



# 2024-25

## STUDENT HANDBOOK



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## Accreditations

*The Middle States Commission on Higher Education*  
3624 Market St.  
Philadelphia, PA 19104  
(267) 284-5000

*New York State Board of Regents*  
89 Washington Avenue  
Board of Regents, Room 110 EB  
Albany, NY 12234  
(518) 474-5889

*NATEF, National Automotive Technicians Education Foundation, Inc.*  
101 Blue Seal Drive, SE, Suite 101  
Leesburg, VA 20175  
(703) 669-6650

The Nursing Program is accredited by the:  
*Accreditation Commission for Education in Nursing*  
(Formerly known as National League for Nursing Accrediting Commission)  
3343 Peachtree Road, NE, Suite 850  
Atlanta, GA 30326  
(866) 747-9965 or (404) 975-5000

Website: [www.columbiagreene.edu](http://www.columbiagreene.edu)

All students, employees, visitors, and invitees to Columbia-Greene Community College are subject to the policies, procedures, rules, and regulations of the College while on campus.

## Affirmative Action

The policy of Columbia-Greene Community College is to take affirmative action to provide equal opportunity in admission, employment, and all college activities for all qualified persons; to prohibit discrimination; and to promote the full realization of equal opportunity. This policy of nondiscrimination applies to everyone, without regard to race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction in the administration of all college programs including employment. Employees, students, or applicants may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

Columbia-Greene's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment, including sexual harassment and sexual violence. These laws include the American

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## SECTION I – Columbia-Greene Community College Overview

### Mission, Values & Vision

#### Mission

Columbia-Greene Community College offers individualized guidance in a respectful learning environment, inspiring students to reach their academic goals and become engaged citizens.

#### Vision

Columbia-Greene Community College seeks to inspire the community and create lifelong learners.

#### Values

C-GCC models the following values:

- Service based on a foundation of empathy, caring, and compassion;
- Knowledge that includes critical judgement;
- Transformation to promote personal growth;
- Commitment to the communities served;
- Purpose and passion as principles for decisions and actions; and
- Respect, integrity, and inclusiveness as attributes of morality and justice.

#### Goals

In meeting the responsibilities of a comprehensive community college, Columbia-Greene has developed the following institutional goals:

1. Student Success: Provide all students with a holistic educational experience which supports persistence, retention, and goal completion.
2. Academic Programs: Annually analyze and develop academic offerings that respond to diverse student needs and meet local market demands.
3. Equity, Diversity, and Inclusion: Increase the level of commitment to be a more culturally competent and responsive institution that acknowledges, respects, and celebrates identity, background, and idea expression.
4. Enrollment: Increase the College's overall enrollment by an annual average of five percent over the three years of the plan by expanding marketing, recruitment, and retention efforts to attain a more diverse student body.
5. Technical and Computing Environment: Leverage technology to improve operating efficiency and provide resources to support a first-rate experience.

#### Academic Philosophy

The College's academic philosophy is an extension of its mission and goals. C-GCC provides students with knowledge and skills that will serve as the basis for a productive and insightful life. As a democratizing force, the College empowers its students to become engaged citizens and lifelong learners, able to demonstrate the following institutional learning outcomes:

- Communicate effectively through writing, speaking, and creative expression;
- Employ scientific and quantitative reasoning to engage in critical analysis and make evidence-based decisions;
- Use established and emerging technologies to identify and apply information;
- Recognize and consider a diversity of values and ethical beliefs; and
- Learn how to become actively engaged citizens in the communities they serve.



**Columbia-Greene Community College Phone Directory**  
**Office & Extension**

- Admissions: 6500
- Advising, Career, and Transfer Services: 6395
- Athletics: 6310
- Audio-Visual: 6385
- Bursar: 6300
- Bookstore: 6335
- Cafeteria: 6366
- Ceramics Lab: 6575
- Community Engagement and Professional Development: 6370
- Day Care Center: 6464
- Dean of Students: 6320
- Financial Aid: 6360
- Gym: 6306
- Health Services: 6303
- Human Resources: 6337
- Library: 6390
- Office of Accessibility Services: 6437
- Registration (Credit): 6420
- Registration (Non-Credit): 6370
- Security: 6170
- Student Activities: 6315
- Student Success Center: 6380
- Transcripts: 6420

**2024 - 2025 Academic Calendar**

2024 - 2025 Academic Calendar	
Fall 2024	
August 23	New Student Orientation
August 26	First Day of Classes
September 2	College Closed – No Classes – Labor Day
September 3	Last Day to Add Classes

2024 - 2025 Academic Calendar	
September 16	Last Day to Drop Classes
September 19	Census Date
October 14	Indigenous Peoples Day – No Classes, College Open
October 15	Classes resume: Follow Monday Class Schedule
October 28	Matriculated Students begin Advising for Spring 2025
November 4	Non-matriculated Students Register for Spring 2025
November 4	Last Day to Withdraw from Fall 2024 Classes
November 11	Veterans' Day – College Open
November 27-29	College Closed - No Classes - Thanksgiving
December 10	Last Day of Fall 2024 classes
December 11	Reading Day
December 12-13	Exam Days
December 24, 2024 – January 1, 2025	College Closed
Spring 2025	
January 21	First Day of Classes
January 28	Last Day to Add Classes
February 10	Last Day to Drop Classes
February 17	College Closed – No Classes – Presidents' Day
February 18	Classes resume: Follow Monday Class Schedule
March 10-16	College Open – No Classes – Spring Break
March 17	Matriculated Students begin Advising for Summer and Fall 2025
March 25	Last Day to Withdraw from Spring 2025 Classes
March 31	Non-Matriculated Students begin Registration for Summer and Fall 2025
May 6	Last Day of Spring 2025 Classes
May 7	Reading Day
May 8-9	Exam Days
May 10	Grades Due by 4 p.m.
May 15	Commencement (Tentative)
Summer 2025	
May 19	First day of Summer I Classes
May 26	Memorial Day – No Classes - College closed
May 27	Last Day to Add Classes
June 4	Last Day to Drop Classes
June 19	Juneteenth – No Classes – College closed
June 27-July 6	College Closed – No Classes
July 10	Last Day to Withdraw from Summer I Classes
August 14	Last Day of Classes

**Note:** Check the College's website for most up-to-date information about the academic calendar.

## Accessibility Services (OAS)

### Mission

The Office of Accessibility Services is committed to providing expertise and guidance toward the development of inclusive environments which allow students with disabilities to access all institutional opportunities. We engage in disability education, advance the concepts of Universal Design, and promote disability as a component of diversity.

**Director of Accessibility Services:** Catherine A. Carlson, [catherine.carlson@sunycgcc.edu](mailto:catherine.carlson@sunycgcc.edu)

**Location:** The OAS is located in room 101A of the Main Building. The office hours are Monday – Friday, 8:30am to 4:00pm for the Spring and Fall semesters. The Summer Session office hours are Monday – Thursday 8:00am – 4:00pm.

**Telephone:** 518-697-6437 | **email address:** [oasweb@sunycgcc.edu](mailto:oasweb@sunycgcc.edu)

### Advising, Career and Transfer Services

Advising, Career and Transfer Services provides the information and advice necessary for students to make decisions relating to their educational, career, and life plans. The advising staff is prepared to assist full- and part-time students in the following areas:

- Academic advisement regarding program offerings, course selections, and degree/certificate requirements.
- Career planning, involving a process of self-assessment, decision-making, goal setting, and career implementation.
- Transfer counseling, involving the selection of appropriate four-year colleges, academic preparation for transfer, and the application process.
- Workshops designed to assist decision making and enhance personal skills.

**Chair of Academic Advising:** William Mathews

**Academic Advisor:** Julia Podpora

**Advising Secretary:** Vicky Pecord

**Location:** Room 112, Main Building

**Phone:** (518) 697-6395

**Email:** [advising@sunycgcc.edu](mailto:advising@sunycgcc.edu)

**Hours:** Mon - Fri, 8:00 a.m. - 5:00 p.m.; Evenings by appointment.

### Office of Career Success & Experiential Learning

The mission of the Office of Career Success & Experiential Learning is to ensure every student at C-GCC has access to meaningful, experiential learning opportunities that foster self-discovery and develop professional skills for lifelong career success. One-on-one meetings provide full- and part-time students the opportunity to receive coaching in the following areas:

- Assessment of career preparation, including recommendations for job shadow, credentialing, and internship experiences.
- Professionalism, networking, and career competencies.
- Job and internship search, including resume and cover letter review.
- Interview preparation and practice.

**Director of Career Success & Experiential Learning:** Kelly Ann Radzik

**Location:** Room 112, Main Building

**Phone:** (518) 697-6395

**Email:** [intern.jobs@sunycgcc.edu](mailto:intern.jobs@sunycgcc.edu)

**Hours:** Monday – Friday, 8:30 a.m. – 4:30 p.m.; Evenings by appointment

CoGreene Career Services and Support for Students

Advising Office	Career Success Office
<ul style="list-style-type: none"><li>• <b>Academic focus</b> on career delTion-making, goals, and alignment to college programs(Including transfer)</li><li>• <b>Holistic support</b> for academic and professional success</li></ul>	<ul style="list-style-type: none"><li>• <b>Experiential learning focus</b> for career exploration (internships and job shadows)</li><li>• <b>Training</b> on job search, resume and cover letters, interviewing skills and presenting oneself professionally (online and in-person)</li><li>• <b>Coaching</b> on professionalism, networking, and job choice</li><li>• <b>Employer Partnerships</b> for experiential learning and career development</li></ul>

Athletics

*Use of Facilities:* Students may use the gym and Fitness Center on an informal basis, in accordance with the following policies. Priority for use of the gymnasium will be given to physical education classes. Intramurals and intercollegiate athletic practices and games. Varsity practice in the gym will be scheduled by the Athletic Department, usually from 3:00 p.m. to 9:00 p.m. When classes or teams are not using the gym, students may use the gym for free time, according to posted schedules. All participants must wear sneakers (one continuous sole) and present their student ID cards for all activities.

*Fitness Center:* The C-GCC Fitness Center is available to all full- and part-time students and staff. The Center offers several different types of cardiovascular machines, a full body Cybex weight training circuit, and a separate free weight room as well as an array of functional training options. Students and staff must fill out a PAR-Q and Informed Consent form each year to have access to the facility. A College ID must be presented each time upon entry. Students can request an orientation session from one of the friendly and knowledgeable staff.

*Intramural Sports:* C-GCC encourages participation in intramural athletics. Co-ed teams have been formed in volleyball, dodgeball, and basketball. Everyone on campus is eligible to participate in intramurals (except varsity athletes in season). Varsity players, however, are invited to act as officials.

*Intercollegiate Athletics:* C-GCC is a member of the Mountain Valley Collegiate Conference and National Junior College Athletic Association (NJCAA) Region III. C-GCC competes at the Division III level. The college has varsity teams in men's basketball, women's basketball, men's baseball, women's softball, and women's soccer. Eligibility for participation is directed by the NJCAA rules and regulations as follows. It is the responsibility of the student athlete to be familiar with these regulations. Any questions should be directed to the Director of Athletics.

*Note:* All students planning to participate in any sport must submit a health assessment performed by a physician, nurse practitioner or physician's assistant, for each collegiate year in which they compete. This examination must be completed on or after August 1 for the upcoming academic year. The report must be submitted to and approved by the Director of Health Services prior to the first practice.

**Athletic Director:** Nicolas Dyer  
**Office:** Room 307B  
**Phone:** (518) 697-6310

Statement of Basic Responsibilities

Participants shall recognize their responsibility for proper conduct at any tournament, contest, or event sponsored by the NJCAA or its member colleges. Coaches shall recognize and assume responsibility for the actions of themselves and their team members. Each coach who has participants competing in the event shall be responsible for informing each member of the code.

Eligibility Rules

As a member of the NJCAA, Columbia-Greene Community College follows all current rules of the Association that can be found at [www.njcaa.org](http://www.njcaa.org).

Bookstore

Textbooks are available for purchase or rental by ordering online. Access the ordering portal at C-GCC's website.

Bursar's Office

The Bursar's Office is in the Student Services Court and is responsible for maintaining accurate student billing records, recording cash receipts, processing financial aid disbursements, issuing refunds, and maintaining residency records.

How to Pay Your Bill

Payment must be received by the close of business on the due date indicated on the bill.

E-PAY and PAYMENT PLAN – Students can pay online via their Banner account. Visit the Student Accounts section and select the View Charges and Pay option. Use the Pay Now button to make a one-time payment or sign up for an automated payment plan (a down payment may be required).

FINANCIAL AID – Financial aid awards will be applied to student accounts in the order in which they are received. Refunds will be issued only when a credit balance occurs. Students can view their bill and financial aid through their Banner account.

CASH, CHECK, CHARGE – Please make checks and money orders payable to C-GCC.

VETERANS DEFERRALS – Eligible veteran students may receive a tuition deferral at the Bursar's Office. Students who will be receiving benefits for the first time must submit a Certificate of Eligibility to the College's Certifying Official.

THIRD-PARTY SPONSOR – Students who have a third-party sponsor, such as an employer who will be paying the tuition, must provide the Bursar's Office with appropriate documentation.

Certificate of Residence Information

To qualify for the New York State resident tuition, students must submit a Certificate of Residence annually. Failure to submit a Certificate of Residence will result in the student being billed out-of-state tuition (double tuition).

To qualify as a New York State resident, a student must currently live in New York State and have lived within the state continuously for a period of at least one year prior to the start of classes. A student must also be a U.S. citizen, a permanent resident or have valid immigrant status. New York State residents who have lived in more than one county during the past six months must submit a Certificate of Residence for each county in which they have resided.

Residents of Columbia and Greene Counties can show proof of residency at the Bursar's Office to complete the process for a Certificate of Residence, but in some instances may be required to go to their County Treasurer's Office. **Residents of all other New York State counties must obtain a Certificate of Residence from the county in which they reside.**

The county of legal residence for a New York state resident attending a community college contributes to the College a portion of the College's costs for providing services to the student. The basis for assessing counties for this funding is the Certificate of Residence.

C-GCC Refund Policy for Courses 15 Weeks in Duration

Tuition is refundable according to the following schedule for both full- and part-time students. **Any registered student who never attends a class will incur a 25% tuition (plus fees) liability for each class never attended.**

Tuition Refund Schedule		
Before the first day of classes	Tuition and Fees	100%
During the first week of classes	Tuition Only	75%
During the second week of classes	Tuition Only	50%
During the third week of classes	Tuition Only	25%



Tuition Refund Schedule		
After the third week of classes	No Refunds	0%

Refund policy for courses less than 15 weeks in duration can be found in the College Catalog or on the College website.

With respect to tuition and fees, the College may refer all amounts in arrears to a collection agency or litigate to ensure payment. The student will be responsible for payment of all attorneys' fees, collections fees up to 33.33%, and other fees necessary for collection of any amount not paid when due. Collection agencies may have such default information forwarded to credit reporting agencies.

**Bursar:** Jess Sachs

**Office:** Student Services Court

**Phone:** (518) 697-6341

### Cafeteria/Dining Hall and Catering

The cafeteria is operated by COARC Café and is open from 8:00 a.m. to 2:00 p.m. Monday, Tuesday, and Wednesday, while the College is in regular session. Hours are subject to change. Vending machines are available outside the cafeteria, near the east entrance of the main building, in the Technology Center, and in the Arts Center. Stop in the Café for more information and specials.

**Contact:** Sandra George, Director of Purchasing Services

**Phone:** (518) 697-6326

### Community Engagement and Professional Development

The Office of Community Engagement and Professional Development administers the college's quality-driven training programs. The mission of these programs is to assist organizations in achieving peak effectiveness by providing employees, at all levels, with practical tools and insights that enable them to be more productive. The Business and Industry Program is committed to working closely with company managers to achieve effective customized assessment, training, scheduling, and organizational development services.

### Noncredit Courses

The Noncredit Program at Columbia-Greene Community College provides a wide variety of courses and workshops intended to meet personal enrichment and lifelong learning needs of the general public. Areas of instruction include arts and crafts, computer literacy and software application skills, personal finance, health and personal development, professional development, and special interest topics such as music and dance, defensive driving, foreign languages, motorcycle and boating safety, and outdoor activities. Courses are offered throughout the year.

### Day Care Center

The C-GCC Day Care Center offers a program designed to stimulate cognitive development, as well as social/emotional growth of children three to five years of age. While the Center is available to the public and children of college employees, first priority will be given to children of students. The Center accommodates the children while their parents are attending classes, pursuing a college-related activity, or working. Children are required to remain at the Center for at least three consecutive hours each time they are brought to school. Children brought to school for only three hours per day, should come to the Center at least twice a week. Children who attend only in the afternoon must be in the Center by 12:30 p.m.

Registration forms must be submitted to the Day Care Center. Immunization records and medical forms are required. Contact the Director of the Day Care Center for an information packet, including appropriate forms, hours of operation, and the schedule. During the summer months, contact the Dean of Students.

The Day Care Center is licensed by the New York State Office of Children and Family Services.

**Director:** Bronwyn Taylor

**Telephone:** (518) 697-6464 – call to make an appointment to return forms or tour the Center.

### **Financial Aid/Scholarship/Work-Study Information**

Financial aid is available to qualified students at Columbia-Greene Community College (C-GCC). Financial aid is considered any grant, scholarship, loan, or employment opportunity with the purpose of assisting students with educationally related expenses. Financial aid at C-GCC is awarded on the basis of student need and the availability of funds. Funds are limited so students are encouraged to submit the Free Application for Federal Student Aid (FAFSA) as soon after October 1 as possible. The Financial Aid Office welcomes you to come in and use the computers in the office for assistance if necessary.

### **General Financial Aid Requirements**

To be eligible for financial aid a student must:

- Be a U.S. or eligible noncitizen
- Have graduated from a high school in the U.S., or earned a GED
- Be matriculated in an approved program of study and be in good academic standing

### **Other Assistance**

**Book store vouchers.** Students who will be receiving financial assistance from scholarships, grants, or loans that exceed their tuition costs may be eligible for credit at the College Store for books and supplies one week prior to classes beginning.

**Emergency Loans.** The Jan Riss/Betty Elliott Emergency Loan Fund was established in 1998 by the Columbia-Greene Community College Chapter of Phi Theta Kappa. By establishing this fund, Phi Theta Kappa assists students experiencing short-term financial difficulties. Small, short-term loans (not to exceed \$150 per student) will be made for emergency/crisis situations only. Additional documentation may be required; contact the Financial Aid Office for more information.

### **Columbia-Greene Community College Foundation Award Programs**

The Columbia-Greene Community College Foundation administers general and academic scholarships that have been made available by contributions, gifts, and bequests. The Foundation is headed by a Board of Directors comprised of community leaders who oversee the holding, investing, managing, and awarding of Foundation assets. The availability of awards is based on money raised and the disposition of funds is at the sole discretion of the Board of Directors. For further information, contact Laura Goodwin at (518) 697-6369, or email [laura.goodwin@sunycgcc.edu](mailto:laura.goodwin@sunycgcc.edu).

### **Work-Study Jobs for Students**

The purpose of the Work-Study Program is to provide on/off-campus part-time employment for students, enabling them to gain educationally related experience and financial assistance while in school.

#### **Student Eligibility:**

- Determined eligible by the Financial Aid Office through the student financial aid process.
- Currently enrolled for 6 credits.
- Good academic standing.
- U.S. citizen, a U.S. national, or a U.S. permanent resident.

Please contact the Financial Aid Office, or <https://www.columbiagreene.edu/tuition-financial-aid/financial-aid/> for further details.

**Director:** Laura Decker

**Phone:** (518) 697-6362 or email [finaid@sunycgcc.edu](mailto:finaid@sunycgcc.edu)

### **Health Services/College Nurse**

The Director of Health Services is in Room 316. Services provided include emergency first aid, disease prevention education, assistance with referrals to medical/healthcare providers, and strategies to manage illnesses while on campus. In addition, a limited number of over-the-counter oral medications are available. Immunization records are reviewed and filed in the Health Services Office. Student athletes' physical evaluations, as well as nursing students' and Medical Assisting students' health assessments are reviewed and maintained in the Health Services Office. Immunization transcripts for students transferring to other colleges can be provided upon receipt of signed authorization. The Health Services Office may be reached at (518) 697-6303. In the event of a medical emergency in the Nurse's absence, contact Security by calling the switchboard operator.

### **Mental Health Association of Columbia-Greene Counties, Inc.**

The Supported Education Program at C-GCC assists students with mental health needs to reach their academic goals. The program offers confidential support on campus, case management, and linkage to community and mental health resources. Off-campus services include academic coaching, assistance negotiating the admissions and financial aid process, individual support sessions, and a monthly peer support group is available for interested program participants. Supported Education participates in national mental health screening days at the College and provides consultation and education to the College community.

### **Immunization Requirements**

New York State Public Health Law 2165 requires that all post-secondary students, who were born on or after January 1, 1957, and are enrolled for six or more credits, document immunity against measles, mumps, and rubella before registering for classes.

Proof of immunity consists of:

**Measles** – TWO doses of measles vaccine administered no more than four days prior to the first birthday and at least 28 days apart or serologic evidence of immunity.

**Mumps** – ONE dose of mumps vaccine administered no more than four days prior to the first birthday or serologic evidence of immunity.

**Rubella** – ONE dose of rubella vaccine administered no more than four days prior to the first birthday or serologic evidence of immunity.

Proof of immunity must be established with documentation such as an immunization certificate from a physician or authorized person who administered the vaccine, an official copy of immunization records from a prior school, a military immunization record or laboratory evidence of immunity and must be submitted to the Health Services Office. Appeals may be made to the Director of Health Services/College Nurse if immunization is medically contraindicated or contrary to genuine and sincere religious beliefs.

**Meningococcal Meningitis** – All students who are enrolled for at least six semester hours must also return the meningitis information response form certifying that they have had an immunization against meningococcal meningitis within the preceding five years OR that they have received and reviewed the information about meningococcal meningitis provided by Columbia-Greene Community College and understand the risk of the disease and the benefits of immunization and have decided NOT to obtain the immunization.

Students enrolled in the Nursing and Medical Assisting programs must comply with additional immunization requirements as indicated on the health assessment form. Nursing and Medical Assisting students will be notified of the due date for submission of the health assessment form during their registration appointment. Nursing and Medical Assisting students who do not submit the COMPLETED health assessment form by this date will be deregistered from the nursing class.

**New York State law mandates that a student be excluded from all classes 30 days after the semester begins if immunization requirements have not been met.**

**Director:** Maria Ostrander, R.N.

**Phone:** (518) 697-6303

## Library and Media Services

<https://www2.columbiagreene.edu/av/> The library provides a quiet, comfortable place for students to study and do research.

The two-story College Library is located at the north end of the Main Building. It occupies 15,900 square feet and has a seating capacity of approximately 100.

On the upper level, the library offers a variety of seating: individual study carrels, comfortable chairs, and high-top tables with views of the campus and beautiful landscapes, perfect for reading and studying.

The first floor is equipped with computers, printers, and a variety of study spaces, including a group study room. Wireless computer access and charging stations for mobile devices are also available.

The library maintains a circulating collection of approximately 70,000 print books, DVDs, audiobooks, microfilm, newspapers, and magazines. A limited collection of books and other materials for certain courses is on reserve at the circulation desk on the main floor. Reserve items must be used in the library unless the instructor specifies a special loan period. In addition, students can search for books, eBooks, articles, streaming videos and audio through the library's catalog and subscription databases accessible from the library website. Students can access Library databases 24 hours a day by using their login credentials.

Librarians created several research guides posted on the library's website, customized to course assignments, as well as tutorials on doing effective college-level research. The Library YouTube Channel also provides tutorials to guide students.

Librarians and staff are available at the reference desk whenever the library is open. Librarians assist students with their research and teach students how to navigate the complex world of information resources and provide introductions to Library resources through a Library mini course or one-to-one instruction. The library can provide quick access to materials at other Libraries through the Resource Sharing-Interlibrary Loan service. Students can e-mail or call for help with their research. They can also arrange research appointments with a librarian in person, by phone, or by videoconference.

To borrow library books, students need to show a SUNY CGCC student ID or other photo ID.

The library's main phone number is (518) 697-6390.

E-mail: [reference@sunycgcc.edu](mailto:reference@sunycgcc.edu)

Library hours are posted on the library's website. Hours vary during the summer, holidays, and College breaks.

