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Dear Students,  
Welcome to SUNY Columbia-Greene Community College!

The College's increasingly diverse student population reflects learners of many ages, backgrounds, and perspectives. Whether starting new, transferring in, or returning, the community is enriched with you here; I hope you feel a sense of belonging and pride in place.

SUNY Columbia-Greene is uniquely positioned to provide individualized support and has a faculty and staff deeply committed to the academic, personal, and professional growth of its learners. As such, support services and engagement opportunities are designed with all students in mind, and we hope you take full advantage.

The *2025-2026 Student Handbook* provides an overview of the College and contains important policies and procedures that apply during one's time of enrollment. Don't hesitate to reach out if you have any questions about its contents. I look forward to hearing from you.

Good wishes for a successful semester.  
Dr. Victoria Walsh  
President

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## Section I – Code of Conduct

### 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.

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## Section II – Policies and Procedures

### 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 out 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 Engagement Office or 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.

### **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%
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

### **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)

## 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 Collier-Takahashi

**Location:** Student Courtyard

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



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## Section III – Safety and Security

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

#### **Prohibition of Illicit Drugs and Alcohol on Campus:**

The possession, sale, manufacture, or distribution of controlled substances or drug paraphernalia is illegal under state and federal law and strictly enforced by the College Office of Security and Safety. Violators are subject to disciplinary action and possible criminal prosecution.

The consumption, possession, or presence of alcohol, cannabis, or controlled substances is prohibited in all campus areas without prior College approval. Violations by individuals, organizations, or groups may result in disciplinary sanctions.

#### ***Sanctions for Violating the Drug-Free Campus Policy:***

Students violating the College's drug-free campus policy may face disciplinary actions, which can include:

- Expulsion
- Termination of on-campus employment
- Referral to law enforcement
- Mandatory participation in an approved assistance program

#### ***Cooperation with Law Enforcement:***

The College cooperates fully with law enforcement agencies regarding the use, possession, or distribution of illicit drugs and alcohol. Students apprehended for such offenses will not receive protection or legal assistance from the College and may also face disciplinary action.

#### ***Prohibited Substances and Paraphernalia:***

The sale, use, possession, manufacture, or distribution of prohibited drugs, controlled substances, and paraphernalia is forbidden on College property. This includes:

- Implements used for drug cultivation, manufacture, or concealment
- Cannabis products such as marijuana, vapes, DABS, bowls, or bongs
- Edible cannabis products like candies or brownies

Medical cannabis is prohibited in all SUNY-owned or operated accommodations per New York Department of Health regulations (10 NYCRR 1004.18) unless modified by the New York State Office of Cannabis Management.

#### ***Student and Employee Responsibilities:***

Preventing the unlawful possession, use, and distribution of drugs and alcohol is a shared responsibility. Anonymous reports can be made by calling the toll-free hotline: 1-800-GIVE-TIP. All reports are confidential.

#### ***Substance Abuse Prevention and Education:***

The College Counseling Division offers a substance abuse workshop each semester. A Prevention Specialist is available for educational sessions and individual or group counseling. Students, including student-athletes, suspected of possessing alcohol or illicit substances must participate in prevention services.

#### ***Off-Campus Activities:***

College regulations extend to sponsored off-campus activities, including field trips and College-owned or chartered vehicles.

***Exceptions:*** Lawful alcohol consumption provided by licensed vendors on their premises is exempt from this policy.

## Annual Notice to Students and Employees

In compliance with Section 1213 of the Drug-Free Schools and Communities Act (P.L. 101-226), Columbia-Greene Community College has implemented a program to prevent illicit drug use and alcohol abuse by students and employees. This program includes:

**Annual Distribution:** Each year, the College provides all students and employees with:

- **Standards of Conduct:** Guidelines prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on College property or during College activities.
- **Legal Sanctions:** Information on legal consequences under local, state, and federal laws for the unlawful possession or distribution of illicit drugs and alcohol.
- **Health Risks:** Descriptions of health risks linked to illicit drug use and alcohol abuse.
- **Support Resources:** Details on available counseling, treatment, and rehabilitation programs for students and employees.
- **Disciplinary Sanctions:** Notice that the College may impose sanctions for violations of conduct standards, including expulsion, termination of employment, and legal referral.

**Biennial Review:** Every two years, the College conducts a review to:

- **Assess Program Effectiveness:** Evaluate program success and implement changes as needed.
- **Ensure Consistent Enforcement:** Confirm consistent application of disciplinary sanctions to maintain conduct standards.

## Legal Implications:

Under New York Penal Law, the unlawful possession or sale of controlled substances carries severe penalties, which vary based on the substance type and amount:

- **Class A Misdemeanor:** Possession of a controlled substance in the seventh degree is punishable by up to one year in jail.
- **Gifted Drugs:** Giving drugs as a gift is treated the same as selling under New York law.
- **Misdemeanor:** Crimes punishable by imprisonment for 15 days to one year.
- **Felony:** Crimes punishable by imprisonment for more than one year.

## Unlawful Possession of Alcohol

Since January 1, 1990, New York State law prohibits individuals under 21 from possessing alcoholic beverages with the intent to consume. Violations may result in court summons and penalties such as fines, mandatory alcohol education programs, and community service.

## 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**

In compliance with Section 807 of the New York State Education Law, Columbia-Greene Community College conducts regular fire drills to ensure safe and efficient building evacuation during emergencies.

When an alarm sounds:

- Treat every alarm as an actual emergency.
- Close all doors upon exiting.
- Turn off electrical equipment if safe.
- Assist individuals with disabilities.
- Move at least 100 feet from the building.
- Wait for official instructions before re-entering.

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.

***Personal Safety and Property Security:***

Students are encouraged to stay vigilant about their safety and belongings:

- Lock your vehicle.
- Keep personal items (e.g., books, purses, electronics) under supervision.
- Do not leave belongings unattended in public areas such as the Student Activities Office, cafeteria, or lounges.

Lockers are available through the Athletic Department for a fee of \$5.00 per semester.

**Security Office**

**Location: Room 200**

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

**Lockdown Procedure**

Columbia-Greene Community College uses a specialized alert system to notify the campus of potential or active threats. Flashing amber lights and audible announcements will indicate a lockdown.

***Activation Indicators:***

- **Flashing Amber Lights:** Signals a lockdown in effect.
- **Audible Announcement:** The word "Lockdown" will be broadcasted.

***Immediate Actions:***

1. **Seek Shelter:** Enter the nearest room that can be secured.
2. **Secure the Door:** Faculty members or staff will lock the door. Once locked, doors should remain secured until a police officer or authorized personnel provides an official clearance.
3. **Stay Out of Sight:** Move away from windows and doors. Remain silent.

***Additional Recommendations:***

- **Silence Devices:** Mute phones and electronics to avoid noise.
- **Stay Calm:** Help others stay quiet and hidden.
- **Wait for Instructions:** Do not exit until official "all clear" is given.

For more details, refer to the College's Emergency Response Plan.

## **Lost and Found**

The Office of Security and Safety manages lost property and stores found items on campus.

***Procedures:***

- **Reporting Lost Items:** Immediately report lost items to the Security Office.
- **Claiming Found Items:** Found items are held in the Security Office until the end of the semester. Unclaimed items will be disposed of after this period.

***Contact Information:***

- **Location:** Room 200
- **Phone:** (518) 697-6170

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

Enacted in 1990, the Crime Awareness and Campus Security Act (Title II of Public Law 101-542) requires postsecondary institutions receiving Title IV financial aid to disclose campus crime statistics and security information.

At Columbia-Greene Community College, the safety and well-being of all campus members are a shared responsibility. The following information is provided to support our commitment to a safe environment.

### ***Campus Crime Statistics and Security Information:***

In accordance with federal law, Columbia-Greene Community College publishes annual campus crime statistics. These are available to all current and prospective students and employees. The report includes data on criminal offenses such as:

- Homicide
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Additionally, the report provides information on arrests and disciplinary actions for liquor law violations, drug law violations, and illegal weapons possession.

### ***Accessing the Annual Security Report:***

Printed copies of the Annual Security Report are available upon request at the Office of Security and Safety, located in Room 200. For further inquiries or to request a copy, please contact the Office at (518) 697-6170.

### ***Timely Warnings and Emergency Notifications:***

To protect the campus community, Columbia-Greene Community College has procedures in place to issue timely warnings and emergency notifications in the event of significant threats to health or safety.

In such situations, the College will:

- Issue an emergency notification promptly.
- Use multiple communication channels, including campus-wide emails, text messages, and the College website.
- Provide follow-up information as needed.

### ***Reporting Crimes and Other Emergencies:***

All campus community members should promptly report criminal activities, suspicious behavior, or emergencies to the Office of Security and Safety. Reports can be made in person (Room 200) or by calling (518) 697-6170. For immediate assistance, dial 911.

### ***Campus Security Authorities (CSAs):***

Designated individuals, such as members of the Office of Security and Safety, those with significant responsibility for student activities, and advisors to student organizations, are required to report any crimes they become aware of to the Office of Security and Safety.

### ***Security and Access to Campus Facilities:***

The College employs security measures to protect its facilities, including:

- Regular monitoring of buildings and grounds
- Controlled access to specific areas
- Security patrols

Students and employees should remain vigilant and report security concerns to the Office of Security and Safety.

### ***Crime Prevention and Safety Awareness Programs:***

Columbia-Greene Community College offers programs to promote safety and prevent crime, including:

- Personal safety workshops
- Self-defense classes
- Substance abuse prevention sessions

Participation is encouraged to enhance personal safety and contribute to a secure campus environment.

### ***Sexual Assault Prevention and Response:***

The College is dedicated to preventing sexual assault and supporting survivors. Resources include counseling and assistance with reporting incidents. For more details, refer to the Sexual Assault Policy in the Student Handbook.

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

To report a crime or serious incident, contact Security at extension 6170 or visit Room 200. Appropriate personnel will respond, and criminal offenses will be reported to law enforcement for investigation and possible prosecution.

The campus community will be notified of safety threats through various channels, including email, bulletin boards, student message boards, Facebook, the C-GCC website, public address system, and classroom announcements, as needed.

## ***Facility Security and Access***

Columbia-Greene Community College prioritizes the safety of its campus community. Most campus facilities are accessible during operational hours. After hours, buildings are secured, and access is limited to authorized individuals with proper identification.

## ***Enforcement Authority***

While Security Officers do not have law enforcement or arrest powers, they are responsible for enforcing campus policies and procedures. They may request identification to verify legitimate presence on campus. In cases of criminal activity, Security Officers will refer incidents to local law enforcement for investigation and possible prosecution, and reports will be sent to the President's Staff for follow-up.

## ***Deputy Sheriff on Campus***

Under a Memorandum of Understanding (MOU) with the Columbia County Sheriff's Department, a Deputy Sheriff is assigned to the campus each semester, ensuring law enforcement jurisdiction over College-owned, leased, or controlled properties in Columbia County. The MOU can be reviewed in the Dean of Students Office during normal business hours.

## ***Crime Awareness and Prevention Programs***

Columbia-Greene Community College is committed to the safety and well-being of its community. The College offers comprehensive programs to educate about crime prevention and safety:

- **Orientation and Information Dissemination:** Crime prevention materials, including Sexual Assault Prevention information, are distributed during Student Orientation and are available in the Student Handbook. Prevention programs are held throughout the year.
- **Security Measures:** Parking areas are patrolled by security personnel at night. Security escorts to parking areas are available upon request
- **Facility Maintenance:** The Maintenance Department conducts regular safety inspections and makes repairs as necessary. Safety or security concerns can be reported to the Security Office or the Director of Security & Facilities.

The cooperation of the campus community is vital to maintaining a safe environment. Everyone is encouraged to take responsibility for personal safety, secure belongings, and report any suspicious activity to security.

