



STUDENT HANDBOOK

2026-2027



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A Welcome from the Vice President for Student Affairs

Dear Student,

On behalf of our staff and faculty, welcome to Cayuga Community College!

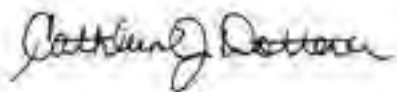
We're honored that you selected Cayuga as your pathway to explore your passions and further develop the skills you need for your chosen career. Our academic and support programs, as well as our career and transfer services, are designed to support your success at Cayuga and beyond.

College is an exciting, distinctive moment in your life. It's a time when you not only develop the career skills you'll need in the years ahead, but also when you cultivate long-standing friendships through classes, student activities, study sessions, athletics and more. I encourage you to take advantage of everything Cayuga offers, academically and socially, to best enjoy your college experience.

This Student Handbook is designed to show you everything that's available at Cayuga, and to offer you a convenient source for additional academic details, support services, and more. I encourage you to rely on this Handbook throughout your time at Cayuga, and to ask questions of our staff and faculty if you need additional assistance.

Again, welcome to Cayuga. I'm sure you'll enjoy your experience as you prepare for an outstanding future.

Sincerely,

A handwritten signature in dark ink, appearing to read "Cathleen J. Dotterer". The signature is fluid and cursive, with the first name "Cathleen" and last name "Dotterer" clearly distinguishable.

Cathleen Dotterer, Ed.D.
Vice President, Student Affairs

Mission

Cayuga Community College is a supportive and inclusive institution where students are encouraged to grow, discover their highest potential, and advance their educational and professional goals.

Vision

Cayuga Community College will improve the quality of life in the communities we serve by promoting student success and providing accessible learning opportunities that lead to valuable career and transfer pathways.

Values

We pursue and uphold these values with integrity.

Opportunity

We provide high-quality, affordable, accessible education that fosters openness, curiosity, and creativity in our students.

Diversity

We work to foster a sense of belonging for all members of our community by honoring all voices and perspectives and respectfully acknowledging each person comes from a unique background and has had distinct experiences.

Equity

We strive to remove barriers to student success, create an inclusive student experience, and provide support so students can achieve their full potential.

Civility

We strive to build a college community where we treat each other with respect, and all members are invited to engage in genuine discourse, active listening, and civil dialogue.

Collaboration

We pursue dynamic partnerships with industry, workforce, education, and community agencies that have a positive impact on the communities we serve.

About Cayuga Community College

Cayuga Community College, a unit of the State University of New York located in Auburn and Fulton, is a two-year community college sponsored by Cayuga County and governed by a 10-member Board of Trustees. Committed to being the community college for Cayuga and Oswego counties, the College offers transfer and career-oriented curricula on a degree and certificate basis through day, evening, online, and summer sessions. For groups such as high school students, government agencies, retirees, and industrial, business, and professional personnel, the College also offers credit and credit-free specialized instruction according to need and interest.

Founded in 1953 under the sponsorship of the Auburn City School District as Auburn Community College, it changed its official name to Cayuga County Community College in 1975, when Cayuga County assumed sponsorship.

Our campuses offer more than just a place to study. The Auburn Campus, nestled in the heart of Cayuga County in New York State's Finger Lakes Region, and the Fulton Campus, just 10 miles from the southeast shore of Lake Ontario in Oswego County, provide a unique blend of rural and urban cultures. With a wide variety of recreational and cultural opportunities, including museums, parks, and theatrical and musical venues, and the cities of Ithaca, Syracuse, and Rochester just a short drive away, there's always something new to explore.

Accreditation

Cayuga Community College is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE). Cayuga Community College's accreditation status is accreditation reaffirmed. The Commission's most recent action on the institution's accreditation status on June 26, 2025, was to reaffirm accreditation. MSCHE is an institutional agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). Accreditation was first awarded in 1965 and reaffirmed in 1975, 1986, 1991, 1996, 2006, 2016, and 2025. The Associate in Applied Science Degree nursing program at Cayuga Community College at the Auburn and Fulton campus(es) located in Auburn NY and Fulton NY, is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate in Applied Science Degree nursing program is continuing accreditation.

The State University of New York (SUNY)

The State University of New York is the largest comprehensive university system in the United States. Our impact in New York State and across the globe begins with our 64 institutions, including research universities, academic medical centers, liberal arts colleges, community colleges, colleges of technology, and an online learning network. We serve nearly 1.3 million students in credit-bearing courses and programs through continuing education and community outreach programs. Our nearly 3 million SUNY alumni are located around the globe, each making their unique impact.

ACADEMIC CALENDAR

FALL 2026

August	27	Thurs	Orientation – Fulton
	28	Fri	Orientation – Auburn
	31	Mon	Classes begin (15 week and 1st half – 7.5 week)
September	2	Wed	Last day to add classes – 1st half (7.5 week)
	6	Sun	Last day to add classes (15 week)
	6	Sun	Last day to drop classes with 75% refund – (15 week)
	6	Sun	Last day to drop classes with 25% refund – (1st half)
	7	Mon	Labor Day – no classes
	13	Sun	Last day to drop classes with 50% refund – (15 week)
	20	Sun	Last day to drop classes with 25% refund – (15 week)
	24	Thurs	Midterm grades due for 1st half classes
	30	Wed	Last day for course withdrawal – 1st half (7.5 week)
October	5	Mon	Ten (10) week classes begin
	7	Wed	Last day to add classes – (10 week)
	11	Sun	Last day to drop classes with 50% refund – (10 week)
	12	Mon	Fall Recess
	13	Tues	Assessment Day
	18	Sun	Last day to drop classes with 25% refund – (10 week)
	20	Tues	First half semester classes end (7.5 week)
	21	Wed	Second half semester classes begin (7.5 week)
	22	Thurs	Midterm grades due for 15 week classes
	23	Fri	Final grades due - 1st half classes (7.5 week)
	23	Fri	Last day to add classes – 2nd half (7.5 week)
	27	Tues	Last day to drop classes with 25% refund – (2nd half)
	30	Fri	Last day for course withdrawal – (15 week)
November	2-6	Mon-Fri	Advisement/current student registration for spring
	9-13	Mon-Fri	Advisement/current student registration for spring
	12	Thurs	Midterm grades due for 10 week classes
	15	Sun	Last day for course withdrawal – (10 week)
	16	Mon	Open registration begins for spring
	19	Thurs	Midterm grades due for 2nd half classes
	20	Fri	Last day for course withdrawal- 2nd half (7.5 week)
	25-27	Wed-Sun	Thanksgiving break; no classes – offices close noon Wed.
December	11	Fri	Classes end for 10 week, 15 week, and 2nd half
	14-18	Mon-Fri	Final exams; evening class exams given during regular class time

INTERSESSION 2027

January	4	Mon	Classes begin
	4	Mon	Last day to add classes
	10	Wed	Last day to drop classes with 25% refund
	11	Mon	Last day for course withdrawal
	15	Fri	Classes end – final exams

SPRING 2027

January	14	Thurs	Orientation – Fulton
	15	Fri	Orientation – Auburn
	19	Tues	Classes begin (15 week and 1st half)
	21	Thurs	Last day to add classes – 1st half (7.5 week)
	25	Mon	Last day to add classes – (15 week)
	25	Mon	Last day to drop classes with 75% refund – (15 week)
	25	Mon	Last day to drop classes with 25% refund – (1st half)
February	1	Mon	Last day to drop classes with 50% refund – (15 week)
	8	Mon	Last day to drop classes with 25% refund – (15 week)
	11	Thurs	Midterm grades due for 1st half classes
	15	Mon	Ten (10) week classes begin
	17	Wed	Last day for course withdrawal – 1st half (7.5 week)
	17	Wed	Last day to add classes – (10 week)
	18-21	Thurs-Sun	Winter Break – no classes
	21	Sun	Last day to drop classes with 50% refund – (10 week)
	28	Sun	Last day to drop classes with 25% refund - (10 week)
March	3	Wed	Program and Professional Development Day
	10	Wed	First half semester classes end (7.5 week)
	15	Mon	Final grades due - 1st half classes (7.5 week)
	15	Mon	Second half semester classes begin (7.5 week)
	17	Wed	Last day to add classes - 2nd half classes (7.5 week)
	19	Fri	Midterm grades due for full semester
	21	Sun	Last day to drop classes with 25% refund - (2nd half)
	22	Mon	Last day for course withdrawal - (15 week)
	25-4/2	Mon-Fri	Spring Break – no classes
	28	Sun	Last day for course withdrawal – (10 week)
April	5-9	Mon-Fri	Advisement/current student registration for fall
	7	Wed	Midterm grades due for 2nd half classes
	12-16	Mon-Fri	Advisement/current student registration for fall
	15	Thurs	Last day for course withdrawal – 2nd half (7.5 week)
	19	Mon	Open registration begins for fall
May	7	Fri	Classes end for 10 week, 15 week, and 2nd half
	10-14	Mon-Fri	Final exams; evening class exams given during regular class time
	12	Wed	Commencement

SUMMER 2027

May	26	Wed	Ten (10) week classes begin
	26	Wed	First five (5) week classes begin
	28	Fri	Last day to add classes – (10 week)
	28	Fri	Last day to add classes – (1st 5 week)
June	1	Tues	Last day to drop classes with 50% refund – (10 week)
	1	Tues	Last day to drop classes with 25% refund – (1st 5 week)
	8	Tues	Last day to drop classes with 25% refund – (10 week)
	15	Tues	Last day for course withdrawal – (1st 5 week)
	18	Fri	Juneteenth observed
	29	Tues	First five (5) week classes end
July	30-7/1	Wed-Thurs	Final exams - (1st 5 week)
	5	Mon	Fourth of July Observed
	5	Mon	Final graduates due - (1st 5 week)
	6	Tues	Last day for course withdrawal – (10 week)
	6	Tues	Second five (5) week classes begin
	8	Thurs	Last day to add classes – (2nd 5 week)
	12	Mon	Last day to drop classes with 25% refund – (2nd 5 week)
	26	Mon	Last day for course withdrawal – (2nd 5 week)
August	3	Tues	Classes end – (10 week)
	4-5	Wed-Thurs	Final exams – (10 week)
	10	Tues	Classes end – (2nd 5 week)
	11-12	Wed-Thurs	Final exams – (2nd 5 week)

ACADEMICS

Academic Schools and Division Chairs

SCHOOL OF BUSINESS

Professor Eric Zizza, Division Chair • 315-294-8521 • zizza@cayuga-cc.edu

Professor Elizabeth W. McCormick, Assistant Chair • 315-593-9333

mccormick@cayuga-cc.edu

DEGREE PROGRAMS

Business Administration AAS

Concentrations:

Entrepreneurship

Sports Management

Wine Studies

Business Administration AS

Event and Tourism Management AAS

CERTIFICATE PROGRAMS

Event Management, General Business, Tourism Management

SCHOOL OF HEALTH SCIENCES

Professor Robert Humphrey, Division Chair • 315-593-9466

Robert.Humphrey@cayuga-cc.edu

Professor Barry Fitzgerald, Assistant Chair • 315-294-8605

fitzgerald@cayuga-cc.edu

Professor Mary Driscoll, Division Chair/Nursing • 315-294-8684

DriscollM@cayuga-cc.edu

DEGREE PROGRAMS

Health Sciences AS

Concentrations

Chiropractic Medicine

Clinical Perfusion

Laboratory Science

Medical Imaging/Radiography

Physical Therapy

Radiation Therapy

Respiratory Therapy

Liberal Arts and Sciences: Humanities and Social Sciences AA

Concentrations

Health Careers

Nursing AAS

SCHOOL OF MEDIA AND THE ARTS (SOMA)

Kelley E. Rowley, Ph.D., Division Chair • 315-593-9331 • rowley@cayuga-cc.edu

Professor Michael Cortese, Assistant Chair • 315-294-8608 • cortese@cayuga-cc.edu