The library supports and complies with New York State Law (New York State Civil Practice Law and Rules 4509, Chapter 112, Laws of 1988) with respect to the confidentiality of Library records, including, but not limited to, circulation of materials, database searches, interlibrary loan transactions, reference queries, and course reserve requests.

All Library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by Library staff in the course of carrying out Library operations but will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order, or otherwise required by law.

### Media Services

Media Services include technical support and equipment for instructional purposes for faculty, students, and community groups. Other responsibilities include maintenance and distribution of audio-visual equipment used in the classrooms, as well as other on-campus programs and activities. Equipment requests are required at least one day in advance to guarantee delivery. The Media Services Equipment Request Form can be accessed via the College website at <https://www2.columbiagreene.edu/av/>.

**Multimedia Coordinator:** Carl Nabozny

**Location:** Room 102

**Phone:** (518) 697-6384

## Records and Registration

The Office of Records and Registration assists students with the following:

*Registering for classes* - Students may register for classes as non-matriculated (non-degree) or matriculated (student has applied to and been accepted at C-GCC). Non-matriculated students must register through the Office of Records and Registration and are encouraged to use the non-matric registration form available on the *SUNYcgcc* website. Matriculated students must register with an academic advisor.

*Adding a class* - A student may add a class or classes on a space available basis until the end of the first week of the semester (in a 15-week semester).

*Dropping a class* - Students may drop a course until the Census Date, defined as 20 percent of the semester. An officially dropped course will not appear on the student's transcript. However, there may be a financial liability for originally registering for the course. A student may also be dropped from a course if reported by the instructor as never attending.

*Withdrawing from a class* - A student may withdraw from a class after the Census Date and will receive a grade of W for the course on the transcript. Failure to attend class or an informal notification to instructors will not be considered official notice of withdrawal. Students who wish to withdraw from all classes must do so through the Office of Records and Registration. Students are encouraged to speak with their advisor and financial aid prior to withdrawing.

*Obtaining grades* - Current students may access their grades, schedules, and unofficial transcripts through Banner Self-Service. Direct questions or problems to the Office of Records and Registration at 518-697-6420. If a student has outstanding financial obligations to the College, grades and/or transcripts will not be available.

*Graduation* - Students who believe they are close to completing all program requirements, must complete an Application for Graduation through the Banner Self-Service. Degrees are awarded after the completion of each semester (fall, spring, and summer); however, there is only one commencement ceremony, held in May of each year.

*Enrollment verification* - A student may request verification of enrollment in college be sent to a current employer, health insurance company, or other agency. This request can be made in writing, in person at the Office of Records and Registration, or Banner Self-Service.

*Transcripts* - Students may request unofficial or official transcripts be sent to themselves, current, or potential employers and/or to other colleges. A student may request their transcript through Banner Self-Service or by submitting a transcript request form.

### *Important facts:*

A student who has been reported by the instructor as never attending a class(es), may be dropped from the class(es) and will incur a liability of 25% tuition plus 100% of all fees for each class never attended. Since several types of financial aid are based on class attendance, it is important that a student be aware that financial aid may be cancelled because of poor attendance.

A student's grade also may be negatively impacted by poor attendance.

Final grades are available online through Banner Self-Service. Grades are not provided by telephone. Grades and/or transcripts are withheld if specific obligations have not been met (overdue Library books, unpaid tuition, athletic uniforms not returned, etc.).

*Veterans' Information:* Veterans should refer to the official website of the U.S. Department of Veterans Affairs at [www.gibill.va.gov](http://www.gibill.va.gov) to apply for education benefits. Veterans who have enrolled at the College should contact the Office of Records and Registration concerning enrollment certification.

**Registrar:** Jon Coller-Takahashi

**Location:** Student Courtyard

**Phone:** (518) 697-6421



## **Student Activities**

The Student Activities Office conducts business related to student clubs and organizations. New and returning students are encouraged to get involved with this "co-curricular" education. Involvement outside of the classroom can supplement and strengthen the classroom experience, provide skill development and build lifelong friendships. Most activities are planned, organized, and developed by the Student Activities Board (SAB). Examples of events coordinated by this group include performances by comedians and bands, game shows, novelty acts, educational experiences, and trips.

The C-GCC Faculty Student Association, Inc. operates the Bookstore and Day Care Center. Student government officers serve as members of this organization. Students interested in becoming involved in Student Government should contact the Student Activities Office.

*ID Cards:* Student ID cards are issued free of charge in the Office of Student Activities, Room 302. All full- and part-time matriculated and non-matriculated students are required to have a college-issued ID. The Student ID will be valid for the current academic year. Student IDs are required for use in the Office of Athletics, Athletic facilities, College Library, the Office of the Bursar, the College Cafeteria, as well as at college-sponsored events. Discounts are often available off campus by presenting a College ID card. Any person (student, faculty, or staff) on college property or at a College function is required to present the College ID upon request. The first replacement card is free of charge. Any replacement thereafter will incur a \$5.00 fee.

## **Registered Clubs and Organizations**

A registered student club/organization has access to college facilities to promote and conduct its activities. To become a registered student club/organization, a group need not comply with the College's 'all-comers' policy. The group needs to provide a stated purpose, complete a registration packet, submit the names of officers and contact information, create a constitution and bylaws, and enlist a faculty/staff advisor. A club can be formed without a minimum number of members.

### *Forming a New Club*

Students interested in forming a new club should contact the Associate for Student Activities for details and assistance in creating the organization.

### *Club Protocols*

To be officially recognized, every organization must submit a constitution for Student Senate review and approval. Final approval also must be secured from the Dean of Students. This constitution must be compatible with the policies, regulations, and philosophy of the College.

The student organization must have a faculty member, staff member, or administrator as an advisor. Faculty/staff advisors assist in planning the overall activities of the club and training new officers.

Each organization is responsible for planning and implementing its activities. All activities should be related to the club's organizational goals and objectives, as well as be approved by the club advisor. Students interested in forming a new club should contact the Associate for Student Activities for details and assistance.

### *Role of the Club Advisor*

The College requires that all campus-recognized clubs have a Club Advisor (faculty, staff, or administrator) whose responsibility is to provide guidance and support to the organization.

Club Advisors are volunteer faculty, staff, or administrative members who, out of interest and dedication, give their time and talents to extracurricular programs. The selection and term of Club Advisors is the responsibility of club members. The Student Activities Office must be informed of these choices. Final approval is given by the Dean of Students. Off-Campus Activities

Club members attending conferences or other off-campus meetings must:

1. Stay with the delegation at the hotel and return with it, via transportation provided by the College.
2. Attend all pre-conference, on-site, and post-conference delegation meetings.

3. Attend and participate in all those aspects of the Conference/Trip required by the College.
4. Behave responsibly and maturely. Intoxication, use of illegal substances, and abusive or inappropriate behavior may result in breaking conference, hotel, or College rules and may result in dismissal from the delegation and conference/trip. If asked to leave, a club member must reimburse the organization and the College for any expenses incurred.
5. Certify that they are duly enrolled students in good academic standing at Columbia-Greene Community College, and they must release their cumulative grade point average to the Office of Student Activities for verification of academic standing.

Club members are representatives of Columbia-Greene Community College and have been chosen to represent their organization and its interests. Club members understand that any actions taken at the conference/trip will positively or negatively affect people's opinions about the organization and the College.

Note: Contracts must be on file with the Dean of Students Office or Student Activities Office along with contact numbers.

Reference: Adapted from National Association of Campus Activities delegate contract ([www.naca.org](http://www.naca.org)).

*Recognized Clubs and Organizations:*

A recognized student club/organization may be awarded funding from student activity fee funds and has broad access to designated channels for advertising such as bulletin boards, promotion tables, and campus facilities. To become a recognized student club/organization, a group must comply with all appropriate regulations, including the College's 'all-comers' policy.

A list of currently active clubs can be found on the College website at <https://www.columbiagreene.edu/student-life/activities/clubs/>. Students should be aware that the <https://www.columbiagreene.edu/student-life/activities/clubs/> success of a club depends on the members' commitment to the club. Members are responsible for planning and implementing the activities of the club.

## **Responsibilities of Club and Organization Treasurers and Advisors:**

1. The advisor of each organization has the responsibility to approve payment of bills for goods and services contracted for by authorized members of the organization.
2. Only goods or services planned, stated, and approved according to the current procedures of the Student Activities Office will be considered for payment.
3. The treasurer of each organization must maintain a record of expenditures and receipts.
4. If expenditures occur that are not in accordance with the financial policies of the Student Activities Fund, possible censure and withdrawal of funds may occur.

## **Student Activities Event Request Form**

A Student Activities Event Request Form must be submitted to the Student Activities Office when any student club or organization plans to sponsor an event. This form should be filed at least two weeks prior to the event to avoid conflicts and duplication. Blank forms can be picked up in the Student Activities Office in Room 302.

## **Student Activities Fundraising Form**

A Student Activities Fundraising Form must be submitted to the Student Activities Office when any student club or organization plans to have a fundraising event. This form should be filled out at least two weeks prior to the fundraising event to assure proper approval. Blank forms can be picked up in the Student Activities Office in Room 302.

## **Promotional Assistance for Student-Sponsored Events**

Students seeking assistance in promoting a student or community activity must see the Associate for Student Activities. Remember, no event can be advertised without filling out a Student Activities Event Request Form. Once approved, the event may be advertised.

## Vendors on Campus

Vendors hoping to have a booth on campus to sell items to students must submit a Campus Vendor/Tabling Request Form to the Student Activities Office. This form should be filled out at least two weeks prior to the date of sale to assure proper approval. Blank forms can be picked up in the Student Activities Office in Room 302.

## Use of College Facilities for College-Sponsored Clubs and Organizations

The Office of Community Services acts as the clearinghouse for the use of College facilities; however, College-sponsored clubs and organizations should begin the process in the Student Activities Office (Room 302). When the College is officially closed, only those individuals who are engaged in administrative assignments or involved in supervised activities or classes will be allowed access.

**Contact Person:** Caitlin Twomey, Director of Student Activities and Leadership Development

**Phone:** (518) 697-6316

**Location:** Room 302

## Student Government Organization

The Student Government Organization (SGO) is made up of every registered student, both full-time and part-time. The governing body of the SGO is the Student Senate. The Senate is charged with the allocation of student activity fees to student clubs, organizations, and intercollegiate athletic teams.

### *Student Senate/Club Office*

The Student Senate/Club Office is in the Student Life Suite and is available for use to conduct business by the Student Senate and members of clubs on campus.

In order to promote the general welfare of the student body; to stimulate interest in and support of those activities contributing to our educational, cultural, social, and physical improvement; and to provide every student with training and experience in democratic government; we, the students of Columbia-Greene Community College do hereby decree this constitution as the official Constitution of Columbia-Greene Community College Student Government Organization.

## Student Success Center

The Student Success Center provides instructional support services to CGCC students and faculty.

### *Computer Labs*

- Computer Access
- Printing
- Software and internet access to support classwork

By appointment only: Please contact the Student Success Center to reserve a computer 24 hours ahead of time in one of our computer labs.

**Contact information:** [ascweb@sunycgcc.edu](mailto:ascweb@sunycgcc.edu)

(518) 697-6380

### *Calculator Loan Program*

- Semester-long borrowing of graphing calculators

[ascweb@sunycgcc.edu](mailto:ascweb@sunycgcc.edu)

### *Peer Tutoring:*

Remote tutoring by qualified peer tutors include:

- One-to-one tutoring
- Learning Groups
- On-line sessions in Math, Science, Study Skills
- Test Review Sessions (Faculty requested)

**Contact:** [ascweb@sunycgcc.edu](mailto:ascweb@sunycgcc.edu)

### *Transitional Studies:*

The Transitional Studies Division provides Reading Skills (RS 100), English (EN 090 and EN 100), English as a New Language (ES 096 and ES 098) and Math MA 090, MA 098, and MA 100) coursework to students based upon their placement results. The purpose of this coursework is to prepare and to support students academically for success in college level studies. Coursework is offered in both classroom and lab settings. Lab classes are designed as an individualized approach to meet the diverse academic needs of students. However, Lab classes also provide students with both whole and small group instruction by qualified faculty. Students also are encouraged to participate in "Open Labs" allowing them additional time to work with transitional studies faculty outside of their scheduled class time. In addition, students may be invited to participate in the RASC (Roadway to Academic Success and Completion) Mentoring Program as part of their overall student success experience.

**Transitional Studies Chairperson:** Michael Phippen

**Phone:** (518) 697-6467

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## Section II – Columbia-Greene Community College Policies and Procedures

### Columbia-Greene Community College Student Code of Conduct

Columbia-Greene Community College expects that its students will act as responsible, courteous, and law-abiding citizens and will treat others and the campus facilities with appropriate respect and civility. As members of an intellectual community, students are expected to maintain standards of personal and academic honesty in all coursework and examinations and to refrain from behaviors that are disruptive to the teaching and learning of others in the classroom.

Based on the assumption that students at C-GCC are mature and responsible citizens of both the College and community and respectful of the rights of others as well as their own, the College has a minimum of specific regulations with respect to conduct.

It is both the right and duty of the Board of Trustees of this institution, under law, to promulgate regulations of conduct for the maintenance of public order and the normal functioning of the College, and to formulate sanctions and define procedure for hearing charges involving violations of these regulations.

A basic assumption held by the College is that all persons enrolled as students, employed by the College, visiting, or otherwise present upon College property, enjoy the rights that are guaranteed to them by the laws of the United States and the State of New York and must assume the responsibilities implied by these rights.

A student who is found to have committed an offense can be suspended or dismissed for a single violation. The severity of the offense, prior disciplinary history, and other relevant circumstances will be considered in determining the appropriate disciplinary action. More than one sanction may be imposed for a single violation. A single act may constitute a violation of more than one regulation. Being under the influence of drugs or alcohol will not diminish or excuse a violation of the Student Conduct Regulations.

Except for College-sponsored off-campus programs, it is the intent of the College to leave disciplinary action with respect to off-campus offenses of students to civil authorities. It must be noted, however, that there are certain off-campus offenses that by their very nature pose a serious threat to the College community. In such cases, the College reserves the right to take appropriate action. The College will construe any of the following specified activities as inconsistent with the Code of Conduct. *This list is not to be considered inclusive or exclusive and may be amended at any time by the Board of Trustees of the College.*

### Prohibited Conduct

a. **Disruption**

The obstruction or disruption of any College function or activity, including the classroom instructional environment, service functions, disciplinary proceedings, or other normal functions of the College.

b. **Abusive Behavior**

Physical harm or threat of harm to any person on College property or at any College sponsored function.

c. **Disruptive Conduct**

No person shall use threat, obscene or abusive language, epithets, abuse, or any other means of harassing expressions, which are directed at an individual and can be reasonably anticipated to provoke or encourage an inappropriate reaction. This may include but is not limited to expressions relative to a person's race, ethnicity, national origin, religious or cultural identity, sexual orientation, disability, or gender.

d. **Physical Abuse**

The detention, physical abuse or intimidation of any person, or threat thereof; or any conduct that threatens or endangers the health, safety, or welfare of any person on College-owned or operated property at College-sponsored activities.



e. **Recklessness**

Any action or situation involving physical or mental abuse, harassment, intimidation, stalking, hazing, the forced consumption of liquor, drugs, or any other liquid or solid substance, for any purpose including initiation into or affiliation with any organization on College-owned or operated property or at College-sponsored activities.

f. **Conduct**

Any conduct which constitutes a violation of the laws of the United States, the State of New York, or any other civil jurisdiction.

g. **Compliance**

The refusal to obey any reasonable or lawful request, order, or directive of a College public safety officer, faculty, College administrator or any other identified representative of the College.

h. **Academic Dishonesty**

Engaging in forms of academic dishonesty, including, but not limited to, cheating, plagiarism, multiple submissions, and forgery.

i. **Discrimination**

Discrimination in College programs on the basis of age, ancestry, color, disability, national origin, race, religion, creed, sex, sexual orientation, marital status, or veteran status.

j. **Hate or Bias-related Crime**

Intentionally selecting a person against whom a criminal offense is committed or intended to be committed because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation, regardless of whether the belief or perception is correct. (Refer to the Bias Crimes Policy)

k. **Unlawful Possession of Alcohol**

1. The use, offer for sale, distribution, possession, or manufacture of alcohol beverages on College premises, except in those specific instances when express official prior authorization has been granted in writing from the Office of the President.
2. Behavior that may be disruptive and/or attributable to the use of alcohol.

l. **Unlawful Possession of Drugs**

1. The illegal possession, use, sale or transfer of any controlled substance, dangerous drug or drug paraphernalia.
2. Behavior that may be disruptive and/or attributable to the use of any controlled substance or dangerous drug.

m. **Firearms**

**Unauthorized possession or use of any firearms or deadly weapons:** "Deadly weapon" means any loaded weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged (shotguns, rifles, pistols, automatic weapons, black powder rifle, black powder shotgun, or any muzzle-loading firearm), or a switchblade knife, gravity knife, pilum ballistic knife, metal knuckle knife, dagger, billy, blackjack, plastic knuckles, or metal knuckles.

**Unauthorized possession of the following:** Air pellet guns, paint ball guns, soft pellet air guns, rubber band gun, water guns, inoperable firearm or any other item which would resemble the same.

**Unauthorized use of any dangerous instrument:** "Dangerous instrument" means any instrument, article or substance, including a "vehicle" which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or other serious physical injury.

n. **Forgery, Fraud, and Dishonesty**

Intentionally furnishing false information or omitting relevant or necessary information to gain a benefit, to injure, or to defraud is prohibited. Using or possessing false or altered identification (including drivers' licenses and C-GCC ID Cards).

o. **Property Damage/Theft**

1. Damage to or unauthorized use of College property or private property on College premises.
2. Unauthorized occupancy of College property or unauthorized prohibition of access to College property by any person.
3. Theft of or damage to property belonging to the College personnel or students.

p. **False Reports and Fire Safety**

False alarms or reports of emergency, tampering with fire alarms or fire equipment is prohibited. Initiation of any false report, warning, threat of fire, threat of explosion, or other emergencies on College premises or at any College-sponsored activity.

q. **Unauthorized Use of Access**

The unauthorized use, distribution, duplication, or possession of any access device including key(s) issued for any College building, laboratory, facility, or room is prohibited. The unauthorized use or occupation of, or entry to, College grounds, buildings or premises.

r. **Tobacco Use**

Smoking is not permitted anywhere on campus. This includes but is not limited to tobacco, cannabis, and vaping. Please refer to the Tobacco and Drug-Free College Policy.

s. **Gambling**

Unauthorized gambling on campus property.

t. **Complicity**

The aiding, assisting, or abetting of any person or persons in any action or conduct prohibited by the C-GCC *Code of Conduct*.

u. **Theft or Abuse of Computer Resources**

Theft or other abuse of computer resources and college computer policy is prohibited. Computing resources include hardware, software, and data owned, licensed, or developed by Columbia-Greene Community College students or employees.

v. **Violation of Privacy**

Making a video recording, audio recording, taking photographs, or streaming audio/visual of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and expressed consent.

w. **Traffic**

The obstruction of the free flow of pedestrian or vehicular traffic, or the free access to, or exit from, any part of the College premises whatsoever.

x. **Violation of Law or College Policies**

Violation of law or other duly constituted College regulations and policies, including but not limited to Freedom of Expression and Assembly Policy, Sexual Misconduct (Title IX) Policy, and policies specific to academic programs.

## Reporting Violations of Code of Conduct

All students, faculty, and staff have the right to file a report with the College regarding a potential or actual violation of the Code of Conduct. Reports should be filed online at <https://cm.maxient.com/reportingform.php?ColumbiaGreeneCC> or in the Office of the Dean of Students.

## Sanctions

The sequence of events for violations of College policy, or regulations and codes would be:

- a. Referral of the case to the Dean of Students or designated Judicial Officer for Administrative review.
- b. Administrative resolution of the case at an informal disciplinary conference or through an administrative review process or formal hearing.  
- and/or -
- c. Referral to off-campus services.
- d. Appeal to the President or formal hearing before an "ad hoc" judicial board appointed by the President.  
Generally, the judicial process is satisfactorily completed at an informal disciplinary conference.  
**Note:** All informal disciplinary conferences, administrative reviews, and formal hearings will be recorded.

Penalties for violating College policy or the Code of Conduct generally fall under one or more of the following categories, depending on the severity of the offense and the individual situation.

a. **Verbal Reprimand**

A verbal warning that a student's conduct is improper or violates the College's rules or regulations coupled with a direction to cease and desist.

b. **Warning**

Notice to the offender, orally or in writing about the violation of a College regulation and that continuation or repetition of this violation, within a specified period of time, may be cause for more severe disciplinary action.

**c. Disciplinary Probation**

Restrictions may be imposed with or without suspension or probation.

Restrictions include, but are not limited to:

1. Exclusion or restrictions from participating in intercollegiate athletics, co-curricular, and extracurricular activities;
2. Restrictions in the right of access to campus facilities;
3. Monetary payments for purpose of restitution or to cover the expense of educational sanctions;
4. No contact/restraining orders;
5. Denial of financial assistance from programs funded by the College;
6. Required attendance at, but not limited to, educational/assessment programs such as anger management workshops and comprehensive substance abuse assessments;
7. Administrative hold on access to specified College documents; behavioral contract.

**d. Interim Suspension**

The Dean of Students, in consultation with the President or designee, may summarily suspend a student and/or student organization; prohibit the same from any or all appropriate portions of College premises, College-related activities, or registered student organization activities; and/or permit the student or student organization to remain only under specified conditions for the interim period prior to a disciplinary hearing.

Interim suspension may be imposed only:

1. To ensure the safety and well-being of members of the College community or preservation of College property;
2. To ensure the student's own physical or emotional safety and well-being;
3. To document the student poses a significant threat of disruption or interference with the normal operations of the College.

A student subject to an interim suspension will be given written notice of the suspension and will be given a copy of these standards and procedures. The student will be given an opportunity to appear personally before the Dean of Students or President within two business days from the effective date of the interim suspension, in order to review the following issues only:

1. Whether the information concerning the student's conduct is reliable;
2. Whether the conduct and surrounding circumstances reasonably indicate a significant risk as described above;
3. Whether the risk posed by the student is the result of a medical or mental health condition or disability.

If the risk posed by the student is the result of a medical or mental health condition or disability, the Dean of Students, President, or designee shall also determine whether the risk can be eliminated or sufficiently reduced through reasonable accommodation and, if so, shall take appropriate steps to ensure that accommodation is provided. The Dean of Students, President, or designee may request that the student submit to medical or mental health examination(s) to determine whether any such condition exists and whether reasonable accommodation is possible. If the student fails to submit to examination and the available evidence establishes that the student's presence poses a significant risk of substantial harm to the health and/or safety of other students and other members of the College community, to the stability or continuance of normal College functions or property, the Dean of Students, President, or designee may proceed with the interim suspension.

**a. Suspension**

A suspended student is excluded from classes and all other privileges or activities of the College for a specified period of time.

**b. Expulsion**

An expelled student is prohibited from the campus for an unspecified period of time. If readmission is permissible, the conditions for returning to the campus will be specified in the letter of expulsion.

**c. Banned**

Any person posing a threat to the campus community will be banned from campus. Violators will be escorted from the campus property by C-GCC Security, the local authorities, or police.

**d. Involuntary Leave of Absence**

C-GCC offers a wide range of services to support and address the mental and physical health needs of students. Under some circumstances, a student whose psychiatric, psychological, or other medical conditions pose a threat to others, or cause them to significantly disrupt the educational activities of the college community, may be required to take a leave of absence from C-GCC. When those circumstances occur, the student will first be given the opportunity to take a voluntary leave. If the student declines to take a voluntary leave, the College may determine that the needs of the community require the student to take a leave of absence involuntarily.

The following policy establishes the protocol under which an involuntary leave of absence may occur and the process for return from leave.

The Dean of Students, in consultation with the President or designee, may suspend a student for an interim period pending disciplinary proceedings or medical evaluation. The interim suspension will become effective immediately without prior notice.

**e. Written Letter of Apology**

Students may be provided the option of writing a letter of apology.

**f. Penalties for Academic Dishonesty**

Cheating or plagiarism may result in the assignment of a failing grade by the faculty member in whose course the offense occurred. This may include, but not be limited to, a failing grade on the test or assignment wherein the cheating or plagiarism has taken place or a failing grade for the entire course. The assignment of an "F" is at the discretion of the faculty member. A student may not withdraw from a course when an "F" has been assigned because of academic dishonesty.