## ***The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act***

Columbia-Greene Community College is committed to transparency and safety in accordance with the Jeanne Clery Act. The College's Annual Security Report, which includes campus crime statistics submitted to the U.S. Department of Education, is available upon request. Contact the Office of the Dean of Students at (518) 697-6320 to obtain a copy, or access it online through the U.S. Department of Education's Campus Safety and Security Data Analysis Tool at [ope.ed.gov/security](https://ope.ed.gov/security).

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

Columbia-Greene Community College is dedicated to maintaining a safe and inclusive environment. If you experience or witness a bias or hate crime, the following resources are available for support:

- **Dean of Students:** Guidance through the reporting process
- **Health Services:** Medical support and counseling
- **Security Office:** Immediate safety and official reports
- **Accessibility Services:** Support for individuals with disabilities
- **Advising, Career, and Transfer Services:** Academic and personal support

To report an incident, contact any of the offices listed above or submit an online Incident Report form. The College encourages prompt reporting of all bias or hate incidents to ensure a timely and effective response.

## ***Emergency Management Plan***

Columbia-Greene Community College has developed a comprehensive Emergency Management Plan to guide the campus community during emergencies. While not all scenarios can be predicted, the plan outlines procedures and the organizational structure to ensure safety before, during, and after an emergency.

The College's Day Care Center has a separate Emergency Management Plan tailored to its specific needs.

By familiarizing yourself with these guidelines, you contribute to a safer campus environment.

## ***Safety and Security Committee***

In compliance with Section 6450 of the New York State Education Law, Columbia-Greene Community College has established a campus security advisory committee. This committee, composed of students, faculty, and staff, reports directly to the College President and focuses on campus safety and security issues.

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

In cases of inclement weather or emergencies, the College may close, delay opening, or cancel classes. Notifications will be made through the following channels:

- **College Website:** Announcements will be posted at [columbiagreene.edu](http://columbiagreene.edu)
- **Social Media:** Updates on all College social media platforms
- **Local Television Stations:**
  - WRGB-CBS Channel 6
  - WTEN-ABC Channel 10
  - WNYT-NBC Channel 13
  - WXXA-FOX Channel 23
- **Local Radio Stations:**
  - WGY 810 AM
  - WFLY 92.3 FM
  - WYJB 95.5 FM
  - WRVE 99.5 FM
  - WRIP 97.9 FM

## ***Individual Class Cancellations:***

If a class is canceled, notices will be posted on the classroom door. Faculty will also post cancellations on the College's learning management system, Brightspace. Students will not be contacted individually.

## ***Accessing Brightspace***

To access Brightspace, log in using your student account credentials. If you encounter any issues accessing Brightspace or have questions about your account, please visit the College Support Desk website at <https://support.sunycgcc.edu/hc/en-us>.

## ***Technical Support:***

For technical issues with Brightspace, you can reach out to the SUNY Online Helpdesk at 844-673-6786 or visit their Helpdesk page, [support.sunycgcc.edu](http://support.sunycgcc.edu).

By regularly checking classroom notices and Brightspace, you can stay informed about any class cancellations.

### ***Non-Credit Classes:***

Cancellations of non-credit classes due to inclement weather or emergencies will be announced through the same channels as for credit classes. If the facility where the class is held is closed, the class will be canceled. For classes on the main College campus, cancellations will occur only if all evening classes are canceled.

For the most current updates, refer to the College's official communication channels listed above.

### **Solicitation**

Columbia-Greene Community College prohibits advertising and the sale of merchandise on campus without prior approval to maintain a focused educational environment.

### ***Advertising and Selling Merchandise:***

Any advertising or sale of goods or services requires prior approval from the College. This includes the distribution of flyers, posters, and merchandise sales. Unauthorized activities will be removed.

### ***Credit Card Solicitation:***

In compliance with New York State Education Law A76437, credit card solicitation on campus is prohibited without prior authorization from the Office of Student Engagement. Approval is only granted during specific times, as outlined in the Student Handbook.

### ***Policy Enforcement:***

The College enforces these policies to protect the campus community. Violations may result in the removal of unauthorized materials and potential disciplinary action.

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

Columbia-Greene Community College follows the State University of New York (SUNY) Complaint Procedure for reviewing allegations of unlawful discrimination and harassment. This ensures a prompt and fair investigation and resolution process.

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

#### ***Procedure for Violations of College Policy or the College Code of Conduct:***

When a violation of College policy or the Code of Conduct occurs, the process is as follows:

1. ***Referral to the Dean of Students or Designated Judicial Officer:***

- The case is referred for administrative review.

2. ***Administrative Resolution:***

- The case may be resolved through an informal conference, administrative review, or formal hearing.

3. ***Referral to Off-Campus Services (if needed):***

- Additional support or resolution may be sought off-campus.

4. ***Appeal Process:***

- The decision can be appealed to the President or reviewed by an ad hoc judicial board appointed by the President.

### ***Filing a Complaint:***

Individuals who believe they have experienced unlawful discrimination or harassment should file a complaint within 180 calendar days of the alleged incident. The complaint should include:



- The complainant's name, contact information, and status (e.g., student, faculty, staff).
- A detailed statement of the incident, including dates, times, and locations.
- The names of potential witnesses.

For more information, refer to the SUNY Discrimination and Sexual Harassment Complaint Procedure at [suny.edu](http://suny.edu).

To file a complaint or for assistance, contact the Title IX Coordinator at Columbia-Greene Community College. Contact details are available on the College's website or through the Office of the Dean of Students.

Please note: The College adheres to the SUNY Complaint Procedure but also has internal processes for addressing violations of College policy and the Code of Conduct, as outlined above.

### **Discrimination Complaint Procedure Summary**

Columbia-Greene Community College is dedicated to maintaining an equitable educational and employment environment. In accordance with federal and state anti-discrimination laws, the College has established a procedure to ensure the prompt and fair investigation and resolution of discrimination and harassment allegations.

### **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 Compliant 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

Columbia-Greene Community College is committed to safeguarding all members of its community by preventing and addressing bias-related incidents and hate crimes on campus. Bias crimes, also known as hate crimes, are criminal acts driven by the perpetrator's bias or prejudice against an individual or group based on perceived or actual personal characteristics, such as race, religion, ethnicity, gender, sexual orientation, or disability. These offenses not only harm individual victims but also send a powerful message of intolerance and discrimination to all members of the group to which the victim belongs.

In New York State, the Hate Crimes Act of 2000 (Penal Law Article 485) defines a hate crime as a specified offense committed when a person intentionally selects the victim in whole or in substantial part because of a belief or perception regarding the victim's race, color, national origin, ancestry, gender, gender identity or expression, religion, religious practice, age, disability, or sexual orientation, regardless of whether the belief or perception is correct.

Penalties for bias-related crimes are severe and can range from fines to lengthy imprisonment, depending on the nature of the underlying criminal offense, the use of violence, or previous convictions of the offender. Perpetrators who are students may also face campus disciplinary procedures, with possible sanctions including dismissal.

Columbia-Greene Community College also addresses bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents, are 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. Such incidents may be addressed through the State University's Discrimination Complaint Procedure or the Campus Conduct Code.

Students who are victims of, or witnesses to, a hate/bias crime or incident on campus are encouraged to report the incident to a Security Officer or the Dean of Students. The Office of Security and Safety and the Dean of Students will investigate and follow the appropriate adjudication procedures. Victims of bias crimes or incidents can access counseling and support services from various campus resources, including the 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, or to report an incident, please contact the Office of Security and Safety at 518-697-6170. More information about bias-related crimes and incidents, including up-to-date statistics, is available from the Dean of Students' Office.

C-GCC remains dedicated to fostering a safe and inclusive environment for all members of its community.

### **Harassment**

Columbia-Greene Community College is committed to maintaining a safe and inclusive environment, free from discrimination and harassment. The college has established comprehensive procedures to address complaints related to discrimination, harassment, and sexual misconduct.

#### ***Complaint Contents:***

When filing a complaint, ensure it includes:

1. Your name, permanent address, telephone number, and status (e.g., student, third party).
2. A detailed statement of facts describing the incident(s), including dates, times, locations, and names of potential witnesses.
3. The name(s), address(es), and telephone number(s) of the individual(s) alleged to have committed the act(s).
4. Identification of the individual(s) charged, specifying whether they are faculty, staff, or students.
5. Information on whether you've filed or reported the incident(s) to any non-campus officials or agencies.
6. A description of any corrective or remedial action you would like to see taken.
7. Any other relevant information as may be requested.
8. Your signature and the date the complaint is signed.

#### ***Informal Resolution:***

If you choose an informal resolution, the Affirmative Action Officer (AAO) will attempt to resolve the issue to the mutual satisfaction of all parties. This process involves reviewing relevant information, interviewing witnesses, and facilitating discussions between the complainant and respondent when appropriate. Notably, complaints of sexual violence are not resolved through mediation and are referred directly to the campus AAO. If a satisfactory resolution is achieved within 24 calendar days of filing the complaint, the AAO will close the case and provide written notice to both parties, detailing the terms of the agreement. If not resolved within this timeframe, the AAO will guide the complainant on proceeding to the next steps or inform them of their right to file with external enforcement agencies.

#### ***Formal Resolution:***

The formal complaint process begins with filing the complaint form, adhering to a 180-day time limit. If an informal resolution was attempted but unsuccessful, the AAO will forward the complaint, along with a statement indicating that informal resolution was not possible, to the Dean of Students within seven calendar days. If no informal resolution was pursued, the complaint is forwarded within the same timeframe.

#### ***Notice to Parties:***

Upon receiving a complaint, the AAO will provide you with an initialed, signed, date-stamped copy. As soon as reasonably possible, the AAO will also send a notice of the complaint and a copy to the respondent(s), either by mail or personal delivery, ensuring proper documentation of the delivery.

### ***Title IX Investigation:***

Within seven calendar days of receiving the complaint, the Title IX Investigator will notify the complainant, respondent, and the President that a review will take place. The President's decision is final. If the President is the respondent, the Chancellor or their designee will issue a written statement indicating the proposed action, which will be final for the purposes of this procedure.

### ***Notice of Outcome:***

No later than seven calendar days following the issuance of the statement by the President or Chancellor, the AAO will issue a letter to both the complainant and respondent(s), advising them that the matter is closed. In cases of sex discrimination, the notice will include any applicable sanctions.

### ***Time Limitations:***

The specified time limitations may be extended by mutual agreement of the complainant and respondent, with the approval of the panel. The panel also has the discretion to reasonably extend deadlines if an investigation is deemed complex. Any extensions will be confirmed in writing to all parties.

### ***External Agencies:***

If dissatisfied with the President's or Chancellor's decision, you may file a complaint with state and federal agencies. The campus AAO can provide general information on relevant guidelines, laws, and contact information for various enforcement agencies.

### ***Definitions***

- **Harassment on the Basis of Protected Characteristics Other Than Sex/Gender:** Conduct based on race, color, age, religion, national origin, disability, sexual orientation, or other protected characteristics that is severe, pervasive, or persistent enough to interfere with an individual's participation in the institution's programs or activities.
- **Sex Discrimination:** Actions that deny or limit a person's ability to benefit from educational programs or employment opportunities because of their sex, including sexual harassment and assault.
- **Sexual Assault:** Physical sexual acts committed against a person's will or when they are incapable of giving consent.
- **Sexual Harassment in the Educational Setting:** Unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or benefit from the institution's programs.
- **Sexual Harassment in the Employment Setting:** Unwelcome sexual advances or conduct that affects an individual's employment.
- **Sexual Violence:** Physical sexual acts perpetrated against a person's will or where they are incapable of giving consent.
- **Preponderance of the Evidence:** The standard of proof in these cases, asking whether it is "more likely than not" that the misconduct occurred.

