

SUNY Ulster Board Policy Manual

Policy Section	
6.	STUDENTS AND STUDENT AFFAIRS



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Policy Section	
6.1	ADMISSION



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Policy Section	
6.1.1.	FULL OPPORTUNITY POLICY

Approval Date: June 9, 1970

WHEREAS the Governor of the state of New York has signed into law Senate Bill #9092-A amending the Education Law to increase state aid up to 40% for operating costs of community colleges which implement plans of full opportunity, and

WHEREAS principles of full opportunity are already in operation at Ulster County Community College, as indicated by the statement of Philosophy and Objectives printed in the College catalog and formally adopted by the faculty, administration and trustees, and

WHEREAS a commitment to excellence in teaching, counseling and remediation is fundamental to carrying out a full opportunity plan which is available to all high school graduates and veterans of Ulster County who apply for admission to Ulster County Community College, and

WHEREAS the faculty and administration on June 4, 1970 passed a resolution reaffirming their complete support of comprehensive programs necessary to provide for full opportunity for all high school graduates and veterans of Ulster County, now, therefore, be it

RESOLVED that the Board of Trustees of Ulster County Community College approve the foregoing full opportunity plan to accept as full-time students all applicants residing in Ulster County who graduated from high school and to applicants who are high school graduates and who were released from active duty from the armed forces of the United States.

Adopted June 9, 1970 (70-6-28)

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Policy Section	
6.1.2.	EQUAL ACCESS FOR ADMISSION

Approval Date: November 28, 1972

RESOLVED that the statement entitled "Admissions - Equal Opportunity in Ulster County Community College" as set forth below be, and hereby is, adopted as the policy of Ulster County Community College on Admissions Equal Opportunity; and the President or his designee is authorized and directed to take all steps necessary and proper to promulgate and implement said policy:

ADMISSIONS - EQUAL OPPORTUNITY - ULSTER COUNTY COMMUNITY COLLEGE

Ulster County Community College, in recognition of its educational missions, its social concern, its responsibility for the personal development of individuals, and its concern for the rights of the individual, does hereby express and establish this College Policy Admissions - Equal Opportunity.

1. Ulster County Community College seeks to expand educational opportunities for students and to recruit promising students from economically and culturally disadvantaged backgrounds.
2. The College admissions policy prohibits any discrimination on the basis of race, creed, color, national origin, age or sex, sexual preference, physical challenge, or emotional challenge.
3. This policy applies to all students seeking admission to, and financial aid from, Ulster County Community College.

Full, immediate and continuing realization of this policy is to be undertaken by the following means:

1. The College will continue to follow its Affirmative Action Plan as applied to students. The plan details procedures to reach the College's commitment to equal opportunity and to cultural diversity, provides for internal and external dissemination of College policy, and provides for the review, assessment, evaluation, and improvement of college action in maintaining this policy.
2. The College will continue to utilize necessary resources to achieve implementation of this policy. Campus liaison and leadership shall be provided by the College's Affirmative Action Officer. The Affirmative Action Officer or the Affirmative Action Officer's designee shall assist in the establishment of goals and objectives for equal opportunity and cultural diversity, shall develop and revise policy statements, shall maintain and update the College's Affirmative Action Plan, shall develop internal and external



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communications concerning the College's commitment to equal opportunity and cultural diversity, shall assist in the identification of problem areas, and shall design and implement audit and reporting systems required for implementation of Affirmative Action Programs.

Adopted November 28, 1972
Revised December 17, 1991 (91-12-181)



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Policy Section	
6.1.3.	FINANCIAL AID

Approval Date: March 26, 1968

WHEREAS there is a need for a statement on financial aid and awards, and

WHEREAS such a statement was developed by the faculty and administration and accepted by The Faculty Organization, and

WHEREAS the Board of Trustees have had an opportunity to review this policy, now, therefore, be it

RESOLVED that the Board of Trustees accept the following statement on financial aid and awards.

STATEMENT ON FINANCIAL AID AND AWARDS

It is our belief that no able student should be denied the opportunity of attending college because of insufficient financial resources. Therefore, the basic purpose of our financial aid program is to furnish assistance to those students who, without such aid, would be unable to attend college. We feel that the family of a student bears an obligation to provide a reasonable measure of financial support while the student is in college. Financial assistance through the college consists of scholarships, loans, grants, and employment, which may be offered to students singly or in various package combinations. The extent of the student's financial need will be determined primarily through the Free Application for Federal Student Aid (FAFSA) received through the Office of Financial Aid. There will, of course, be some cases which must be left to professional judgment.

With special reference to the scholarship funds administered by the Ulster Community College Foundation, the awards will normally be determined by the action of the Ulster County Community College Scholarship Selection Committee. These scholarships are awarded on the basis of guidelines furnished by the donor which may be on a completely unrestricted basis or may limit the recipient to a student within a particular field of study and at a particular point in his educational career, such as an entering Freshman or graduating Sophomore. As a rule these awards are to be based on both financial need and academic achievement. Financial need will be determined by the FAFSA previously mentioned as it applies to the student's expenses for the coming academic year. Academic



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achievement will be determined by the student transcript. With these two sets of figures to work from the Committee will then be guided by any extenuating circumstances regarding family finances and by recommendations from faculty and/or staff.

Adopted March 26, 1968 (68-3-22)
Amended November 16, 2010 (10-11-121)



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Policy Section	
6.1.4.	TUITION BUDGET PLAN

Approval Date: April 21, 1987

WHEREAS there is an increasing need for students to obtain financial assistance, and

WHEREAS the Dean of Administration and the Office of Student Accounts are recommending the adoption of an alternative plan to students who pay tuition in a lump sum in the form of tuition installment payments, and

WHEREAS the President has met with the Finance Committee of the Board of Trustees to review this plan, and

WHEREAS the President and the members of the Finance Committee concur with this recommendation, now, therefore, be it

RESOLVED that the Board of Trustees hereby approves the adoption of the Tuition Budget Plan and the schedule of payments to the College as outlined in a memorandum from the Office of Student Accounts dated April 8, 1987.

TUITION BUDGET PLAN VIA AUTOMATIC PAYMENT PLAN

Nelnet Business Solutions offers an alternative to students in the form of tuition installment payments. This program does not incur any additional cost to Ulster County Community College in terms of delinquent accounts, internal processing of accounts and mailings. The cost to a student to enroll in the program is \$35 per semester.

Adopted April 21, 1987 (87-4-43)
Amended November 16, 2010 (10-11-121)

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Policy Section	
6.1.5.	SPECIAL ADMISSIONS REVIEW POLICY

Approval Date: March 15, 2011

This policy is developed and implemented with consideration given to the requirements set forth in Sections 750, 752 and 753 of the New York State Correction Law.

1. No application for Admission to SUNY Ulster shall be denied by reason of the applicant's having been previously convicted of a criminal offense unless:
 - a. Such admission would involve an unreasonable risk to property or
 - b. Such admission would pose a risk to the safety or the welfare of specific individuals or the public.
2. Applicants convicted of a felony must meet the same admission requirements expected of all entering students.
3. Applicants with a felony conviction history must authorize the release of all criminal and incarceration records. Authorization for Release of Information form, signed by the applicant, may be necessary to obtain this information from sources other than the applicant himself/herself.
4. There is hereby established the Special Admission Review Committee, the purpose of which shall be to review appropriate information and decide whether an applicant with a felony conviction should be admitted. If admitted, the conditions of admissibility must also be decided; for example, eligibility for counseling services. The committee may request the applicant to do the following:
 - a. The specifics of the felony conviction such as background, charges filed and date of occurrence. Appropriate releases may have to be executed by the applicant for receipt of criminal history information.
 - b. For applicants with felony convictions, references must be provided from the Department of Correctional Services, Division of Parole, including the names and addresses of parole officers. For those currently in parole status, the committee should obtain the conditions of parole and determine if the campus environment affords compliance. The committee should also review whether specific services will be needed for the applicant. Parole officials

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should be questioned as to whether the applicant would pose a threat to the safety of the campus community;

- c. A personal interview to either clarify or verify information may be necessary.

5. Factors for Admission Decision:

- a. The bearing, if any, the felony offense(s) will have on his/her fitness or ability to function successfully in the educational setting of SUNY Ulster.
- b. The time which has elapsed since the occurrence of the felony offense(s).
- c. The age of the person at the time of the occurrence of the felony offense(s).
- d. The seriousness of the felony offense(s), in relation to the unreasonable risk to property or to the safety or welfare of the specific individuals or the public.
- e. Any information produced by the applicant, or produced on the applicant's behalf, in regard to his/her rehabilitation and good conduct.
- f. A certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the felony offense or offenses specified therein.

6. Each person identified will be contacted and made aware of this policy and the special screening procedures provided herein. Each applicant shall be informed that the information gathered may be evaluated by the Special Admissions Review Committee.

7. The Special Admissions Review Committee shall be a standing committee comprised of a representative from Admissions, Faculty, Campus Security, Campus Counselor and Student Services. Committee members shall be appointed by the President of the College or his/her designee.

