### Fall 2018

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>Aug. 23</td>
<td>New Faculty Orientation</td>
</tr>
<tr>
<td>Monday</td>
<td>Aug. 27</td>
<td>Instruction Begins – Day Classes</td>
</tr>
<tr>
<td>Monday</td>
<td>Sept. 3</td>
<td>Labor Day – College Closed</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Sept. 4</td>
<td>Evening On-Campus Classes Begin</td>
</tr>
<tr>
<td>Monday</td>
<td>Sept. 10</td>
<td>Off-Campus Classes Begin</td>
</tr>
<tr>
<td>Monday</td>
<td>Sept. 17</td>
<td>All College Meeting 2 p.m. County List Census Date</td>
</tr>
<tr>
<td>Monday</td>
<td>Oct. 8</td>
<td>No Classes – Columbus Day</td>
</tr>
<tr>
<td>Monday</td>
<td>Oct. 22</td>
<td>Mid-Semester Grades Due 10 a.m. Sprint Classes Begin</td>
</tr>
<tr>
<td>Friday</td>
<td>Nov. 16</td>
<td>Last day to withdraw from classes</td>
</tr>
<tr>
<td>Wednesday – Saturday</td>
<td>Nov. 21 – 24</td>
<td>Holiday – College Closed</td>
</tr>
<tr>
<td>Friday</td>
<td>Dec. 14</td>
<td>Last Day of Instruction</td>
</tr>
<tr>
<td>Monday</td>
<td>Dec. 17</td>
<td>Final Grades Due 10 a.m.</td>
</tr>
<tr>
<td>Monday – Tuesday</td>
<td>Dec. 24 – 25</td>
<td>Holiday – College Closed</td>
</tr>
<tr>
<td>Monday – Tuesday</td>
<td>Dec. 31 – Jan. 1</td>
<td>Holiday – College Closed</td>
</tr>
</tbody>
</table>

### Intersession 2018 – 2019

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>Dec. 26, 2018</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Monday</td>
<td>Dec. 31, 2018</td>
<td>Holiday – College Closed</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Jan. 1, 2019</td>
<td>Holiday – College Closed</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Jan. 2, 2019</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Monday</td>
<td>Jan. 7, 2019</td>
<td>Last day to withdraw</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Jan. 9, 2019</td>
<td>Classes End</td>
</tr>
<tr>
<td>Thursday</td>
<td>Jan. 10, 2019</td>
<td>Snow Day Makeup</td>
</tr>
<tr>
<td>Friday</td>
<td>Jan. 11, 2019</td>
<td>Grades Due – 10 a.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td></td>
<td>12/24</td>
<td>12/25</td>
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<td>12/27</td>
<td>12/28</td>
<td>12/29</td>
</tr>
<tr>
<td></td>
<td>Holiday</td>
<td>Holiday</td>
<td>9 a.m. - Noon</td>
<td>9 a.m. - Noon</td>
<td>9 a.m. - Noon</td>
<td>9 a.m. - Noon</td>
</tr>
<tr>
<td></td>
<td>College Closed</td>
<td>College Closed</td>
<td>1 p.m. - 3 p.m.</td>
<td>1 p.m. - 4 p.m.</td>
<td>1 p.m. - 3 p.m.</td>
<td></td>
</tr>
<tr>
<td>12/30</td>
<td>12/31</td>
<td>1/1</td>
<td>1/2</td>
<td>1/3</td>
<td>1/4</td>
<td>1/5</td>
</tr>
<tr>
<td></td>
<td>Holiday</td>
<td>Holiday</td>
<td>9 a.m. - Noon</td>
<td>9 a.m. - Noon</td>
<td>9 a.m. - Noon</td>
<td>9 a.m. - Noon</td>
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<tr>
<td></td>
<td>College Closed</td>
<td>College Closed</td>
<td>1 p.m. - 4 p.m.</td>
<td>1 p.m. - 4 p.m.</td>
<td>1 p.m. - 3 p.m.</td>
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<td>1/6</td>
<td>1/7</td>
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<td>1/9</td>
<td>1/10</td>
<td>1/11</td>
<td>1/12</td>
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<tr>
<td></td>
<td>9 a.m. - Noon</td>
<td>9 a.m. - Noon</td>
<td>9 a.m. - 11 a.m.</td>
<td>Snow Day Makeup</td>
<td>Grades Due</td>
<td>10 a.m.</td>
</tr>
</tbody>
</table>
Spring 2019

<table>
<thead>
<tr>
<th>Monday</th>
<th>Jan. 21</th>
<th>No Classes – Martin Luther King, Jr. Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>Jan. 22</td>
<td>Instruction Begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All day &amp; evening On-Campus Classes</td>
</tr>
<tr>
<td>Monday</td>
<td>Jan. 28</td>
<td>Continuing Education Classes begin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Off-Campus</td>
</tr>
<tr>
<td>Monday</td>
<td>Feb. 4</td>
<td>All College Meeting – 2 p.m.</td>
</tr>
<tr>
<td>Monday</td>
<td>Feb. 11</td>
<td>County List Census Date</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Feb. 27</td>
<td>Faculty Workshop Day – No Classes</td>
</tr>
<tr>
<td>Monday</td>
<td>March 18</td>
<td>Mid-Semester Grades Due 10 a.m.</td>
</tr>
<tr>
<td>Monday – Friday</td>
<td>March 18 – 22</td>
<td>Spring Break – No Classes</td>
</tr>
<tr>
<td>Monday</td>
<td>March 25</td>
<td>Classes Resume</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sprint Classes Begin</td>
</tr>
<tr>
<td>Thursday</td>
<td>April 18</td>
<td>Last day to withdraw from classes</td>
</tr>
<tr>
<td>Friday – Tuesday</td>
<td>April 19 – 23</td>
<td>Holiday – College Closed</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 24</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 9</td>
<td>Faculty/Staff Honors Convocation 4:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>May 17</td>
<td>Last Day of Instruction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Honors Convocation 6 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>May 12</td>
<td>Commencement</td>
</tr>
<tr>
<td>Monday</td>
<td>May 20</td>
<td>Final Grades Due 10 a.m.</td>
</tr>
</tbody>
</table>

Summer Sessions 2019

No Classes/College Closed: Monday, May 27
No Classes/College Closed: Thursday, July 4

**Summer Session 1 (3 weeks)**

<table>
<thead>
<tr>
<th>Monday</th>
<th>May 20</th>
<th>Classes Begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>June 7</td>
<td>Classes End</td>
</tr>
</tbody>
</table>

**Summer Session 2 (6 weeks)**

<table>
<thead>
<tr>
<th>Monday</th>
<th>May 20</th>
<th>Classes Begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>June 28</td>
<td>Classes End</td>
</tr>
</tbody>
</table>

**Summer Session 3 (12 weeks)**

<table>
<thead>
<tr>
<th>Monday</th>
<th>May 20</th>
<th>Classes Begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>Aug. 9</td>
<td>Classes End</td>
</tr>
</tbody>
</table>

**Summer Session 4 (6 weeks)**

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>July 1</th>
<th>Classes Begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>Aug. 9</td>
<td>Classes End</td>
</tr>
</tbody>
</table>
Please be advised that information, policies and procedures detailed in this publication are subject to change at the discretion of Hudson Valley Community College.

To provide feedback and your comments about your experience on campus, send an e-mail to: input@hvcc.edu.

<table>
<thead>
<tr>
<th>EMERGENCY CLOSINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the event that it is necessary to cancel classes or close the college because of severe weather or other conditions which might endanger the health or safety of students, an announcement will be made via local radio and television stations. In addition, emergency closing information is available by calling (518) 629-4822 or on the college’s website: <a href="http://www.hvcc.edu">www.hvcc.edu</a>.</td>
</tr>
</tbody>
</table>

Hudson Valley Community College does not discriminate on the basis of age, gender, race or ethnicity, national origin, religion, disabling condition, marital status or sexual orientation. If you have a disability and require any reasonable accommodations, or an interpreter, please contact the Center for Access and Assistive Technology at (518) 629-7154 or TDD (518) 629-7596.
COMPUTER SYSTEMS

Accessing Student Computer Systems

You are expected to use several computer systems at the college and will need your college-issued username and password which are mailed separately upon application to the college. They provide access to the following systems:

- Academic Computing Environment (ACE)
- MyHudsonValley Portal/Blackboard
- Email
- Flexible Registration
- Web Information and Registration Direct (WIReD)

Academic Computing Environment (ACE)

The ACE recognizes students as valid users of college computer systems and provides access to software used in courses and the following systems: MyHudsonValley Portal/Blackboard, email and WIReD.

All students have access to PCs in the Computer Learning Center, Campus Center, classrooms, laboratories, study centers and in the library.

For help in setting up and using the ACE, speak with a staff person in the Computer Learning Center on the lower level of the Marvin Library Learning Commons, e-mail clchelp@hvcc.edu or call the help desk at (518) 629-7891.

Email

All students, faculty and staff use the Microsoft Outlook e-mail platform. Your username includes the first initial of your first name followed by a hyphen (-) and up to 13 characters of your last name (all lower case, no spaces or other special characters). For example, Jane Smith’s username would be j-smith. If there is another student whose first initial and last name would create a duplicate (like Joseph Smith), a number will be appended to the username, i.e. j-smith1.

Your initial password is randomly generated by the college, but it may be changed within the established format found on the Change My Password webpage: www.hvcc.edu/its/password/.

If you have lost or forgotten your username or password, you may complete this online form: http://www.hvcc.edu/wired/id-request.html to have new credentials sent via mail or obtain them in-person with picture ID at the Registrar’s Office.

WIReD and the Enrollment Step Checklist

Hudson Valley WIReD (Web Information and Registration Direct) is a Web-based system available 24 hours a day which gives you access to records and the registration process. Prospective and former students may also access certain areas of the system.

Using WIReD, new matriculated students may access the Enrollment Step Checklist to track enrollment progress and monitor acceptance to the college, financial aid information, academic placement testing, academic advisement, immunization records and tuition payment.

You may also use WIReD to access your personal information and academic records, schedule classes, view textbook information and DegreeWorks.

DegreeWorks allows you to monitor progress toward completion of a degree or certificate program by providing a degree audit. The degree audit outlines program requirements and indicates which requirements have been met and which have not yet been satisfied.

To access WIReD:

- Go to www.hvcc.edu/students
- Click on WIReD - Register and Access your Records
- Click Continue to WIReD Homepage
- Click login to WIReD
- Input Hudson Valley Username/Password

For help using WIReD, visit the Registrar’s Office, located in the Guenther Enrollment Services Center. Contact the center’s staff directly at (518) 629-7700; or via e-mail at studenthelp@hvcc.edu.
MyHudsonValley Portal/Blackboard
MyHudsonValley Portal/Blackboard is the college’s platform for online courses and communities, student announcements and important information from the college.

COURSE SCHEDULING AND ADVISEMENT

Students receive academic advisement prior to their first semester on campus and can expect ongoing support and guidance from their academic departments throughout their time at Hudson Valley. Because academic departments advise their students differently, advisement scheduling and procedures vary.

You should come to all academic advisement and scheduling appointments on time and prepared to discuss your short-term and long-term goals.

- Be knowledgeable about your program requirements.

- Fully participate in your academic planning and advisement. It’s your responsibility to follow through on recommendations and actions you discuss with your advisor.

- Inform your advisor of any change in status (major, curriculum changes, full-time/part-time enrollment).

The more information and effort you bring to your academic advisement sessions, the more successful it will be in meeting your goals! For more information on how advisement works in your academic department, contact your academic department.

ACADEMIC SUPPORT

Whether you are coming to college with confidence or are a little unsure about your academic skills, student support services are widely available for all Hudson Valley students. We have the tools to help you succeed, and it’s important to find these tools early in your college career. Outlined below are the academic support services offered by the college and several specialized offices and departments you may want to explore.

Marvin Library - The Dwight Marvin Library, located within the Marvin Library Learning Commons, provides access to information and services within the library building and online at http://library.hvcc.edu. Librarians are available at the reference desk six days per week, including most evenings and Saturdays during the academic year. Librarians can also be reached by phone, email and instant messaging.

Instructional Media Center – The Instructional Media Center houses and circulates a collection of more than 5,000 media items and more than 50,000 streaming media resources for student and faculty use. Services include media reserves (including media programs in all formats, textbooks and journal articles), e-reserves, and multimedia viewing rooms for group study and media preview.

Location: Marvin Library Learning Commons, lower level

The Learning Centers

- Computer Learning Center (CLC) – The Computer Learning Center provides academic and technical support that can help you develop the computer skills necessary for academic success. Workshops are offered, and in-person help is available during regular library hours.

  Location: Marvin Library Learning Commons, lower level

- Learning Assistance Center (LAC) – The Learning Assistance Center is staffed by full- and part-time education specialists, part-time professional tutors and peer tutors who provide small group and one-on-one instruction in math, learning strategies and other content areas.

  Location: Marvin Library Learning Commons, lower level

- Writing and Research Center – The Writing and Research Center can help you through every step of the writing process, from research and pre-writing through final revisions. Writing specialists provide support to help students build confidence and independence in completing their writing assignments.
Location: Marvin Library Learning Commons, second floor

**Collegiate Academic Support Program (CASP)** — CASP provides a welcoming community space for traditionally underrepresented students and assists you with a support system to maintain motivation for college, academic achievement and personal standards for success during your time at Hudson Valley.