### ***Off-Campus Resolution of Grievances:***

If dissatisfied with any part of the grievance procedure, you may file a formal complaint with the appropriate state or federal agency. The AAO or Dean of Students can provide information on relevant guidelines, laws, and enforcement agencies.

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

Columbia-Greene Community College follows specific guidelines for addressing bias crimes, harassment, hate crimes, sexual harassment, dating violence, domestic violence, stalking, and sexual assault. The college is dedicated to preventing and prosecuting bias or hate crimes that occur within the campus. Such crimes are criminal acts motivated by the perpetrator's bias against an individual or group based on perceived or actual personal characteristics. Penalties for bias-related crimes can include fines, imprisonment, and campus disciplinary actions, including dismissal.

## Hate Crimes

Columbia-Greene Community College emphasizes trust, civility, and respect for diversity. The institution is committed to providing equal opportunities in both academic and work environments, ensuring that they are free from any form of harassment. Harassment is defined as any behavior—verbal, physical, or electronic—that attacks, demeans, or offends individuals based on attributes such as race, color, sex, national origin, age, disability, religion, sexual orientation, or gender identity. Such actions violate the college's standards and can lead to disciplinary measures, including separation from the institution.

In accordance with the New York State Hate Crimes Act of 2000, a hate crime is an offense that is committed with the intent to target a person or property due to bias or prejudice. This includes beliefs or perceptions about an individual's race, color, national origin, ancestry, gender, religion, age, disability, or sexual orientation, regardless of the correctness of those beliefs. Hate crimes are prosecuted and punished with appropriate severity to prevent their recurrence.

Both Columbia-Greene Community College and New York State law recognize the harm caused by hate crimes, which not only affect individual victims but also send a message of intolerance to entire communities. The college promotes an environment of respect, understanding, and appreciation for diversity, and is committed to taking appropriate action to address any hate crimes or bias-related activities on campus.

## Sexual Harassment/Violent and Non-Violent

Columbia-Greene Community College strictly prohibits sexual harassment, recognizing it as both unlawful and a violation of the institution's commitment to a non-discriminatory environment. This policy aligns with federal laws, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the New York State Human Rights Law. The College's policy encompasses harassment based on various protected characteristics, such as race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, pregnancy, and veteran status.

Columbia-Greene Community College is committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule (effective August 14, 2020). The College has a **Code of Conduct** that outlines behaviors considered violations of campus policy, and a separate **Sexual Harassment Prevention/Discrimination Prevention Policy** that addresses sex-based offenses. This policy also outlines clear procedures for investigating and adjudicating these offenses, ensuring a fair and equitable process for all parties involved.

For concerns or reports related to sexual harassment, individuals are encouraged to contact:

### **Andrew Ledoux**

Dean of Students and Title IX Coordinator  
Phone: (518) 697-6320

The **Dean of Students** is responsible for overseeing the prompt and fair investigation and resolution of all complaints related to sexual harassment. They ensure that Columbia-Greene Community College complies with Title IX and state laws prohibiting gender-based discrimination.

The College's policies are designed to guarantee that all students have equal access to education by establishing a strong campus response to combat sexual violence and harassment. Additionally, the College is dedicated to addressing and responding to the needs of survivors, providing them with appropriate support and resources throughout the process.

## Non-Violent and Violent Sexual Harassment

Sexual harassment covers a range of unwelcome behaviors of a sexual nature, categorized into **non-violent** and **violent** forms.

**Non-Violent Sexual Harassment** includes actions that, while not physically aggressive, still create a hostile or uncomfortable environment. Examples include:

- Unwelcome sexual advances or requests for sexual favors.



- Sexually explicit or derogatory remarks.
- Displaying sexually suggestive materials.
- Making sexual jokes or comments.
- Leering or making suggestive gestures.

While these behaviors may not involve physical aggression, they can cause significant emotional distress and contribute to a hostile environment.

**Violent Sexual Harassment** involves physical actions or threats of a sexual nature, such as:

- Unwanted touching, patting, or pinching.
- Physical assault or coerced sexual acts.
- Threats of physical harm for refusing sexual advances.

These behaviors not only violate personal boundaries but also pose immediate physical threats to the victim.

It's crucial to recognize that both non-violent and violent sexual harassment are serious offenses that can have profound impacts on individuals and communities. Columbia-Greene Community College, like other institutions, has policies in place to address and prevent such behaviors, ensuring a safe and respectful environment for all.

If you or someone you know is experiencing sexual harassment, it's important to report it to the appropriate authorities within your institution or seek external support services.

### **Sexual Harassment Complaint Process**

Columbia-Greene Community College is committed to a safe and respectful environment. The complaint process ensures that all sexual harassment allegations are taken seriously.

#### **1. Submission of Complaint:**

- Complaints should be submitted in writing within six months of the incident or upon awareness.

#### **2. Informal Resolution:**

- The Affirmative Action Officer (AAO) or Dean of Students will attempt to resolve the issue within 21 working days. Both parties will be notified if resolved.

#### **3. Formal Grievance Procedure:**

- If informal resolution fails, the complainant may request a formal grievance within 10 working days. The process will follow established procedures.

### **Confidentiality:**

Columbia-Greene Community College ensures confidentiality during the complaint process. Information is shared only with those directly involved. Discussing an issue doesn't obligate someone to file a formal grievance; it is the first step toward resolution.

### **Additional Resources:**

For more details on grievance procedures, refer to:

- Grievance Policy for Addressing Formal Complaints of Sexual Harassment:
- Student Handbook

For assistance, contact Dean of Students and Title IX Coordinator Andrew Ledoux at 518-697-6320.

## Sexual Assault

Columbia-Greene Community College is dedicated to maintaining a safe environment and addressing sexual harassment and assault with seriousness.

### **Reporting Procedures:**

- **Title IX Coordinator:** Andrew Ledoux, Dean of Students, available at 518-697-6320.
- **Incident Reporting:** Reports can be filed via the college's incident reporting system.
- **Confidential Support:** Contact the REACH Center at 518-828-5556 (Hudson) or 518-943-4482 (Catskill).

### **Legal Framework:**

Sexual offenses are defined under New York State Penal Law Article 130, covering crimes like sexual misconduct and rape.

### **Immediate Steps if Assaulted:**

1. **Ensure Safety:** Move to a safe location as soon as possible.
2. **Preserve Evidence:** Avoid bathing, changing clothes, or any actions that might compromise physical evidence.
3. **Seek Medical Attention:** Obtain medical care promptly to address any injuries and collect evidence.
4. **Report the Incident:** Contact campus security immediately by calling 911 in an emergency or using a campus emergency phone.

Victims have the right to pursue criminal and campus disciplinary action. For help, contact the Title IX Coordinator or campus security.

## Stalking

Stalking is a serious offense defined by New York State law as a course of conduct that causes a reasonable person to fear for their safety or suffer substantial emotional distress.

### **Legal Definition:**

Under New York Penal Law § 120.45, stalking in the fourth degree occurs when an individual intentionally engages in conduct likely to cause fear or harm, including following, telephoning, or contacting the victim after being told to cease.

### **Penalties:**

Stalking in the fourth degree is a Class B misdemeanor. More severe degrees of stalking, with escalating penalties, exist based on factors like prior convictions or weapon use.

### **Action Steps:**

If you're experiencing stalking, report it to law enforcement immediately. Victims have legal protections and can access support services.

## Domestic Violence

Columbia-Greene Community College prohibits all forms of domestic violence, sexual harassment, sexual assault, dating violence, and stalking, aligning with both college policies and federal/state laws.

### **Definitions:**

- **Sexual Harassment:** Unwelcome sexual conduct, including verbal harassment, unwelcome touching, and demands for sexual favors.
- **Sexual Assault:** Non-consensual sexual acts.
- **Domestic Violence:** Violence by a current or former intimate partner, spouse, or cohabitant.
- **Dating Violence:** Violence by someone in a romantic or intimate relationship with the victim.

- **Stalking:** A course of conduct that causes fear or emotional distress.

**Reporting Procedures:**

- Reports can be made to Andrew Ledoux, Title IX Coordinator and Dean of Students, at 518-697-6320.
- The college ensures an impartial, confidential investigation and offers informal and formal resolution processes.

**Support and Resources:**

The college supports victims of sexual misconduct and provides resources for personal, academic, and safety concerns. Victims may pursue action through the college's processes and criminal prosecution.

**Immediate Assistance:**

If in immediate danger, contact campus security or dial 911.

**Educational Programs:**

The college offers prevention programs and awareness for students and staff. Contact Andrew Ledoux for more information.

Feel free to reach out to the REACH Center College Advocate for support and resources.

**What To Do If Sexually Assaulted:**

If you have been sexually assaulted, prioritize your safety and well-being. Here are the steps to follow:

1. **Ensure Your Safety:** Get to a safe location immediately. On campus, contact Campus Security at extension 6170.
2. **Preserve Evidence:** Do not shower, change clothes, or alter your appearance. This preserves evidence for potential legal proceedings.
3. **Seek Medical Attention:** Go to a hospital for treatment and evidence collection. A rape crisis counselor is available 24/7 at 518-828-5556 to accompany you. Bring a complete change of clothes.
4. **Consider Reporting:** You have the option to notify law enforcement. The campus can help with reporting, but it's your choice.
5. **Document Details:** If you don't report immediately, write down all details and keep them for future reference.
6. **Request Support Services:** The college offers support in changing academic, living, and work arrangements if needed, regardless of whether you choose to report.

**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: 518-851-3111
  - Troop F – Catskill: 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:** 1-800-541-2437
- **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
  - **Mid-Hudson Regional Hospital:** 845-483-5000
  - **Albany Medical Center:** 518-262-3125
  - **St. Peter's Hospital:** 518-525-1550

Remember, you are not alone. Support is available to help you through this challenging time.

## Policy Statement on Sexual Misconduct

Columbia-Greene Community College is committed to maintaining a campus free from sex discrimination, including sexual misconduct. Acts like domestic violence, dating violence, sexual assault, and stalking are strictly prohibited and disrupt the educational environment. The college will take immediate action upon learning of such incidents, including collaborating with law enforcement, initiating disciplinary actions, and enforcing transcript notifications to inform other institutions.

The college encourages prompt reporting to ensure swift action and provide support to the victim. Confidentiality will be maintained, and all reports will be investigated thoroughly, ensuring fair treatment for both the victim and the accused.

To foster a safe campus environment, all members of the college community—students, faculty, staff, and others—are responsible for preventing sexual misconduct. The college provides ongoing prevention and awareness programs for all incoming students and employees and encourages continued participation throughout the year.

For more information or to report an incident, please contact:

### Andrew Ledoux

Dean of Students and Title IX Coordinator

Main Building Room 302

Email: [Andrew.ledoux@sunycgcc.edu](mailto:Andrew.ledoux@sunycgcc.edu)

Phone: (518) 697-6320

## Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases:

Columbia-Greene Community College is committed to the health and safety of students, particularly those who experience sexual assault, domestic violence, dating violence, or stalking. To encourage reporting of such incidents, the college offers amnesty for alcohol and drug use violations that occur during or near the time of the incident.

Students reporting these crimes, or bystanders who report in good faith, will not face disciplinary action for alcohol or drug use related to the incident. This policy removes barriers to reporting, ensuring victims and witnesses can seek help without fear of personal consequences, reinforcing the college's commitment to a safe and supportive campus environment.