8. Committee Review:

- a. The responsibility of the committee is to make an admissions decision based upon all information collected once it has been determined that the applicant meets all academic criteria from admission. The committee may require a personal interview with the applicant prior to a final admissions decision. The applicant may also request a meeting with the committee.

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- b. If the committee's decision is to admit the applicant, the applicant will be notified that he/she has been accepted for admission. The committee reserves the right to place specific conditions on the applicant's acceptance and continued attendance at SUNY Ulster as deemed necessary. Information regarding any conditions will be provided in writing to the applicant and filed in the applicant's student admissions record.
 - c. If the committee's decision is to deny admission, the applicant will be informed that his/her admission has been denied.
 - d. The committee shall, in all cases, act expeditiously to obtain information required for review by the committee and to provide an admissions decision.
9. Each applicant should understand that a decision will not be made on his/her application until all necessary information has been provided to the committee.
10. An applicant falsifying or omitting data will be denied admission or, if already admitted, will be dismissed. Normal refund policy applies.
11. All records and information collected as part of the screening process will be held in confidential files in the office of the Director of Admissions. However, the Special Admissions Review Committee may deem it necessary for other college constituencies to have access to information regarding the applicant's felony record. The Associate Dean of Student Services shall be responsible for the dissemination of the applicant's felony record in such a manner so as to otherwise protect the confidentiality of said information.
12. The College Director of Safety and Security is hereby designated by the President to act as liaison with the Division of Parole of the Department of Correctional Services and the local parole office of the purpose of requesting and receiving information required to be furnished to the committee.

Adopted March 15, 2011 (11-3-45)



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Policy Section	
6.1.6.	APPROVAL OF ADMISSION CHANGES FOR NURSING PROGRAM

Approval Date: October 19, 2010

WHEREAS, further recommendations have been made to enhance the policy for determining entering nursing students, and

WHEREAS, the Vice President and Dean for Enrollment Management and the Dean of Academic Affairs recommend and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committee has met and concurs, therefore, be it hereby

RESOLVED, that the Board of Trustees approve the attached amended Nursing Admission Model/Rubric as a policy for determining entering nursing students, and be it further,

RESOLVED, that the Nursing Admission Model/Rubric be reviewed annually.

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SUNY Ulster NURSING ADMISSION MODEL/RUBRIC August 16, 2016

SUNY Ulster					
Nursing Admissions MODEL/RUBRIC					
Name		ID#		Date	
SECTION I	Pre-Admission Test				
	Pre-Admission Test Score			0.5	
SECTION II	Academic History for A&P I (BIO 107) , A&P II (BIO 108) and Microbiology BIO 201				
	5	Points for grade of	A	A & P I (BIO 107)	
	4.5	Points for grade of	A-		
	4	Points for grade of	B+	A&PII (BIO 108)	
	3.5	Points for grade of	B		
	3	Points for grade of	B-	Microbiology (BIO 201)	
	Section II Total Score				
Section III	Academic History (General Education Requirements)				
	4	Points for grade of	A	PSY 101	
	3.5	Points for grade of	A-	PSY 210	
	3	Points for grade of	B+	SOC 101	
	2.5	Points for grade of	B	ENG 101	
	2	Points for grade of	B-	ENG 102	
	1	Point for LIB 111		LIB 111	
	Section III Total Score				
Section IV	GPA Points for Core Courses				
	5	Points for 2.5-2.74 Core GPA			
	10	Points for 2.75-2.99 Core GPA			
	15	Points for 3.0 and above Core GPA			
	Section IV Total Score				0
	(Maximum Section IV score is 15)				
	Total Student Score				
	Maximum total score possible is				105



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SUNY Ulster NURSING ADMISSION MODEL/RUBRIC August 16, 2016

This Rubric will be part of the selection process for students to begin clinical nursing courses. All students will have to meet the general admission requirements already in place:

- Out of county residents will be considered for the Nursing Program.
- Submit completed admissions application by February 15th each year.
- Satisfactorily complete the College's Entering Student Assessment Test showing the readiness to enter ENG 101 and PSY 101.
- Complete all pre-requisite work or the equivalent knowledge in biology, chemistry and algebra.
- Successfully complete the nursing pre-admission testing once within the last twelve months.
- An applicant who has earned less than a 'C' grade in two or more nursing courses from any college will not be eligible for the Nursing Program.
- A maximum of two attempts to achieve a "C" or better in BIO 107 within the last five years is allowed.
- To meet program requirements science courses must be less than five years old at the time of entry into nursing courses (NUR 152).
- Must have overall minimum GPA of 2.5 in all required courses.

Federal and/or State Law concerning U.S. citizenship may affect a student's ability to obtain a license to practice the Nursing Professions following successful completion of the program. Compliance with all licensing requirements remains the responsibility of the student.

All students are expected to have completed all the pre-requisites or have the equivalent recent knowledge of high school biology, chemistry and algebra. Students who do not meet the criteria will not be considered for the Nursing Program but may be accepted to the College under another program while completing the pre-requisites.

Internal Considerations

The College has the right to hold five (5) spots for qualified high school seniors subject to the same general criteria.

HIGH SCHOOL STUDENTS

High School Students who apply to the Nursing program while completing their senior year of high school will be considered based on their high school grades, completion of pre-requisite work and readiness to enter this rigorous program.



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Adopted October 19, 2010 (10-10-103)
Amended November 16, 2010 (10-11-120)
Amended December 13, 2011 (11-12-172)
Amended October 16, 2012 (12-10-135)
Amended November 19, 2013 (13-11-115)
Amended September 16, 2014 (14-9-135)
Amended December 16, 2014 (14-12-166)
Amended October 20, 2015 (15-10-135)
Amended August 16, 2016 (16-8-109)

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Policy Section	
6.1.7.	APPROVAL OF ADMISSION POLICY FOR VETERINARY TECHNOLOGY PROGRAM

Approval Date: June 21, 2011

WHEREAS, per Community College Regulation Part 604.2, under the time-honored practice of American colleges, trustees of colleges concentrate on establishing policies governing the college, including personnel policies, creation of divisions and departments, authorization of travel, use of college facilities for outside organizations, and admission of students, and

WHEREAS interest in SUNY Ulster’s Veterinary Technology Program has increased beyond the College’s ability to enroll all applicants, and

WHEREAS, the Veterinary Technology Program needs to consider student success in addition to the already established admission criteria for entering students, and

WHEREAS, the Vice President and Dean for Enrollment Management and the Dean of Academic Affairs recommend and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committee has met and concurs, therefore, be it hereby

RESOLVED, that the Board of Trustees adopt the Veterinary Technology Admission Model/Rubric as a policy for determining entering veterinary technology students, and be it further,

RESOLVED, that the Veterinary Technology Admission Model/Rubric be reviewed annually.

VETERINARY TECHNOLOGY ADMISSION MODEL/RUBRIC 2016

Total Points: 100

- 40 Points Based on TEAS V for AH
- 45 Points Based on Academic History
- 15 Points Based on Work Experience

TEAS V for AH

40 Points (TEAS V for AH Score x .40)

Total Test Score _____



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ACADEMIC HISTORY

45 Points (Based on Completed Core Courses and Grades)

Points for ENG 101, MAT 100 or higher, BIO 100 or higher, VTS 149, VTS 150, VTS 151, VTS 152, VTS 155, VTS 159

- 5.0 pts for a grade of A
- 4.5 pts for a grade of A-
- 4.0 pts for a grade of B+
- 3.5 pts for a grade of B
- 3.0 pts for a grade of B-
- 2.5 pts for a grade of C+
- 2.0 pts for a grade of C

45 Total Points Possible

Total Academic History Score _____

HIGH SCHOOL STUDENTS

High School Students who apply to the Veterinary Technology program while completing their senior year of high school will be considered based on their high school grades, completion of pre-requisite work and readiness to enter this rigorous program along with the completion of the TEAS V for AH after the 1st and 2nd semester of required courses.

All students are expected to have completed all the pre-requisites or have the equivalent recent knowledge of high school biology, chemistry and algebra.

WORK EXPERIENCE

15 Points

Score _____

Students will be evaluated on past work experience in a veterinary hospital and their ability to perform physical tasks related to animal care. **A minimum of 40 hours work experience in a Veterinary Hospital is required.**

OVERALL TOTAL

SCORE _____

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This rubric will be part of the selection process for students to begin clinical Veterinary Technology courses (**VTS 253, VTS 256**). All students will have to meet all the general admission requirements already in place.

- Completed the general college admission process.
- Satisfactory completion of the College's Entering Student Assessment Test indicating readiness to enter College level courses
- Completion of all pre-requisite work or the equivalent knowledge in biology, chemistry and algebra
- Completion of the TEAS V for AH test with a minimum score of 65. All required science courses must have been completed within the last five years with a minimum grade of 2.0 or higher. A maximum of two attempts within the last five years is allowed.
- Minimum GPA of 2.5 in all required courses to enter and remain in the Veterinary Technology program. If a course has been repeated the most recent grade will be considered.
- Signed the Entry Requirements and Technical Standards for Admission and Graduation from the program.
- Minimum of 40 hours of work experience in a Veterinary Hospital

Students who do not meet the criteria will not be considered for the Veterinary Technology Clinical courses (**VTS 253 and VTS 256**) but may be accepted to begin their studies while completing the pre-requisites.

