



SUNY Ulster Board Policy Manual

Policy Section 6 Student and Student Affairs

Policy Section 6.1 Admission

Policy Section 6.1.1 Full Opportunity Policy

Approval Date: June 9, 1970

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

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

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

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

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

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

Policy Section 6.1.2 Equal Access for Admission

Approval Date: November 28, 1972

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

ADMISSIONS - EQUAL OPPORTUNITY - ULSTER COUNTY COMMUNITY COLLEGE

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

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

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

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

Affirmative Action Officer. The Affirmative Action Officer or the Affirmative Action Officer's designee shall assist in the establishment of goals and objectives for equal opportunity and cultural diversity, shall develop and revise policy statements, shall maintain and update the College's Affirmative Action Plan, shall develop internal and external communications concerning the College's commitment to equal opportunity and cultural diversity, shall assist in the identification of problem areas, and shall design and implement audit and reporting systems required for implementation of Affirmative Action Programs.

Adopted November 28, 1972

Revised December 17, 1991 (9112181)

Policy Section 6.1.3 Financial Aid

Approval Date: March 26, 1968

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

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

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

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

STATEMENT ON FINANCIAL AID AND AWARDS

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

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



to work from the Committee will then be guided by any extenuating circumstances regarding family finances and by recommendations from faculty and/or staff.

Adopted March 26, 1968 (68-3-22)

Amended November 16, 2010 (10-11-121)

Policy Section 6.1.4 Tuition Budget Plan

Approval Date: April 21, 1987

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

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

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

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

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

TUITION BUDGET PLAN VIA AUTOMATIC PAYMENT PLAN

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

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

Policy Section 6.1.5 Special Admissions Review Policy

Approval Date: March 15, 2011

This policy is developed and implemented with consideration given to the requirements set forth in Sections 750, 752 and 753 of the New York State Correction Law and SUNY University-wide policy as expressed in SUNY Board of Trustees Policy Resolution No. 2016-52 admission of persons with prior felony conviction.

1. **Pre-Admission Inquiry:** The SUNY Ulster admissions application shall not inquire about prior criminal history. To the extent that SUNY Ulster receives admissions applications from a third-party admission service whose content is not controlled by SUNY Ulster, any prior felony conviction information provided thereon shall not be considered on a pre-admission basis.
2. **Post-Admission Inquiry:** After a student has been accepted for admission, if such student seeks to participate in clinical or field experiences, internships or study abroad programs, the College shall inquire if the student has a prior felony conviction.
3. **Special Admission Review Committee:** There is hereby established the Special Admission Review Committee, the purpose of which shall be to decide whether an applicant who has made a post-admission disclosure of a prior felony conviction shall be provided access to clinical or field experiences, internship or study abroad programs, and any conditions on such access. New York State Correction Law forbids discrimination against any individual previously convicted of criminal offenses. As a result, the Committee must carefully evaluate the relevance of an individual's previous felony conviction to the activities/services requested consistent with the legal standards articulated in the New York State Corrections Law. To facilitate this evaluation, the Committee shall request the following:
 - a. The specifics of all prior felony convictions and dates of occurrence.

- b. For students in parole or probation status, references must be provided from the Department of Correctional Services Division of Parole or the Office of Probation and Correctional Alternatives, including the name and address of parole or probation officers. Parole and probation officials should be questioned as to whether the individual's admission as a student or in participation in the activities/services requested are consistent with the student's parole or probation conditions or would pose a threat to the safety of the College community.
- c. A personal interview to either clarify or verify information may be conducted if desired by the Committee. The College may require that the student execute the appropriate releases in order for the Committee to obtain criminal history information.
- d. A personal interview to either clarify or verify information may be conducted if desired by the Committee.

4. Factors for Decision:

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

After reviewing all available information, the Committee must decide whether to grant or deny the individual's admission or participation in the activities/services requested or to grant such admission/participation subject to articulated conditions. Admission and/or participation in requested activities/services may only be denied if such admission/participation would pose an unreasonable risk to property or the safety or welfare of specific individuals or the general public.

5. **Designation of College Liaison:** The Director of Public Safety is hereby designated by the President to act as liaison with the Department of Correctional Services Division of Parole or the Department of Probation and Correctional Alternatives and any local parole or probation office.
6. **Notification of Impediments to Completion of Academic Programs or Licensure Requirements:** SUNY Ulster acknowledges its obligation to advise students that a prior felony conviction may impede their ability to complete the requirements of certain academic programs and to meet the licensure requirements for certain professions. Nevertheless, once so advised students may not be prohibited from pursuing a particular course of study.

Policy Section 6.1.6 Approval of Admission Changes for Nursing Program

Approval Date: October 19, 2010

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

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

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

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

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

SUNY Ulster

NURSING ADMISSIONS RUBRIC

April 19, 2022

SUNY Ulster
Nursing Admissions RUBRIC

Name _____ ID# _____ Date _____

SECTION I Pre-Entrance EXAM
 Test Score * _____ *0.5

SECTION II Academic History for A&P I (BIO 107)
 10 Points for grade of A A & P I (BIO 107) _____
 8.5 Points for grade of A- _____
 7 Points for grade of B+ _____
 5.5 Points for grade of B _____
 4 Points for grade of B- _____
Section II Total Score

Section III Academic History (General Education Requirements)
 5 Points for grade of A PSY 101 _____
 4.5 Points for grade of A- _____
 4 Points for grade of B+ ENG101 _____
 3.5 Points for grade of B _____
 3 Points for grade of B- MAT110 _____
Section III Total Score

Section IV NUR Course Repeat -5

Total Student Score

(Maximum total score possible is 75)

Overall College Total GPA on transcript(s): _____
 (Must be a minimum of 2.0 for all classes)

Grade	Grade Points	Credits	Total Points
ENG 101		3	0
ENG 102		3	0
LIB 111		1	0
MAT 110**		3	0
PSY 101		3	0
PSY 210		3	0
BIO 107		4	0
BIO 108		4	0
Total	0	24	0

Grade Scale	Grade Points
A	4
A-	3.67
B+	3.33
B	3
B-	2.67
C+	2.33
C	2
C-	1.67
D+	1.33
D	1
D-	0.67
F	0

If student has not taken course yet, change credits to "0"

0
Total GPA ***
 Nursing pre/co requisite course:

Students may only repeat one class for a higher grade.

*Students must have a minimum test score of 75% to be a candidate for the Nursing Program

**MAT 110, MAT 115, MAT 160 or higher

***Students must have a total GPA of 2.75 or higher in Nursing pre/co requisite courses to be a candidate for the Nursing Program

BOT Approved 4/19/2022

SUNY Ulster

NURSING ADMISSION RUBRIC Fall 2022

This Rubric will be part of the selection process for students to begin clinical nursing courses.

All students will have to meet the general admission requirements already in place:

Out of county residents will be considered for the Nursing Program.

Submit completed admissions application by March 1st each year.

Satisfactorily complete the College's Entering Student Assessment Test showing the readiness to enter ENG 101, PSY 101, and MAT 095.

Complete all pre-requisite work or the equivalent knowledge in biology, chemistry and algebra. Successfully complete the nursing pre-admission testing once within the last twelve months. An applicant who has earned less than a 'C' grade in two or more nursing courses from any college will not be eligible for the Nursing Program.

A maximum of two attempts to achieve a "C" or better in BIO 107 within the last five years is allowed.

To meet program requirements science courses must be less than five years old at the time of entry into nursing courses (NUR 152).

Must have overall minimum GPA of 2.75 in all required courses.

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

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

Internal Considerations

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

HIGH SCHOOL STUDENTS

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

work and readiness to enter this rigorous program.

Adopted October 19, 2010 (10-10-103)
Amended November 16, 2010 (10-11-120)
Amended December 13, 2011 (11-12-172)
Amended October 16, 2012 (12-10-135)
Amended November 19, 2013 (13-11-115)
Amended September 16, 2014 (14-9-135)
Amended December 16, 2014 (14-12-166)
Amended October 20, 2015 (15-10-135)
Amended August 16, 2016 (16-8-109)
Amended November 21, 2017 (17-11-308)
Amended June 19, 2019 (19-6-126)
Amended April 19, 2022 (22-04-56)

Policy Section 6.1.7 Approval of Admission Policy for Veterinary Technology Program

Approval Date: June 21, 2011

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

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

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

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

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

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

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

VETERINARY TECHNOLOGY ADMISSION RUBRIC 2016

Total Points: 100

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

TEAS V for AH

40 Points (TEAS V for AH Score x .40) Total Test Score _____

ACADEMIC HISTORY

45 Points (Based on Completed Core Courses and Grades)

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

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

45 Total Points Possible

Total Academic History Score _____

HIGH SCHOOL STUDENTS

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

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

WORK EXPERIENCE
Score _____

15 Points

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

OVERALL TOTAL SCORE _____

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

Completed the general college admission process.

Satisfactory completion of the College's Entering Student Assessment Test indicating readiness to enter College level courses

Completion of all pre-requisite work or the equivalent knowledge in biology, chemistry and algebra

Completion of the TEAS V for AH test with a minimum score of 65. All required science courses must have been completed within the last five years with a minimum grade of 2.0 or higher. A maximum of two attempts within the last five years is allowed.

Minimum GPA of 2.5 in all required courses to enter and remain in the Veterinary Technology program. If a course has been repeated the most recent grade will be considered.

Signed the Entry Requirements and Technical Standards for Admission and Graduation from the program.