DEGREE PROGRAMS

Creative and Professional Writing AS

Culinary Arts AAS

Liberal Arts and Sciences: Humanities and Social Sciences AA

Concentrations

Literature

Music

Theatre

Writing

Media Arts: Audio Production AAS

Concentrations

Beat Production

Immersive Audio

Live Sound

Radio Production

Sound for Film and Television

Media Arts: Audio Production AAS with Music Production Option

Concentrations

Beat Production

Immersive Audio

Live Sound

Radio Production

Sound for Film and Television

Media Arts: Media Communications AS

Concentrations

Public Relations

Social Media Communications

Media Arts: Media Production AAS

Concentrations

Broadcast Journalism

Film and Cinema Studies

Social Media Communications

Video/Digital Film Production

Media Arts: Telecommunications Technology AAS

Music AS

Studio Art and Design AS

Concentrations

Ceramics

Graphic Design

Painting and Drawing

Photography

Printmaking

SCHOOL OF SOCIAL SCIENCES AND EDUCATION

Professor Eric Zizza, Division Chair • 315-294-8521 • zizza@cayuga-cc.edu

Professor Elizabeth W. McCormick Assistant Chair • 315-593-9333 •

mccormick@cayuga-cc.edu

DEGREE PROGRAMS

Criminal Justice AS

Concentrations

Crime Analysis & Intelligence

Homeland Security

Juvenile Justice

Law Enforcement

Probation Officer Assistant

Early Childhood AAS

Human Services AS

Concentrations

Corrections/Parole

Drug & Alcohol Rehabilitation

Educational Support

Human Resources/Management

Social Work

Liberal Arts and Sciences: Adolescence Education AA

Concentrations

Biology

Chemistry

Earth Science

English

History/Social Studies

Mathematics

Liberal Arts and Sciences: Childhood Education AA

Concentrations

English

General Science

History/Social Studies

Liberal Arts and Sciences: Humanities and Social Sciences AA

Concentrations

Early Childhood

Education

History

Psychology

CERTIFICATE PROGRAMS

Early Childhood

SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM)

Professor Robert Humphrey, Division Chair • 315-593-9466

Robert.Humphrey@cayuga-cc.edu

Professor Barry Fitzgerald, Assistant Chair • 315-294-8605 •

fitzgerald@cayuga-cc.edu

DEGREE PROGRAMS

Computer Hardware/Software Design AAS

Computer Information Systems AAS

Computer Information Systems AAS with Internet Technology Option

Computer Science AS

Electrical Technology: Electronics AAS

Environmental Studies AS

Geographic Information Systems (GIS) AS

Information Technology AS

Concentrations

Creative Game Design

Cybersecurity

Network Administration

Web Design

Liberal Arts and Sciences: Mathematics AS

Liberal Arts and Sciences: Mathematics and Science AS

Concentrations

Biology

Chemistry

Geographic Information Systems (GIS)

Geology

Mechanical Technology AAS

Concentrations

Computer Aided Design (CAD)

Facilities Design

Mechatronics

Precision Machining

CERTIFICATE PROGRAMS

Advanced Manufacturing, Computer Hardware/Software Design,
Computer Information Systems, Electronics,
Industrial Maintenance Technology

Applied Learning

www.cayuga-cc.edu/academics/opportunities/applied-learning

Professor Sheila Myers, Coordinator

315-283-9422 or Sheila.myers@cayuga-cc.edu

Cayuga Community College provides a variety of educational opportunities that allow students to “learn by doing,” connecting classroom content with real-world situations and reflecting on the experience. As a result, students at Cayuga obtain a deeper understanding of their discipline, are more prepared for service and leadership in their careers and communities, and develop critical thinking skills.

A student engaged in Applied Learning activities at Cayuga may take part in:

- Internships, field experiences and practicums
- Service Learning
- Entrepreneurship
- Community Projects
- Travel Study and cultural immersion

Course sections that are applied learning are designated ‘AL’ and will appear that way during registration and on student transcripts. An ‘AL’ designation is just that, a designation. It does not change the ability of the student to transfer the course credit if it is transferable to another institution, nor does it change the course designation. Besides the opportunity to learn outside the classroom, there are other benefits to taking a course designated as ‘AL’. Applied learning experiences enhance a resume, portfolio, and transfer credentials.

Prospective students who are currently working may be able to gain transfer internship credit for their experience if it is part of their degree program.

Full-Time Study

Full-time study means enrollment in 12 or more hours per semester. Students who wish to take more than 19 credits during a semester must receive permission from a division chair.

Part-Time Study

Students who register for up to 11.5 credit hours during a semester are classified as part-time.

Honors Study

www.cayuga-cc.edu/academics/opportunities/honors-study/

Auburn Campus

Professor Sheila Myers, Coordinator

315-283-9422 or sheila.myers@cayuga-cc.edu

Fulton Campus

Professor Robert Humphrey, Coordinator

315-593-9366 or robert.humphrey@cayuga-cc.edu

HONORS STUDY AT CAYUGA

A GPA of 3.0 qualifies students to enroll in the Honors Study microcredentials offered by Cayuga Community College. Honors Study students engage in research, leadership and service that extends beyond the classroom. The opportunity to participate in Honors Study enhances your academic transcript and professional resume, whether you plan to transfer or seek employment.

ACCEPTANCE INTO HONORS STUDY

Acceptance is based on your GPA of 3.0 or above and your submission of the Honors Study application. The Honors study application is available online at www.cayuga-cc.edu/academics/opportunities/honors-study/. Once accepted, students must maintain a 3.0 grade point average to continue in the program. If interested in Honors study, contact a Student Engagement Counselor or contact the Honors Study Coordinators.

ADMISSION

Any student with a GPA of 3.0 or 85% or higher is eligible for admission. Students who do not meet the criteria when they enter Cayuga may join after one semester by earning a 3.0 GPA. Once accepted, students must maintain a 3.0 GPA.

THE HONORS CURRICULUM

Honors Critical Thinking

Awarded for completing Honors 101 and Honors 202 and participating in the SUNY Undergraduate Research Conference (or equivalent presentation determined by the Honors Coordinator(s)).

Honors Leadership

Awarded to students for completing Honors 101, Honors 202, two honors electives or one elective and a leadership role in a community service project, student activities club, or tutoring as determined by their Honors Coordinator.

Online Study

www.cayuga-cc.edu/academics/online/

Brandon Davis-Shannon, Distance Learning Coordinator

bdavissh@cayuga-cc.edu

315-294-8498

DEGREES AVAILABLE ONLINE

- Business Administration AAS
- Business Administration AS
- Creative and Professional Writing AS
- Early Childhood AAS
- Event and Tourism Management AAS
- Liberal Arts and Sciences: Humanities and Social Sciences AA
Concentrations available in Literature, Psychology, and Writing
- Liberal Arts and Sciences: Mathematics and Science AS
Concentration available in Biology

CERTIFICATE PROGRAMS ONLINE

- General Business
- Event Management
- Tourism Management

Online courses at Cayuga are generally completed entirely online. Lab courses either use computer simulations or require students to purchase lab kits to conduct experiments at home. However, some courses, like math, may require an in-person proctored exam. Instructions in the course will explain how to find a proctor at a local college, school, etc. If you have questions ahead of registration, please reach out to the individual instructor.

Like on-campus courses, online courses may require extracurricular activities, such as visiting a local court in a Criminal Justice class or attending an Alcoholics Anonymous (AA) meeting in a Health course about addiction.

Most fully online courses are asynchronous, labeled Online, meaning you may sign on at any time, wherever you have internet access. Asynchronous courses still have defined due dates. Other fully online courses may be synchronous, labeled as Online Real Time, meaning you must sign in at a specific time to attend class. Some courses may be a combination. Review the Schedule of Classes for specific course details.

Typically, a semester course will consist of one- to two-week modules.

In each module, you will be expected to read the textbook and other materials, read or watch faculty lectures online, submit your answers to questions, complete other exercises or assignments, and participate in online discussions (e.g., reading short notes posted by other students and posting your own responses). In a 15-week semester, students are, on average, expected to log on to the website about three times per week to complete their work.

University Center at Cayuga Baccalaureate and Masters Degrees

***[www.cayuga-cc.edu/academics/opportunities/
baccalaureate/](http://www.cayuga-cc.edu/academics/opportunities/baccalaureate/)***

***Emily Cameron, Director of Community Education and Workforce
Development***

emily.cameron@cayuga-cc.edu

Cayuga Community College forms partnerships with private and SUNY colleges that enable convenient local access to accredited bachelor's and master's degree programs.

Writing Intensive Courses

Richard Bower, Ph.D., WAC Chair, Professor of English

315-294-8464 or bowerr.cayuga-cc.edu

Writing intensive classes are approved by the Writing Across the Curriculum (WAC) Committee, and these sections are designated "WI" at registration and on student transcripts. Students enrolling in them should expect formal projects and informal writing-to-learn assignments throughout the semester. Writing and a process approach to writing are integral to the grading criteria as they support the subject matter and course outcomes. Writing intensive classes are voluntarily offered by faculty. Schools to which Cayuga students transfer may have Writing Intensive requirements. "WI" sections from across the disciplines encourage students to practice different kinds of writing for various purposes in order to communicate effectively in their academic, workplace and citizen roles.

ACADEMIC STANDARDS AND POLICIES

Academic Honors

PRESIDENT'S LIST

Full-time matriculated students who achieve a 3.8 or higher grade point average for an academic term will merit the distinction of being on the President's List. Recognition is given to those who qualify at the end of each semester, and the designation "President's List" will appear on your grade report.

Part-time matriculated students who have completed at least 12 credits at Cayuga and accumulated 6 or more credits with a 3.8 or higher grade point average during the semester just completed will be named to the Part-Time Student President's List. This honor will show on your grade report.

Note: Developmental courses bear no credit. A developmental course carries equivalent credits which are calculated into full-time status for purposes of attendance and financial aid eligibility. A student registered for one or more developmental courses might not qualify for the President's List.

PROVOST'S LIST

Full-time matriculated students who achieve a 3.500-3.799 grade point average for an academic term will merit the distinction of being on the Provost's List. Recognition is given to those who qualify at the end of each semester, and the designation "Provost's List" will appear on your grade report.

Part-time matriculated students who have completed at least 12 credits at Cayuga and accumulated 6 or more credits with a 3.500-3.799 grade point average during the semester just completed will be named to the Part-Time Student Provost's List. This honor will show on your grade report.

Note: Developmental courses bear no credit. A developmental course carries equivalent credits which are calculated into full-time status for purposes of attendance and financial aid eligibility. A student registered for one or more developmental courses might not qualify for the Provost's List.

DEAN'S LIST

Full-time matriculated students who achieve a 3.250-3.499 grade point average for an academic term will merit the distinction of being on the Dean's List. Recognition is given to those who qualify at the end of each semester, and the designation "Dean's List" will appear on your

grade report.

Part-time matriculated students who have completed at least 12 credits at Cayuga and accumulated 6 or more credits with a 3.250-3.499 grade point average during the semester just completed will be named to the Part-Time Student Dean's List. This honor will show on your grade report.

Note: Developmental courses bear no credit. A developmental course carries equivalent credits which are calculated into full-time status for purposes of attendance and financial aid eligibility. A student registered for one or more developmental courses might not qualify for the Dean's List.

GRADUATION HONORS

The following honors are based on your grade point average:

Grade Point

Summa cum Laude	3.800
Magna cum Laude	3.500
Cum Laude	3.250

Note: Spring semester grade calculation is not reflected in the cumulative grade point average used to determine academic honors in the commencement program.

Academic Progress

ACADEMIC DISMISSAL

A cumulative average of 2.0 (C) is one of the requirements for the associate degree or certificate. Your progress toward this goal is reviewed when you have attempted 6 or more credits and are matriculated; 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:

Total Actual or Equivalent

GPA Credits	Grade Point Average
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

Academic Warning: Matriculated students in their first semester who meet the criteria above will not be academically dismissed, but will be placed on academic warning. You will be required to meet with an Academic Coach in the Centers for Student Engagement and Academic Advisement to create an academic plan for the semester.

Note: The College maintains eligibility rules for members of athletic teams

and holders of major offices in various clubs.

You are classified as a second-year student if all entrance deficiencies have been removed, all freshman requirements have been passed, and at least 28 credits have been earned.

You cannot enroll in a course unless all prerequisites have been satisfied.

ACADEMIC PROBATION

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

GPA Credits	Grade Point Average
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 REINSTATEMENT

If you have been academically dismissed from the College, you may file a written appeal for reinstatement. Reinstatement applications are available in the Centers for Student Engagement and Academic Advisement and the academic and student affairs office. Appeals should include any extenuating circumstances hindering your academic progress. Contact counselors in the Centers for Student Engagement and Academic Advisement if needed for further information or assistance. You will be notified by letter of the decision rendered by the committee.

ACADEMIC TRANSCRIPTS

An unofficial transcript can be accessed in MyCayuga.

