



## 2010-2011 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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## **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’s Student Development Division 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	Housing Services ..... 574-4378
Emergency ..... 574-4911	Humanities Division ..... 574-4343
Academic Advisement ..... 574-4443	International Student Services ..... 574-4527
Academic Affairs ..... 574-4280	Job Placement ..... 574-4149
Academic Intervention..... 574-4357	Liberty Partnership..... 574-4140
Admissions..... 574-4224	Library..... 574-4409
Athletics ..... 574-4452	Life Skills..... 574-4418
Allied Health..... 574-4532	Math & Science Division..... 574-4240
Art ..... 574-4268	Multi-Media Production Center ..... 574-4429
Assessment & Placement..... 574-4288	Nursing..... 574-4222
Auto Tech..... 574-4592	Occupational Therapy ..... 574-4436
Bookstore ..... 574-4752, 4753	Outlook Student Press..... 574-4389
Business Dept..... 574-4583	Performing Arts..... 574-4471
Bursar ..... 574-4254	Personal Counseling..... 574-4306
Cafeteria..... 574-4754	Philosophy/Religious Studies..... 574-4331
Campus Fun & Learn..... 574-4561	Physical Education..... 574-4457
Campus Communications ..... 574-4595	Prevention Resource Center... 574-4300
Career Services ..... 574-4319	Psychology..... 574-4331
Co-Curricular Transcripts ..... 574-4375	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	

## DATES TO REMEMBER

### ACADEMIC CALENDAR 2010-2011

#### SUMMER I 2010

Tuesday, June 1 ..... Classes Begin

Thursday, July 1 ..... Classes End

#### SUMMER II 2010

Monday, June 7 ..... Classes Begin

Monday, July 5 ..... No Day or Evening Classes; Offices Closed

Thursday, July 29 ..... Classes End

#### SUMMER III 2010

Monday, July 5 ..... No Day or Evening Classes; Offices Closed

Tuesday, July 6 ..... Classes Begin

Wednesday, August 4 ..... New Student Orientation-Day Session Time TBD

Thursday, August 5 ..... Classes End

Thursday, August 19 ..... New Student Orientation-Evening Session Time TBD

Tuesday, August 24 ..... New Student Orientation-Day Session Time TBD

#### FALL 2010

Wednesday, September 1 ..... Classes Begin

Monday, September 6 ..... Offices Closed (Labor Day)

Wednesday, September 8 ..... No Day or Evening Classes (Rosh Hashanah)

Thursday, September 9 ..... No Day or Evening Classes (Rosh Hashanah)

Friday, September 10 ..... No Day Classes. Evening Classes Held 4:00PM or Later

Friday, September 17 ..... No Classes after 4:00 PM (Yom Kippur)

Saturday, September 18 ..... No Day or Evening Classes (Yom Kippur)

Sunday, September 19 ..... No Day or Evening Classes (Yom Kippur)

Tuesday, October 26 ..... No Classes after 4:00 PM (College Night)

Thursday, November 25 ..... No Day or Evening Classes (Thanksgiving)

Friday, November 26 ..... No Day or Evening Classes (Thanksgiving)

Saturday, November 27 ..... No Day or Evening Classes (Thanksgiving)

Sunday, November 28 ..... No Day or Evening Classes (Thanksgiving)

Monday, December 20 ..... Last Day of Semester

Tuesday, December 21 ..... Reading Day

Wednesday, December 22 ..... Reading Day

#### WINTER 2010

Monday, January 3 ..... Classes Begin

Monday, January 17 ..... No Day or Evening Classes (Martin Luther King Day)

Tuesday, January 18 ..... New Student Orientation 5:30pm-7:30pm

Friday, January 21 ..... Classes End

#### SPRING 2011

Tuesday, January 18 ..... New Student Orientation-Evening Session Time TBD

Wednesday, January 19 ..... New Student Orientation (Snow Date)

Saturday, January 22 .....	Classes Begin
Monday, February 21 .....	Classes in Session; Offices Closed
Mon., April 18 – Sun., April 24 .....	No Day or Evening Classes (Spring Break)
Friday, May 13 .....	Classes End
Sunday, May 22 .....	Commencement
Monday, May 30 .....	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](mailto: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 or call, 845-574-4722.