**g. Penalties for Alcohol and Other Drug Violations**

Sanctions for alcohol and other drug violations will reflect the nature and severity of the violation(s) as determined by the authorized College official.

**h. Project/Activity Sanction**

Students may be required to perform community service or participate in a project/activity, either within or outside the College, during a period and in a manner consistent with the nature and severity of the violation(s) as determined by the authorized College officer.

**i. Restitution**

Reimbursement for damages to, or misappropriation of property, may result in compensation for damages other than monetary form.

**j. Prohibited conduct within organization**

Any organization that authorizes the prohibited conduct described herein shall be subject to the delTion of permission to operate on the campus of Columbia-Greene Community College or upon any property of the institution used for educational purposes.

1. The penalty provided in this section shall be in addition to any penalty that may be imposed pursuant to the Penal Law and any other provision of law.
2. Section 6450(1) of the Education Law requires that the provisions of the part that prohibits reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be deemed to be part of the by-laws of all organizations that operate upon the campus of Columbia-Greene Community College. The statute further requires that each such organization shall review these by-laws annually with individuals affiliated with the organization.
3. Copies of the provisions of the part that prohibits reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be given to all students enrolled at Columbia-Greene Community College.

## **Timely Warnings and Emergency Notifications/Campus Alert**

**1. What warrants a "timely warning" or "emergency notification/campus alert"?**

**Timely Warnings** shall be issued whenever a Clery Crime considered to represent a serious or continuing threat to students and employees is reported to the Dean of Students or a local police agency and has occurred within the College's Clery Geography. A timely warning it may be sent to the entire campus community or to the relevant population if technology allows.

**Emergency Notifications/Campus Alert** shall be issued when a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs on the campus. As appropriate, emergency notifications may be targeted at only a segment or segments of the campus community at risk. Emergency notifications/campus alerts will be issued without delay unless doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

**Who decides?** The Dean of Students, or the designee, in conjunction with the Director of Security and/or other campus and non-campus officials as appropriate, shall confirm the existence of a situation that may warrant a warning or notification and determine if a timely warning or emergency notification/campus alert is warranted and the extent of the notification as appropriate. In addition to criminal incidents, emergency notifications/campus alerts may be issued in situations such as, but not limited to:

*Safety Related Issues:*

- An incident that occurs ON any campus property that affects the personal safety and security of our population.
- An incident that occurs in close proximity to the campus that may potentially affect the personal safety and security of the student, faculty, and staff population.

*Health Related Issues:*

- A member of the College Community receives a diagnosis of a serious or life threatening communicable/infectious disease.
- Evidence of bio terrorism.

***The only reason an immediate notification for a confirmed emergency or dangerous situation would not be issued is if doing so will compromise efforts to: assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.***

2. How will a "timely warning" or an "emergency notification/campus alert" be communicated?  
The means of communication will be chosen by the Dean of Students or the designee, based upon the nature of the incident. Possible means of communication are:

**For Safety Related Issues:**

3. E-mail to all students and/or faculty/staff.
  - Postings in campus center as applicable to the incident.
  - **SUNY NY Alert in the case of a critical campus-wide emergency.**
  - Social Media.
  - Post to College website and intranet.

**For Health-Related Issues:**

1. Letters to students and/or parents. (Communication to parents is extremely minimal, most likely done in cases of measles, mumps, or rubella. Viral Meningitis would be communicated to the parents of students directly affected.)
  - Letters to faculty and staff, if appropriate.
  - Posting of notification on the College website and intranet.

## Reporting Procedures

**Complaint** - Any person, agency, organization, or entity may make a complaint to the Dean of Students Office alleging a violation of a regulation by a student or student organization. An Incident Report constitutes a complaint. The person, agency, organization, or entity making the complaint shall be known as the "complainant."



1. **Notice** – The Dean of Students or designee, after reviewing a complaint, may initiate the disciplinary process by giving the accused student or student organization written notice of the alleged violation(s). The notice may be sent to the mailing address listed with the College information system or the address on the Incident Report. Notice also may be delivered in person by College Security personnel or by a College official. The written notice shall describe the alleged violation(s). The notice shall state that the student has 48 hours (two business days) from receiving the letter to schedule an informal disciplinary conference.

Students may waive the timeline if agreed to by the Dean of Students or designee.

Parties are entitled to the same opportunities to have an advisor/advocate of their choice present at any hearing and related meetings. Advisor/advocates cannot actively participate in the proceedings. Parties will be informed simultaneously in writing of the outcome of the process, the availability of any appeal procedures, and when the results become final after any appeals. An advisor/advocate is “any individual who provides the accuser or the accused support, guidance, or advice.”

## Types of Hearings

1. **Administrative Review**

When referred students agree to the facts in judicial referral and waive rights under the Code of Conduct, they may consent to an administrative review of the referral and to the imposition of a disciplinary sanction(s). This consent shall be in writing to the Dean of Students. The appeal rights of both parties remain unchanged. Appeals of administrative review determinations shall be limited to the appropriateness of the sanction.

2. **Informal Disciplinary Conference**

Students subject to less severe sanctions (e.g., Warning, Probation, and Community Service) will be entitled to an informal disciplinary conference with a representative from the Office of the Dean of Students. The judicial administrator will impose lower-level sanctions commensurate with the offense. Complex or contested cases may be referred by the judicial administrator for a formal hearing.

3. **Formal Hearing**

The Dean of Students or designee will schedule and conduct the formal hearing for complex incidents and will determine from the weight and credibility of the statements and evidence presented whether the student or student organization has violated the Student Conduct Regulations. If the Dean of Students or designee determines that a violation of the Student Conduct Regulations has occurred, appropriate sanctions(s) will be imposed.

4. **Ad Hoc Disciplinary Board Hearings – Appointed by the President**

The College Ad Hoc Disciplinary Board will comprise two faculty members (endorsed by the Dean of Students and appointed by the President) and one matriculated student (endorsed by the Columbia-Greene Community College Student Senate, Dean of Students, and appointed by the President) who has completed a minimum of 30 credits at Columbia-Greene Community College. The chair of the Disciplinary Board will be a member of the faculty and will be appointed by the Dean of Students and the President. The Dean of Students, in consultation with the President or designee, determines that the continued presence of the student on the College campus poses a significant risk of substantial harm to the health and/or safety of other students, other members of the College community, to the stability or continuance of normal College functions, or to property. The Dean of Students, in consultation with the President or designee, may suspend a student for an interim period pending disciplinary proceedings or medical evaluation. The interim suspension will become effective immediately without prior notice.

*If an accused student or student organization fails to appear at a scheduled informal disciplinary conference or any of the above hearings and the absence is not excused, the hearing may proceed without the presence of the accused.*

Hearings may be rescheduled at the discretion of the Dean of Students.

## Notification

The Dean of Students will notify the student or student organization of the delTion in writing of the outcome of the hearing and will also notify the student, if responsible, of the sanction(s) imposed.

## All Other Complaints and Disputes

All other complaints, charges, or disputes shall be presented to the Dean of Students no later than ten College working days after the occurrence. Except in unusual circumstances, all complaints - other than those specified above - must be submitted in writing to the Dean of Students's Office, contain the name and address of the complainant, and a description of the allegations. The Dean of Students may conduct an administrative review to determine if the charges have merit and/or if they can be disposed administratively by mutual consent of the parties involved. If the charges cannot be disposed by mutual consent, the Dean of Students may later serve in the same matter as the hearing officer.

## Appeals – Presidential Review

1. The accused student or student organization has the right to file a written appeal with the President within five College working days of the written notification of the disposition. The request should state the basis for the appeal and include all supporting documents. A copy of the appeal must be submitted to the Dean of Students's Office. During the period of appeal, all sanctions will be upheld.
2. Appeals may be filed for the following reasons:
  - Inappropriate sanction;
  - Procedural defect in the adjudication of the case;
  - New evidence.
3. The President shall find the appeal to have merit or not have merit (that is, to review or not review the delTion).
  - a. If the appeal alleges that the sanction was inappropriate, and the President finds the sanction to be inappropriate, the President may increase or decrease the sanction.
  - b. If the appeal alleges a defect in procedure or presents new evidence and the President confirms a defect in the procedure or if new evidence presented substantially affects the outcome, the President will order a new hearing.
  - c. The President has the option to appoint an ad hoc disciplinary board to institute a hearing. The College Ad Hoc Disciplinary Board will comprise two faculty members (endorsed by the Dean of Students and appointed by the President) and one matriculated student (endorsed by the Columbia-Greene Community College Student Senate, Dean of Students, and appointed by the President) who has completed a minimum of 30 credits at Columbia-Greene Community College. The chair of the Disciplinary Board will be a member of the faculty and will be appointed by the Dean of Students and President.
4. The President will notify in writing the accused and the complainant of the delTion within ten College working days of receiving the appeal. If the President requires additional time, the President may extend the time limit. The extension shall be in writing and shall include the reason for the extension, and copies shall be forwarded to both the complainant and the accused. The delTion of the President to change a sanction or sustain the finding of the Dean of Students is final.
5. The result of any new hearing ordered by the President may be appealed only as detailed in this section. If a new hearing is ordered, the new hearing will occur before the original hearing authority. Direct appeals to the Dean of Students.)

## Miscellaneous

### A. Disciplinary Files and Records

Disciplinary records and files are kept in the Dean of Students's Office. Disciplinary actions resulting in a finding are kept on file in the Dean of Students's Office for six years from the last date of the incident. Disciplinary actions resulting in a finding of not responsible are kept on file in the Dean of Students's Office for six years from the date of the incident. Notice of suspension, dismissal, banned from campus, or expulsion will be kept permanently in the student's official College record maintained in the Registrar's Office.

### B. Confidentiality

Disciplinary matters are kept confidential to the extent required by law.

### C. Record Expunction

A student or an alumna/alumnus may request that the Dean of Students or designee expunge an incident or incidents from disciplinary records and files kept in the Dean of Students's Office after two years have passed from the time of the incident or incidents. The delTion to expunge will be based on the offense, the person's disciplinary record, and evidence of good behavior since the offense occurred. Records not expunged will be those related to disciplinary probation, suspension, dismissal, expulsion, or being banned from campus.

D. Transcript Notation in Cases of Conduct Suspension or Conduct Dismissal

If the Dean of Students imposes a sanction of conduct suspension or conduct dismissal, then, following exhaustion of any appeals, the Dean of Students will notify the College Registrar to place a notation on the transcript of the student found responsible that states, "Suspended after a finding of responsibility for a code of conduct violation," with the period of suspension specified, or "Dismissed after a finding of responsibility for a code of conduct violation". Students may appeal to the Dean of Students, in writing, to remove a suspension notation, no earlier than one year after the suspension occurred. Notations indicating student dismissal from the College shall not be removed.

**Contact person:**

Andrew Ledoux, Dean of Students

**Phone:** (518)697-6320

## **College Policies, Regulations and Code**

### **Academic Integrity**

All students must do their own work; cheating, plagiarism, and other forms of academic dishonesty can result in a failing grade or another penalty, including suspension or dismissal under College judiciary procedures. Abuse of College computers is considered a breach of academic integrity. Copying an assignment in computer programming, looking at someone else's computer files, using computer accounts for unauthorized purposes, and engaging in annoying and disruptive behavior on the computer is prohibited, and subject to disciplinary procedures.

The definition of plagiarism is, but not limited to, the use of material or ideas without crediting the original author, so that it appears to be one's own work, including written documents, theories, ideas, art, photography, recorded material, music, statistics, computer programs, etc. The copying does not need to be exact to be considered plagiarism and is illegal. Other words for plagiarism are lifting, copying, stealing, borrowing, and appropriating. Examples of plagiarism are, but not limited to, copying a friend's old term paper and submitting it, combining several encyclopedia articles into an essay without noting the source of information, borrowing part of a brother's computer program and handing it in or copying material found on Internet papers or essay sites.

The following are not examples of plagiarism: using information considered common knowledge or generally known to those in the field or using someone else's material with proper credit given. To avoid plagiarism, use original ideas, words, programs, etc. When using someone else's material, give credit to the artist/originator. Ways to give proper credit include giving credit in the text of the paper, in a footnote, endnote, or parenthetical citation. Check with the instructors regarding the preferred method. Remember that even though credit may be given to avoid plagiarism, this may not be what the instructor wants. The instructor may want a student's own original thinking.

**Contact person:** Michael Nester, Ph.D., Dean of Academic Affairs

**Phone:** (518)697-6351

### **Administrative Withdrawal Process**

When the Dean of Academic Affairs or Dean of Students are informed that a student exhibits concerning behaviors, the Office of the Dean of Academic Affairs or Dean of Students will seek an immediate assessment of the student's psychological, psychiatric, or other medical condition from Health Services, or other appropriate professionals regarding the student's circumstances. When reasonably practicable, the student will be given the opportunity to confer with the Dean of Academic Affairs or the Dean of Students or designee and to provide additional information for consideration.

Based upon the information available, including the circumstances of the student's condition, the Dean of Academic Affairs or the Dean of Students or designee may take any of the following actions:

- a. The student remains enrolled without conditions;
- b. The student remains enrolled subject to conditions that the Dean of Academic Affairs or the Dean of Students or designee will describe in writing. The Dean of Academic Affairs or the Dean of Students or designee shall also, in the same writing, inform the student of the effective date on which the conditions will no longer be imposed; or

- c. The student be placed on an involuntary leave of absence. If the Dean of Academic Affairs or the Dean of Students requires the student to take an involuntary leave of absence, the Dean of Academic Affairs or the Dean of Students will issue a written determination indicating the length of leave and, in consultation with the student's program, describe the conditions (if any) under which the student may seek to return from leave.
- d. The student shall be informed promptly in writing of the delTion, the effective date of the leave, and conditions for return (if applicable).

## **Involuntary Leave of Absence Policy**

Requiring a student to take a leave of absence is rare and only happens when current medical knowledge and/or the best available objective evidence indicates to the President's designee(s) at the specific College or University that there is a significant risk to the student's health or safety, or the health or safety of others in the Campus community, or the student's behavior severely disrupts the College or University environment, where no reasonable accommodations can adequately reduce that risk or disruption.

Consistent with SUNY's Nondiscrimination Policy, SUNY prohibits unlawful discrimination on the basis of any type of disability or any other characteristic protected by applicable Federal and/or State law in the administration of SUNY's programs and activities.

SUNY institutions offer a range of resources, support services, and accommodations to address the physical and mental health needs of students. However, on rare occasions, a student's needs may require a level of care that exceeds the care that the institution can appropriately provide. Where current knowledge about the individual's medical condition and/or the best available objective evidence indicates that a student poses a significant risk to their own safety not based on mere speculation, stereotypes, or generalizations, or the health and safety of others in the Campus community, or where a student's behavior severely disrupts the College or University environment and the student does not take a voluntary leave of absence, the President's designee(s) has the authority to place a student on an involuntary leave of absence, after appropriate procedural due process has occurred according to this policy.

Before placing any student on an involuntary leave of absence, the institution will conduct an individualized assessment, consulting with the appropriate Campus Office for Disability or

Accessibility Services to determine if there are reasonable accommodations that would permit the student to continue to participate in the College or University environment without taking a leave of absence.

The President's designee(s) may be notified about a student who may meet the criteria for an involuntary leave of absence from a variety of sources, including, but not limited to, the student, the student's academic advisor, Residential Life staff, an academic department, or a member of the College's or University's behavioral intervention team. If the President's designee(s) deems it appropriate, the procedures under this policy can be initiated.

Refer to the SUNY Involuntary Leave of Absence Policy posted to the website for full policy language.

### **Absence Due to Illness**

Students should contact their faculty members promptly for any absence from class because of illness. Extended absence from serious illness or injury should be reported to the Office of the Dean of Students. The Office of the Dean of Students does not provide a medical excuse from classes but will notify professors of an extended absence because of illness or injury with physician documentation.

## **Athletic Department Locker Policy**

### **Purpose**

The College makes lockers available to students and/or for faculty to facilitate the daily storage of their learning materials and items related to their studies. The College manages lockers to ensure responsible use of property and for the health and safety of individuals; however, the College shall have no liability for the contents of any such lockers and/or students' use of lockers.

## Agreement/Acknowledgement

The College establishes rules, guidelines, and procedures to ensure responsible use and to control the contents of its lockers. By utilizing the College's lockers, the students and faculty acknowledge and agree; that lockers' use is a privilege and subject to immediate termination without notice and to such rules, guidelines, and procedures established by the College from time to time, in its discretion.

## Guidelines

1. A limited number of student lockers are available to registered students and are issued on a first-come, first-serve basis. Only College-issued locks are allowed on campus lockers.
2. Students can register and be issued a locker during the Athletics Office normal hours of operation. Students must show valid C-GCC student ID and pay the non-refundable \$5 locker fee per semester.
3. All student lockers are valid until December 31st for first semester use and then May 31st for second semester use. On or before May 31st, all locker contents must be removed. After May 31st, any lockers not vacated or reissued will be emptied, and contents will be held by Security for 30 days. After that time, items will be disposed of at the student's expense.
4. Any locks, other than those issued by the College, placed on student lockers will be removed, and locker contents held by Security for 30 days. After that time, items will be disposed of at the student's expense.
5. Lockers are for individual use only and may not be shared. Locker contents are the sole responsibility of the registered occupant of the locker, regardless of claimed ownership of the contents.
6. The College is not in any way responsible for locker contents or liable for the loss of or damaged contents inside the locker.
7. No person shall store in a locker; knives, guns, ammunition, weapons of any kind, explosives, prohibited drugs, pornography, illegal or illicit items or substances, or other items deemed by the College to be harmful, offensive, or inappropriate, or in violation of the *College's Code of Conduct* or rules/procedures.
8. An individual using a locker may have no expectation of privacy in that locker and of that locker's contents. The College or its agent or representative may in its sole discretion carry out or authorize searches/inspections for any reason at any time without notice to students. The following is a partial listing of when the College may exercise its discretion to search/inspect lockers:
  - Locker abandonment;
  - Suspected contents that may be illegal, illicit, or deemed by the College to be harmful, offensive, or inappropriate, or in violation of the *College's Code of Conduct* or rules/procedures;
  - At the request of or generally in cooperation with police authorities;
  - Investigative purposes related to suspected or alleged criminal, illegal or inappropriate activities;
  - Risk to the general good of the College;
  - Risk to the general good of the student population;
  - Unregistered lockers;
  - Physical damage to or defacing the locker;
  - Odors (spoiled/rancid food, garbage, or smelly contents).In the event a student's locker is inspected without the student present, a College administrator shall be on hand to undertake reasonable efforts to notify the student of the inspection as soon as practicable.
9. The College works with the local police authorities and maintains rights in the College's sole discretion to allow police to carry out specific and random searches/inspections of locker contents. Such searches/inspections may occur with or without notice to the locker's occupant and with or without the occupant being present. Such police activity may include but is not limited to random drug or weapon searches of lockers, backpacks, book bags, briefcases, containers, jackets, and parkas.
10. Students who are administratively withdrawn, banned, suspended, or expelled from campus must contact the Dean of Students's Office to make arrangements for cleaning out their lockers. After 30 days contents will be removed and disposed.

Forms to obtain a locker must be signed and dated by the student and submitted to the Athletic Department.

## **Student Athlete Code of Conduct Agreement**

The Student Athlete Code of Conduct can be found on the CGCC Twins website at [https://cgcctwins.com/future\\_athlete/code\\_of\\_conduct](https://cgcctwins.com/future_athlete/code_of_conduct)

## **Bulletin Boards**

Posters and notices may be placed only on bulletin boards with prior approval of the Student Activities Office and the Dean of Students Office. Notices for non-College sponsored or related community activities may be posted with the approval of the Dean of Students. Generally, approvals will not be issued for advertisement of commercial enterprises unrelated to College business. Notices should be posted only on designated bulletin boards. Please do not post on walls or doors.

## **Children on Campus**

Children may not be brought to classes by any employee or student. If children are brought to campus, they must be supervised by the parents at all times. Safety concerns preclude the use of college facilities by children, including lounges, the Gymnasium, Library, and the Academic Support Center.

## **Classroom Civility Protocol**

In the event a faculty member is late for class, students should wait 15 minutes, make an attendance list with the signature of all students present, and leave the attendance list in the Office of the Dean of Academic Affairs.

Smoking, food, or beverages are not permitted in classrooms at any time. For lengthy classes, faculty members usually provide a break.

Although the college does not have a specific dress code, all students must dress appropriately for class. As a safety regulation, shoes must be worn at all times. Students must observe the attendance and lateness policies as set by individual faculty members and published in course outlines.

## **Computer Use Policy**

### **A. Purpose**

Columbia-Greene Community College owns and operates a variety of computing systems provided for the use of C-GCC students, faculty, and staff in support of the programs of the College and are for education, research, academic development, and public service only. Commercial uses are specifically excluded. Special permission users are to observe these guidelines and are not to interfere with the needs of C-GCC faculty, students, and staff. All students are responsible for using the computing facilities and machines in an effective, efficient, ethical, and lawful manner.

This document establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited and is grounds for discipline or legal sanctions under Federal, State, local laws, and College regulations.

The College reserves the right to amend this policy at any time without notice.

### **B. Audience and Agreement**

All users must read, understand, and comply with the guidelines established by the administrators of the systems (The Academic Support Center, computer lab, computer classrooms, administrative/academic systems, and Library). By using any of these systems, students agree they have read, understand, and will comply with these guidelines.

Students are only allowed to use computers in designated computer classrooms, labs, and the Library. Students may not load or delete programs on any College computer under any circumstances.

### **C. Rights**

C-GCC reserves all rights, including termination of service without notice, to the computing resources. These procedures shall not be construed as a waiver of any rights of C-GCC, nor shall they conflict with applicable acts of law. C-GCC reserves the right to monitor and record the activity of all users on the network. Users have rights that may be protected by Federal, State, local laws, and College regulations.

**D. Privileges**

Access and privileges of computing systems are assigned and managed by the administrators of specific individual systems. Eligible individuals may become authorized users of a system and be granted appropriate access and privileges by following the approval steps prescribed for that system.

**E. Responsibilities**

Users are responsible for maintaining the following:

1. *An environment in which access to all C-GCC computing resources are shared equitably among users.* The system administrator sets minimum guidelines within which users must conduct their activities.
2. *An environment conducive to working and learning.* Users who access the College's computing systems to harass, or make defamatory remarks, shall bear full responsibility for their actions. Further, users agree that C-GCC's role in managing these systems is only as an information carrier, and that they will never consider transmission through these systems as an endorsement of said transmission by C-GCC. When accessing the Internet, users are advised that they may encounter material considered offensive or objectionable in nature or content. Users are further advised that C-GCC does not assume responsibility for the contents of any of these outside networks. The user agrees to comply with the acceptable use guidelines for whichever outside networks or services they may access through C-GCC systems. Further, the user agrees to follow proper etiquette on outside networks. The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading. The user agrees that, in the unlikely event someone does transmit, or cause to be transmitted, any message inconsistent with an environment conducive to working or learning or with a misleading origination, the person who performed the transmission will be solely accountable for the message, not C-GCC, which is acting solely as the information carrier.
3. *An environment free of illegal or malicious acts.* The user agrees never to perform an illegal or malicious act. Any attempt to increase the level of access authorized, or any attempt to deprive other authorized users of resources or access to any C-GCC computer system shall be regarded as malicious and may be treated as an illegal act.
4. *A secure environment.* Any user who finds a possible security lapse on any system must report to the system administrator/IT office. Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources, or otherwise make use of computing resources for which proper authorization has not been given. All users shall take proper precautions to keep their system and passwords secure. Users shall not leave passwords written or displayed where an unauthorized user can view them. Users shall not give their passwords to other users and will be held responsible for that user's actions if they do. All users shall not leave their computer unsupervised while they are accessing any application, data, or system of a secure nature, without taking proper measures to secure their computer from unauthorized access during their absence. Any users with access to the College administrative network and applications are responsible for maintaining the integrity of the databases to which they have access and shall take every security measure necessary to maintain that database integrity. The IT office provides limited use, captive accounts for employee access to the administrative network and applications. These accounts have high security measures implemented and are recommended for users who do not require full access to the administrative database. As a security measure, students may not use any computer designated for employee usage, including those computers located in employee offices. This includes student employees, unless the student employee has been delegated job duties that require computer usage and has received permission from the department supervisor to use the computer.
5. *Password protocols:*
  - Change passwords often.
  - Pick passwords which are difficult for someone to guess.
  - Avoid words that might appear in the dictionary.
  - Select passwords with embedded numbers or punctuation, or that consist of multiple words.
  - Do not record a password in a place that might be found by an unauthorized user.
6. *Healthy computer system and environment:*
  - Users may not remove the central unit cover and/or expose the internal components.