CHANGE OF MAJOR

If you wish to change your major or request advisement, contact the Centers for Student Engagement and Academic Advisement.

GRADING SYSTEM

Final grades are calculated at the end of the semester. Using your myCayuga ID and password, you may view your grades online through myCayuga.

Grades / Quality Points per credit hour

A, A* 4.0	A-, A-* 3.7	
B+, B+* 3.3	B, B* 3.0	B-, B-* 2.7
C+, C+* 2.3	C, C* 2.0	C-, C-* 1.7
D+, D+* 1.3	D, D* 1.0	D-, D-* 0.7
F, F* 0.0		

*All remedial courses have a grade with an asterisk. All remedial courses count in a student's attempted, passed credits and GPA. They do not

count in earned credits.

The following are not calculated in the index:

INC	Incomplete (details follow)
W	Withdrawal from course without grade
R	Repeated D or F grade
IR	Illegal repeated grade
AU	Audit
S	Satisfactory-completed through Prior Learning Assessment (PLA)

INCOMPLETE GRADE

An Incomplete is a temporary grade given when a student cannot complete a small part of the course requirements or cannot take the final examination due to illness or other justifiable circumstances. Students requesting an Incomplete must contact their instructor with a valid reason for not completing all requirements and must agree to the terms and conditions set by the instructor to complete the course.

NOTE: If a student receives an incomplete grade 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 specific courses where appropriate (for example, internships not offered at the beginning of a semester), an additional extension may 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.

Incomplete grade must be completed by:

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 Services Office if they are seeking an incomplete. Incompletes may have implications for financial aid.

MIDTERM GRADES

If your instructors choose to report D and F grades at midterm, you will be notified via your College e-mail. This grade is for guidance purposes only and is not entered on your permanent record.

MULTIPLE DEGREES

If you are interested in receiving more than one degree, you must meet with a Student Engagement representative to complete a multiple

degree contract. No second or third degree is granted without an approved contract on file in the Registrar's Office. Not all multiple degree combinations are allowed, so contact the Centers for Student Engagement and Academic Advisement as early as possible.

Note: A certificate will not be awarded if you have completed degree requirements in the same field.

NON-CREDIT COURSE GRADES

Grades for the following non-credit courses (ENGL 049, ENGL 097, ENGL 098, MATH 070, and MATH 099) are calculated in a student's grade point average (GPA).

REPEATING A COURSE

Repeated courses will count as Credits Attempted regardless of the reason for repeating or the grade received.

A course may be repeated, but credit will be granted only for the most recent attempt. The most recent grade will be used to compute the grade point average (GPA) unless the student has already been awarded a degree or certificate. If a repeated course was part of the degree or certificate program, the original attempt and grade will be included in the GPA.

Repeating a course that a student previously passed may affect a student's eligibility for financial aid. For state aid purposes, if a student repeats a previously passed course, that course cannot be included as part of the student's enrollment status. For federal aid purposes, a student may repeat a previously passed course only once for that course to be included as part of the student's enrollment status.

The right to repeat courses in specific programs, such as (but not limited to) Nursing, is not automatic. You must complete a course successfully to be allowed to continue in that curriculum. Contact the relevant department or division for more information concerning program requirements.

STUDENTS ACTIVATED FOR MILITARY DUTY GRADING POLICY

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 of any current or future deployment.

- Choose to take a tuition refund or remain enrolled in his or her classes.

The Certifying Official 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, they 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 their 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.

Attendance Policy

Attendance Policy for Fully and Partially Synchronous Courses (On-Campus, Online Synchronous, and Hybrid Courses)

Students in fully and partially synchronous courses are expected to attend each scheduled meeting of their registered courses since experience demonstrates that regular attendance enhances academic success. Instructors may include class participation as one component of student evaluation and grading. As a result, lack of attendance may influence a student's ability to do well, where presence and participation are highly valued by the instructor. Therefore, it is the student's responsibility to understand and adhere to all policies relating to attendance and consequences for non-attendance listed in their instructor's course syllabus.

Attendance Policy for Online Asynchronous Courses

Attendance in an online course is defined as an active post or submission within the course, which includes discussions, written assignments,

and tests. This standard will determine all attendance issues, including but not limited to reports of never having attended, reports of the last date of attendance, and a final grade of F in the course due to lack of attendance.

Attendance Exemptions Related to Disabilities

Federal law (ADA and Section 504) requires colleges and universities to consider reasonable modifications to attendance policies to accommodate a student's disability that impacts attendance. The Office of Accessibility Resources determines eligibility for a disability-related modification to the attendance policy on a case-by-case basis. Reasonable attendance modifications are determined through a conversation with the instructor, student, and Accessibility Specialist. Students with questions about how their disability may impact course attendance should contact the Office of Accessibility Resources.

Attendance Exemptions due to Religious Beliefs

If you are unable to attend classes on certain days because of religious beliefs, the following policy (Section 224-a of the Education Law as amended) applies:

- You shall not be expelled from or refused admission to an institution of higher education because you cannot attend classes or participate in any examination, study, or work requirements on a particular day or days because of your religious beliefs.
- If you are unable, because of your religious beliefs, to attend classes on a particular day or days, you shall be excused from any examination, study, or work requirements because of such absence on the particular day or days.
- It shall be the responsibility of the faculty and the administrative officials of each institution of higher education to make available to students who are absent from school because of their religious beliefs an equivalent opportunity to make up any examination, study, or work requirements that they 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 such an equivalent opportunity available to the said student.
- If classes, examinations, study, or work requirements are held on Friday after 4:00 p.m. or on Saturday, similar or makeup classes, examinations, study, or work requirements shall be made available on other days where it is possible and practicable to do so. No special fees shall be charged 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 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 you because you avail yourself of this section's provisions.
- If you are aggrieved by the alleged failure of any faculty or administrative official to comply in good faith with the provisions of this section, you 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 your 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.

Auditing Courses

The intention to register for an audit or change from credit status to audit status must be submitted to the Registrar's Office by the 10th class day of a 15-week course. Credit is not granted for audited courses.

To audit a course, the following guidelines apply:

- Students who wish to audit a course after late registration must have the instructor's permission.
- There are no requirements for audit other than attendance.
- Students must pay regular tuition for an audit.
- On a space-available basis, senior citizens (age 60 or older) with valid identification may audit credit courses at no tuition charge: certain fees may apply.

Beau's Law

www.cayuga-cc.edu/students/services/registrar/ferpa/

Cayuga Community College is committed to protecting student health and safety while respecting student privacy. In accordance with FERPA and New York State Education Law §6438-d (Beau's Law), Cayuga maintains a policy regarding when a parent, guardian or designated emergency contact may be notified if a student under the age of 21 is involved in certain alcohol- or controlled substance-related incidents. The full policy can be found at the link above.

Cancellation of Classes

If the enrollment in any course is insufficient, the course may be canceled at the discretion of the Provost & Vice President for Academic Affairs.

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.

Classroom Visits

Cayuga students other than those registered for a scheduled classroom course are permitted to visit that classroom under the following conditions:

- With the instructor's approval, a Cayuga student who is registered in another section of a course may attend the alternative section for up to three class meetings. Attending more than three class meetings will require the written approval of the instructor and the appropriate Division Chair.
- Attending one class meeting is allowed with the instructor's approval for a registered Cayuga student not enrolled in a particular classroom course. However, any additional visits will require the written approval of the instructor and appropriate Division Chair.

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 by completing a Schedule Adjustment Form available in the Registrar's Office or the college website. The form must be returned before the close of business 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.

Cross-Registration

SUNY's cross-registration policy primarily intends to resolve scheduling conflicts for required courses that would delay timely program completion. Cross-registration allows students to complete requirements when a course or courses are unavailable at their Home Campus by providing a process to take required courses at other SUNY campuses.

The Student is responsible for:

1. Applying for and obtaining approval from the Home and Host

- Campuses prior to cross registering;
2. Submitting a certificate of residency for billing purposes;
 - 3 Meeting prerequisite requirements for registration;
 4. Notifying the Home Campus of any enrollment changes at the Host Campus; and
 5. Paying special course fees and voluntary usage fees.

For eligible students to receive the benefits afforded by the cross-registration process, both the Home and Host Campuses must approve a student's request to cross-register prior to cross-registration. The institutions should determine prior to the start of the Home Campus's academic term whenever possible.

If students do not obtain the required approvals for cross-registration from both the Home and Host Campus prior to cross-registering, the Home Campus has the authority to approve or deny, on a case-by-case basis, the transfer of courses taken via cross registration at other SUNY campuses, including General Education and Transfer Path courses in the major.

Definition of Full-Time Status

Fall, spring or summer: Full-time status is defined as 12 or more credit hours of study per semester. Permission of the division chair is required to exceed 19 credit hours per semester.

January intersession: Permission to exceed 6 credit hours is required from the division chair.

A credit hour is equivalent to 750 minutes of instruction. A laboratory credit hour is equivalent to 1,500 to 2,250 minutes of instruction.

Documented Late Course Withdrawal Policy

Once the 60% mark of the semester has passed, a student's ability to withdraw from a course becomes significantly more stringent. At this point, withdrawal is only permissible if, in the course instructor's discernment, the student has a serious, documented reason for doing so.

The student must have a serious reason to seek course withdrawal after the 60% mark of the course (such as illness or death in the family). They should discuss course withdrawal with the course instructor. The student must provide the course instructor documentation in the form of a Documented Late Course Withdrawal Form, available from the Registrar's Office or the college website, along with supporting documentation, such as a healthcare 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 for review. This form and documentation must be submitted to the

course instructor for review. If, in the instructor's judgment, the student's request for late withdrawal is valid, the instructor may issue the student a "W" for the course at their discretion. The faculty instructor will submit the Documented Late Course Withdrawal Form and the appropriate documentation to the Registrar's Office by the close of business on the last day of class, where it will be kept on file.

Refer to the Academic Calendar for the specific date of each term's last day of classes.

It's important to note that late withdrawals can have significant implications on both students' financial aid and the institution's finances. Therefore, late withdrawals should be cautiously approached and limited to genuine cases. Students are strongly advised to consult with the Financial Services Office before considering a course withdrawal, as such a decision may compromise their financial aid.

Dropping and Adding Courses

Students may drop and add courses through their MyCayuga account until the day before a class begins. If you want to add or drop a course after the course has started, you must do so through the Registrar's Office or by contacting Student Engagement. Students can adjust their schedule during the drop and add period without receiving a withdrawal (W) on their academic record. Please refer to the Academic Calendar for detailed registration deadlines.

Felony Conviction

A prior felony conviction may hinder a student's ability to enroll in a course, complete the requirements of certain academic programs, and meet the licensure criteria required by certain professions.

FERPA Policy

www.cayuga-cc.edu/students/services/registrar/ferpa/

The purpose of the Family Educational Rights and Privacy Act (FERPA) is to afford certain rights to students concerning their educational records. The primary rights afforded are the right to inspect and review the academic records, the right to seek to have the records amended and the right to have some control over the disclosure of information from the records.

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.

Any student who has completed all the degree requirements but has not applied for graduation may be awarded a degree by the Registrar's Office if requirements are complete.

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 by the identified deadline. Information about orders will be communicated with students and shared on Cayuga's website. Orders placed after the identified deadline may be assessed a \$10 administrative late fee.

Grievance Policies and Procedures

Cayuga Community College's policy is to protect the rights and freedoms of students and other campus community members. The College has created internal policies and procedures to address student and consumer complaints and grievances. Policies exist for academic and 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/academics/policies/grievance.

ACADEMIC GRIEVANCE

If a student has an academic complaint or believes that they were harmed by an inequitable or inappropriate implementation of the College's academic regulations and procedures, 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 appeal the decision to the instructor's division chair or immediate supervisor. While the policy allows for informal and formal complaint procedures, it's important to note that there are time limits designated in the policy. By seeking assistance in resolving an academic conflict as quickly as possible, you can take an active role in your academic journey, feeling empowered and proactive.

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 academic complaints (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, the Centers for Student Engagement and Academic Advisement on the Auburn campus, and the Fulton campus's

campus administration office.

