

WELCOME TO
GET TO KNOW YOUR STUDENT HANDBOOK!

Inside this handbook you will find an incredible amount of information to help you make the most of your time here at SUNY Adirondack. Take a few minutes to check this out...it is very likely that the questions you have today will be answered by the time you reach the end.

FAILURE TO READ THIS HANDBOOK DOES NOT EXCUSE STUDENTS FROM THE REQUIREMENTS AND REGULATIONS HEREIN.

The printed version of this document is slightly abridged and updated once a year. The most up to date version is located online at <http://www.sunyacc.edu/studentlife/handbook>

SUNY Adirondack does not discriminate on the basis of sex, religion, national origin, age, physical disability, sexual orientation, or marital status in admissions, employment, and the treatment of students and employees. Information and assistance may be obtained from the Director of Human Resources.

SUNY Adirondack is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Dear SUNY Adirondack Student,

On behalf of the faculty and staff, I would like to welcome you to SUNY Adirondack. Higher education is one of the most important investments you can make to grow personally and professionally, and I congratulate you for making the decision to pursue this challenging yet rewarding goal.

At SUNY Adirondack, you'll find the best of both worlds. Our affiliation with the State University of New York means that you'll have access to the academic resources and reputation of the nation's largest university. However, as a small, personal college, you won't get lost in the crowd. Inside the classroom, you'll find faculty who are committed to providing you with the best possible academic experience. Outside the classroom, you'll find student life opportunities that help create "the full college experience", including our residence hall, fitness facility, intercollegiate and intramural sports, student clubs, musical and theatre performances, guest speakers and much more. Get involved and meet new people!

Our commitment to your learning includes providing a quality and affordable education, as well as helping you prepare for life beyond Adirondack. Through funds from our state and local counties, SUNY Adirondack is constructing state-of-the-art facilities to support our science and Nursing programs, as well as the creation of a new entrepreneurship/workforce readiness center to support our students and the local business community. All buildings will be completed by spring of 2018 so we ask for your patience as construction occurs.



Whether you complete your degree and transfer or enter the workforce, we stand ready to assist you. This handbook provides answers to the many questions you may have and I am certain you will find it helpful. However, don't let your guidance end with this book. Please feel free to take advantage of as many of our student services as you need in order to successfully complete your higher education goals. Ask us, we are here to help.

Best wishes for an enjoyable and successful college year and I hope to see you around campus.

Sincerely,

Kristine D Duffy, Ed.D.
SUNY Adirondack President

THE STUDENT ASSOCIATION AND STUDENT ORGANIZATIONS

THE STUDENT ASSOCIATION AND THE STUDENT SENATE

Each student who enrolls at SUNY Adirondack, regardless of whether he or she is a traditional (recent high school graduate), non-traditional (returning adult), beginning or transfer, part-time or full-time student, *automatically* becomes a member of the Student Association (SA). With over 3,500 members per year, it is by far the largest organization on campus.

The Student Association is governed by the Student Senate. These seventeen students, with the assistance of faculty and staff advisors, maintain the SA's budget of over a quarter million dollars, which comes directly from student activity fees. Most of this money is disbursed to support a variety of campus programs as well as Athletics and all campus clubs. The Senate also oversees the formation and operation of all student clubs and activity groups, works closely with faculty, staff, and administration regarding issues that directly affect students, and provides an important foundation for leadership development to all members of the campus community.

Senate membership includes 5 Freshmen Senators, 5 Sophomore Senators, and 1 Part-Time Senator. Officers are equally represented by new and returning students. The President, Treasurer, and Student Trustee are all sophomores while the Vice President and Secretary are freshmen. There is also a College Activity Board position on Senate.

The Senate holds a meeting once a week (every **Wednesday afternoon** from **12:40** until **1:50 p.m.**). Meetings are open to all and address a variety of issues, including disbursement of funds to student organizations and other activities and scheduling special events. The Senate also examines ways to improve the campus atmosphere, which may include special remodeling projects, beautification of campus grounds, and listening to student concerns and ideas about campus issues. The Senate will then address these issues with the appropriate administrative staff.

The Student Activity Fee (currently \$102.5/semester for full-time students, \$8.00/credit hour for part-time students) supports a wide variety of activities and services through the Student Association (SA) at SUNY Adirondack. These activities and services include:

ATHLETICS

Conference Memberships ▪ Van Rentals ▪ Meal allowances (away contests) ▪ Official's fees for home contests ▪ Rental fees for fields and other facilities ▪ Athletic Uniforms ▪ Athletic Head Coaches and Assistant Coaches salary contributions ▪ Athletics Awards Banquet ▪ Intramurals

CLUBS AND ORGANIZATIONS

Adirondack Broadcast Association (ABA) ▪ Adirondack Freethinkers Adventure ▪ Adventure Sports Club ▪ Anime Club ▪ Anthropology Club ▪ Chi Alpha Bible Study ▪ College Activity Board (CAB) ▪ Comedy Club ▪ Culinary Arts Club ▪ Data Matrix Zone Club ▪ Dr Who (Badwolf Club) ▪ Karate Club ▪ Lacrosse Club ▪ Media Arts Club ▪ Music Club ▪ Phi Theta Kappa ▪ SAGA (Sexuality & Gender Alliance) ▪ SUNY Adirondack Business Club ▪ SUNY Adirondack Peak Shifters ▪ SUNY Adirondack Chapter of SAACS ▪ SUNY Adirondack Green Communities ▪ SUNY Adirondack Veteran's Club ▪ Student Nurses Club ▪ Student Senate ▪ Timber Talkers Toastmasters ▪ Wolfpack Rugby Club ▪ Volleyball Club ▪ and many more....

The Student Activity Fee also supports campus services, campus services and activities and events. For more information and how to get involved, please stop in the Student Life & Diversity Office or call (518) 743-2442.

Intramural Sports

Football ♦ Basketball ♦ Volleyball ♦ Badminton ♦ Softball (and others as requested)
For more information about intramurals check out <http://www.sunyacc.edu/studentlife/intramural>

Forming a New Student Organization

Students interested in forming a student organization which will contribute to the cultural, social, and/or physical improvement of students at SUNY Adirondack, and which is of educational value may contact the Director of Student Life & Diversity. All student organizations must be officially recognized by the Student Senate to receive a budget from Student Activity Fee monies.

Beginning in the 2015-16 academic year, SUNY state-operated and community colleges will require that student leaders and offices of registered/recognized student organizations and those seeking recognition complete training on sexual violence prevention as part of the approval process and require student athletes to complete training prior to participating in intercollegiate athletics.

STUDENT PARTICIPATION IN SUNY ADIRONDACK COLLEGE ADMINISTRATION

Faculty Advisory Committees

Student participation on faculty committees is welcome. It is one of the most effective ways to affect positive campus changes. Listed below are the committees and their general areas of concern. Each committee has task groups which are formed as needed. If you have concerns regarding one of the committee areas and would like to become involved, please contact the

Dean for Student Affairs in the Student Life & Diversity Office located in the Student Center or call (518) 742-2251. Your opinions can be expressed as a member of a task group or as a consultant to a task group or committee.

- **Instructional Affairs** deals with concerns directly related to the classroom, i.e. new courses.
- **Professional Development** makes recommendations for Research and Curriculum Development grants as well as for Division, Department, and Discipline Development grants, and coordinates the College Lecture Series.
- **Facilities and Safety** makes recommendations concerning personal safety of students, staff and visitors.
- **Professional Recognition** makes recommendations for the SUNY Chancellor's Awards, the President's Award and other awards, including Distinguished Professorships.
- **Student Affairs** deals with concerns related to student services, i.e., counseling, student activities, financial aid, etc. Four students serve on this committee.

Faculty-Student Association (FSA)

The FSA is an educational corporation designed to provide to the College, and particularly to the students and faculty, services that are not provided for in the College budget. General policies regarding operation of Chartwells Food Service and the Bookstore are determined by the FSA with guidelines established by the College and the Board of Trustees. The FSA Board of Directors consists of four administrators, four selected faculty members, two support staff members, two community members and six students elected by the student body. If interested, see the Director of Student Life & Diversity for additional information.

Student Disciplinary Review Board

Each board consists of three students, three full-time faculty members, and the Vice-President for Academic Affairs or his/her designee, and is concerned with resolving issues related to violations of the Code of Conduct. Boards are convened by the Dean for Student Affairs.

ACADEMIC INFORMATION FOR STUDENTS

ACADEMIC EXPECTATIONS

Students are often unaware of the academic expectations of college. It is important that students adjust to these new expectations early in their college careers. SUNY Adirondack strongly recommends that students read the guidelines listed below.

- (1) College is not the end of the educational process but a foundation for a lifetime of continued learning and growth. Therefore, one of the central goals of college is to help students develop a sense of responsibility for their own learning and the ability to learn on their own.
- (2) Accordingly, college students spend much less time in class than they did in high school but are correspondingly expected to do much more work outside of class.
- (3) Students should expect to spend several hours studying outside of class for every hour in class. For students carrying a full time load, this could mean that they will be spending between 40 and 50 hours a week (or more) on their academic work, the equivalent of a full-time job.
- (4) Students are responsible for learning a great deal of the material on their own outside of the classroom.
- (5) Students should expect that course material will be covered at a much more rapid pace than they have experienced before. This expectation is partially based on the assumption that students are preparing carefully for class so that more material can be covered in class.
- (6) Students are expected to come to class prepared and ready to participate actively in the class session. They are expected to have read the texts and used other required material carefully and comprehensively before the class session.
- (7) Students are expected to seek additional help, either from their instructors or the tutoring labs, as soon as they encounter a problem.
- (8) Plagiarism, or the use of another person's ideas without giving the appropriate credit, will not be tolerated.

*Adapted with Permission from DePauw University

ACADEMIC ADVISING

At SUNY Adirondack, all full-time enrolled students are assigned an academic advisor based on their major. This advisor serves as a guide to educational and career planning, and a resource in their pathway to success here at SUNY Adirondack. Students can view their advisor's name in Degree Works or in Self-Service Banner. Students can take advantage of advising services in the Center for Student Success in Warren Hall as well as other opportunities on both the main and Wilton campuses.

Center for Student Success (Advising)

Located in Warren Hall, the Center for Student Success (Advising Center) provides academic advising, placement testing, and career planning services that empower all members of our diverse student body and improves students' education, career and

personal goal completion. This office provides standardized placement testing in Math and English for entering and continuing students. Student Success Advisors in this office as well as at the Wilton Campus are available throughout the year to help students with academic, career and transfer planning including course selection, degree management and establishing career goals. This office coordinates the matriculation process, Early Alert, Academic Alert, Midterm Outreach, advising technologies, advising communications and advisement training. This office serves as the primary student resource for Priority Registration, Change of Major, Withdrawal from a class, Graduation Application, and Add/Drop.

Visit the Academic Advising section of the web page for even more tips and resources to help you make the most of your educational journey. If at any time you have questions concerning the advising system please contact the Center for Student Success at (518) 832-7708 or advising@sunyacc.edu.

Placement Testing

Placement testing is required before students register for classes. Placement test scores are used to place students in first semester courses. Non-Matriculated students must also placement test prior to registering for any classes requiring placement test scores as a pre-requisite. Placement test scores do not impact admission to the College. SUNY Adirondack utilizes the Collegeboard's ACCUPLACER and a Writing Sample for placement testing. The ACCUPLACER assesses skills in Math and English. The Math portion consists of: Arithmetic, Algebra and College Level Math. The English portion consists of Reading Comprehension and a Writing Sample. Students in need of special testing accommodations should contact the Center for Student Success (Advising Center) at (518) 832-7708.

Math placement test scores are valid for four years and math tests will need to be re-taken if math courses are not taken during that period. Students may request to re-take the math placement test once in four years if they have not enrolled in a math course during that time. Once a student has enrolled in a math course the student must successfully complete that course before continuing to the next level of mathematics.

English placement test scores do not have a time limit. Students may request to re-take the English placement once and will re-test based on their initial placement criteria.

Placement test waivers may be available to students with prior college level math and English credit. Requests for a placement test waiver must be accompanied by a transcript of previous college coursework. An unofficial transcript is acceptable.

Placement in first semester courses can greatly affect the amount of time required to graduate. Students are strongly encouraged to review English (reading and writing) and math (arithmetic and basic algebra) topics before taking the placement tests.

UNDERSTANDING THE ACADEMIC EXPERIENCE

Assessment

SUNY Adirondack is committed to the continuous assessment of student learning and institutional effectiveness in order to improve the education provided by the College. Assessment is an ongoing process of administering and reviewing the results of an array of assessment instruments including surveys, objective examinations, essay assignments, and performances. Students and faculty are asked to participate in the assessment process in association with various courses, programs, and student services in a way that preserves the anonymity of each student and faculty member. The participation of members of the Campus community in the assessment process helps the College to continuously improve the quality of its academic programs and student services as well as to meet the rigorous assessment standards set forth by the State University of New York and the College's accrediting body, the Middle States Commission on Higher Education.

Attendance

You are expected to assume responsibility for regular attendance at all classes and laboratory sessions unless prevented by illness or other unavoidable situation. Faculty members determine their own policy regarding class attendance, so be aware of the requirements of each of your instructors. Explain any absences to your instructors to avoid possible penalties. Numerous absences, especially without good reason, may have negative consequences. Withdrawals may affect academic standing, academic honors and financial aid. **It is your responsibility to officially withdraw from a class.** If you must miss class for an extended period, notify the Dean for Student Affairs and/or the counseling office. They will notify your instructors.

Change of Program

A Student Success Advisor or member of the Wilton Campus staff can help to clarify your interests and offer you options relating to choosing the major that best suits your goals.

Credit-By-Exam

If you feel that you already possess the knowledge being covered in a course (whether from practical experience, previous structured study, or personal reading), you may be able to earn credit by passing a competency exam. The Registrar's Office has the required forms and can direct you to the appropriate faculty member or testing service.

Drop/Add

The first **five** days of the fall and spring semesters are set aside for schedule adjustments. Students need to be aware of their program requirements if they are going to make changes, to ensure that they will be taking appropriate classes. Students are required to speak with a Student Success Advisor prior to making schedule adjustments. Students receiving any financial aid, including loans, should also consult with Financial Aid prior to making any changes to their schedules.

GPA

Your **Grade Point Average** (GPA) is calculated by dividing your total credits attempted into your quality points earned. SUNY Adirondack students are required to have a minimum overall GPA of a **2.0** in order to graduate, as well as to avoid academic probation or dismissal.

Grade Reporting

All student grades (mid-terms and finals) are available online in Banner. Midterm grades are “unofficial” and are not part of your permanent record.