- Users may not install or reinstall software applications, upgrades, or operating systems. All diagnoses of, and repairs to, damaged computers will be performed by the IT office, by a College employee designated by the IT office, or at the request of the IT office, by an outside service vendor. Students are NOT authorized to perform any action listed herein.

**F. Inappropriate Use**

Users must be sensitive to the public nature of shared facilities. Behavior reflects on the individual and the College. Computing and networking resources should be used only in accordance with this policy. Any intentional behavior with respect to the electronic environment that interferes with the missions or activities of the College community will be regarded as unethical and may lead to disciplinary action under standard College rules for misconduct and existing judicial, disciplinary, or personnel processes. Examples of inappropriate and unacceptable use of the computer system include, but are not limited to, the following:

1. Creating, displaying, printing, downloading, or transmitting information that violates the College's sexual harassment policy. This includes, but is not limited to, displaying sexually explicit, graphically disturbing, or sexually harassing images or text.
2. Playing games. This includes, but is not limited to, PC-based games, Internet games, MUDs, or any other type of interactive Internet game playing site.
3. Knowingly or carelessly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network or to deprive authorized personnel of resources or access to any College computer system. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.
4. Using an account belonging to another individual or allowing a personal account to be used by another individual.
5. Using College account passwords with any other account, including personal accounts.
6. Attempting to access data being transferred through the network or files on any computer connected to the network without the owner's permission.
7. Installing, changing, or removing software on any computer system. This includes, but is not limited to, changing system defaults, customizing settings to individual preferences, deleting files from the system, and storing data files on any location other than a flash drive or space on the computer granted by the system administrator.
8. Deliberately wasting/overloading computer resources. This includes but is not limited to, printing multiple copies of a document or printing large documents that may be available online and might impact significantly on other users' printing resources. Conserve resources by avoiding unnecessary file transfers. Large file transfers should be undertaken during non-peak hours (8 p.m.-8 a.m. on weekdays, and any time on Saturday, Sunday, and holidays).
9. Using e-mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending mail that is known to be unwanted. This also applies to material originating from this campus but sent to other sites or individuals on the Internet. Chain letters, mass mailings (SPAM), and advertisements fall into this category and are unacceptable uses of the computer system.
10. Using computing facilities for financial gain or commercial purposes.
11. Using computer resources for any personal use.
12. Violating software copyrights and usage licensing agreements.
13. Violating usage policies and regulations of the College's member networks or has authority to use.
14. Engage in academic dishonesty (for example, plagiarism or cheating).
15. Using computing systems to stream audio/video for purposes other than education, research, academic development, or public service.
16. Students accessing outside personal e-mail accounts consistent with this policy is permitted. Using College-provided e-mail addresses for personal use is prohibited.
17. Using any non-College or personal computer equipment, stand-alone or laptop computers in conjunction with College computer equipment is not recommended or supported. Personal laptop computer use is restricted to stand-alone use. No user is to substitute or install any internal or peripheral computer component owned by the College into a non-College owned computer. The IT office will not support equipment not owned by the college unless with special arrangement for a specific piece of equipment for a specified amount of time pre-approved by IT and the department supervisor.
18. Using a College e-mail address to create accounts at third-party sites for personal use is prohibited.



**G. Public LAN Access**

Students and public visitors may use non-College computers on the Public LAN, that supports wired and wireless access in designated areas of the College. Wired network connections are specifically labeled as public access. No one may connect a non-College owned device into any network jack not labeled as public. Service and security on the Public LAN are not guaranteed and are "use at your own risk". The College recommends users have antivirus software installed on their laptops with the latest anti-virus definitions along with any critical operating system patches or updates before they access the Public LAN. Infected laptops or those laptops found to inhibit network traffic will be removed from the network until the laptop is free from infection or malfunction. Columbia-Greene Community College will accept no responsibility for any damage to personal software or hardware while using the Public LAN. Use of the Public LAN implies acceptance and adherence to the same rights, privileges, and responsibilities for acceptable use outlined in this policy. C-GCC reserves the right to monitor and record the activity of all users on the network.

**H. Violations**

An individual's computer use privileges may be suspended immediately for a possible violation of these policies. Such suspected violations will be reported to the appropriate system administrator and to the Dean of Students under the Code of Conduct. Violations of these policies will be handled in the same manner as violations of other College policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action. Violations of some of the above policies may constitute a criminal offense.

## **Copyright**

In general, anything published in the last 100 years enjoys copyright protection. No safe rule applies to all cases. However, making just one copy of a chapter from a book, an article from a magazine, a short story or poem, etc., for your own scholarly research, is probably permissible. Federal copyright law restricts the use of audio and video files to private showings and prohibits their public performance. If in doubt, check with the Library for further guidelines. Computer software is protected by copyright and license agreements.

## **Credit Card Solicitation Policy**

New York State law prohibits solicitation for credit card holders on SUNY campuses. Pursuant to New York State Education Law A76437 (Regulation by Colleges of Conduct on Campuses and Other College Property Used for Educational Purposes) advertising, marketing, or merchandising credit cards to students is not permitted on the State University of New York at Columbia-Greene Community College, except within the following guidelines:

1. Credit card vendors include individual students, student groups, not-for-profit and commercial organizations soliciting student applications for credit cards. (Note: Direct mail solicitation of alumni or other non-students is not covered by this policy).
2. Credit card vendors must apply with, and be authorized by, the Office of Student Activities to reserve a vending space on campus.
3. Solicitation of credit cards may only occur on campus between the first day of class through the last day of class of the fall and spring terms, Monday – Thursday, 11:00 a.m. – 7:00 p.m. (Note: Hours subject to change.)
4. Vendors will be restricted to the Student Center information area only.
5. Vendors are restricted to an area of their table from their vending space for purposes of handing out (or collecting) applications;
6. Prior to their first visit on campus, vendors must file with the Office of Student Activities a declaration that they have read, understand, and will abide by all the policies in effect at the campus (failure to sign or follow the declaration could result in permanent barring of the vendor from campus).
7. On subsequent visits, vendors must register with the Office of Student Activities at least ten (10) business days prior the day of vending, to receive proper authorization.
8. No more than one credit card vendor is permitted to solicit on campus per day.
9. A credit card vendor may solicit only for one type of card.
10. Vendors cannot ask students to take (or fill out) an application to receive handouts or win other prizes.
11. Vendors may only offer an application to an individual once.

12. Vendors must show proper ID and authorization to vend upon request by College officials (failure to do so will result in the vendor being asked to leave and possibly barred from the campus).
13. Vendors must be notified they may not misrepresent credit card policies, ask, or suggest that students put wrongful information on credit card applications.
14. Vendors may be prohibited from collecting credit card applications.
15. Credit card policies must be clearly displayed at the site of vending and copies of the credit card policies must be handed out to all individuals who accept (or complete) an application (these policies must include, but are not limited to, interest rates, teaser rates, and annual fees).
16. Vendors must clearly post at the site of vending and distribute handouts on the dangers and consequences of consumer debt to all individuals who have taken (or completed) an application.

## Emergency Procedures

1. **Contacting Students:** Please do not leave the College telephone number as an emergency number. Students cannot be called from classes for personal reasons.
2. **Fire Emergencies:** In the event of fire in a campus building, the nearest fire alarm should be pulled immediately by the person who first discovers the fire. At the sound of the alarm, everyone must evacuate the building according to the following procedures.
  - a. Leave the building immediately at the sound of the alarm. Use the nearest exit.
  - b. Take personal belongings, but do not attempt to go to another part of the building to get other things.
  - c. Get as far from the building as possible, at least 100 feet.
  - d. Do not block roadways.
  - e. Follow directions from College officials.
  - f. Do not attempt to re-enter the building, until a College official gives the "all-clear" signal.
3. **Fire Drills:** Follow the same procedure as for Fire Emergencies. Never assume "It's only a drill."
4. **Lockdown Procedure:** The College has a system activated when a dangerous situation is occurring or may occur. White boxes with an amber light are visible in locations around the College. When the system is activated, the amber lights will flash and a voice will announce, "Lockdown". Even without hearing voice, the flashing lights will indicate a lockdown. The system is never used for anything else. FLASHING LIGHTS INDICATE A LOCKDOWN. Proceed to the nearest classroom, office, or other room. Do not stay in the hallway. The faculty member or other personnel will lock the door, and the door will remain locked until a police officer unlocks it. Move away from the windows and doors and stay quiet.
5. **Medical Emergencies or Accidents**
  - a. All medical emergencies should be reported to Security. The Director of Health Services or the Director of Security or Dean of Students or designee will determine whether the medical emergency or accident warrants calling for outside assistance, e.g., Greenport Rescue Squad, ambulance, hospital emergency. The Dean of Students's Office shall be contacted should the Director of Health Services or the Director for Security not be available.
  - b. An Incident Report Form shall be filed with the Office of the Dean of Students for each medical emergency or accident involving students. Forms are available from the Dean of Students's Office in Room 205.
  - c. Reports of accidents or injury to College personnel will be forwarded to the Office of Human Resources.
6. **Evenings:** The same procedure shall apply, except that the Office of Community Engagement will be contacted, Room 107, extension 6370, for immediate assistance. The Dean of Students also will be notified when necessary.

*Please note:* For emergencies of any kind on campus, contact Security or the College Nurse. If necessary, Security will call for fire or police assistance, as directed. In case of accident or illness, please stay with the "patient" after notifying Security until help arrives.

## Social Media Policy

The College maintains official social media channels including a Facebook page, Twitter stream, YouTube channel, and others, in order to facilitate communication from the College to students and the community at large.

College policies – including those related to confidentiality and personal information, anti-harassment and anti-discrimination policies, Title IX, and more – should not be violated in any forum, and therefore apply to activity on official C-GCC social media platforms. This includes, but is not limited to, the posting of:

- Potentially libelous comments;
- Vulgar, racist, sexist, discriminatory, and bias comments;
- Personal attacks;
- Plagiarized material;
- Private information published without consent;
- Items that could damage other computers;
- Profanity or pornography.

***Hate speech will not be tolerated on any social media channel maintained by C-GCC.***

### **Student Crisis Response Procedure**

The C-GCC Crisis Response Procedure responds to the needs of the student population during a critical incident and/or during individual student crisis situations. Medical emergencies are not covered by this procedure. In the event of a medical emergency, contact the College Nurse or Security. If the seriousness of a situation is unclear, contact Security.

Definitions:

- **Critical Incident:** A Critical Incident is an on-campus or off-campus event that significantly impacts the emotional health and well-being of the student population. Examples include assaults, sexual assaults, suicide or suicide attempt, accident with major casualties or fatalities, hate crimes, acts of terrorism, or bomb threats.
- **Student in Crisis:** A student in crisis is one who is in jeopardy of hurting others, or one involved in a critical incident.
- **Crisis Response Team:** The Crisis Response Team (CRT) comprises the Dean of Students, Director of Accessibility Services, College Nurse/Director of Health Services, Director of Security, Deputy Sheriff, and faculty members and other College staff, as necessary.

### **Response to Critical Incident:**

When a critical incident arises, the Dean of Students shall immediately notify the CRT members and assemble them, as appropriate, to determine the College's response. In the absence of the Dean of Students, the Vice President of Administration, the Provost and Vice President of Academic Affairs or the President will automatically assume this role. In the absence of all these individuals, the Assistant Dean of Academic Affairs shall assume the role. Prior to assembling the CRT, on-scene responders have the authority to make necessary operational decisions and to commit resources to mitigate and control any critical incident that occurs on campus.

### **Response to Student in Crisis during Regular Business Hours (8 a.m. to 5 p.m.)**

- When a student is in crisis, a CRT member will be contacted and will consult with one or more members to determine whether intervention by the College is appropriate. The Dean of Students will be notified immediately of the CRT's decision and response plan.
- If the CRT decides that a psychological evaluation is warranted, an ambulance shall be summoned to take the student to the nearest hospital emergency room. If the student is uncooperative, a mental hygiene arrest will be requested through the appropriate local law enforcement agency. In either event, a family member (parent/spouse) or guardian of the student in crisis will be notified with the student's permission. If the student in crisis is under 18 years of age, a family member/guardian will be notified.
- A student in crisis shall not be permitted to return to campus until agreeing to a re-entry plan. The re-entry plan will be coordinated by the Dean of Students in consultation with the involved CRT members and other appropriate professionals on a case-by-case basis. The re-entry plan will be approved and implemented by the Dean of Students. In the event the student in crisis subsequently engages in conduct that poses a risk to others, the Student Code of Conduct will supersede the re-entry plan.

### **Response to Student in Crisis after Regular Business Hours (5 p.m. to 8 a.m.)**

- In the event a student is in crisis after regular business hours, the Security Officer on duty will be contacted and will consult with the Dean of Students to determine whether intervention by the College is appropriate.
- If the Dean of Students is unavailable, the appropriate local law enforcement agency will be contacted.
- If a psychological evaluation of a student in crisis is deemed appropriate, the student will be informed by the Security Officer on duty of the available options including utilization of an ambulance or utilization of a local law enforcement agency. If the student is uncooperative, a mental hygiene arrest will be requested through the appropriate local law enforcement agency.
- An Incident Report will be forwarded to the Dean of Students for follow-up purposes including a meeting with the student in crisis to determine whether a re-entry plan is required.
- If the individual in crisis is not a current student, the appropriate local law enforcement agency will be contacted to assess the welfare of the individual and determine the appropriate response.

### **Response to Student in Crisis Off-Campus:**

- The Security Officer on duty will contact the appropriate local law enforcement agency and request a welfare check of the student in crisis. The officer on duty will request an update from the local law enforcement agency following contact with the student in crisis.
- In cases involving a current student, the Dean of Students will be notified.
- An Incident Report will be forwarded to the Dean of Students for follow-up purposes. The Dean of Students will meet with the student in crisis to determine the need for a re-entry plan.

#### **Contact persons:**

**Office:** Security Office, Room 200

**Phone:** (518) 697-6170

**Office:** Andrew Ledoux, Dean of Students

**Phone:** (518) 697-6320

### **Use of College Vehicles**

Use of College vehicles shall be requested from the Maintenance Department at the earliest practicable time, by calling extension 6407 to check availability first. The College reserves the right to refuse any group or individual the use of college vehicles. The actual Vehicle Request Form is available electronically. All forms must come to the Maintenance Department through the appropriate Vice President's office.

1. Use of such vehicles shall be assigned on a priority basis as follows:
  - a. Athletic teams, approved instructional field trips, approved student clubs and organizations;
  - b. Student groups or individuals representing Columbia-Greene Community College or an approved organization;
  - c. Faculty, administration, staff groups, or individuals.
2. All drivers must submit a complete Vehicle Use Roster and emergency contact information to the Dean of Students to be maintained in case of emergency.
3. Drivers of college vehicles must be employees of the College or enrolled students in good standing and must be over 21 years of age.
4. Drivers must possess a valid, unrestricted New York State driver's or chauffeur's license.
5. Student drivers must be accompanied by a faculty or staff member at all times when the vehicle is in motion. (In cases where two vehicles are used for the same trip, the presence of a staff member in at least one of the vehicles will satisfy this requirement.)
6. Drivers shall obey all existing motor vehicle codes, laws, and statutes. Seat belts must be worn.
7. Drivers of college vehicles must recognize the magnitude of the responsibilities they have accepted by acting as the driver. It is, therefore, expected and understood that all drivers will act in a mature and responsible fashion while in this capacity. Any deviations of this responsibility may result in loss of the future use of college vehicles and/or College disciplinary sanctions.

8. Any driver of a college vehicle who receives any motor vehicle violation while using said vehicle will be suspended from further use of the vehicle for an amount of time to be determined by the Dean of Students which determination may also include restitution of future use of college vehicles.
9. All penalties connected with an operator's violations of motor vehicle laws must be borne by the driver. Vehicle violations shall be assumed by the College. All parking violations shall be the responsibility of the driver assigned to the vehicle at the time the violation occurred.
10. The payment of expenses connected with the used college vehicles (gas, oil, etc.) may be made with College credit cards issued with the vehicle keys. Cash reimbursements will be made by the College only on the presentation of receipts. Only College employees may sign gasoline credit card slips.
11. Responsibility for keeping the vehicle clean and in reasonable order rests with the group or individual assigned use of the vehicle. Routine maintenance, state inspections, etc. are the responsibility of the Maintenance Department.
12. Any accident or damages incurred through the use of college vehicles must be reported to the Business Office immediately upon return to the College. This initial report must be followed by a written accident report. (Accidents involving students shall also be reported to the Dean of Students.)
13. Any problems or malfunctions of college vehicles should be reported immediately to the Maintenance Department.

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## **Section III – Columbia-Greene Community College Safety and Security**

### **Alcohol Policy/Substance Abuse Policy**

Prohibition against Unlawful Presence of Illicit Drugs and Alcohol On-Campus. The possession, sale, manufacture or distribution of any controlled substance or drug paraphernalia is illegal under both state and federal laws. Such laws are strictly enforced by the College Office of Public Safety. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. It is also a violation of the College Policy for anyone to consume, possess, or be in the presence of alcohol, cannabis, and other substances in any public or private area of campus without prior College approval. Individuals, organizations or groups violating alcohol/substance policies or laws may be subject to sanctions.

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

Statement on Public 61 E. Statement on College's Cooperation with Law Enforcement agencies. The College will cooperate fully and completely with local or state agencies on any case of suspected use, possession or distribution of illicit drugs and alcohol. In the event that any student is apprehended by local, state or federal authorities for the offense of use, possession or distribution of illicit drugs or alcohol, that student will not be in any way protected by the College. A student convicted of violating civil law may be subject to separation from the College.

The sale, use, possession, manufacture or distribution of prohibited drugs, other controlled substances, drug paraphernalia, or loitering with the intent of engaging in any of these activities, is prohibited on any College or College-related property. It also includes the possession of all implements, or equipment designed for use, in growing, manufacturing, processing, storing, or concealing drugs.

In addition to traditional marijuana and cannabis buds that are smoked using rolling papers, vapes, pens/DABS, bowls, bongs, or other paraphernalia, cannabis may also take the form of edibles, including candies, cookies and brownies. None of these forms are permitted within SUNY-owned or operated accommodations, and residence life professional and para-professional staff must adopt a consistent protocol for confrontation and documentation procedures regardless of the form of cannabis. A recommended cannabis response protocol for residence life staff and University Police (UPD) is described below.

Additionally, medical cannabis remains prohibited in SUNY-owned or operated accommodations. Existing New York Department of Health regulations governing medical cannabis, including the prohibition from using medical cannabis on college campuses (10 NYCRR 1004.18), will remain in effect unless modified or abrogated by the newly-established New York State Office of Cannabis Management.

Students and employees are prohibited from possessing or using alcohol or illegal drugs on campus or during any college activity. Any student or employee who is apprehended for the same will in no way be protected by the College. Preventing the spread of unlawful possession, use and distribution of illicit drugs and alcohol is everyone's responsibility. If you wish to report illegal drug activity, you can make a toll-free call to: 1-800-GIVE-TIP. Calls will be received in complete confidence and will be referred to the appropriate Federal, State, or local authority agencies.

Each Semester the Counseling Division will present a workshop related to substance abuse. Prevention Specialist on site is available for educational, individual counseling, and group counseling sessions. Any student or student athlete suspected of or apprehended with alcohol or substance will automatically be mandated to prevention services.

### **Annual Notice to Students and Employees**

Section 1213 (P.L. 101-226) of the Drug Free Schools and Communities Act requires institutions of higher education that receive federal funds to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees that at a minimum includes the list below.

1. Annual distribution of the following to each student and employee:
  - a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use of distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
  - b. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
  - c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
  - d. A description of any drug or alcohol counseling, treatment, or reentry programs available to employees or students; and
  - e. A clear statement that the institution will impose sanctions on students and employees (consistent with local, State, and Federal law) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph 1-a; and
2. A biennial review by the institution of its program to:
  - a. Determine the effectiveness and implement changes to the program, if needed; and
  - b. Ensure consistent enforcement of the sanctions required by paragraph 1-e.

## **Alcohol Policy/Substance Abuse Policy Note**

All students, employees, visitors, and invitees to Columbia-Greene Community College are subject to the policies, procedures, rules, and regulations of the College while on campus. Students may not consume, sell, distribute, or serve alcohol beverages anywhere on campus (including parking lots, athletic fields, etc.). Enforcement will be through normal disciplinary channels. The possession, distribution, sale, or use of drugs considered illegal, unless prescribed by an authorized practitioner, is prohibited throughout the College campus. Enforcement will be through normal disciplinary channels. The College regulations pertaining to student conduct apply to sponsored off-campus activities, including all field trips. Regulations also will be strictly enforced on College vehicles or chartered vehicles while students are in transit to and from sponsored events.

The College administration interprets this section to exempt lawful alcohol consumption provided by licensed vendors on their premises. Articles of the Penal Law directly address unlawful traffic in mind-affecting drugs, comport with the Public Health Law Articles, and set criminal penalties for possession or sale of drugs considered harmful or subject to abuse. The seriousness of the offense and penalty imposed upon conviction depend on the individual drug amount held or sold.

Under the Penal Law, a gift of drugs, including marijuana, is treated as a sale. A misdemeanor is a crime punishable by imprisonment for more than 15 days, but not more than one year. A felony is a crime punishable by imprisonment for more than one year.

## **Unlawful Possession of Alcohol**

On January 1, 1990, a package of new state laws made it illegal for persons under twenty-one (21) years of age to possess alcoholic beverages. Under the new laws, underage persons found possessing alcohol may be given a summons to appear in a local court.

### **Local Resources**

#### **Twin Counties Recovery Services, Inc.**

##### **Greene County Clinic**

428 West Main St., Catskill, NY 12414

Phone: (518) 943-2036

Email: [reneep@twincountyrecoveryservices.org](mailto:reneep@twincountyrecoveryservices.org)

##### **Columbia County Clinic**

350 Power Ave, Hudson, NY 12534

Phone: (518) 828-9300

Email: [anabellp@twincountyrecoveryservices.org](mailto:anabellp@twincountyrecoveryservices.org)

### **Impaired Driver Program (IDP): Columbia and Greene Counties**

47 North 5th St, Hudson, NY 12534

Phone: (518) 697-6181

## **Fire Drills, Lockdown Procedure & Lost and Found**

### **Fire Drills**

The College conducts fire drills in accordance with Section 807 of the New York State Education Law. These drills instruct students how to exit buildings in the shortest possible time without confusion or panic. Students and employees are requested to acquaint themselves with the proper procedures when an alarm sounds. The following procedures must be followed:

- Regard every drill as a real emergency.
- Close doors.
- Shut off electrical equipment.
- Assist handicapped persons where possible.
- Move at least 100 feet from the building.
- Wait for instructions from officials before returning to the building.

Students are urged to be mindful of personal safety and personal property at all times. Cars should be locked and books, pocketbooks, calculators, etc. should be kept under close supervision. Under no circumstances should books and other personal belongings be left in the Student Activities Office, the cafeteria, lounges, or any other public area. Lockers are available from the Athletic Department for a \$5.00 fee per semester.

### **Security Office**

**Location:** Room 200

**Phone:** (518) 697-6170

### **Lockdown Procedure**

The College has a system activated when a dangerous situation is occurring or may occur. There are white boxes with an amber light in locations around the College. When the system is activated, the amber lights will flash, and a voice will announce "Lockdown". Even without hearing the voice, the flashing lights will indicate a lockdown. The system is never used for anything else. IF THE LIGHTS ARE FLASHING, A LOCKDOWN IS IN PROGRESS.

Head to the nearest classroom, office, or other room. Do not stay in the hallway. The faculty member or other personnel will lock the door, and the door will remain locked until a police officer unlocks it. Move away from the windows and doors and stay quiet.

### **Lost and Found**

The Office of Safety and Security receives reports of property reported lost. Property that has been found and turned in to the Security Office remains in same until the end of the semester if not claimed by its owner(s). Items not claimed by the end of the semester will be properly disposed.

**Location:** Room 200

**Phone:** (518) 697-6170

## **Title II – Crime Awareness and Campus Security Act (PL 101-52)**

At Columbia-Greene Community College, the safety and wellbeing of students, faculty, staff, and visitors is a high priority. A safe and secure environment can only be achieved through the cooperation of all members of the campus community. The following information is part of an effort to ensure that this collaborative endeavor is effective.



