



2009-2010 Student Handbook

Welcome to **Rockland Community College**. You have many choices to make as you start your educational journey. Let this handbook serve as one of your resources to success. Within its pages, you can explore the many services and opportunities available to enrich your experience at Rockland Community College!

Rockland Community College Policy Affirmation Statement

By accepting this handbook, I hereby acknowledge that I have received copies of the RCC Student Code of Conduct, Alcohol Policy, Sexual Assault Prevention Policy and Bias Crime Prevention Policy.

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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TABLE OF CONTENTS

Welcome to Rockland Community College ...3	Refund Policy..... 14
Campus Contacts4	Fall and Spring Semesters..... 14
Dates to Remember.....5	Smoking Policy 15
Academic Calendar 2009-2010.....5	Student Development Center 16
Campus Information & Services.....6	Crisis Intervention and Personal Counseling Services..... 17
Academic Advising.....6	Transcripts..... 17
Academic Intervention.....6	Tutoring and Academic Support Services 18
Academic Forgiveness Policy.....6	Writing Center 18
Accident Insurance.....6	Student Involvement & Activities 18
Adding and Dropping Courses.....6	Names to Know..... 18
Alcohol and Other Drug Policy7	The Office of Student Involvement 18
Attendance7	Student Ambassador Program..... 18
Bias Crimes Prevention Statement.....7	Student Clubs and Organizations 19
Bookstore7	The Evening Star Program..... 19
Bus Service8	Free Legal Information 19
Campus Fun & Learn Child Development Center..... 8	Religious Life Office 19
Campus Law Enforcement.....8	Student Activities Board..... 19
Campus Security Report - Campus Security Act 8	Student Activity Fees..... 19
Change of Name and Address.....8	Student Publications..... 20
College Closings9	Make the Most of Your Time at Rockland Community College..... 20
Common Hour9	Volunteer Service Program..... 20
Computers9	Student Government Association 20
Disability Services9	The Office of Student Involvement 20
Emergency Security Blue Light Phones 10	Get Involved Outside the Classroom 21
Ethics Policy 10	Student Clubs & Organizations 21
Extension Centers 10	You Can Create Your Own Club..... 21
Financial Aid..... 11	Athletics 21
Food Cupboard..... 11	Recreation 21
Grading System..... 11	Family Recreation Program 21
Graduation: Application for a Degree..... 11	Fitness Facilities..... 22
Housing Office..... 11	Student Rights & Responsibilities 22
Identification Card 12	Policies and Procedures of Conduct 22
Immunization Requirements..... 12	Section I - Judicial Affairs..... 22
Emergency Phone Numbers..... 12	Section II - Classroom Conduct..... 25
Injuries/Accidents 12	Policies and Procedures for Maintenance of Public Order..... 26
International Student Services 12	Felony and Previous College Dismissal Policy 29
The Library 12	Student Grievance Procedure..... 29
Lost and Found 13	Rockland Community College Computer Usage Code of Conduct 31
Non-Discrimination and Grievance Procedures for Students Equal Opportunity Statement..... 13	Sexual Assault..... 32
Parking - Registration of Vehicles..... 13	Sexual Harassment Policy..... 33
Paragon Federal Credit Union 13	New York State Voter Registration 35
The Prevention Resource Center 14	
Public Safety 14	

WELCOME TO ROCKLAND COMMUNITY COLLEGE!

I congratulate you on choosing RCC, where you will receive “a quality education that you can afford.” By choosing RCC you have made a wise investment in your education and future. This student handbook is an asset that will help you to maximize the achievement of your academic goals. At Rockland Community College you will discover a campus rich in a diversity of cultures and students. The College provides its students with opportunities to compliment their classroom experiences with programs and services that will enhance the classroom experience.

Rockland prides itself as being an institution that values the word “community”. As such, the College has developed some rules that keep the community operating in a manner that is harmonious for students and staff. As a community member, it is your personal responsibility to read and understand the regulations in this handbook. Please read it carefully and adhere to its policies.

I encourage you to become involved in the myriad of activities available on campus. If you have what it takes to be a leader, you can run for a Student Government Association position. If you have athletic talent, you can try out for one of the nine athletic men’s and women’s teams on campus, or you can join one of the 46 student clubs on campus. Whatever you choose to participate in, we have excellent faculty and staff that are willing to work with you.

I wish you the best with your endeavors.

Sincerely,

Dr. Eugene Henderson Jr.

Vice President of Student Development

CAMPUS CONTACTS

Main Number	(845) 574-4000	Humanities Division	574-4343
Emergency	574-4911	International Student Services	574-4527
Academic Advisement	574-4443	Job Placement	574-4149
Academic Affairs	574-4280	Liberty Partnership.....	574-4140
Academic Intervention.....	574-4357	Library.....	574-4409
Admissions.....	574-4224	Life Skills.....	574-4418
Athletics	574-4452	Math & Science Division.....	574-4240
Allied Health.....	574-4532	Multi-Media Production Center.....	574-4429
Art	574-4268	Nursing.....	574-4222
Assessment & Placement....	574-4288	Occupational Therapy	574-4436
Auto Tech.....	574-4592	Outlook Student Press.....	574-4389
Bookstore	574-4752, 4753	Performing Arts.....	574-4471
Business Dept.....	574-4583	Personal Counseling.....	574-4306
Bursar	574-4254	Philosophy/Religious Studies.....	574-4331
Cafeteria.....	574-4754	Physical Education.....	574-4457
Campus Fun & Learn.....	574-4561	Prevention Resource Center	574-4300
Campus Communications	574-4595	Psychology	574-4331
Career Services	574-4319	Public Safety	574-4217, 4238
Communication Media Services	574-4145	Registrar's Office.....	574-4328, 4569
Computer Studies.....	574-4731	Religious Life.....	574-4531, 4422
Criminal Justice	574-4298	Science	574-4366
Cultural Arts Theatre.....	574-4589	Snow Closing Hotline.....	574-4034
Dean of Student Personnel Services	574-4306	Speech	574-4345
Disability Services	574-4541	Spring Valley Extension Center.....	574-4700
Distance Learning	574-4913	Student Activities Board	574-4376
Electrical Tech.....	574-4249, 4259	Student Affairs	574-4206
English Dept.....	574-4326	Student Development Center	574-4306
English Skills	574-4372	Student Involvement ...	574-4373, 4374
ESL.....	574-4346	Student Government	574-4376
Financial Aid.....	574-4282	Transfer Services.....	574-4306
Finance Office.....	574-4156	Theatre	574-4589
Food Cupboard.....	574-4531	Tutoring Center	574-4503
Foreign Language	574-4361	Volunteer Services.....	574-4373, 4302
Haverstraw Extension Center.....	786-2392	Writing Center.....	574-4790
Hospitality & Tourism	574-4486		
Housing Services	574-4378		

DATES TO REMEMBER

ACADEMIC CALENDAR 2009-2010

SUMMER I 2009:

Monday, June 1 Classes Begin

Thursday, July 2 Classes End

SUMMER II 2009:

Monday, June 8 Classes Begin

Thursday, July 30 Classes End

SUMMER III 2009:

Monday, July 6 Classes Begin

Wednesday, August 5, 1pm-4pm New Student Orientation

Thursday, August 6 Classes End

Tuesday, August 25, 11am-4pm New Student Orientation

FALL 2009:

Tuesday, September 1 Classes Begin

Monday, September 7 Offices Closed (Labor Day)

Friday, September 18 No Classes after 4:00pm (Rosh Hashanah)

Saturday, September 19 No Day or Evening Classes (Rosh Hashanah)

Sunday, September 20 No Day or Evening Classes (Rosh Hashanah)

Sunday, September 27 No Classes after 4:00pm (Yom Kippur)

Monday, September 28 No Day or Evening Classes (Yom Kippur)

Tuesday, October 27 No Day or Evening Classes (College Night)

Wednesday, November 11 No Day or Evening Classes (Veterans Day)

Thursday, November 26 No Day or Evening Classes (Thanksgiving)

Friday, November 27 No Day or Evening Classes (Thanksgiving)

Saturday, November 28 No Day or Evening Classes (Thanksgiving)

Sunday, November 29 No Day or Evening Classes (Thanksgiving)

Friday, December 21 Last Day of Semester

WINTER 2010:

Monday, January 4 Classes Begin

Monday, January 18 No Day or Evening Classes (Martin Luther King Day)

Tuesday, January 19, 5:30pm-7:30pm New Student Orientation

Thursday, January 22 Classes End

SPRING 2010:

Saturday, January 23 Classes Begin

Monday, March 29-Sunday, April 4 No Day or Evening Classes (Spring Break)

Friday, May 14 Classes End

Sunday, May 23 Commencement

Monday, May 31 Offices Closed (Memorial Day)

CAMPUS INFORMATION & SERVICES

ACADEMIC ADVISING

Academic Advising is an essential element of your educational experience at Rockland Community College. We believe in the importance of academic advising, so every student will have the opportunity to succeed in his or her life and career plans. Your advisor can help you understand your degree sheet, choose courses, discuss your career and transfer plans, and refer you to a wide variety of college resources. Prior to registration you will receive a letter outlining the Advisement/registration process. This letter will tell you where, when and who to seek advisement from and when you can register. All full-time Liberal Arts students (AA Humanities & Social Science, AA Math & Science, As Math & Science) are assigned to the Academic Advisement Center. All other full-time continuing students will be assigned a Faculty Advisor in their department. Part-time, degree-seeking students are not required to be advised but are strongly encouraged to seek advisement in the Student Development Center. For questions regarding academic advisement, contact the Academic Advisement Center at (845) 574-4443 or online at advise@sunyrockland.edu.