Location: Marvin Library Learning Commons, lower level

**Center for Academic Engagement (CAE)** — The Center for Academic Engagement focuses on encouraging students to access support services and build networks that lead to academic success. Academic coaches are available to help you with increasing your confidence, your goal-setting and your grades. Who needs the CAE? Students who are struggling with a course or several courses or those who are performing well in their coursework but would like to improve their study habits, time management skills or overall academic performance.

Location: Siek Campus Center, Room 230

**Other Academic Support Services**

**Educational Opportunity Program (EOP)** — The EOP is a state-funded grant program that encourages students from historically under-represented groups to pursue higher education. Program applicants are required to attend a pre-semester orientation that will assist them in making the transition to college life. Weekly educational resource workshops are scheduled for freshman students and EOP students are encouraged to become an active part of the college community.

Location: Siek Campus Center, Suite 120

**Science Study Center** — If you are a student in a biology, chemistry or physics course, you can discuss your science-related questions with faculty, meet with instructors and form study groups in the Science Study Center. The center also offers student peer tutors, textbooks, computer programs, reserve articles and other course-related material.

Location: Science Center, Room 100

**College Success Referral System** — Faculty members use the College Success Referral System if they feel a student may need additional academic support or help for behavioral/health concerns. You will receive a phone call and potentially a follow-up letter providing direction on the next steps recommended by the college.

**STUDENT SERVICES AND RESOURCES**

In addition to academic support services, the college also offers many ways to make your time on campus more productive and useful. From career and transfer services to where to pick up a bite to eat, the information below provides a snapshot of additional services and resources, including public safety and college closure information. More details can be found by searching for individual departments/offices on www.hvcc.edu.

**Bus Transportation** — Hudson Valley provides free CDTA bus transportation for students during the term in which they are enrolled. You may swipe your student ID to access all CDTA bus routes, including STAR service and Northway Xpress commuter service. The Faculty Student Association manages the college’s partnership with CDTA and can address any student questions.

**Campus Ministry** — The Campus Ministry Office provides you with the opportunity to deepen or explore your faith while at Hudson Valley. The campus chaplain works to create an atmosphere where students can integrate their religious lives with their social and educational lives. An Interfaith Prayer Room is open to students, faculty and staff to use for personal reflection and occasional services or spiritual programs. Use of the room by members of religious traditions and for interdenominational events is encouraged.

Location: Siek Campus Center, Room 220

**Center for Careers and Transfer** — Unsure about your career path or looking for information about a potential transfer destination? Counselors in the Center for Careers and Transfer can help you with both. Whether planning for a full-time career or looking for part-time work while you complete your college studies, staff in this office
can provide expert guidance on resume writing, interview preparation, networking and other aspects of the career search process. If your goal is to continue your education after graduation, they can also help you find the most current information about our transfer agreements and help you plan your coursework to fit your transfer goals. Transfer and job fairs are sponsored by the Center for Careers and Transfer as well.

**Location:** Siek Campus Center, Suite 280

**Center for Access and Assistive Technology** – The Center for Access and Assistive Technology works to assist all qualified students with disabilities in the pursuit of their educational objectives. Students who self-identify with the center can take advantage of services that include: individual orientation; pre-admission counseling and assistance with registration; special scheduling; classroom accommodations; supplemental tutorial services and monitoring of academic progress; academic and personal counseling; extended test taking time and assistance with reading and/or writing examinations, when needed, and a proctored setting for examinations.

**Location:** Siek Campus Center, Room 130

**Computer Labs** – In addition to the Computer Learning Center in the lower level of the Marvin Library Learning Commons, students have access to computers and computer labs on the first and second level of the library and throughout campus. The Cyber Café on the first floor of the Siek Campus Center is open 24/7. In addition, there are open computer labs in the:

- Science Study Center
- School of Business Computer Lab, Brahan Hall, room 229
- Center for Academic Engagement
- Center for Access and Assistive Technology

Additional computer resources may be available within individual departments or for students in certain academic programs, so ask your faculty members or department chair if such resources are available.

**Dental Hygiene Clinic** – Students, faculty and staff can obtain free dental cleanings and exams on campus. Services such as X-rays and sealants also are available for a minimal fee. All services are performed by Dental Hygiene students under the supervision of college faculty.

**Location:** Fitzgibbons Hall, Room 127

**Faculty Student Association Services (FSA)** – The FSA operates the college’s bookstore, food service, vending operations and the Viking Child Care Center.

**Location:** Siek Campus Center, Room 240

**Viking’s Cove Bookstore** – Located on the first floor of the Siek Campus Center, the Viking’s Cove Bookstore offers textbooks, lab materials, discounted software and other required supplies for your classes as well as numerous other items, like Hudson Valley Community College branded merchandise and clothing. Textbooks are available two weeks before the start of each semester and several pre-pack options can be used to make ordering your textbooks more convenient. The bookstore has an online store with branded apparel and merchandise for students, parents, alumni, fans and club members.

**Food Service** – Mazzone Hospitality, a well-respected and locally-owned food service provider, runs the college’s food service operation. Freshly-made sandwiches, salads, soups and entrees, as well as breakfast and lunch grab-and-go items can be found at several locations on campus, including a main food court in the Siek Campus Center and café stations in the Marvin Library Learning Commons, Science Center and Williams Hall. Hours vary.

**Viking Child Care Center** – The Viking Child Care Center provides safe, affordable, high quality child care and pre-K learning for children of Hudson Valley students and members of the greater community. The center is accredited by the National Association for the Education of Young Children and staffed by professionals who are trained to recognize and understand children’s developmental stages. Tuition for students is on a sliding fee scale based on income, and tuition assistance is available to eligible parents. Enrollment is on a first-come, first-served basis.
Food Pantry – The Student Activities Office oversees a Food Pantry for needy students. The pantry is open Monday - Friday, from 10 a.m. - 3 p.m. Donations are accepted from the college community. Please call (518) 629-7348 for more information.

Location: Siek Campus Center, Room 210

Foundation – The college Foundation secures donations for and administers student scholarships. To learn more about the scholarships offered and application procedures, visit www.hvcc.edu/scholarships or call (518) 629-8012.

Location: Fitzgibbon Health Technologies Center, Room 131

International Student Services – The college has a Coordinator of International Student Services who is here to support our international student population. Call (518) 629-7567 or stop by the Admissions Office in the Guenther Enrollment Services Center.

Location: Guenther Enrollment Services Center, Room 223

Legal Services – The Student Senate provides students with legal services of an attorney who offers advice and referrals.

Location: Siek Campus Center, Room 121

Lockers – Wall lockers are available for student use in Brahan and Higbee Halls for a $10 fee per semester. Contact Student Activities to reserve one.

Location: Siek Campus Center, Room 210

Study Abroad – Through its affiliation with the College Consortium for International Studies (CCIS), Hudson Valley offers a choice of more than 75 study abroad programs in 31 countries. CCIS is one of the nation’s oldest and largest international education consortia. Learn how study abroad can become part of your academic experience. Contact Heather Chase at (518) 629-7191 for more information.

Location: Fitzgibbon Health Technologies Center, Room 334

Wellness Center – The Wellness Center encompasses Health Services and Counseling Services as well as general wellness education programs. You might first visit the Wellness Center to submit the required immunization forms required for enrollment, but the variety of services provided here can help you throughout your time at the college. Students in need of medical attention and those looking for personal counseling can visit the Wellness Center. The center also offers free, regular wellness events, like lectures, mindfulness meditation and yoga.

Location: Siek Campus Center, Room 260

SAFETY, CLASS CANCELLATION, COLLEGE CLOSURE

Public Safety – The Office of Public Safety provides general security, safety measures and protection for the entire campus community. The office has vehicle, foot patrol and video surveillance 24 hours a day, but should be notified of any suspicious or criminal activity, medical emergencies or accidents that occur on campus.

To contact Public Safety, call 911 from any campus or emergency phone or (518) 629-7210 from any non-campus or cell phone.

If requested, an escort service for students and staff is available, and Public Safety also will assist those who lock their keys in their vehicles or need a jump-start.

Emergency telephones directly linked to Public Safety and Health Services are located on each floor, hallway and elevator of buildings on campus. Additional emergency telephones, identified by a blue light, are strategically located across campus in parking lots and walkways. Public Safety encourages the reporting of all criminal or unusual incidents, no matter how minor they may seem.

Location: Siek Campus Center, Room 170

Environmental Health and Safety – This office administers programs designed to protect faculty, staff and students from a variety of potential hazards to the health of our environment and community. The office ensures the college complies with local, state and federal regulations and administers proactive safety exercises, including fire drills.

Location: Siek Campus Center, Room 344
College Closure / Emergency Preparedness

In the case of a potential college closure due to weather or unforeseen incident, you should check the college website, college e-mail or call the college’s main line (518) 629-HVCC (4822). All three are official ways the college notifies students of classes being cancelled or delayed or if the college is closed. More information can be found at www.hvcc.edu/closing.

The college also has emergency preparedness plans in place to deal with a variety of potential emergencies, from natural disasters to an active shooter on campus. The college may use an on-campus public address system to announce an emergency or provide instructions. The college also utilizes the SUNY NY-Alert System that allows SUNY campuses to warn students and college employees of an impending or ongoing emergency, and provide timely emergency information to the same groups to protect lives and minimize campus disruption. You will need to “opt in” to the system to receive the alerts, which can be received via cell phone (text and/or voice), telephone or email. You can sign-up for SUNY NY-Alert through WIReD.

STUDENT ACTIVITIES

It’s simple. Students who get involved and take an active role in campus life have a better college experience. So, what are you waiting for? We offer clubs and organizations, intercollegiate athletics and an active student government that has a voice in how your student fees are allocated. Get involved!

Clubs and Organizations – The college offers more than 50 clubs and student organizations. If you’re interested in forming a new club or organization, contact the Student Activities Office to find out more about the process for creating an officially-recognized group on campus.

Clubs include:

- Air Conditioning Club*
- Amateur Radio Club
- American Chemical Society Club
- American Sign Language (ASL) Club
- American Society of Civil Engineers (ASCE) Student Club
- Animal Outreach Club
- The Armed Forces Club
- Art Club
- Black and Latino Student Union
- Brothers Incynch* (a platform to encourage communication, leadership and achievement among males)
- The HVCC Builders Club* (Student Chapter of the National Association of Home Builders)
- Cheerleading and Pep Squad
- The Choir Club
- Circle K International (leadership training through service on campus and in the community)
- Collegiate Academic Support Program Club* (a club that celebrates diversity and acceptance to support learning)
- Cosplay Club (for students interested in creating or managing costumes or props for theater)*
- Criminal Justice Association
- The HVCC Dance Team*
- Early Childhood Club
- Educational Opportunity Program Club (to assist the EOP in becoming more diverse and flexible)
- Electrical Construction and Maintenance Club
- Engineering Science Association of Hudson Valley
- Entrepreneurs Club
- Film Club
- Foreign Language and Culture Club
- Gardening and Horticulture Club
- Habitat for Humanity Club
- Hacky Pack Club
- Health and Administrative Information Management Club*
- The Hudsonian (student newspaper)
- Human Services Club
- Institute of Electrical and Electronics Engineering
- International Students Club
- Investment Club
• Jewish Student Union
• Martial Arts Club*
• HVCC Mathematics Club*
• Mortuary Science Student Association
• Muslim Student Association
• Niemond Zonders Club (promoting community-oriented health services)
• Not A Bit Of Difference Club (promoting awareness of disability-related issues)
• Pep Band Club*
• Phi Theta Kappa (international academic honor society for two-year colleges)
• Physical Education Majors Club
• Pride Alliance (promoting quality of campus life for gay, lesbian, bisexual, queer, label-free and transgendered individuals)
• Programming, Web Development and Design Club
• Psychology Club
• Public Speaking Club
• Radiologic Technology Club
• Real Life Club (to build movements of students who are transformed by Jesus Christ)
• Red Cross Club
• Respiratory Care Club
• Running Club
• Russian Club
• Sisters Incynch (a multicultural forum that creates programs that embrace diversity)
• Katrina’s Closet Service Learning and Civic Responsibility (a resource for gently worn professional clothing for women and men)
• Ski and Snowboard Club
• Society of Manufacturing Engineers
• Society of Refrigeration (Mechanics) Technicians
• Solar Society (for students interested in environmental sustainability)
• Student American Dental Hygienists’ Association (SADHA)
• Student Christian Association (a group of Christians from different denominations united in Jesus Christ)
• Table Tennis Club
• Tau Alpha Pi National Honor Society (a scholastic recognition society for students in the School of Engineering and Industrial Technologies)
• Theatre Club
• Tour Guide Club
• Wrestling Club

An (*) indicates clubs that are currently inactive but with a Student Senate charter. These organizations may become active with student interest and/or an advisor.

Intercollegiate Athletics – The college offers 18 intercollegiate athletic teams (nine men’s teams and nine women’s teams) and has a long history of student-athlete excellence. You will find we also have some of the most comprehensive athletic facilities of any two-year college in the country, from our Conway Ice Arena and Joseph L. Bruno Stadium to the new Outdoor Athletic Complex. Athletes must adhere to standards of academic eligibility to compete and there is an academic coordinator assigned to the Athletic Department staff.

Informational meetings for those who are interested in competing on a particular team are held well in advance of the season so it’s important to contact the Athletic Department or individual head coach as soon as possible if you are interested in trying out for a team. The Athletics website (www.hvcc.edu/athletics) has a wealth of information about sports and coaches.