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

Columbia-Greene Community College is committed to supporting victims and survivors of sexual assault, domestic violence, dating violence, and stalking. The college ensures all individuals have the following rights:

1. **Report to Law Enforcement:** You have the right to report incidents to local law enforcement or state police.
2. **Serious Consideration of Disclosures:** Your reports of violence will be taken seriously.
3. **Freedom to Decide on Disclosure:** You can choose whether or not to disclose a crime and participate in the process without pressure.
4. **Fair and Impartial Process:** You are entitled to a fair and impartial process with adequate notice and the opportunity to be heard.
5. **Dignity and Respect:** You will be treated with dignity and respect in healthcare and counseling services.
6. **Freedom from Blame:** You will not be blamed for the crimes or violations committed against you.
7. **Minimized Repetition of Incident Description:** You will not be required to repeatedly describe the incident to multiple representatives.
8. **Protection from Retaliation:** You are protected from retaliation by the institution, the accused, or their associates.
9. **Access to Appeal:** You have the right to appeal the determination made in your case.
10. **Right to an Advisor:** You may have an advisor of your choice to assist you during meetings and hearings.
11. **Exercise of Civil Rights:** You may exercise civil rights and practice religion without interference from the college's processes.

## Sexual Violence Response Policy:

Columbia-Greene Community College is committed to supporting victims and survivors of sexual assault, domestic violence, dating violence, and stalking. The college's policy outlines the rights and options for individuals who have experienced these incidents.

**Reporting Options:** Victims and survivors have the right to:

1. **Confidential Disclosure:** Share the incident confidentially with designated college officials for assistance.
2. **External Resources:** Access confidential support services from hotlines and advocacy groups.
3. **Private Disclosure:** Report the incident to college officials for guidance on remedies, accommodations, evidence preservation, and resources.
4. **Criminal Complaint:** File a criminal complaint with campus security, local law enforcement, or state police.
5. **Legal Assistance:** Receive assistance from the Title IX Coordinator to initiate legal proceedings.
6. **Institutional Report:** Report the incident to the Title IX Coordinator
7. **Employee Report:** Report if the accused is an employee by contacting the Human Resources Office.

**Rights of Victims/Survivors:** The college ensures that victims and survivors have the following rights:

- To make a report to local law enforcement and/or state police.
- To have disclosures of violence treated seriously.
- To decide whether to disclose a crime or participate in processes without institutional pressure.
- To participate in a fair, impartial process with adequate notice and the opportunity to be heard.
- To be treated with dignity and receive courteous health care and counseling services.
- To be free from any blame for the incident.
- To minimize repetition when describing the incident.
- To be free from retaliation by the institution, the accused, or others within the institution's jurisdiction.
- Access to at least one level of appeal.
- To be accompanied by an advisor of choice throughout the process.
- To exercise civil rights and practice religion without interference from the college's processes.

## Confidential Resources:

The college provides confidential resources, including:

- **On-Campus:**
  - Student Health Services: 518-697-6303
- **Off-Campus:**
  - REACH Center: 518-828-5556 Hudson or 518-943-4482 Catskill

**Campus Resources:**

The college offers campus resources such as:

- Title IX Coordinator/Dean of Students – Andrew Ledoux, 518-697-6320

**Community Resources:**

Off-campus community resources include:

- Various local organizations offering intervention services and counseling.

For more detailed information, including contact details and additional resources, please refer to the college's official policies and the Student Handbook.

The college encourages all members of the community to report any incidents of sexual misconduct. 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.

Please note that the college reserves the right at any time to make appropriate changes deemed advisable in the policies and procedures contained in this publication. The college also reserves the right to cancel any course described in this or any other college publication.

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

**Academic Accommodations:**

Columbia-Greene Community College supports students who have experienced sexual misconduct by offering academic accommodations and interim measures to ensure their well-being.

**Available Accommodations:**

- Adjustments to academic or work schedules.
- The ability to withdraw from or retake a class without penalty.
- Access to academic support services, such as tutoring.

**Interim Measures:** To protect victims/survivors during the investigation process, the College may implement measures such as:

- Issuing no-contact orders.
- Placing the accused on suspension.
- Denying the accused access to campus or changing their course schedule.

These accommodations and measures are designed to assist victims/survivors in continuing their education while ensuring their safety and well-being.

For assistance and resources, students can contact the following confidential and private resources:

- **Student Health Services:** 518-697-6303
- **REACH Center:** 518-828-5556 (Hudson) or 518-943-4482 (Catskill)
- **Title IX Coordinator:** Andrew Ledoux, (518) 697-6320

**Protection and Accommodations:**

Columbia-Greene Community College offers various protective measures and accommodations to support victims/survivors of sexual misconduct.

- **No Contact Orders:** The College may issue a "No Contact Order" to prevent any direct or indirect contact between the accused and the victim. If the accused is encountered in a public place, they must leave immediately. Both parties can request a review of the No Contact Order.
- **Assistance with Legal Proceedings:** The College can help initiate legal actions, such as obtaining an Order of Protection or equivalent protective orders if the victim is outside of New York State.
- **Interim Measures:** Interim measures may include changes to academic schedules, housing, or employment to protect the victim's safety and well-being during the investigation process.

For further assistance, contact Title IX Coordinator, Andrew Ledoux, at 518-697-6320 or [andrew.ledoux@sunycgcc.edu](mailto:andrew.ledoux@sunycgcc.edu).

**Student Conduct Process:**

Columbia-Greene Community College is committed to supporting students who have experienced sexual misconduct by providing comprehensive protection and accommodations. These measures are designed to ensure the safety and well-being of the affected individuals throughout the conduct process.

**Protection and Accommodations:**

- **No Contact Orders:** The College can issue a "No Contact Order" to prevent the accused from contacting the protected individual. If the accused and the protected person encounter each other in a public place, the accused is responsible for leaving the area immediately without direct contact. Both parties have the right to request a review of the need for and terms of this order.
- **Assistance with Legal Proceedings:** The College can assist in initiating legal actions, such as obtaining an Order of Protection or its equivalent, including support from Campus Security or other College officials.
- **Explanation of Orders:** The College will provide a copy of the Order of Protection and offer an opportunity to meet with a College official to explain the order and its implications.
- **Consequences for Violations:** The College will inform both parties about the consequences of violating such orders, which may include arrest, additional conduct charges, and interim suspension.

- **Interim Suspension:** If the accused is a student and poses a continuing threat to the health and safety of the community, the College may impose an interim suspension pending the outcome of the conduct process. Both parties can request a review of the need for and terms of this suspension.
- **Interim Measures for Non-Students:** If the accused is not a student but is a member of the College community and poses a continuing threat, the College may implement interim measures in accordance with applicable policies.
- **Assistance with Non-College Members:** If the accused is not a member of the College community, the College can assist in obtaining a persona non grata letter, subject to legal requirements and College policy.
- **Interim Measures and Accommodations:** The College can provide reasonable and available interim measures and accommodations affecting academic, housing, employment, transportation, or other arrangements to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Both parties can request a review of these measures. The Title IX Coordinator serves as a point of contact for these accommodations.

#### ***Student Conduct Process:***

Columbia-Greene Community College is committed to providing a fair and supportive process for students who have experienced sexual misconduct. The College ensures protection and accommodations for individuals involved in the conduct process. Below are key elements of the process:

#### ***Protection and Accommodations:***

- **No Contact Orders:** The College can issue a "No Contact Order" to prevent contact between the accused and the protected individual. The accused must leave if they encounter the protected person in a public area. Both parties can request a review of the order.
- **Assistance with Legal Proceedings:** The College can assist in obtaining an Order of Protection or its equivalent, including support from Campus Security or other officials.
- **Explanation of Orders:** A copy of the Order of Protection will be provided, and a College official will explain its implications.
- **Consequences for Violations:** Violating such orders may result in arrest, additional conduct charges, or interim suspension.
- **Interim Suspension:** If the accused is a student and poses a threat, the College may impose an interim suspension pending the outcome of the conduct process.
- **Interim Measures for Non-Students:** Interim measures may also be implemented for non-student members of the College community.
- **Interim Measures and Accommodations:** Reasonable measures such as changes to academic, housing, or transportation arrangements may be provided to ensure safety and prevent retaliation.

#### ***Student Conduct Process:***

- **Requesting Conduct Charges:** The reporting individual can request that conduct charges be filed.
- **Rights During Proceedings:** Both parties have the right to:
  - Be accompanied by an advisor of choice.
  - Have a prompt and impartial investigation.
  - Receive notice of meetings and hearings with relevant details.
  - Have concurrent investigations with criminal justice proceedings.
  - Present evidence and testimony, including via alternative arrangements (e.g., video conferencing).
  - Ask questions indirectly of other parties and witnesses.
  - Make an impact statement regarding sanctions.
  - Receive a written decision, including rationale.
  - Appeal the decision to a fair panel.
  - Access a full record of the hearing for at least five years.
  - Choose whether to disclose the outcome.

For questions or assistance, contact the Title IX Coordinator, Andrew Ledoux, at Room 302, 518-697-6320, or [andrew.ledoux@sunycgcc.edu](mailto:andrew.ledoux@sunycgcc.edu).



Options for Confidentially Disclosing Sexual Violence

Columbia-Greene Community College is committed to supporting students who have experienced sexual violence by providing confidential resources and options for disclosure. Engaging with these resources allows individuals to receive support and information without initiating a formal report to campus officials or law enforcement.

Confidential Resources at Columbia-Greene Community College:

- **REACH Center:** Provides confidential support and advocacy services. Off-campus contact numbers are 518-828-5556 (Hudson) and 518-943-4482 (Catskill).
- **Student Health Services:** Offers confidential medical care and counseling. Contact them at 518-697-6303.

Off-Campus Confidential Resources:

- **Columbia County Crisis Center:** Located at 325 Columbia St., Hudson, NY 12534, this center offers walk-in crisis services Monday through Friday, 9 a.m. – 4:30 p.m. You can reach them at 518-828-9446.
- **New York State Hotline for Sexual Assault and Domestic Violence:** Available 24/7 at 1-800-942-6906.
- **Albany County Crime Victim and Sexual Violence Center:** Provides free and confidential services for Albany County residents. Contact them at 518-447-7100 or their 24-hour sexual assault hotline at 518-447-7716.

Understanding Confidentiality:

Confidential resources are individuals or organizations that will not disclose information about an incident without your consent, except in extreme circumstances such as a health and/or safety emergency. Engaging with these resources allows you to receive support and information without initiating a formal report to campus officials or law enforcement.

Requesting Confidentiality:

If you choose to disclose an incident to a confidential resource, you can request that your identity and the details of the incident remain confidential. The college will consider your request and respond accordingly, balancing your privacy with the need to ensure campus safety.

Public Awareness and Advocacy Events:

Participating in public awareness or advocacy events, such as "Take Back the Night" or other campaigns, allows individuals to share their experiences without triggering a formal report. While these events raise awareness, they do not constitute a report to the college or law enforcement.

Institutional Crime Reporting:

Colleges are required to collect and disclose certain crime statistics annually. While confidential resources do not disclose personally identifiable information, they may report aggregate data to comply with these requirements.

For more detailed information on confidential disclosure options and resources, please refer to the college's policies and the SUNY Sexual Violence Response resources.

Remember, seeking support is a personal decision, and the college is here to assist you in any way possible.

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)

<i>Mental Health America of Dutchess County (845-473-2500)</i>
<i>Mental Health Association: Catskill Office (518-943-0349) and Hudson Office (518-828-4619)</i>
<i>Columbia Memorial Hospital (518-828-7601)</i>
<i>Kingston Hospital (845-338-2500)</i>
<i>Northern Dutchess Hospital (845-876-3001)</i>
<i>Vassar Brothers Medical Center (845-454-8500)</i>
<i>Mid-Hudson Regional Hospital (845-483-5000)</i>
<i>Albany Medical Center (518-262-3125)</i>
<i>St. Peter's Hospital (518-525-1550)</i>

### **Important Notes:**

These notes clarify important aspects regarding confidentiality, privacy, and disclosure processes for individuals affected by sexual violence at Columbia-Greene Community College. Here's a summary of the key points:

#### **1. Medical Office and Insurance Billing Practices:**

- Medical providers and insurance companies may disclose information, including medications or exams, to the insurance policyholder.
- Victims/survivors of sexual violence may seek assistance through the New York State Office of Victim Services for health care and counseling compensation, including emergency compensation.