Sale of Term Papers

According to New York State law, prosecutors can seek fines of up to \$1,000 against persons caught selling term papers for submission by other students. In addition, it is a violation of the SUNY Adirondack Code of Conduct.

Withdrawal from SUNY Adirondack

Officially withdrawing from the College is the responsibility of the student. If you are thinking about withdrawing from college, please talk to a Student Success Advisor. They may be able to offer you alternatives such as withdrawing from one or two classes or applying for scholarships to help with financial issues. If you are receiving financial aid, you should check with the Financial Aid Office before final withdrawal, as it may impact both current and future semester eligibility.

Withdrawal from a Course

Officially withdrawing from a class is the responsibility of the student. Withdrawing from a course after the first week of the semester will result in the grade of “W” on your transcript. An automatic withdrawal is an official withdrawal during the first ten weeks of the fall or spring semester. Auto withdrawals are processed by the Registrar’s Office and require a Student Success Advisor and your signature of the form; an instructor signature is not required. After ten weeks, the faculty member must approve and sign the withdrawal form at his/her discretion. If you have questions, please talk to an advisor or consult the Registrar’s Office. Remember to always talk to Financial Aid (if receiving any aid) before withdrawing as even one withdrawal can affect present and future financial aid.

Bill Adjustment

To be eligible for a bill adjustment (see billing schedule in the college catalog showing percentage rates by date), you must officially drop or withdraw from a course(s). Official withdrawal requires your signature on a withdrawal form or a letter informing the College of your intentions. The College cannot assume that you have withdrawn because you have stopped attending classes. Failure to officially withdraw may have a negative impact to your GPA and financial aid eligibility.

TRANSFER OPPORTUNITIES

SUNY Adirondack graduates have successfully transferred to colleges and universities throughout the nation. **The key to successful transfer is planning.** SUNY Adirondack has many degrees, programs, and courses that are transferable, but much is up to you. It is generally recommended that students complete their associate degree requirements at SUNY Adirondack before transferring. If you plan to transfer, you should:

1. Investigate possible transfer colleges before admission to SUNY Adirondack. Have two or three specific transfer colleges in mind. The catalog for each transfer college should be studied carefully, with particular reference to the statements regarding “Admission with Advanced Standing” and “Requirements for the Bachelor’s Degree.”
2. Plan your program of courses at SUNY Adirondack so that it coincides with courses normally required of freshmen and sophomores at the transfer institution.
3. Investigate costs at the transfer institution and design a sound financial plan.
4. Talk with a SUNY Adirondack transfer counselor as part of your transfer plan.
5. Attend **SUNY Adirondack’s FREE Transfer Day or College Night**

There are more than 1,000 four-year colleges in the United States and most accept transfer students and grant transfer credit. SUNY at Albany, SUNY at Plattsburgh, Siena College, and others guarantee full transfer admission into baccalaureate degree programs for SUNY Adirondack students completing parallel associate degree areas of study. (See a counselor about required grade point average and recommended courses). SUNY Adirondack also has formal transfer agreements with other colleges. Additional college catalogs and other transfer materials are available in the SUNY Adirondack Counseling and Transfer Office in Warren Hall, or visit our informative transfer website at www.sunyacc.edu/.

ACADEMIC GRIEVANCE PROCEDURE

In order to provide a fair and workable academic grievance procedure, students should be free to take reasonable exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. However, students remain responsible for learning the content of the courses in which they are enrolled. When a student thinks his or her rights and freedoms as a student have been violated, or thinks that there has been a violation, misinterpretation or inequitable application of any of the academic regulations of the College, he or she should follow these steps in a timely manner:

1. Speak to the faculty member.
If this interaction does not produce an appropriate solution,
2. Discuss the matter with the faculty member's division chair.
If this interaction does not produce an appropriate solution,
3. Appeal to the Dean for Academic Initiatives.
If this interaction does not produce an appropriate solution,
4. Appeal to the Vice President for Academic Affairs in writing.

In all matters concerning academic inquiries, all parties involved should show respect, restraint, and responsibility in their efforts to resolve academic grievances. Every effort should be made to expedite solutions to the situation. It is incumbent upon all parties to arrange and attend all meetings and conferences in good faith and to communicate all decisions as promptly as possible. No party will be discriminated against in any way for having filed or responded to a good faith academic inquiry.

IMMUNIZATION REQUIREMENTS

Students enrolled in six or more credit hours are required to provide proof of meeting NYS immunization requirements before the start of classes.

For more information on the meningitis vaccine and MMR, please contact the Registrar's Office at (518) 743-2279

Students born prior to January 1, 1957 are not required to provide proof of immunization for MMR, but are required to complete a Meningitis Vaccination Response Form.

WILTON EXTENSION CENTER (SARATOGA COUNTY)

The SUNY Adirondack Wilton Center is located at 696 Route 9 in Wilton. The comprehensive academic offerings provide students the ability to move forward in all SUNY Adirondack degree programs. Classes in academic disciplines include, but are not limited to: Art, Biology, Business, Chemistry, Criminal Justice, English, Foreign Language, History, Math and the Social Sciences (Anthropology, Psychology, Sociology). The center also provides comprehensive student services such as bill pay, financial aid, advising, registration, career and transfer planning, tutoring in Math, Writing, Biology, Chemistry and Business, and student computing. A wide array of student activities is also offered. Hours of operation are Monday through Thursday from 7:30 a.m. until 10:00 p.m., Friday 7:30 a.m.-3:30 p.m. during the fall and spring semesters, summer hours vary. Wilton Center staff may be reached by calling (518) 584-3959 or (518) 855-Wilton.

2017 – 2018 SUNY ADIRONDACK Calendar

	<u>Fall 2017</u>	
Move In Day		September 4
First Day of Classes	September 6	
Drop/Add, Late Registration	September 6 - 12	
First Day of 2nd Half Classes	October 25	
Thanksgiving Break	November 22 - 24	
Last Day of Classes	December 15	
Study Day		December 18
Exams		December 19 - 21
	<u>Spring 2018</u>	
Move In Day		January 19
First Day of Classes	January 22	
Drop/Add, Late Registration	January 22 - 26	
Spring Break	March 12 - 16	
First Day of 2nd Half Classes	March 19	
Last Day of Classes	May 4	

Study Day	May 7
Exams	May 8 - 10
Commencement Ceremony	May 17

*** All dates in each semester were accurate at the time of printing
but may be subject to change.**

CAMPUS OFFICES AND RESOURCES

Title IX Coordinators

The Title IX Coordinators are a resource for the entire campus community. The Coordinators are extensively trained in sexual violence response and has broad knowledge of available resources and services both on and off campus. The Title IX Coordinators are here to help navigate the process should anyone wish to report any instance of sex discrimination, sexual harassment, and/or sexual violence.

The SUNY Adirondack Title IX Coordinator, Mindy Wilson, can be reached at wilsonm@sunyacc.edu, or in Washington Hall, the Deputy Title IX Coordinator, Matthew McKay can be reached at mckaym@sunyacc.edu, or in the Student Center.

Accessibility Services

The Accessibility Services Office (ASO) is committed to providing an equal educational opportunity to students with disabilities by ensuring equal access to all programs and activities of the College, in accordance with the ADA Amendments Act of 2008, the Americans with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973.

Under these federal laws, students are eligible for services through this office if they have a physical or mental impairment which substantially limits a major life activity. Within post-secondary education, these laws further define eligible students as those who are, independent of disability, otherwise qualified for admission and participation in SUNY Adirondack's programs and activities. Our goal is to ensure that all qualified students are provided the same opportunities available to the general college population. We achieve this goal by providing our students with accommodations and a variety of auxiliary aids and support services. The Director of Accessibility Services and/or Learning Specialist meet with each student wishing to register with the ASO and to discuss the procedure for arranging accommodations based on each student's disability(s), needs and appropriate documentation.

Students who wish to use the accommodations for which they are eligible should meet early in the semester to have accommodations arranged in advance and work closely together with the ASO to ensure accommodations are pursued and received appropriately.

For more information or to register with the Accessibility Services Office, please call (518)-743-2282 or email the office at access@sunyacc.edu

Business Central

Business Central is the College's hub for services and programming to develop and promote businesses of all sizes and the place to connect community members with SUNY Adirondack faculty and students in pursuit of an entrepreneurial mindset. Business Central coordinates all activities related to the College's work in support of business development and growth are coordinated through Business Central including internship and job placement assistance for students, the Excelsior Jobs Program (formerly known as Startup New York) and the A. Nicholas Buttino Entrepreneurship Program, which is set to open with the College's new WORC building in early 2018.

Business Central connects students with regional opportunities and provides career readiness resources. Students can access an online career management tool called College Central Network (CCN) sunyadk.com/college_central. Students can register in CCN to seek employment, internship and volunteer opportunities as well as access resources and information about career-related campus events. Business Central also provides a variety of career readiness workshops and 1:1 appointments to assist in preparing students for the workforce. Students interested in meeting with the Coordinator of Career Connections should email businesscentral@sunyacc.edu or call (518) 681-5613 to make an appointment. Any student interested in attending a workshop can access the calendar on the College Central Network website to register.

Athletics

SUNY Adirondack offers a variety of athletic opportunities. From our intercollegiate athletic teams to intramural sports to our recreation program, students at SUNY Adirondack have a tremendous choice in their level and involvement in physical activity.

Team Mascot: Timberwolves
Team Colors: Forest Green and Gold

WOMEN

Volleyball
Basketball
Softball
Cross Country

Tennis
Soccer

Bowling
Golf

Soccer
Baseball

MEN

Bowling
Basketball
Tennis
Cross Country

Golf

All teams are affiliated with the National Junior College Athletic Association, NJCAA Region III, as well as the Mountain Valley Collegiate Conference.

For further information on inter-collegiate teams, please contact John Quattrocchi, Director of Athletics at (518) 743-2269 or quattrocchij@sunyacc.edu.

Campus Safety

At SUNY Adirondack, the safety and well-being of our students, faculty, staff, and visitors is a high priority. A safe and secure environment can be achieved only through the cooperation of all members of the campus community. Everyone must assume responsibility for their personal safety and the security of their personal belongings by taking common-sense precautions.

Campus Reporting and Prevention

Campus safety and law enforcement is coordinated by your campus Public Safety Office. The office has a force of sworn officers with full arrest powers. The officers must meet the high standards of training administered by New York State's Division of Criminal Justice Services. They also undergo continuous training to improve their skills.

Campus Public Safety Officers conduct foot and vehicle patrols throughout the campus and residence halls 24 hours a day 365 days a year. The office of Public Safety's objective is to provide a safe learning environment and protect the lives and property of students, employees and visitors pursued within the framework of the College's policies, rules and regulations and all local, state and federal laws.

Victims and witnesses can report a crime on a voluntary and confidential basis. These reports will be filed for informational purposes only for inclusion in the College's annual crime reporting.

Official investigations of criminal offenses are conducted by Public Safety and the appropriate local authority.

The investigation of crimes committed on College property falls under the jurisdiction of the Public Safety Office. Public Safety works closely with local law enforcement agencies including the Warren and Saratoga County Sheriffs and/or the New York State Police to assist with incidents that occur on or off campus and involve College students or employees. If Public Safety determines that a serious crime or felony has been committed, Public Safety will refer the case to the appropriate local law enforcement agency and assist in its investigation.

If an incident occurs that the College feels may have an effect on the safety and wellbeing of the College community, information concerning the incident will be communicated by one or more of the following communication channels: NY-Alert, paper flyer, student/staff e-mail, bulletin boards and the College's web-site. Students, Faculty and staff are encouraged to sign up for NY-Alert in Banner self-serv.

Safety Related Programming

Periodically, the College offers tapes and presentations about personal safety to the College community. A Safety Committee meets throughout the year to keep abreast of current issues and concerns. The committee suggests methods of keeping staff and students informed of campus safety issues.

The Center for Reading and Writing

The Center for Reading and Writing offers students the opportunity to discuss papers and reading materials from any discipline or course. Writing tutors will help with brainstorming ideas, organizing, revising and editing, and reading tutors will share strategies for successful textbook reading and will also address questions about potential disabilities, reading speed, and vocabulary development.

The Center is located on the first floor of the library and is open five days a week, including some evenings. Students can be tutored in person or over the phone. Assistance is also available at the Wilton Center, Monday through Thursday. Check the Center's web page at www.sunyacc.edu/crw for hours and schedule.

College Bookstore

The College Bookstore, operated by Barnes and Noble and the Faculty Student Association, carries a wide variety of school supplies, College apparel, textbooks, and other related materials. The Bookstore's income helps to support a variety of college activities.

Hours: Monday - Friday: 8 a.m. - 4 p.m.

At the beginning of each semester, the Bookstore will post additional hours for students to purchase textbooks and materials. Please call the Bookstore at (518) 681-5621 for further information or visit their website at: <http://sunyacc.bncollege.com>

Counseling

You will be making many choices and facing many challenges as a college student. You may find it beneficial to talk with a professional staff member who can help with matters surrounding your decisions. The counseling staff is available to help you with such concerns as mental health issues, choosing or changing your major, transfer to a four-year college, and personal and relationship issues. Call (518) 743-2278 for an appointment or stop by the Counseling Office.

Dining Services

SUNY Adirondack offers several dining options on campus. There is a full service food court serving breakfast, lunch, and dinner daily. The Chartwells Dining Services food court is located on the ground floor of the Student Center with offerings such as Create, Adirondack Deli, RossoVerde, GrillNation, and Menutainment. In addition, there is an Einstein Bros. Bagels location in the center of campus in the Scoville Learning Center, next to the campus library. For hours of operation, please visit www.dineoncampus.com/sunyacc/show.cfm?cmd=menus.

Catering Experiences

For student clubs and other larger functions, Chartwells Dining Services provides catering experiences. For more information about catering services, please contact the Catering Manager at ext. 5606 or (518) 681-5606.

Meal Plans

SUNY Adirondack has partnered with Chartwells Dining Services to provide discounted, tax-free meal plans for both residential and commuter students. For more information, please visit www.dineoncampus.com/sunyacc/ and click the meal plan tab at the top of the page.

Beverage and Snack Vending

Beverage and snack vending machines are also available in each building, including the Wilton Center. For more information, please contact the Faculty-Student Association of SUNY Adirondack at (518) 681-5610.

Financial Aid

The mission of the SUNY Adirondack Financial Aid Office is to promote equal access to higher education by providing assistance to students who, without such aid, would be unable to attend college. Approximately **75%** of all SUNY Adirondack students (almost **80%** of full-time freshmen) receive some form of financial assistance, sharing over **\$21 million** annually.