Adopted June 21, 2011 (11-6-115)
Amended November 19, 2013 (13-11-116)
Amended October 20, 2015 (15-10-136)

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Policy Section	
6.1.8.	DEPARTMENT OF DEFENSE RECRUITMENT INDUCEMENT BAN POLICY

Approval Date: March 19, 2013

Resolution:

WHEREAS the College has entered into the United States Department of Defense Voluntary Education Partnership program pursuant to a Memorandum of Understanding effective March 1, 2013, and

WHEREAS as part of an effort to eliminate aggressive marketing aimed at Service members the Memorandum of Understanding between the College and the Department of Defense requires that the College adopt an institutional policy banning inducements for the purpose of securing enrollments of Service members or the obtaining of access to tuition assistance funds, now, therefore, be it

RESOLVED that the Board of Trustees does hereby adopt this Recruitment Inducement Ban Policy, Board policy 6.1.8 as follows:

Inducements (including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimus amount) to any individual or entity (other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws) for the purpose of securing enrollments of Service members or obtaining access to tuition assistance funds available to Service members are banned.

Adopted March 19, 2013 (13-3-45)



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Policy Section	
6.2.	REGISTRATION AND FEES

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Policy Section	
6.2.1.	TESTING FOR DEGREE PROGRAM REGISTRATION

Approval Date: November 27, 1973

WHEREAS it would be most beneficial for the students and for the College to participate in a national standardized testing program, and

WHEREAS there is the need for additional information concerning students' abilities and aptitudes, and

WHEREAS such knowledge could result in achieving more successful student academic placement, and

WHEREAS this increased knowledge could result in reducing student attrition, and

WHEREAS the College also requires additional student demographic information for research and planning, now, therefore, be it

RESOLVED that the College require participation in a testing program as a prerequisite for registration, but not for admission, for degree seeking students, and be it further

RESOLVED that the cost of such testing be borne by the applicant, and be it further

RESOLVED that the Tuition and Fee Schedule, effective September 1, 1973, be revised by eliminating the application fee of \$5.00 for those full-time students applying for September, 1974, and the matriculation fee of \$5.00 for those students matriculating for September, 1974, and, be it further

RESOLVED that a copy of this resolution be transmitted to the State University of New York for approval of the revision to the 1973-74 Tuition and Fee Schedule.

Adopted November 27, 1973 (73-11-109)



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Policy Section	
6.2.2.	COURSE AUDITING POLICY

Approval Date: March 26, 1968

WHEREAS a policy, providing for mature adults interested in continuing their education in college credit courses where grades are not a concern, will benefit a substantial segment of the adult community, and

WHEREAS it will be of further benefit to full-time students who wish to enrich their educational experiences at the College, and

WHEREAS, realizing the value of an audit policy for a comprehensive community college, the Faculty Organization and administration have approved and transmit to the Board of Trustees for their approval the attached statement, and

WHEREAS the Board of Trustees has had an opportunity to study and discuss this policy, now, therefore, be it

RESOLVED that the Board of Trustees of Ulster County Community College approve the audit policy as presented in the following statement.

ULSTER COUNTY COMMUNITY COLLEGE STATEMENT ON AUDIT

POLICY

The audit privilege at Ulster County Community College is primarily designed for adults in the community who are interested in continuing their education by pursuing college-credit courses but who are not concerned with credit or grades. It also provides opportunity for full-time students to enrich their academic experiences.

An audit student will receive an audit notation on his transcript upon the direction from the instructor of the course. Auditors are encouraged to observe attendance regulations of the College and to participate in class to the extent deemed reasonable and necessary by the instructor in order to receive the audit notation.

PROCEDURES FOR AUDITING

1. Information and materials for auditing may be obtained from the

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Admission Office.

COURSE AUDITING POLICY (continued)

2. Permission to audit must be obtained before registering.
3. An audit student registers for class in the same manner as prescribed for credit students.
4. Fees for auditing are the same as those established in the fee schedule for credit courses.

AUDIT REGULATIONS

1. Permission to audit will be granted after all credit seeking students have been considered.
2. Permission to audit a course must be obtained from the student's advisor and the chairman, or his representative, of the division responsible for the course offering. Division chairmen may recommend the number of audit students to be enrolled in any particular course.
3. Full-time students may not audit more than one course each semester.
4. A change from audit to credit status will be permitted only during the first week of classes.
5. A change from credit to audit status will be permitted, with the consent of the instructor, through the fifth week of classes.
6. A full-time student will not be permitted to audit any course more than once except by official approval. If a student is allowed to audit a particular course more than once, he will not be permitted to take this course at a later time for credit.

Adopted March 26, 1968
Revised May 17, 1994 (94-05-070)

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Policy Section	
6.2.3.	STUDENT ACTIVITY FEES

Approval Date: May 28, 1968

WHEREAS the State University of New York and Ulster County Community College recognize that extra-curricular educational, cultural, recreational, athletic, and social programs initiated, supported and managed by the students themselves, can greatly enhance the educational experience offered by institutions of higher education, and

WHEREAS student insurance is a necessary protection for the student and the college, and

WHEREAS support for student activities and student insurance fees should require a procedure which states positively that payment of these fees are mandatory, now, therefore, be it

RESOLVED that the following regulations be, and the same hereby are, adopted:

Student Activities Fee

The student body at Ulster County Community College, through its duly elected representatives of the Student Government Organization may fix and access upon themselves an annual fee for the support of programs of an educational, cultural, recreational, athletic, and social nature approved by the Student Government Organization. The fee may be fixed in different amounts for designated classes of students other than full time.

Adopted May 28, 1968 (68-5-41)



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Policy Section	
6.2.4.	STUDENT INSURANCE FEE

Approval Date: May 28, 1968

The full-time student shall pay the student insurance fee as approved by the Board of Trustees.

Adopted May 28, 1968 (68-5-41)



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Policy Section	
6.2.5.	PAYMENT, COLLECTION & DISBURSEMENT OF STUDENT FEES

Approval Date: May 28, 1968

Every student at Ulster County Community College, with the exception of those students enrolled in the Prison Education Program and in the Bridge Program, shall be required to pay the appropriate student activity fee and insurance fee. The Dean of Administration shall collect the prescribed student activity fee and insurance fee, and shall pay over the amounts to the Ulster Community College Association, Inc. Control over disbursement of the proceeds of the student activity fee and insurance fee shall be exercised by the Ulster Community College Association, Inc., the appropriate organization representing the interests of the students.

Adopted May 28, 1968 (68-5-41)
Amended December 20, 1994 (94-12-184)
Amended August 22, 1995 (95-08-106)

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Policy Section	
6.2.6.	PART-TIME STUDENT ACCIDENT INSURANCE

Approval Date: July 23, 1968

WHEREAS on May 28, 1968 the Board of Trustees passed a resolution making it mandatory for full-time students to pay a student insurance fee as approved by the Board of Trustees, and

WHEREAS student insurance is likewise important for part-time students and the College, and

WHEREAS it is recommended that part-time students shall be assessed a student insurance fee of \$1.00 per semester.

Adopted July 23, 1968



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Policy Section	
6.3	STUDENT AFFAIRS

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Policy Section	
6.3.1.	STUDENT ACADEMIC INTEGRITY

Approval Date: November 1968

Student Obligations

Responsibility for maintaining academic integrity rests with the individual student. Students have an obligation to maintain the highest standards of honesty and to respect ethical standards in carrying out academic assignments. Academic dishonesty in any form is regarded by the College as an intolerable breach of academic ethics and deserves immediate disciplinary action.

Academic dishonesty includes, but is not limited to, the following:

1. Cheating on examinations, i.e., referring to materials or sources, or use of devices not authorized by the instructor;
2. Plagiarism, i.e., the use of words or ideas of others, whether borrowed, purchased, or otherwise obtained, without crediting the source;
3. Willing collaboration with another student in any actions which result in a student submitting work that is not her or his own;
4. Theft or sale of examinations, falsification of academic records, or other such offenses;
5. Submission of work previously presented in another course without permission of the instructor;
6. Unauthorized duplication of computer software or print materials;
7. Attempting to influence or change her or his academic evaluation or record for reasons other than achievement or merit; and
8. Practice of any form of deceit in an academic evaluation proceeding.

Procedures for Adjudication

In all cases, the objective is to provide fundamental fairness to the student. It is the responsibility of the instructor to present adequate evidence in support of charges of academic dishonesty. No student should be subject to an adverse finding that an offense related to academic integrity has been committed and no sanction should be imposed relating thereto, except in accordance with procedures stated below:

1. The instructor will advise the student that there is reason to believe that the student

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has committed an offense related to academic integrity, and the student will be afforded an informal opportunity to respond.