#### **2. Exceptions to Confidentiality:**

- Even individuals typically bound by confidentiality (e.g., counselors) may be required to report if there is a threat to the individual or others, or if mandatory reporting laws (e.g., child abuse) apply.

#### **3. Non-Professional Counselors and Advocates:**

- At Columbia-Greene, non-professional counselors (e.g., campus health services staff) can assist without sharing identifying information.
- These individuals are not classified as "confidential resources" as they are required to report general incident details (e.g., date, time, location) to the Title IX Coordinator.

#### **4. Confidentiality vs. Privacy:**

- Columbia-Greene's offices and employees who cannot guarantee confidentiality will still protect privacy. Information shared with non-confidential resources will only be disclosed as necessary for investigation or resolution.
- If confidentiality requests cannot be honored, the Title IX Coordinator will limit disclosure to the greatest extent possible to protect privacy.

This ensures that individuals have clear information about their options for disclosing incidents while maintaining as much privacy as possible in the process.

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

When a student requests confidentiality after disclosing an incident of sexual violence or harassment, the Title IX Coordinator at Columbia-Greene Community College will carefully consider several factors to determine the appropriate response. These factors include:

- 1. The Potential for Further Violence:** The College will assess whether the situation poses a risk of further harm to the student or others in the community.

2. **The Accused's History:** If there are prior reports or patterns of behavior from the accused that suggest a potential ongoing threat to safety, this will be considered in the decision-making process.
3. **Use of Force or Weapons:** If the incident involved significant violence or the use of weapons, this may prompt further action to ensure the safety of the campus community.
4. **Availability of Evidence:** The College will also consider whether there is enough evidence to proceed with an investigation, even if the student requests confidentiality.

While the College strives to respect confidentiality requests, it may proceed with an investigation in cases where the need to ensure a safe and non-discriminatory environment outweighs the desire for confidentiality.

Additionally, students can request accommodations, such as adjustments to academic schedules, housing, or employment, regardless of their decision to report the incident. The Title IX Coordinator, Andrew Ledoux, is the primary contact for students seeking accommodations or wishing to discuss confidentiality concerns.

For more information or to make a request, please contact Andrew Ledoux at 518-697-6320 or [andrew.ledoux@sunycgcc.edu](mailto:andrew.ledoux@sunycgcc.edu).

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

If a student is unsatisfied with the College's handling of a sexual misconduct complaint, they can file a complaint with relevant state or federal agencies. Some of the key agencies to contact include:

1. **New York State Division of Criminal Justice Services**
  - 80 South Swan St., Albany, NY 12210
  - Email: [InfoDCJS@dcjs.ny.gov](mailto:InfoDCJS@dcjs.ny.gov)
  - Phone: 518-457-5837 or 1-800-262-3257
2. **U.S. Department of Justice, Office on Violence Against Women**
  - 145 N Street, NE, Suite 10W.121, Washington, D.C. 20530
  - Phone: 202-307-6026
  - Email: [ovw.info@usdoj.gov](mailto:ovw.info@usdoj.gov)
3. **U.S. Department of Education, Office for Civil Rights (OCR)**
  - 400 Maryland Avenue, SW, Washington, D.C. 20202-1100
  - Phone: 1-800-421-3481
  - Email: [OCR@ed.gov](mailto:OCR@ed.gov)
4. **U.S. Department of Health and Human Services, OCR New York Office**
  - 26 Federal Plaza, Suite 3312, New York, NY 10278
  - Phone: 1-800-368-1019
  - Email: [ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)
5. **New York State Domestic and Sexual Violence Hotline**
  - Phone: 1-800-942-6906

A complainant can also file a complaint with both the College and an external agency during the process.

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

The Title IX Coordinator plays a vital role in overseeing all sexual misconduct complaints and ensuring that accommodations are in place for students. The investigatory procedures vary based on the type of complaint:

1. **Criminal Complaints:** Follow criminal processes involving law enforcement and the District Attorney's Office for prosecution.
2. **Institutional Complaints:** Handled according to the College's sexual harassment policies outlined in the Student Handbook.
3. **Student Disciplinary Complaints:** Processed through the College's Student Disciplinary Code as outlined in the Student Handbook.
4. **Employee Disciplinary Complaints:** Managed by the Office of Human Resources in accordance with applicable procedures and collective bargaining agreements for union employees.

The standard for determining whether sexual misconduct occurred is "preponderance of the evidence," meaning it is "more likely than not" that the incident occurred.

**Possible Outcomes:**

- **Criminal Complaints:** Criminal penalties such as fines, probation, jail, or being placed on sex offender registries.
- **Institutional Complaints:** Depending on the alleged perpetrator's status:
  - **Students:** Disciplinary probation, suspension, expulsion, or a ban from campus.
  - **Employees:** Penalties such as fines, counseling, suspension, or termination.

**Retaliation Policy:**

The College strictly prohibits retaliation, intimidation, or discrimination against individuals involved in Title IX proceedings. Retaliation must be reported to the Dean of Students' Office.

**Confidentiality and Reporting:**

While the College encourages prompt reporting of crimes, it recognizes the challenges victims may face in coming forward. There are various campus employees who can maintain different levels of confidentiality depending on the situation.

**Public Awareness/Advocacy Events:**

Columbia-Greene Community College's public awareness and advocacy events, such as "Take Back the Night" or candlelight vigils, are not considered disclosures that automatically trigger investigations. Instead, these events help inform educational and prevention efforts on campus.

The College provides an option for **anonymous disclosure**, where a student can call the **Dean of Students Office** to discuss a situation confidentially. They can disclose as much or as little information as they prefer. Additionally, students can complete a **Sexual Assault Anonymous Report**.

For **institutional crime reporting**, crimes occurring in certain areas are included in the **Clery Act Annual Security Report** in an anonymous way to protect the identity of the reporter. Timely warnings are issued for Clery Act crimes that pose serious or continuing threats but will not reveal the identity of the individual reporting the crime.

Under the **Family Educational Rights and Privacy Act (FERPA)**, the College generally will not share information about sexual violence reports with parents without the reporting individual's consent. However, exceptions exist in cases of health or safety emergencies or if the student is a dependent on the parents' tax return.

**Contact Information:**

- Title IX Coordinator, **Andrew Ledoux**: 518-697-6320
- Campus Security, **Mel Bruschetti**: 518-697-6170
- NY State Police 24-hour hotline: 1-844-845-7269
- 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 crimes, including sexual assault and rape, occurring on or near their campuses. Additionally, it mandates the development and dissemination of prevention policies and procedures.

### **Title IX**

**Title IX** of the Education Amendments of 1972 is a federal law prohibiting sex-based discrimination in any education program or activity that receives federal financial assistance. Title IX ensures that educational institutions, including colleges like those in the SUNY system, must have processes for responding to sexual harassment claims. The Title IX Coordinator at a college ensures the institution complies with Title IX, overseeing the investigation, resolution, and review of sexual misconduct reports.

The **Violence Against Women Act (VAWA)** further expands on the Clery Act by requiring colleges and universities to:

1. Report incidents of dating violence, domestic violence, sexual assault, and stalking.
2. Implement specific student discipline procedures, including notifying victims of their rights.
3. Adopt institutional policies and conduct training to prevent and address campus sexual violence.

The **Title IX Coordinator** plays a critical role in implementing all these regulations, ensuring the college remains compliant and that investigations and responses to sexual misconduct are handled according to legal requirements.

### **Definitions:**

1. **Dating Violence:** Dating violence refers to acts of violence committed by someone who is or has been in a romantic or intimate relationship with the victim. The relationship is determined by the victim's statement, considering the relationship's type, length, and frequency of interaction. Casual acquaintances or business/social interactions do not qualify as romantic or intimate relationships.
2. **Domestic Violence:** Domestic violence includes violent crimes, whether felonies or misdemeanors, committed by a current or former spouse or intimate partner, a person sharing a child with the victim, or someone cohabiting with the victim as a spouse or intimate partner.
3. **Sexual Assault:** While New York State does not have a specific definition for sexual assault, the term generally refers to offenses that meet the definitions of rape, fondling, incest, or statutory rape as outlined by the FBI's Uniform Crime Reporting program.
4. **Stalking:** Stalking is the intentional act of engaging in a course of conduct directed at a specific person, which causes fear for safety or emotional distress. It includes following someone, committing acts that cause fear, or repeatedly communicating in a way that intimidates or alarms them.

These definitions serve as a foundation for understanding various forms of violence and misconduct, allowing institutions to recognize and respond appropriately to such incidents.

### **Statement of Victim Rights:**

At Columbia-Greene Community College, we are fully committed to fostering a safe, inclusive, and respectful environment where all members of our campus community are free from discrimination, including gender-based violence. We take a firm stance against all forms of sexual misconduct, including sexual harassment, assault, violence, and any acts of coercion, intimidation, or exploitation for sexual purposes. Our goal is not only to educate our community about these critical issues but also to provide timely, supportive resources to those who are impacted by sexual violence.

If a sexual assault is reported, the College will conduct a thorough investigation into the allegations and take appropriate action to address the situation. We prioritize the privacy and confidentiality of the victim and will respect requests for anonymity whenever possible. However, in cases where the safety of the broader campus community is at risk, we may need to assess the request for confidentiality in light of factors such as the potential risk to others, prior incidents involving the accused, or other relevant circumstances. In all instances, we will take every necessary step to protect the victim's privacy as much as possible.

It is vital that victims receive the support they need for their healing journey. The College will provide information on available resources both on-campus and in the surrounding community, including medical care, counseling, and other support services, while respecting the victim's autonomy in choosing the resources and options that best fit their needs.

All members of the College community—whether administrators, faculty, staff, or students—are expected to uphold and support the following principles in responding to and assisting individuals affected by sexual assault or related incidents:

**1. *The Right to Human Dignity:***

Victims are entitled to:

- Be treated with fairness, respect, and compassion.
- Have their privacy respected at all times.
- Not be coerced into reporting the assault to receive recognition of their rights or principles.
- Have their allegations of sexual assault taken seriously.
- Be free from any implication that they are responsible for the assault.
- Be protected from retaliation or any actions that may discourage reporting sexual misconduct.
- Be free from pressure by campus personnel to:
  - Report sexual assaults if they do not wish to.
  - Downplay the severity of the assault.
  - Refrain from reporting due to fears of unwanted publicity.

**2. *The Right to Resources On and Off Campus:***

Victims are entitled to:

- Receive information about options for pursuing a criminal complaint, engaging in the College's disciplinary process, or pursuing both.
- Be informed about available medical, counseling, mental health, and victim support services on and off campus, whether or not the assault is formally reported.
- Have access to campus counseling services.
- Be informed of their rights to confidential or anonymous testing for sexually transmitted infections, HIV, and pregnancy.
- Be made aware of their rights to preventive measures such as emergency contraception or HIV prophylaxis.
- Be informed about the availability of communicable disease test results from sexual assault suspects, if applicable.
- Be notified about potential victim assistance compensation through the New York State Crime Victims Board.

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

Victims have the right to:

- Receive written and timely notice of a disciplinary hearing involving the accused individual(s).
- Present witnesses and evidence, and receive clear information about the process, including written notification of the outcome.
- Have an advocate or advisor accompany them during the disciplinary hearing (though the advisor cannot actively participate).
- Be present throughout the hearing, with alternative arrangements available for those who wish to avoid being in the same room as the accused.
- Provide testimony during the proceedings.
- Ensure that irrelevant past sexual history will not be discussed during the hearing.
- Submit a "victim impact statement" if the accused is found in violation of the Code of Conduct.
- Be informed of the hearing outcome within 60 calendar days.
- Appeal the outcome of the hearing if desired.