## **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](http://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**

The Campus Fun and Learn Child Care Center, Inc., at the Theresa Monahan Simmons Center for Children and Families on the main campus, is a licensed, non-profit childcare and early education center for children ages 6 weeks through 12 years. The Center is open from 6:30AM to 6:00PM Monday through Friday and is closed only for major holidays. Student parents attending RCC are eligible for child care tuition subsidies and scholarships.

Care and education are provided to infants, toddlers, preschool and school age children. Children in the East Ramapo and Ramapo Central School districts receive busing before and after school. Half day and vacation care are available to school age children, as well. The facility also serves as a child development observation site for SUNY Rockland students. For more information, call 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](http://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](http://www.cancellations.com). Also, check the college website [www.sunyrockland.edu](http://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](http://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, test 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 or the Office of Human Resources, 845-574-4720.

## **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](http://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 22 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/](http://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
B = 3.0	F = 0.0	specified deadlines)
B- = 2.7	TC = Transfer Credit	NA = Never Attended (0)
C+ = 2.3	W = Withdrawal from course	X = Dropped & tuition refunded

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 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 an open computer lab, and group study rooms by reservation. 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](http://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](http://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 provides activities and events designed to create a healthy campus community and support a culture that gives permission for abstinence as a choice and empower students to act in accordance with their healthy attitudes and values. For listing of activities call 845-574-4300, visit [www.sunyrockland.edu/go/prc](http://www.sunyrockland.edu/go/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 REFUND APPEALS AND RETROACTIVE WITHDRAWAL REQUESTS**

### **Tuition Refund Appeals**

After classes have begun, a student may experience an extenuating circumstance beyond his or her control that prohibits the student's continued attendance at RCC. In such a case, the student may be eligible to receive a full tuition refund by filing a Tuition Refund Appeal Committee Student Request Form within one year from the last date of the semester that included the extenuating circumstance.

### **Retroactive Withdrawal Requests**

After a semester has ended, a student may recognize that an extenuating circumstance beyond his or her control prohibited the student from dropping one or more courses prior to the College's final deadline to withdraw from a course with a grade of W. In such a case, the student may be eligible to have his or her grades changed from letter grades (A - F) to grades of W. Students in this situation must file a Retroactive Withdrawal Request using the Tuition Refund Appeal Committee Student Request Form. Please note: No tuition refund occurs for students approved for a Retroactive Withdrawal.

### **Examples of appropriate extenuating circumstances for Tuition Refund Appeals and Retroactive Withdrawal Requests include:**

- the death of an immediate family member or close relative,
- the onset of a medical or mental health condition,
- an accident or injury,
- a call to active military duty,
- an administrative error made by the College,
- a requirement to relocate or leave the country to take care of an immediate family member's health.

For more information, see the Tuition Refund Appeal Committee Student Request Form on the web or visit the Financial Aid Office, Room 8141 of the Technology Center.

**All decisions of the Tuition Refund Appeal Committee are FINAL.**

## **SECURITY - SEE PUBLIC SAFETY**

## **SEXUAL HARASSMENT – SEE STUDENT’S RIGHTS & RESPONSIBILITIES: SEXUAL HARASSMENT PAGE 40**

## **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 offers a comprehensive, integrated approach to career services that 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 JobNet, an online employment management system, which allows students and employers 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) 574-4216**

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, full-time, and on-and off-campus employment. The Job Placement Office also provides an annual career fair, information workshops, assistance with resume writing and interviewing skills, and a variety of career initiatives that assist in student employment. JobNet, an online employment management system, allows students to seek employment and interact with potential employers any hour of the day.

## **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 845-574-4306.

## **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 TESTING CENTER**

Academic assistance services are centralized through the Tutoring and Academic Support Center. Peer and professional tutors are available on a first-come, first-served basis, to help students in many different academic areas. A student may enter the door to these services by self-referral, faculty referral, or program referral. Students will be interviewed to identify their needs and to match available services to those needs.

The Testing Center provides testing services to students who need to make up missed exams, require special testing accommodations or are enrolled in online, distance learning courses. The Center also serves as an external testing facility for County residents taking courses from other colleges. SUNY Rockland Community College and the staff of the Testing Center are committed to academic honesty and excellence. Failure to follow Test Center Policy or Test Center personnel instructions will be reported to the instructor and may be treated as an act of academic dishonesty. For more information please consult the Student Code of Conduct, Section II, Academic Dishonesty.