2. If the instructor finds the response of the student unsatisfactory as an explanation of the possible misconduct, the instructor must file an official report with the Dean for Student Development, together with adequate evidence of the charges.
3. The Dean will schedule a meeting with the student to review and clarify the College's policy on academic integrity. At that time, the student will sign a statement indicating that he or she understands the issue and its seriousness, and that he or she will be dismissed from the College if a second instance is reported.
4. The student appeal process, if desired, must be begun within ten (10) school days after imposition of the disciplinary action. The appeal must be made in writing to the Dean for Student Development.
5. The Dean will schedule a time and place for the student and instructor to meet with the Academic Review Committee.
6. The hearing should provide a fair inquiry into the truth or falsity of the charges. Both the student and the instructor may provide witnesses or other relevant support at this meeting. A suitable record must be made of the proceedings.
7. After consideration of the evidence, the Academic Review Committee will make its recommendation to the Dean of Instruction and the Dean for Student Development.
8. The decision made by the Deans is, in all cases, final.
9. The Dean for Student Development will then transmit copies of all actions taken by the hearing authority and the Deans to the student and to the instructor.

Timeliness

It is the responsibility of all parties to take prompt action in order that charges can be resolved quickly and fairly.

Sanctions

Depending upon the circumstances, any first offense will result in one of the following actions:

1. Repetition of the assignment or examination,



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2. A failing grade for the assignment or examination,
3. A failing grade for the course, or
4. Suspension or dismissal from the program.

Any second instance will result in dismissal from the College for a period of time not less than one calendar year.

Adopted November 1968 (68-11-126)

Amended November 23, 1976 (76-11-023)

Rescinded August 30, 1977

Adopted August 30, 1977 (77-08-091)

Amended November 28, 1978 (78-11-126)

Revised October 17, 1995 (95-10-131)



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Policy Section	
6.3.2.	STUDENT CONDUCT

Approval Date: March 26, 1968

WHEREAS the policy on Student Conduct has been reviewed, and

WHEREAS the President recommends that the policy adopted on March 26, 1968, and revised on June 21, 1994, be further revised, and

WHEREAS the College Attorney and joint committees of the Board have reviewed and concur, now, therefore, be it

RESOLVED that the Board of Trustees hereby approves these revisions to the policy on Student Conduct:

STATEMENT ON STUDENT CONDUCT

Ulster County Community College maintains that education includes not only the acquisition of academic knowledge but also the development of responsible citizenship. It is believed, consequently, that the student has the right and concurrent responsibility of participation in decisions regarding the setting of standards for student conduct. The standards of conduct, established jointly by the College Student Government Organization, Faculty Organization, and the Board of Trustees, shall recognize that the student has the right of free expression and inquiry.

Regulations, laws, by-laws, policies, and administrative codes contained within the College Catalog, the Handbook for Professional Staff, Student Handbook, Board of Trustees Policies, and collective bargaining contracts define the standards for student conduct and student rights and responsibilities.

Student conduct must assume that each student is aware that student rights are contingent upon conduct which is lawful and which sustains the orderly function of the College as an educational institution.

Some areas of particular concern in the maintenance of order at Ulster County Community College include, but are not limited to:



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Harassment and Assault

Physical or verbal harassment of any kind because of sex, sexual orientation, race, color, national origin, religion, age, or physical challenge is strictly prohibited. This includes assault, particularly sexual assault or bias-related assault. Under this policy, any hazing of students is also strictly prohibited.

Firearms or Weapons Possession

Possession by any student, upon any premises to which the College's rules apply, of any rifle, shotgun, pistol, revolver, or other firearm without the written authorization of the Chief Administrative Officer, whether or not a license to possess the same has been issued to such student, is strictly prohibited.

Alcohol and Drugs

The manufacture, distribution, dispensation, or use of alcohol and/or a controlled substance by any student on the college campus or in any other college learning facility, in college vehicles, or while engaged in college-sponsored student activities, is strictly prohibited, unless the function is held at a facility duly licensed to serve alcoholic beverages and said facility controls the dispensation of any alcoholic beverages. Any forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is strictly prohibited.

Nothing contained herein shall limit or prohibit the legitimate use of drugs and/or alcohol as part of the curriculum of the Police Basic Training educational program Hegis Code: 5505, NYSED Code: 29497.

Fraud

Fraud or other criminal misconduct, such as the use of false identity, forgery of signatures or certifications, or false claims of income, citizenship, or independent student status in applying for financial aid will result in disciplinary actions being applied and, in the case of fraud involving financial aid, a demand for repayment of funds dispensed.

Students must further recognize that failure to display orderly and lawful conduct may result in disciplinary action which could include dismissal from the College.

Possible disciplinary actions are outlined in the College's Maintenance of Order Statement. If disciplinary action is contemplated by the College, for any offense other than failure to meet required academic standards, the student shall be notified in advance of the specific charges in the case. The student shall then be entitled to a full and fair hearing, before an impartial college body. The hearing body shall then recommend action to the President or the President's designee.



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Students are subject to the foregoing college policies at off-campus, college-sponsored functions, as well as on-campus, unless said function is held at a facility duly licensed to serve alcoholic beverages and said facility controls the dispensation of any alcoholic beverages.

If a student, as a private citizen, is accused of violating a public law, off campus, the student has the rights and responsibilities of a citizen and must accept the consequences of unlawful or disorderly actions. However, status as a student shall not in any way be jeopardized. If the accusation is so grave that, in the College's view, the student's presence on the campus might seriously endanger the college community, the College will conduct its own investigation and hearing, giving full recognition to the concept of due process.

The College will not be used as a sanctuary for those involved in illegal activities, and will cooperate with appropriate health and law enforcement agencies as they carry out their duties, to the extent permitted by law.

Adopted March 26, 1968

Amended November 23, 1976 (76-11-123)

Revised June 21, 1994 (94-06-086)

Revised August 22, 1995 (95-08-110)

Amended October 16, 2007 (07-10-125)



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Policy Section	
6.3.3.	STUDENT PARTICIPATION IN PRE-ELECTION ACTIVITIES

Approval Date: September 22, 1970

WHEREAS much concern has been expressed throughout the nation concerning campus disorders and the interruptions of the academic process, and

WHEREAS nationwide plans have been developed to permit college students to take an active part in political campaigns this fall, and

WHEREAS the New York State Education Department expects that requirements established for academic credit at the time of registration will remain in effect until officially changed, and

WHEREAS the State University of New York Board of Trustees established guidelines stating that "In order to fulfill the University's educational obligations and meet calendar commitments, the State University of New York will during 1970-71 hold to its regular academic schedule and remain open during the pre-election period," and

WHEREAS our academic calendar has already been established and approved, now, therefore, be it

RESOLVED that the Board of Trustees of Ulster County Community College accept the guidelines of the State University of New York Board of Trustees and further, encourage student participation in pre-election activities but without suspension of classes for such purposes.

Adopted September 22, 1970



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Policy Section	
6.3.4.	STATEMENT ON DRUGS

Approval Date: September 3, 1970

BE IT RESOLVED that the Statement on Drugs, as it appears in The Filibuster, the student handbook, is hereby adopted by the Board of Trustees.

STATEMENT ON DRUGS

Students, faculty members, alumni, parents, and law enforcement agencies continue to be concerned about the drug use and abuse problem. UCCC is primarily concerned about how this complex question may affect each student as an individual, and as a student.

One concern relates to the possibility of lasting detrimental physical and psychological effects from the use of drugs. The number and variety of drugs appears to outstrip the scientific research necessary to adequately determine a drug's effect on body and mind.

A second concern relates to the enforcement of Federal and State drug laws. Students, unaware of the severity of penalties, may be subjected to the stigma of a drug conviction for the mere possession of one marijuana cigarette. A conviction and sometimes even an arrest for a drug offense may be a lifetime impediment to some employment possibilities and professional schools.

The New York State Law uses the broad term "dangerous drugs" to cover narcotics, depressants, stimulants, and hallucinogens. Marijuana is classified as a narcotic by New York State.

Penalties for violation of the drug laws differ, depending on the amount of drug possessed or sold, and not on the nature of the drug. Therefore, a possessor of marijuana may be subject to the same punishment as a possessor of heroin. There is no penalty for the use of dangerous drugs, but possession, possession with intent to sell, sale, and sale to a person under 21 are the offenses for which penalties may range up to life imprisonment.

Because of these concerns, the College has adopted the following guidelines (policies) to help the student understand the College's stance on drugs:



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DRUG ABUSE:

The presence within the College community of certain categories of drugs involves direct or potential damage to the College's educational interests as described in policies pertaining to the health, protection and safety of members of the community. Therefore, the College does not permit student use, possession, distribution or trafficking in drugs.