Financial aid comes in three forms: *grants and scholarships* (which do not have to be repaid), *loans* (which must be repaid with interest after you complete your education), and *jobs on campus* (students receive bi-weekly paychecks for hours worked). For names, descriptions, and eligibility requirements of each program please refer to either the *SUNY Adirondack Catalog*, or the Financial Aid section of the SUNY Adirondack web site at www.sunyacc.edu. At SUNY Adirondack, the optimal time to apply for aid is **June 1** for the fall semester and **December 1** for spring classes. However, you may apply after the academic year has begun, but you may not be eligible for as much funding. Common financial aid applications include the Free Application for Federal Student Aid (FAFSA) for federal aid, the Express TAP Application (ETA) for state aid, and the Master Promissory Note (MPN) for loans.

You must reapply for aid and file a FAFSA every academic year.

After you have been deemed financially eligible for aid by federal and/or state agencies, you must meet certain standards of academic progress to continue to receive funding in subsequent semesters. These are referred to as standards of **Satisfactory Academic Progress**, and are different for the federal aid programs (Pell Grant, SEOG Grant, Direct Stafford and PLUS Loans, and federal work-study), and the New York State programs (TAP, APTS, state scholarships).

The financial aid section of the *SUNY Adirondack Catalog* and website contain charts showing the specific standards which students must meet as they progress toward completion of their SUNY Adirondack degree or certificate.

Only classes required for a SUNY Adirondack degree or certificate qualify for financial aid eligibility so be mindful of repeated classes or excessive electives.

Ask the Financial Aid Office if your current and/or future semester aid will be affected if you withdraw from a class or from the College. Financial aid recipients will also want to check with the Financial Aid Office before withdrawing from a class or classes due to a mandate which requires SUNY Adirondack to recalculate award amounts within a semester.

In other words, the amount which you were awarded for a particular semester may have to be reduced if you withdraw from class(es). **You may be required to repay a portion of your financial aid to the College.**

The Financial Aid Office is located in Warren Hall. It is open 8 a.m. to 4 p.m. weekdays. If you need to make an evening appointment with a representative, please call (518) 743-2223.

We encourage all students to regularly monitor their Self-Service Banner accounts. Students can review financial awards, monitor outstanding requirements (documents); accept offered awards (loans and work-study); and view how their financial aid is applied to their bill (in the Student Accounts section under Account Detail by term).

SUNY Adirondack Foundation

The SUNY Adirondack Foundation secures financial support from the community for scholarships to students, to enhance the teaching and learning environment, and for the College's strategic initiatives. In 2017-2018 it will provide more than \$1.9 million to SUNY Adirondack, including nearly \$275,000 to support student scholarships.

All members of the campus community who wish to solicit any off campus entity in support of an approved project must integrate their efforts with the Foundation in order to coordinate the College's case for support in the community, ensure that gifts are consistent with the College's priorities and policies, and reduce duplicative request to potential donors.

Library

The SUNY Adirondack Library is located in the Scoville Learning Center and provides a variety of services that support the college curriculum. During the spring and fall semester, the library is open seven days a week:

Monday - Thursday	7:30 a.m. - 10 p.m.
Friday	8 a.m. - 4 p.m.
Saturday	1 p.m. - 5 p.m.
Sunday	5 p.m. - 9 p.m.

Hours vary during the summer, holidays and college breaks. Current hours are posted on the library's website: <http://library.sunyacc.edu>.

The library provides two floors of comfortable place to study, read and research using resources selected to support the college's courses. The library maintains a circulating collection of more than 55,000 books on the upper level. Students can access 120,000 electronic books and 20,000 online documentaries from the library website. Students may read more than 200 print periodicals and view hundreds of DVDs in the library. A limited collection of textbooks is on reserve at the Circulation Desk, for use in the library. A SUNY Adirondack student ID or other photo ID is required to borrow library books. Students may request materials not owned by the library via interlibrary loan.

The library's website links to more than 100 databases providing access to thousands of periodicals, reference titles and books, dozens of research guides and many tutorials. Off-campus access to library databases is available with a SUNY Adirondack network username and password. Each student's network username and password are posted in her or his Banner account.

Web access and word processing are available on library computers. Wireless internet access is available in the library. A wireless security code, available at the reference desk, is required along with a network username and password.

Librarians are available to assist students whenever the library is open. Their primary function is to assist and teach students how to navigate the often complex world of information resources. Introduction to library resources is provided through course-integrated and one-to-one instruction. The college also offers a one-credit course, Library Research Methods (LIB 187), taught by a librarian.

For more information, please phone (518) 743-2260 or visit <http://library.sunyacc.edu/>

Math Engineering and Computer Science (MECS) Tutoring Center

The MECS Tutoring Center provides SUNY Adirondack students with free tutoring in math, computer science, and information technology. The Center is located in the rear of the Library (first floor). Faculty and student tutors are available on a friendly "walk-in" basis, and the lab is open five days a week. A schedule of hours and tutors is posted early each semester.

Math tutoring is also available at the Wilton Center Monday – Thursday. Please call (518) 584-3959 for available hours.

Office of Continuing Education

The Office of Continuing Education is committed to providing a comprehensive variety of high quality non-credit programs and courses that reflect the lifelong learning interests of our local community. Open enrollment classes are offered in the fall, spring and summer terms, and contract training is available year-round based on business and industry needs. Courses are taught in the areas of: youth programming, professional development and career training, personal enrichment and adventure sports. This office is dedicated to enhancing the personal and professional development of individuals in the public sector, private industry, and the community at large. Classes vary in length and scope and are held on the Queensbury campus, Wilton Center, on-line and at various locations throughout the community. For further information, please call (518) 743-2238 or visit www.sunyacc.edu/academics/continuinged.

Registrar's Office

Change of Name and/or Address

The College needs to communicate with its students on a recurring, as well as on an emergency, basis. If a telephone number or address changes, please update it online in Banner or file a Change of Address Form in the Registrar's Office. This will ensure the ability to contact you if necessary.

Priority Registration

The first week of fall and spring registration is limited to current students. Registration is based on the number of credits earned to date. Please refer to the "Important Dates" section of the Catalog to determine when you may register.

Privacy Information

The following information is considered directory information and may be released without student authorization unless the student notifies the Registrar in writing that the following information should not be released.

- a. Name
- b. Address
- c. Credit hours earned
- d. Date(s) of attendance
- e. Date of Birth
- f. Enrollment Status
- g. Graduation and degrees awarded
- h. Honors and awards
- i. Major field of study
- j. Phone number
- k. Student campus email address

This is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

Students who want their personal information withheld from being released may do so by filing a Request to Withhold Information Form in the Registrar's Office. The form is also available online at <http://www.sunyacc.edu/studentlife/services/registrar/forms>.

Students wishing to grant others access to their records must complete the FERPA Survey under the Student Tab in Banner.

Solomon Amendment

The Solomon Amendment requires by federal law that the College release date of birth in addition to directory information to military recruiters when requested.

Student Records and Transcripts

Academic and health transcript requests must be made at the Registrar's Office. Request forms are available online. Official copies of academic records are \$7.00 each. Unofficial copies are available at no cost online in Banner. There is no charge for health or immunization transcripts.

The Registrar's Office also processes enrollment certifications.

Residence Life

The Residence Life Department focuses its energy on the co-curricular experience, which is an important and valued component of a student's development. Students are provided with opportunities to strengthen their educational objectives through the living

and learning process in a residence hall, and through participation in an assortment of student organizations and activities. The program considers students' educational and social needs, safety and health standards, and the overall educational objectives of SUNY Adirondack. For more information, please call 832-7785 or email reslife@sunyacc.edu.

Robert Hutchinson Child Care Center

The Robert Hutchinson Child Care Center is managed by the FSA and is operated by the Warren County Head Start Program. The Center is available for children of students, faculty, staff, and the community, with priority given to children of SUNY Adirondack students.

The center is open Monday – Thursday, 7:30 a.m. – 5:00 p.m., Friday, 7:30 a.m. – 2:00 p.m. during the school year, as well as during special vacations of the College. More information and enrollment forms are available through the FSA Office.

Scholarship Week

Each spring semester, just prior to spring break, there is an opportunity to apply for numerous scholarships through the SUNY Adirondack Foundation and coordinated by the Financial Aid Office. This information is posted when available and scholarships are awarded prior to the next fall semester. For more information, please call the Financial Aid Office at (518) 743-2223.

Student Life & Diversity Office

The Student Life & Diversity Office shares a suite with the Student Senate and the College Activity Board, on the main floor of the Student Center. This office contains information on student organizations, events, and volunteer opportunities, as well as marketing for various events on campus. Additionally, the office manages campus ticket sales and college ID, Glens Falls Transit Bus services for students, Veteran's support, and Diversity initiatives for the campus. Any questions about the Student Center and/or the services provided by the Student Life & Diversity Office should be directed to the Student Life & Diversity staff. For more information, please call (518) 743-2442.

Veterans-Education Benefits

The Registrar and School Certifying Officer coordinates veterans educational benefits with the Veterans Administration, including Montgomery GI Bill (Ch. 30), Vocational rehabilitation for veterans with service-connected disabilities (Ch. 31), Post 9/11 GI Bill (CH 33), Dependents Educational Assistance (DEA) *(Ch. 35),* MGIB Selected Reserve (Ch. 1606), and Reserve Educational Assistance Program (REAP) (1607). The School Certifying Officer (SCO) certifies all VA education claims and will assist you with any questions you may have regarding your education benefits. The SCO can be reached at (518) 743-2200 ext. 2372. A New York State Veterans Benefit Advisor is also available in Randles, near the Randles Veterans Resource Center and processes all applications for VA education benefits as well as all other earned benefits and can be reached at (518) 832-7744. The Student Life & Diversity office is the primary contact for all veterans on the SUNY Adirondack campus.

Fitness Center

The Fitness Center is located in the Residence Hall. All current SUNY Adirondack students have access to the Fitness Center. Students must have their student ID, with current sticker to gain access to the fitness center. Students must present a valid SUNY Adirondack ID card each time they enter the facility. No other form of ID is acceptable. All other eligible participants must present a current membership card, as well as their SUNY Adirondack ID Card.

By entering the SUNY Adirondack Fitness Center, you are entering at your own risk and agreed to abide by the policies and procedures set forth by the Fitness Center Supervisor, the SUNY Adirondack Code of Conduct and Office of Residence Life Handbook. Any participant's failure to adhere to the fitness center policies and procedures, SUNY Adirondack Code of Conduct and Office of Residence Life Handbook will lose their privilege of using the facilities and may be subject to disciplinary action. The fitness center policies and procedures can be found at <http://www.sunyacc.edu/studentlife/fitnesscenter>.

The Fitness Center is equipped with treadmills, recumbent and upright bikes, elliptical, weight machines, and free weights.

The Fitness Center is designed to offer fitness and wellness opportunities to a diverse population of students, faculty and staff at SUNY Adirondack. The programs offered will promote healthy lifestyles and physical wellness through group exercise sessions, fitness events, informal gym activities and access to the new state of the art fitness center located in the residence hall.

The Fitness Center and related programs main goals include:

- provide the college community with a facility in which they can make positive use of their leisure time
- influence the other dimensions of wellness while enhancing quality of personal and student life

TECHNOLOGY AT SUNY Adirondack

Student Computing

The Student Computing Lab is located on the main level of the Scoville Learning Center. Students are encouraged to use any of the open lab computers to complete course assignments. Software available in the lab includes word processing, spreadsheet, database, accounting, textbook, as well as a variety of programming languages. All desktops are multimedia Windows based systems with DVD burners and there are also scanners and laser printing available. Headsets, calculator cables and other items can be borrowed from the help desk by leaving your student ID, military ID or driver's license.

Computer lab assistants are always ready to answer questions and to help solve your homework problems. Computer workshops are conducted on a variety of topics throughout the semester and they are free to students and staff. Dates, times and topics are posted using the campus-wide digital signage system.

GET ONLINE AND GET CONNECTED

E-Mail

SUNY Adirondack automatically assigns **free** campus e-mail accounts to all students registered in credit-bearing courses. Your e-mail address is *accountname@wolfmail.sunyacc.edu*. To find your account name and password, log into your Banner Account and go to the **Personal Information** tab and find the link that says **Lookup Network ID and Password**. Accounts are kept active as long as a student remains continuously enrolled at the college. For those graduating, transferring to other institutions or for those just choosing not to continue their coursework, accounts are deactivated two weeks after the last final exam for a given semester.

Your student email account issued by SUNY Adirondack is the official means of communications in regard to all business pertaining to the College. You are responsible for checking email frequently and consistently.

Banner System @ SUNY Adirondack

Banner provides web-based access to class schedules, course registration, grades, academic transcripts, financial aid, and other account information. Understanding this system will be essential to your success here at SUNY Adirondack. To access Banner use this link https://banner.sunyacc.edu/pls/prod/twbkwbis.P_WWWLogin.

Once in Banner, you will need your Banner ID and PIN number. Your Banner ID begins with a **5** and can be found on your course schedule or bill. If you do not have access to your Banner ID, please contact the Registrar's Office in Warren Hall for additional information.

Note: Your **initial** Banner PIN will be your date of birth in the MMDDYY format. You will be prompted to change your initial PIN when you log in for the first time. ***If you have already registered for courses then your pin has been changed and using your birth date will not work.***

COMPUTER USE POLICY

Students are responsible with complying with the full Board-approved policy, which can be found on the College's website at <http://www.sunyacc.edu/policies>.

HELPFUL INFORMATION

Accident and Sickness: Insurance Plan

Every enrolled student is covered under a Student Accident Insurance Program that affords protection while on campus and during any activities off campus that are sponsored and supervised by the College during the student's enrolled semester(s). This coverage has a maximum benefit of \$2,500 per accident and/or sickness.

Accident and Sickness: Procedure

If you are ill or injured while on Campus, you should go to the nearest Staff Member who will notify appropriate personnel. Should you have an accident while on College property or while engaged in a College activity, it should be reported immediately to the Facilities Office located in Warren Hall. An Incident Report will need to be completed and submitted to the Facilities Office. In case of an emergency, dial 911 first and then contact the Office of Public Safety at (518) 796-1344.

Commencement

Each May, the College holds a commencement ceremony for students who complete their degree the previous August or December as well as in May of each academic year. More information about commencement can be found on the SUNY Adirondack website.

Greater Glens Falls Transit Bus Transportation and Schedule

All SUNY Adirondack Students, Faculty and Staff may ride the GGFT route **at no cost** whenever GGFT is in operation during the academic year, without limit, upon showing a current, valid College ID.

