Art, Language, Music, Philosophy, Theatre Arts

### BEHAVIORAL/SOCIAL SCIENCES

Anthropology, Geography, History, Political Science, Psychology, Sociology

### MATH and NATURAL SCIENCE

Biology, Chemistry, Geology, Math, Physics

### ENGLISH

English, Journalism, Literature, Speech

### LIBERAL ARTS

Includes all previously listed disciplines and the honor's seminar.

For more information on degree programs, see the College Catalog.

## **PRIOR LEARNING CREDIT**

Cayuga Community College ascribes to the philosophy that Prior Learning Assessment (PLA) is a valid format through which students can document college-level learning gained outside a traditional college course. The College has established policies and procedures that enable students to earn academic credit toward associate degree completion through PLA. Each PLA method by which Cayuga accepts credits has an individual detailed policy. Some degree programs may have more stringent requirements and students should consult with an academic advisor prior to pursuing a PLA method for acquiring credit (i.e. Nursing). Cayuga cannot guarantee the transfer of PLA credit to other educational institutions.

### **Credit through Standardized Exams:**

Standardized examinations are defined as those exams given by nationally recognized agencies that determine comprehension of subject matter corresponding to a single college course.

Depending on the degree program, these credits may or may not apply regardless of successful completion. The College will not be expected to count credit hours toward fulfillment of degree requirements in areas that would normally not receive credit during an evaluation of transfer credits. (Note that although Cayuga may award credit for published examinations, the College cannot guarantee transfer from Cayuga to another institution for credit by published examination.)

Credit will only be awarded for published examinations recommended by organizations nationally recognized for their expertise in evaluating college-level learning gained outside a traditional college course (e.g. ACE and CAEL). Credit will be awarded if the specified minimum performance levels are met.

Residence Requirement: Credit hours earned through a demonstration of proficiency through published examinations may not be counted toward satisfaction of any existing residence requirements. No candidate for a degree/certificate may transfer in more than 50% of required coursework. Evaluation of credits appropriate for transfer is done individually. Transferred courses will have no quality point value in computing the student's total quality point average.

### **Acceptable Published Exam information is as follows:**

- **AP (Advanced Placement) Examinations**

The AP program is designed to allow high school students to complete college-level courses while still in high school and obtain college credit for those courses. The high school provides the course and assessment examinations for those courses. The assessment exam scores become part of the student's permanent record. Students who have completed an AP course must have the scores sent directly to Cayuga from the College Board Recommendation Service.

**College Board Recommendation Service**

**American Council on Education**

**One DuPont Circle NW, Suite 250, Washington, DC 20036-1193**

**Or email a request to: [credit@ace.nche.edu](mailto:credit@ace.nche.edu)**

*Once the appropriate exam is completed, scores should be sent directly to the Registrar's Office at Cayuga. Students must receive a minimum score of 3 in order to receive college credit toward a specific course.*

To ensure that credit through successful completion of exams in the following programs will count toward degree completion, contact the appropriate Division Chair *prior* to taking the exam. Once the appropriate exam is completed, scores should be sent directly to the Registrar's Office at Cayuga.

- **Excelsior (Regents) College Examinations**  
Assessment Unit  
7 Columbia Circle, Albany, NY 12203-5159  
Telephone: 518-474-3703

*The College recognizes a score of 45 as the minimum acceptable score to receive college credit toward a specific course.*

- **CLEP (College Level Examination Program) Examinations**  
CLEP Program Services Officer  
The College Board  
45 Columbus Ave., New York, NY 10023-6917

*The College recognizes a mean score of 50 on subject exams or a minimum score of 50 on general exams to receive college credit toward a specific course(s).*

- **DANTES (Defense Activity for Nontraditional Education Support) Examinations**  
Educational Testing Service  
PO Box 6604, Princeton, NJ 08541  
Telephone: 800-257-9484  
OR  
College Board Recommendation Service  
American Council on Education  
One DuPont Circle NW, Suite 250, Washington, DC 20036-1193  
OR  
Email a request to: [credit@ace.nche.edu](mailto:credit@ace.nche.edu)

*Students must receive a minimum score of 3 in order to receive college credit toward a specific course.*

### **Credit through Challenge Exams:**

Departmental challenge examinations may be offered for college credit at the discretion of the department. Challenge exams are Cayuga Community College exams a student may take to challenge a specific course. Successful completion of a challenge exam demonstrates the student has met all of the learning outcomes for a particular course. This may include a cumulative final exam as well as a practical exam, if appropriate.

- The Division Chairs are the resource for obtaining information regarding the availability of challenge exams. A student who intends to challenge an examination must first consult with the Division Chair.
- Eligibility of candidates to take an examination and the degree of proficiency which is required will be determined by the department. High school seniors must have the approval of their principal or guidance counselor.
- Candidates may not take an examination at a level of subject proficiency lower than courses the candidate has already passed.

## ACADEMIC INFORMATION

- Candidates may not repeat challenge examinations they have failed.
- Candidates may not take department examinations in courses they have failed within the past 5 years at either Cayuga or any other college.
- Students may *not* repeat any course they have successfully challenged.

If the Division Chair verifies that the student is qualified to take the examination, he/she will assign a faculty member to schedule, administer, and correct the examination. A student is responsible for providing a copy of his/her academic record to the Division Chair. After review of examination or of examination reports, a faculty member, in concert with the Division Chair, will assign a grade. No grade lower than C will be recognized for credit.

## COLLEGE POLICY ON CERTIFYING VETERANS FOR EDUCATION ASSISTANCE

A Veteran Certifying Official is available on each campus to certify enrollment status for students receiving VA benefits. It is requested that all students seeking VA educational benefits submit a letter of eligibility and a DD214 as applicable. Note that courses taken on an “Audit” basis will not be paid for by the VA. Decisions concerning payment for withdrawal will be made by the VA Regional Office. Call the following VA toll-free number for answers to questions regarding any withdrawal or payment issues you may have: 1-888-442-4551.

Students who are eligible to receive military benefits as active duty service members are also requested to see the Veteran Certifying Official.

## GRADUATION

All prospective candidates for a degree or certificate must complete a graduation application online via the student portal, MyCayuga, to be eligible to participate in the May commencement ceremony.

Potential graduates must order a cap and gown from the College Bookstore. There is no expense to the prospective graduate for the regalia if the order is placed in mid-March. Orders placed after mid-March may be assessed a \$10 administrative late fee.

## QUALIFICATIONS FOR A DEGREE

To qualify for a degree from Cayuga, you must:

- Matriculate and complete the degree requirements (including General Education) with a minimum grade point average (GPA) of 2.0. You are matriculated if you have been formally accepted as a candidate for a degree program.
- Earn at least 30 credit hours at Cayuga. Exceptions to this policy may be made in keeping with intercollegiate articulations or other interorganizational agreements.
- Be recommended by the faculty for the degree.
- Apply for graduation in MyCayuga at least one semester before graduation.
- Satisfy all financial obligations at the time of graduation.

For help with questions about transferring credit from other colleges, or for information about a student’s academic record, contact the Registrar’s Office at 315-294-8516.

## DIPLOMAS

During June, the College Registrar’s Office will mail a postcard to all May graduates when diplomas are ready for distribution. Summer, Fall and Intersession graduates will receive a postcard within 3-4 weeks of the end of the semester when diplomas are ready for distribution. Any diploma not picked up will be mailed to the last address on record.

## INTERNATIONAL & DOMESTIC TRAVEL-STUDY

Cayuga’s travel-study courses, offered at various times throughout the academic year, allow students and community residents short-term intensive travel-study opportunities in London and locations within the United States.

For more information on International Travel-Study, students should contact the Office of Academic Partnerships, ext. 2229; for Domestic Travel-Study, students should contact the appropriate academic department.

## STUDENT BILLING

Bills for registered students will be emailed in November for the Spring term and July for the Fall term. Tuition bills are sent through the student's Cayuga email address. There are no paper bills. For information on student email accounts, go to [http://www.cayuga-cc.edu/campus\\_tech/](http://www.cayuga-cc.edu/campus_tech/).

The bill can be paid in person with cash or check at the Business Office at either campus. Credit card payments or electronic checks must be made online through the student MyCayuga account. To do so, visit [www.cayuga-cc.edu](http://www.cayuga-cc.edu) and click on MyCayuga Login or visit [www.cayuga-cc.edu/payonline](http://www.cayuga-cc.edu/payonline).

The student can set up an authorized payer to receive tuition bills and make payment on the student account. Visit [www.cayuga-cc.edu/payonline](http://www.cayuga-cc.edu/payonline) for more information.

If there is enough financial aid to cover the bill, the student must confirm their charges by logging into their MyCayuga account and choosing the Student Services tab. Choose Confirm Charges and select the proper term. At the bottom of the screen, choose confirm charges. This will secure the classes. If the student does not confirm charges, they will lose their reserved space even if they have enough aid to cover the bill.

The student can set up a payment plan for Fall and Spring (not available for Summer and Intersession) by logging into their MyCayuga account and choosing the Student Services tab. Choose Student Quick Links/Set up a Payment Plan and select the proper term. The student will click on E-cashier to enter into a payment plan.

If the student pays in full or sets up a payment plan, the charges will confirm automatically. If the bill is not paid in full or paid with a payment plan by the due date, the student will lose their reserved seat.

If the student has been a resident of New York State for one year and a resident of a county in New York State for six months, they must obtain an application form for a Certificate of Residence. This is available at [www.cayuga-cc.edu/payonline](http://www.cayuga-cc.edu/payonline) and choose Certificate of Residence, or by logging into the MyCayuga account, Student Services tab/Student Quick Links and choosing Residence Requirements. This application must be notarized and presented to the County Treasurer of residence. The County Treasurer will issue a Certificate of Residence which must be returned to the Business Office at either campus. Upon receipt of this form, the double tuition will be removed. Residents of Cayuga County will not pay double tuition, but may have to show valid proof of residence.

## Citing Information Sources in Research Projects

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Help with citation and documentation of resources used in research papers is available in the Center for Academic Success and in the Library. Handouts for the MLA and APA styles of documentation are available through the library pages of the CCC website at <http://www.cayuga-cc.edu/library/cite.php>.



# Helpful Tips

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## HELPFUL HINTS

### General Rules of Thumb for Effective Study

#### 1. Figure out what you need to learn

Use the course syllabus, the chapter headings and subheadings, the terms in bold faced print or italics, questions at the end of the chapter or section, the expected format of the exams, and questions posed by the instructor to decide what concepts, information, theories and/or formulas you need to know.

#### 2. Study actively

Don't just stare at the pages with one eye on the clock. Ask yourself questions, find answers, solve problems, make charts, graphs, or maps of the information you are trying to learn.

#### 3. Use as many senses as you can

Don't rely just on your vision. Talk about ideas. Discuss questions with your classmates. If you want to memorize something, talk into a tape and play it again and again (especially just before going to sleep).

#### 4. Test yourself frequently

You can't know how well you're learning something if you don't monitor your progress. Ask yourself questions and see if you can answer them. Try to solve sample problems. Make up questions as if you were the teacher and see if you can answer correctly.

#### 5. Reward your progress

Rewards help build motivation, which helps you to keep on learning. This is especially important for those courses where the "joy" of learning itself is not enough to make you keep up your efforts.

## ORGANIZATION:

### Planning a Weekly Study Schedule

#### Step 1: Preview

##### a. Gather all course syllabi

- For each course, estimate number of hours needed each week to complete regular assignments.
- Put long-term assignment due dates on an academic term calendar (and plan to do detailed weekly planning during pressure periods of the term).

##### b. Determine your fixed activities (classes, work, activities)

- Using a weekly schedule, write these in.
- Indicate times for eating and regular exercise.
- Xerox copies of master weekly schedule for use of subsequent weeks.

##### c. Study your master schedule

- Think about your own patterns: i.e., times of day with most or least energy.
- Analyze the blocks of time available for study: find short blocks you usually waste, but could use.

## HELPFUL STUDY TIPS

### Step 2: Select and Chunk

Using your course list with times estimated for weekly study, select the most appropriate time slots to study for each course. As you decide when to study what, take into account:

- proximity to class time
- reasonable span of concentration for particular types of reading or study
- logistics, i.e., place of study, travel time between classes, etc.
- your priorities and special competencies in particular courses.

Chunk tasks by dividing assignments up into parts which are reasonable and which make sense in relation to the material to be covered. Divide large blocks of time up into smaller ones and include planned breaks. Assign short, discrete tasks to smaller blocks of time which are usually wasted.

### Step 3: Review

After using your schedule for one week, revise it to meet the needs of the next week, using notes made on your original schedule of what worked and what didn't. If possible, try to establish regular weekly times to do predictable major reading, writing, and problem-solving assignments. Plan a short period of time each week to make up your new schedule.

When unexpected social events turn up, trade off the time by reassigning your planned work to another slot. Write the revision into your schedule.

