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**Class of  
2010**

**Planner  
+  
Handbook**  
2009-10

**SUNYUlster**  
Start Here Go Far

# **Student Handbook**

## **General Information**

### **Accommodations & Services for Students with Disabilities**

Student Support Services

VAN 247

687-5131

SUNY Ulster's faculty and staff are aware of the needs of those with disabilities. All of the classrooms on the Stone Ridge campus are wheelchair accessible. Elevators throughout the campus offer students access to all levels of the campus. Many of the restrooms are designed to accommodate those with disabilities. Several public telephone stations are positioned at a convenient level for wheelchair occupants. The College also has telephones available for the hearing impaired. Parking lots offer preferred parking spaces for vehicles displaying the symbol for the disabled. Campus parking stickers for students with disabilities are issued by Campus Security located in Hasbrouck Hall (first floor). The College will assist eligible students with the process of acquiring textbooks in alternate/accessible formats. Students will need to provide disabilities documentation and should request these services early, so the College can make the necessary arrangements.

The College is in communication and works with such outside agencies as Vocational and Educational Services for Individuals with Disabilities (VESID), the Mental Health Association in Ulster County, Ulster County Mental Health, and the New York State Department of Labor. Furthermore, students with disabilities can take advantage of Student Support Services, a TRIO grant program that, as part of its mission, coordinates academic accommodations for participants. Students who plan to request academic accommodations should visit or call the Student Support Services Office.

### **Advisement**

After matriculated students, both full- and part-time, have registered for the first time in a program of study, they are assigned an academic advisor. Students should consult with their advisors on career and educational plans, transfer possibilities, and concerns about academic difficulties, discussions with advisors should also focus on appropriate course selection and registration enabling the student to reach their academic goals.

Before the end of each semester, there is a 4-week registration period for continuing students only. This is the time students schedule appointments with their academic advisors to plan and register for the next semester's schedule of classes. Students are sent a letter at the beginning of each semester with their academic advisor's name, and contact information. Student may also find out who their advisor is by asking the secretary of the department in which their program is located or by inquiring in the Registrar's Office.

### **Bookstore**

VAN 149

687-5085

The Bookstore at SUNY Ulster, operated by Follett Higher Education Group and located in the Student Life Center in Vanderlyn Hall, carries all required texts and supplies, as well as a wide selection of general reading, children's, reference, and sale books. Also stocked are stationery items, campusware, college insignia items, gifts, and art supplies. The bookstore accepts all major credit cards and checks with ID (minimum charge, \$10.00) or cash.

During the first week of the regular semester, the bookstore will be open from 8:00 a.m. to 8:00 p.m., Monday through Thursday; 8:00 a.m. to 5:00 p.m., Friday; and 9:00 a.m. to noon, Saturday. The second week the hours will be 8:00 a.m.-5:00 p.m., Monday through Friday. Thereafter, the hours are 8:00 a.m. to 4:00 p.m., Monday through Thursday; 8:00 a.m. to 2:00 p.m., Friday; and closed on Saturday. The BRC will have bookstore evening hours during the first week of classes.

To order books online, go to [efollett.com](http://efollett.com). Have your course schedule with you to facilitate ordering.

### **Bulletin Boards**

VAN 119

All items must be approved by Student Services before being posted on campus bulletin boards. At the BRC, see the site coordinator.

### **Bus Service**

Bus service is provided throughout Ulster County to the College. Current bus schedules may be obtained from the Campus Security Office. Prepaid semester bus passes are available, and there is a program for free bus passes for eligible families. Additional information may be obtained by calling Ulster County Area Transit (UCAT) at 845: 340-3333 or checking their website at [www.co.ulster.ny.us/ucat/](http://www.co.ulster.ny.us/ucat/).

### **Business Resource Center**

The following services are offered through the Office of Continuing and Professional Education and the College's Business Resource Center (BRC): Ulster County Community College's Main Extension Site

The College's main extension center is located in the Business Resource Center in Kingston. At that site, the College provides an array of day, late afternoon, evening, and weekend credit classes.

#### *Office of Continuing and Professional Education*

Headquartered at the BRC, this office offers a variety of professional and continuing education courses throughout the year. These include industry-recognized certification training programs; courses approved for continuing education units for licensed professionals such as engineers and architects; courses focusing on current technologies and professional skills; and personal enrichment. Topics include clean energy technology and sustainability, facility management, real estate, various computer software, medical careers, home inspection, gardening, dance, cooking, crafts, fitness, languages, sports, health, and many others. Courses are conveniently scheduled for days, evenings, and weekends, either at the Stone Ridge Campus or at the Business Resource Center.

Continuing and Professional Education also provides driving programs including Defensive Driving, Motorcycle Safety, Five-Hour Prelicensing, Driver's Education, and Drinking Driver Education. Participants in the Defensive Driving class learn to prevent and avoid accidents through techniques developed and updated by the National Safety Council and approved by the New York State Department of Motor Vehicles. This 6-hour class, held in the Business Resource Center or on the Stone Ridge Campus, allows students to save 10% on auto liability, no-fault, and collision insurance premiums for 3 years. Students also receive a reduction of up to 4 points on your driving record toward points accumulated prior to class completion. Phone 339-2025 to register for this and for other driver's education options.

### *Bookstore*

The bookstore will be set up to sell books for the classes that are offered at the BRC. The days and times will be posted. Call 687-5061, 687-5085, or 339-1322.

### *Class Cancellation*

Weather conditions may necessitate canceling or delaying classes. If classes are canceled, administrative offices will remain open. The College will close only when the Ulster County Legislature chairperson declares a state of emergency and closes all county facilities. Announcements of delays and cancellations will be on area radio and TV stations as well as the College's portal, My.SUNYUlster.edu. Inclement weather cancellations will be announced by 7:00 a.m. for day classes and by 4:00 p.m. for evening classes.

### *Computer Lab*

Room 204 lab hours will be posted on the door and at the front desk each semester and are subject to change. The lab is available to all current students, faculty, and staff. In order to gain access to the lab, a SUNY Ulster ID must be presented at the security desk.

### *Copy Machine*

A copy machine near the front desk is available for student use. Copies are available for 15 cents each.

### *Emergency*

Anyone needing to contact students who are in class at the BRC, can call 339-1322. It is helpful for the caller to have the correct course name and/or room number of the class in which the student is enrolled. First aid kits are available. See security at the front desk.

### *Evacuation Procedures*

Please leave the building immediately through the nearest emergency exit and take your personal belongings with you.

### *Library Books*

If library books are not overdue, they may be returned to the BRC front desk.

### *Reserved Materials*

If required by an instructor, reserved materials will be available at the BRC front desk or at the main campus.

### *SBDC*

The Mid-Hudson Region Small Business Development Center (SBDC) provides no-cost, one-to-one professional business counseling and technical assistance to new and existing businesses. Award-winning SBDC counselors assist with business plan development, financial and market analysis, location of funding sources, strategic planning, and other business-related services. Counselors also conduct data searches and assist clients in identifying product, market, and business trends. The center offers specialized training in business-related topics. Since 2001, the Mid-Hudson SBDC has ranked number one in economic impact for the region among all 25 SBDC centers in New York State. The center is partially funded by the SBA and is part of the SUNY system and of SUNY Ulster. SBDC services are available to SUNY Ulster students who are interested in starting or developing their own businesses.

### *Student Services*

Representatives from SUNY Ulster's Student Services Office occasionally meet with students at the BRC. Meetings are scheduled by appointment made through the Student Services office. Please call 687-5041.

### *SUNY Ulster Identification Cards*

SUNY Ulster identification cards are required as an ID for library usage, BRC computer lab usage, financial aid identification and disbursements, transcript requests, and for reduced rates on College events. See security at the front desk.

### *Tutoring*

Tutoring is available at the BRC in rooms INC 109 and INC 111. Days and times will be posted on the office doors. The rooms are located off the front lobby. Ask at the front desk for directions.

### *Miscellaneous*

Watch for announcements of upcoming events during the semester. Staff at the front desk are able to answer any questions, and provide assistance.

## **Campus Public Safety**

HAS 133 (lower Hasbrouck Lobby) 687-5023 Office  
687-5221 Emergency Line; Director's Office, HAS 134 687-5053

SUNY Ulster has been extremely fortunate in remaining relatively free of crime. The College has been informed or aware of only one reportable crime since 2005 relating to illegal weapons possession. In addition there were two liquor law violations in 2008 which resulted in campus disciplinary action. All three incidents were handled promptly and resolved by Campus Public Safety with assistance from local law enforcement. No reports have been received regarding sexual, hate/bias, or violent crimes over the last three years. For more detailed information, please see the following section on Crime Statistics. Campus Public Safety personnel, comprised of both armed Peace Officers and unarmed Public Safety Officers patrol the entire campus on a regular basis, 24 hours a day, seven days a week. Additional Public Safety personnel are also assigned to cover special events on campus.