Bus Schedules are available online at <http://www.agftc.org/ggft/schedule.asp> Buses typically run from 6:00 a.m. until 6:00 p.m. Monday through Friday. For further information, please call GGFT at (518) 792-1085.

Lost and Found

Lost your books? Lost your keys? Found a wallet? Any article which is lost or found should be reported or returned to the Public Safety Office in the Residence Hall. At the end of each academic year, items left in Lost and Found are destroyed or donated to local agencies.

Access Policy

During business hours, the College is open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all college facilities is by card access, if authorized, or by admittance via Public Safety. The Residence Halls are secured 24 hours a day and are accessed by ID card only.

Authorized College functions that take place during non-business hours are scheduled through the Facilities Office and appropriate access to required facilities will be provided for.

Student Identification Card (WolfCard)

A student identification card is required of all full-time and part-time students. The ID Card is required for library book borrowing, as well as for admission and reduced prices to many college functions and events. A fee is charged to all full-time and part-time students. A replacement card fee is also charged. Nursing students are required to get a separate ID for use in the hospital and will only be given with clearance from the nursing division.

Public Safety

All buildings on campus are locked when not scheduled for classes or activities. Off hours use of buildings can be obtained through the issuance of access cards and keys to authorized personnel only. College Public Safety Officers are on duty 24/7 Monday –Sunday throughout the year and can be contacted at (518) 743-SAFE (7233) for assistance. Public Safety is on duty 24/7 and can assist in accessing buildings as needed.

SUNY ADIRONDACK CLOSING INFORMATION

The College may close for various purposes including weather, security issues, power outages and/or interruption of water/sewer services. Closing announcements will be made over the various radio and TV stations, the **Colleges web-site, social media** and the Closing Hotline (518-743-2222).

Courses held at the Wilton Center will follow SUNY Adirondack's decisions on closure. If classes are in session on the Queensbury campus, they are also in session at the Wilton location.

Extension courses held at area high schools are cancelled if the secondary school is closed. Alternate arrangements will be made to hold the extension classes at a later date.

In situations of severe weather or other emergencies, it may be necessary to close the campus. This would normally occur in situations where primary roads are impassable or extremely hazardous, or where college roads and parking areas are not able to accommodate vehicles.

Normally, campus closing announcement times will be as follows:

For day closing	by 6-a.m.
For afternoon closing	by 11-a.m.
For evening closing	by 4-p.m. (for classes beginning at 5:30 p.m.)

The College may choose to delay morning openings or determine that early closings are necessary and will follow the above times.

The regular college calendar will be altered as necessary to provide for lost days.

SAFETY AND EMERGENCY INFORMATION

2016 ANNUAL SECURITY REPORT

The full report can be found on our website at <https://www.sunyacc.edu/compliance/annualsecurityreport>

GENERAL SECURITY & SAFETY INFORMATION

SUNY Adirondack enjoys a full and part-time student population of over 3,800 students. The campus employs a workforce of over 350 full and part-time faculty and staff. The safety of students and college personnel is a top priority on our campus and the College continuously strives to make improvements. Security and safety systems that are in place on the Campus include:

- Building and room card access systems
- Security alarms
- Surveillance systems
- Peace Officer personnel
- Speed bumps for traffic control
- Emergency telephones in parking lots and building corridors
- MOU with local Sheriff's Department
- MOU's with our partner Institutions who share our campus buildings
- ReGroup Emergency Notification System
- Fully automatic fire detection systems in all buildings

Reporting a Crime

Victims and witnesses can report a crime on a voluntary and confidential basis. Report emergency situations directly to Public Safety at (518) 743-SAFE (7233)

Tips Line

Non emergency crimes and concerns can be reported anonymously if desired using the Public Safety Tips line (518) 743-TIPS (8477). Information provided on this communication platform is via voicemail box which is administered by the Public Safety Office.

All members of the campus community are encouraged to report criminal incidents, emergencies, and suspicious activity in a timely manner. All reports are classified, logged and responded to appropriately.

Crimes in progress and/or any other emergencies on campus can also be reported by:

Activating the Emergency Blue Light Phones located on the College grounds next to sidewalks and in parking lots. All Blue Light Phones dial directly to the Warren County Sheriff's Office 911 Center. Public Safety Officers will be dispatched by the 911 Center to the location of the complaint. An incident report will be prepared and filed accordingly.

Using a "Red" phone located in all building corridors.

Or calling the Public Safety Office at (518) 743-SAFE (7233), or the Facilities Office at x2246, or by dialing 911.

In any kind of emergency, try to have someone stay with you while another person is sent to get help. In the event you contact medical or police authorities on your own, at the first opportunity contact the Public Safety Office located on the 1st floor of the Residence Life building Room 164 to report the incident and to fill out an incident report. The report will be kept on file in the Public Safety Office.

Public Safety	(518) 743-SAFE (7233)
Facilities Office	(518) 743-2246 or Ext. 2246 (campus phone)
Saratoga County Sheriff's Office	911 or (518) 885-6761
Warren County Sheriff's Office	911 or (518) 743-2500

When a SUNY Adirondack student is involved in an off campus offense, Public Safety may assist with the investigation in cooperation with local, state or federal law enforcement. Local and state law enforcement agencies routinely work and communicate with Public Safety on any serious incidents occurring on or off campus. SUNY Adirondack operates no off-campus housing or off-campus student organization facilities. SUNY Adirondack Public Safety Officers have direct radio communication with local police, fire and ambulance services to facilitate a rapid response to emergency situations.

Campus Reporting Agents

These offices allow victims and witnesses to report crime on a voluntary, confidential basis and there is no formal investigation of an incident unless the victim so chooses.

Public Safety (non-emergency)	(518) 743-SAFE (7233)
Dean of Students Affairs	(518) 743 2200
Counseling Center	(518) 743 2200 ext. 2247
Residence Life & Housing Office	(518) 832-7785

Campus Crime Statistics

Campus Locations

Federal law requires that campuses report specific criminal activities that occur on campus property and specific areas around those properties. Crimes occur in the community beyond what is required to be reported in this document. Students are advised to exercise caution in ALL locations.

On Campus: includes all offenses reported on the main campus property located at 640 Bay Rd, Queensbury, NY 12804 and in campus buildings.

Non Campus: includes property owned or leased by the College outside campus boundaries. These properties include the Wilton Center located at 696 State Rt. 9, Wilton NY and Crockwell Pond located on East Sanford Street in the City of Glens Falls.

Public Property: includes thoroughfares, streets, sidewalks, parking facilities, and public parks or park-like settings immediately adjacent to and accessible from the campus.

Persona Non Grata (PNG)

An order of exclusion from campus to non-students who have demonstrated that their presence on campus would be a threat to the campus and/or campus members. Violators can be arrested for criminal trespass.

Campus Crime Incidents

In accordance with the Campus Safety Act, the following reflects reportable crime statistics at SUNY Adirondack for the previous (3) years. Statistics are compiled in the Facilities Office.

Reported On-Campus Crime Statistics at SUNY Adirondack

OFFENSE	YEAR	GEOGRAPHIC LOCATION				
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	UNFOUNDED
MURDER AND NON-NEGLIENT MANSLAUGHTER	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
ARSON	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
ROBBERY	2014	0	0	0	0	0
	2015	1	1	0	0	0
	2016	1	1	0	0	0
AGGRAVATED ASSAULT	2014	2	1	0	0	0
	2015	2	1	0	0	0
	2016	1	1	0	0	0
BURGLARY	2014	2	2	0	0	0
	2015	6	6	0	0	0

	2016	5	5	0	0	0
MOTOR VEHICLE THEFT	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
SEX OFFENSES (RAPE)	2014	1	1	0	0	0
	2015	2	2	0	0	0
	2016	2	2	0	0	1
SEX OFFENSES (FONDLING)	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	1	1	0	0	0
SEX OFFENSES (INCEST)	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
SEX OFFENSES (STATUTORY RAPE)	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
DATING VIOLENCE	2014	0	0	0	0	0
	2015	2	2	0	0	0
	2016	2	2	0	0	0
DOMESTIC VIOLENCE	2014	0	0	0	0	0
	2015	1	1	0	0	0
	2016	0	0	0	0	0
STALKING	2014	1	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
ARRESTS						
LIQUOR LAW VIOLATIONS	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
DRUG RELATED	2014	5	5	0	0	0
	2015	4	4	0	0	0
	2016	0	0	0	0	0
WEAPONS VIOLATIONS	2014	1	1	0	0	0
	2015	0	0			
	2016	0	0	0	0	0
DISCIPLINARY REFERRALS						
LIQUOR LAW VIOLATIONS	2014	25	25	0	0	0
	2015	34	34	0	0	0

	2016	31	31	0	0	0
DRUG RELATED	2014	36	36	0	0	0
	2015	24	24	0	0	0
	2016	3	3	0	0	0
WEAPONS VIOLATIONS	2014	1	1	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
ADDITIONAL HATE CRIME RELATED OFFENSES						
LARCENY-THEFT	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
SIMPLE ASSAULT	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
INTIMIDATION	2014	1	1	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	2014	0	0	0	0	0
	2015	0	0	0	0	0
	2016	0	0	0	0	0

DEFINITIONS OF THE ABOVE CRIMINAL ACTIONS

Murder - the willful killing of one human being by another.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- B. **Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- C. **Sexual Assault With an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- D. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- E. **Incest:** Nonforcible sexual intercourse between peoples who are related to each other within the degrees wherein marriage is prohibited by law.
- F. **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent. Note in New York State, the age of consent is seventeen.

Robbery - the taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force or violence and/or by putting the victim in fear of immediate harm.

Aggravated Assault - an unlawful attack by one person upon another wherein the offender displays or uses a weapon in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Arson - Any willful or malicious burning, attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another etc.

Burglary - the unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Motor Vehicle Theft - the theft or attempted theft of a motor vehicle.

Liquor Law Violations - violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages.

Drug Abuse Violations - violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use

Weapons Possessions - violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons

Bias Crimes – refer to page to Bias Crimes

Hate Crimes- when a person is victimized intentionally because of her/his actual or perceived race, gender, sexual orientation, ethnicity or disability.

PREVENTIVE MEASURES

Although SUNY Adirondack is fortunate to have been able to maintain a very safe environment over the years, no one should be lulled into a false sense of security. Here are several common sense measures to take at all times:

- register your vehicle on campus
- lock all valuables in the trunk of your car
- lock your car doors and secure windows
- park in well-lit areas at night
- inspect the area around your vehicle, including the back seat
- have your keys ready
- avoid strangers and hitch-hikers
- walk with friends
- don't leave books and other valuables unattended
- always lock your bicycle
- don't flash large amounts of cash or credit cards
- report any suspicious activity to security personnel

Crime Prevention Programs

Crime Prevention programs on personal safety and theft prevention are sponsored by Student Services throughout the year. Student Services staff facilitate programs for students providing a variety of strategies and tips on how to protect themselves from sexual assault, theft and other crimes. Security and safety related programs are also provided to students through presentations in Freshman Seminar classes.

MISSING PERSONS POLICY

1. Purpose

SUNY Adirondack College is required by the Higher Education Act amended August 14, 2008, to establish protocol for students living in campus housing. The purpose of this policy is to provide guidance to employees handling cases involving missing persons. A student will be considered missing, if the college receives a report that the student has not been seen in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. In most cases a reasonable amount of time is considered 24 hours. Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

2. Policy

The Warren County Sheriff's Office is responsible for investigating reports of missing person(s). The Public Safety Office may assist the Sheriff's Office by providing it with information on the missing person(s).

3. Scope

This policy pertains to all current students of SUNY Adirondack living in the Residence Hall. All students are encouraged to voluntarily provide contact information to the College in the event there is a report of a missing person.

4. Procedures

A. DEFINITIONS

- (1) Missing Person – An individual whose whereabouts are unknown to the reporting party. A reporting party may be:

- a. a parent
 - b. a guardian
 - c. a roommate
 - d. an employer/employee
 - e. any person who should reasonably know the missing person's whereabouts
- (2) Missing Person's "At Risk" – Those who fall into any one of the following categories:
- a. victims of foul play
 - b. persons who need medical attention
 - c. persons physically or mentally impaired and unable to care for themselves
 - d. victims of abduction

B. NOTIFICATION

1. A reporting party may contact one of the following offices to report a person missing:
 - a. Campus Public Safety (518) 743-SAFE (7233)
 - b. Residence Life (518) 832-7785
 - c. Dean of Student Affairs (518) 832 7708
2. The Office of Public Safety will immediately be notified. The Public Safety Officer receiving the report call must first try and determine the risk status. Persons found to be "At Risk" will require an immediate response and investigation by the local police. The Public Safety Officer will take all information from the caller to include a description of the student, the last time he/she was seen, and the type/color of clothing worn. The Officer will provide this information to Law Enforcement, contact the Assistant Director of Public Safety and/or Director of Facilities and begin an Incident Report.
3. If the missing student is found not to be "At Risk," a Public Safety Officer will take all information from the caller to include a description of the student, the last time he/she was seen, the type/color of clothing worn, complete an Incident Report and notify the Assistant Director of Public Safety and/or Director of Facilities for further instruction.
4. Upon receiving notification of a student missing who resides on campus, the Public Safety Officer will:
 - a. Respond to the missing student's room, knock and attempt to make contact with the student. If no answer, using the master key, unlock the door while announcing "Public Safety is there anyone here"? No entry will be made to the student's room/apartment without at least one of the following present: a Resident Assistant, or Resident Director, another officer or another student. If the room/apartment is empty, note the date and time of entry and who was present at that time for recording later in the Incident report.
 - b. Talk to the neighbors next to and across from the missing student's room, to determine when was the last time they saw the missing student or heard her/him in the room.
 - c. Attempt to locate the student via telephone, Twitter, Facebook, social media or other means of electronic communications.
 - d. If the above actions are unsuccessful in locating the student within twenty four hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Assistant Director of Public Safety and/or Director of Facilities will contact the Warren County Sheriff's Office to report the student as a missing person and the local law enforcement agency will take over the investigation.
5. Notification to Key Campus Personnel – Upon receiving notification of a student missing, Campus Public Safety will make notification by phone, campus email or in person to the following key personnel on this Campus:
 - a. President
 - b. Dean for Student Affairs
 - c. Vice Presidents
6. No later than 24 hours after determining that a residential student is missing, the Vice-President, or her designee, will notify the emergency contact (for students 18 and older) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
7. In all cases of a missing student, the law enforcement agency conducting the investigation will provide information to the media that is designed to obtain public assistance in the search for any missing student. The Dean of Enrollment Management and Marketing, or his designee, is available to provide consultation on communication with the investigating law enforcement agency. Any media requests to the college will be directed to the Dean of Enrollment Management and Marketing.