## SUGGESTIONS FOR TIME MANAGEMENT

- Look at how you waste time. Keep a time log for a week. Where do I procrastinate and lose energy?
- Plan a regular “quiet time” for thinking and planning.
- Develop priorities for a “to do” list. Set objectives that are “clearly” defined and attainable.
- Be sure to include time for recreation, socializing or being alone.
- Think about how to avoid easy low priority tasks replacing more difficult high priority ones.
- Can some tasks serve dual functions? (e.g., eating and socializing, doing laundry and writing letters, etc.)
- Trade off time, don't steal it. Flexibility and spontaneity are important, but they need not interfere with task accomplishment.
- Brief period of task focused time is better than 2 hours of unfocused time.
- Politely tell friends you're busy when they stop in for a visit and you have work to do. Arrange to visit with them. Learn to say no.
- Reward yourself for task accomplishment.
- Procrastination is usually caused by 1) unpleasant task or 2) overwhelming task. With an unpleasant task it can be helpful to reconsider goals to see if this task fits into long-range goals. If not, the task can be eliminated. If, on the other hand, the task is congruent with goals, then perhaps it can be related to the goal in a way to make it less unpleasant.
- With an overwhelming task, it can be helpful to develop a plan composed of small, manageable steps.
- In either case, starting is usually the most difficult part of the project. Opening the book, sharpening the pencil, forcing yourself to write a few words is often all it takes to get yourself over that initial “hump” and on your way.

## TIPS FOR THE STRESSED OUT

1. Get up 15 minutes earlier in the morning. The inevitable morning mishaps will be less stressful.
2. Prepare for the morning the evening before. Put out the clothes you want to wear, get your books together, etc.
3. Don't rely on your memory. Write down appointment times, when meetings are, due dates for papers, projects, etc. Write reminder notes to yourself and tape them to your bathroom mirror, refrigerator, desk or room door. Trying to remember not to forget can be incredibly stressful.
4. Laugh! Every "disaster" has some humor in it.
5. Practice preventive maintenance on your car (if you have one). This should prevent car problems at the worst possible moment (like in a snowstorm or when you're already late).
6. Do one thing at a time.
7. Plan ahead. Don't let the gas tank get below one-quarter full or procrastinate on projects and assignments until the last possible moment.
8. Don't put up with something that doesn't work right. If your alarm clock, wallet, shoe laces, windshield wipers - whatever - are a constant aggravation, get them fixed or get new ones.
9. Allow 15 extra minutes to make meetings, meet dinner reservations, get to the movies, etc.
10. Be prepared to wait. A paperback/newspaper or even some schoolwork can make a wait in line or in an office almost pleasant.
11. Always set up contingency plans, "just in case". If for some reason either one of us gets held up, here's what we'll do...kind of thing. This includes backing up computer files!
12. Relax your standards. The world will not come to an end if the laundry has to wait one more day or your room or house is not as neat as you'd like.
13. Think positive! For every one thing that goes wrong, there are probably 10 or 50 or 100 blessings. Count them!
14. Ask questions. Taking a few minutes to repeat back directions, what someone else expects of you, etc. It can save hours.
15. Say "NO." Saying "no" to extra projects, social activities, etc. You know what you don't have time for. It takes practice, self-respect, and a belief that everyone needs quiet time to relax every day.
16. Unplug/turn off your phone (or use your answering machine). Want to take a long bath, meditate, sleep, rest, etc. without interruption? Take a time out - the possibility of there being a "terrible emergency" during the next hour is almost nil.
17. Turn "needs" into "preferences." Our basic physical needs translate into food and water, and keeping warm (clothing, shelter). Everything else is a preference. Don't get attached to preferences. "Be desireless."
18. Simplify, simplify, simplify.
19. Say you're sorry. Feel bad about something you said or did? Tell the person you're sorry (or send a card). You'll feel much better!
20. Reward yourself after an especially stressful day. A long, hot tub soak, dinner out, a new book, etc. are a few of the hundreds of possibilities.
21. Schedule more fun. Workaholics need to remember to make appointments with themselves to "have fun," just as they schedule other activities.
22. Don't use alcohol or drugs to manage your stress. Many a potentially productive day has been wasted with a hangover. Drugs create far more problems than they resolve.
23. Take care of your physical WELLNESS. Get enough sleep, eat well and get some exercise every day.
24. Take care of your spiritual WELLNESS. Take time every day for reflection or meditation.
25. Instead of tomorrow, do it today. Instead of today, do it now.

### YOUR OWN STRATEGIES...

# **Student Clubs and Campus Activities**

## **STUDENT ACTIVITY HOUR**

Cayuga Community College celebrates student activities hour on Mondays, Wednesdays, and Fridays, between 11 am to 12 pm. The activities hour was created to give student clubs, organizations and the general campus an opportunity to meet or attend the variety of extracurricular programs scheduled during this college break time. The activity hour also serves as an ideal time to provide a host of college and or student committee meetings at a designated free time.

## **ATHLETICS**

Cayuga is a member of the NJCAA (National Junior College Athletic Association), the Region III Athletic and Mid-State Conference. Varsity competition is offered in the following sports:

### **Men**

Basketball, Bowling, Golf, Soccer

### **Women**

Basketball, Bowling, Golf, Soccer, Softball, Volleyball

\* For more detailed information regarding Cayuga Community College athletics, please visit the Athletic Department website at [www.cayugaspartans.com](http://www.cayugaspartans.com).

## **Spartan Hall**

The Health/Physical Education/Recreation Facility features four full courts for a variety of indoor activities. In the center of the facility are two courts for racquetball, handball and paddleball, along with two auxiliary spaces for dance, judo, self-defense and martial arts activities. Other building features include a whirlpool and training room. There is also a mile long exercise nature trail which is great for walking, jogging or cross country skiing.

## **STUDENTS MUST BE ENROLLED IN A SUPER CIRCUIT COURSE IN ORDER TO USE THE WELLNESS CENTER.**

There are three classrooms in the building, in which Health, First Aid, CPR, and other division and college courses are taught. The facility is available for student use at times when classes, practices, intramurals or varsity contests are not scheduled. Procedures for use and hours of availability during the daytime, evenings and weekends will be posted at central locations. To further develop the well-rounded personality, the College offers and encourages participation in intercollegiate and intramural activities.

## **OTHER ON-CAMPUS ACTIVITIES**

**THE CUBE** - located in the Main Building at the Auburn campus.

The Cube contains pool tables, Ping-Pong tables, Xbox, PlayStation, chess and checker sets. Students can use the center to just relax and watch TV or utilize the facility games and other services.

**THE STUDENT CENTER** – located near the main entrance at the Fulton Campus

The Student Center serves as a recreation area with a pool table, TV and games to occupy downtime between classes.

## **FACULTY-STUDENT ASSOCIATION (FSA)**

The FSA is an incorporated body of administrators, faculty and students whose purpose is to promote and cultivate educational and cultural relations among the students and faculty of this College. The FSA oversees the expenditure of the student activity fee, which each student is required to pay.

## **STUDENT CLUBS**

There are many benefits gained from joining a student club or organization including meeting new friends. Club involvement also offers an opportunity for students to learn skills such as time management and group dynamics. These experiences combined with academic learning are the ingredients of a well-rounded education. Students are encouraged to join one of the various campus clubs or organizations because the experience gained can last a lifetime. Please take the time to review the list of updated campus clubs by contacting the Student Engagement Coordinator on your campus.

If you wish to establish a new club on campus and know of interested students, stop by the Student Government Office or see the Director of Student Activities in the Centers for Student Engagement and Academic Advisement. Students at the Fulton Campus can contact the Student Engagement Coordinator.

All clubs are funded by the Student Activity fee, distributed by the Student Government.

For a listing of all campus clubs see the Student Government Organization.

## **STUDENT ACTIVITIES BOARD**

The SAB was formed by the Faculty-Student Association to plan campus activities at both the Auburn and Fulton Campuses such as lectures, stand-up comedians, magicians, concerts, films and special events. The Board has been very active in providing events and activities that have helped create a vibrant campus atmosphere. If you are interested in joining the SAB please see the Director of Student Activities in room M224 at the Auburn campus or see the Student Engagement Coordinator in the Student Center at the Fulton campus.

## **STUDENT GOVERNMENT ORGANIZATION**

An “official” voice for students’ concerns and suggestions, providing leadership and direction for students whether it be an individual student or club. SGO executive officers include a president, vice president, secretary, treasurer at each campus and only one student trustee. Although both boards focus on the club activities for each respective campus, they also work together on issues and events involving the entire student body. All executive positions are elected posts. SGO also has student board members and the remaining student body is made up of student senators (comprised mostly of representatives of student clubs). SGO is responsible for distributing the budgets for student clubs. For more information, visit the SGO office.

## **THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS**

The NSLS is a community of leaders building a better world with chapters at hundreds of universities. The NSLS is a nationwide movement to make a positive impact on a local and global scale. The NSLS provides students with tools to identify their passions. We build purpose driven leaders.

## **PHI THETA KAPPA**

### **Omicron Gamma Chapter - Auburn**

### **Beta Tau Iota Chapter - Fulton**

Phi Theta Kappa, the international honor society of the two-year college, has been recognizing and encouraging excellence among two-year colleges since it was founded in 1918. Today, the Society has grown to become the largest honor society in higher education with more than 2 million members and 1,200 chapters located in 50 states. The recognition and scholarship opportunities that PTK brings to an institution; its faculty advisors, and most importantly to its student members are unparalleled by any other student organization. Membership eligibility is based upon a GPA of 3.5 and community service. Invitations are extended to students each semester and an induction ceremony is held each spring. PTK selects its members after the first semester grades have been mailed. Visit [www.ptk.org](http://www.ptk.org).

## **PHI BETA LAMBDA (PBL)**

Phi Beta Lambda (PBL) is the largest collegiate business student organization in the U.S. with almost 500 participating active colleges and universities and close to 12,000 student members. The mission of PBL is to develop leadership, communication, networking and team skills for students. PBL will also provide CCC students with the ability to participate in individual and team competitions. Competitive events can provide students with real, documented achievement and branding opportunities that should serve any student well when they get ready to graduate, seek employment or transfer to a four-year college.

## **THEATRE PRODUCTIONS (HARLEQUIN)**

A mainstage/studio theatre structure encourages activity in all aspects of theatrical activity including acting, directing, production, and backstage work. Participation is based on expressed interest and plays are selected to fit the interest and abilities of the individuals within the group. No experience is necessary! If you are interested in any facet of theatre productions, you are encouraged to join this organization.

## **THE CAYUGA COLLEGIAN (STUDENT NEWSPAPER)**

The Collegian needs students interested in news reporting, sports, column and feature writing, copy editing, business advertising, photography, art and page design. The Collegian is Cayuga's student newspaper publishing 15 issues per academic year, often on a weekly schedule. The paper has been an award-winning publication in Associated Collegiate Press, Columbia Scholastic Press Association and America's Scholastic Press Association competitions. Get involved with the "student news voice" at Cayuga!

## **VENDORS ON CAMPUS**

Outside for-profit vendors need to receive approval from the Director of Student Activities or Director of Operations before selling merchandise on campus. Students are likewise forbidden to sell for profit on campus unless they are connected with College approved clubs and they receive permission from the Director of Student Activities or Director of Operations.

## **USE OF FACILITIES**

Reservations of rooms or campus facilities can be done by contacting Susan Orman in Campus Facilities at least four weeks prior to an event to allow planning time for maintenance, security or other supporting services necessary. For reserving small conference rooms or classrooms please contact the Registrar's Office.

# College Policies

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## ATTENDANCE POLICY

Students are expected to attend each meeting of their registered courses. Experience demonstrates that regular attendance enhances academic success. However, the College recognizes that there are times when students may miss an occasional class, and has instituted a policy that takes this into consideration.

Student absences cannot exceed 20% of the course. There are NO EXCUSED ABSENCES under this policy. All absences are counted, regardless of the reason for the absence, including but not limited to field trips, illness, athletic trips, court appearances, and other personal reasons.

Students are responsible for keeping track of the number of their absences. Instructors are not required to notify a student orally or in writing if the student has excessive absences.

Students who do not meet the required attendance policy for a course will receive a grade of F for the course, unless the student withdraws from the course by the 60% mark of the course. After the 60% mark of the course if, in the judgment of the course instructor, a student has stopped attending class for valid reasons, the Documented Course Withdrawal Policy may apply.

Participation in classroom activities including lectures, films, guest speakers, class discussions, and group activities all contribute to student success in college level coursework. Instructors may include class participation as one component of evaluation and grading. Therefore, lack of attendance may influence your ability to do well in a course where participation is highly valued by the instructor.

## ATTENDANCE POLICY IN ONLINE COURSES

Attendance in an online course is defined as an active post or submission within the course including discussions, written assignments, and tests. This standard will be used to determine all attendance issues, including but not limited to reports of never having attended, reports of last date of attendance, and final grades of F in the course, due to lack of attendance.