Minimum of 40 hours of work experience in a Veterinary Hospital

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

Adopted June 21, 2011 (11-6-115)

Amended November 19, 2013 (13-11-116)

Amended October 20, 2015 (15-10-136)

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

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

RESOLVED that the Board of Trustees does hereby adopt this Recruitment Inducement Ban Policy, Board Policy 6.1.5 as follows:

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

Board policy 6.1.8 as follows:

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

Policy Section 6.1.9 Readmission Policy

POLICY:

Students who have a gap of 4 major consecutive semesters or less (maximum of two calendar years) may re-enroll without change in catalog year provided they remain in the same program of study. Students originally admitted into a summer term will follow the subsequent Fall semester's academic term/catalog for the academic year for their readmission timeframe. Students who previously attended but have not enrolled in courses for more than four major terms (i.e. two academic years) will need to update admissions information. When necessary, a new application must be completed, and proof of residency submitted upon request. The current catalog year will determine degree requirements.

The College catalog outlines SUNY Ulster's Academic Probation and Dismissal Policy for Matriculated Students, including the appeal process for probation and dismissal.

NURSING PROGRAM & VETERINARY TECHNOLOGY PROGRAM READMISSION

Students who are not successful in their nursing courses and/or veterinary technology program and who do not progress in accordance with both the sequence and the timeframe as designated in the course catalog, will not be able to progress through the respective programs. Readmission is based on seat availability and it is highly unlikely that a seat will be available for readmission.

Please refer to the Nursing Program Handbook and the Veterinary Technology Program Handbook for specific program requirements.

MILITARY SERVICE MEMBERS & RESERVISTS PROGRAM READMISSION

Students will be promptly readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements, as outlined in student eligibility: 34 CFR 668.32(f), 34 CFR 668.34 . They will return to the same academic status as they had when last attending the school or accepted for admission to the school and applies to any student who cannot attend school due to military service.

PROCEDURE:

1. Students who have stopped out for more than 2 academic years (4 major terms) will submit a SUNY Ulster admissions application and any additional requested documents and will be reviewed for readmission.
2. Following the readmission and registration procedure, the student will be assigned a faculty advisor and partner advisor affiliated with the students' choice of major.

Policy Section 6.2 Registration and Fees

Policy Section 6.2.1 Testing for Degree Program Registration

Approval Date: November 27, 1973

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

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

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

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

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

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

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

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

RESOLVED that a copy of this resolution be transmitted to the State University of New York for

approval of the revision to the 1973-74 Tuition and Fee Schedule.

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

Policy Section 6.2.2 Course Auditing Policy

Approval Date: March 26, 1968

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

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

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

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

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

ULSTER COUNTY COMMUNITY COLLEGE STATEMENT ON AUDIT

POLICY

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

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

COURSE AUDITING POLICY (continued)

PROCEDURES FOR AUDITING

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

AUDIT REGULATIONS

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

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

Policy Section 6.2.3 Student Activity Fees

Approval Date: May 28, 1968

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

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

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

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

Student Activities Fee

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

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



Policy Section 6.2.4 Student Insurance Fee

Approval Date: May 28, 1968

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

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



Policy Section 6.2.5 Payment, Collection and Disbursement of Student Fees

Approval Date: May 28, 1968

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

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

Policy Section 6.2.6 Part-Time Student Accident Insurance

Approval Date: July 23, 1968

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

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

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

Adopted July 23, 1968

Policy Section 6.3 Student Affairs

Policy Section 6.3.2 Student Conduct

Approval Date: March 26, 1968

WHEREAS, as part of annual review of College policies, it was determined that SUNY Ulster Board of Trustee Policy 6.3.2. Student Code of Conduct needed revisions to the policy and procedures, and

WHEREAS, the College's Cabinet reviewed the policy and procedures revisions, as well as obtaining feedback from the College Community and the Academic Senate, now, therefore be it

RESOLVED, that the Board of Trustees hereby approves the revised 6.3.2. Student Code of Conduct Policy.

STUDENT CODE OF CONDUCT POLICY

SUNY Ulster is committed to assisting students in reaching their academic goals. To that end, the College maintains and encourages a learning environment that fosters individual growth and responsibility.

In accordance with Education Law § 356(3) (g) and its implementing regulations 8 NYCRR § 500, the College will maintain and enforce a Student Code of Conduct. The College Code of Conduct is produced by the Office of the Assistant Dean of Student Affairs and maintained for viewing in the student handbook and on the College website. It is introduced to students as part of their orientation program at the College.

The Board of Trustees directs the President to develop such procedures as to define the code of conduct, student rights and responsibilities, institutional sanctions, and procedural protections necessary to fairly implement this policy.

[Note: Replaces existing policy 6.3.2. Other policies that are referenced in 6.3.2 but are policies on their own include ADA (3.13), Computer and Network Security and Acceptable Use (3.11.5), Child Protection Policy (3.22), Student Records (6.3.8), Limited Public Forum (3.14), Animals on Campus 3.25, Sexual Misconduct (4.18) and Sexual Violence Prevention (4.19)]. The College's Non-discrimination policy also applies.

Access the Student Code of Conduct [Procedures](#).

Adopted March 26, 1968
Amended November 23, 1976 (76-11-123)
Revised June 21, 1994 (94-06-086)
Revised August 22, 1995 (95-08-110)
Amended October 16, 2007 (07-10-125)

Amended June 20, 2017 (17-6-240)
Amended July 13, 2017 (17-7-249)
Ratified August 15, 2017 (17-8-251)
Amended May 15, 2018 (18-5-106)
Amended August 21, 2018 (18-8-175)
Amended September 18, 2018 (18-9-182)
Amended September 28, 2020 (20-09-78)
Amended August 23, 2021 (21-08-98)
Amended May 21, 2024 (24-05-23)

Policy Section 6.3.3 Student Participation in Pre-Election Activities

Approval Date: September 22, 1970

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

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

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

WHEREAS the State University of New York Board of Trustees established guidelines stating that "In order to fulfill the University's educational obligations and meet calendar commitments,

the State University of New York will during 1970-71 hold to its regular academic schedule and remain open during the pre-election period," and

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

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

Adopted September 22, 1970

Policy Section 6.3.4 Statement on Drugs

Approval Date: September 3, 1970

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

STATEMENT ON DRUGS

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

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

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

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

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

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

DRUG ABUSE:

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

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

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

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

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

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

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

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

Policy Section 6.3.5 Revision of Alcoholic and Drug-Free Workplace Policy

Approval Date: November 6, 1963

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

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

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

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

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

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

Policy Section 6.3.6 Revision of Policy of Maintenance of Order

Approval Date: June 24, 1969

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

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

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

Attachment

Adopted June 24, 1969

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

Rescinded September, 1994 (94-09-140)

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

Policy Section 6.3.7 Maintenance of Order

Approval Date: June 24, 1969

WHEREAS it is the responsibility of the Board of Trustees to develop and approve a policy

regarding conduct on campus, and

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

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

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

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

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

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

The Board of Trustees of Ulster County Community College affirms and accepts its responsibilities according to the various education, civil, and criminal laws of the State of New York and the County of Ulster and by virtue of its approval of the regulations, laws and by-laws, policies, and administrative codes contained within the College Catalog, Handbook for Professional Staff, Student Handbook, Board of Trustees Policies, and collective bargaining contracts agrees to take those steps as appropriate and necessary through its designee, the President of the College, to ensure the maintenance of order on the campus and to ensure that the ongoing purpose of the institution of teaching, research, service to the community, the services incident thereto, and the necessary administrative work, is not violated or interfered with in any way.

The rules and policies contained within those documents previously cited govern the conduct of students, faculty, and other authorized personnel on the premises of the College and are also

applicable upon or with respect to any other premises or property under the control of the College used in its teaching, research, administrative, service, cultural, recreational, athletic, and other programs and activities.

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

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

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

Harassment and Assault

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

Firearms or Weapons Possession

Possession by anyone upon any premises to which the College's rules apply, of any rifle, shotgun, pistol, revolver, or any weapon, device or knife as defined in New York State Penal Law Section 265.00 as it may be amended from time to time, or any successor statute, any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or carbon dioxide cartridge without the written authorization of the Chief Administrative Officer, or his designee, whether or not a license to possess the same has been issued to such person, is strictly prohibited. Nothing herein shall prohibit such possession, within the course of employment of employees of the Ulster County Sheriff's Department, New York State Police or a federal, state or local law enforcement agency nor any peace officer as defined in New York State Criminal Procedure Law.

Alcohol and Drugs

The manufacture, distribution, dispensation, or use of alcohol and/or a controlled substance on

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

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

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

Fraud

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

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

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

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

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

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

Disciplinary Probation: Exclusion from participation in privileges or extra-curricular activities as

set forth in the notice of disciplinary probation for a specified period of time.

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

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

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

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

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

ADVISORY COMMITTEE ON CAMPUS SECURITY

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

The committee shall review current campus security policies and procedures and make recommendations for their improvement. It shall specifically review current policies and procedures for (1) educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault, (2) educating the campus community about personal safety and crime prevention, (3) reporting sexual assaults and dealing

with victims during investigations, (4) referring complaints to appropriate authorities, (5) counseling victims, and (6) responding to inquiries from concerned persons.

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

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

SEXUAL ASSAULT PREVENTION INFORMATION

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

CONCLUSION

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

Adopted June 24, 1969
Revised August 23, 1994 (94-06-085)
Revised August 22, 1995 (95-08-112)
Amended October 2004 (04-10-126)
Amended October 16, 2007 (07-10-124)
Amended October 16, 2007 (07-10-125)

Policy Section 6.3.8 Student Records Policies and Procedures

Approval Date: June 19, 1990

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

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

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

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

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

STUDENT RECORDS POLICIES AND PROCEDURES FOR ULSTER COUNTY COMMUNITY COLLEGE

In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, U.C.C.C. has adopted the regulations given below to protect the privacy rights of its students.

Copies of this statement are available upon request in the Office of the Registrar.

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

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

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

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

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

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

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

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

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

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

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

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

Fees for Copies of Records: The fee for copies is included in the current Tuition and Fee

Schedule, as approved by the Board of Trustees.