C. EMERGENCY CONTACT INFORMATION

- (1) Students age 18 and older and emancipated minors – Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the college “in case of emergency.” This persons identify will be kept confidential and will only be used by authorized personnel. However if a person is reported missing, the contact information may be provided to Law Enforcement to aid in the investigation. In the event a student is reported missing, college personnel will attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth above. An emergency contact designee will remain in effect until changed or revoked by the student.
- (2) Students under the age of 18 – In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth above, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Note: If a commuter student is believed missing, the reporting person should immediately notify local law enforcement authorities. The Public Safety office will assist outside agencies with these investigations.

BIAS CRIMES PREVENTION

Hate Crimes and the Law

It is a SUNY Adirondack mandate to protect all members of the campus community by preventing and prosecuting bias or hate crimes that occur within the campus’ jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator’s bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available from the Office of the Dean for Student Affairs.

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence, or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, SUNY Adirondack also assists in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by SUNY Adirondack as acts of bigotry, harassment, or intimidation directed at a member or group within the SUNY Adirondack community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status, may be addressed through the State University’s Discrimination Complaint Procedure or the campus Code of Conduct. Bias incidents can be reported to the Dean for Student Affairs or the Director of Human Resources.

If you are a victim of, or witness to a hate/bias crime on campus report it to Campus Security personnel by calling (518) 796-1344 or using a Blue Light phone. You can also contact the Dean for Student Affairs. Designated college personnel will investigate and follow the appropriate adjudication procedures.

Victims of bias crime or bias incidents can avail themselves of counseling and support services from the campus by contacting the Counseling Office at (518) 743-2278, or stopping by the Office, located in Warren Hall.

For general information on SUNY Adirondack security procedures contact the Office of Facilities at (518) 743-2246. Further information about bias-related and bias crimes, including up-to-date statistics on bias crimes is available from Office of the Dean for Student Affairs at (518) 743-2277.

Sexual Harassment and Sexual Violence Prevention and Response

SUNY Adirondack reaffirms its policy to provide equal opportunity in employment and education through its commitment to creating an environment that is safe, healthy, fair and respectful for our entire campus community. Sex discrimination, including sexual harassment and sexual violence, is against the law and is a violation of the Non-discrimination Policy of SUNY Adirondack. Sex discrimination in the form of sexual harassment is prohibited by Section 703 of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. It is also a violation of New York State’s Human Rights Law.

Title IX is a federal law administered by the Office of Civil Rights. Discrimination on the basis of sex (which includes sexual harassment and sexual violence) is a violation of this law and our Code of Conduct. The protections and sanctions under Title IX

pertain to all members of the campus community, as well as third parties to the campus, whether or not the incidents occur on campus or during business hours. Sex discrimination in all its forms will not be tolerated at SUNY Adirondack.

- Sex discrimination includes all forms of sexual harassment (verbal, physical or otherwise), sexual assault and sexual violence by employees, students or third parties against employees, students or third parties.
- Sexual harassment is unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent or pervasive to unreasonably interfere with, limit, or deny someone's ability to participate in or benefit from a college program or activity.
- Gender-based harassment is unwelcome conduct based on an individual's actual or perceived sex and does not necessarily involve a perpetrator's conduct being sexual in nature.
- Sexual violence is a physical sexual act perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to rape, sexual assault, sexual battery, sexual abuse and sexual coercion.
- Consent is clear, unambiguous and voluntary agreement between participants to engage in specific sexual activity. Please visit the website <http://www.sunyacc.edu/title-ix> for more information.

In addition to sex discrimination, other conduct prohibited under Title IX includes unequal facilities, unequal treatment based on gender or gender identity, disparities in pay, employment or admission based on gender, unequal distribution of athletic funds, and discrimination relating to pregnancy. The law applies whether the victim and/or perpetrator are male or female and whether the incident occurs between individuals of the same or the opposite sex.

All students, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, immigration or citizenship status (including international and undocumented students), domestic violence victim status, criminal conviction, and/or part- or full-time status are protected and have rights under Title IX. Additionally, victims are protected under the law whether discrimination is based on actual or perceived sexual orientation, gender identity, or failure to conform to stereotypical notions of masculinity and femininity.

All colleges that are subject to Title IX, including SUNY Adirondack, have a duty promptly respond to all complaints of sex discrimination, sexual harassment and sexual violence; to limit the effects of any incidents that occurred; and to prevent their recurrence. As a resource for the entire SUNY Adirondack community, our campus Title IX Coordinator and Deputy Title IX Coordinator are extensively trained in responding to such incidents and can advise parties about their rights and available resources. The Title IX Coordinator is also responsible for addressing any adverse patterns of behavior on campus; ensuring that students are not discriminated against based on their gender identity; and assuring that transgender students are treated in a manner consistent with their gender identity.

Anyone who experiences, observes or hears about an incident of sex discrimination in any form should report it to the Title IX Coordinator/Deputy Coordinator or another campus official as soon as possible. It doesn't matter where or when it happened; there is no statute of limitations on reporting and we will help a student access resources and navigate the Title IX Grievance Procedure regardless of when the incident occurred.

In addition to receiving help from the Title IX Coordinator, please know that you have the right—but are not required—to make a report to Campus Public Safety, local law enforcement, and/or state police; the right to engage in the Campus Conduct Policy; the right to choose not to engage in the Campus Conduct Process or criminal proceedings; and the right to be protected by the College from retaliation. The Title IX Coordinator/Deputy Coordinator can better explain these options, help you choose which is right for you, and provide access to services, resources and accommodations whether or not you choose to utilize the Campus Conduct Process or contact law enforcement.

SUNY Adirondack Title IX Coordinator: Mindy Wilson

Phone: 518-743-2252

Email: wilsonm@sunyacc.edu

Office: Human Resources, Washington Hall

SUNY Adirondack Deputy Title IX Coordinator: Matthew McKay

Phone: 518-681-5604

Email: mckaym@sunyacc.edu

Website: <http://www.sunyacc.edu/title-ix>

The privacy of anyone making a report to a college official and/or the Title IX Coordinator/Deputy Coordinator will be protected at all times and to the greatest extent possible. Students or employees requesting confidentiality should understand that this may limit our ability to respond to the incident, including disciplining the perpetrator. Additionally, there are rare instances in which we may be required to override a request for confidentiality in the interest of safety. If you wish to make a report to someone who has the privilege of full confidentiality under the law, please see the website <http://www.sunyacc.edu/title-ix> for information regarding on- and off-campus resources.

More information on Title IX, Violence Against Women Act, Enough is Enough, and sexual assault/violence prevention can be found on the website <http://www.sunyacc.edu/title-ix>.

STUDENTS' BILL OF RIGHTS

The State University of New York and SUNY Adirondack are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations—regardless of the victim/survivor's race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction—have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad.

All students have the right to:

1. Make a report to law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the campus conduct process and/or the criminal justice process free from pressure from the College;
4. Participate in a process that is fair, impartial and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services where available;
6. Be free from any suggestion that the reporting individual (including but not limited to the victim) is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few College officials as practicable and not to be required to unnecessarily repeat a description of the incident;
8. Be free from retaliation by the College, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the College;
9. Access at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process, including all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice or judicial or conduct process of the College.

Bill of Rights Options in Brief

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

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or violation (for more detailed information on confidentiality and privacy, visit our website <http://www.sunyacc.edu/title-ix>);
- Make a report to:
 - An employee with the authority to address complaints, including the Title IX Coordinator, Deputy Title IX Coordinator, the Dean for Students, and/or the Director of Human Resources;
 - Campus Public Safety;
 - Local law enforcement; and/or
 - Family or Civil Court.

Sex Offender Registration

In Accordance with the "campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, The Jeanne Clery Act and Family Educational Rights and Privacy Act of 1974, the Office of Public Safety of SUNY Adirondack is providing a Link to the New York State Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice to each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of New York, convicted sex offenders must register with the New York State Department of Criminal Justice Services. The Sex Offender Registry is available via Internet. Registry information is provided is to be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.**

Follow the link below to access the Registry website: <http://criminaljustice.state.ny.us/nsor/>

REMEMBER: Every emergency situation is different. Only you can decide which course of action is appropriate.

CODE OF CONDUCT

Code of Conduct

The Code of Conduct exists as a means to protect the rights of all students and faculty while also holding individual members to the same standards of respect, courtesy, integrity and responsibility. It is in the best interest of all students to review their rights and responsibilities as laid out in the following document. In the event of a violation, students have the right to due process as defined within the code of conduct.

SUNY Adirondack recognizes that its chief responsibility to the community is education. Our Code of Conduct is designed to facilitate an awareness of this community context and to provide meaning to all our lives. Education is primary, as it should be within any educational institution. The Code provides for fair due process, and emphasizes the issuance of sanctions that are positive. Behaviors which interfere with the ongoing daily educational purposes of the college may require intervention and/or disciplinary action. With this in mind, we as a community believe that students enrolling at SUNY Adirondack assume an obligation to conduct themselves in a manner compatible with the functions of the college as an educational institution. While college may present certain stressful situations, it is expected that students will be able to maintain an adequate level of self-control.

The College Code of Conduct expects that all students will conduct themselves as responsible members of society as defined by this Code. It intends to educate individuals regarding the nature of communities and provide opportunities to learn and express positive behavior within those larger contexts. In addition, students and student organizations should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. Nevertheless, in any demonstrations or public expressions of opinion, students or student organizations speak only for themselves.

- I. **Code of Conduct infractions include** violations of any federal, state, or local law, where, in the judgment of the College, the person charged endangers the property or threatens the personal safety of an individual and/or the academic community. It is the intent of the College to leave disciplinary action with respect to off-campus offenses of students to the proper authorities. It must be noted, however, that there are certain off-campus offenses that by their very nature pose a serious threat to the College community. In such cases, the College reserves the right to take appropriate action.

Infractions of Residence Hall Community Expectations and Standards are defined in the ADIRONDACK HOUSING ASSOCIATION, LLC (AHA) Handbook. It should be noted that a violation of the Community Standards may also be a violation of the College Code of Conduct and students may be held accountable both by the AHA and the College for their actions in the Residence Halls depending on the level of offense.

Disciplinary measures may be taken for the following reasons: (Note, however, these do not cover every single circumstance when disciplinary measures will be enacted. In general, any act that infringes upon the rights of others or that adversely affects the College is prohibited.)

- A. Dishonesty, such as cheating or plagiarism.
- B. Falsifying information to the College, such as forgery, alterations or intentional misuse of College documents, records, or identification.
- C. Obstruction or disruption of any College activities (both in and outside of the classroom) or insult of any person authorized or assigned to address student groups.
- D. Aggressive physical contact and/or physical abuse of any person; or conduct which threatens or endangers health or safety.
- E. Theft of, or damage to, college or personal property.
- F. Non-compliance with SUNY Adirondack's Computer Use Policy and Procedures.
- G. Unauthorized or improper use of, or entry to, College facilities.
- H. Violation of College policies concerning regulation of student organizations.
- I. Disorderly, lewd, indecent, or obscene conduct or expression.
- J. Harassment of any person, sexual or otherwise. This includes harassing electronic communication (texts, emails, Facebook posts etc.)
- K. Failure to comply with directions of College employees, including resident assistants, acting in the performance of their duties.
- L. Violation of the college tobacco free policy.
- M. Gambling in any form.
- N. Presence on campus under the influence of alcohol or other drugs.
- O. Possession or use of alcoholic beverages on-campus at other than approved events and under approved conditions.
- P. Sale, possession, exchange, or use of narcotics or illegal drugs in any form.
- Q. Possession of firearms or any other weapon on-campus and college sponsored events. This includes but is not limited to, hunting rifles, hand guns, paintball guns, BB guns, air soft guns, stun guns, very realistic looking toy guns, switchblades, gravity knives, bows and arrows, ammunition of any kind and any martial arts weapons.
- R. Recklessly or intentionally endangers mental or physical health or forcing consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization.
- S. Persistent acts of willful disobedience or defiance toward college staff.
- T. Breach of peace on college property or at college-sponsored events.

- U. Willfully inciting others to commit any of the acts herein prohibited.
 - V. Reckless, inappropriate or negligent behavior during an off-campus, college-sponsored activity or course
 - W. The act or threat of retaliation, intimidation, or coercion toward another individual for participating in a College process or procedure.
 - X. Any other charge deemed necessary by the Dean for Student Affairs.
 - Y. Any incident that falls under the federal Clery Act.
- II. **Violations of the Code of Conduct**
- A. Academic violations of the Code of Conduct shall be referred to the Dean for Academic Initiatives. All other violations shall be referred to the Dean for Student Affairs and/or the appropriate law enforcement agency.
 - B. The Dean for Academic Initiatives and/or the Dean for Student Affairs may initiate an informal Dean's inquiry into any alleged violation of the Code of Conduct in order to determine if an incident has occurred. During the Dean's inquiry students, faculty, staff or other appropriate parties may be asked to meet with the appropriate Dean (or his/her designee) in order to clarify the situation.
 - C. The Dean for Academic Initiatives and/or the Dean for Student Affairs may intervene or take disciplinary action, either when requested in writing by a faculty member, staff member, Division Chairperson, or on his/her own accord, when student behavior is disruptive to learning or to campus activity or poses a threat to person or property.
 - D. The Dean for Student Affairs may designate a College official to act as a conduct officer in his/her place regarding cases that may result in lower level sanctions only (e.g. oral or written reprimand or appropriate education or punitive sanctions)
 - E. All formal academic charges of Code infraction shall be submitted in writing and in complete detail to the Dean for Academic Initiatives. All other formal charges of Code infraction shall be submitted to the Dean for Student Affairs in writing and in complete detail. In the event that the Dean is a party to the charges, his/her duties shall be performed by some person designated by the appropriate Vice-President.
 - F. Within ten working days of the date of notice, the student shall be notified of the charges in electronic or written format and required to meet with either the Dean for Academic Initiatives (in the case of academic/classroom violations) or the Dean for Student Affairs, or his/her designee (for all other violations) regarding charges. If the student does not report to the Dean's office or respond in writing to reschedule the procedure will continue as follows and may result in the actions described below.
 - G. Pending action on charges, civil or College, the status of the student shall not be altered or his/her right to be present on the campus and to attend classes denied, except for reasons relating to the safety and wellbeing of students, faculty and staff, or College property. The decision to alter student status under this section shall be made by the Dean for Academic Initiatives (in the case of academic/classroom violations), or the Dean for Student Affairs (for all other violations), upon consultation with the appropriate Vice-President (during normal business hours), or the appropriate Public Safety Official (outside of normal business hours) and shall be final, pending action on the charges. Such decision shall be in writing and the reasons shall be set forth.
- III. **Procedure for Action by the Dean for Student Affairs/ Dean for Academic Initiatives or other designated college authority**
- A. The student will be advised of his/her rights in the interview and possible consequences.
 - B. Except in cases of sexual harassment and sexual violence (including but not limited to domestic violence, dating violence, and sexual assault and stalking), an effort will be made to resolve the issue by mutual agreement if it is deemed a violation of the Code of Conduct has occurred. An effort will be made to agree on appropriate action where warranted.
 - C. Within five working days of a formal meeting, the Dean for Academic Initiatives (in the case of academic/classroom violations), or the Dean for Student Affairs (for all other violations) will either determine there was no violation of the Code of Conduct or take appropriate action and provide notice to the student in electronic or written format. Action can include, but is not limited to, oral or written reprimand and warning, appropriate educational or punitive sanctions determined by the Dean; removal from a course or courses with an "AW" grade; suspension or leave of absence; or permanent dismissal.
 - D. The following policy applies to the actions described:
 1. **Oral or written reprimand and warning**: no transcript record will be made but a letter will be kept on file.
 2. **Appropriate education or punitive sanctions**: i.e. Community service, fines, mandatory counseling etc.
 3. **Administrative withdrawal**: transcript will carry a record of "AW"; decision to impose an administrative withdrawal will be made by the Dean for Student Affairs or Dean for Academic Initiatives. Any transcript notation will be in accordance with college transcript notation policy.
 4. **Administrative Restriction**: student may be restricted from student activities or individual course enrollment for a period specified by the Dean for Academic Initiatives or Dean for Student Affairs; student must request approval for release of restriction; transcript will carry no record of restriction.
 5. **Removal**: student may not attend classes for a period specified by the Dean for Academic Initiatives or Dean for Student Affairs; student must request approval for resumption of schedule and is not exempt from any course work requirements; grades of "AW" or "F" may be assigned. Any transcript notation will be in accordance with college transcript notation policy.