OUT-OF-STATE CONSUMER COMPLAINT

Cayuga Community College is a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA) and follows the complaint resolution policies and procedures outlined within the SARA Policy Manual and summarized at <https://nc-sara.org/sara-student-complaints-0>. Consumer protection complaints resulting from distance education courses, activities, and operations may be submitted following the procedures laid out in Cayuga's Consumer Complaint Procedures. If a student is dissatisfied with the campus-based resolution, a concern may be submitted to System Administration of the State University of New York as outlined at <https://system.suny.edu/university-life/student-concerns/>. And, if still not satisfied, a complaint may be submitted, within two years of the incident about which the complaint is made, to the New York State Education Department as outlined at <https://www.nysed.gov/college-university-evaluation/sara-student-complaint-process>. Please note that this does not include complaints related to grades or student conduct violations, both of which are to be fully addressed via campus processes, not through the NC-SARA complaint resolution procedures.

DISCRIMINATION GRIEVANCE

The College has adopted an internal grievance procedure providing for prompt, equitable, and confidential resolution of complaints alleging discrimination based on 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 officer for students (VP of Student Affairs and Chief Diversity Officer). The discrimination grievance policy and submission form are available in the Office of Human Resources in the Academic and Student Affairs Office on the Auburn campus and the Fulton campus administration office.

Individual / Independent Study

Under special circumstances it is possible to complete a course through individual or independent study. Details are available from division chairs.

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 their discretion may consider that student absent. Students are required to

wait a minimum of 10 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.

Orientation

[*www.cayuga-cc.edu/students/orientation/*](http://www.cayuga-cc.edu/students/orientation/)

Cayuga Community College created an orientation program that provides information about campus policies, programs and services. Students who participate in this orientation will gain valuable knowledge for achieving academic success at Cayuga. New students will be provided access to our online orientation after they register for classes and are strongly encouraged to complete the program prior to the start of classes. In addition, during the first two weeks of the semester, students will be able to participate in Discover Day, an on-campus orientation to engage with faculty, staff, peers and community partners.

Plagiarism Policy

WITHDRAWAL RESULTING IN A GRADE OF "F"

An instructor may assign a failing grade in cases of plagiarism or academic dishonesty, which preempts a student's right to withdraw from the course.

In plagiarism or academic dishonesty cases, an instructor may apply a failing grade, which preempts a student's right to withdraw from the course. To apply the failing grade, the instructor should have indicated the potential consequence of plagiarism or academic dishonesty in the course outline, specified what is acceptable and not acceptable with respect to artificial intelligence, defined or given examples of the same in the course outline, and ensured distribution of the course outline to all students in the class. There must be solid evidence of the alleged plagiarism or academic dishonesty if a failing grade is to be assigned under these circumstances. Under these circumstances, the decision to assign a failing grade must be made in consultation with the appropriate division chair. Students may challenge such a grade only through the academic grievance process.

Refund Policy for Credit Courses

If you find it necessary to withdraw from College, you must complete a withdrawal form in consultation with a counselor and submit that completed form to the Registrar’s Office.

Failure to attend class, notifying an office other than the Registrar’s Office, or simply informing your instructor does not constitute an official withdrawal for refund purposes. You may not make a total withdrawal by leaving a voicemail. Tuition refunds are determined by the date Student Engagement or Financial Services receives the notification. All payments made with a credit card will be refunded to the credit card utilized for the payment.

The following refund schedules are for credit and non-credit developmental courses. The College does not provide refunds on medical grounds, and certain fees are not refundable. Check with Financial Services for detailed information.

Schedule 1 (a)

Courses 15 weeks in length

- Before the 1st day of the semester 100%
- During the 1st week of scheduled classes 75%
- During the 2nd week of scheduled classes 50%
- During the 3rd week of scheduled classes 25%
- After the 3rd week of scheduled classes no refund

Schedule 1 (b)

Courses 10 weeks in length

- Before the 1st scheduled class 100%
- During the 1st week of scheduled classes 50%
- During the 2nd week of scheduled classes 25%
- After the 2nd week of scheduled classes no refund

Schedule 1 (c)

Courses 8 weeks or less in length

- Before the 1st scheduled class 100%
- During the 1st week of scheduled classes 25%
- After the 1st week of scheduled classes no refund

Students receiving federal financial aid, including loans, who withdraw (officially or unofficially) before completing 60% of the semester will be subject to the federal return of Title IV funds calculation. This calculation is based on the percentage of the semester completed. Generally, the student is required to repay a portion of the federal financial aid which has been paid to the student. This calculation is mandated and must be applied regardless of the circumstances for withdrawal. For more infor-

mation, contact the Financial Services Office at 315-294-8470.

Title VI

<https://www.cayuga-cc.edu/about/title-vi/>

Title VI of the Civil Rights Act of 1964 is a federal law that prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance. While often associated with classrooms in the higher education setting, Title VI broadly applies to all Cayuga Community College operations, including academics, admissions, financial aid, employment, and campus life. The full policy can be found at the link above.

Title IX

<https://www.cayuga-cc.edu/about/title-ix/>

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities. The full policy can be found at the link above.

Transcript Notation Policy

A student found responsible and suspended or expelled after a conduct process for violations that constitute a crime of violence will have the following notation added to their transcript:

- Suspended (or expelled) after a finding of responsibility for a code of conduct violation
- A student who withdraws while conduct charges constituting a crime of violence are pending will have the following notation added to their transcript: Withdrew with conduct charges pending
- Suspended students may appeal the inclusion of the transcript notation one year after it is applied at which time the notation may, in the sole discretion of the College, be removed. Transcript notations for expelled students are permanent. If a finding of responsibility is vacated, the transcript notation shall be removed.

See the Student Code of Conduct and Student Handbook for the appropriate appeal process.

Waitlist

Students can be added to a course waitlist if the section is full. Students are notified if a seat becomes available via their college email (or private email if a college email hasn't been assigned yet) and have twenty-four hours to register for the course. After the twenty-four-hour period, the student is removed from the waitlist, and the next student on the waitlist is notified of the availability. The waitlist process expires the day a course begins, and students should work with their advisors during the drop/add period if they cannot complete their schedule of classes.

Withdrawal from the College

A student wishing to withdraw from the college must complete an Official Withdrawal Form, which is available at the Centers for Student Engagement and Academic Advisement. The completed form must be returned to the Centers for Student Engagement and Academic Advisement or the Financial Services Office.

If this procedure isn't followed, your withdrawal will not be official, and you will not qualify for a refund if the withdrawal date is during the refund period for that particular semester. A withdrawal after the refund period ends will result in a "W" grade for each course you were enrolled in.

STUDENT SUCCESS

Adult Learners & SUNY Reconnect

Natalie Indelicato, Adult Learner Coach

nindelic@cayuga-cc.edu

Cayuga welcomes all students who are eager to advance their education, their careers, and their personal growth. Adults who are looking to enroll in college for the first time, or are looking to return to college, are encouraged to contact our Office of Adult Learners for guidance and information about enrolling.

SUNY Reconnect

SUNY Reconnect is SUNY's free community college program for New York adults. Through the New York State Opportunity Promise scholarship, SUNY Reconnect provides free associate degrees in high-demand fields for New Yorkers 25 to 55 with no college degree. The program aims to help connect New Yorkers with good-paying jobs while boosting economic growth in key industries across New York State.

Eligibility Criteria for Acceptance into SUNY Reconnect

- Resident of New York State or eligible for in-state tuition
- Between the ages of 25-55, before the start of classes
- Do not have an associate's degree or higher (previously earned college degree). Those who earned a prior degree are eligible for SUNY Reconnect in the Nursing AAS program.
- Plan to study full-time or part-time as a degree-seeking student (matriculated)
- Submit a completed FAFSA/TAP
- Enrolled in an approved associate degree program at Cayuga Community College

Eligibility Programs for SUNY Reconnect

Matriculate in an approved SUNY Reconnect degree program

- Computer Hardware/Software Design A.A.S.
- Computer Information Systems A.A.S.
- Computer Science A.S.
- Electrical Technology – Electronics A.A.S.
- Environmental Studies A.S.
- Health Sciences A.S.
- Information Technology A.S.

- Liberal Arts & Sciences: Adolescence Education A.A. (Teacher education transfer)
- Liberal Arts & Sciences: Childhood Education A.A.(Teacher education transfer)
- Mechanical Technology A.A.S.
- Media Arts: Telecommunications Technology A.A.S.
- Nursing A.A.S.

Benefits of SUNY Reconnect

- Financial Assistance: SUNY Reconnect covers the cost of tuition, fees, books, and supplies for specific degree programs after other forms of tuition assistance are applied.
- After all financial aid is awarded, the program will cover any remaining balance to attend. Students are encouraged to apply for FAFSA to maximize available aid.
- Funding does not cover costs for housing, transportation, food, and other non-academic expenses.
- Flexible scheduling and online options to study while you work.

Advising and support for adult learners from start to finish

Advancing Success in Associate Pathways (ASAP)

Robin Duger, Program Director

rduger1@cayuga-cc.edu

The Advancing Success in Associate Pathways (ASAP) Program* helps promising, motivated students earn their associate's degree as quickly as possible.

At Cayuga, students in ASAP benefit from an enhanced academic environment and personalized tutoring services. Students receive dedicated financial and personal support, comprehensive advisement and career counseling.

**The Cayuga Advancing Success in Associate Pathways (ASAP) Program is part of the SUNY replication of the City University of New York (CUNY) Accelerated Study in Associate Programs (ASAP).*

General Overview

The Advancing Success in Associate Pathways (ASAP) Program offers motivated students an array of academic, financial, and personal support benefits. The support will help enrolled students earn their degrees, enjoy their college experience, and prepare for their next academic or career step. Students enrolled in ASAP will regularly meet with their

dedicated ASAP Coach to guide their progress from enrollment to graduation. ASAP students will take cohort courses together, which creates a support system and more engagement with campus. Students also receive enhanced career development and personalized tutoring support via a partnership with the Learning Commons team.

ASAP students receive financial assistance with textbook purchases, cost of attendance fees, and a monthly gift card to help with expenses such as food or gas. ASAP students with children are also eligible for assistance with childcare costs through a grant offered by the Brightway Education Foundation. The grant focuses on supporting parents in their pursuit of education and offers an emergency fund to support students.

Eligibility Criteria for ASAP

• Enroll full-time (minimum of 12 credits per semester) and matriculated in one of the following programs:

- Business
- Creative/Professional Writing
- Criminal Justice
- Culinary Arts
- Studio Art and Design
- Early Childhood
- Environmental Studies
- Event & Tourism Management
- Health Sciences **
- Human Services
- Liberal Arts **
- Media Arts
- Music

*** Students in Health Sciences A.S. or Health Care Careers concentration may require additional review to determine eligibility.*

• Complete the Free Application for Federal Student Aid (FAFSA) and the New York State Tuition Assistance Program (TAP) application annually

NOTE: Students from mixed-status families are now eligible to apply for NYS financial aid without completing the FAFSA at <https://www.hesc.ny.gov/altpath>. Students may also reach out to ASAP|ACE staff to learn more about their options to apply for NYS aid.

• Student must receive at least \$1 of federal Pell or NYS grant aid (TAP or Excelsior)

- Have fewer than 21 college credits, not including credits earned when concurrently enrolled in high school
- Be proficient in Math and/or English or require no more than two developmental supports
- Enroll immediately and continuously in any developmental supports
- Be eligible for in-state tuition
- Good academic standing. High school GPA of 80+ or college GPA of 2.0+
- Cannot also be an EOP student
- Plan to complete their associates degree at Cayuga.
- Complete degree within 6 semesters.
- Agree to attend monthly meetings with ASAP Coach, ASAP Orientation and 2 ASAP workshops per semester

Benefits of ASAP

- A monthly \$50 gift card to help with costs of food or gas (available 8 months/year)
- Textbook assistance of up to \$300/year
- A cost of attendance award (after Financial Aid is applied) of up to \$400/year
- A dedicated ASAP advisor to guide your progress from entry to graduation
- Special registration options that help you get the classes you need that also fit your schedule
- Opportunities to take classes with fellow ASAP students to foster community and build your network
- Enhanced career development and academic support services
- Assistance with childcare costs for students that are parents via the Brightway Grant †

† To be eligible for this grant, students must be primary caregivers who are in need of childcare and eligible for the OCFS subsidized family share rate, which applies to students whose income, based on family size, does not exceed 200% of the state standard. Student parents must apply for this subsidy through OCFS if they are not already in receipt of the subsidy. Funds may also be used to cover licensed after-school care.

Educational Opportunity Program (EOP)

Nikki Darrow, Program Director

Auburn Campus, Office M228

315-294-8567

eop@cayuga-cc.edu

The Educational Opportunity Program (EOP) provides access for New York State students who demonstrate academic potential and a desire to earn a college degree. The program assists students who are both academically and financially disadvantaged.