## **Reporting Criminal Incidents and Other Emergencies**

Emergency calls to report a crime or serious incident can be made by contacting Security at extension 6170, room 200. Upon receipt of report, appropriate security or administrative personnel will be sent to the location. Criminal offenses will be reported to appropriate police agencies and investigated for future prosecution. The campus community is notified of situations that pose a threat to the safety and well-being of the community through use of e-mail, interoffice memoranda, student message board, bulletin boards, Facebook, C-GCC website, public address system, and announcements in classes, if warranted.

## **Facility Security Access**

Most campus facilities are open to the public during the day and evening hours when classes are in session. At night and during times that the campus is officially closed, College buildings are locked and only faculty, staff, and specific students with proper identification are admitted. The College maintains security coverage 24 hours a day.

## **Enforcement Authority**

Although the Security Officers at Columbia- Greene Community College have no law enforcement powers, they help ensure personal safety and wellbeing of students, staff, and visitors. The College's Security Officers enforce campus policies, regulations, and procedures. Columbia-Greene Community College Security Officers have the authority to ask persons for identifications and to determine whether individuals have lawful business at the College. Security Officers do not possess arrest power. Criminal incidents are referred to the police department having jurisdiction on campus. In the event a crime is reported, the security staff has been instructed to forward the report to the appropriate police agency. The incident reported will be referred to the President's Staff for evaluation and follow-up.

## **Deputy Sheriff on Campus**

The College and the Columbia County Sheriff's Department have an MOU that recognizes the Department has primary law enforcement jurisdiction on all Columbia County property owned, leased, or under the control of the College and will provide police services on said property. A copy of this MOU is available for review in the Dean of Students Office during normal business hours.

## **Description of Programs Designed to Inform About Crimes**

The College makes an extensive effort to make sure posters and information are prominently displayed and distributed at Student Orientation. Sexual Assault Prevention information is published in the Student Handbook and is widely available to all students and employees. Prevention programs are conducted throughout the year. Parking areas are patrolled by security in moving vehicles at night. Escorts to parking areas are available on request. Security, safety, and emergency procedures are published in the Student Handbook. The maintenance department inspects campus facilities with a concern for safety and security and makes repairs as needed. Safety or security hazards can be reported to the Security Office or the Director of Buildings and Grounds. The cooperation and involvement of all members of the campus community are essential for a safe campus. Everyone must assume responsibility for personal safety and the security of personal belongings by taking common sense precautions. Students, faculty, and staff should report any suspicious persons or any unusual incidents that are observed to security.

## **The Jeanne Clery Security Policy and Crime Statistics Act**

A copy of the State University of New York at Columbia-Greene Community College Campus Crime Statistics as reported annually to the U.S. Department of Education will be provided upon request by the campus Safety and Security Committee. Please direct all such requests to the Office of the Dean of Students at (518-697-6320). Information can also be obtained from the U.S. Department of Education website at <http://ope.ed.gov/security/>.

## **Reporting a Bias/Hate Crime**

Victims of bias/hate crime or bias/hate incidents can avail themselves of counseling and support services from the campus and can be reported to the following: Dean of Students, Health Services, Security Office, Accessibility Services, and Advising, Career and Transfer Services.

## **Emergency Management Plan**

The College's Emergency Management Plan provides general guidance to students, faculty, staff, and visitors should an emergency occur on campus. While no document can define every possible event or response, the information contained in the plan will help identify the organization and procedures the College will implement before, during, and after a campus emergency. The College Day Care Center has a separate Emergency Management Plan.

## **Safety and Security Committee**

The College has an advisory committee on campus security in accordance with Section 6450 of the Education Law. The organizational structure of this committee consists of students, faculty, and staff, and reports directly to the President. In general, the Committee deals with all issues related to campus safety and security.

## **School Closings/Late Openings/Class Cancellations**

Students will **not** be contacted individually if classes are canceled. Notices will be placed on the classroom door should a class be canceled.

In the event that inclement weather or other emergency conditions cause the closing or delayed opening of the College, cancellations or times of late openings will be announced on the College website [SUNYcgcc.edu](http://SUNYcgcc.edu) and social media channels, as well as designated radio and television stations

## **TV**

WRGB-CBS Channel 6  
WTEN-ABC Channel 10  
WNYT-NBC Channel 13  
WXXA-FOX Channel 23

## **RADIO**

WGY 810 AM  
WHUC 1230 AM  
WFLY 92.3 FM  
WZCR 93.5 FM  
WYJB 95.5 FM  
WCTW 98.5 FM  
WRVE 99.5 FM  
WRIP 97.9 FM

## **WEB**

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

## **Solicitation**

Advertising and selling any kind of merchandise on campus is generally prohibited unless prior approval has been received from the College. All non-college advertising that has not received prior approval from the Dean of Students will be removed.

## **SUNY Complaint Procedure for Review of Allegations of Unlawful Discrimination /Harassment**

Columbia-Greene Community College adheres to the following SUNY Complaint Procedure for Review of Allegations of Unlawful Discrimination/Harassment. However, in the event of a violation of College policy, or the *College Code of Conduct*, the matter proceeds as follows:

- a. Referral of the case to the Dean of Students or designated Judicial Officer for Administrative review.

- b. Administrative resolution of the case at an informal disciplinary conference or through an administrative review process or formal hearing.
  - and/or -
- c. Referral to off-campus services.
- d. Appeal to the President or formal hearing before an “ad hoc” judicial board appointed by the President.

## **Discrimination Complaint Procedure Summary**

The State University of New York at Columbia-Greene Community College, in its continuing effort to seek equity in education and employment and in support of federal and state anti-discrimination legislation, has adopted a complaint procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, creed, age, sex, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Harassment is one form of unlawful discrimination on the basis of the above protected categories. The College will take steps to prevent discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy its discriminatory effects on the victim(s) and others, if appropriate. Conduct that may constitute harassment is described in the Definitions sections on page 110 of this Handbook. Sex discrimination includes sexual harassment and sexual violence. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure is strictly prohibited and may result in disciplinary action. For more detailed information contact the Dean of Students or the Affirmative Action Officer.

## **Applicability**

This procedure may be used by any student or employee of Columbia-Greene Community College, as well as third-parties participating in a College-sponsored program or affiliated activity. Employee grievance procedures established through negotiated contracts, academic grievance review committees, student disciplinary grievance boards, and any other procedures defined by contract will continue to operate as before. Nor does this procedure in any way deprive a complainant of the right to file with outside enforcement agencies, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the United States Department of Education and the Office of Federal Contract Compliance of the United States Department of Labor. However, after filing with one of these outside enforcement agencies, or upon initiating litigation, the complaint will be referred to the campus Affirmative Action Officer, or, in the case of sex discrimination, the Title IX Coordinator (hereinafter “AAO” will refer to both the Affirmative Action Officer and Title IX Coordinator), for investigation. Contact information for External Enforcement agencies may be found in Appendix A. More detailed information may be obtained from the campus AAO.

Upon receiving a sex discrimination complaint or report, Columbia-Greene Community College and the Dean of Students will provide the complainant with a written notice describing the available options, including pursuing a criminal complaint with a law enforcement agency, pursuing Columbia-Greene Community College’s investigation and disciplinary process, or pursuing both options at the same time; and the potential consequences of pursuing both options (i.e., possible temporary delay of the fact-finding aspect of the College’s investigation while the law enforcement agency is in the process of gathering evidence). Additionally, the Title IX Coordinator will ensure that complainants in sex discrimination cases are made aware of their Title IX rights, available remedies and resources on and off-campus (such as counseling, and/or local rape crisis center), and interim measures of protection. For more information, see the Student’s Bill of Rights on page 134 in this Handbook. Assistance will be available whether or not a formal complaint is contemplated, or even possible.

The following Discrimination Complaint Procedure applies to both the informal and formal processes and provides a mechanism through which the College may identify, respond to, and prevent incidents of illegal discrimination. The College recognizes and accepts its responsibility in this regard and believes that establishing this internal grievance process will benefit students, faculty, staff, and administration, permitting investigation and resolution of problems.

SUNY, through Columbia-Greene Community College, reserves the right to promptly investigate all incidents of sex discrimination of which the campus and/or SUNY System Office has notice. Based on information received, the AAO will

make reasonable efforts to investigate and address instances of sex discrimination consistent with the [SUNY Policies on Sexual Violence Prevention and Response](#), including the [Options for Confidentially Disclosing Sexual Violence](#), that may be found on the College website.

SUNY will comply with law enforcement requests for cooperation, and such cooperation may require the campus to delay temporarily the fact-finding aspect of an investigation while the law enforcement agency is in the process of gathering evidence. The campus will resume its investigation once receiving notification from the law enforcement agency that has completed the evidence gathering process. SUNY will implement appropriate interim steps during the law enforcement agency's investigation period to provide for the safety of the victim(s) and the campus community, as described below.

The complainant is not required to pursue the College internal procedures before filing a complaint with a state or federal agency. In addition, if the complainant chooses to pursue the College internal procedure, the complainant is free to file a complaint with the appropriate state or federal agency at any point during the process.

During any portion of the procedures detailed hereafter, the parties shall not employ audio or video taping devices. Complaints and investigations will be kept confidential to the extent possible.

Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure, is strictly prohibited and may result in disciplinary action. Retaliation is an adverse action taken against an individual as a result of complaining about unlawful discrimination or harassment, exercising a legal right, and/or participating in a complaint investigation as a third-party witness. Participants who experience retaliation should contact the campus AAO and may file a complaint.

## **Complaint Consultation and Review**

Any student or employee, or any third party, may consult with the AAO regarding potential discrimination or harassment. This initial contact may occur by telephone, email, or in person – the latter being preferred.

The AAO and/or Dean of Students must respond to all such inquiries, reports, and requests as promptly as possible, and in a manner appropriate to the particular circumstance. This response may include interim measures to protect the parties during the investigation process. Interim measures will not disproportionately impact the complainant. Interim measures for students may include, but are not limited to, information about how to obtain counseling and academic assistance in the event of sexual assault, and steps to take if the accused individual attends class with the complainant.

Complaints or concerns reported to an administrator, manager, or supervisor, concerning an act of discrimination or harassment, or acts of discrimination or harassment that administrators, managers, or supervisors observe or become aware of, shall be immediately referred to the AAO and Dean of Students. Employees with Title IX compliance responsibilities and/or employees who have the authority to take action to redress the harassment, must report any complaints to the Title IX Coordinator. Employees who observe or become aware of sex discrimination, including sexual harassment and sexual violence, should report this information to the campus Title IX Coordinator. Complaints also may be made directly to the AAO by anyone who experiences, observes, or becomes aware of discrimination or harassment.

## **Filing Complaints and Time Limits**

Although in limited circumstances, verbal complaints may be acted upon, the procedures set forth here rest upon the submission of a written complaint that will launch a full and fair investigation of the facts. The College prefers written complaints. The complainant must take responsibility for filing any complaint within the applicable time limit.

If the complainant brings a complaint beyond the allotted time period, the AAO may terminate any further processing of the complaint, direct the complainant to an alternative forum (see Appendix A – External Enforcement Agencies - for a list of alternative forums). Complaints of sex discrimination brought forth beyond the 180-day period will be tracked and investigated to the extent possible, consistent with the campus Title IX obligations, including the Title IX Coordinator's duties to spot patterns and address systemic issues.

All complaints must be submitted on the forms provided by the College, available on the College website or from the Dean of Students's Office, Room 205. The Charge of Discrimination form will be used for both initiating complaints under the informal procedure, and the converting of the complaint to the formal procedure. The AAO is available to assist in preparing the complaint.

As soon as reasonably possible, after the date of filing the complaint, the AAO will mail a notice of the complaint to the filer, and a copy of the complaint to the respondent(s).

Students must file a complaint within 180 calendar days following the alleged discriminatory act, or 90 calendar days after a final grade is received, for the semester during which the discriminatory acts occurred, if that date is later.

## **Complaint Contents**

The complaint shall contain:

1. The name, permanent address(es), telephone number(s), and status (student, third party) of the complainant.
2. A statement of facts explaining what happened and what the complainant believes constituted the unlawful discriminatory acts in sufficient detail to give each respondent reasonable notice of what is claimed. The statement should include the date, approximate time, and place where the alleged acts of unlawful discrimination or harassment occurred. If the acts occurred on more than one date, the statement should also include the last date on which the acts occurred, as well as detailed information about the prior acts. The names of any potential witnesses should be provided.
3. The name(s), address(es) and telephone number(s) of the respondent(s), i.e., the individual(s) claimed to have committed the act(s) of unlawful discrimination.
4. Identification of the status of the individual(s) charged whether faculty, staff, or student.
5. A statement indicating whether or not the complainant has filed or reported information concerning the incidents referred to in the complaint with a non-campus official or agency, under any other complaint, or complaint procedure. If an external complaint has been filed, the statement should indicate the name of the department or agency with which the information was filed and its address.
6. A description of any corrective or remedial action that the complainant would like to see taken.
7. Such other or supplemental information as may be requested.
8. Signature of complainant and the date complaint signed.

## **Informal Resolution**

If a complainant elects to have the matter treated in an informal manner, the AAO will attempt to reasonably resolve the problem to the mutual satisfaction of the parties.

In seeking an informal resolution, the AAO shall attempt to review all relevant information, interview pertinent witnesses, and bring together the complainant and the respondent, if desirable. Complaints of sexual violence will not be resolved by using mediation, but instead must be referred immediately to the campus AAO. The complainant will not be required to resolve the problem directly with the respondent in cases of sex discrimination.

If a resolution satisfactory to both the complainant and the respondent is reached within 24 calendar days from the filing of the complaint, through the efforts of the AAO, the officer shall close the case, sending a written notice to that effect to the complainant and respondent. The written notice, a copy of which shall be attached to the original complaint form in the officer's file, shall contain the terms of any agreement reached by complainant and respondent, and shall be signed and dated by the complainant, the respondent, and the AAO.

If the AAO is unable to resolve the complaint to the mutual satisfaction of the complainant and respondent within 24 calendar days from the filing of the complaint, the AAO shall notify the complainant and provide guidance about proceeding to the next step internally, and/or the right to separately file with appropriate external enforcement agencies.

The time limitations set forth above may be extended by mutual agreement of the complainant and respondent with the approval of the AAO. Such extension shall be confirmed in writing by the complainant and respondent. The AAO also will have the discretion to reasonably extend the deadlines if an investigation is deemed complex.

The complainant may elect to end the informal resolution and proceed to the formal resolution procedure, at any time after the Charge of Discrimination form is filed.

## Formal Resolution

The formal complaint proceeding begins with filing the complaint form as described above. The 180 day time limit also applies to filing a formal complaint. A complainant who first pursued the informal process, and subsequently wishes to pursue a formal complaint, may do so by checking the appropriate box, and signing and dating the complaint form.

The complaint, together with a statement from the AAO indicating that informal resolution was not possible, if applicable, shall be forwarded to the Dean of Students within seven calendar days from the filing of the formal complaint. If an informal resolution was not pursued, the AAO shall forward the complaint to the Dean of Students within seven calendar days from the filing of the complaint.

## Notice to Parties

Upon receipt of a complaint, the AAO will provide an initialed, signed, date-stamped copy of the complaint to the complainant. As soon as reasonably possible after receiving the complaint, the AAO will mail a notice of complaint and a copy of the complaint to the respondent(s). Alternatively, such notice with a copy of the complaint may be given by personal delivery, provided such delivery is made by the AAO (or designee) and, that proper proof of such delivery, including the date, time, and place where such delivery occurred, is entered in the records maintained by or for the AAO.

## Title IX Investigation

Within seven calendar days of receiving the complaint, the Title IX Investigator will send notification to the complainant, the respondent, and the President that a review of the matter shall take place.

The action of the President shall be final. If the President is the respondent, the Chancellor or the designee shall issue a written statement indicating what action the Chancellor proposes to take. The Chancellor's decision shall be final for purposes of this discrimination procedure.

## Notice of Outcome

No later than seven calendar days following issuance of the statement by the President or the Chancellor, as the case may be, the AAO shall issue a letter to the complainant and to the respondent(s) advising them that the matter, for purposes of this discrimination procedure, is closed. In cases of sex discrimination, notice of outcome will include the sanctions, as appropriate.

## Time Limitations

The time limitations set forth above may be extended by mutual agreement of the complainant and respondent with the approval of the panel. The panel also will have the discretion to reasonably extend the deadlines if an investigation is deemed complex. Such extension shall be confirmed in writing to the parties.

## External Agencies

If the complainant is dissatisfied with the President's or Chancellor's decision, the complainant may elect to file a complaint with one or more state and Federal agencies. The campus AAO will provide general information on state and Federal guidelines and laws, as well as names and addresses of various enforcement agencies (see Appendix A).

## Definitions

**Harassment on the Basis of Protected Characteristic(s) Other Than Sex/Gender** – Harassment based on race, color, age, religion, national origin, disability, sexual orientation or other protected characteristics is oral, written, graphic or physical conduct relating to an individual's protected characteristics that is sufficiently severe and/or serious, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution's programs or activities.

**Sex Discrimination** – Behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in the educational programs or activities or employment opportunities because of a person's sex. This includes but is not limited to sexual harassment, sexual assault, sexual violence by employees, students, or third parties. Employees should report sex discrimination, including but not limited to, sexual harassment and assault that they observe or become aware of, to the Title IX Coordinator.

**Sexual Assault** - A physical sexual act or acts committed against a person's will and consent or when a person is incapable of giving active consent, incapable of appraising the nature of the conduct, or incapable of declining participation in, or communicating unwillingness to engage in, a sexual act or acts. Sexual assault is an extreme form of sexual harassment.\* Sexual assault includes what is commonly known as "rape," whether forcible or non-forcible, "date rape" and "acquaintance rape." Nothing contained in this definition shall be construed to limit or conflict with the sex offenses enumerated in Article 130 of the New York State Penal Law, the guiding reference in determining if alleged conduct is consistent with the definition of sexual assault.

**Sexual Harassment in the Educational Setting** – Unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the educational institution's program.

**Sexual Harassment in the Employment Setting** – Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when working at the College or other place of employment.

**Sexual Violence** - Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.

**Preponderance of the Evidence** –The standard of proof in sexual harassment and sexual assault cases, that asks whether it is "more likely than not" that the sexual harassment or sexual violence occurred. If the evidence presented meets this standard, then the accused should be found responsible.

## Off-Campus Resolution of Grievances

A complainant dissatisfied with any portion of the grievance procedure may file a formal complaint with the appropriate state or Federal agency. The AAO or Dean of Students will provide information on state and Federal guidelines and laws and names and addresses of enforcement agencies.

## Bias Crimes, Harassment, Hate Crimes, and Sexual Harassment Prevention

C-GCC follows specific guidelines with handling the following issues:

- Bias Crimes
- Harassment
- Hate Crimes
- Sexual Harassment
- Dating Violence
- Domestic Violence
- Stalking
- Sexual Assault

## Bias Crimes

It is a State University of New York at Columbia-Greene Community College mandate to protect all members of the College community by preventing and prosecuting bias or hate crimes that occur within the campus.

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 race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since

the passage of the Federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available from the Dean of Students' Office and the Office of Human Resources.

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 also will be subject to campus disciplinary procedures where sanctions including dismissal are possible.

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

Any student who is a victim of, or witness to, a hate/bias crime on campus, must report the incident to a Security Officer or Dean of Students. The Office of Safety and Security and the Dean of Students will investigate and follow the appropriate adjudication procedures. Victims of bias crime or bias incidents can access counseling and support services from the campus as follows: REACH Center Campus Advocate; Advising, Career and Transfer Services; Dean of Students; Health Services; and Accessibility Services Offices.

For general information about Columbia-Greene Community College security procedures, see page 32 of the *Student Handbook*, or call 518-697-6170. More information about bias-related and bias crimes, including up-to-date statistics on bias crimes, is available from the Dean of Students' Office.

## Harassment

The Columbia-Greene community depends on trust and civility. A willingness to recognize the dignity and worth of each person at the College is essential to the institution's mission. The College celebrates diversity and welcomes students from many different backgrounds including different races, religions, and ethnic ancestry.

Learning to understand the differences among the community members, as well as the similarities, is an important dimension of education, one that continues for a lifetime. Tolerance alone, however, is not enough. Respect and understanding are essential, and everyone should delight in the differences, and should seek to appreciate the richness and personal growth that diversity provides for members of the community. It is, therefore, the intention of Columbia-Greene Community College to provide equal opportunity to qualified individuals in the operation of its program, in work and academic environments that are conducive to the achievement of work and academic goals, and free of any implicit or explicit forms of harassment. For the purposes of this policy, the term harassment refers to any behavior - verbal, physical, or electronic - that attacks, demeans, or offends individuals on the basis of race, color, sex, ethnic or national origin, age, pregnancy, veteran status, disability, religion, or sexual orientation or gender identity and that:

- Involves a stated or implicit threat to the victim's academic or employment status.
- Has the purpose or effect of interfering with an individual's academic or work performance; and/or creates an intimidating or offensive academic or work environment.

The College regards such behavior, whether verbal, physical, or electronic, as a violation of the standards of conduct required of all individuals associated with the institution. The prohibition against harassment applies to all interactions on the College campus, in College facilities or within the context of College-related activities. Members of the College community are expected to demonstrate a basic generosity of spirit that precludes expressions of bigotry. Accordingly, those inflicting such behavior on others are subject to the full range of the College's disciplinary actions, including separation from the institution.

Not every act that might be offensive to an individual or a group necessarily will be considered as harassment and/or a violation of the College's standards of conduct. In determining whether an act constitutes harassment, the totality of the circumstances that pertain to any incident in its context must be carefully reviewed and due consideration must be given to



the protection of individual rights, freedom of speech, academic freedom, and advocacy. Essential components of offenses include intent to hurt or harass, direct address to the people involved, and expression in words, pictures or symbols commonly understood to convey hatred or contempt for the people in question. To expedite the investigation and resolution of complaints, should they arise, the College has developed both informal and formal mechanisms for mediation, resolution, and adjudication. Those individuals who honestly believe they have been a victim of harassment should contact the College Affirmative Action Officer to obtain a copy of the Harassment Complaint Procedure.

## Hate Crimes

### *Section 485.00 Legislative Findings of NYS Hate Crimes Act of 2000*

The legislature finds and determines as follows: criminal acts involving violence, intimidation and destruction of property based upon bias and prejudice have become more prevalent in New York State in recent years. The intolerable truth is that in these crimes, commonly and justly referred to as "hate crimes", victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation. Hate crimes do more than threaten the safety and welfare of all citizens. They inflict on victims incalculable physical and emotional damage and tear at the very fabric of free society.

Crimes motivated by invidious hatred toward particular groups not only harm individual victims but send a powerful message of intolerance and discrimination to all members of the group to which the victim belongs. Hate crimes can and do intimidate and disrupt entire communities and vitiate the civility that is essential to healthy democratic processes.

In a democratic society, citizens cannot be required to approve of the beliefs and practices of others, but must never commit criminal acts on account of them. Current law does not adequately recognize the harm to public order and individual safety that hate crimes cause. Therefore, laws must be strengthened to provide clear recognition of the gravity of hate crimes and the compelling importance of preventing their recurrence.

Accordingly, the legislature finds and declares that hate crimes should be prosecuted and punished with appropriate severity.

### *Section A7 485.05 Hate Crimes*

1. A hate crime occurs when an individual commits a specified offense and either:
  - a. intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct; or
  - b. intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
2. Proof of race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of the defendant, the victim, or of both the defendant and the victim does not, by itself, constitute legally sufficient evidence satisfying the people's burden under paragraph (a) or (b) of subdivision one of this section.