### In A Course That Meets For the Full Semester

If the class or lab meets:	Absences cannot exceed:
Once weekly	3
Twice weekly	6
Three times weekly	9
Four times weekly	12
Five times weekly	15

### A Course That Meets For Five Weeks

If the class or lab meets:	Absences cannot exceed:
Once weekly	1
Twice weekly	2
Three times weekly	3
Four times weekly	4
Five times weekly	5

Once the student has exceeded these total absences, the student will receive an F for the course. Students enrolled in a course that meets for other than the full semester or 5 week sessions will receive an F for the course after they exceed 20% of the scheduled class meetings.

## COLLEGE POLICIES

A stricter alternative attendance policy may be applied within a curriculum, with the approval of the division and the Vice President of Academic Affairs. An instructor will notify students in writing when it is necessary to apply a more restrictive and approved policy due to educational requirements.

### **Cell phones and Personal Electronic Devices**

Students are expected to be present, pay attention, and participate during classes. Use of cell phones and other electronic devices during class time may be considered a classroom disruption as defined in the Instructor's course syllabus.

### **Lateness and Leaving Class Early**

If a student is late for class or leaves before the class is over, or if a student leaves class and returns during the class, the instructor at his or her discretion may consider that student absent. Students are required to wait a minimum of ten minutes before leaving a class if an instructor is not present at the beginning of a class period, unless instructed otherwise.

### **Late Registration**

Students may change their schedules during the drop/add late registration period. However, the missed classes that occurred before the student added the course may, at the discretion of the instructor, count as absences in the student's attendance record for that course.

### **Course Withdrawal Policy**

Students may withdraw from a course up until the 60% mark of the course and receive a "W" on their transcript. The student must initiate the withdrawal procedure through the Registrar's Office by the closing of the Registrar's Office on the date of the 60% mark of the course. Please refer to the College Calendar for the specific date of the last day for students to initiate a withdrawal from a course for each term.

### **Documented Course Withdrawal Policy**

After the 60% mark of the semester, a student may not withdraw from a course unless, in the judgment of the course instructor, he or she has a serious, documented reason for doing so.

If the student has a serious reason to seek course withdrawal after the 60% mark of the course (such as illness or death in the family), he or she should discuss course withdrawal with the course instructor. The student must provide documentation in the form of a Documented Late Course Withdrawal Form, available from the Registrar's Office, along with supporting documentation, such as a health care provider's verification of student illness (physical or psychological) or of major illness of an immediate family member; copy of obituary, listing relationship of deceased to student; letter from student's employer; or written statement explaining extenuating circumstances. This form and documentation must be submitted to the course instructor for review. If in the judgment of the instructor the student's request for late withdrawal is valid, the instructor will approve the form by signing it. The instructor will bring the Documented Late Course Withdrawal Form and the appropriate documentation to the Registrar's Office, where it will be kept on file, *by the Documented Course Withdrawal Deadline, as described in the following paragraph.*

The student must have all necessary paperwork complete for a documented course withdrawal submitted to the instructor in time for the instructor to bring the documentation to the Registrar's Office by the final day of classes for the semester.



That is, the student must acquire the necessary documentation previously; and the paperwork must be in the instructor's hands, in time for the instructor to have the paperwork in the Registrar's Office before closing of the Registrar's Office on the last day of class. Please refer to the College Calendar for the specific date of the last day of classes for each term.

Late withdrawals can have serious impacts on the financial aid of students and the finances of the institution. Therefore the use of late withdrawals should be limited. Students are cautioned to speak with the Financial Aid Office before withdrawing from a course, as withdrawing may compromise their financial aid.

## **INCOMPLETE GRADE**

An Incomplete is a temporary grade given when you are unable to complete a *small part* of the course requirements or cannot take the final examination due to illness or other justifiable circumstances. A student requesting an Incomplete must fill out a Request for Incomplete Form, listing the valid reason for not completing all requirements and must agree to the terms and conditions set by the instructor to complete the course. This form must be completed by the last day of class. Please note: if a student has received a grade of Incomplete at the end of the semester, it will not be possible to change that grade to a W.

All coursework must be completed by the 20% mark of the following 15-week semester; otherwise the incomplete will be changed to F, or the default grade provided by the instructor. In rare cases for certain courses where appropriate (for example, internships that are not offered at the beginning of a semester), an additional extension may also be given until the end of the following 15 week semester upon the instructor's approval. Please note that an F grade may result in academic probation or academic dismissal.

<b>Incomplete grade for...</b>	<b>...must be completed by</b>
Fall semester	20% mark of the Spring semester
Spring semester	20% mark of the Fall semester
Intersession	20% mark of the Spring semester
Summer session	20% mark of the Fall semester

Students are advised to consult the Financial Aid Office if they are seeking an incomplete, since incompletes may have implications for financial aid.

## **Involuntary Withdrawal Policy**

A student is subject to involuntary withdrawal from a course when, in the opinion of the instructor, the student engages in disruptive behavior. If a student has been warned about specific behavior and continues to present a disruption, the instructor may request the student's withdrawal from the course by submitting to the Vice President of Academic and Student Affairs, in writing, the facts of the case.

An instructor will issue an oral warning to a student regarding the unacceptable behavior. If the instructor is still dissatisfied with the student's behavior that occurs after the oral warning, a written warning will be issued to the student. The written warning will describe specifically what behavior changes must occur if the student is to remain in the course. If the instructor requests an involuntary withdrawal after issuing a written warning, the Vice President, if he/she concurs, may withdraw the student from the course. The Vice President may also mediate the situation in order to facilitate a change in the disputed behavior, or deny the request of the instructor.

In certain serious situations, the student may be withdrawn from the course and also face disciplinary action by the College without prior warning. Serious situations include, but are not limited to, verbal abuse, violence, threats of violence, intimidation, persistent behavior that prevents the instructor from maintaining order and carrying out classroom activities, and behavior that is or could be a violation of federal, state and local laws.

## **GRADING POLICY – STUDENTS ACTIVATED FOR MILITARY DUTY**

Students already a member of a reserve, national guard, or other U.S. military unit who are deployed for active military duty, and granted a Military Leave of Absence,\* will be granted such Leave according to New York Education Law; and the students and the College will follow the policy, procedures, and grading guidelines outlined below.

A student cannot be withdrawn against his or her will from a course based on absences that result from deployment.

The Student will:

- Inform the certifying official in the Registrar's Office of any current or future deployment.
- Choose to take a tuition refund or remain enrolled in his or her classes.

The Registrar's Office will:

- Generate an email to the student's instructors with a copy of this policy attached, informing them of the student's deployment and the potential for absence.

The Faculty will:

- Discuss options with the student to determine an appropriate course of action.

### **GRADES:**

- If a student chooses to take a tuition refund, he or she will not be assigned a grade in the courses vacated, as those courses will not appear on the student's academic record.\*
- For students who choose not to take a tuition refund, the following procedures will apply:

The Student will:

- Contact his or her instructors to discuss options for course completion.

The Faculty will:

- Not withdraw a student based on deployment absences.
- Discuss options with the student. The instructor will determine whether course requirements have been met or can be met, and the instructor will award the student a grade. A grade of "F" is a possibility. An instructor may also submit a grade of "I" (incomplete), in accordance with College Policy.

\*Definition of Military Leave of Absence per New York Education Law - Article 127:  
S/s Section 6350 – Leave of Absence for Military Service-attached

## **SUNY TUITION REFUND POLICY**

### **CREDIT/EQUIVALENT COURSES:**

#### **Courses more than 8 weeks in length**

100% Refund obtainable before the first day of the semester.

75% Refund obtainable during the first week of scheduled classes.

50% Refund obtainable during the second week of scheduled classes.

25% Refund obtainable during the third week of scheduled classes.

**NO REFUND after the third week of classes.**

Certain college fees are not refundable.

Students should check with the Business Office.

**CREDITS/EQUIVALENT COURSES:****Courses 8 weeks or less in length**

100% Refund obtainable before the first scheduled class. 25% Refund obtainable during the first week of scheduled classes.

**NO REFUND after the first week of scheduled classes.**

All payments made with a credit card will be refunded to the credit card utilized for the payments. Students can choose to receive direct deposit of their refund or excess financial aid by logging into MyCayuga and choosing Student Services/Student Quick Links/Sign up for Refund Direct Deposit.

**AFFIRMATIVE ACTION POLICY STATEMENT**

Cayuga County Community College is an equal opportunity/affirmative action employer and educational institution. As such, it does not discriminate on the basis of race, creed, color, gender, national origin, religion, marital status, sexual orientation, age, veteran status, or disability. Inquiries concerning the application of this policy may be referred to the Affirmative Action Officer.

**SEXUAL VIOLENCE VICTIM/SURVIVOR'S BILL OF RIGHTS**

The State University of New York and Cayuga 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/University-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:

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressures from the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- 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;
- Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
- Be free from retaliation by the institution, the accused and/or respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Access to at least one level of appeal of a determination;
- 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;

## COLLEGE POLICIES

- 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, visit [Options for Confidentially Disclosing Sexual Violence](#)).
- Make a report to:
  - a. An employee with the authority to address complaints, including the Title IX Coordinator, a Student Conduct employee, or a Human Resources employee;
  - b. [Office of Public Safety](#);
  - c. Local law enforcement; and/or
  - d. Family Court or Civil Court.

## SEXUAL VIOLENCE RESPONSE POLICY

In accordance with the Students' 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 (more information on confidential report is available in the [Options for Confidentially Disclosing Sexual Violence Policy](#)):
  - Anonymously via an internet or telephone anonymous reporting system (link coming soon)
  - [The Centers for Student Engagement and Academic Advisement](#)
- 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/help/index.html> (or by calling **1-800-942-6906**), and assistance can also be obtained through:
  - SurvJustice: <http://survjustice.org/our-services/civil-rights-complaints>;
  - Legal Momentum: <https://www.legalmomentum.org>;
  - NYSCASA: <http://nyscasa.org/responding>;
  - NYSCADV: <http://www.nyscadv.org>;
  - Pandora's Project: <http://www.pandys.org/lgbtsurvivors.html>;
  - GLBTQ Domestic Violence Project: <http://www.glbtqdv.org>; and
  - 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 of evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney:
  - **Director of Human Resources**  
197 Franklin Street  
Auburn, NY 13021-3099  
(315) 255-1743, ext. 2256
  - [Office of Public Safety](#) – available during regular hours of operation
  - [Health Services](#)
- To file a criminal complaint with Office of Public Safety and/or with local law enforcement and/or state police:
  - **Auburn Campus Police**  
197 Franklin Street  
Auburn, NY 13021  
(315) 255-1743 ext. 2461
  - **Fulton Campus Police**  
11 River Glen Drive  
Fulton NY 13069  
(315) 592-4143 ext. 3067
  - **City of Auburn Police Department**  
[http://www.auburnny.gov/Public\\_Documents/AuburnNY\\_Police/index](http://www.auburnny.gov/Public_Documents/AuburnNY_Police/index)  
46 North Street  
Auburn, NY 13021  
(315) 253-3231
  - **City of Fulton Police Department**  
<http://fultonpd.com>  
141 South First Street  
Fulton, NY 13069  
(315) 598-2111
  - **State police** 24-hour hotline to report sexual assault on a NY college campus:  
1-844-845-7269.
- To receive assistance by the Associate Vice-President of Academic and Student Affairs 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 Cayuga 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 Centers for Student Engagement and Academic Advisement](#) anonymously to discuss the situation and available options:
  - **Auburn Campus**  
197 Franklin St. Auburn, NY 13021  
(315) 255-1743, ext. 2265  
E-mail: [studenteng@cayuga-cc.edu](mailto:studenteng@cayuga-cc.edu)

## COLLEGE POLICIES

- **Fulton Campus**  
11 River Glen Drive Fulton, NY 13069  
(315) 592-4143, ext. 3094  
E-mail: [studenteng@cayuga-cc.edu](mailto:studenteng@cayuga-cc.edu)
- When the accused is an employee, a reporting individual may also report the incident to the [Office of Human Resources](#) or may request that one of the above referenced confidential or private employees assist in reporting to Employee Relations or Human Resources. 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.
- **Director of Human Resources**  
197 Franklin Street  
Auburn, NY 13021-3099  
(315) 255-1743, ext. 2256
- You may withdraw your complaint or involvement from the Cayuga Community College process at any time.
- Every college shall ensure that, at a minimum, at the first instance of disclosure by a reporting individual to a college representative, the following information shall be presented to the reporting individual: “You have the right to make a report to University Police or 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.”