Students enrolled in EOP receive additional services to support their success, such as:

- One-to-one personal and academic counseling
- Free individual tutorial assistance
- Opportunities for career and leadership development
- A four-week on-campus summer program (at both Auburn and Fulton campuses) and online pre-college summer program (for online students only) for fall-entering first-time students, which aids in student preparedness, accessing campus resources/services and successfully navigating college life. The summer program is mandatory and free.
- Financial assistance with non-tuition-related expenses (i.e., books, supplies, etc.)

The EOP office is located in Office M228 on the Auburn Campus. Office hours are Monday – Friday, 8:00 am to 4:30 pm. For more information, contact the EOP Office at (315) 294-8567.

Eligibility Criteria for Acceptance into EOP

Admission to EOP is based on two criteria: academic and financial eligibility. To determine if you are eligible for admission to EOP, you must:

- Possess a high school diploma or a General Equivalency Diploma (GED);
- Be a New York State resident for 12 months prior to enrollment;
- Be in need of financial assistance based on the established economic eligibility guidelines;
- Apply using the SUNY or Common Application (link to Apply Now). Indicate your interest in EOP on the Admissions application. If you did not indicate your interest in EOP on the application but decide later that you might want EOP, contact our Admissions Office.
- Complete the SUNY EOP Financial Information Form and submit it to

our Student Financial Services Office with the required documentation. Space in EOP is limited. We encourage you to submit your documentation as soon as possible. One-to-one personal and academic counseling.

More Information on EOP

See our EOP website at <https://www.cayuga-cc.edu/students/services/educational-opportunity-program/> for more information on the following:

- Income Guidelines
- Required Records
- Support Services
- EOP Pre-Medical Opportunity Program
- Foster Youth College Success Initiative
- Transfers
- Fee Waiver

Resources for Learning- Testing and Accessibility Services

www.cayuga-cc.edu/cas/

Terry Kupp, Ed.D., Director

terry.kupp@cayuga-cc.edu • 315-294-8808

NOTE: For more information regarding academic success services, please see our website for updates and contact information: <https://www.cayuga-cc.edu/cas/>.

The Resources for Learning department at Cayuga Community College provides testing and accommodative services for students. From application through graduation, these supports help ensure proper course placement, reasonable and appropriate disability accommodations, and testing opportunities to meet the needs of our diverse student population.

Resources for Learning services

Resources for Learning Services include:

- Placement testing & test proctoring
- Alternate testing arrangements for accommodative and makeup tests
- Access to computer workstations and software programs
- Accommodative services through the Office of Accessibility Resources

The Office of Accessibility Resources, part of the Resources for Learning Services department, extends appropriate and reasonable accommodations to every student with a qualified, documented disability.

Students and applicants are encouraged to call or visit the Learning Commons on each campus to tour facilities and become familiar with the services available to help all Cayuga students succeed.

Resources for Learning- Office of Accessibility Resources

www.cayuga-cc.edu/cas/services/accessibility-resources/index.html

Karen Grella, Ph.D., Accessibility Resources Coordinator

karen.grella@cayuga-cc.edu

Auburn Campus: 315-294-8633

Fulton Campus: 315-593-9323

NOTE: For more information regarding academic success services, please see our website for updates and contact information: <https://www.cayuga-cc.edu/cas/>.

Federal laws, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 protect qualified individuals with disabilities from discrimination on the basis of disability and guarantee equal opportunity for access to programs and services. Cayuga Community College complies with all applicable federal, state, and local laws and regulations regarding reasonable and appropriate services and accommodations for students with documented disabilities.

Accommodations and services accessed through the Office of Accessibility Resources may include but are not limited to:

- Sign Language interpreters
- Notetakers
- Time extensions for tests
- Alternative test sites
- Technology to assist reading and writing
- Magnification devices
- Alternate format of textbooks and course materials
- Physical accommodations, such as special classroom seating or architectural accessibility

Services and accommodations for all students with disabilities are coordinated through the Office of Accessibility Resources, located within the Resources for Learning department in the Learning Commons. Students with disabilities should provide current and complete documentation as early as possible so that the college can provide appropriate and timely services and accommodations.

Students with sponsoring agencies, such as Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR), Aurora of Central New York, Inc., or the NYS Commission for the Blind (NYSCB), are advised to contact the agency several weeks before the start of classes.

This ensures that all necessary paperwork is completed, facilitating a smooth transition into the academic environment.

Resources for Learning- Library

www.cayuga-cc.edu/library

Terry Kupp, Ed.D., Director

terry.kupp@cayuga-cc.edu • 315-294-8808

Auburn Campus: 315-294-8596

Fulton Campus: 315-593-9319

cay_ref@cayuga-cc.edu

The Cayuga Community College Library is part of the Resources for Learning department and is located in the Learning Commons at both the Auburn and Fulton campuses. Library facilities are open to the public, and borrowing privileges are granted to Cayuga students, staff, alumni, residents of Cayuga and Oswego counties, and faculty and students of other SUNY colleges.

Library Services

The Library helps students find, evaluate, and use information for academic and personal success. Services and resources available through the Library include:

- Round-the-clock chat support through the library website
- One-on-one research assistance in person or online
- On-campus spaces for quiet study, group work, and relaxation
- Computers, laptops, scanners, Wi-Fi

Our collections and databases include:

- Research databases with full-text articles and journals
- E-books, printed books, and microform materials
- Streaming video platforms such as Kanopy and American History in Video
- Digital magazines, newspapers, and academic journals

Whether on campus or online, students have full access to:

- Online searching for easy access to all resources
- Interlibrary loan to borrow from partner libraries
- Research guides and tutorials are available anytime

The Library is at the heart of your college experience. Whether you're writing your first paper or pursuing your deepest academic interests, Library staff and resources are here to support every step of your journey.

The Centers for Student Engagement and Academic Advisement

www.cayuga-cc.edu/students/services/student-engagement/

315-294-8523

studenteng@cayuga-cc.edu

Choosing a major, making decisions about transfer, and deciding on a career path are just some of the decisions college students face. The Centers for Student Engagement and Academic Advisement offer various advisement services that help guide students and alumni. The Centers also provide a variety of services to support student success through academic coaching, tutoring and more.

ACADEMIC SUPPORT SERVICES

Whether your class is held on campus or remotely, the College offers a variety of tutoring supports to fit your needs:

- Drop-in math and writing peer tutoring tables
- Professional math and writing support by appointment
- Study groups and in-class tutoring for designated classes
- Online tutor request forms for peer tutoring
- Academic support for online students through LC-AS tutor Zoom sessions and NetTutor

ACADEMIC ADVISING

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. Academic advisors help students select courses each semester and offer advice on academic matters. All full- and part-time students are assigned an advisor each semester. Ordinarily, the same advisor serves during the student's stay on campus as long as the major is not changed. Students who wish to change their major or advisor should contact the Centers for Student Engagement and Academic Advisement.

CAREER SERVICES

Services supporting career planning and job search through Cayuga's Centers for Student Engagement and Academic Advisement include:

- Online job and internship postings for students and alumni
- Career counseling, research, and information about employers
- Individual assistance and workshops in résumé writing, interviewing techniques, and networking

- Workshops and presentation

ACADEMIC COACHES

Academic Coaches provide outreach and support to students as they transition to Cayuga Community College. They work with all first-time students to create a schedule and begin the process of getting oriented to the College. They are available to answer questions, assist with registration and advisement, and provide resources and information. Advocates also actively reach out to new students, conduct class visits, and plan programs throughout the semester to support student success and engagement.

TRANSFER SERVICES

Any student planning to transfer to a four-year college upon completing associate degree requirements should know the procedures necessary for a smooth transition. Transfer is a relatively straightforward process. However, students seeking specialized programs should choose their course of study at Cayuga carefully to minimize future difficulties. It is advisable to begin transfer services during the first or second semester to apply for transfer during the third semester.

Consultation is available from the College's for Transfer Counselor in the Centers for Student Engagement and Academic Advisement and/or other faculty members. Students planning to transfer into a teacher education program should consult with the Centers for Student Engagement and Academic Advisement on their plans as soon as possible after registering for classes at Cayuga.

The likelihood of gaining admission to a particular program of study at another institution depends on:

- Choice of the appropriate course of study at Cayuga
- Number of applications for a particular major at the senior college
- Grade point average at Cayuga (institutions and majors in high demand are more competitive and require a higher grade point average for admission)

For private or out-of-state colleges, contact the director of admission at the educational institution and request a catalog and application forms for transfer students. College catalogs are available on campus for student use in the Centers for Student Engagement and Academic Advisement.

Admissions counselors from four-year colleges throughout the state visit the campus to recruit students and assist in the transfer process.

CAMPUS RESOURCES

Bookstore

www.cayuga-cc.edu/students/bookstore

Auburn campus: 315-294-8686

Barnes & Noble operates the college bookstore on the Auburn campus, located on the lower level of Spartan Hall. With the exception of the nursing program and winter session, students are automatically enrolled in the bookstore's Cayuga Bound program when they register for classes. Students will have the option for pick-up or delivery. Cayuga Bound helps reduce the cost of course materials by up to 50%, and course material fees are included in the student's bill. Students will be provided the opportunity to opt out of this program. The bookstore also sells general reading titles, office and art supplies, College logo-wear and gift items, software packages at academic prices to students, faculty, and staff, and various general merchandise. The bookstore is open to the public.

Bus Service

Students enrolled in 6 or more credits can use CENTRO, the local bus service, for free transportation when a current College ID is presented. The free transportation is for rides to and from the College within the cities of Auburn, Fulton, and some Centro stops in Oswego County.

Cayuga Cupboard Food Pantry

Auburn Campus: Wellness Center

Fulton Campus: Wellness Center

Sustainable approaches to creating a culture of food security and equity are essential to the student experience. The primary aim is to create a culture of food security at Cayuga Community College that supports students' nutritional needs, with a focus on health equity, sustainable practices, and cost-conscious measures. Food items and other essentials are offered free of charge during posted hours. Achieving the best possible physical, emotional, and social well-being, one that leads to enhanced student success, retention, and persistence to graduation are primary. The Cayuga Cupboard, our campus food pantry, operating out of Wellness Services at Auburn and Fulton, is an open and inclusive facility that honors the rights and needs of all students.

Childcare Center

www.cayuga-cc.edu/students/childcare/

315-294-8603

The Cayuga Community College Child Care Center is a state-licensed and Quality Star NY-accredited facility that cares for children ages 6 weeks to 5 years old. The Center serves the children of students, staff, and the community contingent on available space. Subsidies are available for qualifying students.

The Center is also a site for the Auburn School District's Universal Prekindergarten. The Center is located off campus at 81 Wall Street and has been recently been renovated.

Community Services

AUBURN

Auburn Housing Authority: 7 Merriman St., 315-253-6249

Auburn Police Department: 46 North St., 315-253-3231

Cayuga County Mental Health Center: 146 North St., 315-253-0341

Cayuga County Department of Social Services: 63 Genesee St.

Office: 315-253-1011

Food Stamps: 315-253-1210

Cayuga County Health Services: 8 Dill St., 315-253-1560

CHAD (Confidential Help for Alcohol & Drugs):

75 Genesee St., Ste. #4., 315-253-9786

Contact (telephone counseling service) 315-251-1400

East Hill Family Medical:

144 Genesee St., 315-253-8477

Fire Department in Auburn: 315-253-4031

Motor Vehicle Department: 7445 County House Road, 315-253-1241

Cayuga County Veterans' Service Agency: 95 Genesee St., 315-253-1281

YMCA-WEIU: 27 William St., 315-253-5304

FULTON

Catholic Charities of Oswego County:

808 W. Broadway, Fulton. 315-598-3980

Department of Social Services

100 Spring St., Mexico. 315-963-5000

Farnham, Inc.

4 Tower Drive, Fulton. 315-593-0796

283 W. 2nd St., Ste. #200 Oswego. 315-342-4489

Fulton Fire Department: 911
Fulton Police Department: 911
Oswego Health Mental Health & Wellness: 315-326-4100
Oswego County Opportunities, Inc. 315-598-4717
Fulton Medical Center: 510 S. Fourth St. 315-592-3500

Student Financial Services

www.cayuga-cc.edu/financial-aid/

Financial Services Office

(315) 294-8470

financialservices@cayuga-cc.edu

BILLING FOR TUITION AND FEES

If you are an accepted student, you will be billed before the beginning of the semester. All tuition bills are emailed to the student's Cayuga Community College email account.