Outdoor blue-light emergency phones and call boxes at various locations on campus provide immediate access to the College's Department of Public Safety. These boxes are indicated by a blue light displayed 24 hours a day and are operated by pushing a button for automatic dial connection to Public Safety officers on duty.

SUNY Ulster places a high priority on the safety and well-being of its students, faculty, staff, and visitors. A safe and secure environment can be achieved only through the cooperation of all members of the campus population. With this collaborative effort in mind, anyone witnessing a criminal act, an emergency situation, situations that appear to have the potential for criminal activity, or emergencies, should go immediately to any College telephone or blue-light outdoor voice box and call Campus Public Safety. Emergency call boxes are also located at various points throughout the interior of all academic buildings.

The College's Department of Public Safety investigates criminal offenses for possible prosecution and notifies the campus community of any situations that pose threats to the safety and well-being of the population through some or all of the following media: The Slate (student newspaper); posters and Campus Alerts; the media of Ulster County; College website.

Most campus facilities are open to the public during the day and evening hours when classes are in session. The general public can attend cultural and recreational events on campus with access limited to the facilities in which these events are held.

At night and during the times that the campus is officially closed, buildings are locked and only faculty, staff, and some students with proper identification are admitted. Campus employees with assigned offices are issued keys and are responsible for reporting missing and stolen keys.

Campus Public Safety personnel receive specialized training including first aid, legal updates, and other security and safety topics. Campus Public Safety personnel are also required to maintain their registered status with the New York State Security Guard Program through the New York State Department of State. Select members of the Department of Public Safety are sworn Peace Officers in accordance with New York State Division of Criminal Justice Services standards and are armed.

The College Department of Public Safety forwards crime reports to the Ulster County Sheriff's Office under a written agreement required by the Title II Crime Awareness and Security Act (Clery Act). The Ulster County Sheriff's Department and the New York State Police provides investigative and other support to the College Department of Public Safety. This includes assistance with reporting information through state and national information systems through appropriate law enforcement agencies. The Department of Public Safety has a working relationship with the New York State Police and the Ulster County Sheriff's Office and routinely shares crime information. Crime reports and related statistical information are also entered into the SUNY Campus Crime Information System for statistical purposes.

All members of the College community are expected to assume responsibility for their own personal safety and for the security of their personal belongings by taking common-sense precautions. Students, faculty, staff, and visitors should be on the alert for unusual incidents or individuals entering unauthorized areas of the campus and College buildings, and should report such immediately to the College Department of Public Safety.

Emergency procedure instructions are posted in all classrooms, student life areas, academic offices, and administrative offices.

### *Crime Statistics*

Campus crime statistics can be viewed on the SUNY Ulster website or can be requested from Campus Public Safety at 687-5053. They can also be viewed on the United States Department of Education's website at [ope.ed.gov/security](http://ope.ed.gov/security).

### *Escort Service*

SUNY Ulster illuminates its parking lots during evening hours until midnight. However, caution should be used when leaving an evening class or event. Those wishing an escort to their cars after dark should contact Campus Public Safety at extension 5221 or 687-5221, or use a blue-light call box; you will be speaking directly to Public Safety. If needed during normal hours, 8:00 a.m.-4:00 p.m., call 687-5000 and ask the operator to contact Public Safety to meet you at the location you specify.

### *Lost & Found*

A lost and found collection is maintained in the Department of Public Safety. Articles are retained for 30 days before disposal.

### *Parking Permits*

All vehicles brought on campus on a regular basis must be registered with the Public Safety office (HAS lobby). Students may be parked in parking lots D, E, and F. Student parking spaces are outlined in white paint. Students may not park in any restricted parking space, marked by yellow lines.

### *SUNY Ulster Identification Cards*

SUNY Ulster I.D. cards can be obtained any day the campus is open in normal session between 9:00 a.m. and 3:00 p.m. at the College's Department of Public Safety office located in the lower lobby of Hasbrouck Hall. Arrangements can be made to issue cards in off hours and on weekends by contacting Public Safety at 687-5023. I.D. cards are needed to check out books from the College Library, receive financial aid payments, gain entry to computer labs and secure classrooms and receive discounts for various college events. Students are required to be in possession of their Student I.D. cards at all times while on campus and should be prepared to produce said document to any College official upon their request.

### **Career & Job Services**

VAN 119  
687-5041

Career & Job Services provides assistance to students and community residents in making informed career decisions and in conducting a job search. A comprehensive computerized career guidance program (Choices) and current career information are used to help individuals identify their unique qualities and research career options. Individuals seeking employment can receive assistance with writing job-search letters, practicing interview skills, and searching for job opportunities. Current students interested in working part-time on campus as student aides should contact 687-5041 (VAN 119) for information regarding available positions. For further information check the website at [sunyulster.edu](http://sunyulster.edu).

### **Children's Center**

The Children's Center serves children between the ages of 6 weeks and 5 years old. The program is licensed by the New York State Office of Children and Family Services. The center operates during the Fall and Spring semesters from 7:30 a.m.-5:00 p.m. and is also open during Summer Session. The Children's Center offers an educational preschool and childcare program designed to meet the developmental needs of the children served. Much emphasis is placed on the value of play in learning and socialization opportunities. The caring staff ensures positive experiences for all children within a safe environment.

Because the program has a waiting list, interested parents should sign up for future placement. In order to enroll, a recent medical examination and immunization record are required. A fee schedule is available at the center; a limited number of childcare tuition subsidies are offered through a SUNY grant for low-income families. Those who are interested in enrollment should stop in or phone the Children's Center at 687-5257.

### **Counseling Services**

VAN 119  
687-5192

[farinal@sunyulster.edu](mailto:farinal@sunyulster.edu)

Through the Student Development Center, VAN 119, students are provided with short-term counseling for issues involving mental health, alcohol or substance abuse, careers, and life skills. When needed, referrals are made to outside agencies. For a referral or appointment, phone Linda Farina at 687-5192 or e-mail [farinal@sunyulster.edu](mailto:farinal@sunyulster.edu).

You can also go to the Student Development Center, VAN 119. If it's an emergency, call SUNY Ulster Security at 687-5221 or call 911 for off-campus emergency services.

## **Delays & Cancellations**

Weather conditions may necessitate canceling or delaying classes. If classes are canceled, administrative offices will remain open. The College will close only when the Ulster County Legislature chairperson declares a state of emergency and closes all county facilities. Announcements of delays and cancellations will be on area radio and TV stations as well as the College's portal, My.SUNYUlster.edu

## **Emergency Procedures**

### *Medical Assistance*

In case of an emergency, dial 911. Call Security at Ext. 5221 or use Emergency Call Box. All medical related incidents should be reported to the College Nurse and Public Safety office.

### *Fire Emergency*

Pull fire alarm. Leave building using nearest exit. If time permits, close all doors as you leave. Call 911 and Public Safety (687-5221) from a safe location and state clearly the nature and location of the fire. Move to a safe distance from the fire.

### *Evacuation*

Leave building via nearest exit. If time permits close all doors as you leave. Move away from the building.

### *Classroom Disturbance*

Call Security at Ext. 5221 or use an Emergency Call Box and state clearly the nature and location of your emergency.

### *Fire Drills*

New York State law requires that several unannounced fire drills and building inspections be conducted each year. All occupants of a building are required to comply with these procedures.

### *Campus Security*

Campus Security is on duty 24 hours a day. An added protection for those at the College during the evening hours is the system of outdoor voice boxes, indicated by blue lights throughout the campus. The voice boxes provide immediate access to Campus Security. An evening escort service is also available upon request.

## **Equipment for Student Use**

The following equipment is available for student use:

A FAX machine is available in the library, 687-5220. (FAX users are charged as follows: cover page, no charge; first two pages, \$2.50; each additional page, \$.50. Payment is made at the Student Accounts Office; the receipt must be shown at the library.)

The Open Computer Lab on the second floor of Hasbrouck Hall (HAS 220) on the Stone Ridge campus offers 50 Internet-ready computers with Windows Vista. The lab is available to current students, faculty, and staff. In order to use the lab, a current SUNY Ulster ID must be presented to the student aide on duty. During the academic year the lab is open from 8:00 a.m. to 8:00 p.m., Monday through Thursday; 8:00 a.m. to 5:00 p.m., Fridays; and 8:00

a.m. to 4:00 p.m. on Saturdays. Hours are subject to change during the summer and inter-session. Contact the Help Desk (687-5169) for more information. A computer lab at the Business Resource Center (BRC 204) offers 12 Internet-ready Windows Vista workstations, with hours subject to change; SUNY Ulster ID is required.