6. **Suspension**: student may be suspended for a period up to two years. Suspension can include, but is not limited to, suspension from class, activities, and campus as a whole. During suspension from class or campus grades of “AW” or “F” will be determined by the Dean for Student Affairs or Dean for Academic Initiatives and instructors; student must request permission of the Dean imposing the sanction to re-enroll; the Dean may set terms for re-enrollment. Any transcript notation will be in accordance with college transcript notation policy.
 7. **Dismissal**: student is permanently dismissed from the College and may not re-enroll; grades for the semester in which the action took place may be “AW” or “F”; student may not receive a degree or certificate from SUNY Adirondack. Any transcript notation will be in accordance with college transcript notation policy.
 8. **Transcript Notation**: When Code of Conduct violations involve incidents of violence that meet the reporting requirements for the Clery Act (including but not limited to domestic violence, dating violence, sexual assault and stalking), the College will make a notation on the transcript if a student is suspended or dismissed from the College after a finding of responsibility, as well as to any student who withdraws from the institution with such conduct charges pending. The full Transcript Notation Policy can be found at: <http://catalog.sunyacc.edu/content/transcript-notation-policy>.
- E. Action taken by the Dean for Student Affairs or Dean for Academic Initiatives shall constitute a final resolution of the case unless the student submits a request for a hearing, in writing, within ten working days of the date of the action taken.
 - F. If the student so requests, an appointment will be made to appear before the Student Disciplinary Review Board for a hearing. Within ten working days of his/her request for a hearing, the student shall receive a response stating the date and time of the hearing. If the decision of the Dean is to suspend, withdraw, remove or dismiss a student they will be required to remain off campus until a hearing is scheduled for decisions based on reasons relating to the safety and well-being of others.
 - G. When either the Dean for Student Affairs or the Dean for Academic Initiatives makes a determination that a conduct violation occurred, and the action taken results in removal from courses, a grade of “AW” or “F” will be applied as of the date of the determination. When applicable a transcript notation will also be made as of the date of the determination.
 - H. Removal from courses and/or housing does not release a student from their financial obligations to SUNY Adirondack. In addition, removal does not allow for any refund of charges.
- IV. **Student Disciplinary Review Board (“Review Board”)**
- A. The Review Board shall consist of three students, three full-time faculty members, and the Vice President for Academic Affairs or his/her designee (in the case of academic violations) or the Vice President for Enrollment and Student Affairs (for all other violations) or his/her designee. The chairperson of the Review Board will be the Vice-President or the designee. The Dean bringing forth the appeal will attend hearings as a non-voting member. Action of the Review Board shall be determined by a simple majority vote and the board shall follow the latest edition of Robert’s Rules of Order.
 - B. The Review Board will be impartial, and no member will be either a witness against the student or a person previously involved in formulating the charge.
- V. **Procedure for Hearing before the Review Board**
- A. The Chairperson of the Review Board shall preside at the hearing. **The hearing does not follow trial court procedure.**
 - B. The student has the following rights:
 1. to present his/her side of the story.
 2. to present relevant witnesses and evidence on his/her behalf. Character references shall **not** be heard.
 3. to examine witnesses and evidence against the student.
 4. to remain silent without assumption of guilt.
 - C. The Review Board shall examine all relevant facts and circumstances without regard to the technical rules of evidence.
 - D. A transcript will be kept to enable review of the proceedings. This will be kept by the Office of the Vice-President chairing the hearing.
 - E. The student shall be allowed to appear with a campus advocate of his/her choice if they choose. The advocate will be a member of the College’s faculty or staff, and is not permitted to speak (except to the student) during the hearing.
 - F. If the student does not appear, the action determined by the Dean bringing forth the charges shall be implemented.
 - G. The student will have a full opportunity to question witnesses who appear against him/her at the hearing. During the hearing the student will have the opportunity to make statements in response to written statements submitted against him/her.
 - H. The student shall have the right to summon witnesses to support his/her position, but such witnesses may be interviewed in advance of the hearing by the Dean for Student Affairs and/or the Chairperson of the Review Board.
 - I. The decision of the Review Board concerning the current sanction shall be in electronic or written format writing and submitted to the student within ten days of the hearing. It shall be based solely on evidence given in the hearing and shall constitute a decision which will be final unless the action is suspension or dismissal and an appeal is made by the student under Section VI of these provisions.
- VI. **Appeal to the President of the College**

- A. In those cases where a determination is made for suspension or dismissal of the student from the college, the student may make an appeal to the President. The student shall remain suspended until a final decision is made by the President.
- B. The appeal to the President shall be made in writing within 10 days of receiving the written determination from the Review Board. This letter shall set forth the reasons why, in the opinion of the student, the determination of the Review Board should not be carried out and specifically setting forth the grounds for such appeal.
- C. Transcript of the Review Board hearing shall be made available to the President.
- D. Following submission of a written appeal and at the request of the student, a meeting to discuss circumstances of suspension or dismissal may be scheduled with the President and appropriate administrators.
- E. The President of the College, after receipt of such appeal, shall make a final adjudication and determination in the matter. The student, the appropriate Dean, and the Review Board shall be notified of the final decision in electronic or written format within fifteen working days from the date the written appeal is submitted.

VII. Extensions

All deadlines and time requirements in the Code may be extended for good cause as determined by the Dean for Student Affairs. Both the respondent and complainant will be notified in writing of the delay, the reason for the delay, and provided the date of the new deadline or event. Extensions requested by one party will not be longer than five (5) business days.

VIII. Burden of Proof

The burden of proof in all alleged Code of Conduct violations (including domestic violence, dating violence, sexual assault and stalking) is “the preponderance of the evidence”—whether it is “more likely than not” that the violation occurred. If the evidence presented meets this standard, then the respondent will be found responsible.

IX. Disciplinary Procedures Specific to Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, Sexual Harassment and Stalking

- A. **In addition to those policies listed above, the following disciplinary procedures will apply in all cases where incidents of domestic violence, dating violence, sexual assault, sexual harassment or stalking are reported.** Reported incidents of domestic violence, dating violence, sexual assault, sexual harassment and stalking will be investigated and adjudicated in a prompt, fair, and transparent manner consistent with SUNY Adirondack’s Code of Conduct policies.
- B. Time Frames for Case Review Process
 - a. SUNY Adirondack will conduct a timely review of all reports of domestic violence, dating violence, sexual assault and stalking. Absent extenuating circumstances, review and resolution are expected to take place within sixty (60) calendar days of receiving a report.
 - b. If a student engages the Campus Conduct Process, any outcomes and/or sanctions related to the reported incident are typically issued within five (5) business days of a formal hearing.
 - c. An appeal of the outcomes and/or sanctions by either party must be submitted to the Dean for Student Affairs in writing within seven (7) business days of receiving notification of the outcomes. Appeals are heard by the Student Disciplinary Review Board (see Sections IV-V) and, absent extenuating circumstances, decisions on appeals are typically issued within ten (10) business days of a hearing before the Board.
- C. Evidence
 - 1. Reported incidents of domestic violence, dating violence, sexual assault, sexual harassment or stalking will be investigated by campus personnel who receive annual training on such issues, including the Title IX Coordinator, Public Safety Officials, the Dean for Student Affairs, and the Director of Human Resources.
 - 2. Evidence presented by the reporting individual(s) and the accused person(s) for any hearing on domestic violence, dating violence, sexual assault, sexual harassment or stalking must be submitted to the Dean for Student Affairs at least two (2) business days in advance of the scheduled hearing so the opposing party may have adequate time to review said evidence.
 - 3. The Dean for Student Affairs or their designee hearing the case may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review any evidence to be presented during the hearing.
 - 4. The Dean for Student Affairs or their designee hearing the case will make the final decision regarding admissibility of all evidence.
 - 5. Parties’ Right to Advisors in Cases Involving Domestic Violence, Dating Violence, Sexual Assault, Sexual Harassment or Stalking
 - i. Both the reporting individual and the accused person may be accompanied by an advisor of their choice who may assist and advise them through the conduct process and any related hearings or meetings.
 - ii. Advisors may speak with their respective advisees during hearings and/or meetings, and advisees may request a brief recess from the hearing to consult with their advisor. However, advisors may not participate in the hearing or meeting process, i.e. by asking questions directly of College officials, attempting to present evidence, or speaking on behalf of their advisee.
 - iii. Any advisor who does not abide these instructions will be asked to leave at the discretion of the Dean for Student Affairs.
- D. Hearings

Both parties are allowed to attend all hearings to present their case (although the reporting individual is not required to attend). Parties can question one another through the hearing officer. Hearing officer has the ability to determine if the question is valid to ask, not ask or modify.

E. Notification of Findings

In cases of sexual misconduct, including violations involving domestic violence, dating violence, sexual assault, sexual harassment and stalking, both the reporting individual and the accused person will receive simultaneous written notice of results within five (5) business days of a formal hearing. The notice will include:

1. Finding of responsibility;
2. What sanctions (if any) have been imposed;
3. Rationale for the result and the sanctions;
4. Notice of the College's appeal process;
5. When the results become final; and
6. Any changes that may occur to the results before that time.

F. Protective Accommodations

The College is committed to ensuring the safety and well-being of reporting individuals. Following an allegation of sexual misconduct, including but not limited to domestic violence, dating violence, sexual assault or stalking, a student may request certain protective accommodations and interim safety measures. The College will work with students to meet individual requests with appropriate and reasonable accommodations as available. Possible requests include:

1. Change in academic schedule;
2. Access to academic support such as tutoring services;
3. The ability to withdraw from or retake a class without penalty;
4. Relocation of assigned campus residence;
5. Change in transportation and/or work schedules;
6. Scheduled time for use of public facilities (Fitness Center, Dining Hall, etc.).

While we will work to mitigate the impact of these measures on both parties, it is our obligation to minimize the burden placed on the reporting individual and the College will therefore endeavor to the extent practicable to change the schedule or accommodations of the accused person prior to changing the accommodations of the reporting individual.

F. Interim Measures

In situations where it is necessary, the College will take immediate steps to protect reporting individuals pending the final outcome of an investigation and/or hearing. These steps include the accommodations listed above, as well as issuing No Contact Orders, temporary suspension from the College and/or Residence Hall, and denied access to the campus. Please refer to the Code of Conduct for disciplinary procedures related to acts of sexual misconduct, especially those specific to reports of domestic violence, dating violence, sexual assault and stalking. Interim measures may be deemed permanent by the Dean for Student Affairs following a formal hearing and a finding of responsibility.

Both the accused/respondent and reporting individual may request a prompt review, reasonable under the circumstances and consistent with SUNY Adirondack policies and procedures, of the need for and terms of any interim measure and accommodation that directly affects him or her; parties may submit evidence in support of their request. While reporting individuals may request accommodations through any of the offices referenced in this policy, the Title IX Coordinator or Deputy Title IX Coordinator can serve as a point to assist with these measures.

- #### G. Possible Sanctions for a Finding of Responsibility in Cases Involving Domestic Violence, Dating Violence, Sexual Assault, Sexual Harassment and Stalking
- SUNY Adirondack considers domestic violence, dating violence, sexual assault, sexual harassment and stalking to be extremely serious violations of our Code of Conduct. In cases where an accused individual is found responsible, s/he may be subject to suspension or dismissal from the College.

Per New York State legislation (129-B), when Code of Conduct violations involve incidents of violence that meet the reporting requirements for the Clery Act (including but not limited to domestic violence, dating violence, sexual assault and stalking), a transcript notation will be issued to any student suspended or dismissed from the College after a finding of responsibility, as well as to any student who withdraws from the institution with such conduct charges pending. The full Transcript Notation Policy can be found at: <http://catalog.sunyacc.edu/content/transcript-notation-policy>.

H. Retaliation

1. No member of the SUNY Adirondack community may retaliate against, intimidate, threaten, coerce or otherwise discriminate against persons involved in a sexual misconduct investigation and/or disciplinary proceeding, including the reporting individual, the accused person, and/or any witnesses.
2. Both the reporting individual and the accused person have the right to choose whether to disclose or discuss the outcome of a conduct hearing. However, it should be noted that this does not allow students to unreasonably share private information in a manner intended to harm or embarrass another individual, or in a manner that would recklessly do so regardless of intention. Such sharing may be retaliation, which can result in separate charges under the Code of Conduct.
3. If you feel you have experienced retaliation related to an incident of sexual misconduct, please contact the campus Title IX Coordinator or Deputy Title IX Coordinator.