## II. Resources:

- To obtain effective intervention services.
  - [The Centers for Student Engagement and Academic Advisement](#)
    - Auburn Campus**  
197 Franklin St.  
Auburn, NY 13021  
(315) 255-1743, ext. 2265  
E-mail: [studenteng@cayuga-cc.edu](mailto:studenteng@cayuga-cc.edu)
    - Fulton Campus**  
11 River Glen Drive  
Fulton, NY 13069  
(315) 592-4143, ext. 3094  
E-mail: [studenteng@cayuga-cc.edu](mailto:studenteng@cayuga-cc.edu)
  - [Health Services Office](#)
    - Auburn Campus**  
Suzanne Wilson, RN, BS,  
Coordinator of College Health Services  
Room M-203  
197 Franklin Street  
Auburn, NY 13021  
(315)255-1743, ext. 2203  
E-mail: [wilson@cayuga-cc.edu](mailto:wilson@cayuga-cc.edu)



**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 Cayuga Community College policy. Parties may submit evidence in support of their request.
- To have assistance from Office of Public Safety 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 Office of Public Safety in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of Office of Public Safety 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 Cayuga Community College policies and rules.
- When the accused is not a member of the college community, to have assistance from Office of Public Safety 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:

- [The Centers for Student Engagement and Academic Advisement](#)

**Auburn Campus**

197 Franklin St. Auburn, NY 13021

(315) 255-1743, ext. 2265

E-mail: [studenteng@cayuga-cc.edu](mailto:studenteng@cayuga-cc.edu)



**Fulton Campus**

11 River Glen Drive Fulton, NY 13069

(315) 592-4143, ext. 3094

E-mail: [studenteng@cayuga-cc.edu](mailto:studenteng@cayuga-cc.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 [Student Handbook](#) 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 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 recognizes 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 Cayuga 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/videoconferencing 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 stage 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.

## COLLEGE POLICIES

- The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanction 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 at least five years.
  - [The Centers for Student Engagement and Academic Advisement](#)  
**Auburn Campus**  
197 Franklin St. Auburn, NY 13021  
(315) 255-1743, ext. 2265  
E-mail: [studenteng@cayuga-cc.edu](mailto:studenteng@cayuga-cc.edu)
  - Fulton Campus**  
11 River Glen Drive Fulton, NY 13069  
(315) 592-4143, ext. 3094  
E-mail: [studenteng@cayuga-cc.edu](mailto:studenteng@cayuga-cc.edu)
- 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 makes a final determination unless otherwise required by law.

## DEFINITION OF 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 the 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.

- 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 maybe 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.

## OPTIONS FOR CONFIDENTIALLY DISCLOSING SEXUAL VIOLENCE

The State University of New York and Cayuga 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.

### 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 Cayuga Community College, this includes: Cayuga Community College's Counseling Services:

- [The Centers for Student Engagement and Academic Advisement](#)

#### **Auburn Campus**

197 Franklin St. Auburn, NY 13021

(315) 255-1743, ext. 2265

E-mail: [studenteng@cayuga-cc.edu](mailto:studenteng@cayuga-cc.edu)

#### **Fulton Campus**

11 River Glen Drive Fulton, NY 13069

(315) 592-4143, ext. 3094

E-mail: [studenteng@cayuga-cc.edu](mailto:studenteng@cayuga-cc.edu)

- **Eileen Winter, College Chaplin**

Phone: (315) 209-8383

E-mail: [Eileen.Winter@cayuga-cc.edu](mailto:Eileen.Winter@cayuga-cc.edu)

- Cayuga Community College physicians, licensed medical professionals or supervised interns when they are engaged in a physician/patient relationship:

#### [Health Services Office](#)

#### **Auburn Campus**

Suzanne Wilson, RN, BS,

Coordinator of College Health Services

Room M-203

197 Franklin Street

Auburn, NY 13021

(315)255-1743, ext. 2203

E-mail: [wilson@cayuga-cc.edu](mailto:wilson@cayuga-cc.edu)

#### **Fulton Campus**

Stephanie Goodell, RN

Room F-109

11 River Glen Drive

Fulton, NY 13069

(315) 593-9308

E-mail: [stephanie.goodell@cayuga-cc.edu](mailto:stephanie.goodell@cayuga-cc.edu)

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 confidentiality 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.

## COLLEGE POLICIES

- **New York State Coalition Against Sexual Assault (NYSCASA)**  
<http://nyscasa.org>
- **Sexual Assault Victims Advocate Resource (SAVAR)**  
<http://www.cayugacounseling.org/preventive/savar.php>  
Cayuga Counseling Services  
17 East Genesee St.  
Auburn, NY 13021  
(315) 253-9795
- **Oswego County Opportunities, Inc.**  
<http://www.oco.org/crisis-development>  
239 Oneida Street  
Fulton, NY 13069  
SAF Abuse & Assault Hotline: (315) 342-1600  
*Sliding Fee Program*
- **Auburn Community Hospital**  
<http://www.auburnhospital.org>  
17 Lansing Street  
Auburn, NY 13021  
(315) 255-7011
- **Oswego Hospital**  
<http://www.oswegohealth.org/hospital>  
110 West Sixth Street  
Oswego, NY 13126  
(315) 349-5511
- Off-campus healthcare providers

Note that medical office and insurance billing practices may reveal information to the insurance policyholder, 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/files/ovs\\_rights\\_of\\_cv\\_booklet.pdf](http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf), or by calling **1-800-247-8035**.

Options are explained here: <http://www.ovs.ny.gov/helpforcrimevictims.html>.

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. These individuals will report the nature, date, time, and general location of an incident to Cayuga 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.

### **Privacy versus Confidentiality:**

Even Cayuga 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. Cayuga 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 Cayuga Community College Will Weigh the Request and Respond:

If you disclose an incident to a Cayuga 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.

[The Centers for Student Engagement and Academic Advisement](#)

### **Auburn Campus**

197 Franklin St. Auburn, NY 13021

(315) 255-1743, ext. 2265

E-mail: [studenteng@cayuga-cc.edu](mailto:studenteng@cayuga-cc.edu)

### **Fulton Campus**

11 River Glen Drive Fulton, NY 13069

(315) 592-4143, ext. 3094

E-mail: [studenteng@cayuga-cc.edu](mailto:studenteng@cayuga-cc.edu)

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 the College's failure to act does not adequately mitigate the risk of harm to you or other members of the Cayuga 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, Cayuga 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 Cayuga Community 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.

## COLLEGE POLICIES

### **Public Awareness/Advocacy Events:**

If you disclose a situation through a public awareness event such as "Take Back the Night," candlelight vigils, protests, and other public event, Cayuga Community College is not obligated to begin an investigation. Cayuga Community College may use the information you provide to inform the need for additional education and prevention efforts. For more information, contact:

#### **Student Activities Board (SAB)**

Norman Lee

Director of Student Activities

[leen@cayuga-cc.edu](mailto:leen@cayuga-cc.edu)

### **Anonymous Disclosure:**

For anonymous support and assistance at Cayuga Community College, please use the following online form:

<http://www.cayuga-cc.edu/assault-form>

For additional anonymous support and assistance, please contact:

- **Sexual Assault Victims Advocate Resource (SAVAR)**

<http://www.cayugacounseling.org/preventive/savar.php>

Cayuga Counseling Services

17 East Genesee St.

Auburn, NY 13021

(315) 253-9795

- **Oswego County Opportunities, Inc.**

<http://www.oco.org/crisis-development>

239 Oneida Street

Fulton, NY 13069

SAF Abuse & Assault Hotline: (315) 342-1600

*Sliding Fee Program*

The following 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 Cayuga Community 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.

For more information, contact [Office of Public Safety:](#)

#### **Auburn Campus Police**

197 Franklin Street

Auburn, NY 13021

(315) 255-1743 ext. 2461

#### **Fulton Campus Police**

11 River Glen Drive

Fulton NY 13069

(315) 592-4143 ext. 3067

Cayuga 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, Cayuga Community College will not share information about a report of sexual violence with parents without the permission of the reporting individual.

## **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. Cayuga 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. Cayuga 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 sexual violence, dating violence, stalking, or sexual assault to Cayuga Community College officials or law enforcement will not be subject to Cayuga 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 ONBOARDING AND ONGOING EDUCATION GUIDE**

The State University of New York and its State-operated and community colleges believe that sexual violence prevention training and education cannot be accomplished via a single day or a single method of training. To that end, SUNY campuses will continue to educate all new and current students using a variety of best practices aimed at educating the entire college community in a way that decreases violence and maintaining a culture where sexual assault and acts of violence are not tolerated.

All new first-year and transfer students will, during the course of their onboarding to a SUNY State-operated or community college, receive training on the following topics, using a method and manner appropriate to the institutional culture of each campus:

- The institution prohibits sexual harassment, including sexual violence, domestic violence, dating violence, stalking, other violence or threats of violence, and will offer resources to any victims/survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction of the institution.
- Relevant definitions including, but not limited to, the definitions of sexual violence and consent.
- Policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression.
- The role of the Title IX Coordinator, Office of Public Safety, and other relevant offices that address violence prevention and response.

## COLLEGE POLICIES

- Awareness of violence, its impact on victims/survivors and their friends and family, and its long-term impact.
- The [Students' Bill of Rights](#) and [Sexual Violence Response Policy](#), including:
  - How to report sexual violence and other crimes confidentially, and/or to college officials, campus law enforcement and security, and local law enforcement.
  - How to obtain services and support.
- Bystander Intervention and the importance of taking action, when one can safely do so, to prevent violence.
- The protections of the Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases
- Risk assessment and reduction including, but not limited to, steps that potential victims/survivors *and* potential assailants and bystanders to violence can take to lower the incidence of sexual violence.
- Consequences and sanctions for individuals who commit these crimes.

The onboarding process is not limited to a single day of orientation, but recognizes that students enroll at different times at different SUNY campuses and gives campuses the flexibility to best educate students at a time and manner that can most effectively bring these points to light. SUNY will conduct these trainings for all new students, whether first-year or transfer, undergraduate, graduate, or professional. Each campus shall use multiple methods to educate students about sexual violence prevention. Each SUNY institution will also share information on sexual violence prevention with parents of enrolling students.

Students at SUNY State-operated and community college campuses shall be offered general and specialized training in sexual violence prevention. Each institution will conduct a campaign, compliant with the requirements of the Violence Against Women Act, to educate the student population. Further, institutions will, as appropriate, provide or expand specific training to include groups such as international students, students that are also employees of the campus, leaders and officers of registered/recognized student organizations, online and distance education students. Institutions will also provide specific training to members of groups identified as likely to engage in high-risk behavior.

Beginning in the 2015-2016 academic year, SUNY State-operated and community colleges will require that student leaders and officers of registered/recognized student organizations and those seeking recognition complete training on domestic violence, dating violence, sexual assault, or stalking prevention as part of the approval process and require student-athletes to complete training in domestic violence, dating violence, sexual assault, or stalking prior to participating in intercollegiate athletics.

Methods of training and educating students may include, but are not limited to:

- President's welcome messaging;
- Peer theater and peer educational programs;
- Online training;
- Social media outreach;
- First-year seminars and transitional courses;
- Course syllabi;
- Faculty teach-ins;
- Institution-wide reading programs;
- Posters, bulletin boards, and other targeted print and email materials;
- Programming surrounding large recurring campus events;
- Partnering with neighboring SUNY and non-SUNY colleges to offer training and education;



- Partnering with State and local community organizations that provide outreach, support, crisis intervention, counseling and other resources to victims/survivors of crimes to offer training and education. Partnerships can also be used to educate community organizations about the resources and remedies available on campus for students and employees seeking services; and
- Outreach and partnering with local business that attract students to advertise and educate about these policies.

### **Policy for the review of no contact order**

*Both the accused or respondent and the reporting individual shall, upon request and consistent with institution policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of a no contact order, including potential modification, and shall be allowed to submit evidence in support of his or her request. Institutions may establish an appropriate schedule for the accused and respondents to access applicable institution buildings and property at a time when such buildings and property are not being accessed by the reporting individual.*

#### Plain Language:

The campus will promptly review existing no contact orders at a party's request, including requests to modify the terms of or discontinue the order. The parties can submit evidence to support their requests. If the campus finds it appropriate, it can even make a schedule for parties who seek to use the same facilities without running afoul of the no contact order.

### **Policy for review of an interim suspension**

*Both the accused or respondent and the reporting individual shall, upon request and consistent with the institution's policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any such interim measure and accommodation that directly affects him or her, and shall be allowed to submit evidence in support of his or her request.*

#### Plain Language:

The campus will promptly review existing interim suspensions at a party's request, including requests to modify the terms or discontinue it. Parties can submit evidence to support their request.

### **Policy for review of interim measures/accommodations**

*Both the accused or respondent and the reporting individual shall, upon request and consistent with the institution's policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any such interim measure and accommodation that directly affects him or her, and shall be allowed to submit evidence in support of his or her request.*

#### Plain Language:

The campus will promptly review existing interim measures and accommodations at the request of the party who is affected by that interim measure or accommodation. The parties can submit evidence to support their request.

### **Policy for transcript notations**

*For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII). Institutions shall make a notation on the transcript of students found responsible after a conduct process that they were "suspended after finding a responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For the respondent who withdraws from the institution while such conduct charges are*

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*pending, and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they “withdrew with conduct charges pending.” Each institution shall publish a policy on transcript notations and appeals seeking removal of a transcript notation for a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed. If a finding or responsibility is vacated for any reason, any such transcript notation shall be removed.*

### Plain Language:

Campuses must make a notation on the transcripts of students found responsible for crimes of violence. This is in line with the 2004 memo from Chancellor King saying the same thing. The notations are for suspension, expulsion, or withdrawal with charges pending.