<table>
<thead>
<tr>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>Basketball</td>
<td>Baseball</td>
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<tr>
<td>(M,W)</td>
<td>(M,W)</td>
<td>(M)</td>
</tr>
<tr>
<td>Football</td>
<td>Bowling</td>
<td>Lacrosse</td>
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<td>(M)</td>
<td>(M,W)</td>
<td>(M)</td>
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<tr>
<td>Soccer</td>
<td></td>
<td>Softball</td>
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<tr>
<td>(M,W)</td>
<td></td>
<td>(W)</td>
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<tr>
<td>Tennis</td>
<td></td>
<td>Golf</td>
</tr>
<tr>
<td>(W)</td>
<td></td>
<td>(M)</td>
</tr>
<tr>
<td>Volleyball</td>
<td></td>
<td>Track and Field</td>
</tr>
<tr>
<td>(W)</td>
<td></td>
<td>(M,W)</td>
</tr>
</tbody>
</table>

Student Government – Each year, elections are held for a slate of positions on the Student Senate and its executive board, as well as for positions as the student trustee to the college Board of Trustees and for freshman and senior class president. If you have any interest in politics, governance, budgeting, event planning, logistics, or if you want to have a say in where your student
activities fees are allocated, consider a position in student government.

Working alongside administrators and faculty members, Student Senators gain significant experience promoting and coordinating events throughout the year, authorizing new clubs and organizations and crafting the budget to meet student needs. More information about the Senate, its constitution and by-laws can be found at: www.hvcc.edu/studentactivities/studentgov

**ENROLLMENT OFFICES**

**Admissions**

- change of curriculum

  Location: Guenther Enrollment Services Center, Room 223

**Cashier**

- paying bills and fees

- information about your refund choices through BankMobile

- questions about third party payment or payment plans

- information about required Certificates of Residence

- questions about holds on your account

  Location: Guenther Enrollment Services Center, Room 125

**Financial Aid**

- assistance in completing the online FAFSA

- applying for Federal Work-Study positions on campus

- answering questions about your financial aid eligibility or disbursement

  Location: Guenther Enrollment Services Center, Room 110

**Registrar**

- support for using WIReD

- information contained in the official College Catalog

- transcript requests

- information about grading policies and grade disputes

- course withdrawals and complete withdrawal from the college

- cross-registration

- information about veteran’s education benefits

- information about good academic standing and graduation requirements

- information about FERPA, FERPA waivers and FERPA’s impact regarding releasing information on your student account

  Location: Guenther Enrollment Services Center, Room 136

**Continuing Education, Summer Sessions and Workforce Development**

- advisement and registration for non-matriculated students

- summer session enrollment for all students

  Location: Guenther Enrollment Services Center, Room 231

**FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. In addition, parents are afforded the same rights as students are, as long as the student is claimed as a dependent on either of their parent’s Federal Income Tax return, and there is proper presentation of the dependency condition. To review student rights, important information for students and parents regarding telephone inquires about student accounts, and the FERPA Waiver/Authentication Form, visit www.hvcc.edu/registrar.
STUDENT SENATE
CONSTITUTION

Preamble

We, the students of Hudson Valley Community College want to promote the general welfare of the student body; to provide educational, cultural, recreational and social activities; to form an organization through which the students may voice their opinions, concerns and suggestions to administration, faculty, and staff; and in doing so establish this constitution of the Student Senate.

Article I – Definition

The Student Body shall consist of all students that have paid the established Student Activities fee for that semester.

Article II – Name

The student governing organization of the Student Body shall be called the Student Senate of Hudson Valley Community College and be referred to as The Student Senate from this point forward.

Article III – Governance

The executive powers granted hereinafter are with the Student Senate. It shall be the responsibility of the Student Senate to implement the statements of the preamble of this constitution.

Section One - Composition

The Student Senate shall be comprised of the four elected officers. Representatives of each division, including non-matriculated students based on class, will be known as senators and each class will elect a class president. The number of senators for each division is set in the Election By-Law.

Section Two – Duties and Powers

The Student Senate shall be empowered to make all standing rules necessary to its operation. The Student Senate shall be empowered to provide effective communication to the students of the college in regard to every facet of the college and the broader community.

The Student Senate shall have the power to review any and all policies and procedures of student-recognized clubs and Student Senate committees, unless specifically stated otherwise in this constitution or by-laws. It shall have the power to reject all policies and procedures which it deems inconsistent with the best interest of the student body.

The Student Senate shall have the power to determine the Student Activity fee; to establish the general financial policy of funds acquired by the student activities fee; to allocate funds and to compensate the Faculty Student Association of Hudson Valley Community College, Inc. the cost incurred for the audit of Student Senate financial records.

The Student Senate shall have the sole power to charter student organizations.

The Student Senate shall provide for proper and just student body elections and tabulation of results.

As included in the annual budget, stipends may be paid to Student Senate Executive Officers, Senators and The Hudsonian staff as approved by the Student Senate. As included in the annual budget, Student Senate Executive Officers may receive tuition reimbursement as approved by the Student Senate.

Stipend and tuition reimbursement levels shall be established and approved by the Student Senate annually at a May meeting.

Article IV – Executive Officers, Senators and Class Presidents

The Student Body shall elect from its membership by a majority vote of its voting membership, a President, Vice-President, Treasurer and Secretary (Executive Officers). Senators shall be elected and represent the academic school divisions: School of Business, School of Engineering and Industrial Technologies, School of Health Sciences, School of Liberal Arts and Sciences, including non-matriculated students, based on senior or freshmen class. One Class President for the Freshmen class and Senior class shall be elected each year from its representative membership.

Student Senate Executive Officers, Senior Senators and Senior Class President shall hold office from June 1st of the year elected until May 31st of the following year. Freshmen Senators and Freshmen Class President shall hold office from the day that the election results are certified by the current Student Senate until May 31st of the following year.
Article V – Duties and Responsibilities of Officers

All Officers shall live up to the Hudson Valley Community College Student Code of Academic Ethics and Campus Regulations. All Officers shall uphold the Constitution of the Student Senate. All officers shall attend any and all meetings of the Student Senate and his/her committees. Off-campus behavior shall be governed by the By-Laws and the Student Code of Conduct. All officers shall maintain a 2.5 GPA while in office.

Section One – President

The President shall be responsible for carrying out all action taken by the Student Senate. The President shall be solely empowered to nominate a chairman of all Student Senate committees, except the Budget Committee and Programming Board. The President shall be solely empowered to nominate candidates to fill any vacant Senate position providing that the nominee be from the division/class vacated. The President shall serve as ex-officio member of all Student Senate committees. The President shall act as the representative of the student body in all cases where applicable. The President shall represent the Student Body in all meetings of the Faculty Student Association Board of Directors.

Section Two – Vice President

The Vice President, in the absence of the President or at his/her request, shall preside over Student Senate meetings and assume all the duties and responsibilities of the President. The Vice President shall be an ex-officio member of all committees. The Vice President shall preside over the Programming Board as described in the By-Law.

Section Three – Treasurer

The Treasurer shall act as chairperson of the Budget Committee as described in the By-Law. The Treasurer shall work with the administrator from Student Activities to account for the balance of the budget. The Treasurer shall serve as one of the recognized check signer on record with the Student Senate bank. The Treasurer shall make available to a member of the student body at their request the status of the Student Senate budget. The Treasurer shall represent the student body in all meetings of the Faculty Student Association Board of Directors.

Section Four – Secretary

The Secretary shall keep an accurate record of all Student Senate meetings and prepare minutes and agendas for each meeting. The Secretary shall be responsible for carrying on the correspondence of the Student Senate.

Article VI – Senators

Senators shall attend any and all meetings of the Student Senate and his/her committee meetings. Senators shall represent the needs of their constituents. Senators shall uphold the Constitution of the Student Senate. Senators shall perform such duties as are assigned or accepted by them with regard to Student Senate committees in a responsible manner. Senators should live up to the Hudson Valley Community College Student Code of Academic Ethics and Campus Regulations. All Senators must maintain a 2.0 GPA while serving in office.

Article VII – President for Freshmen and Senior Class

The Class President shall attend any and all meetings of the Student Senate and his/her committee. Class Presidents shall represent the needs of their constituents. Class Presidents shall uphold the constitution of the Student Senate. Class Presidents shall perform such duties as are assigned or accepted by them with regard to Senate committees in a responsible manner. Class Presidents should live up to the Hudson Valley Community College student code of academic ethics and campus regulations. Class Presidents must maintain a 2.0 GPA while serving in office.

Article VIII – Meetings

The Student Senate shall have a meeting no later than ten (10) calendar days after the beginning of the academic year. The Student Senate shall meet at least once a month during the academic year. Additional meetings may be called at any time by the President of the Student Senate. All meetings of the Student Senate shall be open to every member of the Student Body. Members of the student body may address the Student Senate at the discretion of and recognition by the presiding officer. Meetings of the Student Senate shall be conducted according to Parliamentary Procedure as stated in Robert’s Rules of Order.
Article IX – Budget

The Student Senate shall create a budget every year based on the upcoming projections of enrollment provided by the college. The Senate shall have a budget approved by the last Student Senate meeting in May and presented to the Faculty Student Association Board of Directors for final approval. The budget and financial processes are outlined in the By-Law.

Article X – Vacancies

If there is ever a vacancy of the office of President, the Vice President automatically assumes the office of President with all of the rights and responsibilities of the position. The hierarchy of the Student Senate Officers is President, Vice President, Treasurer and Secretary. If the vacancy is in any other of the officer position than the Presidents, the President shall nominate a member of the student body who meets all of the requirements of an officer. The nomination shall be approved by a three-quarters vote of the Student Senate. Senatorial vacancies shall be filled by nomination by an executive officer which is approved by a vote of the majority of the student senate. The nomination procedures shall be the first order of business after the approval of the previous meeting minutes at this meeting and no other business shall be transacted until the vacancy is filled.

Filling of senatorial vacancies shall be made by appointment by the President of the Student Senate. Each student must submit a letter to the Student Senate President stating name, division, student identification number and a brief description why the student is interested in the Student Senate. Each person must attend at least one Student Senate meeting and must have an interview with at least three officers. Each student must meet the requirements of a Senator.

Article XI – Removal

Any member of the Student Senate missing more than two (2) consecutive regularly scheduled meetings or a total of four (4) regularly scheduled meetings during the academic year without a legal excuse may be expelled from the Student Senate according to the provisions of this Constitution. Legal excuses include academic requirements, Student Senate committee meetings or the approval of the four officers given at least two (2) days before the meeting.

Article XII – Impeachment

The members of the Student Senate have the right and responsibility to expel in the following manner any member of the Student Senate that they decide has violated any of the provisions of the constitution:

A majority vote of the Student Senate is necessary to establish a Judicial Committee. The Judicial Committee will be formed as described in the By-Law. A two-thirds (2/3) vote of the Student Senate is necessary to expel any member. The resulting vacancy is to be filled according to the provisions of the By-Law. In the event that the President is the defendant in Impeachment proceedings, the Vice President shall form the Judicial Committee.

Article XIII – Create a New By-Law or Amendment of By-Law

A new By-Law or an amendment may be proposed at any regular meeting of the Student Senate. It will be placed on the Agenda for the next scheduled Student Senate meeting. A three-quarters (3/4) vote of the current Student Senate is required for a By-Law to be adopted or amended.

Article XIV – Constitution Ratification or Amendment

This Constitution shall become operational immediately following its approval by a three-quarters (3/4) vote of the Student Senate and then two-thirds (2/3) of the members of the student body voting in such a referendum.

Approved by the Student Senate on October 2, 2006; and the student body on October 12, 2006.

The Student Senate By-Laws can be found on the college website at www.hvcc.edu/studentactivities/studentgov.

ACADEMIC POLICIES AND REGULATIONS

What kinds of degrees does Hudson Valley offer?

The college awards four associate degrees: associate in arts (A.A); associate in science (A.S.); associate in applied science (A.A.S.); and associate in occupational studies (A.O.S.).
The A.A. and A.S. degrees are awarded upon satisfactory completion of university-paralleled programs, which provide flexibility in terms of ultimate educational goals and are the basis for further development of professional competence in many specialized fields.

An A.A. degree requires you to complete a minimum of 45 credits of liberal arts coursework; an A.S. degree requires you to complete a minimum of 30 credits of liberal arts coursework.

An A.A.S. degree is awarded upon satisfactory completion of any of the career programs. While these curricula are designed as preparation for employment in responsible positions in business and industry, they do not preclude transfer with significant credit for some programs. An A.A.S. degree requires you to complete a minimum of 20 credits of liberal arts coursework.

An A.O.S. degree is awarded upon satisfactory completion of occupational programs designed to prepare the graduate for direct entry into industry and the trades. An A.O.S. degree does not require completion of liberal arts coursework.

What does matriculated mean?

If you are a matriculated student, you have been formally accepted for admission to the college, have registered in a curriculum or designated program and are pursuing courses toward a degree or certificate. You will lose matriculated status if you do not enroll for more than two terms.

Regardless of matriculation status, you will be considered a full-time student if you carry 12 or more credit hours during the fall or spring semester.

One credit hour is granted based on one period of classroom work per week or one session of laboratory work of two or more periods. A minimum of two hours of outside preparation is expected of you for each period of classroom work.

NOTE: Full-time status for New York State scholarships is determined by enrollment in 12 or more degree-applicable hours. Courses in which a grade of "D" or better was previously earned are not counted toward the 12 hour full-time study requirement.

Do I have an academic advisor?