A "specified offense" is an offense defined by any of the following provisions of this chapter: section 120.00 (assault in the third degree); section 120.05 (assault in the second degree); section 120.10 (assault in the first degree); section 120.12 (aggravated assault upon a person less than eleven years old); section 120.13 (menacing in the first degree); section 120.14 (menacing in the second degree); section 120.15 (menacing in the third degree); section 120.20 (reckless endangerment in the second degree); section 120.25 (reckless endangerment in the first degree); subdivision one of section 125.15 (manslaughter in the second degree); subdivision one, two or four of section 125.20 (manslaughter in the first degree); section 125.25 (murder in the second degree); section 120.45 (stalking in the fourth degree); section 120.50 (stalking in the third degree); section 120.55 (stalking in the second degree); section 120.60 (stalking in the first degree); subdivision one of section 130.35 (rape in the first degree); subdivision one of section 130.50 (sodomy in the first degree); subdivision one of section 130.65 (sexual abuse in the first degree); paragraph (a) of subdivision one of section 130.67 (aggravated sexual abuse in the second degree); paragraph (a) of subdivision one of section 130.70 (aggravated sexual abuse in the first degree);

section 135.05 (unlawful imprisonment in the second degree); section 135.10 (unlawful imprisonment in the first degree); section 135.20 (kidnapping in the second degree); section 135.25 kidnapping in the first degree); section 135.60 (coercion in the second degree); section 135.65 (coercion in the first degree); section 140.10 (criminal trespass in the third degree); section 140.15 (criminal trespass in the second degree); section 140.17 (criminal trespass in the first degree); section 140.20 (burglary in the third degree); section 140.25 (burglary in the second degree); section 140.30 (burglary in the first degree); section 145.00 (criminal mischief in the fourth degree); section 145.05 (criminal mischief in the third degree); section 145.10 (criminal mischief in the second degree); section 145.12 (criminal mischief in the first degree); section 150.05 (arson in the fourth degree); section 150.10 (arson in the third degree); section 150.15 (arson in the second degree); section 150.20 (arson in the first degree); section 155.25 (petit larceny); section 155.30 (grand larceny in the fourth degree); section 155.35 (grand larceny in the third degree); section 155.40 (grand larceny in the second degree); section 155.42 (grand larceny in the first degree); section 160.05 (robbery in the third degree); section 160.10 (robbery in the second degree); section 160.15 (robbery in the first degree); section 240.25 (harassment in the first degree); subdivision one, two or four of section 240.30 (aggravated harassment in the second degree); or any attempt or conspiracy to commit any of the foregoing offenses.

For purposes of this section:

- a. the term "age" means 60 years old or more;
- b. the term "disability" means a physical or mental impairment that substantially limits a major life activity.

#### *Section A7 485.10 Sentencing*

1. When a person is convicted of a hate crime pursuant to this article, and the specified offense is a violent felony offense, as defined in section 70.02 of this chapter, the hate crime shall be deemed a violent felony offense.
2. When a person is convicted of a hate crime pursuant to this article and the specified offense is a misdemeanor or a class C, D or E felony, the hate crime shall be deemed to be one category higher than the specified offense the defendant committed, or one category higher than offense level applicable to the defendant's conviction for an attempt or conspiracy to commit a specified offense, whichever is applicable.
3. Notwithstanding any other provision of law, when a person is convicted of a hate crime pursuant to this article and the specified offense is a class B felony:
  - a. the maximum term of the indeterminate sentence must be at least six years if the defendant is sentenced pursuant to section 70.00 of this chapter;
  - b. the term of the determinate sentence must be at least eight years if the defendant is sentenced pursuant to section 70.02 of this chapter;
  - c. the term of the determinate sentence must be at least twelve years if the defendant is sentenced pursuant to section 70.04 of this chapter;
  - d. the maximum term of the indeterminate sentence must be at least four years if the defendant is sentenced pursuant to section 70.05 of this chapter; and
  - e. the maximum term of the indeterminate sentence or the term of the determinate sentence must be at least ten years if the defendant is sentenced pursuant to section 70.06 of this chapter.
4. Notwithstanding any other provision of law, when a person is convicted of a hate crime pursuant to this article and the specified offense is a class A-1 felony, the minimum period of the indeterminate sentence shall be not less than twenty years.

*Section A7 3. Subdivision 3 of Section 240.30 of the Penal Law, as Amended by Chapter 345 of the Laws of 1992, is amended to read as follows:*

Strikes, shoves, kicks, or otherwise subjects another person to physical contact, or attempts or threatens to do the same because of [the] a belief or perception regarding such person's race, color, [religion or] national origin [of such person], ancestry, gender, religion, religious practice, age, disability or sexual orientation, regardless of whether the belief or perception is correct; or

*Section 240.31 of the Penal Law, as Amended by Chapter 958 of the Laws of 1983, is amended to read as follows:*

A person is guilty of aggravated harassment in the first degree when with intent to harass, annoy, threaten or alarm another person, because of [the] a belief or perception regarding such person's race, color, [religion or] national origin [of such person], ancestry, gender, religion, religious practice, age, disability or sexual orientation, regard less of whether the belief or perception is correct, he or she:

*Section 240.00 of the Penal Law is amended by adding two new subdivisions 5 and 6 to read as follows:*

1. "Age" means 60 years old or more.
2. "Disability" means a physical or mental impairment that substantially limits a major life activity.

*Subdivisions 4 and 7 of Section 200.50 of the Criminal Procedure Law, Subdivision 4 as Amended by Chapter 467 of the laws of 1974 and Subdivision 7 as Amended by Chapter 481 of the laws of 1978, are amended to read as follows:*

A statement in each count that the grand jury, or, where the accusatory instrument is a superior court information, the district attorney, accuses the defendant or defendants of a designated offense, provided that in any prosecution under article four hundred eighty-five of the penal law, the designated offense shall be the specified offense, as defined in subdivision three of section 485.05 of the penal law, followed by the phrase "as a hate crime"; and

A plain and concise factual statement in each count which, without allegations of an evidentiary nature, (a) asserts facts supporting every element of the offense charged and the defendant's or defendants' commission thereof with sufficient particularity to clearly apprise the defendant or defendants of the conduct which is the subject of the accusation; and (b) in the case of any armed felony, as defined in subdivision forty-one of section 1.20, states that such offense is an armed felony and specifies the particular implement the defendant or defendants possessed, were armed with, used or displayed or, in the case of an implement displayed, specifies what the implement appeared to be; and (c) in the case of any hate crime, as defined in section 485.05 of the penal law, specifies, as applicable, that the defendant or defendants intentionally selected the person against whom the offense was committed or intended to be committed; or intentionally committed the act or acts constituting the offense, in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person; and in cooperation with the chief administrator of the courts as well as any other public or private agency, including law enforcement agencies, collect and analyze statistical and all other information and data with respect to the number of hate crimes reported to or investigated by the division of state police, and all other police or peace officers, the number of persons arrested for the commission of such crimes, the offense for which the person was arrested, the county within which the arrest was made and the accusatory instrument filed, the disposition of the accusatory instrument filed, including, but not limited to, as the case may be, dismissal, acquittal, the offense to which the defendant pled guilty, the offense the defendant was convicted of after trial, and the sentence imposed. The division shall include the statistics and other information required by this subdivision in the annual report submitted to the governor and legislature pursuant to subdivision twelve of this section.

## **Sexual Harassment/Violent and Non-Violent**

Sexual harassment is against the law and violates the non-discriminatory policy of Columbia-Greene Community College. Harassment on the basis of sex is a violation of Federal law including Section 703 of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual Harassment is also a violation of New York State's Human Rights Law. Sexual harassment, like harassment based on race, color, sex, religion, national origin, age, disability, sexual orientation or gender identity, pregnancy, or veteran status, will not be condoned by the College, whether occurring in an educational program or at the workplace.

### **Contact person:**

Melissa Fandozzi, Director of Human Resources and Title IX Coordinator

**Phone:** (518) 697-6337

## **What is Non-Violent and Violent Sexual Harassment?**

Sexual harassment is any repeated and/or unwelcome verbal or physical sexual advance, requests for sexual favors, sexually explicit derogatory remarks, and sexually discriminatory remarks that are offensive or objectionable to the person at whom they are directed or that cause a person discomfort or humiliation. Sexual harassment in an academic environment may involve the use of authority to emphasize the sexuality of a student in a manner that prevents a student from achieving full benefit from educational opportunities.

### **Sexual Harassment may include:**

- Verbal harassment or abuse
- Subtle pressure for sexual activities
- Touching, patting, or pinching
- Leering at a person's body
- Constant brushing against a person's body
- Demands for sexual favors accompanied by implied or overt threats concerning one's job performance, evaluation, promotion, or course grades
- Physical assault

## **What Happens When One Complains About Sexual Harassment?**

All complaints will be investigated. A complaint will be kept confidential, to the extent possible. Whether complaining directly to the AAO or Dean of Students, or to someone else, the complaint will remain private, unless otherwise specified. The complaint will be referred to the AAO or Dean of Students, if so desired. The AAO or Dean of Students will hear the complaint and attempt to solve the problem informally. If the informal resolution fails, file a formal grievance under the procedure referred to below.

Individuals who want to protect their identity should speak with a trusted colleague who will report to the AAO or Dean of Students that a complaint has been made. A complaint will not be written down by the AAO or Dean of Students unless the complainant speaks to either of them. When it is written down, the complaint should be shared with the respondent. Remember, telling someone about the problem does not necessitate filing a grievance. Sharing the experience is the first step in the process. The individual must decide if the complaint should be pursued further. Filing a grievance is serious business, and any charge should be made responsibly.

### **Grievance Procedure:**

1. A statement describing the alleged offense of sexual harassment, domestic violence, dating violence, sexual assault, and stalking must be submitted in writing within six months following the alleged offense or knowledge of the alleged offense, if that day is later.
2. The AAO or Dean of Students will seek to resolve the complaint informally. If a resolution satisfactory to both complainant and respondent is reached within 21 working days, the officer will close the case, sending a written notice to that effect to the complainant and respondent (if appropriate).
3. If the Dean of Students is unable to resolve the complaint satisfactorily to both parties, the complainant has the right to proceed to the next formal step internally or to file with appropriate enforcement agencies (Division of Human Rights of New York State or Equal Employment Opportunity Commission, Washington, DC) immediately.
4. If the complainant chooses the internal grievance procedure, the complainant will notify the AAO or Dean of Students in writing within 10 working days that the issue cannot be resolved informally.

## **Sexual Assault**

The State University of New York has programs in place to protect all members of the College community from sexual assault, domestic violence, dating violence, and stalking, including programs for prevention and prosecution of these crimes that occur within the jurisdiction of SUNY at Columbia-Greene Community College.

NYS Law contains the following legal provisions defining the crimes related to sexual assault:

### *Section 130.05 – Sex Offenses: Lack of Consent*

Lack of consent, along with forcible compulsion, includes circumstances when the victim clearly expressed they did not consent to the act of intercourse or by means of age, mental disability, mental incapacitation or being physically helpless and a reasonable person in the defendant's situation would have understood the victim's words, actions or condition.

### *Section 130.20 – Sexual Misconduct*

This offense includes sexual intercourse without consent and deviate sexual intercourse without consent. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.

### *Section 130.25/.30/.35 – Rape*

This series of offenses includes sexual intercourse with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

### *Section 130.40/.45/.50 – Criminal Sexual Act*

This series of offenses includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes oral or anal sexual conduct with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

### *Section 130.55/.60/.65 – Sexual Abuse*

This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

### *Section 130.65-a/.66/.67/.70 – Aggravated Sexual Abuse*

This series of offenses occurs when a person inserts a finger or a foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is under the age of consent. The level of this offense is enhanced if the insertion of a finger or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not to exceed 25 years.

Anyone sexually or otherwise assaulted on campus should:

- Get to a safe place as soon as possible.
- Try to preserve all physical evidence; do not bathe, douche, or change clothes. Preserve evidence for proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order.
- Contact Security immediately (call 911 in an emergency or use a campus emergency phone).

Remember, assaults – sexual or otherwise – are crimes; they are not the victims' fault. Victims have the right to pursue adjudication of crimes that occur at Columbia-Greene Community College through criminal courts and/or through the college's internal disciplinary process (under the Campus Code of Conduct). The College Security Director is trained to assist with prosecution in both systems.

## Stalking

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

1. fear for individual safety or the safety of others; or
2. suffer substantial emotional distress.

## Domestic Violence

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

## Dating Violence

The term “dating violence” means violence committed by a person

- who is or has been in a social relationship of a romantic or intimate nature with the victim;  
and
- where the existence of such a relationship shall be determined based on a consideration of three factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

## Retaliation

Retaliation is prohibited against anyone who exercises rights under the Clery Act and Title IX.

### Contact person:

Melissa Fandozzi, Director of Human Resources, and Title IX Coordinator

**Phone:** (518) 697-6337

## Disciplinary Action

Where probable cause exists to believe the College’s regulations prohibiting sexual misconduct, domestic violence, dating violence, sexual assault, or stalking have been violated, the College will pursue strong disciplinary action through its own channels. This discipline includes the possibility of suspension or dismissal from the College.

An individual charged with sexual misconduct, domestic violence, dating violence, sexual assault, or stalking will be subject to College disciplinary procedures, whether or not prosecution under New York State Criminal Statutes is pending.

The College will make every effort to be responsive and sensitive to the victims of these serious crimes. Protection of the victim and prevention of continued trauma is the College’s priority.

When the victim and the accused attend the same class, an immediate hearing with the Dean of Students will occur to determine the need for modifying the class arrangements. Assistance for any other personal or academic concerns will be reviewed and options provided.

During the disciplinary process, the victim’s rights are:

- To have a person or persons of the victim’s choice accompany the victim throughout the disciplinary hearing.
- To remain present during the entire proceeding.
- As established in state criminal codes, to be assured that irrelevant past sexual history will not be discussed during the hearing.
- To make a “victim impact statement” and accused is found in violation of the code.

- To be informed immediately of the outcome of the hearing.
- During the disciplinary process, the rights of the “accused” are as described under the due process procedure of the College judicial system.

## Information and Support

Any victim of sexual assault, sexual misconduct, domestic violence, dating violence, or stalking may seek support services as well as the assistance described above from the REACH Center College Advocate.

## Educational Programs

Educational programs to promote awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking are presented to the campus community, including victims and bystanders. Student Services staff provide programs throughout the year that include primary prevention and awareness programs for all incoming students.

### Contact person:

Melissa Fandozzi, Director of Human Resources and Title IX Coordinator

**Phone:** (518) 697-6337

## What To Do If Sexually Assaulted

**Get to a safe place and call a supportive friend and/or The REACH Center at (518) 828-5556.**

- In order to best preserve evidence, victims should avoid showering, washing, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed. Don’t wash, douche, gargle, or change clothes before going to the hospital or police.
- Victims have the right to notify law enforcement, and the campus can assist in notifying law enforcement if victims choose. Victims may also choose to decline to notify authorities.
- Go to a hospital for treatment of external and internal injuries, tests for AIDS and pregnancy, and gathering medical evidence. A rape crisis counselor is on call 24 hours at 518-828-5556 and will be on hand in the emergency room. Bring a complete change of clothing including shoes. The hospital does not release medical evidence to the police without written consent.
- The REACH Center does not report the crime to the police. Reporting is the victim’s choice.
- A victim deciding not to go to the police immediately must write down all the details of the assault and save them for possible use in the future.
- Columbia-Greene Community College will provide written notification to victims about options available for and assistance in, changing academic, living, transportation, and working situations if requested by the victim and if reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

## Reporting Agencies

Campus Security: Extension 6170

Greenport Police: 518-828-6121 / Catskill Police: 518-943-2244

Columbia County Sheriff: 518-828-3344 / Greene County Sheriff: 518-943-3300

New York State Police:

Troop K – Livingston, NY – 518-851-3111

Troop F – Catskill, NY – 518-622-8600

**State Police 24-hour hotline to report sexual assault on a NY college campus: 1-844-845-7269.**

## Confidential Assistance and Referral

Dean of Students: Extension 6321

Director of Human Resources: Extension 6337

Advising, Career, and Transfer Office: Extension 6395

REACH Center – Off Campus

- Hudson: (518) 828-5556
- Catskill: (518) 943-4482

Supported Education – Off Campus: (518) 828-4619

Albany County Mental Health Center: (518) 447-4555

Columbia County Mental Health Center: (518) 828-9446

Greene County Mental Health Services: (518) 622-9163

Mental Health Association in Ulster County

- Lake Katrine: (845) 336-4747
- Kingston: (845) 339-9090

Mental Health America of Dutchess County: (845) 473-2500

Mental Health Association of Columbia-Greene Counties: (518) 828-4619 (Hudson)

NYS AIDS hotline: (800) 541-2437

Hospitals

- Columbia Memorial Hospital: (518) 828-7601
- Kingston Hospital (HealthAlliance): (845) 338-2500
- Northern Dutchess Hospital: (845) 876-3001
- Vassar Brothers Medical Center: (845) 454-8500
- MidHudson Regional Hospital: (845) 483-5000
- Albany Medical Center: (518) 262-3125
- St. Peter's Hospital: (518) 525-1550

## **Policy Statement on Sexual Misconduct**

SUNY Columbia-Greene Community College is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual misconduct. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. Specifically, SUNY strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. These acts have a real impact on the lives of victims/survivors. They not only violate a person's feelings of trust and safety, but they can also substantially interfere with a student's education. It is the policy of SUNY Columbia-Greene Community College that, upon learning that an act of sexual misconduct has taken place, immediate action will be taken to address the situation and punish the perpetrator. This includes working with State and local law enforcement to bring possible criminal charges, seeking disciplinary action through the college, and enforcing mandatory transcript notifications so other institutions are on notice of the offense committed.

SUNY Columbia-Greene Community College encourages the reporting of sexual misconduct that is prompt and accurate. This allows the College community to quickly respond to allegations and offer immediate support to the victim/survivor. SUNY Columbia-Greene Community College is committed to protecting the confidentiality of victims/survivors and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct. All allegations will be investigated promptly and thoroughly, and both the victim/survivor and the accused will be afforded equitable rights during the investigative process.



It is the collective responsibility of all members of the SUNY Columbia-Greene Community College community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual misconduct from occurring, the College engages in ongoing prevention and awareness education programs. All incoming students [and employees] are required to participate in these programs, and all members of the College community are encouraged to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual misconduct on campus.

**Who:** This policy applies to all members of the SUNY Columbia-Greene Community College community, including students, faculty, staff, visitors, independent contractors, and other third parties who are on campus and involved in an incident of sexual misconduct (this can be someone who witnessed an incident or who wishes to report an incident on behalf of another). The policy applies to these parties regardless of sexual orientation or gender identity.

**What:** This policy prohibits all forms of sexual misconduct. This broad term includes, but is not limited to, acts of sexual harassment, sexual violence, sexual coercion, sexual threats or intimidation, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking. Please refer to the **Definitions** section for a complete list of terms as well as the **Sexual Assault** section of this Student Handbook.

**Where:** This policy covers conduct that takes place on the College campus. This includes any building or property owned or controlled by SUNY Columbia-Greene Community College and used in direct support of, or in a manner related to, the school's educational purposes, including dining halls, and public property within or immediately adjacent to and accessible from campus. This also includes any building or property owned or controlled by a student organization that is officially recognized by the College and any building or property not within the same reasonably contiguous geographic area of the College that supports or relates to the institution's educational purposes and is frequently used by students. This policy also covers conduct that takes place off-campus that may have a nexus to the College community.

**Programs:** This policy covers all educational, extracurricular, athletic, or other campus programs.

**Activities:** This policy covers all campus and school-related activities, including, but not limited to, student organizations (academic, multicultural, religious, service, social and support, sports and recreational), community organizations with student and/or faculty/staff participation, and all other educational or extracurricular events hosted by or at the college.

**Relationships:** This policy covers sexual misconduct occurring between individuals in various types of relationships. These include, but are not limited to, student to student, staff to staff, faculty member to faculty member, visitor/contracted employee to faculty/staff, faculty member to student, staff to student, supervisor to subordinate, and coach to student athlete. Sexual misconduct may be acts committed by an individual or collective actions committed by members of a group or organization. These acts may be committed against an individual or against a group or organization. These acts may be committed by a stranger, an acquaintance, or someone with whom the victim/survivor has a social, romantic, or intimate relationship with. These acts may be committed by or against any individual, regardless of sexual orientation or gender identity.

**Confidentiality:** The College is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct. The College will maintain as confidential any accommodations or protective measures provided to the victims/survivors so long as it does not impair the ability to provide such measures. Personally identifiable information about victims/survivors will not be included in any publicly available record-keeping, including the reporting and disclosure of crime statistics. While the College encourages victims/survivors to report an incident of sexual misconduct, there are many options available for students to speak with someone about what happened while maintaining confidentiality. Please see the *Columbia-Greene Community College Student Handbook* sections on Resources Available for Support and Reporting Procedures for more information on confidentiality.

### **Policy for Alcohol and/or Drug use Amnesty in Sexual and Interpersonal Violence Cases**

The health and safety of every student at the State University of New York and its community colleges is of utmost importance. Columbia-Greene Community College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence,

dating violence, stalking, or sexual assault occurs, may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Columbia-Greene Community College strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Columbia-Greene Community College officials or law enforcement will not be subject to Columbia-Greene Community College's Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

### **Student's Bill of Rights & Sexual Violence Response Policy**

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

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

### **Sexual Violence Response Policy**

In accordance with the Student's Bill of Rights, reporting individuals shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

#### **I. Reporting**

- To disclose confidentially the incident to one of the following College officials, who by law may maintain confidentiality, and can assist in obtaining services:
  - Student Health Center – (518) 697-6303
- To disclose confidentially the incident and obtain services from the New York State, New York City or county hotlines: <http://www.opdv.ny.gov/help/dvhotlines.html>. Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: <https://opdv.ny.gov/> (or by calling 1-800-942-6906), and assistance can also be obtained through:
  - SurvJustice: <https://www.nccpsafety.org/resources/affiliates/survjustice>
  - Legal Momentum: <https://www.legalmomentum.org/>;
  - NYSCASA: <http://nyscasa.org>;

- NYSCADV: <http://www.nyscadv.org/>;
- Pandora's Project: <http://www.pandys.org>
- GLBTQ Domestic Violence Project: <https://www.bwjp.org/resource-center/resource-results/glbtc-domestic-violence-project.html>
- RAINN: <https://www.rainn.org/get-help>.
- Safe Horizons: <http://www.safehorizon.org/>

(Note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Reporting individuals are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases).

- To disclose the incident to one of the following College officials who can offer privacy and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. Those officials will also provide the information contained in the Students' Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. These College officials will disclose that they are private and not confidential resources, and they may still be required by law and College policy to inform one or more College officials about the incident, including but not limited to the Title IX Coordinator. They will notify reporting individuals that the criminal justice process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney:
  - Title IX Coordinator, Melissa Fandozzi, (518) 697-6337;
  - Campus Security, Mel Bruschetti, (518) 697-6170;
  - Student Health Services, Maria Ostrander, (518) 697-6303;
  - **To file a criminal complaint with Campus Security and/or local law enforcement and/or state police:**
  - Campus Security (518) 697-6170 Main Building, Room 138
  - [Columbia County Deputy Sheriff \(518\) 828-3344](tel:5188283344)
  - Greene County Sheriff (518) 943-3300
  - State Police: Troop K – Livingston, NY - (518) 851-3111  
Troop F – Catskill, NY – (518) 622-8600
  - State police 24-hour hotline to report sexual assault on a NY college campus:  
1-844-845-7269. In an emergency call 911.
- To receive assistance by Title IX Coordinator in initiating legal proceedings in family court or civil court:
  - Melissa Fandozzi, (518) 697-6337
- To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance. Reports will be investigated in accordance with Columbia-Greene Community College policy and the reporting individual's identity shall always remain private if said reporting individual wishes to maintain privacy. Reporting individuals who wish to keep their identity anonymous, may call the Title Coordinator anonymously to discuss the situation and available options (See Institutional Crime Reporting on page 138.)
  - Melissa Fandozzi, (518) 697-6337; [melissa.fandozzi@sunycgcc.edu](mailto:melissa.fandozzi@sunycgcc.edu)
- When the accused is an employee, a reporting individual may also report the incident to the College Human Resources Office or may request that one of the above referenced confidential or private employees assist in reporting to the Human Resources Office. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy.
  - Employee Discipline
  - Melissa Fandozzi - Office of Human Resources (518) 697-6337
- An individual may withdraw a complaint or involvement from the College process at any time.

- Every college, shall ensure that, at a minimum, at the first instance of disclosure by a reporting individual to college representative, the following information shall be presented to the reporting individual: "You have the right to make a report to Campus Security, local law enforcement, and/or State Police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution."

The information below provides contacts for trained on-and off-campus advocates who can provide an immediate confidential response in a crisis situation. Also provided are emergency numbers for on- and off- campus safety, law enforcement, and other first responders.

**Confidential Resources:** The College encourages all members of the community to report any incidents of sexual misconduct; however, several confidential resources available to students, faculty, and staff who are not yet ready to report an incident. These individuals can help a victim/survivor obtain needed resources, explain reporting options, and assist in navigating the reporting process. These resources are required by law to keep all communications confidential without an individual's express consent to release information.