## **Reporting aggregate data to NYSED**

1. *Institutions shall annually report to the department the following information about reports of domestic violence, dating violence, stalking and sexual assault:*
  - a. *The number of such incidents that were reported to the Title IX Coordinator.*
  - b. *Of those incidents in paragraph (a) of this subdivision, the number of reporting individuals who sought the institution’s judicial or conduct process.*
  - c. *Of those reporting individuals in paragraph (b) of this subdivision, the number of cases processed through the Institution’s judicial or conduct process.*
  - d. *Of those cases in paragraph c of this subdivision, the number of respondents who were found responsible through the Institution’s judicial or conduct process.*
  - e. *Of those cases in paragraph c of this subdivision, the number of respondents who were found not responsible through the Institution’s judicial or conduct process.*
  - f. *A description of the final sanctions imposed by the institution for each incident for which a respondent was found responsible, as provided in paragraph d of this subdivision, through the Institution’s judicial or conduct process.*
  - g. *The number of cases in the institution’s judicial or conduct process that were closed prior to a final determination after the respondent withdrew from the Institution and declined to complete the disciplinary process.*
  - h. *The number of cases in the Institution’s judicial or conduct process that were closed because the complaint was withdrawn by the reporting individual prior to a final determination.*
2. *The department shall create a reporting mechanism for institutions to efficiently and uniformly provide the information outlined in subdivision one of this section.*

### Plain Language:

The NYS Education Department will create a reporting mechanism for campuses to annually submit the following information:

- a. How many domestic violence, dating violence, stalking, and sexual assault incidents were reported to the Title IX Coordinator this year?
- b. From those incidents in paragraph (a), how many reporting individuals wanted to use the student conduct process for adjudication?
- c. How many of these cases were actually processed through the student conduct process?
- d. How many of the respondents in these cases were found responsible?
- e. How many of the respondents in these cases in paragraph (c) were found not responsible?
- f. What sanctions were imposed for each instance where a respondent was found responsible (paragraph [d])?

- g. How many cases closed before adjudication or before finding because the accused/respondent withdrew from the institution?
- h. How many cases closed before adjudication or before finding because the reporting individual withdrew the complaint?

### **Policy/instructions on how parties can review the case file/evidence**

*Every institution shall ensure that every student be afforded the following rights:...Throughout proceedings involving such an accusation of sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the institution's code of conduct, the right:...To review and present available evidence in the case file, or otherwise in the possession or control of the institution, and relevant to the conduct case, consistent with institution policies and procedures.*

### **Plain Language:**

In student disciplinary proceedings involving domestic violence, dating violence, stalking, or sexual violence, the campus will allow parties to review available evidence held by the campus in accordance with college/university policy. Parties can also present available evidence as appropriate under campus policies.

### **Legislative Definitions:**

1. "Institution" shall mean any college or university chartered by the regents or incorporated by special act of the legislature that maintains a campus in New York.
2. "Title IX Coordinator" shall mean the Title IX Coordinator and/or his or her designee or designees.
3. "Bystander" shall mean a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is a violation of rules or policies of an institution.
4. "Code of Conduct" shall mean the written policies adopted by an Institution governing student behavior, rights, and responsibilities while such student is matriculated in the Institution.
5. "Confidentiality" may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with State and Federal law, including but not limited to 20 U.S.S. 1092(f) and 20 U.S.C. 1681(a). Licensed mental health counselors, medical providers, and pastoral counselors are examples of institution employees who may offer confidentiality.
6. "Privacy" may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate Institution officials. Institutions may substitute another relevant term having the same meaning, as appropriate to the policies of the Institution.
7. "Accused" shall mean a person accused of a violation who has not yet entered an Institution's judicial or conduct process.
8. "Respondent" shall mean a person accused of a violation who has entered as Institution's judicial or conduct process.
9. "Reporting Individual" shall encompass the terms victim, survivor, complainant, claimant, witness and victim status, and any other term used by an institution to reference an individual who brings forth a report of a violation.
10. "Sexual activity" shall have the same meaning as "sexual act" and "sexual contact" as provided in 18 U.S.C 2246(2) and 18 U.S.C. 2246(3).

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11. “Domestic violence”, “dating violence”, “stalking” and “sexual assault” shall be defined by each Institution in its Code of Conduct in a manner consistent with applicable federal definitions.

## **THE JEANNE CLERY SECURITY POLICY AND CRIME STATISTICS ACT**

### **Alcohol and Drug Prevention Sexual Assault Prevention Campus Sex Crime Prevention Act**

Cayuga Community College provides campus safety and crime statistics to all prospective students, current students, and employees of the College. The College’s annual Campus Crime Report, along with information regarding Alcohol and Drug Prevention, Sexual Assault Prevention, and information related to the Campus Sex Crime Prevention Act are available on the Internet at [www.cayuga-cc.edu](http://www.cayuga-cc.edu).

The information is all included in the College’s Right to Know packet and is available on the Auburn campus in the Registrar’s Office, Student Engagement Office, Admissions Office, and at the Main Reception Desk at the Fulton Campus.

## **GRIEVANCE POLICIES AND PROCEDURES**

It is the policy of Cayuga Community College to protect the rights and freedoms of students and other members of the campus community. The College has created internal policies and procedures to address student and consumer complaints and grievances. Policies exist for academic, consumer, discrimination, and sexual harassment complaints. Policies and grievance forms are available in designated offices and on the College web site at [www.cayuga-cc.edu/students/grievances](http://www.cayuga-cc.edu/students/grievances).

### **Academic Grievance**

If a student has an academic complaint, or believes that he or she has been harmed by an inequitable or inappropriate implementation of the academic regulations and procedures of the College, the Academic Grievance Procedure shall be followed. Students are encouraged to discuss academic concerns with their instructor first. If not satisfied with the outcome of these discussions, the student may then appeal the decision to the instructor’s division chair or immediate supervisor. Although the policy does allow for informal as well as formal complaint procedures, students should be aware that there are time limits designated in the policy, and they should seek assistance in resolving an academic conflict as quickly as possible. The Academic Grievance Policy and submission form are available in the Academic Programs office on the Auburn campus and in the Administration office on the Fulton campus.

### **Consumer Complaint**

The College has adopted an internal grievance procedure for the equitable resolution of complaints that do not relate to any other internal grievance procedure. The Consumer Complaint Procedure does not include complaints that are academic (Academic Grievance Procedure), or related to any form of discrimination as defined in the Discrimination Grievance Procedure, or related to sexual harassment, as defined in the Sexual Harassment Policy, or any other complaint for which the College has established a more specific complaint or grievance process. The Consumer Complaint Procedure and submission form are available in the Office of Human Resources on the Auburn campus, and at the Centers for Student Engagement and Academic Advisement office on the Auburn and Fulton campuses.

## **Discrimination Grievance**

The College has adopted an internal grievance procedure for providing for prompt, equitable, and confidential resolution of complaints alleging discrimination on the basis of age, color, disability, national origin, race, religious creed, gender, sexual orientation, or veteran status. Complaints emerging from the Auburn campus, Fulton campus, or any other operation of the College should be addressed either to the affirmative action officer for employees (director of human resources) or to the affirmative action office for the students (director of the Centers for Student Engagement and Academic Advisement). The Discrimination Grievance Policy and submission form are available in the Office of Human Resources and in the Centers for Student Engagement and Academic Advisement on the Auburn and Fulton campus.

## **Sexual Harassment Grievance**

The College is committed to maintaining a work and educational environment free from sexual harassment and has adopted an internal grievance procedure for the reporting and resolution of sexual harassment complaints. Complaints emerging from the Auburn and Fulton campuses or any other operation of the College should be addressed either to the affirmative action officer for employees (director of human resources) or to the affirmative action officer for students (director of the Centers for Student Engagement and Academic Advisement). The Sexual Harassment Policy and submission form are available in the Human Resources Office on the Auburn Campus, and the Centers for Student Engagement and Academic Advisement on both the Auburn and Fulton campuses.

## **ALCOHOL POLICY AND SUBSTANCE ABUSE**

The use and possession of alcoholic beverages are not permitted on any and all locations operated by Cayuga Community College for employees, students, and visitors, except for an occasion expressly sponsored as such by the President's Office and conforming to the following conditions:

- Participation is limited to persons specifically identified and approved by the President's Office.
- The serving of the alcohol is covered by host liquor liability insurance, done by duly qualified and bonded personnel, and strictly limited to a designated location.
- The occasion is not under either the direct or indirect auspices of a student or student affiliated organization.

Use, distribution or possession of illegal substances is not permitted on campus. Such use, distribution or possession is a violation of college regulations and is subject to action by the Faculty/Student Conduct Board.

Please refer to Right to Know booklet for additional information on Campus Safety and Security, Drug and Alcohol Abuse Prevention Program, and Preventing Sexual Harassment and Sexual Assault.

## **CONFIDENTIALITY OF STUDENT RECORDS**

The Family Education Rights and Privacy Act of 1974 protects the rights of students to inspect and review certain education records and prohibits the nonconsensual release of personally identifiable information for such records which is not "directory information." Students currently enrolled at this institution may object to the release of certain categories of "directory information" pertaining to them by providing written notification to the REGISTRAR'S OFFICE within fourteen (14) days following the first day of classes. The categories of "directory information" at this institution are:

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- Name, campus and home address, telephone numbers, dates and attendance; and
- Previous institutions, major field of study, degrees conferred; and
- Past and present participation in sports and activities, physical factors (date and place of birth).
- Student class schedules are considered directory information when requested by:
  - Properly identified current students.
  - Properly identified federal, state or local investigative officials.
  - Parents of a dependent student.

The failure of any student to specifically object to the release of certain or all categories of “directory information” within time indicated will be interpreted as approval. The Family Education Rights and Privacy Act of 1974 provides for additional protections related to the access of student records.

## STUDENT CODE OF CONDUCT, DISCIPLINE, AND CONDUCT REVIEW PROCESS

All members of the College community enjoy the rights that are guaranteed to them by federal and state laws, and must assume responsibilities implied by these rights. Students are expected to maintain standards of conduct that will reflect credit to the College and the community. The College Discipline and Conduct Review Process is utilized when student conduct adversely affects the College community's pursuit of its educational objectives. The College maintains a policy on Student Code of Conduct and Conduct Review Procedures. The most current policy is available on the College website.

## DEFINITIONS

- The term “College” means Cayuga Community College, including the Auburn campus, Fulton campus and any other premises utilized by the College or Association, The Faculty Student Association and other affiliated organizations.
- The term “College premises” means all buildings or grounds owned, leased, operated, controlled or supervised by the College.
- The term “College Official” means any person hired by the College to work in a faculty, administrative, clerical, or security role, and any other person designated to serve the College in an official capacity.
- The term “student” means a person registered for, or auditing, credit or non-credit Cayuga Community College courses, on either a full or part-time basis. Persons who are not officially enrolled for a particular semester but who have a continuing relationship with the College shall also be responsible for abiding by the Code of Conduct. Any registered person is considered a “student” whether or not such courses or programs are offered on a physical campus or site or via distance learning, the Internet, or any other means of course delivery technology. Students who withdraw after allegedly violating the Student Code are considered students for the purposes of this process.
- The term “College-sponsored activity” means any activity on or off campus which is initiated, aided, authorized or supervised by the College or its affiliated organizations.
- The “Student Conduct Administrator” or “Conduct Review Board” may be any of the following:

- The Director of Centers for Student Engagement and Academic Advisement (or designee) and/or the Vice President of Academic and Student Affairs (or designee), who each may also serve as a conduct review board in its entirety.
  - The Faculty / Student Conduct Hearing Board, comprised of three faculty/staff members appointed by the College President (or designee) for a period of two years, and two students appointed by the Student Government Organization. A sixth nonvoting member of the committee shall be the Director of Centers for Student Engagement and Academic Advisement (or designee), who shall be the Convenor of the Board, and the Student Conduct Administrator.
- The term “Complainant” means any person who submits a charge alleging that a student violated Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes she/he has been victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the College Community submitted the charge itself.
  - The term “Accused student” means any student accused of violating this Student Code.

## OFF-CAMPUS JURISDICTION

Cayuga Community College reserves the right to initiate disciplinary proceedings for on and off-campus incidents involving violations of the Student Code of Conduct. Initiation of the Conduct Review process for off-campus incidents may occur when the violation is committed while participating in a College sanctioned or sponsored activity, the violation adversely affects the educational or service function of the college, or the violation adversely affects the individual’s suitability as a member of the College community. The seriousness of off-campus conduct, the risk of harm involved, and whether the off-campus conduct is part of a series of actions which occurred both on and off-campus, may be considered in determining whether or not to exercise off-campus jurisdiction. The Director of Centers for Student Engagement and Academic Advisement (or designee) will determine if the College will pursue action for off-campus behavior.