The following points will be considered in any instances related to drug abuse:

1. UCCC will endeavor to deal with student use of any drug on an individual counseling and medical-care basis.
2. Any information that comes to the attention of the college concerning the sale, exchange or transfer of drugs from one individual to another will be communicated to public officials.
3. UCCC will initiate action against any student who through the use of drugs, becomes destructive, disorderly or disruptive.
4. The college will not and cannot prevent Federal, State or local officials of law enforcement agencies from the investigation and prosecution of drug law violators.

While proponents for an easing of penalties relating to marijuana seek legislative changes, the law still stands, extending exceptions to none.

Conflicting medical and scientific views continue to be argued over the long-term effects of marijuana, but medical authorities tend to agree on the dangers of uncontrolled use of LSD. Reports show LSD may cause overwhelming fear and panic, violent behavior and long-term effects.

Each student is responsible for his individual behavior and must make his own decision if the question of drug use comes his way. Students should be aware of the legal and health consequences of any act relating to drugs and, if drug consumption is contemplated, be alert to possible reaction to the drug, its long-term effects and its addictive potential.

Nothing contained herein shall limit or prohibit the legitimate use of drugs and/or alcohol as part of the curriculum of the Police Basic Training educational program Hegis Code: 5505, NYSED Code: 29497.

Adopted September 3, 1970
Amended October 16, 2007 (07-10-125)



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Policy Section	
6.3.5.	REVISION OF ALCOHOLIC AND DRUG-FREE WORKPLACE POLICY

Approval Date: November 6, 1963

WHEREAS, the Policy on Alcohol and Drug-Free Workplace has been reviewed; and

WHEREAS, due to the recent changes in the Student Conduct and Maintenance of Order policies, it has become mandatory that the Board Policy 3.9- Alcohol and Drug-Free Workplace be revised; and

WHEREAS, the President recommends that the policy adopted, December 1989, and revised April 17, 1990, be further revised and

WHEREAS, the College Attorney and the committees of the Board have reviewed and concur; now, therefore, be it

RESOLVED, that the Board of Trustees hereby approves the revisions to the Policy on Alcohol and Drug-Free Workplace, a copy of which is attached.

Adopted November 6, 1963
Superseded February 24, 1970 (Tabled)
Superseded March 24, 1970 (70-3-16)
Superseded August 24, 1982 (82-7-85)
Reaffirmed September 20, 1983 (83-9-71)
Amended October 17, 1995 (95-10-130)



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Policy Section	
6.3.6.	REVISION OF POLICY ON MAINTENANCE OF ORDER

Approval Date: June 24, 1969

WHEREAS, it is the responsibility of the Board of Trustees to develop and approve a policy regarding conduct on campus, and

WHEREAS, the Board of Trustees and the College Attorney have reviewed and recommended an expansion of the Ulster County Community College's revised statement on the Maintenance of Order, now, therefore, be it

RESOLVED, that the Board of Trustees and Ulster County Community College hereby approve the attached revised statement on the Maintenance of Order on campus.

Attachment

Adopted June 24, 1969

Updated November 18, 1980 (80-10-92)

Rescinded September, 1994 (94-09-140)

Amended August 22, 1995 (95-08-112)



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Policy Section	
6.3.7.	MAINTENANCE OF ORDER

Approval Date: June 24, 1969

WHEREAS it is the responsibility of the Board of Trustees to develop and approve a policy regarding conduct on campus, and

WHEREAS the Board of Trustees and the College Attorney have reviewed and recommended an expansion of Ulster County Community College's revised statement on the Maintenance of Order, now, therefore, be it

RESOLVED that the Board of Trustees and Ulster County Community College hereby approved this revised statement on the Maintenance of Order on campus

STATEMENT ON THE MAINTENANCE OF ORDER ON THE CAMPUS OF ULSTER COUNTY COMMUNITY COLLEGE, STONE RIDGE, NY

Ulster County Community College, Stone Ridge, NY, established by authority of the State University of New York and legally sponsored by the County of Ulster, is committed to providing an academic environment which will promote the educational growth and cultural enrichment of all members of the community as well as the region which it serves.

Ulster County Community College affirms that institutions of higher education must freely seek the truth and examine values, as one of the main purposes of the College is to provide students with the ability to function analytically and creatively in a changing environment.

All members of the community comprising Ulster County Community College (i.e. students, faculty, administration, other professional staff, and Civil Service personnel) by virtue of their individual and collective relationship with, and responsibility to, the College through appropriate contractual agreement accept as primary civil and criminal law and those regulations, laws, by-laws, policies, and administrative codes as developed and adopted by the collective individual communities of the College and approved by the Board of Trustees.

The Board of Trustees of Ulster County Community College affirms and accepts its responsibilities according to the various education, civil, and criminal laws of the State of New York and the County of Ulster and by virtue of its approval of the regulations, laws and by-laws, policies, and administrative codes contained within the College Catalog, Handbook



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for Professional Staff, Student Handbook, Board of Trustees Policies, and collective bargaining contracts agrees to take those steps as appropriate and necessary through its designee, the President of the College, to ensure the maintenance of order on the campus and to ensure that the ongoing purpose of the institution of teaching, research, service to the community, the services incident thereto, and the necessary administrative work, is not violated or interfered with in any way.

The rules and policies contained within those documents previously cited govern the conduct of students, faculty, and other authorized personnel on the premises of the College and are also applicable upon or with respect to any other premises or property under the control of the College used in its teaching, research, administrative, service, cultural, recreational, athletic, and other programs and activities.

Licensees, invitees, and all other persons, whether or not their presence is authorized upon the campus or other premises or property of the College, who interfere in any way with the prescribed duties and purpose of the College, shall be notified by the President of the College or the President's designee that they are acting in violation of the regulations established and approved by the Board of Trustees.

Any person, either singly or in concert with others, engaging in acts disruptive of the teaching or learning process or other acts that infringe upon the purpose of the College, or in conduct expressly prohibited by the action of the Board of Trustees of the College, the Penal Law of the State of New York, Section 75 of the Civil Service Law, Laws of the County of Ulster, or other appropriate laws of the State of New York or the County of Ulster shall be informed of such violation and possible action by the appropriate official.

Some areas of particular concern in the maintenance of order include, but are not limited to:

Harassment and Assault

Physical or verbal harassment of any kind because of sex, sexual orientation, race, color, national origin, religion, age, or physical challenge, as well as violent assault, particularly sexual assault or bias-related assault, is strictly prohibited. Under this policy, any hazing of students is also strictly prohibited.

Firearms or Weapons Possession

Possession by anyone upon any premises to which the College's rules apply, of any rifle, shotgun, pistol, revolver, or any weapon, device or knife as defined in New York State Penal Law Section 265.00 as it may be amended from time to time, or any successor statute, any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or carbon dioxide cartridge without the written authorization of the Chief Administrative Officer, or his designee, whether or not a license to possess the same has been issued to such person, is strictly prohibited. Nothing herein shall prohibit such possession, within the course of employment of employees of



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the Ulster County Sheriff's Department, New York State Police or a federal, state or local law enforcement agency nor any peace officer as defined in New York State Criminal Procedure Law.

Alcohol and Drugs

The manufacture, distribution, dispensation, or use of alcohol and/or a controlled substance on the campus or in any other learning facility, in vehicles, or while engaged in -sponsored student activities, is strictly prohibited, unless the function is held at a facility duly licensed to serve alcoholic beverages and said facility controls the dispensation of any alcoholic beverages. Any forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is strictly prohibited.

Nothing in this policy shall prohibit or limit the distribution, dispensation, or use of alcohol as part of the Standardized Field Sobriety Class given in conjunction with the Ulster County Police Academy.

Nothing contained herein shall limit or prohibit the legitimate use of drugs and/or alcohol as part of the curriculum of the Police Basic Training educational program Hegis Code: 5505, NYSED Code: 29497.

Fraud

Fraud or other criminal misconduct, such as the use of false identities, forgery of signatures or certifications, and false claims of income, citizenship, or independent student status in applying for financial aid, will result in disciplinary actions being applied and, in the case of fraud involving financial aid, a demand for repayment of funds dispensed.

In any case where violation of any of the College's rules does not cease after such warning, or in cases of willful violations of these rules, the Chief Administrative Officer of the College or the Chief Administrative Officer's designee shall take action to cause the removal of the violator from any premises which are occupied in such violation, and shall initiate disciplinary action as provided in those documents or statutes previously cited. Disciplinary action, excluding those penalties determined in a legally constituted court of law, may be any of the following:

Individuals or organizations violating the provisions of this policy shall be subject to one or more of the following penalties:

Admonition - An oral statement to the offender that the offender has violated regulations.

Warning - Notice to the offender, orally or in writing, that continuation or repetition of the conduct found wrongful within a period of time stated in the warning may be cause for more severe disciplinary action.



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Censure - Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any regulation within a period of time stated in the letter of reprimand.

Disciplinary Probation - Exclusion from participation in privileges or extra-curricular activities as set forth in the notice of disciplinary probation for a specified period of time.

Restitution - Reimbursement for damage to, or misappropriation of, property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages. Such restitution will also take into account the rights of any victims of the actions of the offender.