The student email account information is located on the home page of the personal information tab in myCayuga. Please remember that your Cayuga email address is a valid and official method of College communication. Tuition bills can be paid by cash or check (to Cayuga Community College) at the Financial Services Office. Credit card payments must be made online through your myCayuga account. Learn more at <https://www.cayuga-cc.edu/students/enrollment/financial-services/pay-your-tuition-bill/>.

Failure to pay the bill by the due date will result in de-registration of classes, and a hold will be placed on your account. Delinquent accounts will be forwarded to a collection agency. The collection agency will add a fee of up to 35% and report the account to credit bureaus. The student will be responsible for the balance due and any collection fees associated with the account.

Payment Plan

You can also pay tuition automatically through one of our payment plans offered through Nelnet Business Solutions. There are payment plans available for Fall, Spring, and Summer semesters. There is no plan available for Intercession. See the link above or call the Financial Services Office at 315-294-8470 with questions.

How to Apply for Financial Aid: FAFSA

To apply for federal assistance, a student (and parents of dependent students) must file the Free Application for Federal Student Aid (FAFSA) annually. Students file their FAFSA online at <https://studentaid.gov/>.

Cayuga's federal code is 002861.

Students (and dependent parents) must create a studentaid.gov account

that serves as their electronic signature when completing the FAFSA. You may obtain your FSA ID at any time. This studentaid.gov account will be used for many financial aid purposes, so keep your username and password safe and in a location you can find when needed.

Apply at least four weeks before classes start to provide the Financial Services Office with sufficient time to review your application and notify you of your eligibility for financial aid.

- If you are a New York State resident, complete the New York State Student Aid Payment Application.
- If a student does not successfully complete their New York State Student Aid Payment Application when filing an FAFSA, they will receive an email or postcard from the state processing center with detailed application instructions.

Cayuga's state school code is 2005.

The New York Student Aid payment application can be completed online at <https://hesc.ny.gov/>.

If you are a part-time student and a New York State resident, you may apply for Aid for Part-time Study by September 1st for the fall semester and by January 15th for the spring semester. Applications are available on our website.

You must reapply for financial aid each academic year. You should log into your myCayuga self-service student information account to check financial aid requirements, view awards, and accept financial aid.

Information in the Financial Aid section is subject to change whenever new guidance is received from federal and state financial aid agencies.

Scholarships

Cayuga offers more than 90 scholarships, including full-tuition Presidential Scholarships and Full-Tuition Emerson Scholarships. These scholarships are available in the fall to eligible students. Details on these scholarships and other opportunities are available at www.cayuga-cc.edu/giving/scholarships/awards-and-grants/.

Housing

Students are responsible for arranging their own housing. A variety of off-campus housing options are available.

Students are encouraged to begin searching for housing early in the summer before starting at Cayuga.

Contracts with local bus services in Cayuga and Oswego Counties provide free bus transportation to full-time Cayuga students with proper identification.

IT Services

315-294-8522

helpdesk@cayuga-cc.edu

Auburn Campus: M331

Fulton Campus: F140-A

IT HELP DESK

If you need technical support, please contact our Help Desk. You can submit a support request ticket by using our Help Desk Portal or by emailing helpdesk@cayuga-cc.edu. You can also call 315-501-1993 for support.

MYCAYUGA

MyCayuga is your personal web-based gateway to electronic resources at Cayuga Community College. MyCayuga offers self-service, 24/7 online access to your academic and financial information. With myCayuga, you can:

- view your class schedule
- view your final grades
- read college announcements
- view course schedules
- register for classes
- pay your tuition bills as well as accept your financial aid online

Veterans Services

www.cayuga-cc.edu/students/services/veterans/

Emily Cameron, Director, Community Education and Workforce Development; Veteran's Programming and Initiatives

315-294-8527 or emily.cameron@cayuga-cc.edu

Gillian Sears, VA School Certifying Official

315-294-8841, ext. 2841 or gsears@cayuga-cc.edu

Cayuga Community College welcomes veterans as an asset to our College community. We seek to ensure a successful transition from military service to college entry through degree completion. Each semester, we host a veteran welcome session within orientation to explain the various veteran specific student support services available through the College. Student Veteran Workshops are offered throughout the semester on both campuses for all military-affiliated students. The workshops invite guest presenters from campus as well as in the community to discuss services/programming offered and provides time for our students to ask questions.

A veteran certifying official is available on each campus to assist veterans with their educational benefits compliance issues and refer them to other College resources specific to their needs. Student veterans on either campus are invited to join an SVA-affiliated Veterans Club.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

STUDENT LEADERSHIP

Student Clubs and Campus Activities

www.cayuga-cc.edu/students/student-life/clubs

Campus Life: 315-294-8412

FACULTY-STUDENT ASSOCIATION (FSA)

The FSA is an organization governed by a Board of Directors made up of Cayuga students, faculty, and staff. The organization manages services, including the College Bookstore, vending, and the Childcare Center. The FSA also oversees the expenditure of the student activity fee, which funds orientation, student clubs and organizations, student programming, the campus newspaper, and more.

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.

STUDENT CLUBS

Joining a student club or organization offers many benefits, including meeting new friends. Club involvement also allows students to learn time management and group dynamics skills. 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 can last a lifetime. Please take the time to review the list of campus clubs by contacting the Student Government Organization.

If you want to establish a new club on campus and know of interested students, contact the Student Government, Director of Student Activities, or Student Activities Coordinator.

All clubs are funded by the Student Activity fee.

ANIME MANGA CLUB

Anime Manga Club is comprised of readers of Japanese animation and comic art. The group welcomes students and faculty who are interested in all things Anime, including print, movies, and personal creations.

ART CLUB

Melissa Johnson & Rebekah Spink, Advisors

melissa.johnson@cayuga-cc.edu

Rebekah.spink@cayuga-cc.edu

Art Club is open to students who are interested in looking at, discussing, and making art. We try to use art to build and connect with the community, through campus public art projects and community-based service projects. Each semester Art Club takes field trips to view art work at museums and galleries in the region. We encourage anyone interested in learning about art, viewing art and making art to join us.

CAYA (COME AS YOU ARE)

Natalie Indelicato, Advisor

nindelic@cayuga-cc.edu

CAYA is an organization that celebrates diversity and welcomes students from all ethnic backgrounds in the planning and organizing of various programs and activities. We welcome all students to join our diverse organization that explores culture and acknowledge commonalities among us.

The club goals are based on openness, exposure, and celebration of the diversity on the Cayuga campus and in the surrounding community. We are stronger as a whole than the sum of our parts.

THE CAYUGA COLLEGIAN (STUDENT NEWSPAPER)

Robert Harding, Advisor

collegian@cayuga-cc.edu

Do you want to learn about news publishing while participating in a key element of the student experience? If you are interested in news reporting, sports writing, editing, photography, advertising and more, The Collegian is the place for you! The Collegian will be publishing monthly print editions as well as online content. Cayuga Community College's student newspaper has won awards in several competitions. Come join The Collegian, Cayuga Community College's "student news voice."

CAYUGA RECORDS

Jeff Szczesniak & Rick Basha, Advisors

jeff.szczesniak@cayuga-cc.edu

rbasha1@cayuga-cc.edu

The Cayuga Record Club offers its members the opportunity to further their knowledge of the recording industry by participating in various functions of Cayuga Records including recording albums, organizing release events, working with local recording artists, and marketing and promoting Cayuga Records albums.

CREATIVE WRITING CLUB

Richard Bower & Hannah Smith, Advisors

BowerR@cayuga-cc.edu

Hsmith39@cayuga-cc.edu

The Creative Writing Club at Cayuga invites students from all disciplines to share, write, and discuss a wide range of writing: fiction (literacy & genre), nonfiction, poetry, plays, scripts and songs. This club is supportive, non-judgmental, and strives to make writers comfortable when sharing work.

CRIMINAL JUSTICE CLUB

Teri Misiaszek, Advisor

misiaszek@cayuga-cc.edu

The Criminal Justice Club provides opportunities to explore and further students' knowledge of the criminal justice profession through related trips, guest lectures, community service opportunities and events. This club is open to all who have a desire to learn more about justice.

ENGINEERING AND TECHNICAL CLUB

Stacey Canino, Advisor

Stacey.canino@cayuga-cc.edu

A club organized by and for the benefit of students in Engineering Science as well as Mathematics and Sciences, Computer Technologies, Mechanical Technologies, and Electrical Technologies. Here is your chance to interact with faculty or students sharing technical interests to further those interests in technologies by taking field trips to potential transfer schools, plant tours of manufacturing facilities, listening to guest speakers, and attending meetings of professional societies like Manufacturing (SME), Quality Assurance (ASQ), and Automotive Engineering (SAE).

GAMING CLUB

Dr. Kelley Rowley, Advisor

rowley@cayuga-cc.edu

The Gaming Clubs promotes the involvement of students with peers, gamers, and others through the use of games. We provide a fun environment for people to expand their social venue and promote success through involvement within the college community.

GIS CLUB

Dr. Abu Badruddin, Advisor

badruddin@cayuga-cc.edu

GIS Club provides an environment for discussion and activities to increase awareness of Geographic Information Systems and its applications both inside and outside the college community. We invite GIS graduates,

alumni, community leaders, educators, and professionals into the discussion, hence creating an appreciation of GIS and its potential across the disciplines. Also, we undertake monthly club meetings, field trips, community projects, and provide information about higher education and job opportunities in GIS and related fields.

HISTORY CLUB

Linda Frank, Advisors

lfrank4@cayuga-cc.edu

The History Club welcomes all students who want to learn for about history and enjoy meeting others who share their interests. Our club has visited local museums and historic sites, taken a bike tour along the Erie Canal, traveled to Washington DC, lobbied members of Congress to support the Tubman National Historic Park, and sponsored monthly films. Together with the Art Club, we also maintain historically-themed exhibits in the Cayuga library. All majors are welcome, and we especially encourage students in the History Concentration, those interested in careers in museum work, and students who plan to continue their studies in history beyond their time at Cayuga to join us.

JUDO CLUB

Sidney Gilmore, Advisor

sgilmore@cayuga-cc.edu

Do Katas, sport judo, ju-no-kata, and self defense judo sound exciting? This club hopes to promote Kodokan judo and to develop each individual in his/her/their area of interest to the highest degree. Is this club for you?

MUSIC CLUB

Michael Cortese, Advisor

cortese@cayuga-cc.edu

The purpose of the Music Club is to offer all students and faculty, regardless of involvement or not in the music concentration or Music A.S. program of Cayuga Community College, the opportunity to join with others to promote activities (masterclasses, guest artists, and student performances) throughout the academic year (September through May).

NAMI (NATIONAL ALLIANCE ON MENTAL ILLNESS)/ WELLNESS CLUB

Christina Bentley & Dr. Jerimy Blowers, Advisors

jblowers@cayuga-cc.edu

cbentle2@cayuga-cc.edu

The Wellness Club is part of the NAMI (National Alliance for Mental Illness) On Campus initiative which focuses on mental health and well-being and breaking the stigma of caring for your mental health. We also focus on the eight dimensions of wellness and bringing the importance of them to the students on our campus through a variety of activities, outreach

and community service. The Wellness Club holds monthly meetings and plans various activities around physical and mental health as well as other special awarenesses. The wellness club is led by the students and overseen by the wellness services advisor.

THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS

Norman Lee, Advisor

leen@cayuga-cc.edu

The National Society of Leadership & Success 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. NSLS is Cayuga's only online club and is open to all students.

NURSING CLUB

Edie Smith & Brooke Wood, Advisors

edie.smith@cayuga-cc.edu

Bwood13@cayuga-cc.edu

All students enrolled in the nursing program are members of the Nursing Club. The club participates in campus wellness activities and community healthcare.

PHI THETA KAPPA

Dr. Krista Giglio & Dr. Robert Humphrey, Advisors

krista.giglio@cayuga-cc.edu

robert.humphrey@cayuga-cc.edu

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 the completion of 12 credits (for full-time students) or 24 credits (for part-time students). Invitations are extended to students in the fall and spring semesters. Visit www.ptk.org for more details.

RADIO AND TELEVISION GUILD (RAT GUILD)

Laura Bailey & Jeff Szczesniak, Advisors

lbailey@cayuga-cc.edu

jeff.szczesniak@cayuga-cc.edu

This club is mostly comprised of students who are pursuing degrees in the telecommunication field. However, membership is open to all interested people. A host of campus activities revolves around this club which encircles all aspects of broadcasting.