### **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

### CO-CURRICULAR TRANSCRIPT PROGRAM

This program provides an opportunity for students to receive an official document that lists their learning experiences beyond the classroom. This is an official record of the co-curricular activities and accomplishments of our students, which is verified by an advisor and the Office of Student Involvement.

### 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	Japanese 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, 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, equipment and free weights. For more information, please call (845) 574-4451. Students taking 6 academic credits have use of the facility for free with a valid ID card.

### **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 free weights, 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. Students must show that they are taking 6 academic credits and they can get free use of the facilities.

## **STUDENT RIGHTS & RESPONSIBILITIES**

Rockland Community College

Student Code of Conduct

Approved by RCC Board of Trustees September 17, 2009 2

ROCKLAND COMMUNITY COLLEGE

STUDENT CODE OF CONDUCT

Preface

“Student Development theory commonly holds that the campus conduct process ought to be educational, in order to assist students in ethical development. From Policies to Procedures to Sanctions, the conduct process is not intended to be punitive, but to function as a learning experience that provokes students to reflect on their behaviors, their values, and how their behavior impacts other members of the campus community.

We make great efforts to differentiate the campus conduct process from the criminal and civil legal realm which have different methods and goals.” Brett A. Sokolow, JD

## Rationale for Policies and Procedures of Conduct

Rockland Community College is a supportive learning-centered environment that strives to empower our students. As an institution of higher education, RCC seeks to provide 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. The College is committed to preserving its peace, supporting a moral and just climate, meeting its contractual obligations, and protecting its property and that of its community members. Equally valued it is important to treat all students with equal care, concern, or fairness and dignity.

All students should be familiar with the College Catalog\*, which contains all rules and regulations of the College and is a binding contract with the student. By enrolling at the College, students agree to abide by the Student Code of Conduct developed in part by the students of the institution and endorsed by the Faculty Senate, the College administration, and the Board of Trustees. All students at RCC have access to the Student Code of Conduct in the College’s Policies and Procedures online at <http://www.sunyrockland.edu/about/governance/board-of-trustees/> and from the Office of the Dean of Student Personnel Services, Technology Center, Room 8220, 845-574-4307.

\*College Catalog does not contain all of the College’s rules and regulations

### Statement of Jurisdiction

Furthering the educational aims of the College, the following policies and procedures regarding conduct at any College location or function, the use of College premises the enforcement of the Code of Conduct and penalties for any violations, thereof, are hereby established.

## **SECTION I - STUDENT RIGHTS AND RESPONSIBILITIES**

### **A. Student Code of Conduct**

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.

The Student Code of Conduct as set forth below applies to all students and student organizations of Rockland Community College. The Code of Conduct primarily prohibits misconduct on College premises and off College premises in relation to College-sponsored activities, such as field trips, internships, sporting events, or exercising privileges granted to RCC students. The Vice President of Student Development, Dean of Student Personnel Services, or designee, may address and take disciplinary action based on conduct occurring off campus when the behavior or the presence of the individual, in the College’s sole judgment, adversely affects the campus community, damages the reputation of the institution, or impairs, obstructs, or interferes with the interests and/or mission, processes, or functions of Rockland Community College.

Students are subject to this Code of Conduct during academic terms for which they are enrolled, and, under certain circumstances, during breaks between terms, during College holidays and vacations, and during periods of suspension.

If a student breaks a law that also violates the Code, that student may be held accountable by both civil authorities and the College. The College may, at its sole discretion, elect to pursue disciplinary action against the student at the same time as criminal proceedings, even if criminal charges involving the same incident are not complete, have been dismissed, or were reduced.

### **B. Standard of Evidence**

A general principle in all matters of student discipline will be that the College may base its determinations on a preponderance of the information (i.e., it is more likely than not). In cases of misconduct where a major penalty may be assessed, or in which a student so requests, the student will be informed in writing of the allegations and charges, will be provided an opportunity to refute them, and will be afforded an avenue to appeal an adverse decision.

### **C. Complicity**

A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of the College's Code of Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to remove him or herself from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

### **D. False Accusations**

The College recognizes that the question of whether a particular conduct constitutes a violation of the Student Code of Conduct requires factual determination. The College recognizes that false accusations have serious effects on innocent persons. If it becomes clear that a person who has accused another of a violation has maliciously or recklessly made a false accusation, the accuser will be considered in violation of the Student Code of Conduct. It is important to note, however, that the fact that a complaint is not substantiated or is determined not to constitute a violation does not mean that the complaint was maliciously or recklessly made.