Suspension - Exclusion from the College and other privileges or activities as set forth in the notice of suspension for a definite period of time.

Expulsion - Termination of the status of the offender for an indefinite period of time. The conditions of readmission, or reemployment, if any is permitted, shall be stated in the order of expulsion.

The Chief Administrative Officer, or the Chief Administrative Officer's designee, may apply to public law enforcement authorities for any aid deemed necessary in causing the ejection of any violator of these rules and may include a request that the legal counsel of the College apply to any court of appropriate jurisdiction for an injunction or other legal action as may be deemed appropriate or necessary to restrain the violation or threatened violation of this statement or those rules and regulations referred to herein.

The Board of Trustees affirms and upholds the right of freedom of speech and peaceful assembly and nothing stated herein is intended, nor shall be construed, to limit or restrict these rights, and hereby affirms the right of each and every individual referred to herein to be afforded the due process of law as set forth in the Constitution of the United States, New York State, and all statutory law.

ADVISORY COMMITTEE ON CAMPUS SECURITY

The President shall appoint a reconstituted advisory committee on campus security. Such committee shall consist of a minimum of six members, at least half of which shall be female; one-third of the committee shall be appointed from a list of students that contains at least twice the number to be appointed which is provided by the largest student governance organization on campus; one-third thereof shall be appointed from a list of faculty members that contains twice the number to be appointed which is provided by the largest faculty organization on campus; and one-third of whom shall be selected by the President or the President's designee.



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The committee shall review current campus security policies and procedures and make recommendations for their improvement. It shall specifically review current policies and procedures for (1) educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault, (2) educating the campus community about personal safety and crime prevention, (3) reporting sexual assaults and dealing with victims during investigations, (4) referring complaints to appropriate authorities, (5) counseling victims, and (6) responding to inquiries from concerned persons.

The committee shall report, in writing, to the President, or the President's designee, on its findings and recommendations at least once each academic year, and such report shall be available upon request.

Nothing in this subdivision shall be construed to alter, amend, modify, or affect existing standards for civil liability.

SEXUAL ASSAULT PREVENTION INFORMATION

The Trustees, through their designees, shall inform incoming students about sexual assault prevention measures through programs which may include workshops, seminars, discussion groups, and film presentations, in order to disseminate information about sexual assault, promote discussion, encourage reporting of incidents of assault and facilitate prevention of such incidents. Such information shall include, but not be limited to, (1) the applicable laws, ordinances, and regulations on sex offenses, (2) the penalties for commission of sex offenses, (3) the procedures in effect at the College for dealing with sex offenses, (4) the availability of counseling and other support services for the victims of sex offenses, (5) the nature of, and common circumstances relating to, sex offenses on campuses, and (6) the methods the College employs to advise and to update students about security procedures.

CONCLUSION

It is understood by the Board of Trustees of Ulster County Community College that this statement in its entirety or in part may be amended or revised at any time that fuller consideration and experience may dictate and require, and that the filing of any such amendments to this statement in its entirety or in part must be filed within ten days after the adoption of such changes.

Adopted June 24, 1969

Revised August 23, 1994 (94-06-085)

Revised August 22, 1995 (95-08-112)

Amended October 2004 (04-10-126)

Amended October 16, 2007 (07-10-124)

Amended October 16, 2007 (07-10-125)



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Policy Section	
6.3.8.	STUDENT RECORDS POLICIES AND PROCEDURES

Approval Date: June 19, 1990

WHEREAS there is a need to adopt a policy to protect the privacy rights of the students of Ulster County Community College, and

WHEREAS the Registrar's Office has prepared the attached policies and procedures for consideration by the Board of Trustees, and

WHEREAS the President recommends adoption of these policies and procedures, and

WHEREAS the Personnel/Curriculum Committee has met, reviewed, and concurs with the adoption of these policies and procedures, now therefore, be it

RESOLVED that the Board of Trustees hereby approves the attached Student Records Policies and Procedures for Ulster County Community College.

STUDENT RECORDS POLICIES AND PROCEDURES FOR ULSTER COUNTY COMMUNITY COLLEGE

In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, U.C.C.C. has adopted the regulations given below to protect the privacy rights of its students. Copies of this statement are available upon request in the Office of the Registrar.

Annual Notification: Students will be notified of their FERPA rights annually by publication in the Student Handbook.

Definitions: For purposes of this policy, U.C.C.C. has used the following definitions:

Student - any person who attends, or has attended U.C.C.C.

Education records - any record (in handwriting, print, tapes, film, or other medium) maintained by U.C.C.C. or an agent of U.C.C.C., which is directly related to a student except:

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- Desk notes by faculty
- Campus law enforcement records which have nothing to do with academia
- Medical or psychological records maintained for treatment
- Parents' financial statements
- Information coming into the school after the student leaves

Procedure to Inspect Education Records: Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian, or an appropriate college staff person, a written request which identifies, as precisely as possible, the record or records to be inspected.

The record custodian, or an appropriate college staff person, will make the needed arrangements for access as promptly as possible, and will notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less, from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the pertinent portion of the record requested.

Right of College to Refuse Access: Ulster County Community College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents
2. Letters and statements of recommendation for which the student has waived the right of access, or which were placed in file before January 1, 1975
3. Records connected with an application to attend Ulster County Community College or another unit of the State University if that application was denied
4. Those records which are excluded from the FERPA definition of education records (See the section on Definition of Education Records, page IV-.)

Refusal to Provide Copies: Ulster County Community College reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the College
2. There is an unresolved disciplinary action against the student

Fees for Copies of Records: The fee for copies is included in the current Tuition and Fee Schedule, as approved by the Board of Trustees.



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Types, Locations, and Custodians of Education Records: The following is a list of types of records that the College maintains, their locations, and their custodians.

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
<u>Admissions Records</u>	Admissions Office VAN101	Assoc. Dean for Student Development
<u>Cumulative Academic Records</u> (current and former students)	Registrar's Office VAN206	Assoc. Dean for Student Development
<u>Financial Aid Records</u>	Financial Aid Office VAN105	Director of Financial Aid
<u>Health Records</u>	Health Services SEN139	Director of College Health Services
<u>Financial Records</u>	Bursar's Office VAN204	Bursar
<u>Placement Records</u>	Career Services VAN128F	Coordinator of Career Services
<u>Transfer Records</u>	Transfer Office VAN128C	Coordinator of Transfer
<u>Progress Records</u>	Faculty Offices at each Department	Instructor/Adviser
	Student Support Services VAN119F	Coordinator of Student Support Services
<u>Disciplinary Records</u>	Student Development Center VAN128	Dean for Student Development

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Types, Locations, and Custodians of Education Records (continued)

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Occasional Records (Student education records not included in the types listed above, such as minutes of faculty committee meetings, student clubs or activities files, copies of correspondence in office not listed, etc.)	The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review.	Appropriate College officials

Disclosure of Education Records: The College will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.

A school official is a person employed by the College in an administrative, supervisory, academic, or support staff position. A person employed by, or under contract to, the College to perform a special task, such as the attorney or auditor, is also considered a school official.

A school official has a legitimate educational interest if the official is performing a task related to a student's education, a task related to the discipline of a student, or providing a service or benefit relating to the student or student's family such as health care, counseling, job placement, or financial aid.

2. Upon request, to officials of another school, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with certain state or federally supported education programs.

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4. In connection with a student's request for, or receipt of, financial aid, as necessary to determine the eligibility, amount, or conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for, or on behalf of, the College.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.

Record of Requests for Disclosure: Ulster County Community College will maintain a record of all requests for, and/or disclosure of, information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

Directory Information: Ulster County Community College designates the following items as Directory Information: student name, home and local addresses and telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports including weight and height of members of athletic teams, dates of attendance, degrees and awards received, previous educational institutions attended by the student and distinguished academic performance. The College may disclose any of those items without prior written consent, unless notified in writing to the contrary within 14 days after the start of the semester. Such notification must be given in writing each semester in which a student seeks non-disclosure of directory information. Non-disclosure forms are available in the Office of the Registrar.

Correction of Education Records: Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask an appropriate official of Ulster County Community College to amend a record. In so doing, the student should identify the part of the record to be changed, and specify in what ways it is believed to be inaccurate, misleading, or in violation of privacy or other rights.
2. Ulster County Community College may comply with the request or it may decide not



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to comply. If it decides not to comply, Ulster County Community College will notify the student of the decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.

3. Upon request, Ulster County Community College will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence, relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. Ulster County Community College will prepare a written decision, based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Ulster County Community College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision may be appended to the record.

The full text of the Family Educational Rights and Privacy Act as amended, and the full text of the final regulations of the U.S. Department of Education for the implementation of the Act, are available for inspection in the Office of the Registrar.