Non-matriculated students taking courses without being formally registered in a curriculum or designated program may request to meet with an advisor in the Office of Continuing Education. Matriculated students are advised through the department to which they have been admitted, either by their Department Chairperson, a faculty advisor or an advisor within an advising center associated with their department. Students meet with an academic advisor to discuss course selection, to review progress toward degree or educational goals, and to talk about problems and issues related to their academic success at the college. Most students meet with an academic advisor a minimum of two times during the semester—one to talk about coursework and another time to touch base about progress and plans.

Students receive their Advisor Verification Number (AVN) from their academic advisor or department personnel. Each student is assigned a new AVN each term. The AVN allows a student to go online and register for courses, change course sections and add/drop classes. Academic departments differ in their policies and methods for distributing AVN for their students and, due to the specific needs of their students or the specific sequence of coursework needed to complete certain degree programs, some departments do not distribute them at all.

Does Hudson Valley have an attendance policy?

Excessive absences interfere with the successful completion of a course of study and diminish the quality of group interaction in class. To encourage students to meet the obligation to attend class, the following policy is established:

Class attendance is a matter between students and instructors. Instructors are obligated to announce and interpret specific attendance policies to their classes at the beginning of the session in the course syllabus.

Hudson Valley Community College complies with the provisions of section 224-a of New York State Education law regarding religious beliefs.

Faculty are encouraged to be considerate of students with special circumstances.
How does the grading system work at Hudson Valley?

1. The college uses a letter system of grading which indicates the following standards:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Numerical Equivalent</th>
<th>Quality Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>*A Excellent</td>
<td>90 - 100</td>
<td>4</td>
</tr>
<tr>
<td>*B Very Good</td>
<td>80 - 89</td>
<td>3</td>
</tr>
<tr>
<td>*C Average</td>
<td>70 - 79</td>
<td>2</td>
</tr>
<tr>
<td>*D Passing</td>
<td>60 - 69</td>
<td>1</td>
</tr>
<tr>
<td>*F Failure</td>
<td>Below 60</td>
<td>0</td>
</tr>
<tr>
<td>*I Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*IP Course in Progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*P Pass</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*S Satisfactory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*AW Administrative Withdrawal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*W Withdraw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Z Absent Without Withdrawal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*EXM Excused Medical</td>
<td>(Physical Education courses only)</td>
<td></td>
</tr>
</tbody>
</table>

All grades earned will appear and remain permanently on your records.

*Grades for remedial courses will be preceded by the letter R (i.e., RA, RB)

2. A grade of “I” (Incomplete) at mid-term or final is assigned only after you have consulted with the faculty member and have demonstrated a legitimate reason acceptable to the faculty member (such as health problems, a death in the family or other circumstances beyond your control) for not completing the work.

The decision to assign the “I” (Incomplete) grade is entirely at the discretion of the faculty member. A grade of “I” (Incomplete) must be removed within the first 30 calendar days of the next term. Otherwise, it automatically becomes an “F” (Failure).

3. The grade of “IP” (Course in Progress) is assigned to you when the course has not concluded at the close of the regularly scheduled term.

4. A grade of “W” (Withdrawal) is assigned only when you have completed and submitted a withdrawal form prior to the end of the day on Friday of the twelfth week of the term. You are encouraged to meet with your instructor or the instructor’s department chairperson prior to withdrawal.

You must obtain approval from your department chairperson for a course withdrawal. Discontinuance of class attendance or notice to the instructor does not constitute authorized withdrawal. For any session other than a standard 15-week term, the withdrawal date shall be set on a four-fifths (4/5) prorated basis.

5. The grade of “AW” (Administrative Withdrawal) will be assigned by the college if you do not comply with certain college policies and campus regulations.

6. A grade of “Z” (Absent Without Withdrawal) will be assigned to a student who has failed to participate in course activities through the end of the term and when, according to the instructor’s grading policy as stated on the course syllabus, completed assignments or course activities were insufficient to make normal evaluation of academic performance possible.

7. The computation of the grade point index is based on the GPA hours and grades earned. (Quality points are assigned to each credit hour attempted, according to the grading system.) Grades of “I,” “IP,” “S,” “W,” “AW,” “Z” or “EXM,” or grades preceded by the letter “R” (e.g. remedial courses) do not calculate into the grade point index. The following example illustrates how the grade point index would be determined for one term:
A 3-credit course x 4 quality point = 12
B 3-credit course x 3 quality point = 9
B 4-credit course x 3 quality points = 12
F 3-credit course x 0 quality points = 0
Total GPA hours = 13  Total quality points = 33
Quality Points = 33
Term Index = ---------------------------- = 2.53
GPA Hours =13

8. A course may be repeated for a higher grade. The highest grade will be included in the cumulative average, although both grades will appear on the transcript. Such repetition will be permitted twice.

Special permission may be granted through the department chairperson if you wish to repeat a course that has been completed with a “C” or better.

Repetition of coursework for which credit has been granted may jeopardize financial aid eligibility.

How can I dispute a grade?

Protection Against Improper Academic Evaluation
Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. At the same time, they are responsible for maintaining standards of academic performance and understanding the material presented in each course in which they are enrolled. If a student feels he/she is being graded improperly, or that a grade is based on some standard other than academic performance, the Grade Dispute Procedure gives the student protection through orderly procedures against prejudices or capricious academic evaluation.

General Procedure
In keeping with the intent and spirit of these statements, it is incumbent upon all parties involved to show respect, restraint and responsibility in their efforts to resolve complaints. It is incumbent upon faculty members and students to arrange meetings and conferences with each other in good faith and to communicate decisions within established time frames to all concerned parties.

Burden of Proof
The burden of proof needed to substantiate the existence of an improper grade shall rest with the student. The student must demonstrate, by clear and convincing evidence, that a final grade was entered whereby all or part of the grade was calculated in a manner inconsistent with published grading procedures. Instances of the above are limited to situations where a student believes he/she received an inappropriate grade in a particular course. This does not include questions concerning admission to a program or a specific course section, or denial of financial aid.

Prohibition Against Retaliatory Action
Any retaliatory action of any kind taken against a person seeking redress under these procedures is prohibited.

Academic Standing
The vice president of academic affairs will decide issues of academic standing, if relevant, during the pendency of a grade dispute.

Campus Judicial Coordinator
It is strongly recommended that the student meet with the campus judicial coordinator as soon as he/she has received the grade so that the campus judicial coordinator can provide the student information about the Grade Dispute Procedure. In no event should this meeting take place more than fourteen (14) days after the disputed grade is made available.

The campus judicial coordinator does not represent or advocate for any party in a grade dispute. The campus judicial coordinator is available to all parties, the department chairperson and the Academic Review Board. He/she will advise all interested parties as to their rights and responsibilities. In addition, he/she will assist parties in drafting complaints or responses, or narrowing issues, and he/she will provide written documentation that is not available to a party (a grade book or class syllabus, for example). The campus judicial coordinator may appoint a designee to fulfill his/her duties if it is warranted or necessary.

Time Limits Defined
Days shall be defined as any day the college is open for business and shall exclude Saturdays.
and Sundays and any holiday the college has published as "College closed," and emergency closings. Meetings should be arranged within the specified time limits whenever possible, though they may take place at a later time if all parties are in agreement. Time limits may be waived for just cause.

**Are there rules regarding campus computers?**

Based on the reliance and acceptance of electronic communications, e-mail messages and portal announcements are considered an official means of communication with students of Hudson Valley Community College. Students are expected to comply with the Computer Use Policy when using the e-mail and portal systems.

All students are assigned an official college username and password combination for accessing e-mail and portal systems and an official college e-mail address for receiving and sending e-mail messages. The college expects that students will use their official college username and password combinations and their official college e-mail address to receive and read e-mail messages and portal announcements on a frequent and timely basis. Students are not absolved from the responsibilities associated with the contents of electronic communications if electronic communications are not received and read on a frequent and timely basis.

Students are expected to maintain their own e-mail inboxes. Students are assigned a finite amount of disk storage within which their own usage for e-mail, calendar, contacts and tasks information must be managed. Students are responsible for managing their own disk storage usage. Students will be notified by the server if their disk storage usage begins to approach their quota and will then have to take some action to reduce their disk usage. This action may simply be removal of e-mails or may be copying (backing up) of e-mails to some other location followed by removal of e-mails. E-mail messages that are 30 days old or older are automatically removed from the trash folder on the server. An e-mail deleted from your server inbox will automatically be moved to your server trash folder and will then be automatically removed after 30 days. E-mails are not automatically removed from any other user folders on the server.

The college does offer the capability to forward e-mail from a college e-mail address to another e-mail address. However, the college does not recommend that students forward e-mail to any other e-mail address. The college will only support the college e-mail system provided to students. The college is not responsible for the handling of e-mail by outside vendors. Students are not absolved from the responsibilities associated with communications sent to their official college e-mail address if e-mail forwarding results in the loss of e-mail messages.

**Can I find out how I'm doing in my classes at mid-semester?**

Midterm grades are indicators of your progress and are posted to your WIReD account.

They are equally important to the potential Dean’s List student, the student on probation and the marginal student. In each case, your efforts can be directed to achieve your goals. In addition, the midterm grades of all courses (including non-credit remedial) will be used to determine continued eligibility in athletics and Student Senate-sponsored organizations.

Midterm grades are not recorded on your official transcript and as such, will only be changed in the event of a data entry or calculation error.

You will be considered academically at-risk if your midterm grade point average (average based on that term’s midterm grades) falls below 2.0. If you are academically at-risk, you will be encouraged, by letter, to meet with your department chairperson or faculty advisor to discuss options and implement a course of action to improve your academic performance.

**Is there an honor roll at Hudson Valley?**

The college’s President’s List, released each Fall and Spring term, includes those full-time students who have a term average between 3.5 and 4.0 and who received no “D,” “F,” “I,” “Z” or “W” or their remedial equivalent on their record for that term. The grade of “W,” remedial courses, and coursework previously attempted will not remove a student from the President’s List if the student has met all other requirements and completes at least 12 college credits successfully.

The college’s Dean’s List, released each Fall and Spring term, includes those full-time students who have a term average of 3.0 to less than 3.5 and who received no “D,” “F,” “I,” “Z,” or “W” or their remedial equivalent on their record for that term. The grade of “W,” remedial courses, and coursework previously attempted will not remove a
student from the Dean’s List if the student has met all other requirements and completes at least 12 college credits successfully.

The college’s President’s List, released each Fall and Spring term, includes those part-time students registered for at least six college credits who have a term average between 3.5 and 4.0 and who received no “D,” “F,” “I,” “Z,” or “W” or their remedial equivalent on their record for that term. The grade of “W,” remedial courses, and coursework previously attempted will not remove a student from the President’s List if the student has met all other requirements and completed at least six college credits successfully.

The college’s Dean’s List, released each Fall and Spring term, includes those part-time students registered for at least six college credits who have a term average of 3.0 to less than 3.5 and who received no “D,” “F,” “I,” “Z,” or “W” or their remedial equivalent on their record for that term. The grade of “W,” remedial courses, and coursework previously attempted will not remove a student from the Dean’s List if the student has met all other requirements and completed at least six college credits successfully.

Will I take a final exam for every course?
Final examination exemption is a matter between students and instructors. Instructors are obligated to announce and interpret specific exemption policies to their classes at the beginning of the semester in the course syllabus.

Can I stop taking a course after it has begun?
You may withdraw from a course prior to the end of the day on Friday of the 12th week of the semester. You are encouraged to meet with your instructor or the instructor’s department chairperson prior to withdrawal. The official date of withdrawal is the date that the completed form is received in the Registrar’s Office. You must obtain approval from your department chairperson for a course withdrawal. Discontinuance of class attendance or notice to the instructor does not constitute authorized withdrawal.

For any session other than a standard 15-week term, the withdrawal date shall be set on a four-fifths (4/5) pro-rated basis.

What if I need to stop taking all my courses before the end of the semester?
You may withdraw from all registered courses within a semester prior to the end of the day on the Friday of the 12th week of the semester. You must go to the Registrar’s Office in Guenther Enrollment Services Center for advisement and to complete the required form. The official date of withdrawal is the date that the form is completed. Remember, total withdrawal from a semester will jeopardize your future financial aid eligibility.

Can I change my degree program?
You must obtain the approval of your department chairperson for permission to change majors. You must be in good academic standing and meet all prerequisites for the desired program. Forms for requesting changes may be obtained from your department chairperson.

How can I earn credits toward my degree?
Students enrolled in a regularly scheduled day or continuing education course at the college who satisfactorily complete the course with a passing grade will be granted the number of credits for that course as set forth in the College Catalog. Students earn these credits regardless of matriculation status.

In accordance with the following guidelines, credit also is awarded through examination, transfer from accredited institutions and evaluation of life experience. Credit will be granted provisionally through these methods until the student has been formally matriculated and has completed one semester at the college.

Transfer credit will appear on the Hudson Valley transcript with a “T” entered in the grade column and the credit will be included in the degree hours only. No more than 50 percent of the minimum number of credits required for a degree or certificate may be granted by transfer, examination or evaluation.

Can I transfer credits from another college?
If you have coursework from a regionally accredited institution, you may complete specific program requirements by transferring those courses essentially equivalent to the corresponding Hudson Valley courses. Elective coursework may be transferred without equivalency with approval of the department chairperson. You will only
be allowed to transfer course credit for which a grade of “C” or better, or the equivalent, has been received.

**Can I get credits by taking certain exams?**

Degree credit is awarded through the following examination programs:

**Advanced Placement Examination:**

This program, administered by the College Entrance Examination Board, is an instrument that relates college-level courses at secondary schools to appropriate placement and credit at collegiate institutions.

**College Level Examination Program (CLEP):**

This program, administered by the College Entrance Examination Board, provides opportunities to earn college credits through subject and general examinations.