## **SECTION II – VIOLATIONS OF THE CODE**

**Violations of the Code include, but are not limited to, the following:**

### **1. Engaging in any form of academic dishonesty as follows:**

The term “academic dishonesty” includes, but is not limited to, cheating on an examination; plagiarizing, that is the taking and passing off as one’s own work from another writing or work of another without citing the source; creating/citing false or fictitious references or providing false data for a research project; submitting work from another course unless receiving advance approval to do so by the instructor; stealing or possessing stolen examinations or course materials; posing as another person or allowing another person to pose as oneself; falsifying academic records; receiving help from others in work to be submitted, if contrary to stated course rules. This includes use of complete or partial papers from Internet paper mills or other sources of non-original work without attribution.

### **2. Engaging in any behavior that is discriminatory or harassing of any individual as follows:**

The term “discriminatory or harassing” behavior is any unwelcome conduct directed at a person because of his/her gender, race, color, creed, ethnicity, religion, age, marital status, veteran status, national origin, sexual orientation, or disability that creates a hostile, offensive, or intimidating learning or working environment.

3. Intentionally, knowingly, or recklessly causing physical harm to any person, or engaging in conduct that threatens, intimidates, harasses, or endangers the health or safety of any person, or causing reasonable fear of such harm or threat. This includes, but is not limited to, incidents of bias-related acts of assault or abuse.
4. Engage in sexual contact with another person without consent. This type of conduct, which is referred to as sexual assault, includes, but is not limited to, nonconsensual sexual contact, attempted nonconsensual penetration, attempted nonconsensual anal intercourse, oral sex, or the insertion of a foreign object into the vagina, urethra, penis, or rectum of another. In addition, nonconsensual physical assault during a consensual sexual contact is prohibited, such as punching, choking, burning, or otherwise intentionally causing serious physical harm without consent of a partner.
5. Engage in sexual intercourse with another without that individual's consent. This type of conduct, which is referred to as rape, includes sexual intercourse following a spoken "no," or any other expression of refusal, even without further resistance of any kind by the individual.
6. Intentionally, knowingly, or recklessly engaging in disruptive behavior, as follows:  
The term "disruptive behavior" shall include, but not be limited to,
  - A. Behavior that causes a disruption to either academic endeavors or the administrative operation of the College;
  - B. Conduct that disrupts any College-sponsored activity (the blocking of an entrance, exit, or access to any College facility, area, road, stairway, and/or walkway);
  - C. Behavior that could endanger life or property;
  - D. Behavior that infringes on the rights of other members of the College community; and
  - E. Leading or inciting others to disrupt scheduled and/or normal activities on College premises.
7. Engaging in conduct which is lewd or indecent, i.e. streaking, flashing, nudity, exposing body parts which are known as private.
8. Using electronic or other devices to make an audio, video, or photographic record of any person or thing while in the classroom without the prior permission of the instructor and/or the use, in any locker room, changing room or restroom, of electronic or other devices, such as cameras or camera phones, to make a video or photographic record.
9. Consuming, possessing, or distributing alcoholic beverages on College premises or at College-sponsored activities, except as authorized in accordance with official College policies.
10. Unlawfully possessing, distributing, or using any drug, narcotic, hallucinogen or similar chemical agent that is controlled or prohibited by law.
11. Engaging in any intentional, unintentional, knowing or reckless act which results in damage or destruction of College premises, equipment, facilities, systems, intellectual property, vehicles, vessels or the vehicles or property of another, or causes the obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored activities.