Wireless Internet is available to students throughout the Business Resource Center for students registered for classes during the current semester. In order to gain access to the wireless the student must register their computer upon their first login. Instructions are provided on an introductory page viewable through most common browsers. If you encounter problems you will need to present ID at the helpdesk in HAS 115 during Regular OIT business hours (8:00 - 5:00).

### **Evening Students**

Every effort is made to provide support services for evening students. The following services are available:

#### *Admissions*

The Admissions Office is open daily on the Stone Ridge Campus, Monday through Friday, 8:30 a.m. to 4:30 p.m. Appointments, scheduled in advance, are available during other evening hours. An admissions representative is available to meet with prospective students at Business Resource Center in Kingston on Thursday evenings from 4:30 pm – 6:30 pm. during the semester, by appointment.

#### *Cafeteria*

Cafeteria evening hours are Monday through Thursday from 5:00 p.m. to 8:00 p.m. during the Fall and Spring semester when classes are in session.

#### *Campus Security*

Campus Security is on duty 24 hours a day. An added protection for those at the College during the evening hours is the system of outdoor voice boxes, indicated by blue lights throughout the campus. The voice boxes provide immediate access to Campus Security. An evening escort service is also available upon request.

#### *College Health Services*

Hours are posted outside SEN 139, or phone 687-5246.

#### *Computer Lab*

The Open Computer Lab on the second floor of Hasbrouck Hall (HAS 220) on the Stone Ridge campus offers 50 Internet-ready computers with Windows Vista. The lab is available to current students, faculty, and staff. In order to use the lab, a current SUNY Ulster ID must be presented to the student aide on duty. During the academic year the lab is open from 8:00 a.m. to 8:00 p.m., Monday through Thursday; 8:00 a.m. to 5:00 p.m., Fridays; and 8:00 a.m. to 4:00 p.m. on Saturdays. Hours are subject to change during the summer and inter-session. Contact the Help Desk (687-5169) for more information. A computer lab at the Business Resource Center (BRC 204) offers 12 Internet-ready Windows Vista workstations, with hours subject to change; SUNY Ulster ID is required.

Wireless Internet is available to students in the Open Computer Lab (HAS 220), the Cafeteria, the Library and the Cafe in Hardenbergh, and throughout the Business Resource Center for students registered for classes during the current semester. In order to gain access to the wireless the student must register their computer upon their first login. Instructions are provided on an introductory page viewable through most common

browsers. If you encounter problems you will need to present ID at the helpdesk in HAS 115 during Regular OIT business hours (8:00 - 5:00).

### *Financial Aid*

The Financial Aid office is open Monday - Friday from 8:30 a.m. to 4:30 p.m. and on Tuesday evenings until 6:30 p.m. Evening appointments are available. FAFSA Federal Code for SUNY Ulster is 002880 - NYS TAP/Part-Time TAP/APTS Code is 2230

### *Library Facilities*

The library located on the Stone Ridge campus is open from 8:00 a.m. to 7 p.m., Monday through Thursday, 8:00 a.m. to 4:00 p.m. on Friday and 9:00 a.m. to 3:00 p.m. on Saturday. Holiday, summer, and intersession hours are announced and posted. Reference librarians are available when the library is open and can be contacted at 845-687-5208. Student I.D.'s, obtained from the Security Office, HAS 106, are required to borrow library materials.

Access to off-campus library services are found by logging in to the Portal, <http://my.sunyulster.edu> and clicking on the library tab. Services provided include databases containing full-text articles and reference sources, borrowing materials from other libraries, and the ability to email a reference librarian for assistance.

### *Registrar*

Regular hours are Monday-Friday, 8:30 a.m. - 4:30 p.m. Evening hours for the Registrar's Office are Monday through Thursday from 4:30 a.m. to 7:00 p.m. during the Fall and Spring semesters when classes are in session.

### *Student Accounts*

During the week prior to the start of a new semester and the first two weeks of the semester, the office is open Monday through Thursday from 8:30 a.m. to 6:30 p.m. and Friday from 8:30 a.m. to 4:30 p.m. After that, the office is open Monday through Friday from 8:30 a.m. to 4:30 p.m.

### *Student Services Center*

Evening appointments may be scheduled by calling 687-5041 for any of the services offered through the Student Services Center (VAN 119): counseling, transfer services, career and job referral services. For ACES (Academic Coaching for Educational Success), please call 687-5073.

### **Financial Aid**

VAN 105

687-5058

687-5172 – fax

[financialaid@sunyulster.edu](mailto:financialaid@sunyulster.edu)

The Financial Aid Office is open Monday Ð Friday from 8:30 a.m. to 4:30 p.m. The office is also open on Tuesday evenings until 6:30 p.m. during the Fall and Spring semesters. Evening appointments are available.

Application School Codes:

¥ FAFSA Federal Code for SUNY Ulster is 002880

¥ NYS TAP/ Part-Time TAP/APTS Code is 2230

Financial Aid programs available:

#### FEDERAL

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Academic Competitiveness Grant (ACG)

Federal Work/Study

Parent Loans for Undergraduate Students (PLUS)

Pell grants Perkins Loan

Stafford/Unsubsidized Stafford Loans

Supplemental Educational Opportunity Grants (SEOG)

Veterans benefits ([www.gibill.va.gov](http://www.gibill.va.gov))

#### NEW YORK STATE

[www.hesc.org](http://www.hesc.org)

Aid for Part-Time Study (APTS)

Educational Opportunity Grant (EOP)

New York State Awards and Scholarships

New York State Volunteer Recruitment Service Scholarship

Tuition Assistance Program (TAP)

Part-Time TAP

#### INSTITUTIONAL: SUNY ULSTER

[www.sunyulster.edu](http://www.sunyulster.edu)

College Scholars

Student Aide (employment)

Ulster Community College Foundation, Inc. Scholarships ([www.sunyulster.edu/foundation](http://www.sunyulster.edu/foundation))

#### **Food Service**

Next Generation maintains a full-service cafeteria in the Student Life Center in Vanderlyn Hall with a large variety of foods, including salad bar, wraps & sandwiches, homemade soups, grill items, and hot homemade entrees. The cafeteria is open from 8:00 a.m. to 2:00 p.m., Monday through Friday. Next Generation also provides light snacks in the Hardenbergh Hall coffee shop. The shop is open Monday through Friday, 8:15 a.m. to 12:15 p.m. In addition, vending machines are located in Vanderlyn Hall, Burroughs Hall, Hardenbergh Hall, Hasbrouck Hall, and the Senate Gymnasium.

#### **Health Services**

Senate Gymnasium (SEN 139)

687-5246

Health services are available to the College community when classes are in session. Any injury sustained on campus should be reported to this office. College Health Services offers first-aid treatment for illnesses and injuries, medical emergency care, blood pressure checks, AIDS information, health counseling, and pamphlets and information on a variety of medical and personal topics. The staff holds all discussions and treatments in strict confidence. A nurse is on duty from 8:00 a.m. to 4:00 p.m. when classes are in session.

#### **Housing**

SUNY Ulster does not currently have on-campus housing facilities. All arrangements for living quarters are the responsibility of the individual student. Rental information sent to SUNY Ulster is posted outside VAN 128.

## **Insurance**

Each full-time and part-time student at the College is insured under a mandatory student accident/sickness policy, which is financed by College insurance fees. Details concerning this policy are furnished to students at the time of registration. Additional information and accident insurance forms are available from the College Nurse, SEN 139.

## **International Students**

Students with an F1 visa and a form I-20 issued by Ulster County Community College are required to follow certain United States Customs and Immigration Services (USCIS) regulations governing enrollment, local address reporting, travel, and employment.

### *Full-time Enrollment*

F1 students are required to register for a minimum of 12 credits per semester (fall and spring). Some exceptions may apply to the first and final semesters of study. Students should consult Jennifer Murray in the Admissions Office before dropping a class or registering for fewer than 12 credits.

### *Online Study*

No more than 3 credits of online study may be counted toward an F1 student's 12 credit full time requirement.

### *Address Reporting*

The College is obligated to report each F1 student's current local address to the Student and Exchange Visitor's Information System (SEVIS). All F1 students must keep the Designated School Official (DSO), Jennifer Murray, informed of any change of local address.

### *Travel*

F1 students with plans to travel outside of the United States at any time during their study, including vacation breaks, must obtain a signature from the DSO. Although the form I-20 states that a travel signature is valid for one year; current practice and regulatory recommendations suggest that students obtain a new signature every six months. Students with international travel plans should register for at least 12 credits for the upcoming semester and request the signature well in advance of their planned departure date. Failure to obtain a valid travel signature may result in difficulty re-entering the United States in valid F1 stu

### *Employment*

F1 students have restricted employment opportunities. Students may be eligible to work up to 20 hours per week on campus during the semester. Students engaged in a credit-bearing internship may be eligible to receive payment. Students graduating with an Associate's degree may apply for up to 12 months of USCIS approved employment authorization. All students must discuss employment plans with the campus DSO, Jennifer Murray. Students engaged in unauthorized employment are in violation of F1 student status and must follow USCIS regulations to apply for reinstatement of student status.