I. Policy for Alcohol and/or Drug Amnesty in Cases of Sexual and Interpersonal Violence

The health and safety of every student at the State University of New York and its state-operated and community colleges is of utmost importance. SUNY Adirondack recognizes that students who have been drinking and/or using drugs (whether such use is

voluntary or involuntary) at the time that an incident of violence (including but not limited to domestic violence, dating violence, stalking or sexual assault) occurs may be hesitant to report such incidents due to fear of potential consequences related to their conduct. SUNY Adirondack strongly encourages students to report any incidents of sexual or interpersonal violence to campus officials. A bystander or reporting individual (including but not limited to the victim of violence) acting in good faith that discloses any incident of sexual or interpersonal violence to SUNY Adirondack officials or local law enforcement will not be subject to SUNY Adirondack Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time that the violence was committed.

Please note that this amnesty specifically covers SUNY Adirondack Code of Conduct actions of a disciplinary nature. It does not limit the College from seeking help for a student who is struggling with alcohol or drug addiction or who is otherwise in danger. Additionally:

This amnesty is unrelated to off-campus adjudication such as criminal prosecution or arrest by law enforcement.

This amnesty is available for alcohol and/or drug use by individuals. Dealers and distributors are not shielded from adjudication, nor are those who drug others without their knowledge.

For those in a clinical or similar setting wherein external laws, policies, or accreditation requirements require removal or restrictions for those using drugs or alcohol, this policy does not specifically limit those actions

CAMPUS POLICIES AND PROCEDURES

BULLETIN BOARD POSTING POLICY

The following rules and regulations apply to fliers, posters, brochures, notices, etc. from on-campus **and** off-campus populations. These rules do not apply to class project displays.

1. **All items** to be posted must be approved and stamped by the Student Life & Diversity Office. Items which are not stamped will be taken down.
2. Postings are confined to bulletin boards and “hang-it” spaces only. There is absolutely no posting on glass surfaces (including classroom/building doors and windows), stairwells, classrooms, or interior/exterior walls. Please note the limit of one poster per event per bulletin board.
3. The typical time limit for postings is two weeks. Special arrangements may be made through the Student Life & Diversity Office for extended time. All postings must be dated, and will be removed once the date has expired. Advertisements for special events should be removed immediately following the event.

For questions or concerns regarding this policy, please contact the Student Life & Diversity Office at (518) 743-2442.

DISTRIBUTION OF MATERIALS ON CAMPUS

SUNY Adirondack encourages expressions of free speech and permits the distribution of printed material for non-commercial purposes by the general community in a manner which does not compete with the ongoing programs or regular business of the College and is in accordance with College policy. Individuals, organizations, or groups must comply with the College Code of Conduct, found in this handbook. Individuals, organizations, or groups who interfere in or compete with ongoing programs or regular business of the College while distributing such material may be charged with an infraction of the appropriate section of the Code of Conduct.

Any individual, organization, or group desiring to distribute such printed material at the College must obtain advance approval from the Director of Student Life & Diversity. Approval to distribute printed material will not be based on the content of the printed material. Approval is required only to assure non-interference with the ongoing programs or regular business of the College. The College does not assume any obligation or responsibility for the content of materials distributed. Any denial of the distribution of printed material may be appealed to the Dean for Student Affairs within fifteen (15) days of the denial.

The College reminds any individual, organization, or group so distributing materials to be aware of current laws regarding libel, defamation, obscenity, fair labor relations, and other applicable laws. Acceptance of monetary donations for such material is prohibited.

Statement of Non-discrimination & Equal Opportunity

SUNY Adirondack is committed to fostering a diverse community of outstanding employees and students, as well as ensuring equal educational opportunity, employment, and access to services, programs and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the SUNY Adirondack Community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

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

Inquiries regarding the application of Title IX may be directed to Matthew McKay, Title IX Coordinator, Room 201 in the Student Center, mckaym@sunyacc.edu or by calling 518.681.5604. Inquiries regarding the application of other laws, regulations and policies prohibiting discrimination may be directed to Mindy Wilson, Director of Human Resources, Warren Hall, at wilsonm@sunyacc.edu, or by calling 518.743.2252. Inquires may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500, at ocr.newyork@ed.gov, or by calling 646.428.3800.

HAZING

SUNY Adirondack welcomes and encourages all students to become involved in the many clubs, organizations, and sports that are offered. One's development is enhanced not only in the classroom, but outside as well. Mutual respect of others is part of this process.

As defined by New York State Law, any individual(s) who harass and thereby endanger the mental and physical health of another, and/or force consumption of alcohol or drugs for the purpose of initiation, shall be in violation of the SUNY Adirondack Student Code of Conduct. This rule includes all clubs, athletic teams, and any groups recognized by the College. Further, any student who knowingly withholds such information will likewise be subject to a violation of the SUNY Adirondack Student Code.

HIPAA COMPLIANCE

The U.S. Department of Health and Human Services has released new privacy standards which prohibit the release of individually identifiable health information. These standards, which are part of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), legally require entities to safeguard any protected health information that they hold. To be in compliance with these standards, each entity that holds medical information must provide each individual on whom they have such documentation with a Notice of Privacy Practices. This notice describes to you how medical information about you may be used and disclosed, as well as how you may gain access to your medical information that the College has on file. In addition, this notice also describes the rights that you have with regard to your protected health information. You may view the Notice of Privacy Practices by visiting SUNY Adirondack's web page at www.sunyacc.edu and/or requesting a copy from the Office of the Vice President for Administrative Services and Treasurer in Warren Hall.

PARKING REGULATIONS AND ENFORCEMENT

CAMPUS PARKING & TRAFFIC REGULATIONS

Definitions:

- a. **“College Community Member”** — Every person who is officially affiliated with SUNY Adirondack, in a full-time or part-time capacity, as a student, faculty member, employee, board member, or officer/member of any organization over which SUNY Adirondack has direct or indirect control.
- b. **“Student”** — any person registered as a student on the SUNY Adirondack campus for the purpose of attending credited classes through SUNY Adirondack or any extension center located at the main campus.
- c. **“Subject Premises”** — the campus of SUNY Adirondack and all premises or property under such Colleges control.
- d. **“Vehicle”** — every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, except devices moved by human power.

Student Parking Regulations and Procedures

1. **Every student** shall register each vehicle which he or she may operate or park on the subject premises **EACH SEMESTER**.
2. **Each vehicle** to be operated or parked on said premises by a member of the college community shall display current, legible college vehicle identification stickers permanently affixed on the **INTERIOR** of the vehicles. Vehicles having tinted windows may request special application authorization at time of issuance from the Facilities Office. The direction for application is printed on the reverse side of the decal that will make them visible and legible from the rear of the vehicle (not upside down). Parking stickers are not transferable. Taping or clipping such stickers is not considered as being permanently affixed. Motorcycles and motor scooters shall display sticker on front forks next to

inspection sticker. Each vehicle registered is assigned a color-coded SUNY Adirondack parking sticker. The following parking restrictions apply.

a. **Assigned Parking Lots**

- i. Student (September 1 – December 31) & Student (January 1 – August 31) - **Student parking allowed in the north & south parking lots only.**
- ii. Faculty/Staff Parking – All lots including reserved.
- iii. Handicapped – All Handicap designated parking spaces, all reserved spaces when handicap spaces are not available and any student lot.

All Permit Holders are to park within their assigned parking lot. Failure to adhere to the regulations will result in administrative or criminal action.

3. **Student Registration Permits** shall be obtained by filing a vehicle registration application for each vehicle. Such registration(s) shall be effective for the semester of which it is issued. Student parking permits are issued as follows:

Fall & Winter – September 1st - December 31st

Spring & Summer – January 1st – August 31st

- a. **Temporary Parking Permits** - When you need to drive a car other than one you have registered, park in the student lot and go to the Facilities Office to obtain a temporary tag for the length of time you will be driving the alternate vehicle. Such application may be filed in the Facilities Office, located in Warren Hall, Monday through Thursday, 8:00am -3:00pm. **The parking permit fee may be paid at the Bursar's Office only.** All persons must present a SUNY Adirondack ID and/or a valid driver's license.
- b. **Parking Fee Waiver** — Students who will not be operating a motor vehicle as described in section (d) of Definitions, are required to complete a waiver form to be submitted to the Bursar's Office to have the fee removed from their tuition and fee invoice. The parking fee waiver form is available at the Facilities Office or at the Bursar's Office.
- c. **Continuing Ed students will receive Temporary Parking permits from the Continuing Ed Department and must park in the Student Parking lots only.**
- d. **Handicapped Parking Permits** Disabled members of the campus community with mobility impairment should contact the Facilities Office. A physician-issued hang-tag will be required to process the college handicapped parking permit application. Handicapped operators will be issued a SUNY Adirondack parking permit contingent upon their application status.

4. **Fees**

- a. The fee of \$10.00 per semester, per registered student vehicle will apply.
- b. Multiple vehicle registration by a registered student is allowed at \$5.00 per vehicle, per semester.
- c. Replacement stickers are available at a cost of \$10.00 per unit unless the owner can provide valid documentation the sticker was destroyed.
- d. Fines in Visitors, Reserved and other Unassigned areas are: \$10.00 first violation, \$15.00 second violation, \$25.00 third violation, \$50.00 fourth violation and \$50.00 each violation thereafter.
- e. Fines in handicap spots, roadways, driveways, sidewalks, fire lanes, no parking zones, on the grass, walkways, and over painted parking controls are: \$25.00 first violations, \$50.00 each violation thereafter.

5. **Billing**

Students - shall be managed through the Bursar's Office for all parking permits. Payment is to be made at the **Bursar's Office only.**

6. **The Facilities Office** will criminally prosecute any person(s) who forge parking permits or provide false information on registration cards or business records. Vehicles may be towed at the discretion of the Facilities Office and at the owner's expense. All Parking Permits are subject to revocation by the Facilities Office. **Failure to register with the College any vehicle parked on campus is a violation and carries a \$5.00 fine.** Any unregistered vehicle which is in violation will be identified through the NYS Department of Motor Vehicles.

7. **All changes in the State license or registration of a motor vehicle** registered as provided herein shall be reported immediately to the Facilities Office and registration(s) shall be revised to reflect current information. Failure to report licensee or registration changes to a vehicle may/will result in revocation of College parking privileges.

8. **Permits Assignments**

- a. **Student** -Parking in student lots only, expiration dated with decal application directions on back of decal.
- b. **Non- Credit Students** -Parking in student lots only, expiration dated, nontransferable permit.
- c. **Handicapped** - Parking in all handicap, reserved and student parking areas.

9. **Drivers Responsibility** - Space availability: a parking decal does not guarantee the holder a parking space, but only an opportunity to park within a specified area or areas. Drivers are responsible for finding an authorized parking space.

Lack of parking space, mechanical problems, or inclement weather can not justify an infraction/tow able offense. Parking is never allowed in the visitor parking spaces in the Warren Hall circle.

STUDENTS ARE NEVER CONSIDERED VISITORS and must park in the north or south parking lots even if only on campus to pay a bill, register for a class, drop off a paper, meet with a counselor, get a transcript, use the Library, etc.

Decal Ownership: a parking decal signifies an individual has been granted the privilege of parking on College property. The College reserves the right to revoke this privilege if the user refuses to comply with the College's Campus Parking and Traffic Regulations. **Decal Display:** parking decals or passes must be displayed according to the parking regulations or the special instructions provided at the time of issuance. A parking decal is not considered valid unless it is displayed correctly on the vehicle. **Overnight parking** is not allowed without notifying the Facilities Office.

POLICY ON MAINTAINING THE SECURITY, CONFIDENTIALITY, AND INTEGRITY OF STUDENT INFORMATION

The College is required to have a written Information Security Program to protect non-public personal information retained on students as mandated by the Gramm-Leach-Bliley Act, also known as the Financial Services Modernization Act of 1999. All paper and electronic student records are controlled and secured by the relevant campus offices and are routinely assessed for risks and safeguards. A complete copy of this program is available in the Office of the Vice President for Administrative Services and Treasurer in Warren Hall.

POLICY ON MAINTAINING STUDENT RECORDS

Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the following is a summary of the types of educational records that are maintained by SUNY Adirondack as required by various state and federal agencies record keeping rules.

What types of records are maintained by SUNY Adirondack about students?

1. Transcript of grades for courses completed at SUNY Adirondack and credits transferred in from other colleges, as well as academic honors
2. Immunization history
3. Evaluated transcripts from previously attended colleges
4. Graduation applications
5. Veterans Administration forms for education benefits
6. Results of special tests, i.e., Comparative Guidance and Placement Survey, Advanced Placement and other examinations for credit
7. Financial records of students and/or parents (for only those persons who have applied for aid)
8. Letters of recommendation sent to the College or copies of such letters sent by the College to other institutions

Who has access to a student's records?

Any student or former student shall have access to his or her own record while in the presence of an employee of the College named by the Director of Registration and Records. Review of one's record must be by appointment and only during regularly scheduled office hours. Except as allowed or required by law, information from the student's record will only be released with prior written consent of the student. FERPA allows for the release of directory information *without* student consent under certain circumstances.

Who is responsible for maintaining student records?

The Director of Registration and Records

What is the policy for issuing, preserving, and destroying student records?

1. For special high school students, grades will be mailed to the respective high school.
2. Education records are destroyed according to the guidelines set forth by the New York State Commissioner of Education.
3. The academic record of a student is permanently maintained by SUNY Adirondack.

Who has access to a student's records without consent of the student?

1. All SUNY Adirondack administrative officials and their staff members for the performance of their duties
2. All faculty members either full- or part-time for the performance of their duties

3. Members of accrediting agencies for the purpose of accreditation
4. Administrative officers of SUNY System Administration, New York State Education Department, and Federal Education Agencies for the purpose of evaluating federally funded programs
5. Officials of NYSHESC, financial aid agencies, or employers processing student grades for the purpose of reimbursement
6. Research organizations that are conducting studies for the College
7. Parents of students who are listed as dependents for income tax purposes
8. Officials of law enforcement agencies where such an emergency exists that the release of records is necessary to protect the health or safety of the student or others
9. The Adirondack Housing Association, LLC, and the Faculty-Student Association of SUNY Adirondack has access to certain biographic and financial information, including financial aid data on Resident Students for billing purposes

What are the procedures for challenging educational records?

1. This section does not refer to the criteria used for assigning grades, but to any errors that may be involved in the recording of grades.
2. Should a student wish to challenge the content of such student's education records, he/she may request an informal hearing with the Director of Registration and Records or the Director of Financial Aid, depending on the nature of the documents involved.
3. If such an informal hearing between the aforementioned parties does not result in a satisfactory solution, any of these parties may request a formal hearing with the President of the College who will render a final decision, in writing, within two weeks of such hearing.