12. Stealing College property or services, or stealing property of any person, or distributing stolen property on College premises.
13. Gambling on College premises or at College-sponsored activities, except as authorized by the President or his/her designee.
14. Possessing or using fireworks on College premises or at College-sponsored activities, except as authorized by the President or his/her designee after receipt of any necessary permits.
15. Possessing, using, or threatening others with firearms, explosives, hazardous materials, or weapons on College premises or at College-sponsored activities, except by certified law enforcement officers either on duty or otherwise acting in accordance with the requirements of their position. Note that the term "weapon" shall include any object or substance that is designed to, or used to, or reasonably can be used to, inflict physical harm, cause injury, or incapacitate.
16. Tampering with any College-sponsored student election.
17. Intentionally, carelessly, or recklessly causing a fire to be ignited on College premises, except as authorized by the President or his/her designee after receipt of any necessary permits.
18. Tampering with, or the unauthorized use of, fire safety equipment such as extinguishers, smoke detectors, alarm pull stations or emergency exits, including activating a false fire alarm, failing to evacuate a facility during the sounding of a fire alarm or upon the direction of a staff member, or attempting to re-enter the building without permission of the proper authorities.
19. Violating traffic safety and parking regulations on College premises.
20. Forging, altering or misusing any College document, record, or instrument of identification (including student identification cards, passwords, PIN numbers) to seek or obtain privileges not ordinarily provided, or permitting someone else to make such use.
21. Failing to obtain a student identification card, to carry the card whenever on College premises, or to present it when requested by any College official or faculty member acting in the performance of their duties.
22. Engaging in any act of hazing, or any other method of initiation into a student, school, athletic, fraternal or College organization, or any pastime or amusement with respect to such organization that either endangers or inflicts physical or psychological harm, or creates substantial risk of physical or psychological harm to oneself or another person, whether entered into on a voluntary or involuntary basis, to include, but not be limited to, the forced consumption of alcohol.
23. Failure to comply with directions of College officials acting in the performance of their duties.
24. Intentionally furnishing false information to any College official, faculty member, or College office.
25. Disrupting or interfering with the orderly conduct of a student conduct code proceeding, or influencing or attempting to influence another person to commit an abuse of the student conduct system.
26. Abusing the College student conduct process, including but not limited to failing to obey the notice from a College official to appear for a meeting or hearing as part of the student conduct system, falsifying, distorting or misrepresenting information before a Hearing Officer or Committee; instituting a student conduct

code proceeding in bad faith; attempting to influence or discourage an individual's proper participation in, or use of, the student conduct system; attempting to influence the impartiality of a member of a Hearing Committee prior to and/or during a student conduct code proceeding; harassing verbally or physically and/or intimidating a member of a Hearing Committee prior to, during, and/or after a student conduct code proceeding; or failing to comply with the terms of any disciplinary sanction imposed.

27. Possessing, duplicating, distributing, or using keys to any College premises without authorization.
28. Being present in or using College premises, facilities, or property without authorization.
29. Displaying or distributing advertisements at a time, place, or manner in violation of College policy or County law.
30. Smoking: The buildings and grounds of Rockland Community College are a smoke-free environment.
31. Using skates or skateboards on College premises; using bicycles on College premises in an unsafe manner.
32. Permitting privately owned animals on College premises or to enter into any College facility, except as may be authorized for individuals with documented disabilities who may need such assistance, or as authorized to fulfill a class assignment, or as necessary to participate in a College-sponsored activity.
33. Misusing, or using without authority or in violation of law, the College's information technology or telecommunications systems, including but not limited to the unauthorized or illegal use or misuse of College phone, computer, and/or network systems; the violation of the College's Computer Usage Policy; the unauthorized entry or dissemination of electronic information; prank, threatening or harassing calls or e-mail messages; the hacking, duplication or unauthorized use of copyrighted software; destruction, unauthorized transfer or alteration of electronic files; and unauthorized use of another individual's electronic identification number, such as password, user name, ID number, Social Security number, PIN, etc.
34. Violating any local, state, or federal law on College premises or at College-sponsored activities.
35. Using the name of the College or a College-related agency without the prior approval of the appropriate College official.
36. Failing to comply with other College policies as outlined in the Student Handbook, College Catalog, College Web site, or other official College publications.

#### **A. Procedures for Dealing with Violations**

The Dean of Student Personnel Services deals with all violations 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 violations will be submitted in writing, in sufficient detail, to the Dean of Student Personnel Services within five business days of the alleged violation.
2. The accused will be informed of the charges and notified of the time and date to report to the Dean of Student Personnel Services.

## **B. Conduct Meeting with the Dean of Student Personnel Services**

1. In the proceedings, each 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 involves expulsion or suspension of more than three days, he/she may request in writing a hearing before a Hearing Committee. In certain circumstances, the Dean of Student Personnel Services may elect to conduct a hearing before a Hearing Committee in spite of the student's failure to request such a hearing.