## CRIMINAL/CIVIL PENALTIES

Students who engage in alleged violations of the Student Code of Conduct may also face civil or criminal penalties. This statement is not intended to replace federal, state, or local actions. Any action involving the student in a legal proceeding does not free the student from responsibility to participate in a College disciplinary hearing. The College will decide whether to proceed with action, before, after, or simultaneously with a legal proceeding.

## STUDENT CODE OF CONDUCT

**Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions:**

1. All forms of academic misconduct, including but not limited to: cheating, fabrication, plagiarism, or facilitation of academic dishonesty.
2. All forms of dishonesty, including but not limited to: fabrication of information or knowingly furnishing false information to the institution, forgery, alteration or use of College documents or instruments of identification with intent to defraud, reporting false emergency to the College or to College officials acting in performance of their duties.

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3. Failure to identify oneself to or comply with directions of College staff or other public officials, resisting or obstructing such officials in the performance of their duties.
4. Violations of published regulations such as those pertaining to, but not limited to: computer use, athletic facilities, recreational facilities, Library and Center for Academic Success, or any support offices of the College.
5. Misusing, or using without authority or in violation of law, the College's information technology or telecommunications systems, including but not limited to the unauthorized or illegal use or misuse of College phone and computer network systems; the violation of the College computer use policy; the unauthorized entry or dissemination of electronic information; prank or harassing phone calls or e-mail messages; the hacking, duplication, or unauthorized use of copyrighted software; destruction, unauthorized transfer or alteration of electronic files; and unauthorized use of another individual's electronic identification number, such as password, Social Security number, PIN, etc. Theft or other abuse of computer facilities and resources, including but not limited to: Unauthorized entry into a file, to use, read or change the contents, or for any other purpose. Use of computing facilities and resources to access and/or send obscene or abusive messages. Use of computing facilities and resources to interfere with normal operation of the College computing system. Use of computing facilities and resources in violation of copyright laws.
6. Obstruction or disruption of teaching or classroom activities, research, administration, or other College activities or College sanctioned events or activities.
7. Tampering with, or the unauthorized use of: fire safety equipment such as extinguishers, smoke detectors, alarm pull stations or emergency exits, including activating a false fire alarm, failing to evacuate a facility during the sounding of a fire alarm or upon the direction of a staff member, or attempting to re-enter the building without permission of the proper authorities.
8. Damage, destruction, theft or unauthorized use of College property, or property of a person on College premises.
9. Unlawful distribution, dispensing, possession, use or sale of illegal or controlled substances.
10. Distribution, possession, use, or sale of alcohol in violation of College policy.
11. With the exception of campus police officers or other law enforcement officials acting in the performance of their duties, possession, use, or manufacture of a firearm or other weapon, including explosives, dangerous chemicals, fire-bombs, other destructive devices; possession of a weapon in a vehicle on campus.
12. Physical abuse, including but not limited to rape, sexual assault, sex offenses and other physical assault; intentionally subjecting another person to offensive physical contact, other than self-defense.
13. Threats of violence; conduct that threatens the health and safety of any person.
14. Harassment of any kind, including bullying, stalking, intimidation, or any form of verbal abuse.
15. Mistreatment of an individual or group, including bullying, physical or verbal abuse, and harassment, against an individual or group because of race, color, national origin, ancestry, gender, age, disability, religion or religious practice or sexual orientation.
16. Behavior that recklessly or intentionally endangers the mental or physical health of another person.
17. Forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.



18. Hazing, defined as an act which endangers the physical or mental health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violation of this rule.
19. Sexual harassment; unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constituting sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive College environment.
20. Disorderly or disruptive behavior, lewd behavior, unreasonable noise, or behavior that results in unreasonable annoyance, particularly behavior that disrupts the educational functions of the College.
21. Intentionally providing false information on an Admission, Re-admission or Financial Aid application.
22. Smoking in College buildings or on College grounds in violation of College smoking and tobacco use policies.
23. Permitting privately owned animals to run loose on College premises or to enter into any College facility, except in cases of service animals, or as authorized to fulfill a class assignment.
24. Refusal to leave a classroom, activity, or College building when directed to do so by a College official.
25. Abusing the College Discipline and Conduct Review system, including but not limited to: failure to obey the notice from a Conduct Board or Conduct Administrator to appear for a meeting or hearing as part of the Student Conduct System; distorting or misrepresenting information before a conduct administrator or board; attempting to influence or discourage an individual's proper participation in, or use of, the conduct review system; harassing (verbal or physical) and/or intimidating a member of a conduct review board; or failing to comply with the terms of any imposed disciplinary sanction.
26. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.
27. Intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on College premises.
28. Behavior that is, or could be, violative of federal, state, or local laws where such violations have an adverse effect on the College and the College community.

## **STUDENT CODE OF CONDUCT ADMINISTRATION**

The Director of Centers for Student Engagement and Academic Advisement, or designee, shall administer the Student Code of Conduct and questions regarding its interpretation shall be referred to the Director, or designee, for final determinations.

## **INTERIM SUSPENSION**

The College may suspend a student, pending a hearing if, in the Student Conduct Administrator's, or designee's, judgment the student's presence on campus constitutes a danger to self or others, or the alleged offense is of a heinous nature. Every effort will be made to hold a hearing within five (5) workdays after the suspension if the student so requests in writing or the Student Conduct Administrator, or designee, deems it appropriate.

Inability of an accused student to appear at any Student Conduct Hearing due to

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long distance travel, incarceration, or other reasons, may not result in an extension of the time period before the hearing. In such cases, an accused student may be given the opportunity to participate in a hearing by telephone or by written statement. The appropriateness of such arrangements will be determined by the Student Conduct Administrator.

If the Student Conduct Administrator determines that an accused student poses a significant safety threat to students or college employees, the College may require that the requested hearing take place in an alternative format, i.e. telephone or in writing. Inability of an accused student to participate in a hearing in person or by telephone or in writing may result in the College holding a hearing without the participation of the Accused Student.

If an interim suspension occurs during College calendar breaks, the College may hold the hearing within five (5) workdays after the resumption of classes.

If the accused student and the Student Conduct Administrator do not request a hearing, the interim suspension remains in effect.

During an interim suspension, students shall be denied access to the campus (including classes), and shall be denied access to electronic services of the College, such as Tele-courses, Internet or other Distance Learning activities, e-mail, and/or all other College activities or privileges for which the student might otherwise be eligible. Continued use of such services without the express permission of the Director of Centers for Student Engagement and Academic Advisement, or designee, shall be considered a further and additional violation of the Code of Conduct.

## CHARGING A STUDENT WITH MISCONDUCT

Any student or College Official may file a complaint of misconduct against a student. The complaint(s) of misconduct shall be submitted, in writing, to the Director of Centers for Student Engagement and Academic Advisement, or designee, within ten (10) workdays of the point at which the alleged misconduct occurred or within ten (10) workdays of the point at which the alleged misconduct could reasonably have been known to occur. An Incident Report submitted by Public Safety officers to the Director of Centers for Student Engagement and Academic Advisement, or designee, can be a written complaint of misconduct.

The Director of Centers for Student Engagement and Academic Advisement, or designee, shall review all alleged violations involving students, and may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of both parties involved on a basis acceptable to the Director of Centers for Student Engagement and Academic Advisement, or designee. Such disposition shall be final and there shall be no subsequent proceedings. If the alleged misconduct is not admitted, or cannot be disposed of by mutual consent, the Director of Centers for Student Engagement and Academic Advisement may later serve in the same matter as the Student Conduct Administrator.

The Student Conduct Administrator may seek to resolve disputes through arbitration or mediation, and may convene informal or formal hearings.

The Student Conduct Administrator may issue a disciplinary action and sanction.

The College President and Vice President of Academic and Student Affairs will be notified of all charges involving allegations of severe or violent alleged misconduct.

## HEARINGS

**Informal Hearing** – A meeting between the Director of Centers for Student Engagement and Academic Advisement, or designee, and the accused student is considered an informal hearing. At such time, the student will be apprised of misconduct complaints and/or charges, typically, but not necessarily, in writing. The accused student will be given the opportunity to discuss, dispute, and/or admit to the misconduct. In cases of severe or violent alleged misconduct, an informal hearing may be bypassed and the accused student will be notified in writing of charges of alleged misconduct and the date and time of a formal hearing.

**Formal Hearing** – A Faculty/ Student Conduct Board hearing may be called when a Student Conduct Administrator so requests, or when an Accused Student wishes to appeal a disciplinary action taken by the Director of Centers for Student Engagement and Academic Advisement, or designee. The Director of Centers for Student Engagement and Academic Advisement, or designee, shall determine whether an Administrative Hearing or a hearing by the Faculty-Student Conduct Review Board is appropriate. Such decision will be based upon the circumstances and severity of each individual case. During Intersession and summer sessions, only Administrative Hearings will be conducted.

In cases of an Administrative Hearing, the hearing officer shall be the Vice President of Academic and Student Affairs, or designee.

## PROCEDURES

**The following procedures will be followed for all formal hearings:**

All formal hearings shall normally be conducted in private.

The Accused Student and Complainant have the right to be assisted by an advisor they choose, at their own expense. Generally, the advisor must be a member of the College community and may not be an attorney. If the Accused Student has been charged with a misdemeanor or felony for alleged behavior associated with the misconduct charge(s), he/she may be accompanied by legal counsel, who will serve as the student's advisor and will be governed by the procedures regulating advisor behavior. If the Accused Student selects an attorney as his/her advisor, he/she must notify the Director of Centers for Student Engagement and Academic Advisement (designee) at least forty-eight hours in advance of the scheduled hearing. In such cases the College reserves the right to secure its own legal representation. The Complainant and the Accused Student are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any formal hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. The student may consult with the advisor prior to answering questions or making any statements, but the advisor will not be allowed to speak for the student.

The Complainant, and Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the formal hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the Faculty/ Student Conduct Board chairperson and/or its Student Conduct Administrator.

The College reserves the right to require the presence of security personnel before, during and after all interactions related to student misconduct. If the student is charged with misconduct of a violent nature, the student may be frisked and asked to empty

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his/her pockets, backpacks, and other possessions before proceeding with the interview or hearing.

The student will be informed in writing of the reasons for a hearing with sufficient particularity, and in sufficient time, to ensure opportunity to prepare for the hearing.

The burden of establishing violation(s) shall rest upon the officials bringing the charge(s).

The Complainant, the Accused Student and the Student Conduct Administrator/ Board may arrange for witnesses to present pertinent information to the Student Conduct Administrator/Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two workdays prior to the hearing. Witnesses will provide information to, and answer questions from the Student Conduct Administrator/Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Board with such questions directed to the chairperson or Student Conduct Administrator, rather than to the witnesses directly.

This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson or the Student Conduct Administrator.

In hearings involving more than one Accused Student, the Student Conduct Administrator, in his/her discretion, may permit the hearings concerning each student to be conducted either separately or jointly.

The Student Conduct Administrator may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, audio tape, written statement, or other means, where and as determined in the sole judgment of the Student Conduct Administrator to be appropriate.

In no case shall the Faculty/Student Conduct Board or Student Conduct Administrator consider statements against the Accused Student unless s/he has been advised of their content and of the names of those who made them, and unless s/he has opportunity to rebut unfavorable inferences which might otherwise be drawn.

Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson or Student Conduct Administrator. All matters upon which the decision may be based must be introduced into evidence at the proceedings before the Student Conduct Administrator/Board. The decision shall be based solely upon such evidence. The Student Conduct Administrator/Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code of Conduct. In cases where the Board finds the Code of Conduct was violated, the Board may suggest possible sanctions to the Student Conduct Administrator. The decision of specific sanctions to be imposed will be determined by the Student Conduct Administrator in cases of Board Hearings, and by the presiding hearing officer in Administrative Hearings.

If an Accused Student, with notice, does not appear for an informal hearing, Faculty/ Student Conduct Board Hearing or Administrative Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

There will be a verbatim record of the testimony and the voting at the hearing (not deliberations) such as a tape recording. The record shall be the property of the College.

Determination of issues by the Student Conduct Board shall be majority vote and shall be so reported. The actual number of those in the majority will be disclosed to the Accused Student and Complainant.

The Student Conduct Administrator/Board shall render its decisions in writing as soon after the close of the hearing as reasonably possible and it shall transmit such decisions promptly in writing to the Accused, the Complainant, and to the College President. The written decision shall be considered educational records of both the Accused Student and the Complainant, if the Complainant is a student. Other than in the case of a sanction of expulsion from the College, Student Conduct Records, including sanctions, will remain separate from academic records. A final determination of expulsion will be added to the academic transcript for a designated period of time, determined by the Student Conduct Administrator.