POLICY ON RETURNING TO CAMPUS AFTER EMERGENCY MEDICAL CARE

Any student who has needed emergency medical evaluation and/or treatment, or who has been transported from the campus by emergency medical personnel, must follow specific procedures to return to campus. The College will determine the student's appropriateness to return to the academic and/or residential environments, including planning for needed follow-up care, arranging for the completion of missed academic work, and assuring the safety and well-being of the whole campus community.

Psychological/psychiatric incident, including alcohol or other drug-related incident:

- Before noon of the first business day following the student's wish to return to campus, he/she must contact the following two offices to arrange immediate appointments:
 - The Counseling Office at (518) 743-2278 (information will also be required from the attending physician in the emergency room/hospital)
 - The Office of Residential Life at (518) 832-7785 if the student lives on campus

Traumatic injury, accident, or illness:

- Before noon of the first business day following the student's wish to return to campus, he/she must contact the Counseling Office at (518) 743-2278 to arrange an immediate appointment for follow-up care and/or referrals (information will also be required from the attending physician in the emergency room/hospital)

On the basis of all of the above information, an administrative determination will be made about the student's ability to remain in school, any special conditions on his/her continued attendance (i.e., part-time study only, residential status), and any disciplinary action that the College may pursue. This decision will be made by a committee comprised of the Dean for Student Affairs, a Counselor, a Public Safety Officer and (if the student lives on campus) the Director of Residence Life. Following the completion of the reentry assessment, he/she will be contacted by the Office of Student Affairs to inform him/her of the administrative determination and any special conditions to be set forth in a behavioral contract.

POLICY ON SEXUAL VIOLENCE, PREVENTION AND RESPONSE

Policies and procedures relating to sex discrimination, sexual harassment, and sexual violence can be found in the "Important Information About Sexual Harassment and Sexual Violence" section of this Handbook and the website <http://www.sunyacc.edu/title-ix>.

SOLICITATION

1. College building or campus spaces may **not** be used to raise money for any individual or organization other than (a) an officially recognized campus organization whether it be faculty, staff, or student, or (b) a not-for-profit, charitable off-campus organization.
2. Organizations intending to use College building or campus spaces to benefit an off-campus effort must satisfactorily prove the tax-exempt status of the benefiting cause.
3. Student organizations shall seek written approval to solicit funds on the College's campus from the Director of Student Life & Diversity. Faculty, staff, or non-profit organizations desiring to solicit funds on the College's campus must seek written approval for such solicitations from the Director of Facilities. The Offices of Student Life & Diversity and the Facilities

Office will establish uniform procedures relating to the location, duration, and set-up arrangements for such solicitation activities.

4. Any person aggrieved by any act, decision, or directive of either the Director of Student Life & Diversity or the Director of Facilities may appeal such act, decision, or directive to the College's Vice President for Administrative Services and Treasurer within fifteen (15) days of such act, decision, or directive. The College's Vice President for Administrative Services and Treasurer may affirm, reverse, or modify such act, decision, or directive as he/she deems appropriate within the limitations imposed by this Policy.
5. Any request for the use of campus facilities must follow the Facilities Use Policy and may result in the assessment of rental and/or maintenance fee(s).

STUDENT TRIP POLICY

Policies are in place for academic and Student Association (SA) sponsored college trips. SA sponsored trips are defined as such if student activity fees or club fundraised monies are approved for use toward the travel. During SA sponsored and academic trips, students are expected to abide by the regulations described in this handbook as well as the Student Organization Handbook.

Refer to the SUNY Adirondack Student Organization Handbook available in the Student Life & Diversity office for specific trip guidelines.

CHILDREN ON CAMPUS POLICY

We have become aware that, from time to time, children of students and employees have been allowed to spend significant periods of time in classrooms and work spaces. In addition, we have become aware that there are also occasions when children may be in the Student Center or other areas on campus without supervision. These cases can disrupt students who are attempting to study, other classes and affect office performance. They also have health and safety implications, and negatively affect our insurance liability.

Consequently, we would like to inform the SUNY Adirondack community that this tradition of bringing children to the SUNY Adirondack campus when they may be ill, when caregivers have been unavailable, or when their school is not in session will no longer be allowed by the college. We do recognize, of course, that there may be times of transition where children might be on campus for short intervals-usually never more than 15 minutes. This is not a serious problem nor a violation. We thank you in advance for your understanding and your cooperation with this matter.

TOBACCO FREE CAMPUS RESOLUTION

WHEREAS, SUNY Adirondack is committed to provide students, employees, and visitors with a safe and healthy environment, and

WHEREAS, in the Power of SUNY Report Card, Chancellor Zimpher proclaimed, as one of the Big Ideas of "SUNY and a Healthier New York," that SUNY become the largest system to be entirely tobacco free; and

WHEREAS, in cooperation with this effort, SUNY Adirondack is committed to become a tobacco free institution, and no consumption of tobacco will be allowed on any College facility or grounds, owned, operated or leased, now and in the future.

THEREFORE, BE IT RESOLVED, that the SUNY Adirondack Board of Trustees supports SUNY Adirondack becoming a tobacco free facility in accord with the following guidelines:

- The College administration will continue to work with the College's shared governance bodies to develop policies, procedures and an implementation plan for a tobacco free campus.
- The Tobacco Free Campus policy will have an implementation date in September 2014.
- The policies, procedures and implementation plan will emphasize education and smoking cessation support over punitive measures and
- The College administration will provide policies, procedures and plans to the Board of Trustees at the November 2013 meeting for their review and approval.

SUNY Adirondack Tobacco-Policy

Students, employees and visitors are prohibited from possessing or using tobacco, tobacco derived products, and smoking paraphernalia on any College property or in any College facility.

Applicability

This policy applies to all members of the College community including but not limited to faculty, staff, students, volunteers, trainees, consultants, supplemental staff employed through contract agencies or outside trade unions, vendors, guests, and visitors.

Responsibility

Effective implementation of this policy depends on the courtesy, respect, and cooperation of all members of the SUNY Adirondack community.

Definitions

For the purpose of this policy, "tobacco" is defined as all tobacco-derived or containing products, including but not limited to; cigarettes (e.g., bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spit-less, smokeless, chew, snuff) and nasal tobacco. This ban includes any product intended to mimic tobacco products that contain tobacco flavoring or deliver nicotine other than for the purpose of cessation (vape pens, e-cigarettes, etc).

Scope

The use, distribution, or sale of tobacco or any smoking device (such as e-cigarettes), or the carrying of any lighted smoking instrument in College buildings or on College premises, at offsite College-required learning activities, at events on College premises, or in College-owned, rented or leased vehicles, is prohibited. The College requires students, employees, and visitors to respect private property bordering all College locations by refraining from trespassing for purposes of consumption of tobacco products.

Enforcement

SUNY Adirondack's goal is to achieve 100% voluntary compliance with the tobacco-free policy by educating students, faculty, staff, and visitors about the policy.

Members of the campus community who see individuals using tobacco on college grounds are asked to politely inform these individuals that college policy prohibits tobacco use anywhere on campus grounds. Faculty and staff who do not feel comfortable approaching someone violating the policy should contact a public safety officer, or designated administrator. We expect all members of the college community to treat each other with dignity and respect, support each other, and embrace a spirit of having a healthy living, learning, and working environment.

Sanctions for Students

Violators of this policy will be subject to warnings from the college's campus safety officers and/or administrative designees, as well as respectful reminders from campus community members. Repeated offenders will be subject to the college's code of conduct and sanctions will focus on community service and educational programming, as determined by the Dean for Students Affairs.

DRUG-FREE CAMPUS POLICY (Alcohol and Controlled Substances)

Statement of Purpose

SUNY Adirondack has a vital interest in insuring safe, healthful, and efficient conditions for all students, faculty, and staff and in helping each to become optimally contributing members of society. In addition, as a federal contractor (or grantee), it has a duty to safely and efficiently provide the public with quality education. The unlawful presence of controlled substances and illicit drugs on the campus conflicts with these vital interests and constitutes a violation of the public trust. For these reasons, the College has established, as a condition of one's enrollment and continued enrollment, the following drug-free campus policy.

I. Standards of Conduct Prohibiting Illicit Drug and Alcohol Abuse

A. Prohibition against Unlawful Presence of Illicit Drugs and Alcohol On-Campus

The possession, sale, manufacture or distribution of any controlled substance, marijuana, or drug paraphernalia is illegal under both state and federal laws. Such laws are strictly enforced by the SUNY Adirondack Office of Public Safety. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the SUNY Adirondack Alcohol Policy for anyone to consume, possess, or be in the presence of alcohol in any public or private area of campus without prior College approval. Individuals, organizations or groups violating alcohol/substance policies or laws may be subject to sanctions

B. College Sanctions for Violation of Drug-Free Campus Policy

Any student who violates the foregoing drug-free campus policy shall, subject to provisions of the College's Code of Conduct found in the Student Handbook, be subject to disciplinary procedures consistent with applicable laws, rules and regulations. These sanctions may include expulsion, termination of on-campus employment, referral for prosecution, or participation in an approved drug or alcohol assistance program.

C. College's Code of Conduct

A student enrolling at SUNY Adirondack assumes an obligation to conduct oneself in a manner compatible with the functions of the College as an educational institution. All conduct which adversely affects the student's suitability as a member of the academic community shall result in appropriate disciplinary action. (See Code of Conduct)

D. Statement on Public Order

The College is a public institution operated for the purpose of providing educational opportunities to students and to support cultural and intellectual aspects of the area. College students, faculty, staff, employees and visitors to the campus are required to conduct themselves in accordance with the law and with College rules and regulations at all times.

The College rules and regulations prohibit, among other things, any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization. Such rules and regulations shall be deemed to be part of the by-laws of all organizations operated on campus which shall review annually such by-laws with individuals affiliated with such organizations. In addition to the penalties outlined below for individuals, an organization which authorizes such conduct will be subject to the revision of permission for the organization to operate on campus property and to continue as a sanctioned organization.

E. Statement on College's Cooperation with Law Enforcement Officials

The College will cooperate fully and completely with local or state authorities on any case of suspected use, possession or distribution of illicit drugs and alcohol. In the event that any student is apprehended by local, state or federal authorities for the offense of use, possession or distribution of illicit drugs or alcohol, that student will not be in any way protected by the College. A student convicted of violating civil law may be subject to separation from the College.

II. Health Risks Associated with Illicit Drug and Alcohol

In order to be informed citizens, we all need to be aware of the health risks associated with the use of illicit drugs and alcohol abuse. The following is a brief summary of some of the health hazards caused by the use of:

A. Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses can significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Studies show that alcohol is involved in:

95% of all campus violent crime

90% of rapes, where alcohol was used by the assailant, victim or both.

B. Controlled Substances

There is overwhelming evidence that illegal drug use leads to academic failure, failure to get a job, failure to keep a job and maintenance of good health, as well as creating other problems.

While alcohol remains the primary drug of choice among college students. Some of the more common date rape drugs are Special K (the street name for ketamine hydrochloride);

Rohypnol (roofies, roopies, circles, the forget pills); and GHB (Grievous Bodily Harm), Liquid X, Liquid E, Liquid Ecstasy, Easy Lay, G, Vita G, G-juice, Georgia Home boy,

Great Hormones, Somatomax, Bedtime Scoop, Soap, Gook Gamma 10, and Energy Drink). Molly is slang for "molecular" and refers to the pure crystalline powder form of MDMA also known as ecstasy.

III. Legal Sanctions Imposed for Illicit Drug and Alcohol Abuse

The sale, use, possession, manufacture or distribution of prohibited drugs, other controlled substances, drug paraphernalia, or loitering with the intent of engaging in any of these activities, is prohibited on any College or College-related property.

The term "drug" includes all controlled substances defined in section 220.00 of the New York State Penal Law and Marijuana Reform Act of 1977.

The term “drug paraphernalia” includes any materials, or tools used for inhaling, ingesting, or otherwise metabolizing drugs into the human body. It also includes the possession of all implements, or equipment designed for use, in growing, manufacturing, processing, storing, or concealing drugs. Examples include but are not limited to;

- **Marijuana** – scales, baggies, pipes, bowls, bongs, dugouts, rolling papers, roach clips, grinders, jars, and **vaporizers**, or cooking and processing materials to make BHO (wax/dabs)
- **Cocaine & Heroin** – crack pipes, straws, dollar bills, razor blades, mirrors, spoons, needles, syringes, tubes or hoses
- **Other** – pill presses, capsules, crackers, whip-its, aerosol spray cans; paint, glue and other chemicals; as well as, light bulbs, aluminum cans, plastic bottles, and other make-shift devices

The College will cooperate fully and completely with Local or State authorities on any case of suspected illegal use, possession or redistribution of State controlled drugs or marijuana.

Students and employees are prohibited from possessing or using alcohol or illegal drugs on campus or during any college activity. Any student or employee who is apprehended for the same will in no way be protected by the College. The offender may also face separate disciplinary action by the College.

An exception to the alcohol possession and use rule may be made by direction of the president or his designee in specific circumstances and designated campus areas.

Preventing the spread of unlawful possession, use and distribution of illicit drugs and alcohol is everyone's responsibility. If you wish to report illegal drug activity, you can make a toll-free call to: 1-800-GIVE-TIP. Calls will be received in complete confidence and will be referred to the appropriate Federal, State, or local authority. Considerations regarding a few of the state legal sanctions follow:

Articles **220** and **221** of the *Penal Law* are directly aimed at unlawful traffic in mind-affecting drugs. They are compatible with the *Public Health Law* and the provisions of the latter are often cross-referenced in the Penal Law sections that deal with the different drugs. Articles **220** and **221** set criminal penalties for possession or sale of drugs considered harmful or subject to abuse. The seriousness of the offense and penalty imposed upon conviction depend upon the individual drug and amount held or sold. Marijuana has been placed in Article **221** and separately dealt with in the *Penal Law*, as a result of the *Marijuana Reform Act of 1977*. That statute made the penalties upon conviction of use of small amounts of marijuana less severe than formerly. Specific sections of interest in Article **220** not included in the table follow:

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

It is important to be aware, that under the Penal Law, a gift of drugs, including marijuana, is treated as a sale. New York State Penal Law defines a misdemeanor as a crime punishable by imprisonment for more than 15 days but not more than one year. A felony is a crime punishable by imprisonment for more than one year.

IV. Assistance in Matters Related to Drug and Alcohol Abuse

Each Semester the Counseling Division will present a workshop related to substance abuse. HRD instructors are provided with educational materials related to substance abuse.