Hudson Valley does recognize and award credit for many CLEP subject exams. In some instances, additional requirements must be met before credit will be awarded. Granting of credit for CLEP general exams is not automatic and must be approved on the departmental level.

Specific information concerning exams, acceptable scores and Hudson Valley course equivalents may be obtained from the Center for Careers and Transfer.

**International Baccalaureate Credit (IBC):**

The International Baccalaureate Diploma Programme is a comprehensive and challenging, pre-university course of studies leading to examinations in various subject areas. College credit may be granted based on the scores received on the subject exams.

**UExcel College Examination Program:**

Administered by the New York State Education Department, this program has been established for individuals who have developed college-level competencies outside the formal classroom and can demonstrate those competencies to receive credit for them.

Exams in each of these programs have been reviewed jointly by the appropriate department chairperson and division dean in consultation with the vice president for academic affairs to establish the amount of credit to be granted, the minimum acceptable score requirement and the equivalency of each exam to a Hudson Valley offering.

For further information concerning approved exams, contact the Registrar’s Office or the Center for Careers and Transfer.

**Can I get credit for a course – without taking it – if I already know the material?**

If you have occupational or educational experience, you may earn credit for any Hudson Valley course in your degree program by taking the final examination for the course. You must request this evaluation of learning by, and obtain approval from, the department chairperson of the course to be challenged. A challenge exam cannot be administered if you have registered and are attending the course.

**Can I get credit for life experience?**

The Life Experience program is designed for and provides returning adult students with an alternative method of obtaining college credit. Knowledge acquired from a combination of work experience, non-credit courses, seminar training and workshops may translate into college credit. If you can document your experience and articulate the knowledge you have gained, you may be eligible to receive Life Experience credit.

Your experience must match a particular course(s) in your degree program. The means by which you demonstrate your experience is through a portfolio assessment. For further information, contact the Continuing Education, Summer Sessions and Workforce Development Office.

**Can I take a course at another college or university?**

By means of cross-registration, students may be permitted to take courses at other colleges and universities. Please see the various types of cross-registration agreements below for appropriate information regarding dates, deadlines and regulations. “Home institution” is defined as the institution where a student is officially matriculated and pursuing a degree or certificate. “Host
institution” is defined as the institution a student is visiting for the purpose of cross-registration. Students must comply with the policies and procedures of both the home and host institutions and are encouraged to contact the host institution in advance to learn about specific institutional requirements, procedures and policies.

Initial approval must be granted by the appropriate college officials at the student’s home institution prior to cross-registration at the host institution. Cross-registration is not available in mini-semesters, summer sessions or winter intersessions. Although the student is not charged tuition, he/she is responsible for all applicable fees at the host institution. Contact your Registrar’s Office for further information.

Interested students may contact the Registrar’s Office at (518) 629-4574. For specific part of term start dates and related registration deadlines, please refer to the college website. Students visiting Hudson Valley can view this policy in its entirety on the college website or in the College Catalog.

**Hudson Mohawk Association Cross-Registration Agreement**

Students attending a Hudson Mohawk Association institution may be permitted to take courses at other institutions in the association. Students attending a SUNY four-year institution or community college must follow the SUNY Cross-registration Agreement as outlined below. To qualify, a student must be matriculated and in good academic standing at the home institution. The student must be full-time between the home and host institutions. The cross-registered course must be one that is not available at the home institution. Students can cross-register for only 50 percent of their overall semester credits (not to exceed two courses).

Hudson Valley Students: A student interested in cross-registering must meet with an academic advisor and select a course that is not available at Hudson Valley (not listed in college catalog). The student must complete the Hudson Mohawk Association Cross-registration Form and obtain the signatures of an advisor and the Registrar. After obtaining the appropriate signatures, the student may contact the host institution for information regarding cross-registration. At the time of cross-registration, the host institution will sign the form. The original copy of the form, complete with host institution signature, must be submitted by the student to the Registrar’s Office at Hudson Valley. Specific guidelines and the Hudson Mohawk Cross-registration Form can be accessed on the college website.

**SUNY Cross-Registration Agreement**

Students attending a SUNY four-year institution or community college may be permitted to take courses at other SUNY four-year institutions or community colleges. The student must be a matriculated undergraduate and attending full-time at the home institution. The agreement limits the students to six credits of undergraduate cross-registered coursework per semester and the cross-registered courses must be used toward degree or certificate completion. In accordance with SUNY guidelines, the cross-registered course must not be offered at the home institution. Exceptions to this regulation may be made at the discretion of the home institution for circumstances pertaining to scheduling conflicts that delay timely program completion. If cross-registering at a community college, the student must provide a certificate of residence to the institution.

Hudson Valley Students: A student interested in cross-registering must meet with an academic advisor and select a course that is not available at Hudson Valley (not listed in college catalog) and will be used toward a degree or certificate completion. The student must complete the SUNY Cross-registration Form and obtain the signatures of an advisor, department chair or dean as well as the Registrar. After obtaining the appropriate signatures, the student may contact the host institution for information regarding cross-registration. At the time of cross-registration, the host institution will sign the form. The original copy of the form, complete with host institution signature, must be submitted by the student to the Registrar’s Office at Hudson Valley. Specific guidelines and the SUNY Cross-registration Form can be accessed on the college website.

**Do I need to earn certain grades to maintain my status as a matriculated student?**

You must be in good academic standing in order to continue your studies as a matriculated student. To be in good academic standing, you must meet or exceed the requirements specified in the retention table outlined below.
In addition, you must be in good academic standing for purposes of veteran’s benefits, state and federal financial aid, and for participation in intercollegiate athletics, the Student Senate, the student newspaper staff, the college theatrical group or other campus activities as defined.

**Retention Table**

**Good Academic Standing**

<table>
<thead>
<tr>
<th>Total Credit</th>
<th>Good Academic Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td>Hours</td>
</tr>
<tr>
<td>Academic</td>
<td>Academic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic</th>
<th>No</th>
<th>Dismissal</th>
<th>Suspension</th>
<th>Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probation</td>
<td>3-18.99</td>
<td>19-36.99</td>
<td>less than .5</td>
<td>.5 to 1.29</td>
</tr>
<tr>
<td>1.29</td>
<td>1.3 to 1.69</td>
<td>1.70</td>
<td>1.3 to 1.69</td>
<td>less than 1.0</td>
</tr>
<tr>
<td>1.3 to 1.69</td>
<td>1.70 to 1.99</td>
<td>2.00</td>
<td>1.71 to 1.89</td>
<td>less than 1.7</td>
</tr>
<tr>
<td>less than 1.7</td>
<td>1.90 to 1.99</td>
<td>2.00</td>
<td>1.71 to 1.89</td>
<td>less than 1.7</td>
</tr>
</tbody>
</table>

**What if I fall below the requirements for good academic standing?**

You will be placed on either academic probation or academic suspension, or be subject to academic dismissal.

**Academic Probation:** You will be placed on academic probation at the end of a semester in which your cumulative grade point average falls below what is required according to the retention table. If you are placed on academic probation, you must meet with your department chairperson or faculty advisor to develop an academic intervention plan prior to attending the following semester. As part of the plan, previous coursework, academic strategies, available resources and course selection will be discussed. The plan represents an agreement signed by both you and your advisor. If you are on academic probation, you may not enroll for more than 14 credits, unless you are enrolling in your last term to meet graduation requirements.

If you raise your grade point average to the required level as designated on the retention table, you will be removed from probationary status.

**Academic Suspension:** You will be placed on academic suspension at the end of a term in which your cumulative grade point average falls below what is required according to the retention table. If you are subject to suspension, you are removed from matriculated status and cannot register for any credit or credit-equivalent courses at the college. After one full term, you may return on a non-matriculated basis. If you are placed on academic suspension, you may use the services of the college’s Center for Counseling for additional career counseling. After correcting your grade point average deficiencies or after not registering for two consecutive terms (fall, spring, summer), you may seek readmission.

**Academic Dismissal:** You will be placed on academic dismissal at the end of a term in which your cumulative grade point average falls below what is required according to the Retention Table. If you are subject to dismissal, you are removed from matriculated status and cannot register for any credit or credit-equivalent courses at the college. After correcting your grade point average deficiencies or after not registering for two consecutive terms (fall, spring, summer), you may seek readmission.

**What if the circumstances for loss of good academic standing were out of my control?**

The college provides the opportunity for you to request a waiver of the above standards if there have been extenuating circumstances that have caused you to lose good academic standing. This waiver will be granted only if your situation is viewed as an exceptional or extraordinary case: this means that the circumstances preventing you from meeting the requirements were highly unusual and probably out of your control. You must be an otherwise serious and successful student.

If you feel that your situation warrants use of the one-time-only waiver of good academic standing requirements, the appeal process is begun in the Center for Counseling, located in the Siek Campus Center.

**Does Hudson Valley have a Fresh Start policy?**

The Fresh Start policy provides a second opportunity to any former Hudson Valley student who has experienced past academic difficulties. If you are interested in pursuing Fresh Start, you must...
complete a petition with your academic advisor. The deadline to submit a completed petition to the Registrar’s Office is the published withdrawal deadline in your term of re-enrollment to the college.

To be eligible for the program, you must:

- Have been absent from the college for a consecutive period of two years or more.
- Achieve a term index of at least 2.00 with no grades of “F,” “Z,” “W,” “AW,” “I” or the remedial equivalents.

If you successfully meet all eligibility requirements at the end of the Fresh Start term, all courses previously completed with grades of “C” or better will remain part of your calculated grade point average. Prior coursework in which a grade of “D” or “F” was received will remain on the transcript, but will not be calculated in any future grade point average, will not earn credit and will not be counted toward degree completion.

You can be approved for a Fresh Start only one time. The re-calculated grade point average will be used for the purposes of academic standing and NYS Tuition Assistance Program (TAP) certification. It will not, however, be used in the calculation of Satisfactory Academic Progress for federal financial aid eligibility. There is no guarantee, expressed or implied, that the Fresh Start policy will be recognized by any other college or university.

**What do I have to do to graduate with an associate degree or a certificate?**

1. Attain a 2.00 grade point index.

2. Complete all prescribed courses with a passing grade.

3. Complete the prescribed minimum-credit requirements.

4. Complete a minimum of 50 percent of the required course credits in residence at Hudson Valley Community College.

5. Submit a completed degree/certificate completion application to the Registrar’s Office.

**Please Note:** Every student in the Mortuary Science program must take and pass the National Board Examination as a requirement for graduation from the program. Students are required to take the National Board Examination within one semester (including summer) of completion of all courses required for the Mortuary Science program. In order to receive approval to take the NBE exam beyond the one-semester limit, students are required to retake and pass the MTSC 250 Pre-Professional Mortuary Seminar Course.

You are ultimately responsible for ensuring that all degree or certificate requirements have been fulfilled. Course requirements for each program are specified in the College Catalog.

You may complete the degree or certificate requirements at the end of the fall, spring or summer semesters. Hudson Valley confers degrees and awards certificates following the close of each of these terms; however, the commencement ceremony is held only once, in May.

In order to be considered for graduation or certificate completion, degree and certificate applications must be submitted by the deadlines noted below. **If any of the deadlines noted below fall on a weekend, the deadline will be the last business day prior to the noted deadline.**

**Deadlines for submission of degree and certificate applications:**

- **Fall:** Oct. 15
- **Spring:** March 31
- **Summer:** June 15*

*Candidates must apply by March 31 in order to participate in the commencement ceremony. Summer candidates will be allowed to participate in the commencement ceremony only upon demonstration that degree or certificate requirements will be completed by the August degree conferral or certificate completion date.

If you do not file an application, your academic record will not be reviewed for graduation or certificate completion. Upon review, if you have not met all degree or certificate requirements, as outlined in the College Catalog, you will be notified of the deficiency and may reapply for a subsequent graduation or certificate completion period.

A student will not receive the diploma or certificate or be able to request a transcript until all outstanding obligations have been satisfied.
**Can I take more than two years to complete my degree?**

Requirements for degree completion are based on those stated in the College Catalog for the year that you matriculate in a specific program. You have a maximum of five years from the date of matriculation to complete a degree based on those requirements. After that five-year window, requirements for all programs convert to those cited in the most current College Catalog. You may opt for the current College Catalog requirements at any time.

**If I meet the requirements, can I earn two degrees?**

You may undertake a second degree at the same level either concurrently or consecutively, but a second degree is awarded only when an additional year of coursework and the degree requirements in a different field are completed (e.g., 50 percent of the secondary degree program).

When you concurrently meet the requirements of more than one emphasis within a single broad field of study, a single degree is awarded rather than two separate degrees.

**Can I graduate with Honors?**

Students who have attained a 3.5-4.0 cumulative grade point index at the time of graduation will graduate with academic honors.

The Students Honors Ceremony is held in May each year. Honors graduates from the prior fall semester are invited to the following May ceremony, as are those spring and summer students who have submitted a completed degree application to the Registrar’s Office and have a cumulative grade point index of at least 3.5 at the end of the intersession term prior to the ceremony. Final determination of graduation with honors will occur once the final grades for the term of graduation have been processed.

**Does Hudson Valley Community College have an ROTC program?**

Full-time students may cross-enroll in the Army Reserve Officer Training Corps program at Siena College. Classes are taught on the campuses of Siena and Rensselaer Polytechnic Institute. This program qualifies students for commissions as officers in the U.S. Army. Scholarships are available to first- and second-year students who plan to attend a four-year college, and who meet qualification requirements. For more information, contact the professor of military science at Siena College.