Other non-U.S. citizen students are encouraged to visit the Admissions Office to learn about additional opportunities and community resources related to college planning and immigration information. Only F1 student data is reported to the USCIS SEVIS database. All international student inquiries are confidential.

All international students are encouraged to join the international students' club and engage in campus activities. Please contact Jennifer Murray at [murrayje@sunyulster.edu](mailto:murrayje@sunyulster.edu) or 845-687-1567 with any questions or concerns.

## **Internships**

VAN 119

687-5192

SUNY Ulster sponsors student internships in many fields. If you want to receive academic credit while gaining valuable professional work experience in today's competitive job market, this is a program for you. Most of these internships are unpaid; however, some are paid positions and/or include stipends. Internships can be arranged in most programs and fields of study offered at SUNY Ulster. We have over 250 internships to choose from, including hospitals, human service agencies, drug and alcohol rehabilitation centers, services for the elderly, counseling services for teens, schools, non-profit organizations, arts institutions, private sector businesses, local and state police agencies, corrections, district attorney's office, special investigations, government, theater production, music, television and film, and fitness clubs. Some of our placements have included MTV/VH1 and the Disney Corporation. The requirements for participation in the Student Internship Program are that you have at least a 2.0 GPA and 30 college credits completed, or by permission of the fieldwork coordinator. For further information contact Linda Farina, Office of Fieldwork and Internships, farinal@sunyulster.edu.

## **The Learning Center**

VAN 247

687-5039

The Learning Center offers a variety of learning resources and programs designed to assess and improve academic skills. The Center is located in Vanderlyn Hall and is open from 8:30 a.m. to 4:30 p.m. Monday through Friday. Holiday, summer, and intersession hours are announced and posted. Tutoring programs include:

### *The Peer Tutor Program*

The Peer Tutor Program provides one-on-one or small-group tutoring by subject. Peer tutors are students recommended by the faculty and hired by the Learning Center. Peer tutors have demonstrated an understanding of the course material and are willing to share their successful study strategies. Peer tutors are required to take the one-credit Tutor Training Seminar. Hours for tutoring are arranged by appointment. Students may request a peer tutor through the Learning Center. For more information, contact the Coordinator of Tutorial Services at 687-5111.

### *Times2: The Math Place*

Times2 (Times Squared): The Math Place is a math-tutoring center where students can improve basic math skills. Peer and professional math tutors are available to help students understand and apply mathematical concepts in courses ranging from Pre-Algebra through Calculus. Students can be tutored in any math course in which they are enrolled at SUNY Ulster. The Math Place has a variety of supplementary materials; however, students should bring all appropriate textbooks and class notes. Students are accommodated on a drop-in basis. Hours are announced and posted at the beginning of each semester.

### *The Writing Center*

Professional writing tutors are available to assist students with writing assignments. Assignments may come from any discipline in the College, not just English courses. The tutors give suggestions on grammar and syntax, as well as organization and content. No appointment is needed. Students are accommodated on a drop-in basis. To help tutors understand an assignment, students should bring as much information as possible about the assignment. The Writing Center is located in the Library. Tutors are generally available from 9:00 a.m. to 3:00 p.m. Monday through Thursday and 9:00 a.m. to 2:00 p.m. on Friday.

## Library

The Macdonald DeWitt Library is situated at the geographical center of the Stone Ridge campus. Its resources include books, periodicals, electronic journals, CDs, DVDs, online databases, laptops and 21 computer workstations. The Library subscribes to a large variety of online databases, most of which include full-text articles. Reference librarians are available to assist students with their research projects. Students can access databases remotely via the Library tab on the Portal. Wireless access is available to students in the library for use with their personal laptops or loaner laptops that can be checked out at the circulation desk.

The Library is a teaching library that promotes information literacy for students, faculty, and staff. Instruction is offered through credit courses, course-related sessions, and individual guidance in the use of information resources. During the academic semester, the Library is open from 8:00 a.m. to 7:00 p.m., Monday through Thursday; 8:00 a.m. to 4:00 p.m. on Friday; and 9:00 a.m. to 3:00 p.m. on Saturday. Holiday, summer, and intersession hours are announced and posted. The general public is welcome to use the library collection. Ulster County residents may obtain a library card upon request at no charge.

## My.SUNYUlster.edu

My.SUNYUlster.edu is your Student Information Portal. SUNY Ulster uses the portal as its primary means of communicating official college information. You can quickly and easily customize your portal to view the information you want to know about.

You can access the portal from anywhere you have internet access. You may enter the portal by going to <http://my.sunyulster.edu/>, enter your User Name and Password in the appropriate fields and click on Login. If you do not know your User Name and Password, click Reset Your Password on the login page, and follow the directions. For login assistance call 845-687-5169. To learn more about the Portal, contact Bea Hamilton, Student Technology Coordinator at 845-688-1989 for one-on-one training in the Macdonald DeWitt Library.

From the portal, students can access:

- my.sunyulster.edu email
- class schedules
- account information
- pay bills
- grades
- unofficial transcripts
- Financial Aid information
- campus announcements
- library databases
- campus events
- cafeteria information
- student services
- scholarship opportunities
- course content
- student groups
- school closings

## Online & Blended Courses

Major advances in technology have created new learning tools for educators and students. Online education takes advantage of these tools while offering students more flexibility in learning and scheduling.

The Distance Learning Program at SUNY Ulster provides a growing selection of fully online courses from departments across the curriculum. These courses meet exclusively or almost exclusively in the online environment and are often a good fit for students who are self motivated, organized, learn well from written text as well as audio and video presentations when available.

The Distance Learning Program also offers a growing number of blended courses. Blended or hybrid courses combine the traditional classroom experience and the online learning experience to create courses that reduce seat time while increasing flexibility, independent learning, and communication between students. These courses are often a good fit for students who prefer a combination of audio and visual learning and enjoy face-to-face interaction with their instructor and fellow classmates as well as opportunities to interact with course material and/or their class online.

To find out more about online courses at SUNY Ulster, check out “Will You Be Successful in an Online Learning Course or Program?” on the College website.

### **Scholarships**

CLI 208

687-5293

roserb@sunyulster.edu.

Through the Ulster Community College Foundation, Inc., scholarships are available for first-time entering students, students returning to SUNY Ulster, and students at SUNY Ulster who are graduating and transferring to four-year colleges. For an overview of Foundation scholarships that are available, visit [sunyulster.edu/foundation](http://sunyulster.edu/foundation). Descriptions on the website are for information only; specific scholarships are not to be indicated on your application. A selection committee will review all of the applications submitted and determine which scholarships each applicant may be eligible for.

In addition, there are several scholarships that require special applications. Please check the ‘Special Applications’ section of the website to see if you meet any of those criteria.

Returning and Transferring students are required to submit the Returning and Transferring application. If you are unable to print the application from the website or need additional assistance, call the Foundation office at 687-5293.

To be eligible for RETURNING scholarships, you must have completed 12 credits at SUNY Ulster by May 31 of the year in which you are applying, and plan to enroll for classes during the following academic year.

To be eligible for TRANSFERRING scholarships, you must have completed 60 credit hours, of which 30 credits must have been completed at SUNY Ulster by May 31 of the year in which you are applying, and you must plan to transfer to a four-year college during the next academic year.

The deadline for the RETURNING and TRANSFERRING application is the second Friday in February (February 12, 2010). The deadline to apply for ENTERING scholarships is June 1.

Scholarship opportunities are listed in the “Scholarship Deadlines” channel in [MY.SUNYULSTER.edu](http://MY.SUNYULSTER.edu). The channel is continuously updated throughout the year.

Essay Suggestions A one-page typed and signed essay must be submitted with the RETURNING and TRANSFERRING application. The essay should be not more than one page in length and should include:

1. Why you chose your major.
2. What your career goals are.
3. Description of your volunteer work, community service, or campus activities.
4. Why a scholarship would be helpful to you.

### **Smoke-Free Campus**

In accordance with Ulster County Law #9, SUNY Ulster is a smoke-free campus. Smoking is prohibited on the entire campus – inside and outside. We have trained smoking cessation staff on campus available to help those interested in quitting. Please contact Pat Cosenza, Nurse at 687-5146, Kathy Keyser, Counselor, RISE program at 688-6010, Todd Zeff, Director, RISE program at 687-5197 or Linda Farina, College Counselor at 687-5192. Visit our web site at <http://www.sunyulster.edu/SmokeFree> for additional information and help.

### **Student Organizations**

Student Organizations at SUNY Ulster offer options for a wide variety of interests. They are listed with the names of the organizations' advisors and contact information. Meeting times and locations are determined at the beginning of the semester.