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

Types	Location	Custodian
Admissions Records	Admissions Office VAN101	Assoc. Dean for Student Development
Cumulative Academic Records (current and former students)	Registrar's Office VAN206	Assoc. Dean for Student Development
Financial Aid Records	Financial Aid Office VAN105	Director of Financial Aid
Health Records	Health Services SEN139	Director of College Health Services
Financial Records	Bursar's Office VAN204	Bursar
Placement Records	Career Services VAN128F	Coordinator of Career Services
Transfer Records	Transfer Office VAN128C	Coordinator of Transfer

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

Types	Location	Custodian
Progress Records	Faculty Offices at each Department	Instructor/Adviser
Student Support Services	VAN119F	Coordinator of Student Support Services
Disciplinary Records	Student Development Center	Dean for Student Development

VAN 128

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

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

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

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

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

2. Upon request, to officials of another school, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for, or receipt of, financial aid, as necessary to determine the eligibility, amount, or conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.

6. To organizations conducting certain studies for, or on behalf of, the College.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.

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

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

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

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

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

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

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

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

To All Students:

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

The student's name, home and local addresses and telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, including weight and height of members of athletic teams, dates of attendance, degrees and awards received, previous educational institutions attended by the student, and distinguished academic performance.

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

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

Term (circle one): Fall Spring Summer 20____

Soc. No. _____ Typed or Printed Name

Date _____ Student's Signature

Form 001 (Revised 5/94)

Adopted June 19, 1990 (90-06-85)
Revised August 23, 1994 (94-08-119)

Policy Section 6.3.9 Policy on Fraud

Approval Date: May 13, 1991

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

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

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

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

BOARD OF TRUSTEES POLICY ON FRAUD

If in the course of reviewing a student's information, the school has reasonable grounds to believe that in applying for aid, the student has engaged in fraud or other criminal misconduct such as: the use of false identities, forgery of signatures or certifications, claiming false information through materials, documents, accounts or records, omitting relevant or necessary information to gain a benefit, using or possessing a false or altered identification card, and false claims of income, citizenship, or independent student status, in applying for financial aid, will result in disciplinary actions being applied and, in the case of fraud involving financial aid, a demand for repayment of funds dispensed. The Assistant Dean for Student Services will be notified immediately to contact the student, and may take action, up to and including permanent suspension and notification to the U.S. Department of Health and Human Services, the Education Office of the Inspector General, and the State or local law enforcement agency that has jurisdiction to investigate the matter.

Adopted May 13, 1991 (#91-5-69)
Revised June 20, 2017 (17-6-243)

Policy Section 6.3.10 Judicial Process

Approval Date: June 18, 2007

WHEREAS, the Board of Trustees last approved amendments to the policy on Student Conduct – 6.3.10. via Resolution # 17-8-251, and

WHEREAS, additional revisions have been recommended to ensure compliance with Title IX requirements and those in New York State Education Law 129-B, and

WHEREAS, the Senior Vice President for Enrollment Management and Student Services and College Attorney have reviewed and the President concurs, and

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

RESOLVED that the Board of Trustees hereby approves the amendments and additional revisions to the policy on Student Conduct – 6.3.10., as attached.

I. JUDICIAL PROCESS (NON-ACADEMIC DISHONESTY)

A. SANCTIONS

SUNY Chancellor Malatras has issued a new SUNY Policy effective October 1, 2020, regarding Uniform Sanctioning in Response to COVID-19 Student Violations at all SUNY campuses, including community colleges.

The emergency directive to implement the Uniform Sanctioning in Response to COVID-19 Student Violations SUNY Policy is effective based on the authority of the Chancellor.

Disciplinary action, excluding those penalties determined in a legally constituted court of law, may be any of the following:

Disciplinary Reprimand: An oral statement or written statement to the offender that the offender has violated College regulations.

Apology Letter: A formal apology letter in writing.

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

Community Service: An unpaid service for the benefit of the College or the community as a consequence of violation of the code. May include work assignments on campus up to twenty-five hours.

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

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

Mandatory Counseling: Referral to counseling services for substance abuse, psychiatric or psychological assessment.

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

Interim Suspension: An interim suspension may be imposed pending an investigation and/or the resolution of an alleged Code Violation. An interim suspension is not disciplinary in nature.

No Trespass/No Contact: A No Trespass/No Contact order may be imposed pending an investigation and/or as part of the outcome of the disciplinary process.

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

Other: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense, with the approval of the Assistant Dean or designee.

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

B. PROTECTION AND ACCOMMODATIONS

Protections and accommodations shall be afforded to reporting individuals, the accused and respondents.

Upon the request of a protected person the College shall issue a “No Contact Order”, a No Contact Order shall advise an accused student that continuing to contact the protected individual is a violation of College policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with Ulster County Community College policy. The parties may submit evidence in support of their request.

To have assistance from Campus Public Safety or other appropriate College officials in obtaining an Order of Protection or, if outside New York State, an equivalent protective or restraining order.

To receive a copy of the Order of Protection or equivalent when received by the College and to have an opportunity to meet or speak with a College official, or other appropriate individual, who can explain the Order and answer questions about it, including information from the Order about the accused’s responsibility to stay away from the protected person or persons.

To an explanation of the consequences for violating these Orders, including but not limited to arrest, additional conduct charges and interim suspension.

To receive assistance from Campus Public Safety in effecting an arrest when an individual violates an Order of Protection or equivalent and have an opportunity to meet or speak with a College official who can explain the Order and answer questions about it, including information from the Order about the accused’s responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).

To an explanation of the consequences of violating these orders, including but not limited to arrest, additional conduct charges and interim suspension.

To have assistance from Campus Public Safety in effecting an arrest when an individual violates an Order of Protection or, if outside New York State, an equivalent protective or restraining order within the jurisdiction of Campus Public Safety or, if outside the jurisdiction, to call on and assist local law enforcement is effecting an arrest for violating such an Order.

When the accused is a student and presents a continuing threat to the health and safety of the

community, to have the accused subject to interim suspension pending the outcome of a conduct process. Both the accused or respondent and the reporting individual shall, upon request, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of an interim suspension, including potential modification, and shall be allowed to submit evidence in support of his or her request.

When the accused is not a student but is a member of the College community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks and Ulster County Community College policies and rules.

When the accused is not a member of the College community, to have assistance from Campus Public Safety or other College officials in obtaining a barring notice; subject to legal requirements and College policy.

To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation or other applicable arrangements in order to help ensure safety, prevent retaliation and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While reporting individuals may request accommodations through any of the offices referenced in this policy, the following office can serve as a point to assist with these measures:

Assistant Dean of Student Affairs, Samantha Pedneault
(845) 688-1560, VAN 130.

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

The Board of Trustees affirms and upholds the right of freedom of speech and peaceful assembly, and hereby affirms the right of each and every individual referred to herein to be afforded the due process of law as set forth in the Constitution of the United States, New York State, and all statutory law.

C. OFF-CAMPUS JURISDICTION

1. Violations of local, State, or federal laws, if committed off campus, shall be the subject of College disciplinary action when, in the judgment of the Assistant Dean, it represents a danger to life, welfare, or property of members of the College community. The Assistant Dean may choose to impose an interim suspension and a declaration of No Trespass/No Contact pending the outcome of criminal process. However, every student shall have the right to have the College's judicial process run concurrently with a criminal justice investigation and proceedings, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten (10) days except when law enforcement specifically requests and justifies a longer delay.

D. COMPLAINTS AND INVESTIGATION OF CODE VIOLATIONS

1. How May Allegations of a Code Violation be Reported?

(a) A Complaint against a student for violations of the Code may be made in writing by anyone who feels the Code has been violated. A Complaint should be made as soon as possible following the incident. A Complaint Form is available in the Public Safety Office, with the Assistant Dean for Student Services and online on the portal at my.SUNYUlster.edu.

(b) An incident report will be generated and sent to The Assistant Dean for Student Services. The Complaint should include as much detail of the alleged violation as possible and, to the degree possible, include specific references to that part of the Code that the complainant believes pertains to the Complaint. The Complaint must include the complainant's name, address, and telephone number and as much information as is known about the person accused. If there are any witnesses, their names and addresses should also be provided if known. As much detail as possible should be provided. In exceptional circumstances, provisions may be made to protect the identity of reporters and witnesses upon request.

2. Are All Complaints of Code Violations Subject to the Judicial Code?

(a) Yes.

3. What Happens When an Incident Report is Received? How is an Investigation Conducted?

(a) When a Complaint is received by the College, The Assistant Dean for Student Services will assign an investigator and conduct an investigation as to the circumstances surrounding the event in question to determine whether there are sufficient grounds to believe a violation of the Code occurred. Unless the nature of the allegation already has a prescribed

investigatory procedure (e.g. a Complaint of a violation of the College's sexual harassment policy) the following investigatory procedure will be followed:

- i. The Assistant Dean for Student Services and/or the Office of Public Safety will schedule a conference and obtain a written statement from the Complainant and gather facts from the Complainant with respect to the allegation(s). At this time, or any time in the investigative process, The Assistant Dean for Student Services may determine that an interim suspension (see next question below) or other immediate College action is appropriate given the nature of the Complaint or the facts.
- ii. Based upon the sufficiency of the Complaint or report filed, The Assistant Dean for Student Services and/or The Office of Public Safety may order an investigation of the circumstances surrounding the incident in question or make a determination that further investigation is not warranted. The latter option is appropriate only where the conduct under scrutiny is not a Code violation, even if true. A determination to dismiss the Complaint should be made by the investigator after consultation with and approval from The Assistant Dean for Student Services.
- iii. If an investigation is warranted, The Assistant Dean for Student Services and/or The Office of Public Safety may schedule a meeting with the accused student, witnesses and/or other persons involved in the incident. The meetings do not necessarily need to be in this order and, if necessary, more than one meeting can be held with any one person for fact gathering.
- iv. The Assistant Dean for Student Services and/or The Office of Public Safety will determine, after investigation, if a Student Conduct Hearing is warranted.
- v. If the Assistant Dean for Student Services believes the Complaint does not warrant further action after investigation, the matter will be closed. Such determinations are appropriate where the conduct under scrutiny does not violate the Code even if true and/or when there is insufficient evidence to support a reasonable belief that the Code has been violated. A determination to dismiss the Complaint after investigation should be made by the investigator after consultation and approval from The Assistant Dean for Student Services.