**How can I request a transcript?**

You may request that your academic transcript be forwarded to other institutions or places of employment by notifying the Registrar’s Office. A student may request a transcript as follows:

- Via Hudson Valley WIReD
- By completing the Transcript Request Form (available at www.hvcc.edu/registrar)
- In-person at the Registrar’s Office

There is a $10 fee for the Registrar’s Office to fax out an unofficial transcript. Faxed requests will be processed with those received by mail.

Transcripts will not be released if you have financial obligation (in arrears). By federal law, e-mail requests cannot be considered consent for release of transcript information.

**Anti-Discrimination and Harassment Policies**

The college has established an Equal Employment Opportunity Policy and a Sexual Harassment/Discrimination Policy that is consistent with federal and state anti-discrimination legislation. These policies can be found in their entirety in the College Catalog.

The Office of Affirmative Action and Human Resources Development is responsible to ensure that the college complies with these policies and laws, and ensures that students, faculty and staff receive immediate assistance if they believe that they have been a victim of violations of Equal Employment Opportunity laws and policies because of their race, sex, religion, national origin, disability or sexual orientation.

For further information, call (518) 629-8110 or visit www.hvcc.edu/affirm.

**Plagiarism Policy**

**Commitment to Academic Excellence**

As a student at Hudson Valley Community College, you should know that this school is committed to academic excellence. As a result, the college has
a strong policy against plagiarism. When students plagiarize, they threaten the integrity of the entire institution, and they devalue the legitimate intellectual accomplishments of all students.

The college's policy defines plagiarism in this way: "Plagiarism is a form of academic dishonesty that is considered a serious offense and carries severe penalties ranging from failing an assignment to suspension from school. You are guilty of plagiarism any time you attempt to obtain academic credit by presenting someone else’s ideas as your own without appropriately documenting the original source."

The policy goes on to explain that sources have to be properly documented and that "ideas" are not limited to "words" or "phrases." The realm of ideas may also include examples such as statistics, computer programs, artwork, theories, and photographs, among others. The entire policy with its three levels of violations and consequences is included at the end of this section.

**Documenting Your Sources.** Why do you have to document your sources? You have to document your sources for two major reasons: (1) You have to give credit to those who provided the information; and, (2) you have to help your readers find your sources. If you fail to document your sources, you are essentially stealing that information and implying that you are the original source. In addition, by providing your reader with the author, title, and publication information, you make it easy for the reader to find and use the same information. Do you have to document everything in your paper? No, you don’t have to document common knowledge, and you don’t have to document your personal opinion.

**Common Knowledge.** Common knowledge is generally referred to as information that everybody knows or information that can be found easily in a variety of sources. In general, if you see certain information in three different sources, the information does not have to be cited. If you have any doubts whatsoever, though, about whether to cite certain information, you should cite your source.

**Personal Opinion.** If you are writing an informative paper, your instructor may not want your personal opinion in the paper. However, if you are writing a persuasive paper, you will need to express your opinion and will not need to cite yourself as the source. Naturally, once you state your opinion, you should back it up with information from your sources.

**Using Quotations, Paraphrases and Summaries**

**Quotations.** Most students know they can use a quote from a source, but many students go too far and quote too much. As a general rule, you should use quotations sparingly. According to Diana Hacker, author of The Bedford Handbook, you should use quotations only for “special purposes: to use a writer’s especially vivid or expressive wording, to allow an expert to explain a complex matter clearly, or to let critics of an opinion object in their own words” (561).

**Paraphrases.** When you paraphrase, you take your source’s information and put it in your own words, using approximately the same length. So, if you paraphrase three sentences from your source, your paraphrase should also be three sentences. The mistake many college writers make is they simply change one or two key words. That’s not a paraphrase; that’s plagiarism. To paraphrase properly, you should try to do so from memory without looking at the original source, and, then, you should check that your words and phrases don’t resemble the source too closely (Hacker 560 and 573).

**Summaries.** When you summarize, you pick out the key points or arguments and highlight them in a much shorter format. You might, for example, summarize a two-hour movie in one paragraph or a 300-page novel in 500 words. Summaries are especially useful when you have to give the reader some background information before moving on to an in-depth analysis. Unfortunately, some students feel that if they don’t quote directly from a source, they don’t have to cite that source. That’s not true. Generally, whenever you paraphrase or summarize, you need to cite the source in a parenthetical reference and in a list of sources at the end of the paper. If you have only one of the two, you are still guilty of plagiarism. Note, too, that when it comes to plagiarism, ignorance is not an excuse.

**Parenthetical References and a List of Sources**

**Parenthetical References.** With parenthetical references, the information about the source is located in parentheses at the end of the sentence where the quotation, paraphrase, or summary is located. Generally speaking, the key information that needs to be included in the parenthetical reference is the author’s last name or, if a source
has no author listed, the title of the work. In certain situations, too, the date and the page number may also be required. If readers want to know more about the source indicated in the parenthetical reference, they can refer to the list of sources, which includes more specific information about the author, title and publication information.

List of Sources. This is a complete list of all the sources you referred to in your research paper. These sources are arranged alphabetically by the author’s last name — or by the title of the source if no author is listed. The first line of each source must start on the left margin, but any subsequent lines must be indented five spaces. This somewhat unusual indentation format makes it easy for the reader to scan down the left margin to seek a particular source.

How to Avoid Plagiarism in Your Term Papers

• Start early and work consistently throughout the term. “Term” papers, after all, are meant to be completed over the course of the semester and not a week or two before the paper’s deadline.

• Keep thorough records of all your sources. When possible, make a copy of the original source, or, if you’re searching through a computer database, print a copy of the document even if you’re not sure you’ll use it in your paper.

• Take good notes and clearly differentiate among direct quotes, paraphrases and summaries, and common knowledge and personal opinion. Otherwise, you may leave out quotation marks when they’re called for, or you may neglect to cite a paraphrase or a summary. Some students use different colored highlighters to make the distinctions even more obvious.

• Prepare your parenthetical references and your list of sources as you write your paper. On your first term paper, you may find that documenting the in-text citations and compiling the final list of sources are the most difficult aspects of the whole paper. You can avoid this frustration and stress if you learn to document correctly as you write the paper. You’re less likely to plagiarize if you’re conscientious about documentation throughout the entire research process.

• Proofread everything thoroughly. Be meticulous about proofreading the text of your paper. If you misspell a few words or have some grammatical errors, you will probably lose only a few points. However, if you neglect to include necessary quotation marks, or if you fail to cite your sources properly, you could be found guilty of plagiarism and fail the assignment completely.

• Consult your Handbook. Everything you’ll need to know about writing a research paper and avoiding plagiarism is included in the Handbook you’ll use for your Composition courses.

• Get help. You can always ask your teachers for help or go to the Writing and Research Center located on the second floor of the Marvin Library Learning Commons.

Online Assistance

www.hvcc.edu/lac/writing This is the writing Web page for the Hudson Valley Community College Learning Assistance Center.

http://owl.english.purdue.edu This is one of the finest online sources of information about writing.

www.mla.org/style_faq The style of the Modern Language Association (MLA) is used in most English courses and some humanities courses.

www.apastyle.org/learn The style of the American Psychological Association (APA) is used in most social science courses.

www.chicagomanualofstyle.org/tools_citationguide The style of the Chicago Manual (CM) is used in some humanities courses.

JUDICIAL SYSTEM

Hudson Valley Community College’s Judicial System governs academic due process; academic ethics; campus regulations for students, visitors, college personnel, and organizations; and computer use and ethics. These standards are established so that the college can maintain order on the campus and achieve its basic purpose and goals while, at the same time, allowing its students maximum freedom.

For questions about legal issues or the judicial system, contact Sandra McCarthy at (518) 629-8173, or visit www.hvcc.edu/catalog/judicial. The coordinator of the college Judicial System’s office is located in the Student Activities Office, Siek Campus Center, Suite 120, Rm 121. Office hours are Monday through Wednesday, 1:30 to 5 p.m.
ARTICLE I.  
PREAMBLE
1.1 Hudson Valley Community College ("College") is primarily concerned with academic achievement, the personal integrity of its students and the wellness and safety of the members of its community. In addition, the College is committed to preserving peace, supporting a moral and just climate, maintaining a community where people are treated with courtesy and respect, meeting its contractual obligations, and protecting its property and that of its community members. The College, therefore, has established this Code of Conduct to communicate its expectations of students, visitors, college personnel and organizations.

ARTICLE II.  
PURPOSE AND INTENT
2.1 The purpose of the College's having codes and adjudication procedures is to enforce standards of conduct and curtail inappropriate behavior as well as to assist the individual in resolving problems in an institutionally acceptable manner. The adjudication procedure provides a framework for the review of the substance of any alleged violation of the Code of Conduct. The individual is not absolved of the responsibility for his or her own behavior. Each individual is responsible for accepting the fact that rights come with concomitant responsibilities and that violations of the codes may result in discipline.

2.2 The student is charged with the responsibility of becoming familiar with the codes and regulations and the procedures for enforcing them and acting accordingly.

ARTICLE III.  
DEFINITIONS
3.1 “Campus Coordinator” means the Coordinator of the College Judicial System. This is the person appointed by the College who is charged with the responsibility of ensuring that the procedures provided herein are adhered to in the processing and adjudication of complaints under the Code of Conduct. Campus Coordinator may also mean a designee of that office.

3.2 “Code of Conduct” means the list of prohibited conduct established by the College, as more fully set forth in Article V and VII herein, which includes behavior that violates the College’s Academic Ethics, Computer Ethics and Campus Regulations, and also includes the procedures for enforcing the Code of Conduct.

3.3 “College” means Hudson Valley Community College, with its main campus located at 80 Vandenburgh Avenue in Troy, New York.

3.4 “College premises” means all buildings or grounds owned, leased, operated, controlled or supervised by the College including any buildings or grounds that are located off campus.

3.5 “College-sponsored activity” means any activity on or off campus which is initiated, aided, authorized or supervised by the College.

3.6 “College Official” means any full-time or part-time administrator, faculty, or security guard or security officer.

3.7 “College Personnel” means all employees of the College who work either on the campus or on other property used for educational purposes by the College.

3.8 “Faculty Member” means any full-time or part-time faculty member.

3.9 “Organization” means any group of individuals recognized or otherwise licensed by the College, which includes student groups, faculty groups or any group existing outside of the College community which seeks to utilize the College Premises for its own organizational purposes.

3.10 “President” shall mean the President of the College.

3.11 “Vice President” or “Vice President for Enrollment Services and Student Development” means the Vice President for Enrollment Management and Student Development or his/her designee.

3.12 “Student” means a person, including College Personnel, either enrolled in or auditing credit or non-credit courses at the College, on either a full-time or part-time basis.
3.13 Reference to any “Time Limits”, days shall be defined as any day the College is open for business and shall EXCLUDE Saturdays and Sundays, any holiday the College has published as “College closed,” and emergency closings. Time limits may be waived for just cause under conditions that are set forth under the procedure affected.

3.14 “Visitor” means any individual who is not a Student nor otherwise affiliated with the College but who is on the College Premises for a legitimate purpose.

3.15 “Ethics and Conduct Committee” are employees or students of the College who undergo required training and constitute a pool from which review board members are selected.

3.16 “Advisors” An advisor may be a parent or child of the accused, a spouse or partner, a member of the College community or any individual of the student’s choosing. Advisors may only act in an advisory capacity. No advisor represents a student or any party at a disciplinary hearing. At a disciplinary hearing the advisor can pass notes to or speak quietly to the student but cannot speak directly to the review board or give evidence or testimony to be taken into the record. Advisors are always engaged by a student or participant directly and must be compensated at the expense of the individual retaining the advisor.

ARTICLE IV. JURISDICTION

4.1 Generally, College jurisdiction and discipline will be applied to conduct which occurs on College Premises, during off-campus activities related to the College, or which violates federal, state or local laws on or off the College Premises. Jurisdiction and discipline may also be applied at the discretion of the College to conduct which occurs off-campus and which adversely affects the College, the College community or the interests and mission of the College. Students are responsible for the conduct of their guests, and may be subject to discipline for the conduct of their guests.

4.2 College disciplinary proceedings may be instituted against a Student or an Organization charged with conduct that potentially violates both the criminal law and the College’s Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Determinations made or sanctions imposed under this Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the College’s Code were dismissed, reduced, or resolved in favor of or against the criminal law defendant. The College has the obligation to cooperate with all police authorities. When the protection of life and property and the regular, orderly operation of the College require it, the assistance of these agencies will be requested as a matter of policy.

ARTICLE V. CODE OF CONDUCT FOR CAMPUS REGULATIONS AND COMPUTER ETHICS

5.0 CAMPUS REGULATIONS FOR STUDENTS, VISITORS, COLLEGE PERSONNEL AND ORGANIZATIONS

The College is charged by its sponsoring agency and by the State University to attain its stated objectives. To properly discharge these responsibilities and to ensure a desirable relationship with the community as well as the protection of all Students, Visitors, guests, College Personnel, and Organizations, certain regulations have been established. Students enrolling in the College’s education programs and Visitors, guests, College Personnel and Organizations that are associated with or use the College facilities do so subject to the Code of Conduct. In cases where there is an alleged violation of the Code of Conduct, it is the policy of the College to afford each Student and Organization associated with the College the right to adjudicate the allegation in
accordance with the adjudication procedures as set forth in this Code. However, in cases where the Vice President for Enrollment Management and Student Development or his/her designee deems the conduct, condition, or infraction to be of such nature that the alleged violator poses a present or future threat to the health, safety and welfare of himself or herself or the College or its community, he/she may take immediate action to suspend the Student or disband any Organization associated with the College prior to the initiation of the formal adjudication procedures. Visitors, guests and organizations not affiliated with the College, while subject to these regulations, do not have rights to adjudicate any decision made which results in their removal from the College Premises.