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

Victims have the right to:

- Have their report of sexual assault investigated by the appropriate criminal and civil authorities.
- Receive prompt assistance from campus personnel in notifying the relevant authorities.
- Receive help in obtaining, securing, and maintaining evidence, including medical exams necessary for preserving assault evidence.
- Have “no contact” orders (e.g., Cease and Desist orders) issued promptly to all parties involved once a report is made.
- Expect campus personnel to take reasonable actions to prevent further contact between the victim and the alleged assailant.
- Be informed about and assisted with making changes to academic and living situations, when reasonably available, to ensure safety.

5. **Statutory Mandates:**

- The College will not restrict its legal obligations to report suspected offenses to law enforcement authorities. However, the College will maintain the victim's privacy to the extent allowed by law.
- The College may issue a Community Notice if a reported sexual assault poses a risk to the campus community, while ensuring the victim's identity is not disclosed.

By upholding these values, Columbia-Greene Community College seeks to ensure that all members of our campus feel supported, safe, and empowered to take the necessary steps toward healing and justice.

**Resources Available for Support:**

The College is committed to ensuring the safety and well-being of all students. In the aftermath of an incident involving sexual violence— including dating violence, domestic violence, sexual assault, or stalking—students have access to a variety of protective measures and support resources.

**Immediate Assistance**

Students in crisis can access immediate support from trained on- and off-campus advocates who provide confidential assistance. The following resources are available for emergency response, law enforcement support, and crisis intervention:

- **Confidential Support Services:** The College recognizes that individuals may need time before deciding to report an incident. Confidential resources are available to provide guidance, assist in obtaining support services, and explain reporting options. These professionals are legally required to maintain confidentiality and will not share information without the individual's explicit consent.
- **Emergency Contacts:** Students are encouraged to reach out to campus security, local law enforcement, or first responders for immediate safety concerns and emergency assistance.

The College encourages all members of the community to seek support and report incidents when they are ready. Assistance is available to help survivors navigate the process while ensuring their rights and privacy are respected.

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

**Campus Resources:**

Columbia-Greene Community College is dedicated to providing a safe and supportive environment for all students, especially those affected by sexual violence, including dating violence, domestic violence, sexual assault, or stalking. The College offers a range of resources to assist students in need.

**Resources for Immediate Assistance**

The following contacts provide trained advocates who can offer immediate, confidential support in crisis situations:

- **Health Services Office:** Located in the Main Building, Room 316. Director: Maria Ostrander, RN. Phone: 518-697-6303.
- **Greener Pathways:** Phone: 518-291-4500.
- **Greene County Family Planning:** Phone: 518-828-8500.
- **Columbia County Department of Health:** Phone: 518-828-3358.
- **Greene County Department of Health:** Phone: 518-719-3600.

The College provides several on-campus services to support students:

- **Student Success Center (SSC):** Offers tutoring, academic coaching, placement and make-up testing, and a laptop and calculator loan program. Services are available both in person and through the SSC area in Brightspace.
- **Office of Accessibility Services (OAS):** Committed to creating an inclusive environment for students with disabilities. Provides guidance on academic adjustments and support services. Located in Room 113Q of the Main Building. Email: oasweb@sunycgcc.edu.

These resources are designed to offer support and assistance to students, ensuring their well-being and academic success.

**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 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)
Mid-Hudson Regional Hospital (845-483-5000)
Albany Medical Center (518-262-3125)
St. Peter's Hospital (518-525-1550)

The College is dedicated to providing a safe and supportive environment for all students, especially those affected by sexual misconduct. In line with Title IX of the Education Amendments of 1972, the College offers a range of resources and accommodations to support victims/survivors.

#### **Academic Accommodations:**

Students who have experienced sexual misconduct may request reasonable academic accommodations to support their continued education. These accommodations can include:

- Adjustments to class schedules or work assignments
- Withdrawal from or retaking a course without penalty
- Access to academic support services, such as tutoring

The College is committed to providing appropriate and reasonable accommodations to ensure the safety and well-being of the victim/survivor.

#### **Interim Measures:**



Pending the outcome of an investigation, the College may implement interim measures to protect the victim/survivor. These measures can include:

- Issuance of no-contact orders
- Changes to the accused individual's course schedule
- Suspension or restricted access to campus for the accused

These steps are taken to ensure the safety and well-being of the victim/survivor and the broader campus community.

### ***Reporting Policies & Procedures:***

Columbia-Greene Community College is dedicated to fostering a safe and respectful environment, free from sex-based discrimination. The College takes a firm stance against all forms of sexual misconduct, including harassment, assault, violence, and any form of coercion or exploitation. We are committed to educating our community on these critical issues and providing timely support to those affected.

Upon receiving a report of sexual misconduct, the College will conduct a thorough investigation and take appropriate action to the fullest extent possible. We respect the victim's right to privacy and will honor requests for anonymity while balancing the obligation to ensure the safety of the broader community. For instance, if an assault must be reported, the request for anonymity will be weighed against factors such as whether the accused has other complaints against them. In such cases, every effort will be made to protect the victim's identity.

It is essential that victims receive full support as they determine their best course of action. The College will provide information about available campus and community medical and counseling resources and uphold the victim's right to choose among these options.

All members of the College community, including officers, administrators, faculty, staff, employees, and students, are expected to adhere to the following principles regarding victims of campus-related sexual assaults:

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

#### **1. 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

#### **2. 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)

#### **3. 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: 1-800-421-3481

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

#### 4. **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

#### 5. **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 plays an essential role in managing complaints of sexual misconduct at Columbia-Greene Community College. Their primary duties revolve around ensuring that the institution upholds Title IX standards and responds appropriately to allegations of sexual harassment, assault, and other forms of sexual violence. Below are the key responsibilities of the Title IX Coordinator:

1. **Policy Implementation and Oversight:** The Title IX Coordinator ensures that the College's policies and procedures related to sexual misconduct are effectively implemented and adhered to. They oversee the institution's compliance with Title IX regulations and are responsible for addressing any systemic issues or gaps in the handling of sexual misconduct complaints.
2. **Complaint Management:** Upon receiving a report of sexual misconduct, the Title IX Coordinator assesses the nature of the complaint, determines the appropriate procedures for investigation, and ensures that the investigation is conducted in a timely, fair, and impartial manner. They may oversee the investigation or delegate it to trained personnel, ensuring that all steps align with institutional policies and Title IX standards.
3. **Interim Measures and Accommodations:** The Coordinator works to protect the well-being of the complainant during the investigation by facilitating interim measures such as academic accommodations, housing changes, or no-contact orders. These measures aim to ensure the safety of the complainant and prevent retaliation or further harm while the investigation is ongoing.
4. **Training and Education:** The Title IX Coordinator is responsible for educating the campus community about Title IX rights and obligations. This includes providing training for faculty, staff, and students on how to recognize, respond to, and report sexual misconduct. The Coordinator also helps the College promote awareness and prevention programs to address sexual violence and misconduct proactively.
5. **Record-Keeping and Reporting:** The Title IX Coordinator maintains detailed and confidential records of all complaints, investigations, and resolutions. These records are critical for ensuring transparency, accountability, and compliance with federal regulations. The Coordinator also ensures that proper reporting is conducted in accordance with Clery Act requirements and other applicable laws.

By fulfilling these responsibilities, the Title IX Coordinator helps ensure that Columbia-Greene Community College responds promptly, fairly, and effectively to allegations of sexual misconduct, while upholding the rights of both the complainant and the respondent. The role is central in fostering a safe, supportive, and nondiscriminatory educational environment.

**No Personally Identifying Information:**

At Columbia-Greene Community College, students seeking confidential support can reach out to the following resources:

**Health Services Center:**

- Location: Room 703 in the Professional Academic Center (PAC)
- Phone: 518-828-6319
- Email: healthservices@sunycgcc.edu

**REACH Center:**

- Address: 713 Union St, Hudson, NY 12534
- Phone: 518-828-4619

These centers offer confidential assistance to students affected by sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, stalking, and cyber-stalking. They provide support without initiating a formal College investigation, unless the student chooses to report the incident. While maintaining confidentiality, these professionals may share non-identifying information with the Title IX Coordinator to help assess the campus climate and enhance safety measures.

For more information on available resources and support services, please visit the Counseling and Transfer Services page on the College's website.

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

**Reporting to Responsible Employees:**

At Columbia-Greene Community College, the Title IX Coordinator plays a pivotal role in overseeing the institution's response to reports of sexual misconduct, including sexual harassment, assault, domestic violence, dating violence, stalking, and cyber-stalking. The Title IX Coordinator ensures compliance with Title IX regulations, monitors the implementation of supportive measures, and manages the grievance procedures to address complaints promptly and equitably.

**Title IX Coordinator Contact Information:**

- **Name:** Andrew Ledoux
- **Position:** Dean of Students / Title IX Coordinator
- **Phone:** 518-697-6320
- **Office Location:** Main Building, Room 302

When a complaint is filed, the Title IX Coordinator collaborates with various campus offices to ensure a thorough and impartial investigation. This collaboration may involve Campus Security, the Dean of Students Office, and the Office of Human Resources, depending on the nature of the complaint.

The grievance procedures at the College are designed to provide a fair and timely resolution of complaints. These procedures outline the steps involved in filing a formal complaint, the investigation process, and the potential outcomes based on the findings. The College is committed to maintaining a safe and inclusive environment for all students and employees, ensuring that all reports of sexual misconduct are addressed with the utmost seriousness and confidentiality.

For detailed information on the grievance procedures, including the rights of the complainant and respondent, supportive measures available, and the investigation process, please refer to the 2024 Title IX Final Rule Grievance Procedure for Complaints of Sex Discrimination.

If you have any questions or need further assistance regarding Title IX policies and procedures, please contact the Title IX Coordinator directly.

**Requesting Confidentiality:**

At Columbia-Greene Community College, protecting the confidentiality of individuals involved in reports of sexual misconduct is a top priority. The College is committed to respecting the privacy of all parties involved to the fullest extent possible, while adhering to its legal obligations.

If a victim requests confidentiality or asks that no investigation or disciplinary action be pursued, the College must balance this request with its duty to ensure a safe and non-discriminatory environment for all students. While the College strives to honor such requests, there may be exceptional cases where confidentiality cannot be maintained. This is particularly true if the safety of the broader campus community is at risk, or if legal or regulatory obligations require action.

In instances where confidentiality cannot be upheld, the College will make every effort to limit the disclosure of sensitive information. The College will also inform the victim before any information is shared with other parties, ensuring transparency and respect for their privacy as much as possible.

**Confidential Resources:**

Certain campus professionals can offer confidential support and are not required to report personally identifying information without consent. These individuals include those working in the on-campus Health Services Center and REACH Center. They can provide assistance without triggering a College investigation. While they may report the nature, date, time, and general location of an incident to the Title IX Coordinator, they will do so without revealing personally identifying details, unless given permission by the victim. This practice ensures that the College remains informed about the prevalence of sexual violence and can respond appropriately.

**Responsible Employees:**

"Responsible employees" are College staff members who have the authority to address sexual violence, are obligated to report incidents, or whom students might reasonably believe have such authority or duty. When a victim discloses an incident to a responsible employee, that employee must report all relevant details to the Title IX Coordinator, including the identities of the victim and accused, witnesses, and any other pertinent information. This reporting enables the College to take immediate and appropriate action. Responsible employees are expected to inform victims of their reporting obligations and direct them to confidential resources if they wish to maintain confidentiality.

If you have further questions or need assistance, please contact the Title IX Coordinator/Dean of Students at 518-697-6320.