SCIENCE CLUB

Dr. Krista Giglio, Advisor

krista.giglio@cayuga-cc.edu

The Science Club meets every month and is open to any student interested in science or related fields.

SEXUALITY AND GENDER ACCEPTANCE (SAGA)

Dr. Jeremy Blowers, Advisor

jblowers2@cayuga-cc.edu

SAGA's mission is to provide a safe environment for students, regardless of sexual orientation, gender identity or expression. Our goal is to promote acceptance and tolerance within the campus community.

STUDENT ACTIVITIES BOARD

Norman Lee, Advisor

leen@cayuga-cc.edu

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 contact the Director of Student Activities in room M131 at the Auburn Campus.

STUDENT GOVERNMENT ORGANIZATION

Norman Lee, Advisor

leen@cayuga-cc.edu

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, and Student Trustee. All executive board terms are during a full academic year (fall and spring semesters). SGO is also responsible for managing student club budget lines. For more information on campus clubs, or SGO please contact the Director of Student Activities.

THEATRE PRODUCTIONS (HARLEQUIN)

Bob Frame, Advisor

framer@cayuga-cc.edu

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.

TUTOR CLUB

Chris Motto, Advisor

chris.motto@cayuga-cc.edu

The Tutor Club is an extension of the Center for Academic Success providing students with a sense of community, increased awareness of the services available at the CAS, and recruitment of new tutors on campus. Opportunities for civic engagement and learning leadership skills are provided.

VETERANS CLUB

Emily Cameron, Advisor

emily.cameron@cayuga-cc.edu

Cayuga Student-Veterans Club is a veteran-focused student group open to student veterans, military-affiliated students, as well as student civilian supporters. The club is dedicated to supporting, services, and enriching the lives of veterans, immediate family members, and veteran supporters at the college and the surrounding community.

WELLNESS CENTER

Cayuga prioritizes the mental health and well-being of its students, staff and faculty. Both campuses have a Wellness Center where members of the campus community can relax, meet with a mental health professional, or utilize the food pantries. Our Wellness staff can help you build your conflict resolution skills, enhance communication skills, improve relationships, manage stress and anxiety, overcome grief, and make positive changes in your life.

FITNESS

Athletics

www.cayugaspartans.com

315-294-8861

Cayuga's intercollegiate sports teams for men and women are affiliated with the National Junior College Athletic Association (NJCAA) and compete in Region III, Mid-State Athletic Conference (MSAC) at the Division III level. Regional competition can lead to national qualification. The College fields the following intercollegiate teams:

Men's Soccer

Women's Volleyball

Men's / Women's Basketball

Baseball

Softball

All students who wish to participate in any intercollegiate athletic program must have a current sports physical on file with the College's Health Services Office before participating in practice or game competitions.

Facilities include Falcon Park, Spartan Hall, the Fitness Center, auxiliary gym space, team locker rooms, an athletic training room, and an equipment room. The College works with the City of Auburn to provide access to off-campus facilities (Casey Park and Falcon Park) for Cayuga Community College sporting events.

For more detailed information regarding Cayuga Community College athletic programs, visit the official Spartan athletics website at www.cayugaspartans.com.

Spartan Hall

Spartan Hall is home to the Student Center and the college bookstore. It also houses classrooms, offices, and courts for basketball, racquetball, and volleyball, a fitness center with an aerobic super circuit, a weight training room, and locker rooms. Spartan Hall fully complies with Title IX and 504 regulations, providing equal facilities for men and women and special access and facilities for persons with disabilities.

Campus Fitness Center

The Fitness Center on both campuses is free for students to use. Hours of operation are posted and may vary during breaks and/or holidays.

WELLNESS

Counseling Services

<https://www.cayuga-cc.edu/students/services/health-services/mental-health-and-wellness/>

Auburn Campus: Wellness Center, Dr. Jerimy Blowers, 315-294-8526, jblowers1@cayuga-cc.edu

Fulton Campus: Wellness Center, Christina Bentley, 315-593-9310, cbentle2@cayuga-cc.edu

Counseling and other student services are available in the Wellness Centers in Auburn and in Fulton. All counseling sessions are confidential.

Counselors can assist with questions and problems including:

- Short-term, confidential, solution-focused counseling
- Referral to both on- and off-campus resources to best serve the unique and individual needs of each student
- Providing campus-wide and classroom-based programs covering a wide spectrum of health and wellness topics
- Educational planning to help ensure that students meet degree requirements and prepare for transfer or career.

Other Wellness services include:

- Campus visits from counseling and community resource agencies
- Cayuga Cupboard, on-campus food pantry.

Health Services

Suzanne Wilson, RN BS

Coordinator of College Health Services

315-294-8503, wilson@cayuga-cc.edu

www.cayuga-cc.edu/students/services/health-services

The Health Services Office provides the following services:

- First aid and assistance with illness
- Medical referrals as needed and when appropriate
- Detailed information on NYS Immunization requirements per NYS Public Health Law 2165 and 2167; requirements are for students born after 1/1/1957 and enrolled in 6 credit hours or more on campus. Students enrolled in online courses only are not required.
- Free health information brochures

- Notes communicating health absences to instructors when requested by students
- Immunization transcripts
- Health education programs
- Blood pressure screening
- Assist with Timely Care Telehealth Services
- Assist with International Student Health Insurance Program
- Assist with Accident/Injury Insurance claims for Athletes

CAMPUS SAFETY AND SECURITY

Office of Public Safety

www.cayuga-cc.edu/public-safety

Auburn Campus: 315-294-8461; Room M-210

Fulton Campus: 315-593-9367; Room F-136

The Office of Public Safety is responsible for the safety of the campus community and the enforcement of federal, state and local laws, including College rules and regulations, and works closely with other local, county, state, and federal agencies.

The Director of Public Safety is the College's designated Campus Safety Survey Administrator and provides all campus crime statistics as required by the United States Department of Education.

Our Public Safety Officer II's are employed by various police agencies in Central New York as Police Officers. The Director of Public Safety/Chief, Assistant Director of Public Safety/Assistant Chief, and all Public Safety Officer II's are New York State Certified Peace Officers, and are armed, can make arrests, and are responsible for the enforcement of federal, state, and local laws, as well as college rules and regulations. Our Public Safety Officer I's are licensed as New York State Security Officers and provide support functions to the department.

The Annual Security Report, which includes campus safety information and annual crime statistics, is available at www.cayuga-cc.edu/public-safety/emergency-response-guide. For a hard copy, contact the Office of Public Safety.

Rave Alert

<https://docs.google.com/forms/d/e/1FAIpQLSfKxIP1v6LL3VV88iXwG5QwbJyaV3fP7IQUqwlV7oYs-NeUwg/viewform>

Cayuga is among the SUNY campuses that use Rave Alert System as their notification system to notify college students, faculty and staff of possible emergencies.

Our Rave Alert notices are intended only for situations involving imminent danger to health or human safety. These may include severe weather, snow closings, utility failure, major road closings, fire or hazardous-material spill in the area, and bomb or weapon threats.

To sign up for Rave alerts, complete the form at <https://docs.google.com/forms/d/e/1FAIpQLSfKxIP1v6LL3VV88iXwG5QwbJyaV3fP71QUqwl7oYs-NeUwg/viewform>. Then, if Cayuga Community College generates a Rave Alert notice, it will be sent to you via the phone (text) and/or e-mail contact information you provide.

It's important to understand that while this service is intended to enhance public safety for the campus community, it does not represent a guarantee. Reliability depends on human factors such as accuracy and timeliness of information, and on technical factors such as cell phone network coverage, in-bound traffic on telephone land lines, and availability of power to the college server and your computer.

Parking Policies

The goal of College traffic and parking policies is to ensure a safe flow of traffic and the maximum number of safe parking spaces for students, employees and visitors. Speed limit and stop signs, and pavement markings indicate regulations that are enforced by the Office of Public Safety; tickets are answerable to Auburn or Fulton City Court, depending on campus location.

PARKING ON CAMPUS

While there are no parking permits needed to park on the college grounds of Cayuga Community College, members of the college community are asked to be mindful of Reserved Parking spaces and of proper parking in between the lines. There is also no parking on grass areas. Any violations of these rules can result in a Parking Citation answerable to Auburn or Fulton City Court, depending on campus location.

Student ID

ID cards can be obtained in the Office of Public Safety during office hours. A College ID card is positive means of identification. ID cards allow staff members to use college facilities, and are required at many College sponsored events. College identification cards are used as a means of identifying students and staff, they allow staff members to use college facilities, and they are required at many events sponsored by the College.

STUDENT RIGHTS AND RESPONSIBILITIES

Rules and Regulations

As an enrolled Cayuga student, you are expected to follow College rules and regulations as well as all local, state and federal laws. Incidents of misconduct and violation of the Student Code of Conduct are reported to the Director of the Centers for Student Engagement and Academic Advisement, convener of the Faculty/Student Judicial Review Committee. If you are found in violation, you may be subject to disciplinary action ranging from admonition to expulsion.

Sexual Violence Victim/Survivor Bill of Rights

www.cayuga-cc.edu/students/resources/sexual-assault-prevention

Paul Smith, Title IX Coordinator

(315) 294-8580 or psmith37@cayuga-cc.edu

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 pressure 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 differently to avoid such crimes or violations;
- Describe the incident to as few institutional representatives as practicable and not be required to repeat a description of the incident unnecessarily;
- Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- 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;
- 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: An employee with the authority to address complaints, including the Title IX Coordinator, a Student Conduct employee, or a Human Resources employee;
 - Office of Public Safety;
 - Local law enforcement; and/or
 - Family Court or Civil Court.

Student'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 stalking to ensure that they can continue to participate in College-wide and campus programs, activities, and employment. All victims or 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.

THE CAMPUS SEX CRIME PREVENTION ACT OF 2000

The Campus Sex Crime Prevention Act of 2000 and New York's "Megan's Law" require the state's Division of Criminal Justice Services to inform college campuses when a registered sex offender is enrolled or employed. Any member of the college community may request information about registered sex offenders by contacting Doug Kinney, Director of Public Safety, at 315-294-8411 or doug.kinney@cayuga-cc.edu.

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 policies on the Student Code of Conduct and Conduct Review Procedures.

DEFINITIONS

1. The term "College" means Cayuga Community College, including the Auburn Campus, Fulton Campus, online students and any other premises utilized by the College or Association, the Faculty Student Association, and other affiliated organizations.
2. The term College premises means all buildings or grounds owned, leased, operated, controlled, or supervised by the College.
3. 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.
4. 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 this process. If the student withdraws from the College before the process concludes, the College has the right to adjudicate the case if the student wishes to re-enroll.
5. 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.
6. The "Student Conduct Administrator" or "Conduct Review Board" may be any of the following:

a. The Dean of Students (or designee) and the Vice President of Student Affairs (or designee), who each may also serve as a judicial body in its entirety.

b. The Faculty Student Judicial Review Committee, comprised of twelve (12) faculty/staff members appointed by the College President (or designee) for two years, and three students endorsed by the Student Government Organization for one year. A sixth nonvoting member of the Committee shall be the Dean of Students (or designee), who shall be the convenor of the Committee.

7. The term “Complainant” means any person who submits a charge alleging that a student violated the Student Code. When a student believes that they have been a victim of another student’s misconduct, the student who believes they have been a 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.

8. 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 the off-campus conduct, the risk of harm involved, and whether the off-campus conduct is part of a series of actions that occurred both on- and off-campus may be considered in determining whether to exercise off-campus jurisdiction. The Dean of Students (or designee) will determine if the College will pursue the 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 the responsibility to participate in a College disciplinary hearing. The College will decide whether to proceed with the action before, after, or simultaneously with a legal proceeding. Colleges view their Student Code of Conduct entirely separately from civil or criminal law. This means College investigations

often run simultaneously with police or court proceedings.

MEDICAL AMNESTY / GOOD SAMARITAN POLICY

Cayuga Community College's Medical Amnesty Policy is intended to encourage students to seek medical assistance including, but not limited to, drug and alcohol overdoses without worrying about college judicial consequences within the student conduct process. The policy is endorsed by the Office of Public Safety and the Vice President for Student Affairs, is consistent with Cayuga Community College's commitment to maintaining a safe and secure learning environment, and consistent with New York State law.