4. When Can an Interim Suspension or No Trespass Order Be Implemented?

(a) At any time after a Complaint is filed, through the completion of an investigation and the subsequent hearing process, The Assistant Dean for Student Services or designee is authorized to place an Accused student on interim suspension and/or issue a no trespass order for all or part of campus. The reasons for such interim action may be to protect any potential threat

to the physical or emotional safety and well-being of the Accused student(s) or the Complainant, to protect the integrity of the investigation process, pending the outcome of a psychological or medical assessment and/or for reasons relating to the safety and well-being of students, faculty, staff, or College property. In some cases, the accused student may be permitted to attend classes but suspended from all other campus activities.

5. Voluntary Withdrawals:

(a) Should the accused voluntarily withdraw from the College during the judicial process and/or the subsequent sanctioning period, The Assistant Dean for Student Services is authorized to place a “Dean of Students Hold” on the accused student’s registration account. Re-enrollment will be subject to the approval of The Assistant Dean for Student Services or his or her designee. In cases involving crimes of violence, including sexual violence, should the accused withdraw from the College during the judicial process and/or the subsequent sanctioning period. The College shall make a notation on the accused student’s transcript that the student Withdrew with Conduct Charges Pending. The notation shall remain on the transcript until appropriate disposition of the violation has been made. If a finding of responsibility is vacated for any reason any such transcript notation shall be removed.

6. In What Circumstances Can a No Contact Order Be Implemented?

(a) The Assistant Dean for Student Services or designee may impose a limited or campus-wide No Contact Order between parties or witnesses to a Complaint when the fear of retaliation and/or harassment may be present and/or for reasons relating to the safety and well-being of students, faculty, and staff.

(b) Specific instructions will accompany the No Contact Order outlining to all parties the expected behavior including any prohibitions on face-to-face contact, correspondence, email, instant message, telephone, or other communications. Friends and relatives may also be prohibited from contact on behalf of either party.

7. What Kind of Notice Will the Accused Receive Regarding a Complaint?

(a) If The Assistant Dean for Student Services determines there is reasonable cause to believe that a violation of the Code has occurred, the Accused student will normally be notified in writing within ten (10) business days of receipt of the Complaint. The notification time may be longer if necessary to complete the investigation. This written Notice will include:

i. The Complaint, including the date, the approximate time, and the location of the alleged incident, along with the identifying sections of the Code at issue and

sanctions that may result;

ii. The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanction(s) are suspension with additional requirements and expulsion/dismissal;

iii. A copy of the Code and procedures applicable to the Complaint;
and

iv. A statement that a Student Conduct Conference or Student Conduct Hearing has been scheduled.

E. STUDENT CONDUCT CONFERENCE*

*Due to COVID-19, Student Conduct Conferences may be offered in person or remotely based on Federal, State, County & Institutional Protocols. This applies to all of section

E. Remote conferences will be conducted using Zoom/Google video conferencing as determined.

1. What Happens at a Student Conduct Conference?

(a) In instances where the investigator and or The Assistant Dean for Student Services or designee determine that there is sufficient evidence to support a reasonable, good-faith belief that the Accused violated the Code of Conduct, The Assistant Dean for Student Services or designee may conduct a Student Conduct Conference with the Accused student. A hearing officer will be designated by The Assistant Dean for Student Services. At the Student Conduct Conference, the Accused student will:

i. Be informed of the information provided to date by the complainant and other persons;

ii. Be given an opportunity to raise questions and discuss the information;

iii. Be given the opportunity to admit the allegations and accept responsibility for the violation(s);

iv. Be given the opportunity to deny the allegations; and

v. Be informed of the Student Conduct Conference and Student Conduct Hearing Process and possible remedies and sanctions that may result.

(b) As a result of the Student Conduct Conference, The Assistant Dean for Student Services or designee may:

- i. Dismiss the Complaint;
- ii. Refer the Complaint to the appropriate administrative process within the College;
- iii. Resolve the Complaint informally or impose a sanction that does not warrant a Disciplinary Suspension or permanent Dismissal/Expulsion;
- iv. Require further investigation of the Complaint; or
- v. Determine that a Student Conduct Hearing is appropriate.

(c) If further investigation of a Complaint is determined to be necessary after a Student Conduct Conference, the Accused student will be afforded another Student Conduct Conference at the conclusion of the investigation. Decisions as outlined above shall be made in writing to the Accused student and shall be sent to the Accused student within three (3) business days of the Student Conduct Conference.

2. How May A Student Appeal a Decision Made at the Student Conduct Conference?

(a) A party has the right to appeal the decision to The Assistant Dean for Student Services, within (3) three business days of receipt of the decision letter, who will convene a Student Conduct Hearing Panel. The decision of the Student Conduct Hearing Panel is final. Notice of the Student Conduct Conference Appeal process will be given in writing at the time of the decision imposing a sanction.

F. THE STUDENT CONDUCT HEARING*

*Due to COVID-19, Student Conduct Hearings may be offered in person or remotely based on Federal, State, County & Institutional Protocols. This applies to all of section F Remote conferences will be conducted using Zoom/Google video conferencing as determined.

1. What Kind of Notice of the Student Conduct Hearing Does an Accused Receive?

(a) If it is determined that a Student Conduct Hearing is warranted notification will be provided by The Assistant Dean for Student Services to the Complainant and to the Accused student. Notice will be made by hand delivery, email, and/or certified mail. Notices delivered to students of the College are considered presumptively delivered if delivered to the student's email address that The Assistant Dean for Student Services has on record for the student. The notice will include:

- i. The name of the Complainant; or that the College will serve as the complainant;
- ii. The nature of the Complaint, including the specific code sections alleged to have been violated, applicable conduct procedures and the sanctions that may result;
- iii. The time and place of the hearing. All Student Conduct Hearings will be scheduled during the College's regular business hours. (9 am – 4 pm);
- iv. Notice of the right to have relevant witnesses;
- v. Notice of the right to present relevant information;
- vi. The names of others who will be present at the hearing (if known), including the names of the hearing officers on the Hearing Panel; and
- vii. Notice that a Document File compiled by The Assistant Dean for Student Services with statements from the Complainant, Accused student and Witnesses and any other documentary information will be available to the Accused student, the Complainant and their campus advisor for review at least three (3) days prior to the Student Conduct Hearing. An appointment is required to review the Document File.

2. What Happens at a Student Conduct Hearing?

(a) Student Conduct Hearings for violations of the Code are conducted by a three (3) person panel made up of trained faculty, students and staff from the College that are designated by The Assistant Dean for Student Services or designee. In most cases, the chair of the panel is a staff member or faculty member who has not had involvement in the taking of the Complaint or

the investigative process. Every panel shall be fair and impartial and shall not include individuals with a conflict of interest. Student Conduct hearings are closed to all members of the campus and outside community except those directly involved with the Complaint. The Complainant and the Accused student each have the right to be assisted by a SUNY ULSTER campus advisor who is not a witness in the Complaint. The campus advisor must be a full-time SUNY ULSTER employee, who is acting in his or her role as a SUNY ULSTER employee. In cases of sexual misconduct, all students (the accused, the complainant(s), and the witnesses) have the right to be accompanied by an advisor of choice throughout the entire judicial process. All advisors who enter a hearing may be present to advise only; they may not participate directly in the hearing. Advisors who interfere with the proceedings can be excused by the hearing panel. An audio recording or a transcript of the hearing shall be made and kept by The Assistant Dean for Student Services for a period of seven (7) years from the date of the conclusion of the proceeding.

(b) Only persons involved in the hearing process will be permitted in the vicinity of the hearing. It is expected that participants and advisors will respect the dignity and privacy of College community members and keep private that which transpires during the hearing, in accordance with federal and state law. Student witnesses, when called by the College on behalf of the Complainant, the accused student, or the College, are required to participate in the hearing process. Generally, the hearing process will be conducted in the following manner:

- i. All participants and advisors will be introduced to the Hearing Panel;
- ii. The Chair of the Panel shall initiate the audio recording or transcription of the hearing;
- iii. The Hearing Panel will recite the Complaint against the student and all code sections alleged to have been violated;
- iv. The Accused student will state whether he or she is responsible, not responsible, or responsible with an explanation for the alleged misconduct. Responsible with an explanation means the student admits to the actions, but believes there were circumstances that should be taken into consideration by the Hearing Panel in the determination of the Complaint;
- v. Statements regarding their respective positions may be given by the Complainant and the Accused student. The Hearing Panel, through its Chair, may place reasonable time limitations on the statements;
- vi. The College reserves the right to assign a representative of The Assistant Dean for Student Services and/ or a representative from The Office of Public Safety to present the Complaint against the accused student;
- vii. Relevant records, documents, and written statements may be accepted and considered by the Hearing Panel; in cases of sexual misconduct, all parties have the right to exclude their own prior sexual history with persons other than the party in the judicial process or their own mental health diagnosis and/or treatment from admittance in the College disciplinary

stage that determines responsibility;

viii. The Complainant and the Accused student may be present throughout the entirety of the proceeding, except for the deliberation phase;

ix. The Complainant, the Accused student and the representative from The Assistant Dean for Student Services or The Office of Public Safety will be able to present witnesses, who will be subject to cross examination;

x. Witnesses will be asked to remain until the end of the hearing in the event they must be called back for clarification of their testimony;

xi. In the event that a witness is not available, a signed statement from the witness may be admitted. Any such statements will be shared with the parties prior to the hearing, and the accused student will be given full opportunity to respond to the written statement at the hearing;

xii. Witnesses will appear separately and will leave the hearing room after their testimony is completed. Witnesses are not permitted to leave the vicinity of the hearing room until permission has been granted by the Hearing Panel, and are instructed not to communicate with other witnesses outside the hearing during the proceedings.