#### **BIOLOGY CLUB**

Makajuma Mbogho  
687-5232  
mboghom@sunyulster.edu

#### **BUSINESS CLUB**

Robert Amundson  
687-5198  
amundson@sunyulster.edu

#### **CHILDCARE CLUB**

Mary Tarcza 687-5063  
tarczam@sunyulster.edu

#### **COMPUTER CLUB**

James Perry  
687-5252  
perryj@sunyulster.edu

#### **EARTH SCIENCE CLUB**

Dr. Robert Cassidy  
687-5224  
cassidyr@sunyulster.edu

#### **ENGINEERING CLUB**

Stephen Plumb  
687-5161; 657-7140 (off-campus)  
plumbs@sunyulster.edu  
steveplumb@compuserve.com

**ENVIRONMENTAL CLUB**

Karen Helgers  
688-1581  
helgersk@sunyulster.edu

**EVENTS PLANNING COUNCIL**

Kathy Meyer  
687-5047  
meyerk@sunyulster.edu

**IMPROV CLUB**

Jean Rose  
687-5149  
rosej@sunyulster.edu

**LGBTA**

Pamela Veach  
687-5226  
veachp@sunyulster.edu LGBTA@sunyulster.edu

**MUSIC CLUB**

Christopher Earley  
688-1949  
earleyc@sunyulster.edu

**NURSING CLUB**

Carol Mason, Lisa Moruzzi  
687-5289  
masonc@sunyulster.edu  
moruzzil@sunyulster.edu

**PHI THETA KAPPA**

Kathleen Bruegging  
687-5128  
breuggik@sunyulster.edu

**PSYCHOLOGY CLUB**

James Hobbs  
687-5243  
hobbsj@sunyulster.edu

**RECREATION & PHYSICAL EDUCATION CLUB**

Christine Zettler  
687-5249  
zettlerc@sunyulster.edu

**SUNY ULSTER BOOK CLUB**

Kari Mack  
687-5214, 687-5062  
mackk@sunyulster.edu

**SUNY ULSTER GARDENING CLUB**

Dr. Robert Cassidy  
687-5224  
cassidyr@sunyulster.edu

**SUNY ULSTER POETRY SOCIETY**

Tom Impola  
687-5110  
impolat@sunyulster.edu

**TOMORROW'S TEACHERS**

Kathleen Collins  
687-5117  
teachers@sunyulster.edu

**VET TECH CLUB**

Beth Alden  
687-5233  
aldenb@sunyulster.edu

**VISUAL ARTS CLUB**

Iain Machell  
687-5066  
machelli@sunyulster.edu

**Students in College Governance**

Associate Dean of Student Services  
VAN 247  
687-5288

Students are encouraged to participate in College governance. Opportunities exist to do so through the Student Government Organization, as an elected Student Trustee, as a member of the President's Cabinet, and by serving on one of the College's standing committees. Students are also recruited for membership in such important groups as the Ulster Community College Association and the Middle States Steering Committee.

**Student Government Organization (SGO)**

VAN 155  
687-5255

The Student Government Organization maintains a cooperative relationship among students, faculty, staff, and the outside community and works to ensure that the social needs and responsibilities of students are being met. Together with the College Association's Board of Directors, the SGO oversees student clubs and organizations. It also works with the Activities Programming Board to plan special social and cultural events. The College Association fee paid as part of tuition entitles each student to full membership in the SGO. SGO meetings are held every Wednesday at 1:15 p.m. in VAN 203A and are open to everyone.

# **Constitution of the Student Government Organization of Ulster County Community College**

## **PREAMBLE**

We, the students of Ulster County Community College, recognize the need for student government through which a cooperative relationship may exist among the students, faculty, staff and community. In order to provide a foundation in which the social responsibilities and needs of the individual students are provided for, and in attempting to pursue the aims and ideals upon which the College was founded, we do hereby establish the Constitution of the Student Government Organization (SGO).

## **NAME, MEMBERSHIP, AND ORGANIZATION**

The name of this body shall be the Student Government Organization (SGO) of Ulster County Community College. All credit-bearing students registered at UCCC are entitled to all of the benefits and privileges the organization may provide. The Student Government Organization shall be comprised of three branches: executive, legislative, and judicial.

## **ARTICLE I**

### **THE EXECUTIVE BRANCH**

#### **Section 1.01**

There shall be an Executive Council of the SGO made up of a: President, Vice-President, Treasurer, Secretary, and Student Trustee. These officers shall not be on academic probation and must have at least a 2.0 G.P.A. at the time of taking office.

Section 1.02 The Executive Council shall have the authority to establish requirements for recognizing student clubs and to establish requirements for the allocations of all student activity funds. The Executive Council shall prepare an annual budget for the SGO. The Executive Council shall accept all valid grievances from, and act as advocate for, the entire student body. The Executive Council shall take the appropriate actions necessary to resolve the concerns of the student body.

Section 1.03 There shall be a President of the SGO who shall be elected by the student body at large. He/she shall serve for a one-year term beginning one day after Commencement of the year in which he/she is elected, and shall continue in that office until the day of Commencement the following year. The President may only serve one term.

Section 1.04 At the time of his/her election and for the duration of his/her term, the President shall be a student registered at U.C.C.C. for no fewer than six credits per semester. He/she shall have completed no fewer than 24 credits at the time of taking office, or have attended at least 80% of the regular SGO meetings from the previous semester. Should the President fail to meet these qualifications at any time during his/her term, a vacancy shall be deemed to exist in that office.

Section 1.05 The President of the SGO shall be the official representative of the students of Ulster County Community College. He/she shall exercise all executive powers of a President of a student government in conformity with this constitution and applicable State law. Among the powers and responsibilities, but not by way of limitation, the President shall:

- A. provide leadership and direction for the Executive Council,
- B. preside over the Executive Council,
- C. enforce all legislation which requires executive action,
- D. fill all vacancies with the approval of the Executive Council,

- E. be an ex-officio member of all committees,
- F. appoint such committees as deemed necessary to carry out the functions of the SGO,
- G. have a minimum of four office hours posted per week,
- H. have the sole power to declare a special election,
- I. approve or disapprove all legislative acts of the Student Senate, and
- J. have no more than two consecutive absences from regular SGO meetings per semester.

#### Section 1.06

There shall be a Vice-President of the SGO who shall possess the same qualifications as the President of the SGO. He/she shall be elected by the student body at large and shall serve for a one-year term beginning on the day after Commencement, and shall continue in that office until the day of Commencement the following year. Should the Vice-President, at any time during his/her term, fail to meet these qualifications, a vacancy shall be deemed to exist in that office. The Vice-President shall assume the office of President should a vacancy be deemed to exist in that office.

#### Section 1.07

Consistent with this constitution and applicable State laws, the Vice-President shall:

- A. assume the duties of the President in his or her absence,
- B. serve on the Executive Council,
- C. have no more than two consecutive absences from regular SGO meetings per semester,
- D. have a minimum of four office hours posted per week, and
- E. preside over the Student Senate.

#### Section 1.08

There shall be a Treasurer who shall be elected by the student body at large. He/she shall serve for a one-year term beginning one day after commencement of the year in which he/she is elected, and shall continue in that office until the day of commencement the following year.

#### Section 1.09

The Treasurer shall have completed no fewer than 24 credits at the time of taking office, or have attended at least 80% of the regular SGO meetings from the previous semester. In accordance with this constitution, the Treasurer shall:

- A. keep records of all allocations of the SGO,
- B. supervise the expenditure of all funds in accordance with budget and allocation policies,
- C. call for all budget allocation requests,
- D. give a monthly account to the Executive Council and Advisor of all student allocations,
- E. have no more than two consecutive absences from regular SGO meetings per semester,
- F. serve on the Executive Council, and G. have a minimum of 2 office hours posted per week.

#### Section 1.10

There shall be a Secretary who shall be elected by the student body at large. He/she shall serve a one-year term beginning the day after Commencement of the year in which he/she is elected, and shall continue in that office until the day of Commencement the following year.

### Section 1.11

The Secretary shall have completed no fewer than 24 credits at the time of taking office, or have attended at least 80% of the regular SGO meetings from the previous semester. In accordance with this constitution, the Secretary shall:

- A. record the minutes of all SGO meetings,
- B. maintain a calendar of SGO meetings and events,
- C. maintain a record of all clubs' meetings and activities, including a list of officers and official club constitutions,
- D. have no more than two consecutive absences from regular SGO meetings per semester,
- E. serve on the Executive Council, and F. have a minimum of 2 office hours posted per week.

### Section 1.12

There shall be a Student Trustee who shall be elected by the student body at large. He/she shall serve for a one-year term July 1 in the year in which he/she is elected and shall continue in that office until June 30 the following year.