ACADEMIC INTERVENTION

The Academic Intervention Program provides a variety of academic support services for students who are in academic jeopardy. Program staff also monitors the academic progress of students with probationary academic standing status. To further assist students and faculty, any RCC student can be referred for intervention services by concerned faculty members using the 'Early Ongoing Academic Intervention System' (Form). Staff then apply intrusive and developmental counseling methods during student sessions. Drop-ins are welcomed. For more information, call (845) 574-4357.

ACADEMIC FORGIVENESS POLICY

The Academic Forgiveness Policy is designed for a student with a history of poor grades who either wants to change to a new degree/certificate program or having been away from Rockland Community College for at least three years, wants to resume his/her original plan of study. Additional restrictions apply to a student who wishes to return to the Nursing Program. For more information, visit a Faculty Counselor in the Student Development Center, (845) 574-4306.

ACADEMIC DISHONESTY – SEE STUDENT’S RIGHTS & RESPONSIBILITIES ACADEMIC DISHONESTY PAGE 22

ACCIDENT INSURANCE

All full-time students are covered by basic accident insurance. Supplemental accident and sickness insurance is optional. Basic accident insurance is provided for all full-time students and available to part-time students for an additional fee. Health/sickness insurance is available to all students on a voluntary basis. For additional information on coverage available, visit the Director of Safety.

ADDING AND DROPPING COURSES

A drop/add occurs when students who have completed registration make changes to their schedule. Students may add available courses through the first week of Fall and Spring sessions. Students may drop classes without a grade appearing on their transcript through the third week of the fall and spring semesters and through the first week of the winter and summer sessions. For all semesters/sessions, refer to the appropriate schedule of classes for exact drop/add dates

ALCOHOL AND OTHER DRUG POLICY

It is the policy of Rockland Community College that alcoholic beverages may not be sold or served to students, or used by students on any college-sponsored function, including off-campus activities such as school-sponsored field-trips, school-sponsored social activities, or school sponsored study abroad programs. Further, the unauthorized possession, use, sale or exchange of alcoholic beverages or narcotics, or the use of prescription drugs other than as prescribed will result in appropriate legal action and will be considered a violation of the Student Code of Conduct and the disciplinary process outlined in the Student handbook. A person is identified as a student when registered for credit and/or credit-free study at the college. For a complete copy of this policy, please contact the Prevention Resource Center, (845)574-4300 or the Office of Human Resources, Brucker Hall, (845)574-4720.

ATTENDANCE

Regular attendance is essential for successful study. Specific attendance regulations are established by individual instructors and are presented to students at the beginning of the semester. A poor attendance record can result in failing a course, receiving a lower grade, or jeopardizing financial aid eligibility.

BIAS CRIMES PREVENTION STATEMENT

Hate Crimes and the Law

It is a Rockland Community College mandate to protect all members of the campus community by preventing and prosecuting bias or hate crimes that occur within the campus's jurisdiction. Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available from the Director of Public Safety and the Dean of Students. Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal are possible. If you are a victim of, or witness to, a hate/bias crime on campus, report it to Public Safety Department by calling 574-4217 or on campus-4911 in an emergency, or by using any Blue Light/Emergency Phone, or stopping by the Public Safety Office (Campus Security). Public Safety Officers will investigate and follow the appropriate adjudication procedures.

For general information on RCC security procedures, see Student Handbook, or call 845-574-4458. For more information about bias-related crimes, including up-to-date statistics on bias crimes is available from the Director of Public Safety, 845-574-4362.

BOOKSTORE

Rockland Community College's bookstore is open during the Fall and Spring semesters, from 9 am until 5 pm, Monday – Thursday and 9 am until 3 pm on Fridays. Please call for summer hours. In addition to textbooks, the store carries clothing, greeting cards, school supplies, snacks, software and supplies you'll need for class. For more information contact the Bookstore at (845) 574-4752.

BUS SERVICE

Transport of Rockland (TOR) offers a Student Discount Bus Pass to Rockland Community College students. For a \$50.00 fee, students receive unlimited rides on TOR system, anytime during the semester (September through December or February through May). TOR has twelve convenient routes serving Rockland County. Students may purchase the Bus Pass when registering for the semester or at the Finance Office. If eligible, students may use financial aid to pay for the pass. Bus schedules are available at the Cultural Arts Center, the Office of Student Involvement, and the Library Media Center. Route information concerning any bus or rail in Rockland may be obtained by calling TOR at (845) 364-3333, or online at www.rocklandgov.com. Click on the bus icon. For further information, call 1-800-RCC SOON or (845) 574-4224.

CAMPUS FUN & LEARN CHILD DEVELOPMENT CENTER

Child-care for children, ages three through five years, is available on the main campus in Suffern. The Center offers children a secure, educationally stimulating environment in Room 5151 of the Fieldhouse. Priority registration is offered to Rockland Community College students; it is then open to faculty, staff and the community on a space available basis. Hours are Monday - Friday, 7:30 am to 5:00 pm, following the College calendar (September through June). Childcare Tuition Assistance is available for qualifying families. Coming in 2009 – Newly expanded program, serving infants, toddlers, and preschoolers. For enrollment or scholarship information, contact the Center at (845) 574-4561.

CAMPUS LAW ENFORCEMENT

The Public Safety Office is responsible for law enforcement and has a working relationship with the County Sheriff's Department, to which all crimes are reported. The Sheriff's Department responds to requests by the College Public Safety Office.

CAMPUS SECURITY REPORT – CAMPUS SECURITY ACT

RCC is committed to providing students a safe environment in which to learn and keep students, parents and employees well informed about campus security. As required by the Crime Awareness and Campus Security Act of 1990, the College prepares a campus security report that identifies alleged criminal offenses reported to campus security authorities or local police agencies that have occurred on campus and in certain off-campus buildings or properties owned or controlled by the College. The Campus Personal safety Committee will provide upon request all campus crime statistics as reported to the US Dept. of Education pursuant to the Campus Security Act. You may review the campus crime statistics for the College by visiting the Dept. of Education Web site at www.ope.edu.gov/security. To obtain a hard copy of the campus crime statistics and additional related information please contact the Director of Public Safety at (845) 574-4362.

CHANGE OF NAME AND ADDRESS

Students are responsible for keeping the College informed of their current address. Changes in either address or name should be reported to the Registrar's Office. Please bring photo ID and documentation that supports this change to the Registrar's Office.

COLLEGE CLOSINGS

In the event the College is closed due to emergencies, and/or weather, the College will contact the following radio stations to advise whether or not classes will be cancelled: WHUD (100.7 FM) WRRV (92.7 FM), WRCR (1300 AM), WFAS (1230 AM), WVNJ (1160 AM). Accurate and more detailed information is also available on the Snow Emergency Hotline, (845) 574-4034 or www.cancellations.com. Also, check the college website www.sunyrockland.edu.

COMMON HOUR

The Common Hour, scheduled between 12:30 am and 1:30 pm on Tuesdays and Thursdays, provides an hour during which classes are not normally scheduled. Plus, there is a new club hour on Wednesdays from 3pm – 4pm. Freeing classroom space as well as student and faculty time, the hour is designed to build a sense of community. Take advantage of club meetings, lectures and events scheduled during the Common Hour. For information about campus events, contact the Student Involvement Office, (845) 574-4373.

COMPUTERS

General access computers are available in the Technology Center. Internet access is available through the College. Internet access is available from most classrooms. The College Web site is www.sunyrockland.edu. For more information contact the Information Technology Help Desk, (845)574-4386.

DISABILITY SERVICES

SUNY Rockland Community College is committed to providing qualified individuals with disabilities full access to all programs, services and facilities as mandated by federal guidelines. To that end, the Office of Disability Services (ODS) provides unique and comprehensive services and accommodations to students with disabilities who desire to pursue college level studies. We recognize that many students with specific disabilities have the potential, however, without specialized support services their potential may never be fully realized and developed. Therefore, the ultimate goal of the ODS is to provide supportive services to enhance learning skills for personal, academic, and professional growth. As a participant in the Office of Disability Services, students have access to life-long learning skills that are necessary for active participation in a competitive society. The ODS staff identifies participants' level of abilities and provide services that include academic adjustments and auxiliary learning aides. Students registered with the ODS have access to state-of-the-art assistive and adaptive learning technology, as well as note takers, readers, tutors/proctors, and individualized testing. For additional information please call (845) 574-4541 or visit the Office of Disability Services, Technology Building, Room 8150.

DRUG FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989 (DFSCA)

Rockland Community College is committed to an educational environment free of alcohol and illegal drugs. Part 86 of the Drug Free Schools and Campuses Regulations requires that as a condition of receiving federal funds, an institution of higher education, (IHE), must certify it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. For a complete copy of this policy, please contact the Prevention Resource Center, (845) 574-4300.

EMERGENCY SECURITY BLUE LIGHT PHONES

These phones are located in 39 areas around the campus. Emergency phones provide direct communication with the Public Safety base station. Use shall be limited to emergencies and security escorts only. Visit the Public Safety Web site for exact locations at www.sunyrockland.edu/publicsafety.