xiii. All parties may question each other and the witnesses, and the Hearing Panel may direct questions as appropriate to any participant. All parties shall have the right to have the Panel Chair request responses to questions from other parties and witnesses during testimony;

xiv. All witnesses and parties shall have the right to a range of options for providing testimony via alternative arrangements including telephone/video conferencing or testifying with a room partition;

xv. The Complainant and the Accused student may present concluding remarks. The Hearing Panel may place reasonable time limitations on the statements;

xvi. At the conclusion of the hearing the Hearing Panel will advise the Complainant and the Accused student that their determination will be given, in writing, to The Assistant Dean for Student Services;

xvii. The Accused student's prior student conduct record will be a factor in determining the appropriate sanction(s) if a violation of the Code is found to have occurred. In cases of sexual misconduct, past findings of Domestic Violence, Dating Violence, Stalking, or Sexual Assault, are admissible in the sanctioning stage. The complainant will also have the opportunity to make a victim impact statement to the board when they are deliberating an appropriate sanction (s). The rules of evidence applicable to Federal, State and Local courts do not apply to Code proceedings at the College. Fair process applicable to this process is as defined in these procedures. The decision of the Panel will be based upon an evaluation of the information presented and a determination as to whether the Code was more likely than not to have been violated, otherwise known as a "fair preponderance of the evidence". For each violation, the Hearing Panel will impose an appropriate remedy and/or sanction. Each alleged

violation and each remedy and/or sanction shall be decided by an affirmative vote of at least two (2) members of the Hearing Panel.

3. How Will the Accused be Notified of the Outcome of the Student Conduct Hearing?

- (a) Generally, the Accused student will be notified of the outcome of the hearing within ten (10) business days of the conclusion of the Student Conduct Hearing. For each separate offense, the Hearing Panel will determine whether the accused student is responsible or not responsible. The decision will be based upon an evaluation of the information presented and a determination as to whether the Code was more likely than not to have been violated. For each violation, the Assistant Dean for Student Services will impose an appropriate remedy and/or sanction.

4. How Will Students Who Alleged Code Violations be Notified of Outcomes?

(a) The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release under a federal law, FERPA. The Complainant will generally not be notified of the outcome of the hearing except in cases of violence or sexual misconduct involving the Complainant, once the decision of the Hearing Panel has been issued.

(b) The legal exceptions are as follows:

i. With respect to proceedings involving an accusation of sexual assault, domestic violence, dating violence, stalking, or sexual activity the parties shall have the right to simultaneous written or electronic notification of the outcome of a conduct proceedings, including the decision, any sanction(s) and the rationale for the decision and any sanction(s).

ii. The College may also release publicly the name, nature of the violation and the sanction for any student who is found in violation of a College policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault; destruction, damage, or vandalism of property; and kidnapping and/or abduction. The College will also release this information to the complainant in any of these offenses, regardless of the outcome.

iii. In cases of sexual misconduct, all the information obtained during the course of the judicial process will be protected from public release until the appeal process

concludes, unless otherwise required by law. For all crimes of violence, including, but not limited to forcible and nonforcible sex offenses, a notation will be placed on the transcript of the student found responsible after a conduct process.

iv. The respondent and the reporting individual shall have the right to choose whether to disclose or discuss the outcome of a conduct hearing. However 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.

v. The transcript shall read: “SUSPENDED AFTER A FINDING OF RESPONSIBILITY FOR A CODE OF CONDUCT VIOLATION” OR “EXPELLED AFTER A FINDING OF RESPONSIBILITY FOR A CODE OF CONDUCT VIOLATION.” Notations will not be removed prior to one year after the conclusion of the suspension, while notations for expulsion shall not be removed.

vi. To request that a transcript notation be removed after a suspension ends, a student must submit a written request to The Assistant Dean of Student Services; this request will be considered one year from the date of the suspension’s end. It is the student’s responsibility to provide compelling evidence that supports the request for removal of a transcript notation and to provide any documentation probative of their activities (work, education, etc.), since the suspension.

vii. If a finding of responsibility is vacated for any reason any transcript notation shall be removed.

G. STUDENT CONDUCT HEARING APPEAL PROCEDURES

1. Can an Accused Student Appeal a Student Conduct Hearing Decision?

(a) Yes. If an Accused student is found responsible for a Code violation, the individual can appeal in writing to the President of the College, or his or her designee, within three (3) business days of receipt of the determination.

(b) In cases of Sexual Misconduct, the complainant, as well as the accused, is entitled to an appeal, the process for which is set forth in the College’s Sexual Misconduct Policy.

(c) The student has the right to request a final review based on any of the following grounds:

i. The student was not accorded, in a significant way, due process as outlined in this Student Judicial Code;

ii. The student has new evidence that was unknown or not available at the time of the original hearing that could be

decisive to the outcome of the hearing;

iii. The Hearing Board imposed a penalty that exceeds the maximum stated penalty.

2. How Can a Student File an Appeal of a Student Conduct Hearing Decision?

(a) The President of the College or designee will review the written request for an appeal to determine whether there is sufficient basis to grant an appeal. If so, he or she will proceed to hear the appeal, or return the Complaint to the original hearing body for reconsideration or rehearing in light of the basis for the appeal. If the President of the College or his or her designee determines that there is not a sufficient basis to change the decision of the Hearing Panel, the student will be notified in writing. Appeals are deferential to the original hearing decision, and are not intended as a rehearing. If the President of the College or designee hears the appeal, he or she may determine that there is a sufficient basis to change the decision of the Hearing Panel only if there is clear error or compelling justification. If so, he or she may reverse, sustain or modify the decision, or change the sanction. Normally, appeals involve a review of the hearing record and appeal request. At the discretion of the President of the College or his or her designee, the parties to the Complaint and witnesses may be interviewed and documentation may be reviewed as necessary to assure fairness. The decision of the President of the College or designee will be final within the College Student Judicial Code Structure

II. ACADEMIC DISHONESTY – JUDICIAL PROCESS

A. JUDICIAL PROCEDURES FOR ACADEMIC DISHONESTY AND DISAGREEMENTS (Please see Board of Trustees Policy 6.6)

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

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

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

DUE PROCESS HEARING

1. Informal Level

(a) An instructor who suspects that academically dishonest behavior has transpired is expected to discuss his or her concerns with the student(s) in question within seven business days of becoming aware of the issue. The student and the instructor will attempt to resolve the issue in a mutually acceptable manner.

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

2. Formal Level

(a) If the issue remains unresolved after the student meets with the instructor and appropriate Department Chair (see A2 above), the student will contact the Vice President for Academic Affairs and Dean of Faculty and express their concerns within seven business days of the meeting with the Department Chair. The Vice President for Academic Affairs and Dean of Faculty will inform the instructor and the Department Chair that a student has moved the process to the formal level.

(b) The instructor will then be asked to prepare a written statement detailing the perceived case of academic dishonesty within seven business days. The Vice President for Academic Affairs and Dean of Faculty will forward copies of the instructor's written statement to the student, who will be required to respond in writing. The student must respond to the instructor's statement within seven business days of receipt. Failure to do so will result in the forfeiture of the student's right to contest the penalty imposed by the instructor.

(c) Upon receiving the student's response the Vice President for Academic Affairs and Dean of Faculty will forward all documents to members of the Academic Honesty Review Committee. The Academic Honesty Review Committee will meet within seven business days of receiving all written documents and review the documents. Only faculty who have no prior involvement with the student concerning this appeal may sit on the Academic Honesty Review Committee to

review the evidence of this particular case.

(d) The Academic Honesty Review Committee will be a standing committee consisting of three members, and an alternate, in addition to the chairperson. The Chairperson of the Academic Standards Committee will act as the Chairperson of Academic Honesty Review Committee and is a nonvoting member whose role is to facilitate the meeting. The three voting members of the committee will be drawn from the library and/or teaching faculty.

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

(f) The student and the faculty member may elect to have an ally of their choice present at the meeting. Allies will be limited to SUNY Ulster faculty, staff, and students. The allies are present to witness the meeting and provide moral support; they are expected to neither speak for, nor coach, the parties involved in the dispute.

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

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

The Vice President for Academic Affairs shall monitor the process and be the repository for proven allegations. A list of all reported acts of academic dishonesty which proceed to the formal level of resolution will be archived in the Vice President for Academic Affairs. If the issue has been resolved informally the instructor may, at their discretion, report the act of academic dishonesty to the Vice President of Academic Affairs office for inclusion in the

archived list of reported acts of academic dishonesty.

- (i) Sanctions for a first offense Academic Dishonesty Violation include:
 - i. Repetition of assignment or examination
 - ii. A failing grade for the assignment or examination
 - iii. A failing grade for the course, or
 - iv. Suspension or dismissal from the program

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

SUNY Ulster's Academic Honesty Policy may also be viewed in the SUNY Ulster Board of Trustees Policy manual (Board Policy 6.6).

C. APPEALS PROCEDURE (Please see Board of Trustees Policy 6.7)

Disagreements between students and instructors are usually resolved on an informal basis. However, the College provides formal avenues for appeals against an instructor. These formal procedures are not intended to replace informal channels, and every attempt should be made to explore the informal avenues before escalation to more formalized procedures.

Reasonable efforts will be made to expedite the process. Time frames are specified to accommodate this procedure.

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

1. Informal Level

(a) The student who wishes to appeal a classroom situation or grade must take his or her appeal to the instructor within seven business days of the occurrence of the incident, or receipt of the disputed grade. The student and the instructor will attempt to resolve the issue in a mutually acceptable manner.