### On-Campus

Student Health Services – (518) 697-6303

### Off-Campus

REACH Center (518) 828-5556 Hudson or (518) 943-4482 Catskill

**Campus Resources:** Provided by the College community offering intervention services, academic support, and medical services. These resources are not bound by confidentiality but will work together to maintain individual privacy.

- Title IX Coordinator/Director of Human Resources – Melissa Fandozzi, 518-697-6337

**Community Resources:** Located off-campus in the local community offering intervention services and counseling.

OFF - CAMPUS
REACH Center: Hudson (518) 828-5556 or Catskill (518) 943-4482
Albany County Mental Health Center (518) 447-4555
Columbia County Mental Health Center (518) 828-9446
Greene County Mental Health Services (518) 622-9163
Mental Health Association of Ulster County: Lake Katrine (845)339-4747 Kingston (845) 339-9090
Mental Health America of Dutchess County (845) 473-2500
Mental Health Association: Catskill Office (518) 943-0349 and Hudson Office (518) 828-4619
Columbia Memorial Hospital (518) 828-7601
Kingston Hospital (845) 338-2500
Northern Dutchess Hospital (845)876-3001
Vassar Brothers Medical Center (845) 454-8500
MidHudson Regional Hospital (845) 483-5000
Albany Medical Center (518)262-3125
St. Peter's Hospital (518)525-1550

**Academic Accommodations:** The College is committed to ensuring the safety and well-being of the victim/survivor. A student who has been a victim/survivor of sexual misconduct may request an academic accommodation or change in

residence after a report of sexual misconduct. Any individual who makes a request will receive appropriate and reasonable accommodation. Possible requests include the ability to change academic schedules or work schedules, withdraw from or retake a class without penalty, and access academic support such as tutoring services.

*Interim Measures:* In situations where it is necessary, the College will take immediate steps to protect victims/survivors pending the final outcome of an investigation. These steps include the accommodations listed above in addition to issuing no contact orders. Pending resolution of the complaint, the accused may be prohibited from contacting the victim/survivor and may be placed on suspension or denied access to campus. Also, the College may change the course schedule of the accused. Please refer to the Student Code of Conduct for disciplinary procedures related to acts of sexual misconduct.

## II. Resources

- To obtain effective intervention services:
  - REACH Center at 518-828-5556 (Hudson) or (518)943-4482 (Catskill)
  - Student Health Services, (518) 697-6303. Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available at:
    - Columbia County Health Dept., 325 Columbia St. Suite 100, Hudson, NY 12534, (518) 828-3358, [www.columbiacountynyhealth.com](http://www.columbiacountynyhealth.com) (STD clinic: counseling, testing and treatment is confidential and free)
    - Greene County Family Planning, 411 Main St., Catskill, NY 12414, (518) 719-3580, <http://greengovernment.com/departments/family-planning>. (The Family Planning Benefit Program can help you get services for free if you qualify. All of your care is confidential)
- Within 96 hours of an assault, a victim can obtain a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. Let hospital personnel know not to notify the provider if you do not want your insurance policyholder to know about access to these services. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: <http://www.ovs.ny.gov/help-crime-victims> or call 1-800-247-8035.
- To best preserve evidence, victims/survivors should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

## III. Protection and Accommodations

- When the accused is a student, to have the College issue a “No Contact Order”, consistent with College policy and procedure, meaning that continuing to contact the protected individual is a violation of College policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with Columbia-Greene Community College’s policy. Parties may submit evidence in support of their request.
- To have assistance from Columbia-Greene Community College Campus Security or other College officials in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.
- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a College official who can explain the order and answer questions about it, including information from the Order about the accused’s responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).
- To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
- To have assistance from Columbia-Greene Community College Campus Security or, if outside of the jurisdiction, to call on and assist local law enforcement in effecting an arrest for violating such an order.

- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process. Parties may request a prompt review of the need for and terms of an interim suspension.
- When the accused is not a student but is a member of the College community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and Columbia-Greene Community College's policies and rules.
- When the accused is not a member of the College community, to have assistance from Columbia-Greene Community College Campus Security or other College officials in obtaining a persona non grata letter, subject to legal requirements and college policy.
- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While reporting individuals may request accommodations through any of the offices referenced in this policy, the following office can serve as a point to assist with these measures:

Title IX Coordinator, Room 207A, 518-697-6337, [melissa.fandozzi@sunycgcc.edu](mailto:melissa.fandozzi@sunycgcc.edu)

#### **IV. Student Conduct Process**

- To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the Columbia-Greene Community College Student Handbook ([www.sunycgcc.edu](http://www.sunycgcc.edu)) as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.
- Throughout conduct proceedings, the respondent and the reporting individual will have:
  - The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
  - The right to a prompt response to any complaint and to have the complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
  - The right to an investigation and process conducted in a manner that recognized the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest. The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
  - The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
  - The right to offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by Columbia-Greene Community College).
  - The right to present evidence and testimony at a hearing, where appropriate.
  - The right to a range of options for providing testimony via alternative arrangements, including telephone/video conferencing or testifying with a room partition.
  - The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary state that determines sanction.

- The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
- The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions and the rationale for the decision and any sanctions.
- The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
- Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.
- The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for a least five years.
  - Dean of Students, 518-697-6320.
- The right to choose whether to disclose or discuss the outcome of a conduct hearing.
- The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel make a final determination unless otherwise required by law.

### **Options for Confidentially Disclosing Sexual Violence**

The State University of New York and Columbia-Greene Community College provides information and support students need regardless of whether they would like to move forward with a report of sexual violence to campus officials or to police. Students may want to talk with someone about something observed or experienced, even if they are unsure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping quiet. Confidentiality varies, and this document provides guidance for understanding how confidentiality applies to different resources that may be available.

#### **In this Policy:**

- Privileged and Confidential Resources
- Non-Professional Counselors and Advocates
- Confidentiality versus privacy
- Requesting Confidentiality: How the College Will Weigh the Request and Respond
- Public Awareness/Advocacy Events
- Institutional Crime Reporting

#### ***Privileged and Confidential Resources***

Individuals who are confidential resources will not report crimes to law enforcement or College officials without permission, except for extreme circumstances, such as a health and/or safety emergency. At Columbia-Greene Community College, this includes:

- REACH Center; Off-campus: 518-828-5556 (Hudson) or 518-943-4482 (Catskill)
- Student Health Services; 518-697-6303

Off-campus options to disclose sexual violence confidentially include:

- Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless an individual requests disclosure and signs a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency.
  - Columbia County Crisis Center – 325 Columbia St. Hudson, NY 12534 – Walk-in crisis services, Mon – Fri, 9 a.m. – 4:30 p.m. (518) 828-9446
  - New York State Hotline for Sexual Assault and Domestic Violence  
1-800-942-6906

- Off-campus healthcare providers

Note: These outside options do not provide any information to the campus.

**Community Resources:** These resources located off-campus offer intervention services and counseling.

OFF-CAMPUS
REACH Center: Hudson (518-828-5556) or Catskill (518-943-4482)
Albany County Mental Health Center (518-447-4555)
Columbia County Mental Health Center (518-828-9446)
Greene County Mental Health Services (518-622-9163)
Mental Health Association Ulster County: Lake Katrine (845-336-4747) Kingston (845-339-9090)
Mental Health America of Dutchess County (845-473-2500)
Mental Health Association: Catskill Office (518-943-0349) and Hudson Office (518-828-4619)
Columbia Memorial Hospital (518-828-7601)
Kingston Hospital (845-338-2500)
Northern Dutchess Hospital (845-876-3001)
Vassar Brothers Medical Center (845-454-8500)
MidHudson Regional Hospital (845-483-5000)
Albany Medical Center (518-262-3125)
St. Peter's Hospital (518-525-1550)

**Important notes:**

- Medical office and insurance billing practices may reveal information to the insurance policy holder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found here: <http://www.ovs.ny.gov/help-crime-victims> or call 1-800-247-8035.
- Even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.

## Non-Professional Counselors and Advocates

Non-professional counselors and advocates can also assist individuals without sharing identifying information. At Columbia-Greene Community College, this includes members of on-campus Health Services. These individuals will report the nature, date, time, and general location of an incident to the College's Title IX Coordinator but will not share personally identifying details without consent. These individuals are not considered confidential resources as discussed above.

## Confidentiality Versus Privacy:

Even Columbia-Greene Community College offices and employees who cannot guarantee *confidentiality* will maintain your *privacy* to the greatest extent possible. The information provided to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible under the law for tracking patterns and spotting systemic issues. Columbia-Greene Community College will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.



## **Requesting Confidentiality: How Columbia-Greene Community College Will Weigh the Request and Respond**

Should a student disclose an incident to a Columbia-Greene Community College employee who is responsible for responding to or reporting sexual violence or sexual harassment but wishes to maintain confidentiality or do not consent to the institution's request to initiate an investigation, the Title IX Coordinator must weigh the request against the College's obligation to provide a safe, non-discriminatory environment for all members of the community.

The College will assist with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of the reporting choices. While reporting individuals may request accommodations through several College offices, the following office can serve as a primary point of contact to assist with these measures; Dean of Students, 518-697-6320. The College also may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that protects identity and the situation disclosed.

The Title IX Coordinator may seek consent prior to conducting an investigation. An individual may decline to consent to an investigation, and that determination will be honored unless Columbia-Greene Community College's failure to act does not adequately mitigate the risk of harm to the victim or other members of the community. Honoring a confidentiality request may limit the ability to meaningfully investigate and pursue conduct action against an accused individual. If an investigation is required, the College will send a notification and take immediate action as necessary to protect and assist the victim.

When an individual discloses an incident to someone who is responsible for responding to or reporting sexual violence or sexual harassment, but wishes to maintain confidentiality, the College will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking;
- Whether an increased risk exists that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether other means to obtain evidence are available such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

If the College determines to move forward with an investigation, the reporting individual or victim/survivor will be notified and the College will take immediate action as necessary to provide protection and assistance.

Requests for Confidentiality:

Melissa Fandozzi, Director of Human Resources, Title IX Coordinator, (518) 697-6337, [melissa.fandozzi@sunycgcc.edu](mailto:melissa.fandozzi@sunycgcc.edu)

## **Filing a Complaint with a State and/or Federal Agency**

A student unsatisfied with the College's handling of a complaint, may also file a complaint with federal and state agencies. Below is a list of agencies and their respective contact information. For external enforcement agencies, - See Appendix A.

### ***New York State Division of Criminal Justice Services***

Alfred E. Smith State Office Building

80 South Swan St.

Albany, New York 12210

E-Mail Address: [InfoDCJS@dcjs.ny.gov](mailto:InfoDCJS@dcjs.ny.gov)

Phone: 518-457-5837 or 1-800-262-3257

### ***U.S. Department of Justice***

#### ***Office on Violence against Women (OVW)***

145 N Street, NE, Suite 10W.121

Washington, D.C. 20530

Phone: (202)307-6026

Correspondence by e-mail may be sent to [ovw.info@usdoj.gov](mailto:ovw.info@usdoj.gov)

**Office for Civil Rights**

OCR National Headquarters

U. S. Department of Education Office of Civil Rights

Lyndon Baines Johnson Department of Education Building

400 Maryland Avenue, SW

Washington, D. C. 20202-1100

**Telephone:** (800) 421-3481

Fax: (202) 453-6012

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

**Office for Civil Rights**

U.S. Department of Health and Human Services

Jacob Javits Federal Building

26 Federal Plaza, Suite 3312

New York, NY 10278

Customer Response Center: (800) 368-1019

Email: [ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)

**Office for Civil Rights**

U.S. Department of Education

New York Office

32 Old Slip, 26th Floor

New York, New York 10005

**Telephone:** (646)428-3900

Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

## **New York State Domestic and Sexual Violence Hotline at 1-800-942-6906**

Dual Filing a Complaint with the College and a State and/or Federal Agency

In addition, the complainant may file a complaint with the appropriate state or Federal agency at any point during the process.

## **Role of the Title IX Coordinator in the Complaint Process**

*The Title IX Coordinator shall be notified of all sexual misconduct complaints by the College employee who took the complaint in order for the Title IX Coordinator to oversee the complaint processes and accommodations for the student.*

### **Investigatory Procedures**

- **Criminal complaints:** the NYS and/or Federal penal codes will apply, and the matter will follow the criminal processes through a police investigation, a referral to the District Attorney's Office for prosecution, and the criminal court system for resolution.
- **Institutional complaints:** the complaint will be handled through the College's Policy and Procedures against Sexual Harassment. Please see the Student Handbook.
- **Student Disciplinary complaints:** the complaint will be handled through the College's Student Disciplinary Code. Please see the Student Handbook.
- **Employee Disciplinary complaints:** the complaint will be handled through the Office of Human Resources, in accordance with its procedures for complaints against management confidential employees, or for complaints against an employee who is a member of a union, in accordance with the disciplinary procedures set forth in the applicable NYS Collective Bargaining Agreements negotiated statewide through the NYS Governor's Office of Employee Relations.

### *Evidentiary Standard in Institutional, Student Disciplinary and Employee Disciplinary Complaints*

The burden of proof in all cases is “the preponderance of the evidence” – whether it is “more likely than not” that the sex discrimination, dating violence, domestic violence, sexual assault, or stalking occurred.

#### *Potential Outcomes under the Procedure:*

- **Criminal Complaints:** The complaint may result in criminal penalties, such as a fine, community service, probation, jail sentence, or registration as a sex offender with the NYS or Federal data bases.
- **Institutional Complaints:**
  - Under the **sexual harassment policy**, if there is a finding that a sexual assault may have occurred **and the alleged perpetrator is:**
    - A **student**, then the matter is referred to the Student Discipline process.
    - An **employee**, then the matter is referred to the Office of Human Resources for employee discipline.
  - Having: **Penalties:** of
    - Under the **Student Discipline process**, the penalties may be disciplinary probation, suspension, expulsion, or banned from the College campus.
    - Under the **Employee Disciplinary process**, the penalties may be fines, formal counseling, probation, suspension with or without pay, termination from employment, or banned from the College campus.

#### *Retaliation*

The College firmly follows a policy that encourages timely disclosure of sexual misconduct. No member of the College community shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against a person who files a Title IX complaint, serves as a witness, or assists or participates in a Title IX proceeding in any manner. Participants who experience retaliation should report the incident to the Dean of Students’s Office, Room 205, 518-697-6320.

#### *Confidentiality and Reporting Protocol*

If a crime of sexual misconduct has occurred, including dating violence, domestic violence, sexual assault, or stalking, the College encourages accurate and prompt reporting of these crimes to the campus police or state and local law enforcement agencies. However, victim/survivor may have difficulty coming forward after such an event, and several options are available for students who wish to maintain confidentiality while getting the support they need. Different employees on campus have different abilities to maintain a victim’s/survivor’s confidentiality.

## **Public Awareness/Advocacy Events**

The College is not obligated to begin an investigation should an individual disclose a situation through a public awareness event such as “Take Back the Night”, candlelight vigils, protests, or other public program. The College may use the information provided to inform the need for additional education and prevention efforts.

## **Anonymous Disclosure**

A student may call the Office of the Dean of Students anonymously at 518-697-6320, to talk about the situation and find out information about options. The student should simply tell the staff member about

the request for anonymity. The student can talk confidentially and disclose as much or as little information as appropriate. The student may also complete a Sexual Assault Anonymous Report.

The Hotline is for crisis intervention, resources, and referrals and is not a reporting mechanism. New York State Hotline for Sexual Assault and Domestic Violence: 1-800-942-6906.

## Institutional Crime Reporting

Reports of certain crimes occurring in certain geographic locations will be included in the College Clery Act Annual Security Report in an anonymous manner that neither identifies the specifics of the crime nor the identity of the reporting individual or victim/survivor.

- Melissa Fandozzi, Title IX Coordinator, Director of Human Resources, 518-697-6337
- Mel Bruschetti, Campus Security, 518-697-6170
- State Police 24-hour hotline to report sexual assault on a NY college campus: 1-844-845-7269

Columbia-Greene Community College is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual or victim/survivor). A reporting individual will never be identified in a timely warning.

The Family Educational Rights and Privacy Act allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parents' prior year Federal Income Tax return. Generally, Columbia-Greene Community College will not share information about a report of sexual violence with parents without the permission of the reporting individual.

- FERPA Officer: Jon Collier-Takahashi, 518-697-6420

## What is Clery?

The Clery Act requires colleges and universities that participate in Federal financial aid programs to report annual statistics on crime, including sexual assault and rape, on or near the campus, and to develop and disseminate prevention policies.

## Title IX

Title IX of the Education Amendments of 1972 is a comprehensive Federal law that protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The law prohibits discrimination on the basis of sex in any Federally funded education program or activity. Title IX applies to traditional educational institutions such as colleges, universities, including SUNY campuses. Under Title IX of the Educational Amendments Act of 1972, colleges and universities must develop procedures to respond to claims of sexual harassment.

The Title IX Coordinator is responsible for the College's compliance with Title IX of the Education Amendments of 1972. In this role, the Title IX Coordinator administers the review, investigation, and resolution procedures for reports of sexual misconduct. Refer to the Reporting Policies and Procedures section for additional information on the role and duties of the Title IX Coordinator.

## Violence Against Women Act (VAWA)

Under The Violence Against Women Act ("VAWA"), colleges and universities are required to:

1. report dating violence, domestic violence, sexual assault, and stalking, beyond crime categories the Clery Act already mandates;
2. adopt certain student discipline procedures, such as for notifying purported victims/survivors of their rights; and
3. adopt certain institutional policies to address and prevent campus sexual violence, such as to train pertinent institutional personnel in particular aspects.

## Definitions

**Dating Violence:** Dating violence is any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/survivor. The existence of such a relationship shall be determined based on the victim/survivor's statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship,

regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

**Domestic Violence:** Domestic violence is any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim/survivor, a person sharing a child with the victim/survivor, or a person cohabitating with the victim/survivor as a spouse or intimate partner.

**Sexual Assault:** New York State does not specifically define sexual assault. However, according to the Federal Regulations, sexual assault includes offenses that meet the definitions of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Please see Sexual Assault and the Law on page 119 of this Handbook for more information on sexual assault.

**Stalking:** Stalking means intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause individuals to fear for their safety or the safety of others or causes substantial emotional damage. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, with such person(s) in a manner likely to, intimidate, annoy, or cause alarm.

## Statement of Victim's Rights

The College firmly commits to providing a safe and secure environment where all members are treated with dignity and respect, and a campus free from all discrimination on the basis of sex. To that end, the College takes the strongest possible stance against sexual misconduct in all its forms, including sexual harassment, sexual assault, sexual violence, or the use of coercion, intimidation, or exploitation of others for sexual purposes. The College is actively engaged in educating its members about these vital issues and in providing timely support and assistance to victims of sexual assault.

Should a sexual assault be reported, the College will investigate allegations and take appropriate actions, to the fullest possible extent. The College supports the victim's right to privacy. In the event that a victim wishes to remain anonymous, the College will respect that request while evaluating the obligation to protect the safety and well-being of the broader community. For example, in the event that the assault/crime must be reported, the request for anonymity would be weighed against other factors, such as whether the accused individual is the subject of other complaints. In such instances, every safeguard will be taken in order to ensure the victims' anonymity. It is imperative that victims be fully supported in their efforts to heal and respond as they determine what is in their own best interests. To this end the College will provide information about campus and community medical and counseling resources and support the victim's right to make choices about these resources and options.

All members and representatives of the College community, including campus officers, administrators, faculty, professional staff, employees, and students must recognize and abide by the following principles regarding victims of campus-related sexual assaults:

## The Right to Human Dignity

Victims shall:

- Be treated with fairness and respect;
- Have their privacy honored;
- Be free from any suggestions that they must report sexual assaults to be assured; recognition of any other identified principles or rights;
- Have their allegations of sexual assault treated seriously;
- Be free from any suggestion that they are responsible for the sexual assaults committed against them;
- Be free from any threat of retaliation or other attempt to prevent the reporting of sexual misconduct;
- Be free from unwanted pressure from campus personnel to:
  - Report sexual assaults if they do not wish to do so;
  - Report sexual assaults as less serious offenses;

- Refrain from reporting sexual assaults for any reason, including the fear of unwanted personal publicity.

## **2. The Right to Resources on and off Campus**

Victims shall:

- Receive notice describing options to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the College's disciplinary process, or to pursue both processes simultaneously.
- Be notified of existing campus and community-based medical, counseling, mental health, and student services for victims of sexual assault whether or not the assault is formally reported to campus or civil authorities.
- Have access to campus counseling.
- Be informed of and assisted in exercising the following:
  - Any rights to confidential or anonymous testing for sexually transmitted infections, HIV, and pregnancy;
  - Any rights to preventive measures such as emergency contraception or HIV prophylaxis;
  - Any rights that may be provided by law to obtain the communicable diseases test results of sexual assault suspects.
- Be informed of the possible availability of crime victim assistance compensation through the New York State Crime Victims Board.

## **3. The Right to Campus Judicial Proceedings**

Victims have the right to:

- Written and advance notice about a disciplinary hearing involving the person or persons accused of sexually assaulting them.
- Have the opportunity to present witnesses and other evidence, and to receive notice of the process, information about procedures, and written notice of the outcome in a manner equivalent to the process of the accused.
- Have an advocate/advisor of their choice accompany them throughout the disciplinary hearing but not actively engage in the process.
- Remain present during the entire proceeding, whenever possible. Alternative arrangements may be made for those who do not want to be present in the same room as the accused during the disciplinary hearing.
- Be heard at the proceeding.
- Be assured that their irrelevant past sexual history will not be discussed during the hearing.
- Make a "victim impact statement" if the accused is found in violation of the code.
- Be informed in a timely fashion (60 calendar days) of the outcome of the hearing.
- Have the right to appeal the outcome of the hearing.

## **4. The Right to Law Enforcement and Campus Intervention**

- Reports of sexual assault will be investigated and evaluated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
- Victims shall receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- Victims shall receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when necessary to preserve evidence of the assault. "No contact" orders (e.g., Cease and Desist orders) shall be issued promptly and in writing to all parties in a reported sexual assault after the College receives notice of a complaint.
- Campus personnel shall take reasonable and necessary actions to prevent further unwanted contact by victims' alleged assailants.
- Victims shall be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

## **5. Note: Statutory Mandates**

- Nothing in this Statement of Principles and Rights shall be construed to preclude or in any way restrict the College from carrying out its duties under law to report suspected offenses to the appropriate law enforcement authorities. Except as required by law, the College will take care not to identify the victim.
- Nothing in this Statement of Principles and Rights shall be construed to preclude or in any way restrict the College from issuing a Community Notice when the College is aware of a reported sexual assault incident that potentially puts the campus community at risk. The College will take care not to identify the victim in such notices.

## Resources Available for Support

After an allegation that an act of sexual violence has occurred, including any act of dating violence, domestic violence, sexual assault, or stalking, the College offers students a range of protective measures.

## Resources for Immediate Assistance

The following information provides contacts for trained on-and off-campus advocates who can provide an immediate confidential response in a crisis situation. Also provided are emergency numbers for on- and off- campus safety, law enforcement, and other first responders.

**Confidential Resources:** The College encourages all members of the school community to report any incidents of sexual misconduct; however, several confidential resources are available to students, faculty, and staff who are not yet ready to report an incident. These individuals can help a victim/survivor obtain needed resources, explain reporting options, and assist in navigating the reporting process. These resources are required by law to keep all communications confidential without an individual's express consent to release information.

<b>On-Campus</b>	<b>Off-Campus</b>
Student Health Services (518) 697-6303	REACH Center (518) 828-5556

**Campus Resources:** These resources provided by the College community offer intervention services, academic support, and medical services. These resources are not bound by confidentiality but will work together to maintain individual privacy.

<b>On-Campus</b>
Title IX Coordinator – Melissa Fandozzi, 518-697-6337

**Community Resources:** These resources located off-campus offer intervention services and counseling.

<b>Off-Campus</b>
REACH Center: Hudson (518-828-5556) or Catskill (518-943-4482)
Albany County Mental Health Center (518-447-4555)
Columbia County Mental Health Center (518-828-9446)
Greene County Mental Health Services (518-622-9163)
Mental Health Association of Ulster County: Lake Katrine (845-339-4747) Kingston (845-339-9090)
Mental Health America of Dutchess County (845-473-2500)
Mental Health Association: Catskill Office (518-943-0349) and Hudson Office (518-828-4619)
Columbia Memorial Hospital (518-828-7601)
Kingston Hospital (845-338-2500)
Northern Dutchess Hospital (845-876-3001)
Vassar Brothers Medical Center (845-454-8500)
MidHudson Regional Hospital (845-483-5000)
Albany Medical Center (518-262-3125)
St. Peter's Hospital (518-525-1550)

**Academic Accommodations:** The College is committed to ensuring the safety and well-being of the victim/survivor. A student who has been a victim/survivor of sexual misconduct may request an academic accommodation or change in residence after a report of sexual misconduct. Any individual who makes a request will receive appropriate and reasonable accommodation. Possible requests include the ability to change academic schedules or work schedules, withdraw from or retake a class without penalty, and access academic support such as tutoring services.