ULSTER COUNTY COMMUNITY COLLEGE OFFICE OF THE REGISTRAR, STONE RIDGE, NY 12484

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

To All Students:

The Family Educational Rights and Privacy Act designates certain information related to a student as "Directory Information" and gives the College the right to disclose such information to anyone inquiring, without having to ask the student for permission, unless the student specifically requests in writing that any or all such information not be made public without the student's written consent. The categories of directory information at this institution are:

The student's name, home and local addresses and telephone numbers, date and place of



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birth, major field of study, participation in officially recognized activities and sports, including weight and height of members of athletic teams, dates of attendance, degrees and awards received, previous educational institutions attended by the student, and distinguished academic performance.

If you wish to withhold the disclosure of any or all of the "Directory Information" items, fill out the form below within 14 days of the first day of classes each semester and return it to the Office of the Registrar. If it is not received in the Office of the Registrar by that date, it will be assumed that all "Directory Information" may be disclosed for the remainder of the semester. A new form for non-disclosure must be completed and filed with the Office of the Registrar each semester or summer session.

I have carefully read the above and request that the following specific items of "Directory Information" not be disclosed by the College without my prior written permission:

Term (circle one): Fall Spring Summer 19__

Soc. No. _____ Typed or Printed Name _____

Date _____ Student's Signature _____

Form 001 (Revised 5/94)

Adopted June 19, 1990 (90-06-85)

Revised August 23, 1994 (94-08-119)

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Policy Section	
6.3.9.	POLICY ON FRAUD

Approval Date: May 13, 1991

WHEREAS the President and the College Administration feel there is a need to adopt a policy on fraud, and

WHEREAS the President is recommending that the following policy on fraud be adopted by the Board of Trustees, and

WHEREAS the Board of Trustees has met as a Committee-of-the-Whole and discussed this problem, now, therefore, be it

RESOLVED that the Board of Trustees hereby approves the adoption of the following policy on Fraud:

BOARD OF TRUSTEES POLICY ON FRAUD

If in the course of reviewing a student's information, the school has reasonable grounds to believe that in applying for aid, the student has engaged in fraud or other criminal misconduct such as: the use of false identities, forgery of signatures or certifications, and false claims of income, citizenship, or independent student status, the College will seek immediate repayment for all financial aid received, to date, by the student. No refunds will be issued. The Dean for Student Development will be notified immediately to contact the student, and may take action, up to and including permanent suspension and notification to the U.S. Department of Health and Human Services, the Education Office of the Inspector General, and the State or local law enforcement agency that has jurisdiction to investigate the matter.

Adopted May 13, 1991 (#91-5-69)



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Policy Section	
6.3.10.	CODE OF CONDUCT DUE PROCESS HEARING AND APPEALS PROCEDURES FOR STUDENTS

Approval Date: June 18, 2007

A. REPORTING MISCONDUCT

1. Charges for violations of the student code may be initiated by a campus community member (faculty, student, staff, and administrator) or by an on-campus visitor. Retaliation against the person reporting the violation is strictly forbidden and will result in disciplinary action.
2. Code violations (except charges of sexual harassment) are to be filed in writing within the semester of occurrence with the Associate Dean of Student Services, hereafter referred to as the Associate Dean, or designee who will review the complaint and make a determination whether to proceed with disciplinary action. If the determination is to proceed, the Associate Dean will notify in writing the student of the charges within seven and no more than 21 days from the original complaint. Sexual harassment complaints should be made to the Affirmative Action Officer within the reporting time limits contained in the Sexual Harassment Policy and Complaint Procedure.

B. STUDENT DUE PROCESS HEARING

The Associate Dean will convene a hearing with the student.

1. The student shall have the right to plead his or her innocence and to present evidence or witnesses to that end.
2. The student shall have the right to seek the assistance of another student, faculty, or staff member in the representation of his or her defense. A student may not be represented by legal counsel.
3. The Associate Dean will render a verbal decision at the hearing or a written decision no later than five days thereafter.
4. Warnings, if issued, will stipulate specific beginning and ending dates.



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C. SANCTIONS

Sanctions may include, but are not limited to, oral and written warnings, probation, probation with a limitation of college activities, restitution, community service, suspension, and dismissal.

D. APPEALS

In those cases where the Associate Dean renders a formal disciplinary decision, the student shall have the right to appeal the decision of the Associate Dean to the Vice President of the College or the Vice President's designee. All such appeals must be in writing and filed within five business days of the notification of action, that is warning, probation, suspension, dismissal or other sanction. In those cases where a designee of the Associate Dean has rendered a decision, appeals will be filed in writing to the Associate Dean within five business days of the action. All appeals will receive a response within ten business days. The decision of the Vice President, Associate Dean or designee shall be final. The student shall not have the right of an in-person appeal.

E. EXPEDIENT AUTHORITY

1. Interim suspension: In the event a behavior represents, in the judgment of the Associate Dean, a danger to the campus community, the Associate Dean may suspend a student and declare the student persona non grata from the campus pending the convening of the Student Due Process Hearing. In all cases the student will be entitled to a hearing.

2. Removal from class: Should a faculty member determine that a student's behavior in a particular class is disruptive such that the normal purpose of the class cannot be fulfilled, then the faculty member may direct that the student leave the class. Should the student refuse the directive to leave, the faculty member may call Security to have the student removed from class. At the conclusion of the class, the faculty member will file a written report with the Associate Dean who will schedule a meeting with the student. The student may not return to class until he or she has met with the Associate Dean. Should mediation not be successful the Associate Dean will initiate a Student Due Process Hearing as appropriate to the circumstances.

F. OFF CAMPUS JURISDICTION

Violations of local, state, or federal laws, if committed off-campus, shall be the subject of college disciplinary action when, in the judgment of the Associate Dean, it represents a



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danger to life, welfare, or property of members of the College community. The Associate Dean may choose to impose an interim suspension and a declaration of persona non grata pending the outcome of criminal process; however, the student shall be provided the opportunity for a Student Due Process Hearing subsequent to the finalization of the criminal process or, at the election of the student, during the pendency of the criminal matter.

Adopted June 18, 2007 (07-6-72)



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Policy Section	
6.3.11.	PROHIBITION ON MARKETING OF CREDIT CARDS

Approval Date: June 24, 2008

WHEREAS New York State Education Law § 6437 requires that the College have a policy in place prohibiting the marketing of credit cards on college campuses to students unless certain restrictions are placed on said marketing, and

WHEREAS the President of the College is required to certify to the New York State Education Department the College's compliance with the Education Law prohibition by July 1st, 2008, and

WHEREAS the College has no current plan to allow a credit card marketing program directed toward students on campus, now, therefore, be it

RESOLVED that the Board of Trustees Board Policy is hereby supplemented to include the following: Board Policy Prohibiting the Marketing of Credit Cards On Campus- The advertising, marketing, or merchandising of credit cards on the College Campus to students is hereby prohibited.

Adopted June 24, 2008 (08-6-93)



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Policy Section	
6.3.12.	STUDENT ATHLETE CONDUCT POLICY

Approval Date: September 15, 2009

WHEREAS, the Athletic Department at SUNY Ulster adheres to the same vision and mission statements of the College, and

WHEREAS, the Athletic Department strives to produce athletes who rise to the challenges of both the physical competition and academic expectation given them, and

WHEREAS, the Athletic Department demands a high level of conduct for all student-athletes during the off season as well as in season, and

WHEREAS, William Ryan Jr., College Attorney has reviewed this proposed policy, now, therefore, be it

RESOLVED, that the Board of Trustees adopts the attached as SUNY Ulster's Student-Athlete Conduct Policy, and be it

FURTHER RESOLVED, that the Student-Athlete Conduct Policy be periodically reviewed and updated with respect to any future changes to SUNY Ulster's Code of Conduct or NJCAA's rules and regulations.

STUDENT-ATHLETE CONDUCT POLICY

As a representative of SUNY-Ulster and the intercollegiate Athletics Department, the following are basic expectations required for your participation. Failure to uphold these expectations and standards may jeopardize your participation.

- Conduct yourself in a mature and responsible manner at all times. You will be expected to display respectful behavior towards all members of the college and extended community. This includes faculty, staff, coaches, teammates, officials, and opposing teams.
- Attend classes in accordance with the instructor's attendance policy, complete and submit assignments on time and achieve passing grades on all required tests, projects, and



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papers. Always be attentive in class and put forth the effort required to succeed. Realize that academics take priority over all athletic related activities.

- Be truthful and honest in all your communications with faculty and staff. This includes information compiled on the NJCAA Eligibility Affidavit. Failure to truthfully report information on the NJCAA Eligibility Form, by rule, renders you ineligible for competition.
- Be aware of the time requirements for practices and games and plan accordingly. Be proactive in managing your class schedule to avoid game and class conflicts.
- Take advantage of the services and facilities available to you. Discuss your goals with your coach and your academic advisor. Become familiar with the Library, the Learning Center, the Computer Labs, and Student Services.
- Avoid situations and circumstances that could result in legal disciplinary proceedings.

I have read the Student-Athlete Conduct Policy. I understand the expectations and assume personal responsibility for my actions.