Judicial Processes at Hudson Valley Community College occur independently of any official law enforcement or Court Proceedings. Any student who feels they may be the victim of a crime is supported in their endeavors to pursue independent criminal charges. Adjournments and delays in the Hudson Valley Community College's Judicial System to resolve criminal or civil cases will not, generally, be entertained. Hudson Valley Community College does assist and participate with local law enforcement and records kept by the College may be exchanged with law enforcement in accordance with applicable laws.

VISITORS: Students are responsible for the conduct of visitors they bring on the HVCC campus and may suffer disciplinary consequences if visitors act inappropriately.

All Visitors must be on the College Premises for a legitimate purpose. Visitors should request temporary visitors' identification cards and temporary parking permits at the Public Safety Department. The College reserves the right to determine whether the purpose of the visit is legitimate. If it is not, Visitors will be asked to leave and those individuals or organizations that invited unapproved visitors may be sanctioned.

Visitors are required to show identification when requested to do so by security or administrative officers and to park in designated lots. Failure to do so or to leave when requested will result in such Visitors being considered as trespassers subject to arrest.

All visitors must abide by all regulations in the code of conduct.

**PROHIBITED CONDUCT**

5.1 **BIAS RELATED CRIMES**

General Policy: Many individuals become targets of hateful acts because others are unable to accept differences based on race, gender sexual orientation, gender identity, religion, age, ethnicity or disability.

Hudson Valley Community College condemns such acts. At Hudson Valley Community College, a hateful incident directed at an individual or group, owing to their differences, is viewed as an attack on the entire college community and such acts simply will not be tolerated.

Nature of Bias-related Crimes/Incidents on College Campuses: While physical attacks and vandalism are rare on college campuses across the nation, demeaning jokes or harassing or threatening phone calls, electronic communications or emails are not uncommon. Bias incidents that do not violate criminal law may violate Hudson Valley Community College's policy prohibiting harassment and discrimination, Hudson Valley Community College's code of conduct for students, or federal or state civil law.

Definitions:

Hate Crime-In general, a hate crime is a crime of violence, property damage, or threat that is motivated in whole or in part by an offender's bias regarding race, religion, ethnicity, national origin, gender, disability, sexual orientation or gender identity.

Hate or Bias Incidents- Hate or bias incidents involve behavior that is motivated by bias based on race, religion, ethnicity, national origin, gender, gender identity, disability, or sexual orientation. Unlike hate crimes, these incidents do not involve criminal conduct such as assault, threat, or property damage. Bias-motivated degrading comments often are considered to be bias incidents. Hate or bias incidents may also be violations of other
prohibited conduct set for in this code such as harassment, disorderly conduct or sexual harassment.1

If you feel you may be the victim of a bias related crime or incident or a victim of domestic violence, dating violence, stalking or sexual assault, please refer to the College’s Anti-Discrimination and Anti-Violence Against Women/Harassment Policies and Procedures.

5.2 VIOLENCE AGAINST WOMEN AND OTHER FORMS OF DOMESTIC VIOLENCE

Hudson Valley Community College respects the freedom of all students to learn in an environment free of harassment, intimidation or violence in any form. The College Community supports victims of sexual assault, stalking, dating violence and domestic violence by strictly enforcing its code of conduct against offenders and by providing support services to victims. These incidents will not be tolerated on the College Campus. For a complete description of HVCC Policy, please refer to the SaVE Provisions of the Violence Against Women Act in the following section of the catalog.

Domestic Violence is defined by Hudson Valley Community College as any act which would constitute a violation of the penal law, including, but not limited to loud disruptive arguing, threats of violence, assaults, harassment including through social media or electronic communication, any non-consensual sexual activity, damaging property, theft, unwanted physical activity of any kind, stalking or any other unwanted or unwelcomed activity if the incident occurs between spouses, intimate partners, former spouses or former intimate partners.

Dating Violence is defined by Hudson Valley Community College as any act as articulated above that occurs between individuals who are or were engaged in a social relationship of a romantic or intimate nature.

Sexual Assault: A physical sexual act or acts committed against another person without consent. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as “rape” (including what is commonly called “date rape” and “acquaintance rape”), fondling, statutory rape and incest. For statutory rape, the age of consent in New York State is 17 years old.

Stalking is defined by Hudson Valley Community College as intentionally engaging in a course of conduct, directed at a specific person that is likely to cause a reasonable person to fear for his or her safety or the safety of others. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose and repeatedly communicating by any means, including electronic means, with such person in a manner likely to intimidate, annoy, or alarm him or her. Such acts may be considered stalking by the college at any time but particularly where there has been clear communication that this contact is unwanted.

Affirmative Consent is defined by Hudson Valley Community College as a knowing, informed, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression.

Affirmative consent must be clear and unambiguous. Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated and thus cannot knowingly choose to participate in sexual activity. Incapacitation occurs when and individual lacks the ability to fully and knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep,
being involuntarily retrained, if any of the parties are under the age of 17, or if and individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

As articulated in paragraph 4.1 Hudson Valley Community College reserves the right to prosecute certain violations of the Code of Conduct even if they occur off-campus.

Victims of Sexual Violence, Domestic Violence or Dating Violence should seek immediate assistance. Counseling and support services can be accessed by contacting the appropriate Title IX Coordinator at (518) 629-7307. Assistance and counseling services may also be obtained by contacting:

- Public Safety by dialing 911 from any campus phone or by calling (518) 620-7210 from any cell phone or off-campus phone.
- College Health Service (518) 629-7468
- The Wellness Center (518) 629-7320
- Rensselaer County 24 hour Rape Crisis Center at Samaritan Hospital, Troy, NY (518) 271-3257 or
- Sexual Assault and Crime Victim’s Assistance at Samaritan Hospital, Troy, NY (518) 271-3639
- By contacting any local law enforcement agency or hospital emergency room.

An order of protection may be obtained through your local criminal court if a criminal charge is pending or through family court if the incident occurred between family members or intimate partners. On campus directives to stay away or limit contact may be obtained through the Vice President for Enrollment Management and Student Development or his designee.

5.3 OTHER PROHIBITED CONDUCT

5.3.1 The obstruction or disruption of any College function or activity, including the classroom instructional environment, administration of the parking program or service functions and activities is prohibited. This includes obstruction of the free flow of pedestrian or vehicular traffic, or the free access to, or exit from any part of the College Premises as well as the unauthorized use or occupation of College buildings or College Premises.

5.3.2 Harassment of a Student or Students, Faculty Member, College Personnel, College Official, Visitor, or the College as an institution by Student or Students, or by a non-student or non-students is prohibited. Harassment includes any threat, in any way expressed or implied, to the person or property, or any obstruction or attempted obstruction of any individual’s authorized movement on the College Premises. Harassment may also include the persistent use of abusive or offensive language or any language or action that may promote physical violence or physical or psychological intimidation.

5.3.3 The display of any inflammatory or incendiary signs, posters, or banners or the distribution of literature which encourages or promotes any actions that are prohibited under these Campus Regulations.

5.3.4 No firearms of any kind (including pellet, B-B guns, handguns, and rifles), explosives (including firecrackers and fireworks), live ammunition of any kind, noxious bombs or any other devices which are illegal under city, town, county, state or federal ordinance or law may be brought, possessed, or used on the College Premises. Duly authorized peace officers or police officers are exempted.

5.3.5 No cutting instruments, knives, blades nor any other weapon is allowed on College Premises except folding pocket knives two inches or under or those instruments needed for legitimate school purposes.

5.3.6 Possession, transportation, and/or the use of any illegal drug on the College Premises is prohibited.

No alcoholic beverage may be brought, possessed, or consumed on College Premises. The President of the College is the only person who can approve events at which alcoholic beverages can be consumed on campus. Information regarding alcohol or drug abuse or addiction treatment can be obtained through the Wellness Center.
No person who may appear to be intoxicated or affected by an illegal drug is allowed on the College Premises.

5.3.7 Gambling of any kind is prohibited.

5.3.8 Unauthorized use of the College’s duplicating or reproduction equipment, public address systems, email or radio station is prohibited. Authorization for such use may be granted only by the College President or his designee.

5.3.9 Any and all official information related to the College and its operation shall be transmitted to news media only through the College’s Public Information Office. Arrangements for reporters and/or radio or television station representatives to report or televise events on the College Premises shall be made only by the Public Information Office. Any other arrangements are unauthorized and the College reserves the right to bar (or remove) from the College Premises unauthorized news media representatives.

5.3.10 Defacing, damaging, or maliciously destroying any College, Faculty, or Student property is prohibited.

5.3.11 Student Identification: All Students and College Personnel are required to obtain and carry College identification cards at all times and to present them upon request to any College Official, or Faculty Member. Other identification must be shown if such a request is made and the person questioned does not have an ID card in his/her possession. Loss of an ID card must be reported to the Public Safety immediately.

5.3.12 Disorderly or unlawful behavior is prohibited and may be prosecuted by the College under this procedure whether or not such behavior is the subject of prosecution in any civil or criminal court.

5.3.13 Reckless or intentional actions which endanger mental or physical health are prohibited. The forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.

5.3.14 Hudson Valley Community College is a Tobacco Free campus. Chewing tobacco or using any product or similar product or device such as pipes, cigars or cigarettes or personal vaporizers is prohibited on the College Premises and in vehicles on campus and in buildings, grounds or vehicles owned, leased, operated, controlled or supervised by the College including any buildings or grounds located off campus.

5.3.15 False alarms, bomb scares or any form of false reporting submitted to any law enforcement or College agency involving alleged incidents or occurrences on College Premises is prohibited.

5.3.16 Unlawful behavior that is motivated in the selection of the victim or commission of an offense by a perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, gender identity, or sexual orientation is prohibited and may result in the imposition of more severe penalties.

5.3.17 Certain violations of the Academic Code of Ethics at the discretion of the Vice President for Enrollment Management and Student Development can be pursued as violations of Campus Regulations.

5.3.18 Willfully failing to comply with the directives of College Personnel is prohibited.

5.3.19 Intentionally furnishing the College with false information is prohibited.

5.3.20 Any activity that would be a violation of any federal, state or local statute is prohibited on College Premises.

5.3.21 Self-propelled vehicles on Campus-Skateboarding, roller skating, rollerblading the use of foot-operated recreational scooters is prohibited on the campus grounds. Bicycles are permitted on campus on college roadways and parking areas but must be walked on college walkways and sidewalks. The college reserves the right to determine the use of other devices or self-propelled vehicles on campus grounds.

5.3.22 Students are prohibited from operating or using unmanned aerial devices (including, but not limited to drones) or hover boards.
on campus. Instructors who make use of unmanned aerial devices on campus shall register the information with public safety. Students seeking exceptions for the use of such devices for curricular purposes, other than when the use is required by the course or instructor, must apply to the Vice President for Academic Affairs. Students seeking exceptions for co-curricular use must apply to the Vice President for Enrollment Management and Student Development. Visitors must seek approval from the Director of Public Safety.

5.3.24 Violation of published College policies or regulations, including, without limitation the following:

a. Parking and traffic regulations
b. Tobacco-free policy
c. Alcohol and drug policy
d. Any other published College policies, rules and regulations including those related to the entry into and/or use of College rooms, buildings, grounds, and facilities

Any retaliatory action of any kind taken against a person seeking redress under these procedures is prohibited and shall be regarded as a separate and distinct cause for complaint under these procedures.

GOOD SAMARITAN POLICY: The health and safety of every student at Hudson Valley Community College is of utmost importance. Hudson Valley Community College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. HVCC strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institutional officials. A bystander acting in good faith or an individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to HVCC officials or law enforcement will not be subject to HVCC code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence stalking or sexual assault.

Hudson Valley Community College supports students who reach out for assistance in the case of a medical emergency, as well as supports the student whom is helped. Therefore, a student or student organization seeking medical treatment for him/herself, or for any other student who is in immediate medical need, or any student who is the recipient of the emergency medical help particularly if the student is seeking medical help for any student who is the victim of a crime or may need immediate medical attention due to the use of alcohol or other drugs, will not be subject to disciplinary sanctions related to their own violation of using or possessing alcohol or other drugs on or off campus. The college strongly encourages bystanders to respond to potentially dangerous situations by reporting the incident promptly without fear of reprisal. However, if the circumstances dictate, the school reserves the right to notify parents of students under the age of 21 or to encourage counseling for students at any time if the well-being of the student is at risk.

5.4 COMPUTER ETHICS POLICY

Hudson Valley Community College seeks to provide computer users with state of the art computing facilities and to keep the number of restrictions on individuals to a minimum, while maintaining excellent service for all users. Students in pursuit of their academic goals and College Personnel to conduct assigned work activity. To assist the College in achieving these objectives, users themselves must observe reasonable standards of behavior in the use of these facilities and maintain an atmosphere of civility, mutual respect and high ethical standards.
PROHIBITED CONDUCT

5.4.1 No attempt will be made to modify or destroy system software components such as operating systems, compilers, utilities, applications or other software residing on any College computer, except the user’s own files.

5.4.2 No attempt will be made to electronically transmit or post any material which is sexually explicit, hateful, or deemed prohibited.

5.4.3 No attempt will be made to access, read, modify or destroy files belonging to another user without complete authorization from that user to do so.