*Interim Measures:* In certain situations, the College will take immediate steps to protect victims/survivors pending the final outcome of an investigation. These steps include the accommodations listed above in addition to issuing no contact orders. Pending resolution of the complaint, the accused may be prohibited from contacting the victim/survivor and may be placed on suspension or denied access to campus. Also, the College may change the course schedule of the accused. (Refer to the *Student Code of Conduct* for disciplinary procedures related to acts of sexual misconduct.)

## Reporting Policies & Procedures

### A. Where to Report All Acts of Sexual Misconduct/Violence

A student may report sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, stalking, and cyber-stalking to the following offices:

#### A. Institutional complaint

- Melissa Fandozzi – Director of Human Resources /Title IX Coordinator (518-697-6337)
- Campus Security (518-697-6170)
- Maria Ostrander - Student Health Center (518-697-6303)
- State Police 24-hour hotline to report sexual assault on a NY college campus: 1-844-845-7269

### B. Student Discipline

- Andrew Ledoux, Dean of Students  
518-697-6320

### C. Employee Discipline

- Melissa Fandozzi - Office of Human Resources (518-697-6337) accommodations, and health care services.

A student who is not satisfied with the College's handling of a complaint, may also file a complaint with federal and state agencies

### ***New York State Division of Criminal Justice Services***

Alfred E. Smith State Office Building

80 South Swan St.

Albany, New York 12210

E-Mail Address: [InfoDCJS@dcjs.ny.gov](mailto:InfoDCJS@dcjs.ny.gov)

Phone: 518-457-5837 or 1-800-262-3257

### ***U.S. Department of Justice Office on Violence against Women (OVW)***

145 N Street, NE, Suite 10W.121

Washington, D.C. 20530

Phone: (202)307-6026

Correspondence by e-mail may be sent to [ovw.info@usdoj.gov](mailto:ovw.info@usdoj.gov)

### ***Office for Civil Rights***

OCR National Headquarters/U. S. Department of Education/ Office of Civil Rights

Lyndon Baines Johnson Department of Education Building

400 Maryland Avenue, S.W.

Washington, D. C. 20202-1100

**Telephone:** (800) 421-3481

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

### ***Office for Civil Rights***

New York Office – US Department of Education

32 Old Slip, 26th Floor

New York, New York 10005-2500

**Telephone:** (646)428-3900



## New York State Domestic and Sexual Violence Hotline at 1-800-942-6906

In addition, the complainant may file a complaint with the appropriate State or Federal agency at any point during the process. See Appendix A for a list of External Enforcement Agencies.

### Role of the Title IX Coordinator in the Complaint Process:

*The Title IX Coordinator shall be notified of all sexual misconduct complaints by the College employee who took the complaint in order for the Title IX Coordinator to oversee the complaint processes and accommodations for the student.*

#### A. **Investigatory Procedures:**

- **Criminal complaints:** the NYS and/or federal penal codes will apply, and the matter will follow the criminal processes through a police investigation, a referral to the District Attorney's Office for prosecution and the criminal court system for resolution.
- **Institutional complaints:** the complaint will be handled through the College's Policy and Procedures against Sexual Harassment. Please see the Student Handbook.
- **Student Disciplinary complaints:** the complaint will be handled through the College's Student Disciplinary Code. Please see the Student Handbook.
- **Employee Disciplinary complaints:** the complaint will be handled through the Office of Human Resources, in accordance with its procedures for complaints against management confidential employees, or for complaints against an employee who is a member of a union, in accordance with the disciplinary procedures set forth in the applicable NYS Collective Bargaining Agreements negotiated statewide through the NYS Governor's Office of Employee Relations.

#### B. **Evidentiary Standard in Institutional, Student Disciplinary and Employee Disciplinary Complaints:**

The burden of proof in all cases is "*the preponderance of the evidence*" – whether it is "more likely than not" that the sex discrimination, dating violence, domestic violence, sexual assault, or stalking occurred.

#### C. **Potential Outcomes under the Procedures:**

- **Criminal Complaints:** The complaint may result in criminal penalties, such as fine, community service, probation, jail sentence, registration as a sex offender with the NYS or federal data bases.
- **Institutional Complaints:**
  - Under the **sexual harassment policy**, if there is a finding that a sexual assault may have occurred **and the alleged perpetrator is**
    - A **student**, then the matter is referred to the Student Discipline process for student discipline, and the penalties may be disciplinary probation, suspension or expulsion from the College.
    - An **employee**, then the matter is referred to the Office of Human Resources for employee discipline and the penalties may include fines, formal counseling, probation, suspension with or without pay, or termination from employment.
  - Under the **Student Discipline process**, the penalties may be disciplinary probation, suspension, expulsion or banned from the College campus.
  - Under the **Employee Disciplinary process**, the penalties may be fines, formal counseling, probation, suspension with or without pay, termination from employment, or banned from the College campus.

#### D. **Retaliation**

The College is firmly committed to a policy that encourages timely disclosure of sexual misconduct. No member of the College community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a Title IX complaint, serves as a witness, or assists or participates in a Title IX proceeding in any manner. Participants who experience retaliation should report the incident to the Dean of Students's office, Room 205 (518-697-6337).

#### E. **Confidentiality and Reporting Protocol**

If a crime of sexual misconduct has occurred, including dating violence, domestic violence, sexual assault, or stalking, the college encourages accurate and prompt reporting of these crimes to the campus police or State and local police agencies. However, it can be difficult for a victim to come forward after such an event, and there are several options available for students who wish to maintain confidentiality while getting the support they need. Different employees on campus have different abilities to maintain a victim's confidentiality:

- **No Personally Identifying Information:** Other employees may talk to a victim in confidence, and generally only report to the College that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a College investigation into an incident against the victim's wishes.
- **Responsible Employees:** These employees are required to report all the details of an incident (including the identities of both the victim and accused) to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the College—and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

**No Personally Identifying Information:**

Individuals who work or volunteer in the on-campus Health Services Center and REACH Center can generally talk to a victim without revealing any personally identifying information about an incident to the College. A victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the victim's identity or that the victim has disclosed the incident. While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX Coordinator. A victim who speaks to a professional or non-professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the accused. Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so. Following is contact information for these non-professional counselors and advocates:

<b>Non-Professional Counselors and Advocates</b>
REACH Center – Off-campus 518-828-5556 (Hudson) or 518-943-4482 (Catskill)
Campus Health Services – 518-697-6303

**Reporting to Responsible Employees:**

A "responsible employee" is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened – including the names of the victim and accused, any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement. Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality. Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

**Requesting Confidentiality:**

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the victim. If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the accused may be limited. Although rare, there are times when the College may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students. The College has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence:

Requests for Confidentiality	
Melissa Fandozzi, Director of Human Resources, Title IX Coordinator	518-697-6337

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, Melissa Fandozzi, Director of Human Resources, Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the accused will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same accused individual;
  - whether the accused has a history of arrests or records from a prior school indicating a history of violence;
  - whether the accused threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple perpetrators;
  - whether the sexual violence was perpetrated with a weapon;
  - whether the victim is a minor;
  - whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
  - whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the victim's request for confidentiality. If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response. The College will remain ever mindful of the victim's well-being and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated.

The College will also:

- Assist the victim in accessing available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the accused pending the outcome of an investigation) or adjustments for assignments or tests; and inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any investigation or disciplinary proceeding. Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices. If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

## Other Confidential Avenues:

There are other ways to disclose a sexual assault that will be handled confidentially:

- **Take Back the Night and other Public Awareness Events**

If a student discloses a situation through a public awareness event such as "Take Back the Night", candlelight vigils, protests, a Student Survivor Advocacy Alliance forum, or other public event, the information the student provides will not result in an investigation. The College may use the information the student provides to inform the need for additional education and prevention efforts.

- **Anonymous Reporting**

A student may call the Office of the Dean of Students anonymously at 518-697-6320, to talk about the situation and find out information about the student's options. The student should simply tell the staff member that he or she would prefer not to give his or her name. The student can talk confidentially and disclose as much or as little information as the student would like to. The student may also complete a Sexual Assault Anonymous Report.

### Off-Campus Counselors and Advocates

Crisis Services and off-campus healthcare providers will generally maintain confidentiality unless a student signs a consent or waiver form.

## Timely Warnings and Emergency Notifications – see page 68 of the Student Handbook.

The institution has programs to prevent domestic violence, dating violence, sexual assault, and stalking. When an incident of domestic violence, dating violence, sexual assault, or stalking is reported, the College will provide victims of a written notice of available options, remedies, and services. If the accused individual is a student, the standard of evidence used in an institutional disciplinary hearing will be preponderance of the evidence.

## Procedures for Victims of Domestic Violence, Dating Violence, Sexual Violence, Sexual Assault or Stalking

Victims of these crimes will be provided written information about evidence preservation, how and to whom to report these crimes, options about involvement of law enforcement and campus authorities, and assistance in notifying law enforcement if the victim chooses, as well as the option to decline to notify authorities. Victims will also be provided information in writing about rights and institutional responsibilities regarding no contact orders, orders of protection, or other available applicable options.

- Evidence preservation: In order to best preserve evidence, victims should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.
- Reporting: Victims should report to Title IX Coordinator, [melissa.fandozzi@sunycgcc.edu](mailto:melissa.fandozzi@sunycgcc.edu), Room 207A, (518) 697-6337.
- Notifying Law Enforcement: Victims have the right to notify law enforcement, and the campus can assist in notifying law enforcement if victims choose. Victims may also choose to decline to notify authorities.

## Procedures for Institutional Disciplinary Procedures in Cases of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The institutional disciplinary procedures will provide a fair, prompt, and impartial process from investigation to final result. The investigation and any hearing will be conducted by those who receive annual training on issues related to VAWA crimes, how to conduct an investigation, and a hearing process that protects victim safety and promotes accountability.

Parties are entitled to the same opportunities to have an advisor/advocate of their choice present at any hearing and related meetings. Parties will be informed simultaneously in writing of the outcome of the process, the availability of any appeal procedures, and when the results become final after any appeals.

The disciplinary processes available for victims of domestic violence, dating violence, sexual assault, and stalking are listed in the following sequence of events for violations of College policy, or regulations and codes.

- a. Referral of the case to the Dean of Students or designated judicial officer for Administrative review.
- b. Administrative resolution of the case at an informal disciplinary conference or through an administrative review process or formal hearing.  
- and/or -
- c. Referral to off-campus services.
- d. Appeal to the President or formal hearing before an “ad hoc” judicial board appointed by the President.

Generally, the judicial process is satisfactorily completed at an informal disciplinary conference.

The sanctions for domestic violence, dating violence, sexual assault and stalking are listed in the Sanctions for VAWA Crimes section.

## Timeline for Disciplinary Procedure and Appeals

The standard of evidence in these cases is preponderance of the evidence. Following an allegation or report of one of these crimes, the institution may offer available protective measures such as a no-contact order; alteration of living, academic, and work situations.

## Written Notifications to Students, Employees, and Victims of VAWA Crimes

**For Students and Employees:** The College will provide written notification to students and employees about existing and available counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available in community and on campus to victims of dating violence, domestic violence, sexual assault, and stalking. The College will also provide information about these services in writing to victims of domestic violence, dating violence, domestic violence.

**For Victims:** The College will provide written notification to victims regarding rights and options, including: available and existing on- and off-campus services such as victim advocacy, counseling, health, mental health legal assistance, visa and immigration assistance; available and applicable institutional disciplinary procedures, and an explanation of those procedures; confidentiality in protective measures and Clery reporting and disclosure; and reasonable and available options and assistance with changing academic, living, transportation, and working situations, regardless of whether the victim chooses to report the crime to law enforcement.

## Sanctions for VAWA Crimes

The College considers dating violence, domestic violence, sexual assault, and stalking as extremely serious violations. Following a final determination of an institutional disciplinary procedure for cases of rape, acquaintance rape, dating violence, domestic violence, sexual assault, or stalking, the following sanctions or protective measures may be imposed:

- Suspension
- Expulsion
- Education programs
- Banned from college campus
- Disciplinary probation
- No-contact order

Please refer to the *Judicial Code of Conduct* and the *Student Code of Conduct* for a complete description of procedures.

## Good Samaritan 911 Policy

The College's *Good Samaritan 911 Policy* supports students who reach out for assistance in the case of a medical emergency, as well as supports the student who is helped. Therefore, a student or student organization seeking medical treatment for him/herself, or for any other student who is in immediate medical need, or any student who is the recipient of this emergency medical help, will not be subject to disciplinary sanctions related to the violation of using or possessing alcohol or other drugs, as defined in *Student Code of Conduct (Rules for the Maintenance of Public Order at Columbia-Greene Community College - Prohibited Conduct Drugs and Alcohol)*. This policy applies to emergencies both on and off campus.

At Columbia-Greene Community College, the health and safety of every student is of primary importance and all students are strongly encouraged to be empowered bystanders who respond in a potentially dangerous situation without fear of reprisal from the College. The College's *Good Samaritan 911 Policy* supports students who act responsibly by reaching out for assistance in the case of a medical emergency, as well as supports the student who is helped.

A student is eligible to use the Good Samaritan 911 Policy on more than one occasion and students are always strongly encouraged to report a medical emergency. The positive impact of reporting a medical emergency will always hold the highest priority when determining the appropriate response for College policy violations.

Repeated use of the amnesty provided by the Policy is cause for a higher level of concern for the well-being of the student and amnesty in these cases will be individually reviewed.

Because parents are vital partners in the educational process and because the student can be best supported from home, the College typically contacts parents of students under 21 years of age in instances where there is evidence of risk to health, welfare or safety. In addition, the College may record names of those students involved to enable the College to follow up with the students as deemed necessary to ensure a student's well-being.

A student who receives medical assistance for alcohol use under the Good Samaritan 911 Policy will be referred by the Dean of Students or their representative to a mandatory intervention program. Additionally, a student who qualifies for the Good Samaritan 911 Policy by calling for medical assistance for another student may be referred to this program at the discretion of the Dean of Students.

### **Prevention Education & Awareness Programs/Training**

The College has education programs to promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. These education programs include primary prevention and awareness programs for all incoming students and new employees.

#### **Contact:**

Andrew Ledoux, Dean of Students  
(518) 697-6320

### **Overnight Parking on Campus**

#### **Applicability:**

All employees, students, and members of the general public.

#### **Background:**

Except for official college vehicles and personal vehicles driven to campus by on duty employees, all other vehicles left on campus between the end of the day's final scheduled activity and the first scheduled activity of the following day shall be considered parked without proper authorization.

In certain circumstances it is appropriate for College Faculty, Staff and Students to park a personal vehicle on campus for one or more overnight periods. Overnight parking may properly occur in the following circumstances.

1. Faculty and Staff using college vehicles or carpooling for work related travel.
2. Class field trip, and/or club activities.
3. Athletics' team road trip.
4. Vehicle remaining on campus due to an emergency or waiting for repair or tow.
5. Other circumstances pre-arranged with Campus Security in advance.

#### **Procedures:**

This policy shall be implemented through authorization from the President or his designee. All procedures are subject to review and approval of the Administration.

1. Vehicles that will be left overnight or extended times will be reported by the owner/driver to Campus Security to be logged.
2. Vehicles that plan to be parked overnight will park in the front row closest to the Central Services building (at the rear of the south lot.) Please check with maintenance in winter to find out snow procedures.
3. Vehicles that break down, or are left in an emergency, the owner must, if unable to reach security leave a sign in the vehicle window with the name and a phone number where the owner/driver can be reached.

**Rationale:**

To ensure safety and avoid conflicts with activities and classes using the campus, any vehicle deemed to be parked without authorization will be subject to removal from college property at the owner's expense.

**Administration/Enforcement: Campus Security**

**Phone:** (518) 697-6170

**Tobacco-Drug Free College Policy**

The Board of Trustees of the Columbia-Greene Community College (C-GCC), Hudson, New York, in the interest of providing a safe work environment and a healthy, productive work force, does adopt the following Tobacco-Free Policy. The Tobacco-Free Policy will go into effect on September 1, 2015 on the C-GCC Campus and supports the resolution passed by the State University of New York Board of Trustees in June 2012.

C-GCC is committed to providing its employees, students and visitors with a safe and healthy environment. The college recognizes that the use of tobacco products on the College premises is detrimental to the health and safety of all. To that end, the use of tobacco products will not be permitted at any time on College grounds and facilities and in vehicles owned, leased or controlled by the college. This policy shall be implemented with an emphasis given towards positive methods of ensuring compliance whenever possible.

**Definitions**

- a. Tobacco products include cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, or any other items containing or reasonably resembling tobacco or tobacco products.
- b. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products.
- c. College premises includes any property in use by the College; property leased or owned (including all grounds, buildings, facilities, vehicles, parking lots); property used for official functions sponsored by the College; and property used by the College in the conduct of any of its courses.

**Regulations**

- a. Students, employees, visitors, volunteers, contractors or other persons performing services on behalf of the College shall not be permitted to use any tobacco product at any time while on College premises.
- b. The sale or free distribution of tobacco products or merchandise on College premises shall be prohibited.
- c. Tobacco advertisements shall be prohibited in College-run publications and on College premises.

**Compliance**

- a. It shall be the responsibility of all C-GCC employees and students to comply fully with the policy.
- b. Students who repeatedly violate this policy will be handled through the student disciplinary process.
- c. Employees who repeatedly violate this policy will be referred to their supervisor. Repeated violations by employees will be handled through the appropriate employee disciplinary process.
- d. Visitors, volunteers, contractors or other service providers who repeatedly violate this policy shall be asked to leave campus.

## Procedures

1. Communication Signage and other forms of communication will be posted in a manner and location that adequately notifies students, employees, visitors, volunteers, contractors or other persons performing services on behalf of the College about this policy.
2. Education C-GCC will consult with appropriate health organizations and resources to identify and provide programs and opportunities for students and employees to gain a greater understanding of the health hazards of tobacco use.
3. Cessation C-GCC will consult with appropriate health organizations and resources to identify and provide programs and opportunities for students and employees to access support systems, programs, and services that encourage them to abstain from the use of tobacco products.

## Student Records / Annual Notice to Students

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.)

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Columbia-Greene Community College (hereafter, the "college") receives a request for access. A student should submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.  
A student who wishes to ask the college to amend a record should write the Registrar, clearly identify the part of the record they want changed and specify why it should be changed.  
If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to college officials with legitimate educational interests.  
A college official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position; a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee; a person employed by SUNY System Administration; or a person who is employed by the campus's law enforcement unit. A college official also may include a volunteer or contractor outside of the college who performs an institutional service or function for which the college would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another college official in performing his or her tasks.  
A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college; performs a task that is specified in his or her position description or contract agreement; performs a task related to a student's education; performs a task related to the discipline of a student; provides a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid, maintains the safety and security of the campus or participates in conducting studies, evaluations or assessments of educational programs.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202  
1-800-872-5327



FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to college officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other college officials, including teachers, within the college whom the college has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another college where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U. S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to who such information is specifically required to be reported or disclosed pursuant to a state statute adopted prior to November 19, 1974, if allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or information that is allowed to be reported pursuant to a State statute adopted after November 19, 1974, which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the college, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To the parents of an eligible student if the parents have submitted official evidence that the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the college has designated as "Directory Information" under §99.37. (§99.31(a)(11)) (see list below)
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the college determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the college, governing the use or possession of alcohol or a controlled substance if the college determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- To Veterans Administration Officials pursuant to 38 USC §3690 (c).
- To the court those records that are necessary to defend the college when a student initiates legal action against the institution. (§99.31(a)(9))

- To the Military, directory information as it is presently defined under the Solomon Amendment, the student's name and address; telephone listing; date and place of birth; class level; academic major; degrees received and the educational institution in which the student was most recently enrolled even if the institution has not designated such information as directory information in its policy. Information that is not required to release to the Military: directory Information, but only if the student has requested that the college not release such information to anyone, information the institution certifies it does not have, and information not defined as directory information.
- When the disclosure concerns a registered sex offender, including a student, and is information received under a community notification program under 42 USC § 14071. (99.31(a)(16))

### **Directory Information**

Directory information or information from an eligible student's education record, that can be disclosed without the student's written permission, as defined in 20 U.S.C. §1232g(a)(5)(A) and adopted by the college, includes:

- The student's name
- Address
- E-mail addresses
- Telephone listing
- Major field of study
- Dates of attendance
- Enrollment status (full-time or part-time)
- Degrees and awards received
- Dates of degrees, honors, and awards
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Students have the right to withhold disclosure of such Directory Information upon submission of an Authorization to Withhold Directory Information form, which is available from the Registrar.

At the post-secondary level, parents have no inherent right to inspect a student's educational records. The right to inspect is limited solely to the student. Records may be released to parents only if one of the following conditions has been met:

1. through written consent of the student,
2. in compliance with a subpoena,
3. in connection with some health or safety issue (as determined by the college), and
4. by submission of official evidence, i.e. a Federal tax return transcript, that the parents declare the student as a dependent on their most recent Federal Income Tax return (Internal Revenue Code of 1986, Section 152).

Parents cannot assume that because their tax returns have been submitted to the Financial Aid Office, that the determination of "dependent" status is resolved. If a parent is requesting access to a student's records, a recent Federal tax transcript must be submitted along with the request to the Registrar.

### **Ex-Offender Admission Policy**

Individuals seeking admission to the College and/or registration in credit or credit-free coursework who are ex-offenders are required to submit a "Request for Study Form" to the Dean of Students. Forms are available from the Admissions Office, Community Service Office, and the Dean of Students. Individuals will meet with the Dean of Students and, if required, the Admission Review Committee to discuss the request for study at C-GCC.

### **Registered Offenders**

In conjunction with the Campus Sex Crimes Prevention Act of 2000 and Article 6-C of New York's Sex Offender Registration Act, a list of registered sex offenders is provided at <https://www.criminaljustice.ny.gov/> as a service to the community.

**Contact person:**

Andrew Ledoux, Dean of Students

**Phone:** (518) 697-6320

**Student Access to Records**

Columbia-Greene Community College affirms the right of students to know what records are maintained about them and the type of information such records contain. No entry or document will be placed in a student's record without notice to the student, with the exception of published grades, announcements of honors, and documents or entries supplied by or at the request of the student. In general, students' access to their records will be limited only by reasonable regulations as to time, place and supervision.

"Students records" include files, documents, and other material maintained by officials of the college that contains information directly related to a student. Students will not, however, be allowed to inspect the following records, except as noted below:

1. Letters of recommendation that have been obtained under a waiver of inspection rights.
2. Records made by administrators and faculty at Columbia-Greene Community College for their own use and not shown to others.
3. Financial information furnished by parents, on the Free Application for Federal Student Aid (FAFSA). Students will be allowed to review such information if written authorization is provided by their parents.

**Education Law, 224-a**

(As amended by Laws of 1992, Chapter 278) 224-a. Students unable to register or attend classes on certain days because of religious beliefs.

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study, or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements that he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If registration, classes, examinations, study, or work requirements are held on a Friday, after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study, or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements or registration held on other days.
5. In effectuating the provision of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exert the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself to the provisions of this section.
6. Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section. 6-a. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examinations, study, or work requirements that he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.

7. As used in this section, the term "institution of higher education" shall mean any institution of higher education, recognized and approved by the Regents of the University of the State of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution that is operated, supervised, or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term "religious belief" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.

This institution is required by Federal law and agency regulations (see 45 CFR 80.6(b) to furnish aggregate statistical reports to the Federal Government identifying the student body by racial/ethnic category and sex. Under Federal guidelines, self-identification may be used. Although self-identification is preferred, an institutional assignment will be made if this is left blank. Persons not known to the staff will be included with "white, non-Hispanic" as a statistical default to the majority group. Federal guidelines make no provisions for reporting persons whose racial/ethnic identity or sex is unknown.

**Contact persons:**

Jon Coller-Takahashi

**Phone:** (518) 697-6420