Student Signature _____ Date _____

Head Coach Signature _____ Date _____

Athletic Director Signature _____ Date _____

Adopted September 15, 2009 (09-9-143)



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Policy Section	
6.4	ALUMNI ASSOCIATION

Approval Date: November 27, 1973

WHEREAS an Alumni Association has been formed at Ulster County Community College, and

WHEREAS the Association has as its objectives (a) to establish and strengthen the bond between the College and the Alumni; (b) to advance the ideals of the College; (c) to act as a clearing house for Alumni sentiment and an interchange of Alumni ideas; and (d) to serve the College by ways and means to be mutually determined by the Alumni, the College Administration and the Student Association, and

WHEREAS the Board of Trustees of Ulster County Community College strongly encouraged the establishment of an Alumni Association and desires to support its growth, now, therefore, be it

RESOLVED that the Board of Trustees of Ulster County Community College hereby formally recognizes the Ulster County Community College Alumni Association and lends support to its endeavors in reaching its objectives, and be it further

RESOLVED that a copy of this resolution be transmitted to the Alumni Association.

Adopted November 27, 1973 (73-11-107)



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Policy Section	
6.5	RECOGNITION OF ACADEMIC SENATE

Approval Date: September 6, 2000

WHEREAS, it is appropriate and good for the College to involve teaching faculty directly in assisting the administration and the Board of Trustees in the formulation of academic policies, and

WHEREAS, a committee representing the full-time teaching faculty spent the past spring and summer developing a Constitution of the Academic Senate of Ulster County Community College, and

WHEREAS, the full-time teaching faculty as a whole voted in favor of this Academic Senate Constitution, and

WHEREAS, the Acting Vice President and Dean of Faculty recommends, and the Interim President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committee has met and concurs, now, therefore, be it

RESOLVED, that the Board of Trustees accept this document and lend their support to the belief that professional involvement in the governance of an institution of higher education is desirable and will prove beneficial to Ulster County Community College.

Adopted September 6, 2000 (00-9-135)

Revised May 21, 2002 (02-5-187)

Amended (02-12-247)

Revised May 2004 (04-5-56)

Revised July 2007 (07-10-122)

Revised (10-12-132)

Revised (14-5-79)

Revised (14-12-163)



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Policy Section	
6.6	ACADEMIC SENATE – ACADEMIC HONESTY POLICY

Approval Date: May 17, 2016

WHEREAS, the Faculty approved the attached Academic Honesty Policy as drafted by the Academic Standards Committee of the Academic Senate on March 9, 2016, and

WHEREAS, the Vice President for Academic Affairs and the President concur, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met and concur, now, therefore, be it

RESOLVED, that the Board of Trustees hereby approves the attached Academic Honesty Policy.

Student Academic Honesty

Student Responsibilities

Academic honesty means that students are expected to do their own work and follow the rules regarding acts such as cheating and plagiarism. It is the student's responsibility to maintain academic honesty. That is, ignorance of the standards of academic honesty is not an acceptable excuse for breaking these standards

Academic dishonesty - breaking the standards of academic honesty - is taken very seriously by the College. Breaking the rules of academic honesty will result in immediate disciplinary consequences.

Academic dishonesty includes, but is not limited to, the following actions:

1. Cheating on examinations or quizzes. Examples include (a) referring to materials that the instructor has not allowed to be used during the test, such as textbooks or notes or websites; (b) using devices the instructor has not allowed to be used during the test, such as cell phones, text messages, or calculators; and (c) copying from another student's paper or asking another student for an answer.
2. Plagiarism. Plagiarism means the use of words or ideas that are obtained from other sources without giving credit to those sources. Not only do quotations have to be



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referenced, but also any use of the ideas of others, even if expressed in the student's own words, must be referenced. The College has a service to check for plagiarism. Any student paper can be submitted for this plagiarism check.

3. Submission of work that is not entirely the student's own work. Having another person write a paper or parts of a paper is one example of this offense; allowing another student to copy test answers is another example.
4. Theft or sale of examinations, falsification of academic records, and similar offenses.
5. Submitting work to more than one class without the permission of the second instructor. For example, a student who submits to a class a paper previously turned in to another class is in violation of academic honesty, unless the second instructor has given permission.
6. Unauthorized duplication of computer software or print materials. For example, turning in a term paper downloaded from a website is a violation of academic honesty.
7. Influence. A student should not attempt to get an instructor to change a grade or record for any reason except achievement. For example, trying to get an instructor to change a grade because of personal hardship, or because of a bribe, is a violation of academic honesty.
8. Practice of any other form of academic dishonesty not included in this list.

Judicial Procedures

In all cases, the objective is to provide fundamental fairness to the student. It is the responsibility of the instructor to present adequate evidence in support of charges of academic dishonesty.

Disagreements between students and instructors are usually resolved on an informal basis. However, the College provides formal avenues to address instances where informal resolution of a disagreement is not possible. These formal procedures are not intended to replace informal channels, and every attempt should be made to explore the informal avenues before escalation to more formalized procedures.

These procedures in no way reduce the traditional responsibility and authority of faculty members in establishing academic standards and procedures for their courses.

A. Informal Level

1. An instructor who suspects that academically dishonest behavior has transpired is expected to discuss his or her concerns with the student(s) in question within three business days



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of becoming aware of the issue. The student and the instructor will attempt to resolve the issue in a mutually acceptable manner.

2. If the student and teacher are unable to resolve the issue in a mutually acceptable manner, the student may contact the appropriate Department Chairperson within three business days. A meeting will be set up between the student, instructor, and the appropriate Department Chairperson to discuss the perceived incident of academic dishonesty in an attempt to resolve the issue in a mutually acceptable manner. If the faculty member who suspects that academically dishonest behavior has transpired is the Department Chairperson, then step A2 at the informal level will be bypassed and the process will move directly to the formal level.

B. Formal Level

1. If the issue remains unresolved after the student meets with the instructor and appropriate Department Chair (see A2 above), the student will contact the Chairperson of the Academic Standards Committee and express his or her concerns within three business days of the meeting with the Department Chair. The instructor will then be asked to prepare a written statement detailing the perceived case of academic dishonesty within three business days. The Academic Standards Committee Chairperson will immediately forward copies of the instructor's written statement to the student, who will be required to respond in writing. The student must respond to the instructor's statement within three business days of receipt. Failure to do so will result in the forfeiture of the student's right to contest the penalty imposed by the instructor.
2. Upon receiving the students' response the Chairperson of the Academic Standards Committee will forward all documents to members of the Academic Honesty Review Committee. The Academic Honesty Review Committee will meet within three business days of receiving all written letters and review the documents. Only faculty who have no prior involvement with the student concerning this appeal may sit on the Academic Honesty Review Committee to review the evidence of this particular case.
3. The Academic Honesty Review Committee will be a standing committee consisting of three members, and an alternate, in addition to the chairperson. The Chairperson of the Academic Standards Committee will act as the Chairperson of Academic Honesty Review Committee and is a nonvoting member whose role is to facilitate the meeting. The three voting members of the committee will be drawn from the library and/or teaching faculty.



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4. After carefully reviewing the documents, the Academic Honesty Review Committee will invite the student and instructor to be present at a meeting, which will be held within five business days of receipt of the documents to consider the issue addressed in the written documents.

The student and the faculty member may elect to have an advocate of his or her choice present at the meeting. Advocates will be limited to SUNY Ulster faculty, staff, and students. The advocates are present to witness the meeting and provide moral support; they are expected to neither speak for, nor coach, the parties involved in the dispute.

The Academic Honesty Review Committee's written recommendation, along with all pertinent supporting material, will be forwarded immediately to the Vice President of Academic Affairs. A member of the Academic Honesty Review Committee will be designated to deliver these documents and to be available to answer any questions that the Vice President of Academic Affairs may raise concerning the Committee's recommendation. All members of the Academic Honesty Review Committee will receive a copy of the recommendation sent to the Vice President of Academic Affairs.

The Vice President of Academic Affairs will review the Academic Honesty Review Committee's recommendation along with the documents of the student and the faculty member. Within three business days of receipt, the Vice President of Academic Affairs will render a decision and report his or her findings in writing to the student, the faculty member, and the Department Chairperson. The Vice President of Academic Affairs will send copies of his or her final decision to the Academic Honesty Review Committee, the student, the faculty member, and the Department Chairperson. The rendering of the decision by the Vice President of Academic Affairs is the final step in the Academic Honesty Review Process of the College.

A list of all reported acts of academic dishonesty which proceed to the formal level of resolution will be archived in the Vice President of Academic Affairs office. If the issue has been resolved informally the instructor may, at his or her discretion, report the act of academic dishonesty to the Vice President of Academic Affairs office for inclusion in the archived list of reported acts of academic dishonesty.

Penalties

Depending upon the circumstances, any first offense will result in one of the following actions:

- A failing grade for the assignment or examination,
- A failing grade for the course, or



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- Suspension or dismissal from the program.

Any second offense may result in dismissal from the College for a period of time not less than one calendar year.

Adopted May 17, 2016 (16-5-64)