(b) If the student and instructor are unable to resolve the issue, the student will contact the appropriate Department Chairperson within seven business days. A meeting will be set up between the student, instructor, and the appropriate Department Chairperson to discuss the appeal and attempt to resolve the issue in a mutually acceptable manner. If the faculty member who is involved directly with the classroom situation or grade is the Department Chairperson,

then step A2 at the informal level will be bypassed and the process will move directly to the formal level.

2. Formal Level

(a) If the appeal remains unresolved after the student meets with the appropriate Department Chair (see A2 above), the student will contact the Vice President for Academic Affairs and Dean of Faculty concerning their appeal within seven business days of meeting with the Department Chair. The student will then be asked to prepare a written appeal within seven business days. The Vice President for Academic Affairs and Dean of Faculty will forward copies of the student's written appeal to the faculty member, who will respond in writing to the appeal. The faculty member must respond to the student's appeal within seven business days of receipt.

(b) The Academic Appeals Committee will meet within seven business days of receiving all written documents and review the documents. The Academic Appeals Committee will be a subcommittee of the Academic Standards Committee and consist of three members in addition to the chairperson. Two members will be tenured faculty and one may be non-tenured with a minimum of three years full-time teaching experience.

(c) After reviewing the documents, the Committee will invite the student, instructor, and Department Chairperson to be present at a meeting, which will be held within seven business days of receipt of the documents to consider the appeal addressed in the written documents. The student and the faculty member may elect to have an ally of their choice present at the meeting.

(d) Allies will be limited to SUNY Ulster faculty, staff, and students. The allies are present to witness the meeting and provide moral support; they are expected to neither speak for, nor coach, the parties involved in the dispute. Only faculty who have no prior involvement with the student or instructor concerning this appeal may sit on the Committee to review this particular appeal. The Chairperson of the Academic Appeals Committee is a nonvoting member who will facilitate the meeting.

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

The Vice President of Academic Affairs and Dean of Faculty will review the Committee's

recommendation along with the documents of the student and the faculty member. Within seven business days of receipt, the Vice President will render a decision and report their findings in writing to the student, the faculty member, and the Department Chairperson. The Vice President for Academic Affairs and Dean of Faculty will send copies of their final decision to the Academic Appeals Committee, the student, the faculty member, and the Department Chairperson. The rendering of the decision by the Vice President for Academic Affairs and Dean of Faculty is the final step in the Academic Appeals Process of the College.

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Policy Section 6.3.11 Prohibition on Marketing of Credit Cards

Approval Date: June 24, 2008

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

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

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

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

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

Policy Section 6.3.12 Student Athlete Conduct Policy

Approval Date: September 15, 2009

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

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

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

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

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

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

STUDENT-ATHLETE CONDUCT POLICY

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

Conduct yourself in a mature and responsible manner at all times. You will be expected to display respectful behavior towards all members of the college and extended community. This includes faculty, staff, coaches, teammates, officials, and opposing teams.

Attend classes in accordance with the instructor's attendance policy, complete and submit assignments on time and achieve passing grades on all required tests, projects, and papers.

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

Be truthful and honest in all your communications with faculty and staff. This includes information compiled on the NJCAA Eligibility Affidavit. Failure to truthfully report information on the NJCAA Eligibility Form, by rule, renders you ineligible for competition.

Be aware of the time requirements for practices and games and plan accordingly. Be proactive in managing your class schedule to avoid game and class conflicts.



Take advantage of the services and facilities available to you. Discuss your goals with your coach and your academic advisor. Become familiar with the Library, the Learning Center, the Computer Labs, and Student Services.

Avoid situations and circumstances that could result in legal disciplinary proceedings.

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

Student Signature _____ Date _____

Head Coach Signature _____ Date _____

Athletic Director Signature _____ Date _____

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

Policy Section 6.3.13 Transcript Notations Policy

Approval Date: May 15, 2018

Academic Transcript Notation Policy

New York State Education Law Article 129-B, section 6444(6) requires that the College have in place a Transcript Notation Policy as follows:

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

A student who has been expelled from the College for serious violations of campus regulations, such as crimes of rape, sexual assault, the sale and/or distribution of illicit drugs and/or controlled substances, will have their judicial sanction permanently noted on their academic transcript. Notations for expulsion shall not be removed.

A student who has been suspended for serious violations of campus regulations, including but not limited to sexual assault or physical abuse may petition the President’s designee to have the transcript documentation removed. A suspension notation may not be removed prior to one year after the conclusion of the suspension. It is the student’s responsibility to provide compelling evidence that supports the petition, as well as to provide documentation of their activities (work, education, etc.) since the suspension.

Students who withdraw from SUNY Ulster prior to the disposition of an alleged conduct violation will have *Withdrew with conduct charges pending* noted on their transcript. The notation will remain on the transcript until appropriate disposition of the violation has been made. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

Adopted May 15, 2018 (18-5-101)

Policy Section 6.3.14 Leave of Absence Policy

Approval Date: May 15, 2018

Leave of absence is permission to be away from the college temporarily, whether it is for medical, financial or personal reasons. Its purpose is to maintain continuous matriculation up to one year, to preserve registration privileges, and to return to the curriculum under which the student is last enrolled. Students may be on leave for up to two consecutive semesters and may not receive more than two consecutive leaves of absence.

Students must file a Leave of Absence form with the Registrar, which will process the request. Students who do not return in the semester they indicated will be automatically withdrawn from the college and will need to apply for readmission if they wish to return. Students who plan to take courses elsewhere during their leave must have their selections approved prior to leaving by



their SUNY Ulster academic advisor. Students applying for a leave of absence must contact the financial aid office to determine possible impacts of a leave of absence on financial aid.

Adopted May 15, 2018 (18-5-100)

Policy Section 6.4 Alumni Association

Approval Date: November 27, 1973

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

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

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

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

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

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

Policy Section 6.5 Recognition of Academic Senate

Approval Date: September 6, 2000

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

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

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

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

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

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

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

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

Amended (02-12-247)

Revised May 2004 (04-5-56)

Revised July 2007 (07-10-122)

Revised (10-12-132)



Revised (14-5-79)

Revised (14-12-163)

Policy Section 6.6 Academic Senate – Academic Honesty Policy

Approval Date: May 17, 2016

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

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

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

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

Student Academic Honesty

Student Responsibilities

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

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

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

Cheating on examinations or quizzes. Examples include (a) referring to materials that the instructor has not allowed to be used during the test, such as textbooks or notes or websites; (b) using devices the instructor has not allowed to be used during the test, such as cell phones, text messages, or calculators; and (c) copying from another student's paper or asking another student for an answer.

Plagiarism. Plagiarism means the use of words or ideas that are obtained from other sources without giving credit to those sources. Not only do quotations have to be referenced, but also any use of the ideas of others, even if expressed in the student's own words, must be referenced. The College has a service to check for plagiarism. Any student paper can be submitted for this plagiarism check.

Submission of work that is not entirely the student's own work. Having another person write a paper or parts of a paper is one example of this offense; allowing another student to copy test answers is another example.

Theft or sale of examinations, falsification of academic records, and similar offenses.

Submitting work to more than one class without the permission of the second instructor. For example, a student who submits to a class a paper previously turned in to another class is in violation of academic honesty, unless the second instructor has given permission.

Unauthorized duplication of computer software or print materials. For example, turning in a term paper downloaded from a website is a violation of academic honesty.

Influence. A student should not attempt to get an instructor to change a grade or record for any reason except achievement. For example, trying to get an instructor to change a grade because of personal hardship, or because of a bribe, is a violation of academic honesty.

Practice of any other form of academic dishonesty not included in this list.

Judicial Procedures

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

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

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

Informal Level

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

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

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

Formal Level

If the issue remains unresolved after the student meets with the instructor and appropriate Department Chair (see A2 above), the student will contact the Vice President for Academic Affairs and Dean of Faculty and express their concerns within seven business days of the meeting with the Department Chair. The instructor will then be asked to prepare a written statement detailing the perceived case of academic dishonesty within seven business days. The Vice President for Academic Affairs and Dean of Faculty will forward copies of the instructor's written statement to the student, who will be required to respond in writing. The student must respond to the instructor's statement within seven business days of receipt. Failure to do so will result in the forfeiture of the student's right to contest the penalty imposed by the instructor.

Upon receiving the students' response the Vice President for Academic Affairs and Dean of Faculty will forward all documents to members of the Academic Honesty Review Committee. The Academic Honesty Review Committee will meet within seven business days of receiving all written documents and review the documents. Only faculty who have no prior involvement with the student concerning this appeal may sit on the Academic Honesty Review Committee to review the evidence of this particular case.

The Academic Honesty Review Committee will be a standing committee consisting of three members, and an alternate, in addition to the chairperson. The Chairperson of the Academic Standards Committee will act as the Chairperson of Academic Honesty Review Committee and is a nonvoting member whose role is to facilitate the meeting. The three voting members of the committee will be drawn from the library and/or teaching faculty.

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

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

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

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

The Vice President for Academic Affairs shall monitor the process and be the repository for proven allegations. A list of all reported acts of academic dishonesty which proceed to the formal level of resolution will be archived in the Vice President of Academic Affairs office. If the issue has been resolved informally the instructor may, at their discretion, report the act of academic dishonesty to the Vice President for Academic Affairs office for inclusion in the archived list of reported acts of academic dishonesty.

Sanctions for a first offense Academic Dishonesty Violation include:

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

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

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

Amended February 27, 2018, (18-2-54) (Board Policy 6.6 supersedes 6.3.1. (Rescind 6.3.1.)

Amended June 23, 2022 (22-06-90)

Policy Section 6.7 Academic Appeals Policy from the Academic Standards Committee

Passed by Academic Senate on 4/15/15 and Updated/Passed by Academic Senate on 11/29/17

Disagreements between students and instructors are usually resolved on an informal basis.

However, the College provides formal avenues for appeals against an instructor. These formal procedures are not intended to replace informal channels, and every attempt should be made to explore the informal avenues before escalation to more formalized procedures.