### Section 1.13

The Student Trustee must meet all qualifications set by the Board of Trustees of the College.

In accordance with this constitution, the Student Trustee shall:

- A. serve as a voting member on the Board of Trustees,
- B. act as the voice of the student body on the Board of Trustees,
- C. give monthly reports to the SGO,
- D. serve on the Executive Council, and
- E. have a minimum of 2 office hours posted per week.

## ARTICLE II

### THE JUDICIAL BRANCH

#### Section 2.01

There shall be a Judicial Council consisting of five students. They shall be appointed by the SGO President and approved by the Executive Council. These five students shall be judges who will serve during the year and continue in that office until the day of Commencement the following year. Members of the Judicial Council shall not be members of the Executive Council, nor shall any of them hold the office of President of any college club.

#### Section 2.02

The officers of the Judicial Council shall consist of one Chief Justice and four Associate Justices. The Chief Justice shall be selected by the members of the Judicial Council, and shall act as the spokesperson for the judicial branch of the SGO.

#### Section 2.03

The Judicial Council shall resolve all questions concerning this constitution, its bylaws, and College rules, and the regulations related to them. It shall hear any cases referred to it by the College administration.

#### Section 2.04

In the event that any officer of the Student Government Organization is charged with any form of misconduct, he/she may be subject to impeachment. Impeachment proceedings may be instituted by any student upon submission of a petition signed by no fewer than 50 members of the student body. The Judicial Council shall hear the case and render a final decision in writing.

## ARTICLE III THE LEGISLATIVE BRANCH

Section 3.01 There shall be a Student Senate composed of one representative from each active, chartered club on campus, as well as five student representatives not associated with any club. Each club shall select its own representative. The five non-club related Senators shall be elected by the student body in the spring election. Any positions not filled by the election shall be appointed by the President of the SGO with approval by the Executive Council. The Vice-President of the SGO shall preside over the Student Senate.

### Section 3.02

The Student Senate shall be the legislative and policy-making body of the Student Government Organization and all College clubs, except as may otherwise be provided for by law or by this constitution. Each Senator shall give a report of his/her club's current activities and events at each Senate meeting. In accordance with this constitution, the Student Senate shall:

- A. enact, amend, or rescind all rules and regulations for its own conduct and procedures;
- B. create a budget for all college clubs to be submitted to the Executive Council and the Board of Directors of the College Association for approval or revision;
- C. undertake or support such projects or activities it deems in the general interests of the student body, the College, or the community;
- D. by means of a two-thirds vote, freeze the budget of any club that violates this or its own constitution; and
- E. be able to override a veto by the President of the SGO with a two-thirds vote.

## ARTICLE IV ELECTIONS

### Section 4.01

Elections for all Student Government offices, and for three members of the Board of Directors of the College Association, shall be held in the month of April. All positions shall be for a term of one year, beginning on the day after Commencement Day in that academic year.

### Section 4.02

Nominations for positions shall come from the student body in the form of signed petitions. The number of signatures required shall be determined by the Executive Council. The deadline for submission of completed petitions will be at least one week prior to the start of the elections.

### Section 4.03

An Election Committee shall be appointed by the Executive Council. Election Committee members shall be responsible for collecting and reviewing petitions, regulating campaigns, running the election booths, and counting the ballots.

### Section 4.04

Each candidate will be responsible for his/her own campaign. The Election Committee may not support any candidate. The Election Committee will provide an opportunity for all candidates to express their views. All candidates will be allowed to display campaign materials in appropriate places. All campaign materials within the room in which the elections will be held must be taken down prior to the opening of the polling booths.

#### Section 4.05

Electioneering for any candidate within 50 feet of the building in which the polls are being held while polls are open, shall not be allowed. Any such act shall be reported to the Judicial Council. If such electioneering occurs, the Judicial Council may declare the candidate ineligible for election.

#### Section 4.06

In the event of a tie vote, the Election Committee shall set the date for a run-off election. The same procedures shall be followed as in a regular election, except that no further petitions need be submitted.

#### Section 4.07

After the election, the newly elected officers shall serve a 30-day internship period, so as to learn the position more thoroughly and in order to provide more continuity from one year to the next. The newly elected officers shall have no powers during this period.

### ARTICLE V FACULTY ADVISOR

#### Section 5.01

The Faculty Advisor for the Student Government Organization shall be the Associate Dean of Student Development or his/her designee. The Faculty Advisor shall serve as a consultant to the SGO, and render an opinion when needed.

### ARTICLE VI PROCEDURES FOR AMENDMENT

#### Section 6.01

A proposed amendment to this constitution may be submitted by any student to the Student Senate. If approved by a two-thirds vote of the Senate, it is then submitted to the President of the SGO for his/her approval or veto. If approved, it must be submitted to the President of the College for approval. If approved by the President of the College, the amendment shall be presented to the student body for referendum. Five percent of the student body must vote on the referendum, with no fewer than two-thirds of the votes in favor of the amendment in order for it to become ratified.

### ARTICLE VII PARLIAMENTARY PROCEDURES

#### Section 7.01

Robert's Rules of Order (revised) shall be the authority for decisions relating to parliamentary procedures not already provided for in this constitution.

### ARTICLE VIII BOARD OF DIRECTORS

#### Section 8.01

There shall be a Board of Directors of the College Association for the purpose of controlling the use of funds collected for the College Association. Members of the Board of Directors shall be of legal age, 18, by the time of the first Board meeting, and shall not be on academic probation.

## Section 8.02

There shall be seven students seated on the Board of Directors. One seat is reserved for the President of the SGO. Three students shall be elected by the student body, and three students shall be appointed by the President of the SGO.

### Student Trustee

Each academic year a Student Trustee is elected by the student body to represent them on the College's Board of Trustees. The Board is responsible for the educational policies and operations of SUNY Ulster.

### Standing Committees

Student membership is encouraged and solicited for several of SUNY Ulster's standing committees. Students interested in serving on any of the following committees should contact the Associate Dean of Student Development, VAN 128, 687-5041.

#### Affirmative Action, Equity, and Access Committee

This committee is charged with conducting a review of the College's affirmative action policy and procedures for Federal and State compliance on an annual or semester basis. The committee is responsible for developing a college-wide program on multiculturalism and gender equity.

#### Campus Safety, Environment, and Facilities

This committee is charged with advising the Dean of Administration in the monitoring of the College's program of safety, with particular emphasis on crime prevention and reporting and on preservation of a healthy and accessible campus environment conducive to academic learning. Committee members evaluate these areas and make recommendations for improvement strategies. They are also charged with promotion of recycling regulations and of proper procedures for the disposition of all recyclable materials.

#### Curriculum Committee

This policy-making committee is charged with considering new course offerings and programs or changes to existing course offerings and programs, in considering new curricula or changes to existing curricula, and with academic program review.

#### Educational Policies Committee

This policy-making committee is charged with the evaluation and review of policies, rules, and regulations concerning academic standards and admissions.

#### Planning and Assessment Committee

This policy-making committee is charged with the evaluation and review of the College's campus-wide plan, the planning process, and assessment methods. Assessment activities are focused on educational outcomes and institutional effectiveness.

### **Ulster Community College Association**

Under regulations of the State University of New York, the College will not participate financially in extracurricular activities. SUNY Ulster formed a separate, not-for-profit corporation to establish, finance, and operate faculty and student activities, known as the Ulster Community College Association. Membership is made up of seven students presently registered at SUNY Ulster, four faculty members, four representatives of the administrative staff, one member of the Board of Trustees, and nonvoting ex-officio members, including the President of the College and the Association's Financial Secretary.

The Association has two main purposes: to cultivate, promote, and encourage the development of such appropriate extracurricular activities for the academic community which will parallel the educational goals of SUNY Ulster; and to receive, manage, and control the revenues and disbursements of student activities (SGO, clubs, and athletics), day care, and workshops and special campus events.

### **Student Services Center**

VAN 119  
687-5041

Students at Ulster County Community College have available a wide range of personal, academic, and career counseling offered free of charge by the College. Students can find most of these services in the Student Services Center, located in Vanderlyn Hall (VAN 119). The Center has available at all times friendly counselors who have as their mission making each student's stay at SUNY Ulster both educationally and personally enriching.

#### *Recommendation Files*

Letters of recommendation may be kept on file at the College. At the student's request, recommendations will be sent to employers or colleges, free of charge. Additional information is available in the Student Services Center.

#### *Student Advocate*

The Associate Dean of Student Services coordinates all of the College's student services. This Dean and the Student Services Center staff serve, among other responsibilities, as advocates for the student. Whether the student is experiencing difficulty with an academic matter or a personal problem, the Student Services staff offer expert assistance or quickly direct the student to the office that can offer that assistance. If the student is uncertain where to go for assistance, he or she should ask for direction in the Student Services Center.