ETHICS POLICY

The Rockland Community College Ethics Policy outlines standards of ethical conduct and procedures for disclosing conflicts of interest. All members of RCC should be trustworthy, honest, committed and loyal; strive toward continuous improvement and academic achievement; exercise creativity and innovation; and be respectful of all people and communities. These standards apply equally to everyone at RCC and are important to good citizenship. For a more detailed description of acceptable and unacceptable behavior at RCC, students should review the Student Code of Conduct on Page A 25 in this handbook. The Ethics Policy requires all members of the RCC community to avoid or disclose any potential conflicts of interests. The policy describes circumstances that may create a potential conflict of interest, such as favoring interests outside the RCC community for personal gain, using RCC resources for personal gain or using information obtained through activities at RCC for personal gain. Most students will not find themselves in situations at Rockland where conflicts of interest could arise. It is mainly leaders, teachers and staff who manage the affairs of RCC and make decisions that affect other people who must avoid or disclose conflicts of interest. Accordingly, those students who accept leadership responsibilities in student government or student activities should have a good understanding of the rules prohibiting conflicts of interest. Students are encouraged to pick up a complete version of the Ethics Policy at the Human Resources Office, Brucker Hall, Room 6206. Questions about the Ethics Policy may be directed to any faculty member or to the Vice President of Academic Affairs.

EXTENSION CENTERS

Rockland Community College offers instruction and student support services at the Spring Valley and Haverstraw Extension Centers. Credit courses taken at this location may be applied toward degree and certificate programs.

HAVERSTRAW EXTENSION CENTER,

37 W. Broad Street, Haverstraw, NY 10927 • 845-786-2392

SPRING VALLEY EXTENSION CENTER,

185 North Main Street, Spring Valley, NY 10977 • 845-574-4700/4496

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 protects the confidentiality of students' records and allows students to inspect their educational records, to request the amendment of educational records that they believe is inaccurate. The College may disclose directory information at the discretion of the Registrar or designated official without the student's consent. Directory information at Rockland includes: name, address, telephone listing, email address, date of attendance, field of study, degrees awarded and dates of degrees, honors and awards, likeness, full and part-time status, sports participation including height, weight, age and previous schools attended. Students who do not wish to have directory information released must notify the Records Office by filing a Request to Prevent Disclosure of Directory information form within 14 days of the start of the semester. These forms are available in the

Records Office. Students should consider very carefully the consequences of any decision to withhold directory information. Once applied for, the request remains in effect until revoked in writing by the student. All questions should be directed to the Records Office. A detailed explanation of this policy is available in the College Catalog, the Registrar's Office, or online on the Registrar's home page.

FINANCIAL AID

The Financial Aid Office at Rockland Community College prides itself on service to our students. We offer students and their parents the opportunity to come in for personal financial aid counseling and assistance. Our financial aid staff will explain the application process and assist you in completing the required financial aid forms. Generally, an appointment is not necessary; you may drop-in anytime during our regular office hours (see below).

In addition, we have a FAFSA Mini-lab where you can file your federal and state financial aid applications online. Helpful technical guidance is provided so that the application process can be as easy and error-free as possible. Please call us at (845) 574-4282 or visit our webpage at www.sunyrockland.edu/prospective-students/financial-aid/ for more information.

Financial Aid Office Hours: Monday and Thursday 8:00 a.m. – 7:00 p.m. and Tuesdays, Wednesdays, and Friday 8:00 a.m. – 5:00 p.m. extended evening hours are also available during registration periods.

FOOD CUPBOARD

The Food Cupboard provides food to students, faculty, and staff on a limited basis. Hours for obtaining or contributing food are: Tuesdays, 5 - 6 pm and Thursdays and Fridays, 12:30 - 1:30 pm. The Food Cupboard is located on the first floor corridor of the Fieldhouse, for more information contact 845-574-4531, or (845) 574-4373.

GRADING SYSTEM

A = 4.0	C = 2.0	P/F=pass/fail,
A- = 3.7	C- = 1.7	AU=audit,
B+ = 3.3	D = 1.0	I=incomplete (changes to F after specified deadlines)
B = 3.0	F = 0.0	NA=Never Attended (0)
B- = 2.7	TC = Transfer Credit	X=Dropped & tuition refunded
C+ = 2.3	W = Withdrawal from course	

Grades can be obtained electronically using WebAdvisor. User name and password required.

GRADUATION: APPLICATION FOR A DEGREE

Students planning to complete requirements for a degree must file a degree application with the Registrar's Office. Please see the schedule of classes for the exact date. A non-refundable graduation fee payment must be made at the time of application whether or not you attend the graduation ceremony. For specific graduation requirements, students are to contact their academic advisor, or the Registrar's Office.

HOUSING OFFICE

The RCC Housing Office offers free assistance with your rental needs. If you are a student searching for a place to live, or you are a property representative with available rooms, please contact the Housing Office (located in the Physical Education Department) any time at 845-574-4378. We will be glad to help you explore rental options. There is no charge for this service.

IDENTIFICATION CARD

Rockland Community College photo ID cards are required for students to use library, recreational, and other facilities, and for cashing checks. Returning students must have their cards validated for the current semester. All students must present proof of payment to obtain a new card or to validate an existing card. Replacement cards can be obtained for a \$5 fee payable at the Bursar's Office, unless the replacement is required because of name change, in which case the fee is waived. Proof of payment of the replacement fee must be shown before a replacement photo identification card is issued. ID cards are available during the hours of registration and in the Public Safety Office in the Technology Center, call 845-574-4227 for hours. **Student ID cards must be presented when requested by a College official.** Please refer to the Student's Rights and Responsibilities section in this handbook.

IMMUNIZATION REQUIREMENTS

New York State Public Health Law 2165 requires all students regardless of age, who enroll in six or more credits to complete the Meningococcal Meningitis Response section to the Immunization Record. Students must indicate the date of immunization or decline to be immunized. New York State Public Health Law 2165 requires all students born on or after January 1, 1957 and enrolled in six or more credits to demonstrate proof of immunity against measles, mumps and rubella. Failure to provide acceptable documentation in a timely fashion may result in removal from class without refund of tuition and fees. Questions regarding these policies should be referred to the Records Office.

INJURIES/ACCIDENTS

Public Safety Officers are available twenty-four (24) hours a day, seven (7) days a week to provide first-aid treatment and to respond to medical emergencies. Officers are trained in first aid, CPR, emergency oxygen, and automatic external defibrillators. Students should call 574-4911 and provide their names and location.

EMERGENCY PHONE NUMBERS:

Fire, Ambulance, Sheriff.....	ext. 9911
First Aid	ext.4911
Public Safety Office	ext. 4217 or 4238
Safety	ext. 4722

INTERNATIONAL STUDENT SERVICES

The staff of the Office of International Student Services provides orientation, advising and counseling to students on non-immigrant visas from over 50 countries. Special support services include assistance with immigration information, visas, permission to work, health insurance, and cross-cultural counseling. This office also provides small scholarships for students (applications are made available for submission early in the Spring Semester). International Student Services is involved with the planning of the Intercultural Festival and works to implement other intercultural events on campus. All international students are encouraged to visit this office with questions about all aspects of on-campus and off-campus life. For further information, contact 845-574-4263.

THE LIBRARY

The Rockland Community College Library houses an impressive collection of over 100,000 volumes including e-books, 3,000 audio visual materials in various formats, more than 30 databases, and more than 13,000 periodical titles both in electronic and paper formats. Our online library catalog also provides access to other SUNY

libraries' collections. The Library offers 360 study spaces and 15 PCs with Internet access. Library service information and resources can be accessed on or off campus. Reference questions and requests can be answered in person at our reference desk, or via e-mail when using the "Ask a Librarian" link from our home page. Library hours are as follows: Monday - Thursday, 8 am - 10 pm; Friday, 8 am - 8 pm, Saturday, 9 am - 6 pm; Sunday, 11 am - 6 pm. Holiday, summer and winter hours are posted on the library Web site at www.sunyrockland.edu/library

LOST AND FOUND

The Lost and Found Office is located in the Public Safety Office, located on the 2nd floor of the Fieldhouse. For information call 845-574-4238.

NON-DISCRIMINATION AND GRIEVANCE PROCEDURES FOR STUDENTS EQUAL OPPORTUNITY STATEMENT

Pursuant to guidance provided by the Office of Civil Rights and the implementing regulations for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Age Discrimination Act; Rockland Community College is committed to a policy of equal treatment and opportunity in every aspect of its relations with students, faculty, staff, applications, and members of the larger community. This includes the admission process, access to programs, privileges, activities, student financial assistance, and services, without regard to race, color, religion, sex, age, national origin, disability, marital status, or sexual orientation in accordance with federal and/or state laws. If you have any questions about the policy of equal opportunity, non-discrimination policies, or related procedures, or how to file a grievance, students should contact the Vice President of Student Development. For full disclosure of this policy, please refer to the College's web site at www.sunyrockland.edu under "H" in the Directory for Harassment and Discrimination.