Student Code of Conduct

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

- **Academic Dishonesty** - All forms of academic misconduct, including but not limited to: cheating, fabrication, plagiarism, and unauthorized use of generative AI (Artificial Intelligence) are treated as cheating or academic dishonesty.
- **Dishonesty** - 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 a false emergency to the College or to College officials acting in performance of their duties.
- **Failure to Comply with Directives** - Failure to identify oneself to or comply with the directions of College staff or other public officials, resisting or obstructing such officials in the performance of their duties. Failure to produce proper identification when requested by a college official.
- **Published Regulations** - Violations of published regulations, such as those pertaining to, but not limited to: computer use, athletic facilities, recreational facilities, Library and Learning Commons – Academic Support, or any support offices of the College.
- **Information Technology Policies** - 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, 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.

- Disruption of Classroom Activities or Campus Events - Obstruction or disruption of teaching or classroom activities, research, administration, or other College activities or College-sanctioned events or activities.
- Fire Safety - 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.
- College Property Standards - Damage, destruction, theft, or unauthorized use or possession of College property, or property of a person on College premises.
- Drugs and/or Controlled Substances - Unlawful distribution, dispensing, possession, use, or sale of illegal or controlled substances.
- Alcohol - Distribution, possession, use, or sale of alcohol in violation of College policy. The use and possession of alcoholic beverages are not permitted on any and all locations of College facilities except for approved events, in specialized locations, by the President's Office. Students are expected to comply with all New York and Federal law surrounding alcohol use. Possession of alcohol by person under 21 is governed by state statutes.
- Firearms/Weapons- 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, or other destructive devices; possession of a weapon in a vehicle on campus.
- Sexual and Physical Abuse - 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.
- Threats of Violence - Threats of violence; conduct that threatens the health and safety of any person.
- Harassment - Harassment of any kind, including stalking, or any form of verbal abuse. Harassment is any unwanted, unwelcome, and persistent behavior or communication that threatens, intimidates, demeans, or causes emotional distress to a person.
- Discrimination - Mistreatment of an individual or group, including

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.

- **Reckless Behavior** - Behavior that recklessly or intentionally endangers the mental or physical health of another person.
- **Forced Actions/Behavior** - Forced consumption of liquor or drugs for initiation into or affiliation with any organization.
- **Hazing** - 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 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 is not a neutral act; it is a violation of this rule.
- **Sexual Harassment** - Sexual harassment: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a 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.
- **Disruptive Conduct** - 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.
- **Falsification** - Intentionally providing false information on an Admission or Financial Aid application or other official College document.
- **Smoking** - Smoking in College buildings or in violation of College smoking and tobacco use policies. Cayuga Community College is a tobacco-free campus. Tobacco use of any kind is prohibited anywhere on campus or on College property.
- **Pet Policy** - 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.
- **Failure to Leave Building/Room** - Refusal to leave a classroom, activity, or College building when directed to do so by a College official.
- **Disruption to Student Conduct System** - Abusing the College Discipline and Conduct Review system, including but not limited to: 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.
- **Key Policy** - Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.

- **Obstruction** - The intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on College premises.
- **Federal, State, or Local Law** - Behavior that is, or could be, violation 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 Dean of Students, or designee, shall administer the Student Code of Conduct, and questions regarding its interpretation shall be referred to the Dean, or designee, for final determinations.

RESTORATIVE PRACTICES

Restorative Practices offers an approach to healing, accountability, and community building rooted in a set of values and principles at Cayuga and which emphasize the importance of involving those most affected in any given situation, and recognizes the inherent worth of all individuals. When a case of campus misconduct is reported, it is evaluated for appropriateness for a restorative response. If deemed appropriate, and with the consent of all parties, the matter can be addressed via restorative process. If consent by all parties is not reached, traditional student conduct practices are followed. The restorative process is focused on addressing the harm, promoting meaningful accountability, and cultivating healthy communities.

When a Restorative Process is used, the person who allegedly caused the harm gets a letter inviting them to participate in an intake conversation. Additional steps in the process are outlined below:

- **Intake:** In this private conversation, we ask about the situation to determine if it is appropriate for a restorative process. We also answer questions about our process.
- **Pre-Conferencing:** The facilitators meet separately with the parties to understand their perspectives on the situation and help prepare them for next steps.
- **Facilitation:** Once prepared, the parties have a direct or indirect encounter with one another in a Circle (common technique for facilitated group discussion), Restorative Conference, or Community Conference (group or organization modality).
- **Agreement:** If the facilitated process is successful, everyone involved works together to write a restorative agreement/accountability plan which addresses the needs which have been identified. Once an agreement is reached and signed, it is held by the Dean of Students or designee, and the conduct case is closed without creating a formal disciplinary record.
- **Follow Up:** The Dean of Students and other designated representative will follow up with all relevant participants to make sure that the agreement is

being followed, and will support the parties in meeting their obligations.

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 schedule 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.

The inability of an Accused Student to appear at any Student Conduct Hearing due to 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, online, 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 be held in an alternative format, e.g., by telephone, online, or in writing. The inability of an accused student to participate in a hearing in person, online, by telephone, or in writing may not prevent the College from holding a hearing without the accused student's participation.

If an interim suspension occurs during College calendar breaks, the College may schedule 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 online 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 Dean of Students, 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 Dean of Students, 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 Campus Safety/Security

officers to the Dean of Students, or designee, can be a written complaint of misconduct.

The Dean of Students, or designee, shall review all alleged violations involving students and may conduct an investigation to determine whether the charges have merit and whether they can be disposed of administratively by mutual consent of both parties involved, on a basis acceptable to the Dean of Students 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 Dean of Students may later serve in the same matter as the Student Conduct Administrator.

The Student Conduct Administrator may seek to resolve disputes through arbitration, mediation, or restorative practices.

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

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

REPORTING MISCONDUCT

Any member of the College community may file a complaint alleging misconduct by submitting a formal report. Individuals can submit an incident report with the Office of Public Safety or the Vice President for Student Affairs. Once notice is received, the College will proceed with a preliminary investigation. If the misconduct involves sexual assault, domestic violence, dating violence, and/or stalking, additional resources for reporting can be found in the College's Sexual Assault, Domestic Violence, Dating Violence and Stalking Prevention, Title IX Policy. Federal, state, local, and SUNY guidelines are set so that those impacted by sexual violence can be supported throughout the process. Information regarding Title IX can be accessed here: www.cayuga-cc.edu/students/resources/sexual-assault-prevention. Title VI of the Civil Rights Act of 1964 is a federal law that prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance. Information regarding Title VI can be accessed here: <https://www.cayuga-cc.edu/about/title-vi/>

HEARINGS

Informal Hearing – A meeting between the Dean of Students, or designee, and the accused student is considered an informal hearing. At such time, the student will be apprised of misconduct complaints and charges, typically, but not necessarily, in writing. The accused student will be given the opportunity to discuss, dispute, and 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 Dean of Students or a designee. The Dean of Students, 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 on the circumstances and severity of each case. During Intersession and summer sessions, only Administrative Hearings will be conducted.

In cases of an Administrative Hearing, the hearing officer shall be the Dean of Students or designee.

STUDENT CONDUCT 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. The advisor must be a member of the College community and may not be an attorney. The Complainant and the Accused Student is responsible for presenting their 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. Students are permitted to request one private conference during the hearing process not to exceed five minutes.
- 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 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 their 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 the opportunity to prepare for the hearing.
- The burden of establishing violation(s) shall rest upon the officials bringing the charge(s). The standard of proof is based on the preponderance of evidence.

- 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 at the discretion of the chairperson or the Student Conduct Administrator.
- In hearings involving more than one Accused Student, the Student Conduct Administrator, in their 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 the student has been advised of their content and of the names of those who made them, and unless they had the 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. Prior violations of the Student Conduct process may only be introduced after a student has been found responsible for an additional violation and for consideration of possible sanctions for the current case.

- 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 a 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 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.
- Students have the right to appeal a Student Conduct decision. Appeals must be received within five (5) workdays of receiving the original decision. (See appeals process)

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 they violated the Student Code of Conduct. It does not become a matter of permanent record.
- Warning is a written notice to the student that continuation or the repetition of specified conduct may be cause for other disciplinary action.
- 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.
- 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 the permanent termination of student status. A notation of expulsion will 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.

INTERIM ACTIONS

The College may impose restrictions, separate a student from the community, and/or issue restrictive measures during an investigation and pending a hearing if, in the Student Conduct Officer, or designee's judgment, the student's presence on campus constitutes a threat of serious harm to others and/or faces allegations of a serious criminal nature; to prevent the disruption of normal operations of the College; to preserve the integrity of the investigation; and/or, to preserve College property. These interim measures will be for no more than ten (10) business days pending the scheduling of a hearing. If an interim suspension occurs immediately before or during College calendar breaks, the College may hold the hearing within ten (10) business days after the resumption of classes.

During an interim action, students may be denied access to the campus (including classes), and electronic services of the College, other Distance Learning activities, e-mail, and/or all other College activities or privileges. Continued use of such services without the express permission of the Vice President for Student Affairs, or designee, will warrant additional conduct action and could be considered trespassing.

APPEAL PROCEDURE

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

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

1. To determine whether the original hearing was conducted fairly in light of the charges and presented evidence, and in conformity with prescribed procedures.
2. To determine whether the decision reached was based on sufficient information to establish that a violation occurred.
3. 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.
4. To consider new evidence, sufficient to alter a decision, or whether relevant facts not brought out in the original hearing, because such evidence and 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 sanctions. The appeal officer will transmit their decision in writing within ten (10) workdays to the student and the Student Conduct Administrator.

Transcript Notation Policy

A student found responsible and suspended or expelled after a conduct process for violations that constitute a crime of violence will have the following notation added to their transcript:

- Suspended [or Expelled] after a finding of responsibility for a code of conduct violation

A student who withdraws while conduct charges constituting a crime of violence are pending will have the following notation added to their transcript:

- Withdrew with conduct charges pending

Suspended students may appeal the inclusion of the transcript notation one year after it is applied at which time the notation may, in the sole discretion of the College, be removed. Transcript notations for expelled students are permanent. If a finding of responsibility is vacated, the transcript notation shall be removed.

Notice of Non-Discrimination

Cayuga Community College is committed to fostering a diverse community of outstanding faculty, staff, and students. The College does not discriminate and prohibits harassment or discrimination on the basis of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, and gender identity, military status, domestic violence victim status, criminal conviction, or any other characteristic protected by applicable local, state, or federal law.

The College is committed to ensuring that no one, including students, employees, and third parties, is excluded or discriminated against on the basis of any protected characteristic as identified above. Cayuga Community College does not discriminate in its hiring, employment, admissions, including applications for admission, and educational programs and activities, including career and technical education opportunities. Employees, students, applicants, or other members of the college community, including but not limited to vendors, visitors, and guests, may not be subjected to harassment that is prohibited by law or treated adversely based upon a protected characteristic.

Inquiries about and reports regarding this notice and procedure may be made to one of the Civil Rights Compliance Coordinators/Officers:

Lindsey Suppes, Director of Human Resources and Section 504

lsuppes1@cayuga-cc.edu

R313, 197 Franklin Street, Auburn, NY 13021

315-294-8556

Paul Smith, Assistant Director of Human Resources & Title IX Coordinator

R312, 197 Franklin Street, Auburn, NY 13021

psmith37@cayuga-cc.edu

315-294-8580

and/or with the:

Office of Civil Rights: Office for Civil Rights, U.S. Department of Education

26 Federal Plaza Suite 31-100, New York, NY 10278-9991

OCR.NewYork@ed.gov

646-428-3800; TDD 800-877-8339.

Important Phone Numbers

	Auburn Campus	Fulton Campus
Academic Programs	315-294-8660	
Accessibility Resources.....	315-294-8422	315-593-9327
Admissions	315-255-1743.....	315-593-9303
Alumni Office	315-294-8587	
Athletics Office	315-294-8811	
Bookstore	315-294-8686	
Career and Transfer Services	315-294-8523, ext. 3046	
Cayuga Advantage Program.....	315-294-8529	
Centers for Student Engagement and Academic Advisement.....	315-294-8523	
Childcare Center	315-294-8603	
Community Education and Workforce Development.....	315-294-8841	
Financial Services	315-294-8470	
Health Services.....	315-294-8503	
Help Desk	315-501-1993	
Public Safety.....	315-246-4708	315-246-0116
Registrar.....	315-294-8516	
Resources for Learning- Library	315-294-8596	315-593-9319
Resources for Learning- Testing.....	315-294-8593.....	315-593-9328
Title IX Coordinator.....	315-294-8580	