Reasonable efforts will be made to expedite the process. Time frames are specified to accommodate this procedure.

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

Informal Level

The student who wishes to appeal a classroom situation or grade must take his or her appeal to the instructor within seven business days of the occurrence of the incident, or receipt of the disputed grade. The student and the instructor will attempt to resolve the issue in a mutually acceptable manner.

If the student and instructor are unable to resolve the issue, the student will contact the appropriate Department Chairperson within seven business days. A meeting will be set up between the student, instructor, and the appropriate Department Chairperson to discuss the appeal and attempt to resolve the issue in a mutually acceptable manner. If the faculty member who is involved directly with the classroom situation or grade is the Department Chairperson, then step A2 at the informal level will be bypassed and the process will move directly to the formal level.

Formal Level

If the appeal remains unresolved after the student meets with the appropriate Department Chair (see A2 above), the student will contact the Vice President for Academic Affairs and Dean of Faculty concerning they're within seven business days of the meeting with the Department Chair. The student will then be asked to prepare a written appeal within seven business days.

The Vice President for Academic Affairs and Dean of Faculty will immediately forward copies of the student's written appeal to the faculty member, who will respond in writing to the appeal. The faculty member must respond to the student's appeal within seven business days of receipt.

The Academic Appeals Committee will meet within seven business days of receiving all written documents and review the documents. The Academic Appeals Committee will be a subcommittee of the Academic Standards Committee and consist of three members in addition to the chairperson. Two members will be tenured faculty and one may be non-tenured with a minimum of three years full-time teaching experience.

After reviewing the documents, the Committee will invite the student, instructor, and Department Chairperson to be present at a meeting, which will be held within seven business days of receipt of the documents to consider the appeal addressed in the written documents. The student and the faculty member may elect to have an ally of their choice present at the meeting.

Allies will be limited to SUNY Ulster faculty, staff, and students. The allies are present to witness the meeting and provide moral support; they are expected to neither speak for, nor coach, the parties involved in the dispute. Only faculty who have no prior involvement with the student or instructor concerning this appeal may sit on the Committee to review this particular appeal. The Chairperson of the Academic Appeals Committee is a nonvoting member who will facilitate the meeting.

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

The Vice President for Academic Affairs and Dean of Faculty will review the Committee's recommendation along with the documents of the student and the faculty member. Within seven business days of receipt, the Vice President will render a decision and report their findings in writing to the student, the faculty member, and the Department Chairperson. The Vice President for Academic Affairs and Dean of Faculty will send copies of their final decision to the Academic Appeals Committee, the student, the faculty member, and the Department Chairperson. The rendering of the decision by the Vice President for Academic Affairs and Dean of Faculty is the final step in the Academic Appeals Process of the College.

Adopted February 27, 2018 (18-2-53)
Amended June 23, 2022 (22-06-90)

Policy Section 6.8 Awarding of Posthumous Degrees and Certificates

Approval Date: May 15, 2018

The SUNY Ulster Board of Trustees approves the awarding of posthumous degrees and the

giving of posthumous certificates of recognition at the College. Posthumous degrees and certificates of recognition will typically be bestowed at the college's May commencement exercises.

A posthumous degree is awarded when a deceased student was nearing completion of degree requirements and meets the criteria outlined in the procedure.

If a deceased student does not qualify for the award of a posthumous degree, the student may be given formal recognition for studying at the college. A posthumous certificate of recognition may be given if the criteria also outlined in the procedure, are met.

Candidates for posthumous degrees and posthumous certificates of recognition will be given to the board of trustees as part of the proposed candidates for graduation list submitted prior to commencement.

Posthumous Recognition of a Student

Definition and criteria:

When a currently enrolled student dies prior to completing requirements for a degree or meeting an academic goal at SUNY Ulster, that student may be recognized posthumously for the work completed at the college and as a gesture of compassion to the student's family. There are two types of posthumous recognition, the posthumous degree and the posthumous certificate of recognition.

A posthumous degree is given when the deceased student was nearing completion of degree or certificate requirements. Criteria for the posthumous degree are:

The student has completed 75 percent or more of the required courses for an academic program or would have met 75% of the required courses upon completion of the enrolled semester. The student was enrolled in classes at SUNY Ulster at the time of death. Requests should be made within two years.

The student was meeting at least acceptable achievement standards as defined by the College's *Academic Standards and Progress* policy in the College catalog and in good financial standing with the College.

If a deceased student does not qualify for the award of a posthumous degree, the student may be

given formal recognition for studying at the college. A posthumous certificate of recognition may be given when the following criteria are met:

The student has attempted at least 12 credits at the college.

The student was enrolled in classes at SUNY Ulster at the time of death. Requests should be made within two years.

The student was meeting at least acceptable achievement standards as defined by the College's *Academic Standards and Progress* policy in the College catalog and in good financial standing with the College.

Exceptions to above listed criteria may include, but are not limited to:

1. An interruption by injury, illness, deployment, etc., in the student's continuous enrollment.
2. Serving in the armed forces.

Process for posthumous recognition:

A member of the college's faculty or staff or a family member of the deceased may request consideration for a posthumous degree or posthumous certificate of recognition. This request should be made to the Registrar, where it will be evaluated to confirm that the request meets the criteria. After evaluation by the Registrar, the request will be presented to the Vice President of Academic Affairs for consideration. A request approved by the Vice President of Academic Affairs will be presented to the college's board of trustees for approval.

The Registrar, or designee:

1. Posts the notice of the award of the posthumous degree or certificate to the student's transcript and orders a diploma. The statement "awarded posthumously" will be printed on the student's transcript, but not on the diploma.
2. May confer a degree or certificate with no posthumous designation on the transcript if the student who is deceased had applied for graduation and had completed all program requirements.

Adopted May 15, 2018 (18-5-88)

Policy Section 6.9 SUNY COVID-19 Vaccination Policy for Students

WHEREAS, as of May 10, 2021, New York's governor announced that all SUNY campuses will mandate the COVID-19 vaccine for all on-campus students once the vaccinations receive full FDA approval, and

WHEREAS, SUNY System Administration formally released their COVID-19 Vaccination Policy for students at state-operated campuses and community colleges on August 21 effective August 21, 2021,

WHEREAS, and the President concurs, and

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

RESOLVED, that the Board of Trustees approves the SUNY COVID-19 Vaccination Policy as SUNY Ulster Board of Trustees Policy 6.9 for students at SUNY Ulster.

WHEREAS, the SUNY Ulster Board of Trustees Executive Committee approved Resolution #21-08-97 on August 23, 2021, and



WHEREAS, on April 12, 2023, State University of New York Chancellor John B. King, Jr. announced that a COVID-19 vaccine will no longer be mandated for students to attend SUNY’s 64 campuses, effective for summer courses, which coincides with the official end of the national public health emergency by President Biden’s administration, and

WHEREAS, and the President concurs, now, therefore, be it

RESOLVED, that the Board of Trustees amends SUNY Ulster Board of Trustees Policy 6.9 SUNY COVID-19 Vaccination Policy - Students to align with SUNY Policy approval (April 12, 2023).

Background and Implications:

The amendment of SUNY Ulster Board of Trustees Policy 6.9 removes the State of New York directive that public colleges and universities and the SUNY mandate that all students who intend to engage in-person at a SUNY campus or facility must receive a COVID-19 vaccination, pending final approval by the U.S. Food and Drug Administration (“FDA”), effective for summer 2023 coursework.

Moving forward, COVID-19 vaccinations will be strongly encouraged for students, which is consistent with other viruses.

Approval Date: August 23, 2021 (21-08-97)
Effective August 21, 2021 per SUNY System Administration
Amended April 12, 2023 (23-04-05)

SUNY COVID-19 Vaccination Policy

Policy Section 6.10 Chosen Name and Pronouns Policy

POLICY

Chosen Name

SUNY Ulster allows students and employees to use their chosen name in college communication systems, as long as the chosen name is not used for purposes of misidentification, fraud or misrepresentation and that the chosen name meets community standards (e.g. not profane, obscene, or derived from hate-speech; and conform to technical requirements). Those college communication systems include but may not be limited to: student information system, class rosters, grade books, student identification cards, advising lists, student portal, SUNY Ulster email, and diplomas. The chosen name may also be used in certain external communications (e.g. website staff bio pages, sports information).

SUNY Ulster is obligated to use legal names for some official records and reports, including but not limited to: certain employment and payroll records, billing records, financial aid documents, official transcripts, medical records, employee benefits records, expense reimbursements, travel and purchasing authorizations.

Pronouns

All SUNY Ulster students and employees have the right to use, and have others use, their correct pronouns.

BACKGROUND

SUNY Ulster will fulfill its responsibility to provide access and opportunities for all people while demonstrating a commitment to diversity and inclusion, which are inherent to its educational mission.

This policy aligns with the New York State Gender Expression Non-Discrimination Act (GENDA) and federal privacy laws including Family Rights and Privacy Act (FERPA) which allow individuals to use a chosen name and/or gender identification while participating as a member of a college or university community, even when that person discloses a different legal name and/or gender status. Further the New York State Gender Recognition Act (GRA) allows New Yorkers to correct sex designations/gender markers on identity documents (IDs).

Chapter 58 of the laws of 2022 requires all state agencies that collect sex or gender data to offer to individuals the option to select “x” for sex or gender for state collection purposes. Per SUNY Board of Trustees Resolution full implementation of any necessary information technology or operational changes to align with SUNY’s chosen name policies must occur by the start of the Fall 2023 semester.

DEFINITIONS

A chosen name is not a legal name, but rather the name a person wishes to be known by while at SUNY Ulster. This may be a shortened name, nickname, westernized name, middle name, initials, name that better represents one’s gender identity, etc.

Personal pronouns are words some may use in place of a name. Pronouns can be feminine, masculine, non-binary, or gender-inclusive. Some individuals use no pronouns and instead prefer to be called by name in all references. It is important to use a person's correct pronouns and to avoid assumptions based on name or gender expression.