PARKING — REGISTRATION OF VEHICLES

Student vehicles must be registered with the Office of Public Safety. Students may park only in areas designated for student parking. Students with state-issued handicapped parking plates or town-issued permits may park in the handicapped spaces in any parking lot. Disabled students or students with temporary medical problems can request a temporary county-issued permit with appropriate medical documentation. For information call, 845-574-4312/4541

PARAGON FEDERAL CREDIT UNION

Students, Faculty and Staff at Rockland Community College are eligible for a lifetime membership in the Paragon Federal Credit Union Paragon FCU is a non-profit, full service financial institution that provides products and services designed to promote financial well being to its members. Paragon FCU has a branch right here on campus! You can conveniently stop by the Paragon FCU campus branch in Brucker Hall to deposit your checks or to sign up for a variety of services. Also, Paragon's ATM machine is located on campus, in the Atrium of the Cultural Arts Center, to make YOUR money available to YOU at anytime! Paragon federal credit Union also offers to RCC student members a chance to win a \$1,500.00 scholarship. These funds can be applied toward tuition expenses and/or the cost of books. For more information about Paragon FCU services and programs, please stop by the Campus branch office or contact Paragon FCU at 1-800-222-8877.

THE PREVENTION RESOURCE CENTER

The Prevention Resource Center, a Program of the Student Development Center, utilizes research-based strategies aimed at correcting misperceptions that encourage inappropriate behaviors associated with abuse of alcohol and other substances. The Prevention Resource Center provides activities and events designed to create a healthy campus community and support a culture that gives permission for abstinence as a choice and empowers students to act in accordance with their healthy attitudes and values. For listing of activities call 845-574-4300, visit our Web site at www.sunyrockland.edu/prc or stop by the Prevention Resource Center in the Student Development Center, Room 8224.

PUBLIC SAFETY

Public Safety is available 24 hours a day, seven days a week. Students should dial 574-4217 or 574-4238 for assistance. The Public Safety Office will also provide escorts for students who do not wish to walk alone at night. Public Safety Escorts can be requested by dialing 574-4217 or 574-4719 for the Spring Valley Campus.

REFUND POLICY

Tuition refunds will be granted after the following requirements have been met:

- The refund candidate submits a completed drop/add form to the Records Office.
- The refund candidate must submit a signed refund request to the Bursar's Office.

The student will receive a refund in accordance with the refund schedule as published in the Schedule of Classes and as shown below. The amount of the refund is dependent upon the date of the student's official withdrawal from the College. Refunds will not be issued:

- Unless the course has been officially dropped as described in the Schedule of Classes (Note: failure to attend class does not constitute an official drop).
- For withdrawal due to failure in complying with State mandated immunization requirements.
- To students dismissed for disciplinary reasons
- On non-refundable fees
- On learning contracts

FALL AND SPRING SEMESTERS

- Drop prior to start of classes: 100% of tuition & refundable fees
- Drop during first week of classes: 75% of tuition & refundable fees
- Drop during second week of classes: 50% of tuition & refundable fees
- Drop during third week of classes: 25% of tuition & refundable fees
- Drop after third week of classes: NO REFUND

Summer Sessions

- Drop prior to start of classes: 100% of tuition & refundable fees
- Drop during first week of classes: 25% of tuition & refundable fees
- Drop after first week of classes: NO REFUND

Student Obligation for Payment of Tuition and Fees

Students who fall into the following categories will be financially obligated to the College regardless of attendance.

- Students who fail to complete a College drop/add form within the refund period of the semester will be financially obligated to the college for the unpaid balance, regardless of attendance.
- Students whose fees are charged to financial aid awards at the time of registration, or who receive a deferment based on pending financial aid awards at the time of registration and who subsequently become ineligible for the financial aid (for any reason) will be liable for all funds due to the College, regardless of attendance.
- Students who remit payment for fees with a check that is returned unpaid (for any reason) become liable for the full amount of fees assessed.
- The College will not dismiss or waive a debt created by a refund issued to a student based on financial aid when such aid is subsequently cancelled or reduced.

Tuition Appeals

After classes have begun, a student who must drop a course after the drop deadline due to extenuating circumstances may be eligible to receive a full or partial tuition refund. Examples of such situations are:

A. Personal Emergencies

- Death of the student or death in the student's immediate family such as parent, sibling, offspring or spouse.
- Medical incapacitation documented by written proof.

B. Administrative errors

C. Military Duty

- Documented orders must accompany appeal.

All Appeals Except Grade Appeals

- Must be submitted in writing to the Tuition Refund Center.
- Must include supporting documentation; e.g. copies of registration form, drop/add forms, medical condition verification, military orders.
- Must be received no later than one year after the end of the semester/session in which the course(s) were taken.
- Must be approved by the faculty, if a grade has been issued Approval of a tuition appeal will result in the removal of the course(s) from the student's record.

SECURITY - SEE PUBLIC SAFETY

SEXUAL HARASSMENT – SEE STUDENT'S RIGHTS & RESPONSIBILITIES: SEXUAL HARASSMENT PAGE 28

SMOKING POLICY

The SUNY Rockland Community College Board of Trustees approves the designation of the buildings and grounds of Rockland Community College as a Smoke-Free Environment, effective September 1, 2009.

STUDENT DEVELOPMENT CENTER

The Student Development Center advocates for and encourages the social, emotional and academic growth of all students. Professionally trained counselors are available to support and empower students to accomplish their career and personal objectives through a variety of programs and services. **Additional Individual and Group Services:** Academic Advisement Center, Academic Intervention Program, Career Resources Library, Computerized Assistance Programs which offer guidance in transferring to four-year colleges and planning careers. For further information, call 845-574-4306.

Career Services Center - Technology Building, Suite 8220; (845) 574-4216

The Career Services Center focuses on helping students understand the critically important academic and career choices open to them. Students are provided personal assistance in every step of their career exploration, whether it be determining their career options with highly trained career counselors, acquiring valuable, credit-bearing internship placements through the Internship Program, or locating beneficial job opportunities, both off and on-campus, through the Job Placement Office. Incorporating state-of-the-art technology, the Center also offers the NACELink Network management system, which allows students, employers, and members of the community to manage their career needs on line, 24-hours a day, from any computer portal.

Career Counseling Services – (845) 574-4319

Professional counselors assist students throughout their career planning process, and the Center offers a wide range of services, including self-assessment and career testing on an individual or small group basis. In addition, online career guidance systems provide an alternative forum for career exploration. Workshops and classroom presentations provide assistance with internet career research, resume writing, interviewing techniques, and job search strategies.

Internship Program – (845) 574-4405

The college's Internship Program offers students the opportunity to gain practical, hands-on experience in a professional setting while earning college credit. As part of the Career Services Center commitment to expanding the career opportunities open to students, the Internship Program offers an exciting partnership with hundreds of local and regional businesses in the tri-state area, including some of the most prestigious companies and organizations in New York City. Qualified faculty members mentor students throughout the internship experience, and the Internship Program offers a carefully screened and customized partnering of student, business, and faculty that leads to an invaluable career-building experience.

Job Placement Services (845) 574-4149

Job search/placement/employment opportunities are available for students seeking part-time or full-time, on and off campus employment. In addition, the Federal Work Study Program (FWSP) provides opportunities for students to work on-campus or in community service projects in the surrounding neighborhoods.

CRISIS INTERVENTION AND PERSONAL COUNSELING SERVICES

Students experiencing a crisis or personal difficulties are encouraged to seek the help of a counselor. In the Student Development Center, opportunities for personal development are offered through confidential short-term individual counseling, workshops and special programs. Printed materials which address personal concerns are also available. Students experiencing crisis during evening and week-end hours are encouraged to call Rockland County Mental Health Crisis Unit at 845-364-2200. For further information, call 845-574-4306.

Multicultural Student Support Services

Multicultural Student Support Services addresses the academic, social and personal success of multicultural historically under represented students. Workshops, activities and support groups offered through the Multicultural Student Success Forum help students become fully acquainted with campus services, programs and leadership opportunities that can help them reach their fullest potential. Individual or personal appointments are routinely available. For further information or appointment contact the Student Development Center, 845-574-4307.

Services to Adult Returning Students

S.T.A.R.S. is a program that responds to the unique needs and special interests of adults returning to school. A series of workshops and seminars is offered to address special adult academic, personal and career development issues. Individual appointments are available. For further information, contact the Student Development Center, 845-574-4307.

Transfer Services

Students anticipating transfer to a four-year college or university will find an extensive selection of programs and services designed to help simplify the transfer process. Resources, such as a collection of college catalogs, reference guidebooks and computers with access to the internet, are available for students to browse. In addition, drop-in counseling sessions and a full range of workshops and special events are offered to assist students in completing application materials and making informed decisions about the choice of a baccalaureate program. For more information contact the Student Development Center at 845-574-4307.

STUDENT INSURANCE – SEE ACCIDENT INSURANCE

TRANSCRIPTS

Students obtain copies of their official transcripts by filling out a Transcript Request Form at the Bursar's Office. To request by mail, sign the request form and include your social security number or student ID and mail to the Bursars Office. The transcript fee is \$5.00. Normal turnaround time for an official transcript is three to five working days. During peak times, such as the end of a semester, processing time will be a minimum of two weeks. Students may also access their grades online using WebAdvisor.