### **Student Support Services**

VAN 243  
687-5131

To participate in the TRiO Program, Student Support Services, a student must meet the federal guidelines for eligibility, which includes any one of the following: low income, first generation college student (neither parent has a Bachelors degree), or a student with a documented disability. The SSS program provides support in the areas of academic, personal, financial, disability, and transfer counseling. There is also financial assistance available to SSS participants who meet the Federal requirements for eligibility. Each year \$41,000 is disbursed among approximately 40 eligible students in the form of Grant Aid.

The Student Support Services Program also coordinates academic accommodations for students with disabilities. This includes the collection and storage of disability-related documentation. A transfer counselor in the program works with students throughout the entire transfer process, from searching for colleges through to applying for admission, scholarships, and financial aid. The transfer counselor will also make trips to area four-year colleges accompanying students on interviews and campus tours.

Students who are interested in participating in the SSS program must complete an application and interview to assure they meet the Federal eligibility requirements. The Student Support Services Program is located in the Learning Center. To apply for the program, Students should stop in the office or call 687-5131 or 687-5043.

The TRiO program is fully funded by a \$292,152 Federal Department of Education grant.

## **Transfer Counseling**

VAN 119

687-5081

The Transfer Office provides students with information about four-year colleges and universities in New York State and across the nation. Transfer procedures, program information, resource books, and application assistance are available for the student who plans to transfer. Each year the Center sponsors Transfer Days to give the student direct communication with representatives from four-year schools. The College has many articulation and transfer agreements with four-year schools throughout the United States. The Center also offers transfer seminars and individual counseling.

Students who are interested in exploring transfer to a four-year college or university are urged to visit the Transfer Office early in their stay at SUNY Ulster. Further information on transfer from SUNY Ulster and on specific articulation and transfer agreements may be found in the SUNY Ulster Catalog and on the College website at [sunyulster.edu](http://sunyulster.edu).

## **Veterans' Affairs**

Students eligible for federal veterans' educational benefits should contact the veterans' coordinator in the Financial Aid Office for applications and information about the veterans' deferral program. For eligibility questions and receipt of benefits, contact the Veterans Administration at (888) 442-4551 or visit their website at [www.gibill.va.gov](http://www.gibill.va.gov). Questions regarding National Guard benefits should be directed to the Student Accounts Office.

## **College Policies**

### **Including Applicable Federal and New York State Policies**

**Alcohol Beverage Policy** The possession and consumption of alcohol is not permitted on campus. Possession and consumption of alcohol during off-campus College-sponsored activities may be permitted when the function is held at a facility duly licensed to serve alcoholic beverages and said facility controls the dispensation of any alcoholic beverages. Students and employees who are 21 years of age or older may consume alcohol at such events.

Any forced consumption of alcohol for the purpose of initiation into or affiliation with any organization is strictly prohibited. The College reserves the right to sanction employees and students who violate the state law and either of the following College prohibitions:

1. The consumption of alcoholic beverages or possession of alcoholic beverages in public places, including hallways, lounges, buildings, or on College grounds. Note: College grounds include all College parking lots and any vehicles parked on College property.
2. Driving while under the influence of alcohol. Students and employees found in violation of the College Alcohol Beverage Policy will be subject to disciplinary action which could include disciplinary probation, suspension, or dismissal from the College.

When a student is placed on disciplinary probation for an alcohol offense, the College reserves the right to notify parent(s)/legal guardian(s) about the disciplinary status consistent with the provisions of the Family Educational Rights and Privacy Act (FERPA).

The College reserves the right to alert civil authorities to problems on or off campus. Concerns likely to be reported are those involving physical endangerment, illegal substances, or those resulting in complaints from the local community.

SUNY Ulster supports New York State laws concerning drinking and accepts the responsibility to inform each student and employee of his or her obligation to obey these laws. The College offers no protection for violators of these laws. New York law provides that it is unlawful for anyone under the age of 21 to possess, consume, purchase, attempt to purchase, or transport alcoholic beverages. State law further provides that it is unlawful to furnish alcoholic beverages to anyone under the age of 21.

### **Attendance Policies & Classroom Standards**

Students are expected to attend all class meetings scheduled in the classes for which they are registered and for regular participation for on-line classes. Absence does not excuse the student from responsibility for class work or assignments missed. Excessive absence or lateness may lead to a recommendation by the instructor that the student be dropped from the class with an appropriate grade. Should you be called to jury duty, you are entitled to one postponement. It is recommended that you postpone until the end of the semester or until summer. Individual instructors determine their own class attendance policy and inform their students, in writing, about this policy at the beginning of each semester. As a public, comprehensive, learner-centered institution, SUNY Ulster is committed to establishing the best learning environment for all students. As part of this goal, principles of suitable classroom behavior include the following:

1. Students are responsible for arriving in class prepared and on time and remaining in class for the entire period. Arriving late or leaving early is disruptive to the instructor and other students. Instructors may have specific procedures regarding penalties for tardiness and early departure.
2. Students are responsible for complying with attendance requirements. Excessive absences contribute to poor student performance. If a student misses class, the student is responsible for lecture material, assignments, and handouts for the missed class or classes. Instructors may have other specific procedures regarding academic penalties for excessive absences. These may include withdrawal from the class.
3. Classroom behavior should not interfere with the learning process. Inappropriate behavior during class includes not being respectful of the instructor and other students by leaving one's seat, carrying on conversation with other students, using a cell phone in class, having a pager sound, and using foul language. Instructors have the right to Withdraw a Student for Cause should they feel that a student's actions continue to be disruptive following adequate warning. Instructors may have other specific policies regarding classroom behavior.
4. Students should come to class prepared. They should have the required textbooks and completed assignments, be prepared for exams and quizzes, and be prepared for active participation in class discussions where appropriate. Failure to prepare adequately not only puts students in jeopardy in regard to successful completion of the course, but also affects the progress of the entire class. Instructors may have other specific policies regarding preparation for class.

## **Code of Conduct**

### **Due Process Hearing & Appeals Procedures for Students**

#### *A. Reporting Misconduct*

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.

1. 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 the student in writing 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.

#### *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 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.

#### **Drug Policy (Controlled Substances)**

The sale, production and/or distribution of, as well as attempt and conspiracy to sell, produce, and/or distribute cocaine and its derivatives, marijuana, barbiturates, amphetamines, hallucinogens, or other addictive or illegal substances on College property will result in disciplinary action.

Use or possession of cocaine and its derivatives, barbiturates, amphetamines, hallucinogens, or other addictive or illegal substances will result in disciplinary action. Use or possession of marijuana will result in disciplinary action. Second offenses may result in expulsion from the College.

Additionally, State and Federal Trafficking Penalties can result in fines and/or incarceration. A complete list of Federal penalties may be found at [www.dea.gov/agency/penalties.htm](http://www.dea.gov/agency/penalties.htm).

When a student is sanctioned for a drug related offense, the College reserves the right to notify a parent or legal guardian about the student's disciplinary status, consistent with the provisions of the Family Education Rights and Privacy Act (FERPA).

SUNY Ulster recognizes drug abuse not only as a safety and security problem, but as an illness and serious health problem. The College offers counseling and support services as well as referral to agencies and organizations through Student Services. Student and employee education and information are available through Health Services.

#### **Drug Free Schools and Communities Act (DFSCA) Policy**

SUNY Ulster is in compliance with the DFSCA, which requires colleges and universities to adopt and enforce policies that include sanctions for illegal alcohol and other drug use and to provide students and employees with appropriate information and services to back up those policies.

SUNY Ulster maintains a written policy that sets forth standards of conduct clearly prohibiting the unlawful possession, use, or distribution of alcohol or illicit drugs on College property or as part of any College activity. This policy clearly states that sanctions apply to employee and student acts committed while under the influence, such as public disturbances, endangerment to self or others, or property damage.

### **Family Educational Rights and Privacy Act (FERPA)**

Federal law prohibits release of a transcript to a third party. FERPA is designed to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Protection and Regulations Office in Washington, D.C., concerning alleged failures by the College to comply with the act.

Copies of SUNY Ulster's complete policy statement regarding FERPA are available in the Registrar's Office, VAN 206. Questions concerning FERPA may be referred to the Registrar or the Associate Dean of Student Services, VAN 119.

The College is allowed to provide directory information to outside parties unless the student requests this information be restricted from disclosure. Directory information is as follows: name, address, telephone number, email address, major field of study, dates of attendance, enrollment status, degrees and awards received, date and place of birth, most recent previous school attended, photographs, participation in officially recognized activities and sports, and height and weight of athletes. Institutions are forbidden to designate student ID number, Social Security number, race, ethnicity, nationality, or gender as directory information.

FERPA applies to students who have reached the age of 18 and attend a postsecondary institution. If a student wishes a parent, guardian, or other individual to have access to educational records, he or she must go to the Registrar's Office to fill out a release form, indicating to whom the permission is being granted and which offices are allowed to disclose the student's information to that individual.