## SANCTIONS

**The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:**

- **Admonition/Reprimand** is an oral statement to the student offender that he/she has violated the Student Code of Conduct. It does not become a matter of permanent record.
- **Warning** is an oral or written notice to the student that continuation or the repetition of specified conduct may be cause for other disciplinary action. A written warning does become a matter of permanent record.
- **Restitution** requires the student to reimburse for damage or misappropriation of property to the College or other owner. Reimbursement may take the form of compensation for damages or an appropriate period of service.
- **Censure** is a written reprimand for specific conduct violations that may include a period of probation.
- **Disciplinary Probation** is for a specified period of time and may or may not include specific conditions. If conditions are applied, such conditions would include, but not be limited to exclusion from participation in privileges or College activities, including access to facilities, participation in athletics and extracurricular activities, and off-campus College sponsored events. Conditions of probation may also include activities such as community service, and/or restitution. It may also prohibit personal contact with specific individuals. Failure to comply with conditions of probation may result in additional disciplinary actions. In addition, a probationary period may be extended for failure to comply with all stipulations of the original probationary period.
- **Suspension** is exclusion from class attendance and other privileges or activities for a definite period of time or temporary withdrawal from the College for a specified period, usually a semester or longer, after which the student may return.
- **Expulsion** is permanent termination of student status. A notation of expulsion may be added to the academic transcript for a specified period of time.
- **Revocation of Admission and/or Degree** Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violations of College standards in obtaining the degree, if such violations were committed by a student prior to graduation.

Remedial action such as counseling and alcohol and drug evaluations may be required in conjunction with any of the above sanctions.

## **APPEAL PROCEDURE**

In cases when the Vice President of Academic and Student Affairs serves as the hearing officer, the President of the College shall serve as the appeal officer.

In cases when the original hearing is conducted by the Faculty/Student Conduct Hearing Board, and the Student Conduct Administrator imposes a sanction less serious than suspension or expulsion, the Vice President of Academic and Student Affairs serves as the appeal officer. In cases where the sanction is suspension or expulsion, the President of the College will serve as appeal officer.

The student may appeal a disciplinary action, determined through a hearing, by writing the appropriate appeal officer within five (5) workdays after receipt of the written notification of the hearing outcome. The written appeal must include a statement showing why the appeal has merit. A personal meeting with the student filing the appeal will be at the discretion of the appeal officer.

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

- To determine whether the original hearing was conducted fairly in light of the charges and presented evidence, and in conformity with prescribed procedures.
- To determine whether the decision reached was based on sufficient information to establish that a violation occurred.
- To determine whether the sanction(s) were appropriate for the violation of the Student Code of Conduct that the student was found to have committed.
- To consider new evidence, sufficient to alter a decision, or whether relevant facts not brought out in the original hearing, because such evidence and /or facts were not known to the person appealing at the time of the original hearing.

Upon appeal, the appeal officer will approve, disapprove, modify or mitigate the original findings, determination and/or sanctions. The appeal officer will transmit his/her decision in writing within ten (10) workdays, to the student and the Student Conduct Administrator.

## **STUDENTS UNABLE TO ATTEND CLASSES ON CERTAIN DAYS BECAUSE OF RELIGIOUS BELIEFS**

- No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he/she is unable because of his/her religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
- Any student in an institution of higher education who is unable because of his/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.
- 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/her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he/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.
- If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or make-up examinations, study or

work requirements shall be made available on other days, where it is possible and practical to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

- In effectuating the provisions 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/her availing himself /herself of the provisions of this section.
- 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/her rights under this section.
- As used in this section, the term “institution of higher education” shall mean schools under the control of the Board of Trustees of the State University of New York or the Board of Higher Education of the City of New York, or any community college.

## **ACCEPTABLE USE POLICY**

### **I. General Statement of Policy**

Cayuga Community College (the “College”) is committed to academic excellence and providing the resources necessary to maintain academic excellence. Pursuant to this goal, computers, computer accounts, network, wireless, Internet access, electronic mail, mobile devices, and related services (individually and collectively, these computing resources and services are referred to as the “computer system”) may be provided for use by members of the College community. This policy applies to any student, faculty member, staff member, employee, or other individual who has received appropriate authorization to use the College’s computer system. Access to and use of the College’s computer system is a privilege, and such use must be consistent with the terms of this policy, and with the goals, standards, and overall mission of the College. Use of the College’s computer system shall constitute the user’s agreement to abide by and to be bound by the provisions of this policy. The College reserves the right to modify this policy at any time in its sole and absolute discretion.

### **II. Electronic Communications**

All messages, data, files, programs, Internet web sites, and other material or information (individually and collectively referred to as “electronic communications”) stored in or transmitted via the College’s computer system are College records. Accordingly, the College reserves the right to access and disclose the content of electronic communications stored in or transmitted via its computer system: (1) as it deems appropriate for the administration and maintenance of the computer system; (2) when the College determines that such access or disclosure is necessary to investigate a possible breach of security, misuse of College resources, violation of law, or infringement of College rules; (3) when the College determines that such access and disclosure is necessary in connection with an academic, disciplinary, or administrative inquiry, or legal proceeding; or (4) for all other purposes permitted by law. The College may routinely monitor and log usage data such as network session connection times and end-points, computer and disk utilization for each user, security audit trails, network loading, etc. Each user’s use of the computer system constitutes consent to the College’s access, disclosure, and monitoring. Users of the computer system should not have any expectation of privacy in any electronic communications stored in or transmitted via the College’s computer system. Intellectual property rights for content of electronic communications are not governed by this Acceptable Use Policy.

### III. **Acceptable and Prohibited Uses of Cayuga's Computer System**

#### **Acceptable Use**

The College's computer system is provided for the purpose of supporting the educational mission and business functions of the College. All computer system users are expected to use the computer system for legitimate purposes consistent with the educational mission and business functions of the College. The College has sole authority to determine what uses are acceptable and which uses are inconsistent with this policy or other applicable standards of conduct.

The College's computer system shall be used only for official business, except that it may be used for rare and necessary personal purposes, provided that such use is in a limited amount and duration and does not conflict with the proper exercise of the duties of the College employee. Supervisors are authorized to require employees to cease or limit any personal use that interferes with job performance or violates College policy. Incidental, rare personal use of the computer system is a privilege that may be monitored, restricted or revoked at any time.

#### **Prohibited uses of the computer system for all users include, but are not limited to:**

- **Engaging in copyright infringement or other unauthorized downloading, copying and/or distribution of copyrighted material**, unauthorized downloading of any copyrighted material (software, MP3s, movies, etc.), (2) copying and/or distributing copies of copyrighted audiovisual works without the authorization of the copyright owner via "peer-to-peer" programs such as KaZaA, LimeWire, BearShare, and Morpheus, and (3) setting up file shares with copyrighted material, violates the U.S. Copyright Act, 17 U.S.C. §§ 101 *et. seq.* and is prohibited by College Policy.

**Copyright infringement may subject you to both civil and criminal liabilities:** In a civil action, you may be liable for the copyright owner's actual damages plus any profits made from your infringing activity. Alternatively, the copyright owner can elect to recover statutory damages of up to \$30,000 or, where the court determines that the infringement was willful, up to \$150,000.

Copyright infringement may also constitute a federal crime if done willfully and: (1) for purposes of commercial advantage or private financial gain; (2) by the reproduction or distribution, during any 180-day period, of 1 or more copies of 1 or more copyrighted works, which have a total retail value of more than \$1,000; or (3) by the distribution of a work being prepared for commercial distribution, by making it available on a computer network accessible to members of the public, if you knew or should have known that the work was intended for commercial distribution (17 U.S.C. § 506). Criminal penalties for infringement may include imprisonment for up to 10 years, fines up to \$250,000, or both (18 U.S.C. § 2319).

**Students who violate the College's policy are also subject to discipline under the College's Student Code of Conduct**, which may result in sanctions including, but not limited to, written warnings, disciplinary probation, monetary damages and fines, interim suspension, disciplinary suspension and disciplinary expulsion. The sanction imposed for a particular violation will be determined on a case-by-case basis depending on the specific facts and circumstances involved.

- Installing software on the College's computer system without the consent of IT;
- Attempting to access or monitor another user's electronic communications; reading, copying, changing, or deleting another user's messages, files, or software, without permission of the user; or in some other way invading the privacy of others;
- Engaging in any illegal commerce or any illegal activity of any kind;



- Posting or transmitting any material that is threatening, abusive, profane, defamatory, obscene, offensive, or pornographic, or that is discriminatory, harassing, derogatory, or demeaning to any individual or group based on race, color, religion, sex, sexual orientation, gender expression/identity, disability, familial status, age, national origin, ethnicity, or other prohibited basis;
- Engaging in any type of harassment of other individuals, including continually sending unwanted messages after a request to stop;
- Attempting to destroy or sabotage the computer system or attempting to perform any act that impacts upon the proper operation of the computer system, such as intentionally spreading computer viruses;
- “Hacking,” tampering, or attempting to gain unauthorized access to confidential information within the College’s computer system or to other remote computer systems;
- Releasing confidential or proprietary information or data obtained by virtue of the user’s position with the College to unauthorized persons;
- Attempting to subvert security systems or data protection schemes to gain unauthorized access to information or data;
- Performing acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others, such as sending unnecessary mass mailings or chain letters;
- Operating businesses, unauthorized fundraising or using the computer system in some other way for personal gain, for the benefit of a third party, or for activities that are inconsistent with the College’s tax-exempt status (such as political campaigning)
- Creating and/or operating web sites on computers on the College network without obtaining prior approval from IT;
- Using the computer system for non-College related uses that result in a negative impact on College-related uses. For example, if you are using a machine in a public computer lab for non-College related purposes, and others are waiting to use a machine for academic purposes, you are expected to give up your seat;
- Extending the network by introducing a hub, switch, router, firewall, wireless access point, server, or any other service or device without obtaining prior approval from IT;
- Using a computer account that does not rightfully belong to you; and
- Giving or publishing a password, identifying code, personal identification number, or other confidential information about a computer, computer system, network or e-mail account, database, or any other College IT resource.

All users of the computer system must act responsibly and maintain the integrity of the computer system. The College reserves the right to limit, restrict, revoke, suspend, deny, or extend computing privileges and access to the computer system. Violators of any computer use policy will be subject to the existing student or employee disciplinary procedures of Cayuga Community College. Illegal acts involving Cayuga Community College computing resources may also subject users to prosecution by local, state, and federal authorities.

## **EMERGENCY CLOSINGS**

An Emergency closing will be sent via the Rave system to your cell phone and/or email. You have to sign up for this service to receive the messages. The college highly recommends that you take advantage of this service! Emergency closings are also broadcast on the following radio and TV stations: WAUB, WCGR, WLLW-Auburn; WSYR/WYYY, WBBS, Y94FM, WSEN, WFBL, WRVO, Syracuse; WFSW, Seneca Falls; WHEN HOT 107.9; WGVA, Geneva and WCNY-TV24, WSTM-TV3, WTVH- TV5, WSYR-TV9, News 10.

## COLLEGE POLICIES

### **FIRE, BOMB THREAT**

In the case of a fire or bomb threat, students in the class should follow the evacuation instructions given by the instructor. Students not in class should leave the building promptly by the nearest exit. These basic rules of conduct, if observed properly, will prevent as much chaos as possible:

1. Respond promptly but do not rush.
2. Be calm, orderly and quiet.
3. Avoid blocking doorways.
4. Be alert to possible needs of others.
5. Assist any disabled / physically impaired person.
6. In case of a bomb threat, take your possessions that are with you (back pack, jacket, pocketbook, etc.) if it can be done safely.

### **OFFICE OF PUBLIC SAFETY**

The Office of Public Safety is staffed by numerous sworn Peace Officers. Public Safety II Officers are employed or retired from various Central New York Police agencies. Public Safety II Officers are armed, can make arrests and are responsible for the enforcement of federal, state, local laws, traffic enforcement as well as the student code of conduct. The department provides a wide range of services for students, employees and visitors.

### **CRIME REPORTING**

All members of the campus community are urged to report criminal incidents, emergencies and suspicious activity. If you feel you are the victim of a crime or have witnessed a crime, you may contact the campus police department.

The Office of Public Safety also maintains a daily log of crimes and incidents that occur on the campus that is available for the public to view. This information is recorded by date, time and general location. This daily log is available at the Campus Public Safety Office, at either campus.

While most events are logged, the Office of Public Safety may determine that an incident may be classified as “confidential” in order not to jeopardize a criminal investigation or the identity of a victim.

#### **To report a crime - Auburn Campus**

If you witness or are a victim of a crime on campus, you should report it immediately to the Office of Public Safety. Officers on the Auburn campus can be reached at extension 2461, by calling the Public Safety cell phone at 246-4708 or by dialing 911. If for some reason you are unable to contact the officer by these methods, stop by the central information center just inside the main entrance of the Main Building. The receptionist on duty has radio contact with the Campus Public Safety Officer. Public Safety Officers are armed, can make arrests and will deal with all incidents on campus. All crimes will be prosecuted in accordance with local, state, and federal laws. Members of the campus community can also report criminal incidents to the following offices:

- Centers for Student Engagement and Academic Advisement, ext. 2230
- Health Office, ext. 2203
- Office of Academic and Student Affairs, ext. 2369

Please note that these offices allow victims and witnesses to report a crime on a voluntary, confidential basis.