TUTORING AND ACADEMIC SUPPORT SERVICES

Rockland Community College has recently centralized access to academic assistance outside of the classroom, to ensure that all students who need academic assistance have a single, central point of access, and that this point has the capacity to assess the student's needs and provides or directs them to the appropriate service. Students access these services by self-referral, faculty referral, referral from Academic Intervention, or referral from special areas. Students will be interviewed for the purpose of identifying their needs and matching their needs to available services. For more information call 574-4503 or visit the Center on the Web at www.sunyrockland.edu/go/study-abroad.

WRITING CENTER

Rockland Community College students have free access to the services of the Writing Center, located in the Technology Center, Room 8349. Staffed by faculty and student tutors, the Writing Center provides support and assistance for student writers in a variety of ways. Students can receive help in interpreting assignments, gathering ideas and information, organizing and planning content, revising rough drafts, and complying with various documentation formats. Appointments are encouraged, but walk-in clients are welcome. The Center also offers informal Conversation groups for International Students on a weekly basis. For more information, call 845-574-4790 or check the Writing Center's Web page.

STUDENT INVOLVEMENT & ACTIVITIES

To address the interests of our diverse student body, the Office of Student Involvement offers exciting opportunities to meet new friends, gain valuable career expertise and explore different cultures. Through a variety of programs, services and activities, the Office of Student Involvement provides students an opportunity to broaden their college experience outside the classroom. Stop by the Student Involvement Office or call 845-574-4373 to see how you can get involved. We are located in the Student Union, second floor, room 3208.

NAMES TO KNOW

THE OFFICE OF STUDENT INVOLVEMENT,

Debra Balestra.....	Director of Student Involvement
John Marra	Coordinator of Student Activities, Volunteer Services
Laurie Polichetti.....	Co-Curricular Transcript Program
Carole Sussner	Secretary, Student Involvement
Keith Braunfotel.....	Free Legal Information
Mike Ver Schneider.....	Religious Life Office
Reverend Warren Brandt	Religious Life Office
Rabbi Dov Oliver.....	Director, Center for Jewish Life
David Ellis	Game Room Supervisor

STUDENT AMBASSADOR PROGRAM

We are looking for a few good people!

The Student Ambassador Program is looking for students who are interested in becoming an important part of RCC and making the most of their college experience. If you are creative, articulate, outgoing or just looking for new friends, then find out more about the Student Ambassador Program. Stop by or call the Office of Student Involvement at 845-574-4373.

STUDENT CLUBS AND ORGANIZATIONS

Guided and funded by the Student Government Association, each student club/organization has a faculty or staff advisor. There are more than 40 student clubs/organizations, which focus on performing arts, physical health, religious, political or special interests. A complete listing of student clubs and organizations can be found on page 21 in this handbook. For more information call 845-574-4302.

THE EVENING STAR PROGRAM

The Evening Star Program was designed with the evening student in mind. On-campus information, services, advisement and refreshments are provided once a week in the bridge between Academic I and Academic II from 5:30 pm until 7:30 pm. For more information call the Office of Student Involvement at 845-574-4373.

FREE LEGAL INFORMATION

The Free Legal Information Service is provided to serve as a resource to inform Rockland Community College students of their rights and responsibilities concerning legal issues. Free confidential consultations with an attorney are available on the main campus and the extension center and site. This service does not include representation in court. Appointments can be made by calling the Office of Student Involvement at 845-574-4373.

RELIGIOUS LIFE OFFICE

Representatives of several faiths are on campus to serve the spiritual needs of students through educational instruction, counseling, services and social events. Office hours are generally 10 am - 3 pm, Monday - Friday. Some clubs sponsored are: Christian Fellowship, Habitat for Humanity, Hillel Club, and Newman Club. For more information, stop by the Religious Life Office or call 845-574-4531 or the Center for Jewish Life at 845-574-4422.

STUDENT ACTIVITIES BOARD

The Student Activities Board (SAB), a committee of the Student Government Association initiates student sponsored, campus wide events and programs, including Club Fest, Spring Fest, sporting events, lectures and theater trips. Joining SAB is a great way to become involved on campus, have fun and develop transferable leadership skills. SAB also cooperates with student clubs and organizations in planning special events. The presidents of all student clubs and organizations meet with the SAB chairperson monthly to coordinate programs and share information and discuss ideas and concerns. For information contact the SAB/SGA office, 845-574-4376 or the Coordinator of Student Activities at 845-574-4302.

STUDENT ACTIVITY FEES

Each semester, student activity fees are collected from enrolled RCC students. The Student Government Association approves and oversees the expenditures of the student activity fees. Student Activity Fees are used to support programs for the benefit of the campus community including cultural, educational, social and recreational programs, as well as tutoring, athletics and campus based scholarships. Students are encouraged to take full advantage of activities supported by student activity fees. For more information, please stop by the Office of Student Involvement or call the Director of Student Involvement at 845-574-4394.

STUDENT PUBLICATIONS

Outlook Student Press, RCC's student-run newspaper, publishes campus news, feature stories, editorials, columns, entertainment and sports news, advertising, and more. For additional information or to join the staff, visit the *Outlook* office in the Student Union Rm. 3200 or call (845) 574-4389.

Impulse, the award winning literary magazine is published annually by students and faculty members, and contains student art and photography as well as fiction, poetry, essays and other creative writing by students. For more information, contact (845) 574-4344.

MAKE THE MOST OF YOUR TIME AT ROCKLAND COMMUNITY COLLEGE

VOLUNTEER SERVICE PROGRAM

The Volunteer Service Program provides opportunities for RCC students to develop a sense of social awareness and an understanding of life, work and responsible citizenship in a diverse and changing world. By matching the student's skills and interests with a non-profit agency, a partnership is formed from which the whole community benefits. Students who achieve 42 hours of volunteer service hours throughout their academic stay at RCC are eligible to audit one 3-credit course, after they have graduated and will receive recognition on their Co-curricular transcript. For further information, call 845-574-4302/4373.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is the official student voice of Rockland's student body. Comprised of six (6) Executive Board Members, 10 sophomore senators and 10 freshman senators, the Student Government Association oversees the Student Activities budget of nearly \$400,000 and represents the student body on a number of campus committees, such as the Safety and Security Committee and the RCC Association Board. Members of the Student Government Association are elected to serve for one academic year. Elections for Executive Board members and Sophomore Senators are held in early April. Freshman Senators are elected early in the Fall semester. **Student Government Association meetings are held every Thursday at 3:30 pm in the Student Union, second floor.** For more information contact the Office of Student Involvement, 845-574-4394 or the SGA Office, 845-574-4376.

THE OFFICE OF STUDENT INVOLVEMENT

- Student Ambassador Program
- Student Activities Board
- Student Clubs and Organizations
- Student Government Association
- Discount Movie Tickets
- Trips to Broadway plays & Sporting Events
- Free Legal Information
- Discounted Great Adventure Tickets
- Evening STAR Program
- Student Leadership Opportunities & Training
- Volunteer Program

For more information contact the Office of Student Involvement at 845-574-4373

GET INVOLVED OUTSIDE THE CLASSROOM

STUDENT CLUBS & ORGANIZATIONS

JOIN ONE OF THESE STUDENT CLUBS OR ORGANIZATIONS OR CREATE YOUR OWN AND GET INVOLVED!

African Club	Japan Club
Alpha Beta Gamma	L.U.N.A. (Hispanic Student Club)
Art Club	Occupational Therapy
Ballroom Dance Club	Outlook Student Press
Biology Club	Organic Gardening Clun
Campus Players	Platinum Fashion Allure
Chess Club	Political Science Association
Christian Fellowship	Rotaract
Computer Club	SIGMA CHI ETA: Speech Honors
Economics Club	Speech & Debate Team
Gay Straight Alliance	Stage Crew
Get Logical Game Club	S.T.A.R.S. (Returning Adult Club)
Habitat for Humanity	Student Activities Board
Haitian Club	Student Ambassadors Program
Hillel Student Club	Student Government Association
Hospitality Club	Student Nurses' Association
Impulse Magazine	Teachers of Tomorrow Club
International Club	Video Game Anime Club

YOU CAN CREATE YOUR OWN CLUB

Clubs that have been active in the past include:

Asian Club, Philosophy Club, Film Club, Philosophy Club, History Club, The Young Republicans, Model UN, and The Italian American Club

For more information on how to join a Student Club, or to start your own club, contact the Office of Student Involvement, 845-574-4302 or stop by the Student Union, second floor, room 3208.

ATHLETICS

ATHLETICS

SUNY Rockland Community College athletics, supported by student activities fees, is a member of the National Junior College Athletic Association. The Hawks compete in both the Mid-Hudson Conference and Region XV of the N.J.C.A.A. Contact the Athletic Department at 845-574-4452 or 845-574-4512 for more information.

RECREATION

FAMILY RECREATION PROGRAM

The College offers a Family Recreation Program which provides selected athletic facilities to the community on a membership basis. These include the Olympic-sized swimming pool and fitness lab which features treadmills, bicycles, rowing machines, Nautilus equipment and free weights. For more information, please call (845) 574-4455.

FITNESS FACILITIES

The fitness lab, located in the Fieldhouse, is open seven days a week at various times, days and nights, so that all students may utilize Nautilus and free equipment, treadmills, stationary bicycles, stepping and stair-climbing machines. The swimming pool is available to all students Monday through Friday, 12:30 pm - 2 pm. Tuesday through Friday, 7:30 pm - 9:15 pm and Saturday and Sunday afternoons from 12 pm - 4:45 pm through the Family Recreation Program. Contact the Fitness Lab at (845) 574-4783 for more information.