### **Immunization**

NYS Public Health Law 2165 requires students who were born on or after January 1, 1957, and who are taking 6 or more credits in any one semester to provide at the times they register proof of immunization against measles, mumps, and rubella. Students who need these immunizations should contact College Health Services, SEN 139, 687-5246. NYS Public Health Law 2167 requires that all college and university students enrolled in at least 6 credits per semester complete and return the meningitis response portion of the immunization form.

### **Probation & Dismissal Policy for Matriculated Students**

Students are expected to remain in satisfactory academic standing. The phrase 'satisfactory academic standing' means that the student has maintained an acceptable grade-point average (GPA) for course work at SUNY Ulster:

Semester Hours of Credit Attempted	Satisfactory GPA
0-24	1.5
25-36	1.7
37-54	1.9
55+	2.0

A matriculated student who fails to maintain a satisfactory GPA is subject to academic probation or dismissal. In addition, a student who has a total of six or more W's (excluding those from Summer Sessions) may be subject to academic probation or dismissal review.

Academic probation, including any accompanying restraints upon the student's activities, is intended to encourage greater effort by the student who appears to be having difficulty meeting academic standards. Probation lists are compiled at the end of the Fall and Spring semesters and applied to the student's academic standing for the next semester(s). A student on probation who does not achieve the minimum acceptable GPA by the end of the next Spring or Fall semester will be subject to dismissal review by the Academic Review Committee. The progress of part-time matriculated students will be reviewed in units of six credits or more. A part-time student placed on probation for two consecutive semesters (excluding Summer Sessions) will be subject to dismissal review by the Academic Review Committee.

Academic dismissal means that the student has lost matriculated status at the College and must petition for reinstatement.

A student who has been dismissed and who believes that an error has been made or extenuating circumstances exist has the right of appeal. A student who is currently enrolled will be permitted to continue attending classes until a decision is made on the appeal. A student appeals for reinstatement by following these steps:

1. The appeal must be made in accordance with the instructions in the letter of dismissal.
2. A written appeal for reinstatement must be submitted to the Associate Dean of Student Services.
3. This appeal may be supported by written recommendation(s) from any faculty member wishing to support the appeal.
4. The appeal will be reviewed by the Associate Dean of Student Services and forwarded to the Academic Review Committee for consideration and decision.
5. The student will be notified in writing of the Academic Review Committee's decision.

If dismissal is not appealed or the appeal is denied, the student may then petition for reinstatement after the lapse of one Spring or Fall semester. The procedure for petition and reinstatement is as follows:

1. The student will submit to the Associate Dean of Student Services a written petition for reinstatement. This petition must include evidence that the student is ready to resume a program of study successfully.
2. The Associate Dean of Student Services will compile all relevant documents and submit them to the Academic Review Committee.
3. The decision and recommendations of the Academic Review Committee will be given in writing to the Associate Dean of Student Services.

The Associate Dean will advise the student in writing of the Committee's decision and recommendations.

### *Status of Students on Probation*

Any student who is entering a second consecutive semester on probation or who has been reinstated and is still on probation may not take more credits than are specified for the student's program in the College Catalog. Further credit restrictions may be imposed by the

Academic Review Committee. The student will also be restricted from holding a club or Student Government office, from assuming the editorship of a College publication, and from participating in intercollegiate athletics until such time as the student is removed from probationary status.

### **Sexual Harassment Policy**

It is a violation of SUNY Ulster policy for any member of the College community to engage in sexual harassment or to retaliate against any member of the College community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

Sexual harassment of employees and students, as defined below, is contrary to SUNY Ulster policy and is a violation of Federal and State laws and regulations. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or educational environment.

### *Complaint Reporting*

A student who believes she/he has been victimized by sexual harassment is encouraged to promptly contact the Affirmative Action Officer, Ann Marrott, Vice President and Dean of Enrollment Management, VAN 119, 687-5070, [marrotta@sunyulster.edu](mailto:marrotta@sunyulster.edu). In the event a situation occurs that warrants immediate action during non-business hours (weekends, evenings, and at night) the complainant should contact Campus Security for assistance at 687-5036 or 687-5221.

The Affirmative Action Officer reports to the President and is charged with the implementation of the College's non-discrimination obligations. Complaints initially made to other College officers or personnel must be reported by the official or personnel to the Affirmative Action Officer.

### *Time Period for Filing a Complaint*

Prompt reporting of a complaint, before the behavior becomes severe or pervasive, is strongly encouraged. This will allow for a rapid response to and resolution of the objectionable behavior. Ordinarily, complaints should be filed with the Affirmative Action Officer within 60 days after the last act occurred or receipt of final grade. Caution: Absent exceptional circumstances, the complaining party's failure to file a complaint within the relevant time period will lead to dismissal of the complaint.

A complete explanation of the College's Sexual Harassment Policy and Procedures is available on [www.sunyulster.edu](http://www.sunyulster.edu), in Human Resources, CLI 212, or in Student Services, VAN 119.

### **Solomon Amendment**

The Solomon Amendment requires institutions to cooperate with the recruiting efforts of United States armed forces. SUNY Ulster is required by the federal government to provide

the following information to the armed forces at the beginning of every fall and spring semester: name, address, telephone number, age or date of birth, class level, academic major, place of birth, degrees received, most recent educational institution attended.

## **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 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. For example, a student who submits to an English class a paper previously turned in to a philosophy class is in violation of academic honesty, unless the English instructor has given permission for the duplicate submission.
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. When a student has been notified of possible academic dishonesty, the following procedures will be followed:

1. The instructor will discuss with the student the particular offense of academic dishonesty, and the student will have the opportunity to respond.
2. If the instructor finds the student's response unsatisfactory, the instructor must file an official report with the Associate Dean of Student Services, together with the evidence of dishonesty.
3. The Associate Dean of Student Services will schedule a meeting with the student to review and clarify the College's policy on academic honesty. At this 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 offense is reported.
4. The student may appeal within ten (10) school days after this disciplinary action. The appeal must be made in writing to the Associate Dean of Student Services.
5. The Associate Dean of Student Services 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 written 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 Academic Affairs and the Associate Dean of Student Services.
8. The decision made by the Dean of Academic Affairs is, in all cases, final.
9. The Associate Dean of Student Services will then transmit to the student and the instructor copies of all actions taken by the Academic Review Committee, the Dean of Academic Affairs, and the Associate Dean of Student Services.

### *Timeliness*

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

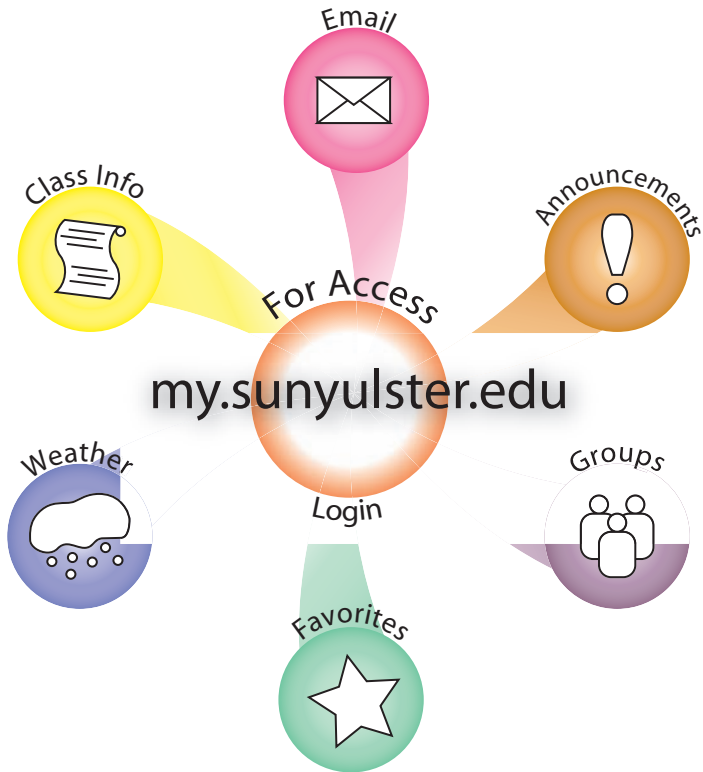
### *Penalties*

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

- Repetition of the assignment or examination,
- A failing grade for the assignment or examination,
- A failing grade for the course, or
- Suspension or dismissal from the program.

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

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## **SUNY**Ulster

Ulster County Community College

491 Cottekill Road

Stone Ridge, New York 12484

800-724-0833

845-687-5000

845-687-5090 fax

[www.sunyulster.edu](http://www.sunyulster.edu)

[admissions@sunyulster.edu](mailto:admissions@sunyulster.edu)