## **C. Hearing Procedures**

### **At the hearing before the Hearing Committee the following procedures will apply:**

1. The Hearing shall be closed to the public.
2. The Hearing Committee, as expediently as possible, but no later than 21 days, convened by the Dean of Student Personnel Services, will consist of two students, two faculty members, and one member of the Administration. A Hearing Committee convened where a student has been expelled or suspended pending a hearing must take place within one calendar week.
3. The Dean of Student Personnel Services will serve as the Hearing Officer, and will be a non-voting member of the Hearing Committee.
4. Each student will be allowed to appear with one advocate of his/ her choice. Generally, this advocate cannot be a member of the legal profession and will not be allowed to make any comments verbally or in writing during the hearing. Students will be permitted to consult with their advocate in a manner that will not disrupt the proceeding. However, in those cases where there is a companion criminal proceeding, the student may be accompanied by an attorney who may consult with the student on matters related to self-incrimination.
5. At the hearing, the accuser and the accused will have sufficient opportunity to explain the circumstances surrounding the incident and are encouraged to present pertinent evidence and the testimony of witnesses. In addition, both parties will be permitted to submit written questions for the Hearing Committee members to ask of any witnesses who appear, to comment on any written statements or other evidence presented, and to respond to questions.
6. Students providing witnesses can either do this on his/her own or ask the Dean's office to contact the witnesses, the latter of which shall occur not less than three days prior to the scheduled hearing date. 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.
7. The Hearing Committee may accept signed and notarized written statements as evidence.
8. The primary function of the Hearing Committee is to determine whether the accused has violated the Code of Conduct and if so, recommend an appropriate sanction to the Dean of Student Personnel Services. The decision and determination of the Hearing Committee will be reached by a majority vote.

9. 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.
10. An audio recording of the proceedings will be maintained to enable review thereof. The audio recordings are property of Rockland Community College.
11. Upon receipt of the Hearing Committee's recommendation, the Dean of Student Personnel Services will decide what, if any, action is to be taken. The student may appeal the Dean of Student Personnel Services' decision, including the sanction(s) imposed in certain circumstances. (See Section II, F & G)

#### **D. Disciplinary Sanctions**

The Dean of Student Personnel Services is responsible for implementing disciplinary action toward students judged by the Hearing Committee or the Dean of Student Personnel Services to have violated the Code of Conduct. The extent of the disciplinary sanction will depend on all of the circumstances which shall include without limitation the seriousness of the violation, and past practices in similar situations. The Dean of Student Personnel Services' office will maintain records of all imposed sanctions.

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.

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.

#### **E. Disciplinary Sanctions Imposed**

##### **Disciplinary sanctions imposed shall be one or more of the following:**

1. Written Reprimand A written reprimand is a letter from the Dean of Student Personnel Services or his/her designee to a student found guilty of violating the Code of Conduct. The specific violation is to be defined in the letter with a stated rationale for its unacceptability. A copy will be maintained by the Dean of Student Personnel Services' office.
2. Social Probation Non-academic probation may be imposed on a student who has been found guilty of violating the Code of Conduct. If a student becomes involved in any other violations of conduct while on social probation, he/she is liable for suspension or expulsion from the College, based on a meeting with the Dean of Student Personnel Services or a hearing before the Hearing Committee. Probationary notice is to be given to the student in writing with the terms of the probation and the rationale carefully detailed.
3. Restitution Any student found guilty of violating the Code of Conduct that has caused an expense to the College or his/her fellow student(s) may be required to rectify this action by making financial restitution to the parties involved or through an appropriate service or material replacement. Failure to do so within a specified time period may result in further disciplinary action as determined by the Dean of Student Personnel Services.