STUDENT RIGHTS & RESPONSIBILITIES

POLICIES AND PROCEDURES OF CONDUCT

As an institution of higher education, Rockland Community College seeks to provide and guarantee the best educational environment for its students, faculty and staff. To achieve this goal, the College requires each member of the community, whether a member of the student body, faculty or administration, to follow the policies and procedures established by the College along with all local, state and federal laws. In furthering the educational aims of the College, the following policies and procedures regarding conduct at any College location or function, the use of College property, the enforcement of the Code of Conduct and penalties for any violations, thereof, are hereby established.

SECTION I - JUDICIAL AFFAIRS

STUDENT CODE OF CONDUCT

- A.** The Student Code of Conduct as set forth below applies specifically to student behavior at any College facility or any College function. Student's rights are basic to the freedom to learn and must be based on mutual respect and responsibility. In addition, when a student enrolls at Rockland Community College, he/she agrees to abide by all College regulations. Therefore, violations of any rule of the following Code of Conduct will result in appropriate disciplinary action. Infractions of the Code include, but are not limited to, the following:
1. Disrupting the rights or freedom of others in any manner or by physical or verbal abuse.
 2. Failure to comply with directions of College officials acting in the performance of their duties.
 3. Failure to show proper identification to requesting College officials acting in the performance of their duties.
 4. Cheating, plagiarism or any other form of academic dishonesty.
 5. Falsifying information, e.g. forgery, lying, alteration or intentional misuse of College documents, records or identification or failure to provide required records.
 6. Theft of or damage to College property.
 7. Disorderly, lewd, indecent, or obscene conduct or expressions.
 8. Gambling in any form.
 9. Presence on campus, attendance in class or at any College function under the influence of alcoholic beverages or narcotics or drugs.
 10. Possession, use, sale or exchange of narcotics or drugs.

11. Unauthorized possession, use, sale or exchange of alcoholic beverages.
12. Harassment—sexual, verbal, physical and racial.
13. Sexual assault and other sex offenses.
14. Failure to adhere to rules and regulations governing the use & parking of vehicles on campus.
15. Conduct in the classroom which precludes instructors from performing their functions include audible signals from electronic communication devices, i.e., beepers, cell phones, blackberries, etc. in the classroom and all other academic settings.
16. Unauthorized use of the name of the College or a College-related agency.
17. Smoking in unauthorized areas.
18. Tampering with safety equipment, including but not limited to fire alarms, fire extinguishers, emergency exits, smoke detectors, etc.
19. Unauthorized possession of firearms or other weapons on campus.
20. Spitting anywhere on campus property.
21. Any act of whatsoever nature including the violation of College policies or regulations and that interferes with normal operation of the College or which adversely affects the student's suitability as a member of the College community.

B. Procedures for Dealing with Infractions

The Dean of Student Personnel Services deals with all infractions of the Code. In the absence of the Dean of Student Personnel Services, the Vice President for Student Development will designate the responsible person.

1. All charges of infractions will be submitted in writing, in detail, to the Dean of Student Personnel Services within five days of the alleged violation. Refer to Section II for issues of class conduct.
2. The student will be informed of the charges and notified of the time and date to report to the Dean of Student Personnel Services.

C. Meeting with the Dean of Student Personnel Services

1. In the proceedings, the student will be advised of his/her rights and possible consequences.
2. An effort will be made to resolve the charges through mutual agreement and to determine the nature of the disciplinary actions to be taken, if any.
3. If the student does not agree to the proposed resolution and the disciplinary action, he/she may request in writing a hearing before a Hearing Committee.

D. At the hearing before the Hearing Committee (which will be conducted without technicalities, and will not necessarily follow trial court procedures) the following procedures will apply:

1. The Hearing Committee, as expediently as possible, convened by the Dean of Student Personnel Services, will consist of two students, two faculty members, and one member of the Administration. The outcome of the Hearing Committee will be determined by majority vote.
2. The Dean of Student Personnel Services will serve as the Hearing Officer, and will be a non-voting member of the Hearing Committee.

3. Each principal will be allowed to appear with one advocate of his/her choice. This advocate cannot be a member of the legal profession. During the hearing, the advocate can ask and will be allowed to advise the student outside of the hearing location. Additionally, the advocate will be allowed to give a summary statement (either orally or in writing) to the hearing panel at the conclusion of the student's questioning, if the advocate chooses to do so.
4. Students providing witnesses can either do this on his/her own or ask the Dean's office to contact the witnesses. In this case, at the time of the request, the student must provide all contact information for all witnesses to the Dean's office. If a witness is unavailable or cannot be contacted, all appropriate parties will be notified.
5. The Hearing Committee may accept signed depositions as evidence.
6. The decision and determination of the Hearing Committee will be reached by a majority vote and will be final in all cases except those instances which call for dismissal from the College. (See Section I, F)
7. If the Dean of Student Personnel Services is party to the charges, his/her responsibilities will be fulfilled by someone designated by the Vice President of Student Development.
8. An audio recording of the proceedings will be maintained to enable review thereof. The audio recordings are property of Rockland Community College.

E. Disciplinary Sanctions

1. Disciplinary sanctions cannot be determined by a mechanical formula. The seriousness of the offense, the past record of the student, circumstances surrounding the act, and College practices in similar cases must all be considered.
2. Disciplinary sanctions will include, but not be limited to the following:
 - a. Reprimand
 - b. Restrictions on activities or privileges
 - c. Requirement of restitution
 - d. Loss of course credit (for academic offenses)
 - e. Denial or revocation of a College honor or degree
 - f. Withdrawal from a course
 - g. Suspension
 - h. Dismissal
 - i. Campus Community Service
3. Disciplinary sanctions may affect not only the student during his/her tenure at Rockland Community College but also the issuance of transcripts and grades, transfer recommendations and recommendations for employment.
4. In cases alleging sexual assault (as defined by Article 130 of the New York State Penal Code), both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings.

F. The following procedures will apply in those cases where a recommendation has been made for dismissal of the student from the College within 10 business days

1. If the hearing Committee cannot reach a decision by majority vote, the final decision will be made by the Vice President of Student Development.

2. Students may appeal a recommendation of dismissal to the President of the College. The appeal will be in writing setting forth the reason why the recommendation for dismissal should not be carried out and setting forth specific grounds for such appeal.
3. The President, after receipt of such appeal, will make a final adjudication and determination in the matter, will notify the student in writing of the final decision and the appeal process will be concluded within 10 business days.

G. Status of students pending final action:

1. Pending action of any charges, College or criminal, the status of the student will be subject to the discretion of the College. (This could include, but not be limited to, suspension or restrictions on activities and privileges.) In making this determination, the College will consider fully the physical and emotional safety and well-being of the student, and foremost, will consider its effect on the entire College community, including students, faculty and administration, and College property.
2. Any student found guilty of violating any law may be subject to summary expulsion and separation from the College.
3. Students cannot file for “F” or “W”, and cannot apply for tuition refund.

SECTION II

CLASSROOM CONDUCT

A. Academic Work

Students have the right to review the work upon which their grade is based.

B. Attendance

Specific attendance requirements are established by individual instructors. It is the responsibility of students to be aware of these requirements. If a student fails to meet the attendance requirements of the class, the instructor should:

1. Advise the student that he/she may no longer be in the class and that the student will either receive an F grade or should officially withdraw from the course or;
2. Advise the student that he/she will fail the course based on absences but may remain in the class.
3. If the student wishes to appeal this decision, he/she may request in writing a hearing before a Hearing Committee. (see page 29 for Student Grievance process)

C. Disruptive behavior

When a student behaves in a manner that interferes in the instructional process, the instructor should:

1. Consult with the student and establish guidelines for remaining in the class. If the disruptive behavior is such that the student should be removed from the classroom immediately, the instructor should ask the student to leave and should call the Public Safety Office, if needed.
2. If the guidelines are not followed satisfactorily by the student, the instructor should advise the student that he/she may no longer be in the class and that the student will either receive an F grade or should officially withdraw from the course.
3. The instructor should advise the Dean of Student Personnel Services, in writing, of this action.

4. If the student wishes to appeal this decision, he/she may request in writing a hearing before the Hearing Committee.

D. Academic Dishonesty

1. Academic Dishonesty includes, but is not limited to the following:
 - a. Cheating on examinations.
 - b. Plagiarism, i.e., the use of words or ideas of others, whether borrowed, purchased or otherwise obtained, without crediting the source.
 - c. Submitting work previously presented in another course.
 - d. Willingly collaborating with others in any of the above actions which result(s) in work being submitted which is not the student's own.
 - e. Stealing examinations, falsifying academic records and other such offenses.
2. If the instructor deems that a student is guilty of cheating or plagiarism, the instructor may initiate disciplinary action through the Dean of Student Personnel Services, and/or can:
 - a. Require that the student repeat the assignment or the examination.
 - b. Give the student a failing grade for the assignment or examination.
 - c. Give the student a failing grade in the course and deny the student continued access to the class.
 - d. The instructor should advise the Dean of Student Personnel Services, in writing, of any of these actions. If the instructor initiates a grievance through the Dean of Student Personnel Services, the instructor must provide written notification to the Dean of Student Personnel Services within five days of the alleged incident.
3. If the student wishes to appeal the above decision, he/she may request in writing a hearing before a Hearing Committee.