Requests for Confidentiality	
Melissa Fandozzi, Director of Human Resources	518-697-6337
Andrew Ledoux, Dean of Students/Title IX Coordinator	518-697-6320

When a victim discloses an incident of sexual violence to a responsible employee but requests confidentiality or asks that no investigation or disciplinary action be pursued, the College must balance this request against its obligation to maintain a safe, non-discriminatory environment for all students. Factors considered in this decision include:

- **Increased Risk of Further Violence:** Assessing whether the accused has a history of sexual violence complaints, prior arrests, or records indicating a history of violence; whether there have been threats of further violence; or if multiple perpetrators were involved.
- **Use of Weapons:** Determining if a weapon was used during the incident.

- **Victim's Age:** Considering if the victim is a minor.
- **Pattern of Behavior:** Evaluating whether the report reveals a pattern of perpetration, such as the use of drugs or alcohol to facilitate sexual violence, at a specific location or by a particular group.
- **Availability of Other Evidence:** Considering whether the College can obtain relevant evidence through other means, such as security footage or physical evidence.

The presence of one or more of these factors may compel the College to initiate an investigation and, if appropriate, pursue disciplinary action. If none of these factors are present, the College is more likely to honor the victim's request for confidentiality. In cases where the College cannot maintain confidentiality, it will inform the victim prior to commencing an investigation and will limit information sharing to individuals responsible for handling the College's response. The College remains committed to protecting the victim from retaliation and will take necessary steps to ensure the victim's safety and well-being.

Additionally, the College will assist the victim in accessing available support services, such as victim advocacy, academic support, counseling, health or mental health services, and legal assistance, both on and off campus. Other supportive measures may include issuing no-contact orders, arranging changes to living or working arrangements, modifying course schedules, or providing adjustments for assignments or tests. The victim will also be informed of the right to report the incident to campus or local law enforcement, with assistance provided if the victim chooses to do so.

The College will not require a victim to participate in any investigation or disciplinary proceeding. However, reports of sexual violence, including non-identifying reports, may prompt the College to consider broader remedial actions, such as increased monitoring or security in certain areas, enhanced education and prevention efforts, climate assessments, and policy reviews. If the College honors a victim's request for confidentiality, it will still take immediate action as necessary to protect and assist the victim.

These procedures align with guidance from the U.S. Department of Education's Office for Civil Rights, which outlines factors schools should consider when a student requests confidentiality in cases of sexual violence.

### ***Other Confidential Avenues:***

Columbia-Greene Community College offers multiple avenues for individuals to report incidents of sexual misconduct, including options for those who wish to maintain confidentiality.

### ***Anonymous Reporting:***

- **Office of the Dean of Students:** Students can anonymously discuss incidents and explore available options by calling 518-697-6320. When contacting the office, students should indicate their preference to remain anonymous. They can choose to disclose as much or as little information as they feel comfortable. Additionally, students have the option to complete a Sexual Assault Anonymous Report.

### ***Confidential Resources:***

- **On-Campus Health Services Center and REACH Center:** Professionals and volunteers in these centers can provide support without revealing any personally identifying information to the College. While maintaining confidentiality, they may report non-identifying details such as the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited reporting helps the College monitor patterns and enhance campus safety. Before any information is shared, these individuals will consult with the victim to ensure no personally identifying details are disclosed.

### ***Public Awareness Events:***

- **Take Back the Night and Similar Events:** Disclosures made during public events like "Take Back the Night," candlelight vigils, protests, or forums are not considered formal reports that would trigger an investigation. However, the College may use the information shared to inform and enhance education and prevention efforts.

**Off-Campus Counselors and Advocates:**

- **Crisis Services and Healthcare Providers:** Off-campus professionals typically maintain confidentiality unless a student provides written consent. They can offer support and guidance without the obligation to report details to the College.

It's important to note that while the College takes all reports seriously, its ability to act on anonymous reports may be limited based on the information provided. Campus safety remains a top priority, and individuals are encouraged to utilize the reporting method that best aligns with their comfort level and needs.

**Off-Campus Counselors and Advocates:**

Off-campus counselors and advocates, such as those at crisis services offices, generally maintain strict confidentiality. They will not disclose any information about the incident to law enforcement or college officials without your consent, except in cases of extreme circumstances such as health and/or safety emergencies. This ensures that you can seek support and guidance in a confidential environment, giving you control over what information is shared and when, based on your personal choice.

**Timely Warnings and Emergency Notifications – see Page 68 of the Student Handbook:**

Columbia-Greene Community College is committed to maintaining a safe environment for all students. In compliance with the Clery Act, the College has established protocols for issuing Timely Warnings and Emergency Notifications to inform the campus community about significant safety threats.

**Timely Warnings** are issued when:

- A Clery Act crime is reported to the Dean of Students or a local police agency.
- The crime is considered to represent a serious or continuing threat to students and employees.
- The incident has occurred within the College's Clery Geography.

These warnings aim to provide prompt information to the campus community, enabling individuals to take necessary precautions. Depending on the circumstances, a timely warning may be sent to the entire campus community or to a specific segment if technology allows.

**Emergency Notifications/Campus Alerts** are issued when:

- A significant emergency or dangerous situation poses an immediate threat to the health or safety of students or employees on campus.

The College will promptly notify the campus community upon confirmation of such emergencies, ensuring that individuals receive critical information as quickly as possible.

For detailed information on these procedures, please refer to page 68 of the Columbia-Greene Community College Student Handbook.

By adhering to these protocols, the College strives to keep its community informed and safe.

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

Columbia-Greene Community College is committed to providing a safe and supportive environment for all students. If you have experienced domestic violence, dating violence, sexual assault, or stalking, the College has established procedures to assist and support you:

**Evidence Preservation:**

- To preserve crucial evidence, avoid activities such as showering, changing clothes, eating, drinking, or altering your physical appearance until after a medical examination.

### ***Reporting Options:***

- **Title IX Coordinator:** You can report incidents to the Title IX Coordinator, Andrew Ledoux, located in Room 302. He can be reached at [Andrew.ledoux@sunycgcc.edu](mailto:Andrew.ledoux@sunycgcc.edu) or 518-697-6320.
- **Law Enforcement:** You have the right to notify law enforcement authorities. The College can assist you in contacting them if you choose. You also have the option to decline notifying authorities.

### ***Available Support Services:***

- **On-Campus Resources:** The College offers access to victim advocacy, academic support, counseling, health services, and assistance with changes to living, working, or course schedules.
- **Off-Campus Resources:** Local organizations, such as the Columbia Greene Domestic Violence Program, provide services ranging from emergency shelter and crisis intervention to aftercare and transitional housing. All services are free and confidential. More information is available at Columbia Greene Domestic Violence Program.

### ***Rights and Accommodations:***

- You will receive written information about your rights and the College's responsibilities regarding no-contact orders, orders of protection, and other applicable options.
- The College will assist in accessing necessary protections and support, including academic accommodations and safety planning.

Remember, you are not alone, and support is available to help you through this process.

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

Columbia-Greene Community College is committed to providing a safe and supportive environment for all students. The College has established comprehensive procedures to address incidents of domestic violence, dating violence, sexual assault, and stalking, ensuring a fair, prompt, and impartial process from investigation to resolution.

### ***Reporting Procedures:***

- **Title IX Coordinator:** Victims are encouraged to report incidents to the Title IX Coordinator, Andrew Ledoux, located in Room 302. He can be reached at 518-697-6320 or via email at [Andrew.ledoux@sunycgcc.edu](mailto:Andrew.ledoux@sunycgcc.edu).
- **Law Enforcement:** Victims have the right to notify law enforcement authorities. The College can assist in this process if the victim chooses. Alternatively, victims may decline to notify authorities.

### ***Evidence Preservation:***

To preserve evidence, victims are advised to avoid activities such as showering, changing clothes, or consuming food and beverages until after a physical examination has been completed.

### ***Institutional Disciplinary Procedures:***

The College's disciplinary process includes the following steps:

1. **Referral:** The case is referred to the Dean of Students or a designated judicial officer for administrative review.
2. **Resolution:** An administrative resolution is sought through an informal disciplinary conference or a formal hearing.
3. **Off-Campus Services:** Referral to external services may be provided as needed.
4. **Appeal:** Parties have the right to appeal to the President or request a formal hearing before an ad hoc judicial board appointed by the President.

Throughout the process, both parties are entitled to have an advisor or advocate of their choice present at hearings and related meetings. They will be informed simultaneously in writing of the outcome, available appeal procedures, and when results become final after any appeals.

**Sanctions:**

Sanctions for violations may include suspension, expulsion, or other appropriate disciplinary actions, depending on the severity of the offense.

**Support Services:**

The College provides written notifications to victims about available counseling, health, mental health, victim advocacy, legal assistance, and other services both on campus and in the community. Additionally, information regarding rights and options, including protective measures like no-contact orders and adjustments to academic or living situations, is provided.

**Timeline for Disciplinary Procedure and Appeals:**

Columbia-Greene Community College is committed to providing a safe and supportive environment for all students, especially those affected by domestic violence, dating violence, sexual assault, or stalking. The College has established comprehensive procedures to ensure fair, prompt, and impartial disciplinary processes in such cases.

**Disciplinary Procedures:**

**1. Initiation of the Process:**

- Upon receiving a report of domestic violence, dating violence, sexual assault, or stalking, the case is referred to the Dean of Students or a designated judicial officer for administrative review.

**2. Administrative Resolution:**

- The case may be resolved through an informal disciplinary conference or an administrative review process.

**3. Formal Hearing:**

- If necessary, the case can be escalated to a formal hearing before an "ad hoc" judicial board appointed by the President.

**4. Referral to Off-Campus Services:**

- The College may refer victims to external services for additional support.

**5. Appeals Process:**

- Parties have the right to appeal decisions to the President or request a formal hearing before the appointed judicial board.

**Standard of Evidence:**

The College utilizes the "preponderance of the evidence" standard in these cases, meaning that a finding is based on whether it is more likely than not that the alleged conduct occurred.

**Protective Measures:**

Pending the outcome of an investigation, the College may implement protective measures, including:

- Issuance of no-contact orders.
- Adjustments to living arrangements, academic schedules, or work situations.

**Advisor/Advocate Participation:**

Both parties are entitled to have an advisor or advocate of their choice present during any hearings and related meetings.

**Notification of Outcomes:**



The College ensures that both parties are simultaneously informed in writing of:

- The outcome of the disciplinary process.
- Available appeal procedures.
- When the results become final after any appeals.

### **Sanctions:**

Following a final determination, the College may impose sanctions or protective measures, such as:

- Suspension.
- Expulsion.
- Educational programs.
- Campus bans.
- Disciplinary probation.
- No-contact orders.

### **Support Services:**

The College provides written notifications to students, employees, and victims about available counseling, health, mental health, victim advocacy, legal assistance, and other services both on campus and in the community. The College also informs victims of their rights and options, including assistance with changing academic, living, transportation, and working situations, regardless of whether they choose to report the crime to law enforcement.

## **Good Samaritan 911 Policy**

Columbia-Greene Community College's Good Samaritan 911 Policy prioritizes student health and safety by encouraging individuals to seek emergency assistance in medical crises without fear of alcohol or drug-related disciplinary action.

### **Key Points:**

- **Seeking Help:** Students who seek medical help for themselves or others in emergencies will not face alcohol or drug-related sanctions.
- **Encouraging Bystander Intervention:** The College supports students acting responsibly to help others in distress without fear of retaliation.
- **Repeated Use:** Frequent use of this policy will trigger individual reviews due to concerns for student well-being.
- **Parental Notification:** Parents of students under 21 may be contacted when there is a risk to health or safety.
- **Follow-Up:** Students receiving medical assistance will be referred to a mandatory intervention program; those calling for help may also be referred at the Dean's discretion.

This policy ensures the College's commitment to fostering a community focused on health and safety.