Victims of a sex offense will also be informed of their option to notify Auburn City Police and will be assisted by college personnel in notifying the police if desired

On the Auburn campus you may also report an emergency or crime from a red emergency phone or intercom, See red emergency phones and intercoms for their locations.

### **To report a crime – Fulton Campus**

If you witness or are the victim of a crime on campus, you should report it immediately to the Office of Public Safety on the Fulton Campus. Public Safety Officers can be reached at extension 3067, by calling the Officer's cell phone at 246-0116 or dialing 911. If for some reason you are unable to contact the officer by these methods, stop by the Central Information Center just inside of the main entrance. The receptionist on duty has radio contact with the Campus Public Safety Officer. Public Safety Officers are armed, can make arrests and will deal with all incidents on campus. All crimes will be prosecuted in accordance with local, state or federal laws. Members of the community can also report criminal incidents to the following offices:

- Centers for Student Engagement and Academic Advisement, ext. 3094
- Health Office, ext. 3008
- Office of Academic and Student Affairs, ext. 2369 (Auburn Campus)

Please note that these offices allow victims and witnesses to report a crime on a voluntary, confidential basis.

Victims of a sex offense will also be informed of their option to notify Fulton City Police and will be assisted by college personnel in notifying the police if desired.

## **A MAJOR EMERGENCY ON CAMPUS**

In the event of a major emergency or if there is an event which poses a threat to students, employees, or others, a CAMPUS ALERT BULLETIN will be prepared and distributed:

- Notification by internal campus college phone if available.
- A rave alert sent
- Message should include instructions as to what to do: evacuate, lock down, not to report to the campus, etc.

## **PUBLIC SAFETY SERVICES**

### **Personal Escorts:**

The Office of Public Safety will provide an escort to your vehicle if needed. To request this service, contact the campus switchboard by dialing "0" from any campus telephone or go to the information desk located in the main lobby and request the service.

### **Vehicle Assists:**

If you lock your keys in your vehicle or need assistance with a jump starts, the Office of Public Safety will assist you with unlocking or jump starting your vehicle. To request a vehicle assist, contact the campus switchboard by dialing "0" from any campus telephone or go in person to the information desk located in the main lobby and request the service.

## COLLEGE POLICIES

### **Lost and Found**

If you have lost or found an item please contact the Campus Public Safety Office and request their assistance. Campus Police will take a report for the lost or found item. For found items, Campus Police will attempt to identify the owner and to have the item returned.

### **Emergency Messages:**

The Office of Public Safety will deliver emergency messages. Some examples of emergency messages include death or hospitalization of a family member or illness/injury to a child. Records are kept of these emergencies, so be prepared to give your name, phone number where you can be reached and a brief explanation of the emergency.

## **TRAFFIC AND PARKING REGULATIONS**

The objectives of our parking policies is to provide a maximum number of parking spaces for the students, employees and visitors and to keep a free flow of traffic. Please be sure to only park in a designated parking space. Vehicles which are improperly parked will be ticketed. The parking lot speed limit is 15 mph. Vehicle and traffic laws and parking regulations are enforced daily for the safety of all.

### **Handicap Parking:**

Vehicles displaying a valid handicap permit may park in the areas reserved for handicap parking when the party that the permit is issued is being transported to or from the College. New York State handicap permits are available through City or Town clerk's offices. Vehicles not displaying a valid permit or plate will receive a ticket. These parking spaces are reserved for handicapped parking every hour of the day, every day of the year and it is not acceptable to park in these designated spaces for any reason. These spaces are precious to those who need them and we take our responsibility seriously to keep these and all reserved spaces open for their intended occupants.

### **Fire Lanes:**

Fire lanes may not be used for short or long term parking. The fire lane is designated for the placement of rescue vehicles during an emergency and must not, by law be blocked by personal vehicles.

### **Lawn:**

Parking all or any part of your vehicle on the lawn will result in a violation. During the wet months, parking creates ruts in the lawn and during the dry weather, driving on the lawn compacts the soil.

### **Disabled Vehicles:**

A disabled vehicle may remain on the campus for a maximum of two days, provided that the Office of Public Safety has been notified. Abandoned vehicles will be towed at the owner's expense.

**Bicycles:**

Bicycles must be parked in the racks provided. It is recommended that you secure your bicycle with a lock to the rack. Bicycles are not to be locked to light poles, railings, etc. The bicycle racks at the Auburn campus are located near the Main Building front entrance and the Library entrance. The bicycle racks at the Fulton campus are located at either end of the front entrance. Bicycles may not be brought into any campus building.

**Snowmobiles and ATV's**

These vehicles are not to be driven on campus at any time, unless authorized by the Office of Public Safety

**Visitor Parking**

Visitors are defined as those persons who are neither employees nor registered students at the college. There is no longer a designated parking area for visitors. Visitors may park in any space that isn't reserved or designated for a specific vehicle or group.

**Stop Signs:**

Stop signs are located at various locations on campus. You are required to come to a complete stop, then proceed safely through all stop signs on campus. Please remember parking and driving on campus is a privilege, not a right. As such you may be giving a traffic ticket and if circumstances warrant, this privilege may be revoked. Please remember the speed limit on campus is 15mph.

**General Parking:**

In addition to the parking lots adjacent to campus buildings, additional college parking is permitted in the Redeemer Lutheran Church parking lot on Prospect Street at the Auburn campus. Parking lot A on the Auburn campus is designated for Cayuga Work patrons only until 5 pm. The college is in no way responsible for damage to, or property missing from vehicles on campus. Please do not leave valuables in your vehicles. All vehicles must be parked in compliance with existing signs and markings.

**Personal Property:**

The college is not responsible for lost or stolen property. Please do not leave wallets, purses, textbooks, cell phones, laptops or other valuables unattended at any time.

**Red Emergency Phones and Intercoms- Auburn:**

The college has installed five red emergency phones on campus. They are located in the Men's locker room, Women's locker room, Main building (3<sup>rd</sup> floor evacuation area), Technical building (3<sup>rd</sup> floor evacuation area) and the Library building (lower level evacuation area). These phones are to be used only to report a campus emergency. They will connect the caller directly with the campus switchboard operator who can relay a message to the appropriate authorities. Also in the 2<sup>nd</sup> and 3<sup>rd</sup> floor stairwells of the Technical Building there are push to talk intercoms which connect directly to the Campus Police cell phone. Any misuse of an emergency phone may result in disciplinary action. The campus switchboard may also be contacted by dialing "0" on any on-campus telephone. When classes are in session and the switchboard is not open or during weekend classes and weekend Library hours, Public Safety Officers may be reached by calling 246-4708 on the Auburn Campus and 246-0116 for the Fulton Campus.

### **Area of Refuge (Fulton campus)**

If you need assistance in the event of an emergency or building evacuation when the elevator isn't to be utilized, please go to the campus Area of Refuge. The Area of Refuge is located on the second floor of the rear stairwell of the Campus. A call box is located there. Push the button and listen for a response. Let the party know your location and condition. Emergency personnel will respond and assist you in evacuating the building. See Area of Refuge pamphlet for further details. Pamphlets are located at the Public Safety Office and Office of Accessibility Resources.

### **Area of Rescue Assistance (Auburn Campus)**

If you need assistance in the event of an emergency or building evacuation when the elevator isn't to be utilized, please go to an Area of Rescue Assistance. They are located in the following areas:

- Main building 3<sup>rd</sup> floor stairwell to Gray Dr.
- Tech building stairwells on both the 2<sup>nd</sup> and 3<sup>rd</sup> floors
- Library lower level near the emergency red phone

At each location there is either a red emergency phone or push for help call box to call for assistance. Call for assistance and let the party know your location and condition. Emergency personnel will respond and assist you in evacuating the building. See Area of Rescue pamphlet for further details. Pamphlets are located at the Public Safety Office and the Office of Accessibility Resources.

## **POSTING NOTICES**

All campus posting information (except for academic or College office information) must be pre-approved for posting by the Director of Student Activities or his/her designee. After receiving approval (posting stamp), individuals may post materials in designated Posting Permitted boards only. We ask that all posters be posted with staples or thumb tacks. In an effort to reduce bulletin board clutter, there is a limit on the number of posters that may be posted at one time for the same announcement or event (for more information see the Director of Student Activities).

The standard acceptable size for bulletin board posters is 8 1/2 X 11 with the exception of semesterly event posters for College-wide activities. College officials reserve the right to remove posted posters that do not receive prior approval.

*For additional information visit the Centers Student Engagement and Academic Advisement.*

## **TOBACCO USE POLICY**

- I. **Approved Policy**
  - Cayuga Community College is committed to improving the health of its employees and students through a comprehensive program that discourages the use of tobacco products on its property.
  - Effective September 1, 2010 the use, distribution, or sale of tobacco products, including any smoking device, or carrying of any lighted smoking instrument, in college buildings or on college premises is prohibited. This includes, but is not limited to all sidewalks, parking lots, landscaped areas, recreational areas, and buildings on any college property and in college-owned, rented, or leased vehicles, and at events on college premises. Smoking materials must be extinguished prior to entering college property, without exception. All tobacco products in use must be disposed of prior to entering any college property or exiting a personal vehicle. Improper disposal includes but is not limited to spitting smokeless tobacco product and littering (i.e. discarded cigarette butts,

throwing or disposing of cigarette butts out of windows, leaving spit containers, etc.).

- For the purpose of this policy, “tobacco” is defined as any cigarette, electronic or e-cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and any smokeless or spit tobacco (i.e., dip, chew, snus, snuff) in any form.
- All students, visitors, contractors, and college employees who do not belong to a bargaining unit are required to comply with this policy, which shall remain in force at all times. Bargaining unit members adhere to the provisions outlined in their respective contracts.
- Except for bargaining unit members, violations of this policy will result in the actions prescribed in Section V below.

### **I. Rationale**

Cayuga Community College is committed to improving the health of its employees and students, and supports the findings of the U.S. Surgeon General that tobacco use in any form, including exposure to secondhand smoke is a significant health hazard. The College further recognizes that environmental tobacco smoke has been classified as a Class-A carcinogen. In light of these health risks, and in support of a healthy learning/working environment, the College, through a comprehensive program, prohibits the use of tobacco products on its property.

### **II. Positive Reinforcement**

As the primary purpose of this policy is to improve the health of employees and students, the College is committed to providing opportunities for persons to address their use of tobacco. The College prefers not to revert to negative means of enforcement and trusts that persons will comply voluntarily. To this end, the College will offer smoking cessation programs, provide educational materials, and generally seek to influence compliance in a positive manner.

### **III. Authority**

- Enforcement of this policy is the responsibility of the Department of Public Safety.
- Public Safety Officers are authorized to issue tickets for violations and control and regulate facilities use as prescribed in this policy.

### **IV. Enforcement**

- Visitors to the campus using tobacco will be asked to discard the tobacco product. Visitors failing to comply with the request will be escorted off campus.
- Organizations using College facilities will be given written notification that tobacco products are not permitted on campus and will be asked to publicize the College’s policy in their notices.
- While the College hopes it is not necessary to address violations, it is important to publicize the means by which violations by employees or students will be addressed. The purpose, therefore, of the following systematic approach is to influence compliance with this policy in a positive manner while providing progressive steps leading to disciplinary action. Violations of this policy by students or affected employees will be handled in a manner described below and are not subject to the disciplinary procedures outlined in collective bargaining agreements or the student code of conduct.

## COLLEGE POLICIES

1st offense – verbal warning (with documentation)

2nd offense – written warning

3rd offense - \$25 fine

4th offense - \$50 fine

5th offense - \$100 fine

6th offense and subsequent offenses - \$200 fine

- Monies collected for violations of the tobacco policy will be used to support smoking cessation programs with any excess funds contributed to the Cayuga Community College Foundation.

### **V. Processing Violations**

- Tobacco tickets will be issued for violations of this policy. A copy of the ticket issued to affected employees will be provided to the Human Resources Office for processing after the period of time for filing of an appeal has expired or upon denial of such appeal. Copies of tickets issued to students will be provided to the Office of the Vice President for Student Affairs for processing after the period of time for filing of an appeal has expired or upon denial of such appeal.
- Upon receipt of the ticket by the applicable office, such office will issue the appropriate notice based on the number of offenses. Fines must be paid to the College's Business Office within 30 days of the receipt of the notice of the fine.

### **VI. Appeals**

- Alleged violators may appeal to the Director of Public Safety for a brief adjudicative procedure within seven calendar days of the date of the citation. The Director of Public Safety may void a ticket and not process it further.
- Appeals of the decision of the Director of Public Safety are to be submitted to the Vice President for Administrative Services within seven days of receipt of such decision. Written notification of the Vice President's decision shall be made within ten days of the receipt of the appeal and such decision by the Vice President shall be final.

### **VII. Unpaid Fines**

If any fine remains unpaid, any or all of the following actions may be taken:

- A hold may be placed on the student's transcript
- Course registration for the following term may be delayed
- The amount due may be deducted from paychecks of affected student workers, if not paid within 30 days of receipt of the ticket by the Business Office
- Outstanding fines may be referred to a collection agency