4. Suspension shall be a specific period of time in which a student is prohibited from enrolling at the institution. Ordinarily a student who is suspended will receive a “W” for all his/her courses. In compelling circumstances, the Dean of Student Personnel Services reserves the right to allow a student’s instructor to grant a grade. Suspension can be accompanied by additional criteria which the student must fulfill prior to re-enrollment.
5. Temporary Suspension The Dean of Student Personnel Services or a designee may suspend a student from the College for an interim period pending disciplinary proceedings. The narrowly defined period of time, i.e., three days, two weeks, etc., in which the student will be prohibited from attending classes pending disciplinary proceedings shall be used to conduct further investigation of the alleged violation. The temporary suspension shall become immediately effective without prior notice whenever the Dean of Student Personnel Services or a designee determines there is a reasonable basis to conclude that the continued presence of the student at the College poses a substantial and immediate threat to himself/herself, to others, or to property. A student suspended on a temporary basis shall be given an opportunity to appear personally before the Dean of Student Personnel Services or a designee within two business days in order to discuss the following issues only:
  - a. The reliability of the information concerning the student’s alleged misconduct, including the matter of his or her identity.
  - b. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on College premises poses a substantial and immediate threat to himself/herself, to others, or to property. The Dean of Student Personnel Services or designee may affirm or alter the decision to suspend on an interim basis based on such discussion. If the decision is affirmed, a hearing will proceed as expeditiously as possible. Any student placed on temporary suspension will be given an opportunity to appear at a formal hearing within one calendar week of being placed on suspension or as soon as practical after the student is prepared to participate in a hearing.
6. Withdrawal from a Course – The Dean of Student Personnel Services may withdraw a student from a class or transfer them to another class.
7. Campus Community Service – An unpaid service for the benefit of the College as restitution for a violation of the Code.
8. Expulsion is the immediate removal of a student from the College prohibiting future enrollment at the institution. Ordinarily a student who is expelled will receive a “W” for all his/her courses. In compelling circumstances, the Dean of Student Personnel Services reserves the right to allow a student’s instructor to grant a grade.
9. Persona Non-Grata Being designated Persona Non-Grata prohibits a student’s presence on campus without prior approval from Public Safety and the Office of the Dean of Student Personnel Services. Failure to adhere to the Persona Non-Grata status will subject the student to arrest.
10. Record Impounded All academic, financial, and social transactions will be prohibited without the prior consent of the Office of the Dean of Student Personnel Services. This action automatically occurs within all listed sanctions with the exception of Sanction 1.

11. Confiscation of Student Identification Students may be required to surrender their College identification. This action automatically occurs with Sanctions 4, 5, 8, and 9.
12. Information Release The Dean of Student Personnel Services will inform accuser and accused in writing of the results of the disciplinary proceedings.

#### **F. Appeal Process**

Student disciplinary actions may be appealed by the student to the Vice President of Student Development. As a general rule, the sanctions resulting from a disciplinary decision will be considered to be in place and enforced until such time as determined otherwise by the Dean of Student Personnel Services. The appeal must be made by the student in writing and delivered to the Office of the Vice President of Student Development within five business days of the delivery of the written statement of the disposition of the case.

The Vice President of Student Development may deny an appeal if he/she feels the student does not meet one or more of the following criteria. This rule does not apply to cases of suspension or expulsion.

1. New evidence has become available that was not available prior to the original meeting with the Dean of Student Personnel Services (See Section II B) or the hearing (See Section II C);
2. The conduct process, as outlined in the Student Code of Conduct, was not adhered to during the student's original hearing, resulting in a significant impact on the final outcome of the hearing; or
3. The sanctions imposed by the Dean of Student Personnel Services following the original meeting with the student (See Section II B) or the hearing (See Section II C) do not relate appropriately to the violation.

#### **G. Dismissal Procedures**

In the event the Dean of Student Personnel Services has determined that a student be suspended for more than three days or expelled from the College, the following procedures will be followed in no less than one calendar week:

1. Students may appeal a recommendation of suspension for more than three days or expulsion to the Vice President of Student Development. The appeal will be in writing setting forth the reason why the recommendation for suspension for more than three days or expulsion should not be carried out and setting forth specific grounds for such appeal.
2. The Vice President of Student Development, after receipt of such appeal, will make a final adjudication and determination in the matter, and will notify the student in writing of the final decision.

#### **H. 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 premises.
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.

## **I. Authority for Administration of the Student Code of Conduct**

The College President has designated the Vice President of Student Development and the Dean of Student Personnel Services as the persons responsible for the implementation of the Student Code of Conduct and the student conduct process at the College. They will coordinate the Student Conduct Process to include the composition of the Hearing Committee and the imposition of sanctions upon any student(s) found to have violated the Student Code of Conduct. Decisions made by the Dean of Student Personnel Services shall be final, pending the outlined appeal process.