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

Columbia-Greene Community College is committed to fostering a safe and supportive environment for all students and employees. The College offers comprehensive education programs aimed at promoting awareness and prevention of sexual assault, domestic violence, dating violence, and stalking. These initiatives include primary prevention and awareness programs for all incoming students and new employees, as well as ongoing training sessions and workshops throughout the academic year. For more information or to participate in these programs, please contact:

**Andrew Ledoux, Dean of Students**

Phone: (518) 697-6320

In addition to on-campus resources, the College provides access to off-campus counselors and advocates. Crisis services and off-campus healthcare providers are available to assist students, and they will generally maintain confidentiality unless a student signs a consent or waiver form. This ensures that students can seek support while retaining control over their personal information.

### Overnight Parking on Campus

The College has established procedures for overnight parking to ensure safety and avoid conflicts with campus activities. Overnight parking is permitted under specific circumstances, such as:

1. Faculty and staff using college vehicles or carpooling for work-related travel.
2. Class field trips and/or club activities.
3. Athletics team road trips.
4. Vehicles remaining on campus due to an emergency or awaiting repair or towing.
5. Other circumstances pre-arranged with Campus Security in advance.

Individuals who need to leave their vehicles on campus overnight should report to Campus Security to have their vehicle logged. Vehicles should be parked in the front row closest to the Central Services building (at the rear of the south lot). In winter, it's advisable to check with maintenance regarding snow procedures. For emergencies where immediate contact with security is not possible, the vehicle owner should leave a sign in the vehicle window with their name and a phone number where they can be reached. Unauthorized vehicles left on campus overnight may be subject to removal at the owner's expense.

For any questions or to arrange overnight parking, please contact Campus Security at 518- 697-6170.

### Tobacco-Drug Free College Policy

Columbia-Greene Community College enforces a Tobacco-Free Policy to ensure a healthy environment for all. Since September 1, 2015, the use of tobacco products—including cigarettes, cigars, pipes, smokeless tobacco, and e-cigarettes—is prohibited on all college property. This includes all grounds, buildings, vehicles, and official college functions.

The policy aims to protect the health and safety of the college community by reducing exposure to tobacco-related hazards. All individuals on campus are expected to comply, with repeated violations addressed through the appropriate disciplinary processes.

For more information or assistance regarding the Tobacco-Free Policy, please contact:

- Andrew Ledoux, Dean of Students
- Phone: (518) 697-6320
- Email: [andrew.ledoux@sunycgcc.edu](mailto:andrew.ledoux@sunycgcc.edu)

### Student Records / Annual Notice to Students

The Family Educational Rights and Privacy Act (FERPA) grants students rights regarding their education records. At Columbia-Greene Community College, these rights include:

1. **Right to Access:** Students can inspect and review their education records within 45 days of a written request to the Registrar. The Registrar will arrange access and inform you of the review details.
2. **Right to Request Amendment:** If a record is inaccurate, misleading, or violates privacy rights, students can request an amendment by writing to the Registrar. If the request is denied, students will be notified and informed of their right to a hearing.
3. **Right to Consent to Disclosures:** Personally identifiable information from education records will not be disclosed without written consent, except in FERPA-approved situations, such as disclosure to college officials with legitimate educational interests.

4. **Right to File a Complaint:** If you believe the College has not complied with FERPA requirements, you can file a complaint with the U.S. Department of Education at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202  
Phone: 1-800-872-5327

The Family Educational Rights and Privacy Act (FERPA) outlines specific conditions under which educational institutions may disclose students' personally identifiable information (PII) without obtaining prior written consent. These exceptions are detailed in §99.31 of the FERPA regulations. When such disclosures occur, institutions are generally required to document them, and eligible students have the right to inspect and review these records.

The exceptions permitting disclosure without prior consent include:

1. **Disclosure to School Officials with Legitimate Educational Interests:** This includes individuals employed by the institution—such as faculty, administrative staff, and contractors—who have legitimate educational interests in accessing the information.
2. **Disclosure to Officials of Another Institution:** PII may be shared with officials of another institution where the student intends to enroll or is already enrolled for purposes related to enrollment or transfer.
3. **Disclosure in Connection with Financial Aid:** Information may be shared to determine eligibility for financial aid or to enforce the terms and conditions of the aid.
4. **Disclosure to Organizations Conducting Studies:** PII can be shared with organizations conducting studies to improve education or administer student aid programs, provided personal identification is not made by the organization.
5. **Disclosure to Accrediting Organizations:** Information may be disclosed to accrediting bodies for their accrediting functions.
6. **Disclosure to Parents of Dependent Students:** PII may be shared with parents if the student is claimed as a dependent for tax purposes.
7. **Disclosure in Compliance with Judicial Orders or Subpoenas:** PII can be disclosed to comply with a judicial order or subpoena, with prior notification to the student unless prohibited.
8. **Disclosure in Health or Safety Emergencies:** Institutions can disclose PII if there is a significant threat to health or safety, to parties whose knowledge is necessary for protection.
9. **Disclosure of Directory Information:** Institutions can disclose directory information (e.g., name, contact details, field of study) unless a student has opted out.
10. **Disclosure to Victims of Crimes of Violence or Non-Forcible Sex Offenses:** The institution may disclose the final results of disciplinary proceedings to victims of violent crimes or non-forcible sex offenses.
11. **Disclosure to the General Public of Final Results of Disciplinary Proceedings:** Final results may be shared with the public if a student has been found to have violated institutional rules related to a crime of violence or non-forcible sex offense.
12. **Disclosure to Parents Regarding Violations of Laws or Policies Governing Alcohol or Controlled Substances:** If a student under 21 violates laws or policies concerning alcohol or drugs, information may be disclosed to their parents.

It's important to note that while FERPA permits these disclosures without prior consent, institutions are generally required to record such disclosures and must provide students the opportunity to review records of these disclosures. Additionally, institutions must inform students about their rights under FERPA, including their right to file complaints with the U.S. Department of Education concerning alleged failures by the institution to comply with FERPA requirements.

For a comprehensive understanding of FERPA's provisions and exceptions, you can refer to the U.S. Department of Education's resources on FERPA.

#### **Directory Information:**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA, "directory information" refers to certain information in a student's education record that can be disclosed without the student's written consent, unless the student has opted out of such disclosure. According to 20 U.S.C. 1232g(a)(5)(A), directory information may include:

- The student's name
- Address
- Email 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 the disclosure of such directory information by submitting a request to the Registrar's Office. At the post-secondary level, parents do not have an inherent right to access their child's educational records. Access is limited solely to the student, unless one of the following conditions is met:

1. The student provides written consent.
2. The institution complies with a subpoena.
3. The disclosure is in connection with a health or safety emergency, as determined by the college.
4. The parents submit official evidence, such as a federal tax return transcript, demonstrating that the student is a dependent for IRS tax purposes.

It's important to note that even if parents have submitted their tax returns to the Financial Aid Office, this does not automatically grant them access to the student's records. A recent federal tax transcript must be submitted along with the request to the Registrar.

### Directory Information

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- The student's name
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Students have the right to withhold the disclosure of such directory information by submitting a request to the Registrar's Office. At the post-secondary level, parents do not have an inherent right to access their child's educational records. Access is limited solely to the student, unless one of the following conditions is met:

1. The student provides written consent.
2. The institution complies with a subpoena.
3. The disclosure is in connection with a health or safety emergency, as determined by the college.
4. The parents submit official evidence, such as a federal tax return transcript, demonstrating that the student is a dependent for IRS tax purposes.

It's important to note that even if parents have submitted their tax returns to the Financial Aid Office, this does not automatically grant them access to the student's records. A recent federal tax transcript must be submitted along with the request to the Registrar.

### Ex-Offender Admission Policy

Columbia-Greene Community College follows the State University of New York (SUNY) policy regarding the admission of individuals with prior felony convictions. The College does not ask about criminal history during the initial admission process. However, after acceptance, applicants may be required to disclose felony convictions if they intend to participate in certain programs or activities, such as clinical placements or internships.

Ex-offenders wishing to enroll in credit or non-credit courses must submit a "Request for Study Form" to the Dean of Students. The form is available from the Admissions Office, Community Service Office, and the Dean of Students. The applicant will then meet with the Dean of Students and, if necessary, the Admission Review Committee to discuss their eligibility to study at the College.

Regarding registered sex offenders, the College complies with the Campus Sex Crimes Prevention Act of 2000 and New York's Sex Offender Registration Act. A list of registered sex offenders is available through the New York State Division of Criminal Justice Services at <https://www.criminaljustice.ny.gov/>.

For further assistance or inquiries, you can contact:

**Andrew Ledoux, Dean of Students**

Phone: 518-697-6320

### Student Access to Records

Columbia-Greene Community College upholds the Family Educational Rights and Privacy Act (FERPA), ensuring students' rights to access and control their educational records. Students can review their grades, schedules, and unofficial transcripts through Banner Self-Service. For detailed information on FERPA rights and the process to authorize others to access your records, please refer to the College Catalog.

If you have further questions or need assistance, you can contact the Office of Records and Registration at 518-697-6420.

### Education Law, 224-a:

New York State Education Law § 224-a safeguards students' rights to observe their religious beliefs without academic penalty. Key provisions include:

1. **Non-Discrimination:** Students cannot be expelled or denied admission due to their inability to attend classes or participate in academic activities on specific days because of religious beliefs.
2. **Excused Absences:** Students absent for religious reasons must be excused from exams, studies, or work requirements on those days.
3. **Make-Up Opportunities:** Faculty and administration are responsible for providing equivalent opportunities for students to make up missed exams, studies, or work without charging any fees.
4. **Alternative Scheduling:** If academic activities are scheduled on Friday evenings or Saturdays, institutions should offer alternatives when possible, without additional fees.
5. **Good Faith Implementation:** Institutions must act in good faith to ensure no adverse effects on students exercising these rights.

6. **Legal Recourse:** Students who feel their rights under this law have been violated can seek enforcement in the state's supreme court.
7. **Notification:** Institutions are required to inform students in writing about their rights under this section.

**Contact persons:**

Jon Collier-Takahashi

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

### **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

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## Section IV – Campus Contact Information

### 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

### 2025-2026 Academic Calendar

2025 - 2026 Academic Calendar	
Fall 2025	
August 21	New Student Orientation



2025 - 2026 Academic Calendar	
August 25	First Day of Classes
September 1	College Closed – No Classes – Labor Day
September 2	Last Day to Add Classes
September 15	Last Day to Drop Classes
September 18	Census Date
October 13	Indigenous Peoples Day – No Classes, College Open
October 14	Classes resume: Follow Monday Class Schedule
October 27	Matriculated Students begin Advising for Spring 2026
October 29	Last day to withdraw from Fall 2025 classes
November 3	Non-matriculated Students Register for Spring 2026
November 11	Veterans' Day – College Open, classes in session
November 26-28	College Closed - No Classes - Thanksgiving
December 12	Last Day of Fall 2025 classes
December 15	Reading Day
December 16-17	Exam Days
December 24, 2025 – January 4, 2026	College Closed
<b>Spring 2026</b>	
January 20	First Day of Classes
January 27	Last Day to Add Classes
February 9	Last Day to Drop Classes
February 16	College Closed – No Classes – Presidents' Day
February 17	Classes resume: Follow Monday Class Schedule
March 16-22	College Open – No Classes – Spring Break
March 23	Matriculated Students begin Advising for Summer and Fall 2026
March 26	Last Day to Withdraw from Spring 2026 Classes
March 31	Non-Matriculated Students begin Registration for Summer and Fall 2026
May 6	Last Day of Spring 2026 Classes
May 13	Reading Day
May 14-15	Exam Days
May 16	Commencement
<b>Summer 2026</b>	
May 25	Memorial Day – No Classes - College closed
May 26	First day of Summer I Classes
June 1	Last Day to Add Classes
June 10	Last Day to Drop Classes
June 19	Juneteenth – No Classes – College closed
July 3 - 12	College Closed – No Classes
July 13	Last Day to Withdraw from Summer I Classes
August 20	Last Day of Classes

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