E. Electronic Communication Device Usage

Instructors have the right to set their own policy regarding usage of electronic communication devices during class time, i.e. beepers, cell phones, blackberries, etc.

POLICIES AND PROCEDURES FOR MAINTENANCE OF PUBLIC ORDER

The following rules were adopted in compliance with Section 6450 of the Education Law and were filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that section. Said rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the Commissioner of Education and the Board of Regents within ten days after adoption. Nothing herein is intended, nor shall be construed, to limit or restrict the freedom of speech nor peaceful assembly.

I. Application of Rules

These rules are not intended to repeal, supersede or preclude any other rules relating to the same subject matter except to the extent they are inconsistent therewith. The rules hereby adopted shall govern the conduct of students, faculty, and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon the Rockland Community College campus and also with respect to any other premises or property, under the control of Rockland Community College, used in its teaching, research, administrative, service, cultural, recreational, athletic and other programs and activities.

II. Prohibited Conduct

No person, either singly or in concert with others shall:

- A.** Employ force or violence, including fire, theft, damage, or other behavior which constitutes an immediate threat of force or violence. This regulation will apply to the employment of or the threat of force or violence against persons or property, public or private.
- B.** Use or possess unauthorized guns, or any other such materials, or utensils, or devices which may be construed as being weapons dangerous or detrimental to public order.
- C.** Physically occupy a building or office, or other College related facility, for the purpose of, or with the result, of hindering others from its assigned or legitimate use.
- D.** Physically block doorways, corridors, stairways, elevators, reception areas, driveways and roadways, walks, parking areas; or congregate so as to disrupt normal or legitimate use of College or private facilities or property.
- E.** Disrupt classes or other normal or legitimate activities by volume of noise, nudity, obscenity, or other harassing, threatening, violent or non-violent actions.
- F.** Incite to any of the herein mentioned actions, or to the disruption of any other normal or legitimate campus or College-supervised facility or activity, by word or deed constituting a clear and present danger.
- G.** Conspire on or off campus regarding any of the herein mentioned actions or situations.
- H.** Exert undue physiological pressure leading either to any of the herein mentioned actions, or to the prevention of others from using in a normal or legitimate manner any College facility, property or activity.
- I.** Fail to obey legitimate College authorities, other designees or others acting in a lawful or legitimate manner in relation to any herein mentioned actions or situations.
- J.** Fail to produce satisfactory identification when requested by legitimate or lawful authority.
- K.** Take any action, create, or participate in the creation of any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization.

III. Freedom of speech and Assembly; Picketing and Demonstrations

No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of his/her views nor for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations in public areas of ground and building will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.

IV. Penalties

A person who violates any of the provisions of these rules shall:

- A.** If he/she is a licensee or invitee, have his/her authorization to remain upon the campus or other property withdrawn and shall be directed to leave the premises. In the event of his/her failure or refusal to do so, he/she shall be subject to ejection.

- B. If he/she is a trespasser or visitor without specific license or invitation, be subject to ejection.
- C. If he/she is a student, be subject to expulsion or such less disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning.
- D. If he/she is a faculty member having a term or continuing appointment, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant including suspension without pay or censure.
- E. If he/she is a staff member in the classified service of the civil service, described in Section 75 of the Civil Service Law, be guilty of misconduct, and be subject to the penalties prescribed in said section.
- F. If he/she is a staff member other than one described in paragraphs (4) and (5), be subject to dismissal, suspension without pay or censure.

V. Procedure

The chief administrative officer or his/her designee shall inform any licensee or invitee who shall violate any provisions of these rules that his/her license or invitation is withdrawn and shall direct him/her to leave the campus or other property of the institution. In the event of his/her failure or refusal to do so, such officer shall cause his/her ejection from such campus or property. Nothing in this paragraph shall be construed to authorize the presence of any such person at any time prior to such violation or to affect his /her liability to prosecution for trespassing or loitering as prescribed in the Penal Law.

In the case of a student, charges of violation of any of these rules shall be presented and shall be heard and determined in the manner established at the College for the disposition of charges which may lead to expulsion. In the case of a faculty member having a continuing or term of appointment, charges of misconduct in violation of these rules shall be made, heard and determined in accordance with the policies of SUNY Rockland Community College.

In the case of any staff member who holds a position in the classified civil service, described in Section 75 of the Civil Service Law, charges of misconduct in violation of these rules shall be made, heard, and determined as prescribed in that section.

Any other faculty or staff member who shall violate any provision of these rules shall be dismissed, suspended or censured by the appointing authority.

VI. Enforcement Program

The chief administrative officer shall be responsible for the enforcement of these rules and he/she shall designate the other administrative officers who are authorized to take action in accordance with these rules when required or appropriate to carry them into effect. It is not intended by any provisions herein to curtail the right of students, faculty or staff to be heard upon any matter affecting them in their relations with the institution.

In the case of any apparent violation of these rules by such persons, which, in the judgment of the chief administrative officer or his/her designee, does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented. In doing so, such officer shall warn such persons of the

consequences of persistence in the prohibited conduct, including their ejection from any premises of the institution where their continued presence and conduct is in violation of these rules. In any case where the violation of these rules does not cease after such warning and in other cases of willful violation of these rules, the chief administrative officer or his/her designee shall cause the ejection of the violator from any premises which he/she occupies in such violation and shall initiate disciplinary action as herein before provided. The chief administrative officer or his/her designee may apply to the public authorities for any aid which he/she deems necessary in causing the ejection of any violator of these rules and he/she may request the College Counsel to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violations of these rules.

Section I, Student Code of Conduct, was adopted by the Board of Trustees of Rockland Community College on October 23, 1984 and revised on August 21, 1986.

Section II, Classroom Conduct, was adopted by the Board of Trustees of Rockland Community College on October 23, 1984 and revised on August 20, 1992.

Section III, Rules and Regulations for the Maintenance of Public Order, was adopted by the Board of Trustees of Rockland Community College on July 2, 1969 and revised on December 18, 1980

Section IV, Sexual Harassment Policy was adopted by the Board of Trustees of Rockland Community College on January 21, 1999.

FELONY AND PREVIOUS COLLEGE DISMISSAL POLICY

Resolution 76-2004; board Approved 9-23-04

An affirmative answer to either part of question 9 on the Rockland Community College Enrollment Application will generate mandatory documentation form the applicant. A committee will decide whether to deny admission, admit the applicant without conditions, or admit the applicant with certain conditions, dependent upon the charges. The Committee shall notify the administration, faculty and staff of the College on a need to know basis. Because of confidentiality, all documents will be kept with the Director of Admissions. The Enrollment Application will be initialed by the Director of Admissions to signify acceptance of the applicant. Permanent Transcript notation Policy Resolution 70-2004; board Approved 8-19-04 Permanent transcript notations (PTN) indicating disciplinary action taken will be placed on student records where students have been found guilty of violating the student conduct code in the instances of hazing or other conduct leading to the death or serious physical injury of another person. Rockland Community College retains the right to determine additional serious violations that will result in a permanent transcript notation.

STUDENT GRIEVANCE PROCEDURE

The student should take the following steps to resolve a perceived grievance with a faculty or staff member. (This procedure does not apply to grade changes; see the college catalog for Grade Change Policy or grade appeals)

I. Informal Procedures

Step A. The student first should meet with the faculty or staff member to discuss the issue, and attempt to resolve the perceived grievance.

Step B. If the student is unable to meet with the faculty or staff member or has not been able to resolve the grievance satisfactorily within three business days, the perceived grievance may be discussed in a meeting with the faculty or staff member's immediate supervisor.

Step C. If Step B fails within 14 business days in which a perceived grievance has been identified, the student should report to the appropriate division chairperson where information regarding procedures will be given.

Step D If, after meeting with the faculty member and/or the immediate supervisor and the division chairperson, the problem has not been resolved to the satisfaction of the student, the student should report to the VP of Student Development. This must be done within 5 business days of the initial contact with the division chairperson.

II. Formal Procedures

Step A. The VP of Student Development will provide counsel to the student regarding the grounds for the grievance.

Step B The VP of Student Development will attempt to resolve the problem through informal meetings and mediation with the student, faculty or staff member, immediate supervisor and/or appropriate administrative officer/division chairperson.

Step C. If the grievance is not resolved through the steps outlined in Step B, the VP of Student Development shall present the student's documented written grievance promptly to the faculty or staff member and/or immediate supervisor. A written response shall be communicated to the VP of Student Development by the faculty or staff member.

Step D The VP of Student Development will advise the student of the faculty or staff member's response. If the grievance is not resolved to the satisfaction of the student, the VP of Student Development will convene the Student Grievance Committee.

III. The Student Grievance Committee

The VP of Student Development will convene this Committee.

The VP of Student Development will designate a chairperson of this committee.

A. Composition

An ad hoc committee consisting of:

- One student (from the same academic department as the aggrieved student).
- One student (from a different academic department).
- One full-time faculty or staff member (from the same department where the grievance occurred).
- One full-time faculty or staff member (from a different academic department).
- One representative from the appropriate administrative office.