## **J. Jurisdiction and College Regulations**

The College reserves the right to take any necessary and/or appropriate steps to protect the safety and well-being of the College community. While the jurisdiction of the College shall generally be limited to conduct which occurs on College premises or at College-sponsored activities, a student who is charged with a felony as a result of off campus behavior, and who represents a risk to the health or safety of the College community may also be subjected to student conduct action. In addition, the jurisdiction may be extended when a student or a student organization commits a prohibited act off campus against a student or employee of the College, or against the College itself, when such act is related to the student's or accuser status at the College.

## **GLOSSARY OF TERMS**

1. The term "accused" means students, non-students, groups, or student organizations accused of alleged violation(s) of the Student Code of Conduct.
2. The term "accuser" means a member of the College community who alleges that he or she has suffered personal harm or injury as a result of an alleged violation(s) of the Student Code of Conduct or a College official who reports an alleged violation(s) of the Student Code of Conduct.
3. The term "advocate" means an individual, who is not an attorney, who has been selected by an accused or by an accuser to assist him or her in a Hearing or conferences conducted under this Code.
4. The term "Association" means the Rockland Community College Association.
5. The term "attorney" means a person who holds a J.D., LL.B, or LL.M. degree from an accredited college or university who has passed a bar exam and is not a member of the College community.
6. The term "business day" means any day except Saturday and Sunday that is not listed as a College holiday on the College's calendar. Days when class is in session, but which are not College holidays, are "business days."
7. The term "College" or RCC means Rockland Community College, including its Haverstraw and Spring Valley Extension Sites.
8. The term "College official" means any person employed by the College or Association performing assigned administrative or professional responsibilities.
9. The term "College premises" means all building or grounds owned, leased, operated, controlled, or supervised by the College.
10. The term "College-related agency" means the Association.
11. The term "College-sponsored activity" means any academic, co-curricular, or other activity on or off campus which is initiated, aided, authorized, or supervised by the College or a College-related agency.

12. As used in Section II 4 (relating to sexual assault) and 5 (relating to rape) the term “consent” means the agreement to engage in specific sexual contact that may be given by verbal agreement or active and willing participation in the sexual activity. Silence, previous sexual relationships, current relationships, or the use of alcohol and/or drugs cannot be taken as an indication of consent. The use of force, threat of force, threat of immediate or future harm, or use of physical intimidation to secure compliance with sexual activity implies lack of consent. Although consent may be initially given, it may be revoked at any point, either verbally, through physical resistance, or by losing consciousness. Failure to respond promptly to a withdrawal of consent constitutes sexual assault.

Consent CANNOT be given if an individual is under the age of 17, physically helpless, mentally incapacitated, impaired and/or incapacitated because of drug or alcohol intoxication.

13. The term “designee” refers to one designated.

14. The term “distribution” means the sale or exchange with or without personal profit.

15. The term “faculty member” means any full-time or part-time faculty member employed by the College.

16. The term “Foundation” means the Rockland Community College Foundation.

17. The term “Hearing Committee” means any person or persons authorized by the Vice President of Student Development to determine whether a student has violated the Code of Conduct and to recommend sanctions that may be imposed when a rule(s) violation has been committed.

18. The term “Hearing Officer” is any member of the College who has been trained to deal with violations of the Student Code of Conduct and to impose sanctions upon any student(s) who violates the Student Code of Conduct.

19. The term “knowing” means conduct one undertakes with reasonable awareness.

20. The term “organization” means any number of persons who have complied with the College requirements for registration/recognition as an organization.

21. The term “Persona Non-Grata” is Latin for “an unwelcome person.” Any individual who has had privileges to visit an area revoked will receive this status. Individuals who receive this status are subject to either revocation of visitation in the certain buildings or on all of the College’s premises.

22. The term “reckless” means conduct one should reasonably be expected to know would create a substantial risk of harm to person or property, or which would otherwise be likely to result in interference with normal College or College-sponsored activities.

23. The term “student” means a person either enrolled in or auditing credit or non-credit courses at the College, on either a full-time or part-time basis. Persons who have been notified of their acceptance for admission and have confirmed their future attendance at the College shall also be responsible for abiding by the Code of Conduct.

24. The terms “will” and “shall” are used in the mandatory sense.

## **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 require the applicant to submit mandatory documentation. 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 Office of Admissions.

## **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.