Legal sex is often used to indicate the current sex marker on someone’s government identification documents (e.g., birth certificate, passport, state ID), which is often based on the sex someone was assigned at birth and is typically categorized as male, female, or intersex. Gender identity is one's own internal sense of self and their gender. Gender identity may or may not align with one’s legal sex.

SUNY Ulster will include student voice in identifying gender identity terms that are appropriate for our community while acknowledging technological barriers. SUNY Ulster also recognizes language and commonly-used community terms may change.

During the summer of 2022, the following gender identity options were requested by students and all can be accommodated in mandated SUNY reporting: Man, Woman, Non-binary, Transgender, Genderfluid, Additional gender and/or multiple genders, Prefer not to answer. (Options also include Male, Female, and X to align with SUNY application and state compliance.)



Policy Section 6.11 Policy for Awarding of Ulster County Community College Honorary Degrees

Approval Date: February 20, 2024

Awarded by the Ulster Community College Board of Trustees, the honorary associate's degree is the highest form of recognition offered by Ulster Community College to persons of exceptional distinction.

A. Purpose:

To honor meritorious and outstanding service to the College and/or to the community at large;
and

To recognize persons whose lives serve as examples of the College's aspirations for its students.

B. Criteria:

Individual who has made a significant, noteworthy contribution to Ulster Community College and/or to the community at large.

Individual who has demonstrated an enduring commitment of commendable service to Ulster Community College.

Current faculty, staff, and trustees are not eligible. Faculty, staff, and trustees who have been separated from the College are eligible.

Students are not eligible

Generally the College will award no more than two honorary degrees in any academic year.

C. The Nature of the Honorary Degree:

The Board of Trustees shall award all honorary degrees in the name of the State University of New York. As authorized by law the State University Board of Trustees has selected to offer the following registered honorary degrees:

Associate in Arts (A.A.)

Associate in Science (A.S.)

Associate in Applied Science (A.A.S.)

Associate in Occupational Science (AOS)

The specific honorary degree awarded shall be appropriate to the nature of the attainment which is being recognized. The following are areas in which individuals may have made significant contributions:

Educational Service: recognizing outstanding service that enhances educational opportunities for the area or that gives personal assistance that leads to the success of individuals in higher education.

Humanitarian Service: recognizing outstanding altruism that enhances the quality of life for others in the area

Servant Leadership: recognizing outstanding service that goes “the second mile” beyond the servant’s paid job description in any area of leadership and that benefits others and/or enhances their leadership capabilities.

Arts and Letters: recognizing outstanding contributions to the arts in any form that enhances the quality of life in the area.

Entrepreneurial Leadership: recognizing outstanding contributions to business/industry through creative start-ups of new enterprises or through innovative management or business or industry.

D. Awarding of Honorary Degrees

Honorary degrees shall be conferred by the Board of Trustees at commencement exercises. Honorary degrees shall be bestowed by the College President, the Chair of the Board of Trustees, or a Trustee designated by the Chair.

Honorary degrees may be awarded in absentia and posthumously, but only upon recommendation to the Board of Trustees by the College President in the case of extraordinary and compelling circumstances.

E. Procedures for the Selection of Degree Recipients

The Ulster Community College Board of Trustees awards honorary degrees based on a recommendation from the College President. Coordination of the selection and nomination process for honorary degree recipients is the responsibility of the College President who shall consult with an advisory committee that includes representatives from the Academic Senate and administrative professional staff.

Nominations for degree recipients shall be encouraged from any member of the College community, including students, faculty, staff, alumni, trustees, board members and friends of the College. Nominations should be submitted to the Office of the President with a résumé, letter of support, and a completed nomination form.

Access this link to PROCEDURES.

Policy Section 6.12 Camping and Use of Tents on Campus

Approval Date: October 15, 2024

Purpose:

To set forth the SUNY Ulster Campus policy on camping and the use of tents/canopies on campus.

Scope:

SUNY Ulster is committed to maintaining a clean, aesthetically pleasing, healthy, hygienic and safe work, educational environment in order to effectively carry out its educational mission. SUNY Ulster is authorized to control its buildings and grounds consistent with its policies for use of facilities.

Definitions:

Camping:

- In indoor or outdoor locations, the establishment of, evidence of an attempt to establish, or maintenance of temporary or permanent living quarters at any location on College property—this includes the establishment of any indoor and/or outdoor encampment erected in connection with any lawful assembly of individuals.
- Sleeping overnight in or under any parked vehicle after campus is closed; or
- Establishing or maintaining indoors or outdoors, or in or under, any structure not designated for human occupancy, at any time during the day or night, a temporary or permanent place for cooking, storing of personal belongings, or sleeping by setting up any bedding, sleeping bag, mattress, tent, hammock or other sleeping equipment.

Campus or Campuses is any College owned, leased, licensed or operated space, facility, property, grounds or building.

Canopy is a structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without side walls or drops on 75 percent or more of the perimeter.

Permit is a written document issued by Administration and Finance to allow the set up and use of a tent or canopy for a specified amount of time. Permits may be revoked if permit conditions are not followed.

Tent- any and all structures, enclosure or shelter constructed of any material, including but not limited to fabric or pliable materials supported by any manner.

Third Party or Parties is any person, organization, group or entity not affiliated with the College including, but not limited to, the general public, contractors, vendors, guests and visitors to the College, those using College facilities or property under a College revocable permit, and volunteers not enrolled as such on-College systems.

College- is SUNY Ulster.

Policy:

- A. Camping is prohibited on College Campuses.
- B. Exceptions
 1. Actions that constitute “camping” as defined above may be allowed with prior, written permission in the following limited circumstances:
 - a. As approved as part of a revocable permit for Campus use pursuant to SUNY Ulster’s Facilities Use Policy 10.1.2.
 - b. In extraordinary circumstances, such as times of natural disaster or declared emergency operations, when approved in writing in advance by the President of the College or their designee.
- C. Enforcement and Compliance
 1. SUNY Ulster’s Public Safety Department is responsible for addressing non-compliance with this policy by all persons and may address violations of this policy that constitute criminal trespass or any other violation of law.
 2. Students may be referred for discipline for alleged violation of this Policy.
- D. This Policy shall be effective immediately upon approval.



Policy Section 6.13 Time, Place, and Manner (Freedom of Expression & Assembly – Students)

Approval Date: October 15, 2024

PURPOSE

SUNY Ulster respects and fully supports the rights of free speech guaranteed by the constitutions of the United States and the State of New York. SUNY Ulster values the free expression of ideas and supports individuals' right to assemble.

SUNY Ulster promulgates this policy to provide meaningful opportunities for members of our community to express their views and to ensure that the time, place, and manner of such expression does not interfere with the safety and security of our campus community or disrupt the regular operations of the campus.

SCOPE

This content-neutral policy is applicable to all SUNY Ulster students.

POLICY

SUNY Ulster students are guaranteed the rights of free inquiry and expression. Subject to applicable content-neutral policy, students are guaranteed the right to hold public meetings and engage in peaceful and orderly assemblies—including, but not limited to, protests, demonstrations, rallies, vigils, marches, and picketing—in and upon designated public areas of campus grounds and buildings.

As set forth in Board of Trustees Policy 3.14 Limited Public Forum, SUNY Ulster designates the following as public areas for the purpose of peaceful and orderly assemblies: [Area adjacent to the flagpole outside of George Clinton Hall.]

SUNY Ulster will not interfere with orderly assemblies in designated public areas of grounds and buildings unless participants engage in any of the following:

1. Conduct that prevents the orderly administration of college classes, lectures, meetings, interviews, ceremonies, and other campus events or University operations;
2. Conduct that obstructs the free movement of vehicles or of persons, including, but not limited to in any building or facility, inclusive of blocking hallways and doors;
3. Conduct that could foreseeably cause injury or damage to persons or property;
4. Operation of audio amplification equipment in a manner that conflicts with normal College operations or that is deemed injurious to health and safety, or that is in violation of local ordinances;
5. Constructing or erecting structures, whether or not they are anchored, inclusive of screens and/or objects requiring penetration in concrete or grass, or camping on College grounds without authorization from Administration & Finance and indoor and outdoor encampment is generally prohibited (See Board of Trustees Policy 6.12 Camping and Use of Tents on Campus);

6. Possession and/or ignition of an open flame of any type, including, but not limited to, torches;
7. Assemblies lasting more than one day, duration not to exceed 12 hours in a one-day period, and assemblies between the hours of 10:00PM and 8:00AM are prohibited;
8. Activities that violate the provisions of SUNY Ulster Board of Trustees Policy 6.3.7 Maintenance of Order (Inclusion of Hazing), and
9. Activities that violate the provisions of any other applicable campus policy, including but not limited to: (Student Code of Conduct 6.3.2. Other policies that are referenced in 6.3.2 but are policies on their own include ADA (3.13), Computer and Network Security and Acceptable Use (3.11.5), Child Protection Policy (3.22), Student Records (6.3.8), Limited Public Forum (3.14), Animals on Campus 3.25, Sexual Misconduct (4.18) and Sexual Violence Prevention (4.19)]. The College's Non-discrimination policy also applies.).

In addition, the following activities are strictly prohibited:

1. Entry into any private office of an administrative officer, member of faculty, or staff member, or entry into any other college area that is not authorized, without permission;
2. Occupation of a building after it is normally closed; and
3. Obstruction of any roadways running through or adjoining the College's campus grounds.
4. Any attempt to physically block or prevent students from accessing classrooms or other campus buildings.

All individuals participating in protests and demonstrations are required to provide a form of University issued or government issued identification upon request from a University official. SUNY Ulster takes compliance with this policy very seriously. Students should expect that violations of this policy will result in disciplinary action under the College's Student Code of Conduct, up to and including interim suspension, suspension, and expulsion.

Access this link to [procedures](#).