B. Procedures

The Student Grievance Committee shall have the responsibility of rendering a decision on the grievance. To this end, the grievance chairperson will present all written documents and deliberation information pertaining to the grievance. Written and oral statements may be initiated or solicited from the principals in the grievance, and/or from other observers who can provide pertinent information. In addition, each principal in the grievance may have an advocate at the hearing. This advocate cannot serve in the capacity as a legal representative and cannot be a member of the legal profession. When all the information pertinent to the case has been presented to the Committee, the Committee will convene without the principals in attendance to discuss the case and render a decision. The recommendations of the Committee will be presented in writing to the Vice President. (See #8; page A-27 of SD)

IV. The Decision

Step A. The Vice President of Student Development shall review the recommendations of the Student Grievance Committee and if found to be complete, reasonable and just, the results shall be binding on both principals.

Step B. If there is some cause to question the recommendation proceedings of the Student Grievance Committee, the divisional Vice President of Student Development may send his/her statements of concern in writing back to the Committee for deliberation and resolution. The Committee shall promptly resubmit its findings in writing to the Vice President who shall make a final decision which shall be binding upon both principals.

Step C. The final decision and supportive rationale will be communicated in writing by the Vice President of Student Development to the principals, and to the Chairperson of the Student Grievance Committee by the Vice President of Student Development. This constitutes the final step in the resolution of the grievance within the institution.

ROCKLAND COMMUNITY COLLEGE COMPUTER USAGE CODE OF CONDUCT

Rockland Community College is pleased to extend use of its computing and electronic mail facilities to you in support of your pursuit of your educational goals. Computer accounts are provided to students, faculty, and staff at Rockland Community College as a privilege. Your access to College computing facilities and networks is granted subject to local, state and federal laws; College Policy; and SUNY Learning Network acceptable use policies. It is therefore imperative that all users conduct themselves in a responsible, decent, ethical, and polite manner while utilizing the College's network. If the following basic rules of computer usage are violated, disciplinary actions may be invoked that may result in the suspension or revocation of computer accounts:

- Computer accounts are provided for exclusive use by an individual or a group of individuals specified by Rockland Community College. Providing other individuals or groups with access to your account is not allowed. Protect your password and do not share it with anyone else.
- The use of other accounts, files, or programs that are not explicitly provided by the College for your use is not allowed.
- Rockland Community College strictly adheres to current copyright laws. Copying software, for which you are not the registered owner, or providing copies of copyright-protected software for use by others, is not allowed.

- Attempts to gain unauthorized access to any account not specifically provided for your use is not allowed.
- Attempting to gain unauthorized access to any computing system, including systems not operated by Rockland Community College, is forbidden and will result in the revocation of all accounts provided for your use by Rockland Community College.
- Attempts to circumvent restrictions placed upon the College's computing systems or your account are forbidden.
- Computer facilities provided for your use by Rockland Community College may not be used by you for commercial purposes, personal or financial gain, or partisan political purposes.
- Non-college related uses of computer services which result in a negative impact on College related uses are not allowed. This includes, but is not limited to, activities that may damage or disrupt hardware, software, communications; virus creation and propagation; and purposeful wasting or overloading of system resources.
- The use of Rockland Community College's computing and networking systems to transmit or make accessible offensive, annoying or harassing material or messages is prohibited.
- Use of Rockland Community College's computer services for illegal purposes is expressly forbidden.
- Rockland Community College reserves the right to inspect any information or data residing on any of its systems whenever it is deemed necessary.

SEXUAL ASSAULT

Sexual Assault is a crime in New York State and violates the SUNY Rockland Community College Code of Conduct. Forced sexual contact against the will of another is considered sexual assault.

Procedures to Follow in Case of Rape or Sexual Assault on Campus:

The Dean of Student Personnel Services and the Public Safety Office must be notified of any emergency on campus. If a sex offense occurs, the Office of Public Safety will inform the student of the option to notify the police, and will assist in notifying the police and in obtaining medical assistance, and campus counseling if required. All sexual assault and harassment incidents should be reported to the Dean of Student Personnel Services and Public Safety Office.

You may call or go to:

- Dean of Student Personnel Services, Room 6105, 574-4206
- Public Safety Office, 574-4211, 4217, 4238
- Student Development Center, 574-4306 Discretion and confidentiality will be exercised in investigation reports of sexual assault and harassment.

Precautions Available to Students

1. Security Escort: The Public Safety Office offers FREE security escort service to students. This service is available for day and evening students. Contact the Public Safety Office for assistance.
2. Travel in small groups of two or three students.
3. Do not tolerate unwanted sexual advances. Report incidents to Public Safety Office or Dean of Student Personnel Services.

Sanctions

Violators will be subject to New York State law and sanctions described in the Rockland Community College Student Handbook, Code of Conduct.

SEXUAL HARASSMENT POLICY

Rockland Community College is committed to providing an environment that respects and encourages the development and growth of all students, staff and faculty. Harassment of employees or students violates an individual's rights and is inconsistent with the College policies of equal employment and academic opportunity without regard to age, sex, sexual orientation, or citizenship, religion, race, color, national or ethnic origin, disability, veteran, or marital status. Sexual harassment is illegal under Federal, State and County laws, and will not be tolerated by the College.

Definition of Sexual Harassment

1. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing; or
 - Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decision affecting such individuals; or
 - Such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment.
2. Sexual harassment refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale, or creates an intimidating, hostile or otherwise offensive work or academic environment. This conduct includes:
 - A. Unwanted physical contact including sexual flirtations, touching, advances or propositions.
 - B. Verbal harassment such as sexual propositions, threats, and demeaning, insulting, intimidating or suggestive comments about an individual's personal appearance.
 - C. Nonverbal harassment such as suggestive or insulting sounds, leering, whistling, obscene gestures, graphic commentaries, or the display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs.
 - D. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.
3. Sexual harassment can occur between individuals of different sexes or of the same sex.
4. Consensual relationships between a faculty member and student, or persons in supervisory-subordinate positions, are strongly discouraged. They give rise to legal concerns as well as ethical concerns. RCC strongly discourages consenting romantic or sexual relationships between members of the College community when one person has power or authority over the other. The College considers such power relationships to be improper. Where such a power exists, if a charge of sexual harassment is brought, the defense of mutual consent will be difficult to prove.

5. The academic or work relationship between parties extends at times beyond the physical college site and beyond work hours. Therefore, evidence of harassment can include, but is not limited to, conduct at offsite or after-hours functions and events under the aegis of the college. Any of the above conduct or other offensive conduct directed at individuals because of their age, sexual orientation, or citizenship, religion, race, color, national or ethnic origin, disability and veteran or marital status is also prohibited.

The Complaint Process

Any member of the College community who witnesses or who is subjected to actions or words constituting harassment is encouraged to report the situation to the Director of Public Safety as soon as possible. All complaints will be investigated promptly and in as impartial and confidential manner as possible. All members of the College community are required to cooperate in any investigation of a harassment complaint. A timely resolution of each complaint will be reached and communicated to the parties.

Employees and students are encouraged to notify the alleged harasser that the behavior in question is offensive and unwelcome. However, failure to do so will not preclude filing a complaint. In addition, by utilizing the College's complaint process, the complainant does not lose the right to file a complaint with any outside enforcement agencies.

The Vice President of Student Development or designee will investigate all complaints involving students. Every effort will be made to respect the confidentiality of all persons involved, consistent with the officer's duty to investigate and resolve such complaints under Federal and State regulations. An attempt will be made to resolve the complaint on an informal basis. If the matter cannot be resolved on an informal basis, the complainant will be encouraged to file a formal complaint.

A copy of the complaint will be provided to the person against whom the complaint is being made. The Vice President of Student Development or designee will notify the President of the complaint and conduct a prompt and impartial investigation. Vice President of Student Development or designee will endeavor, whenever possible, to report the results of the investigation, including the response of the person against whom the complaint is made, to the President within 45 working days of receipt of the formal complaint. The Vice President of Student Development will notify the parties of the action to be taken.

Any attempt at retaliation or threat of retaliation against any person exercising the right to make a formal or informal complaint, or testify or offer evidence connected with a complaint is a violation of this policy.

Sanctions

There is a range of corrective actions and penalties available to the College for violations of this policy. Such penalties might range from oral reprimand to termination of an employee and if contemplated, the contractual provisions of the various collective bargaining groups shall apply.

NEW YORK STATE VOTER REGISTRATION

VOTER REGISTRATION

In accordance with the National Voter Registration Act, Rockland Community College has established a Voter Registration Program to ensure that the College community understands the importance of voting and that eligible students and staff have the opportunity to vote.

Here's some important information about registering to vote:

TO REGISTER YOU MUST

- be a US citizen
- be 18 years old by December 31 of the year in which you file the form. (Note: you must be 18 years old by the date of the general, primary or other election in which you want to vote.)
- not be in jail or on a parole for a felony conviction
- not claim the right to vote elsewhere

You can register in person at your County Board of Elections on any business day, except Election Day. If you want to vote in an election you must mail or deliver the registration form to your county board of elections no later than 25 days before the election in which you want to vote. Your eligibility to vote will be based on the date you file the form and your county board will notify you of your eligibility.

NEED A REGISTRATION FORM?

You can get registration forms at most state agency offices and post offices or at any County Board of Elections, or stop in at the Office of Student Involvement, 574-4373.

QUESTIONS

Call your County Board of Elections, or call 1-800-FOR-VOTE. Hearing impaired people with TDD may call 1-800-533-8683.