5.4.4 No attempt will be made to connect to or use College computers with a user ID which was not assigned to you by the College. Use of another person’s user ID or password is prohibited. Allowing another individual to use your user ID or password is prohibited.

5.4.5 No attempt will be made to gain access to a password belonging to another person or place a password other than your own in a file on a College computer. In addition, no attempt will be made to install, run or place software designed for this purpose on any College computer.

5.4.6 No attempt will be made to bypass or otherwise defeat system security to gain access to programs, files or other computer data or to install, run or place software designed for this purpose on any College computer.

5.4.7 No attempt will be made to copy, store, post or distribute computer software, files or any other material in violation of trademark, copyright or confidentiality laws or when you do not have a legal right to do so.

5.4.8 No attempt will be made to interfere with proper operation of a computer or interfere with another person’s use of a computer, including for example, the electronic transmission or posting of files or programs containing viruses or any other content intended to interfere with proper operation of a computer.

5.4.9 No attempt will be made to impersonate any person, including other Students and College Personnel. No attempt will be made to disguise the origin of any electronically transmitted or posted material. No attempt will be made to make unauthorized use of someone else’s electronic signature.

5.4.10 No unauthorized attempt will be made to use, modify, connect or disconnect computer equipment, peripherals, communication equipment and cables.

5.4.11 No unauthorized attempt will be made to use any college computer to electronically transmit chain letters, junk mail, pyramid schemes or any other unsolicited mass mailings to multiple recipients with the exception of employees conducting College business and Students completing required College course assignments.

5.4.12 No unauthorized attempt will be made to connect to and/or gain access to information being transported by computer networks, or to install, run or place software designed for this purpose on any College computer. Installation or use of any network communication software not approved by the College is prohibited.

5.4.13 No user will make their password known to anyone other than an employee of the College authorized to assist College Personnel or Students with computer related problems.

5.4.14 No food or drink is permitted in any computer classroom or computer learning center with the exception of the Computer Cafe.

5.4.15 Users of College computers will comply with all local, state, federal and international laws relating to the use of computers and any other electronic communication services provided by the College.

5.4.16 Use of College computers for commercial, business purposes or personal profit is prohibited without specific authorization from the College for such use. Commercial or business purposes includes advertising the sale of goods and services not directly related to Hudson Valley Community College or campus based Organizations.
5.4.17 Use of College computers to falsify or modify documents in a manner which is unauthorized, is a violation of the rights of owners, is a violation of copyright laws or is not properly attributed is prohibited.

5.4.18 Use of College computers and network services for local or remote game playing is prohibited unless specifically required as part of a course in which a Student is currently registered or a Faculty Member is currently teaching. In addition, the installation, uploading, downloading or storage of any game software on College computers is prohibited.

5.4.19 Use of College computers and network services for IRC (Internet Relay Chat) or any other form of interactive chat communication is prohibited except for use by College Personnel in counseling, scheduling or admissions or where specifically required for communication as part of a course in which a Student is currently registered or a Faculty Member is currently teaching. 5.4.20 Website services for the entire College community are provided on a centralized server by the Office of Computer Services. Use of any other College computer for the purpose of serving a website is prohibited.

ARTICLE VI.
PROCEDURE FOR PROCESSING COMPLAINTS INVOLVING ALLEGED VIOLATIONS OF CAMPUS REGULATIONS AND COMPUTER ETHICS.

6.1 If a student is disruptive in class or on the HVCC Campus or is believed to be in violation of any Campus Regulation, a faculty member or staff member may remove the student from class or from the location of the disruption. The HVCC faculty or staff member may either direct the student to see the department chair or another appropriate member of the college community, meet with the faculty member or staff member or, if an incident report has been filed with public safety, direct the student to see the Vice President for Enrollment Management and Student Development before returning to class or the location or allow the student to return the following day, at the discretion of the faculty or staff member who witnessed the incident or oversees the Department.

6.2 Campus Regulations for Students, Visitors, College Personnel and Organizations - In cases of alleged violations of Computer Ethics and/or Campus Regulations, any College Personnel or Student shall notify the College’s Office of Public Safety or the Vice President and the complaint shall be processed consistent with the procedures set forth in Article VIII or Article IX. However, although College Personnel, visitors and outside organizations are subject to and must abide by Campus Regulations, they shall have no right to a hearing or appeal under this Code of Conduct and they shall utilize other applicable mechanisms to contest adverse actions.

6.3 All charges must be submitted in writing and signed by the accusing party.

6.4 It is strongly recommended that any party exercising his/her rights under this system or any party accused of violating any of the Codes of Conduct consult with the Campus Coordinator as soon as possible so rights, remedies and procedures can be explained.

6.5 The accused student or student organization shall meet with the Vice President within five (5) days of receiving notice of charges.

6.6 The Vice President for Enrollment Management and Student Development may also meet with the complainant, security officers and/or any witnesses at the Vice President’s discretion.

6.7 In any case where there has been an allegation of domestic violence, dating violence, stalking or sexual assault both the accusing and accused students are entitled to be accompanied by advisors in keeping with the parameters of Section 9.2 and 3.16 at every stage of the proceeding.

6.8 If, at the conclusion of the Vice President’s investigation, s/he finds the accused individual did violate one or more provisions of the Campus Regulations and/or Computer Ethics, the Vice President may impose one of the following sanctions:
6.8.1 Letter of Warning.

6.8.2 Letter of Warning to be placed in an individual's permanent record file for a stated period of time.

6.8.3 Restitution.

6.8.4 Community Service

6.8.5 Counseling Services provided by the College.

6.8.6 Mandatory Course requirements (in civility, human relations, anger management, race or gender relations or a similar course designed to raise consciousness or awareness).

6.8.7 Disciplinary Removal from a Curriculum.

6.8.8 Disciplinary Probation.

6.8.9 Disciplinary Suspension (Current or deferred, subject to conditions)

6.8.10 Disciplinary Dismissal.

6.8.11 Disciplinary Expulsion — Termination of Student status without the possibility of readmission

6.8.12 Restricted Access to classrooms or buildings

6.8.13 Restricted Access to or loss of Computer Accounts

6.8.14 Transcript Notation. Pursuant to statute, HVCC must note the transcript of any individual found to have committed any act of murder, manslaughter, rape, fondling, incest and statutory rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Thefts, and Arson as well as any acts of larceny, simple assault, intimidation, destruction or vandalism of property that is designated at as Hate Crime. Definitions used for these acts can be found in the FBI Uniform Crime Reporting Handbook. If a student is suspended for any of the aforementioned acts, the transcript will be noted, "Suspended after a finding of responsibility for a code of conduct violation" and shall remain noted for a minimum of 1 year after the conclusion of the suspension. If a student is expelled for any of the aforementioned acts, the transcript will be noted, "Expelled after a finding of responsibility for a code of conduct violation" and that notation cannot be removed. If a student withdraws from classes during the disciplinary process, the transcript will be noted, "Withdraw with conduct charges pending." HVCC reserves the right to note transcripts for other offenses when warranted.

6.8.15 Any other sanction uniquely designed for the particular infraction.

6.9 Disciplinary suspension, dismissal, or expulsion from the College will most likely be imposed for, among others, the following: (1) Bias or Hate related incidents (2) Sexual Assault (3) permitting or engaging in hazing (4) setting fires or intentionally causing a false fire alarm (5) possession of or threats involving weapons or explosives (including knives and firearms) (6) possession or sale of illegal drugs (7) physical abuse, violence, or threats directed toward anyone on the College Premises or any member of the College community off College Premises (8) serious forms of computer misconduct (9) repeated violations of the College Code of Conduct.

6.10 During the pendency of any proceeding under the Code of Conduct, the Vice President may, in his or her sole discretion, have the accused individual removed from the College Premises and enforce the restraint of the accused's access to the College Premises in whole or in part, until his/her presence is required for the adjudication of the case if the Vice President views the violation as jeopardizing property of the College or another person or the individual’s safety or welfare or the physical or emotional safety or welfare of others, or the orderly operation of the College. The Vice President also may issue a no contact directive between any students either for their own safety or the safety of others that may subsequently be reviewed by the Vice President.

6.11 The sanction imposed by the Vice President shall constitute a final resolution of the matter unless the accused individual submits a request for a Hearing through the office of the Campus Coordinator as set forth in
Article IX within five (5) days from the date the sanction was imposed.

ARTICLE VII.
CODE OF CONDUCT
FOR ACADEMIC ETHICS

ACADEMIC ETHICS

Hudson Valley Community College expects all members of the College community to conduct themselves in a manner befitting the tradition of scholarship, honor and integrity. They are expected to assist the College by reporting suspected violations of academic integrity to appropriate faculty and/or other College Personnel. These guidelines define a context of values for individual and institutional decisions concerning academic integrity. It is every Student’s responsibility to become familiar with the standards of academic ethics at the College. Claims of ignorance, unintentional error, or academic or personal pressures do not excuse violations.

PROHIBITED CONDUCT

The following is a list of the types of behavior that breach the College Academic Ethics guidelines and are therefore unacceptable. Commission of such acts, or attempts to commit them, fall under the term academic dishonesty and each is considered a serious offense, which carries severe penalties ranging from a warning to expulsion from the College. No set of guidelines can, of course, define all possible types or degrees of academic dishonesty; thus, the following descriptions should be understood as examples of infractions rather than an exhaustive list. Individual Faculty Members and the College Committee on Ethics and Conduct will continue to judge each case according to its particular circumstance. While Faculty Members are encouraged to distinguish between a Student’s unintentional failure to follow the Academic Ethics Code and an intentional violation of that Code, particularly in cases of suspected plagiarism, the responsibility for the integrity of work ultimately lies with the Student.

7.1 PLAGIARISM.

A Student is guilty of plagiarism any time s/he attempts to obtain academic credit by presenting someone else’s ideas as her/his own without appropriately documenting the original source. Appropriate documentation requires credit to the original source in a current manuscript style (e.g., MLA or APA) that is appropriate to the assignment and the discipline. While Faculty Members are encouraged to distinguish between a Student’s unintentional failure to follow the current conventions of the appropriate manuscript style and a blatant act of plagiarism, the responsibility for the integrity of work ultimately lies with the Student. Examples of someone else’s ideas may include the following:

- Language, words, phrases, symbols
- Style (written, oral or graphic presentation)
- Data, statistics, including laboratory assignments
- Evidence, research
- Computer programs, creative projects, artwork
- Intellectual ideas such as theories and lectures
- Websites, digital forms of communication such as email, chat room, and instant messaging
- Photographs, video, audio

7.2 CHEATING ON EXAMINATIONS.

A Student is guilty of cheating any time s/he attempts to give or receive unauthorized help before, during, or after any type of examination. Examples of unauthorized help include the following:

- Collaboration of any sort during an examination (unless specifically approved by the instructor)
- Collaboration before an examination (when such collaboration is specifically forbidden by the instructor)
- The use of notes, books, or other aids (e.g., cell phones, computers or other electronic devices) during an examination (unless permitted by the instructor)
- Arranging for another person to take an
examination in one’s place

• Looking on someone else’s examination during the examination period

• The unauthorized discussion of test items during the examination period

• The passing of any examination information to Students who have not yet taken the examination

There should be no conversation while any type of examination is in progress unless specifically authorized by the instructor.

7.3 MULTIPLE SUBMISSION.

Submitting all or some portion of the same work for credit more than once, without the prior explicit consent of the instructor to whom the material is being (or has in the past been) submitted.

7.4 FORGERY.

Imitating another person’s signature or mark on academic or other official documents (e.g., the signing of a Faculty Member’s name to a College document).

7.5 IMPERSONATION.

Assuming someone else’s identity and/ or pretending to be someone else for the purpose of gaining academic credit.

7.6 SABOTAGE.

Destroying, damaging, or stealing of another’s work or working materials (e.g., lab experiments, computer programs, term papers, or projects). Also includes logging into another’s computer account to revise or delete any file or folder.

7.7 UNAUTHORIZED COLLABORATION.

Collaborating on projects, papers, or other academic exercises deemed inappropriate by the instructor(s). Although the usual Faculty assumption is that work submitted for credit is entirely one’s own, standards on appropriate and inappropriate collaboration vary widely among individual Faculty. Faculty Members are expected, therefore, to establish explicit expectations and standards. Students who want to confer or collaborate with one another on work receiving academic credit should make certain of the instructor’s expectations and standards.

7.8 FALSIFICATION.

Misrepresenting materials or fabricating information in an academic exercise or assignment, including laboratory assignments (e.g., the false or misleading citation of sources, the falsification of experiments or computer data, etc.). Falsification also includes falsely claiming to have completed work during an internship or apprenticeship.

7.9 MISUSE OF LIBRARY OR COMPUTER RESOURCES.

Removing uncharged materials from the Library Building, defacing or damaging materials, intentionally displacing or hoarding materials within the Library Building for one’s unauthorized private use, or other abuse of reserve-book privileges. Or, without authorization, using the College’s or another person’s computer accounts, codes, passwords, or facilities; damaging computer equipment; or interfering with the operation of the computer system of the College. The College and Information Technology Services have established specific rules governing the use of computing facilities which appear under Article 5.4, Computer Ethics.

ARTICLE VIII.
INFORMAL PROCEDURES FOR PROCESSING VIOLATIONS OF THE CODE OF ACADEMIC ETHICS

8.1 Academic Ethics

A Student shall inform the Faculty Member responsible for the course or program when he/she acquires knowledge of violations of the Academic Ethics Code. Any College Official or a Faculty Member of a course or program for which he/she is responsible who has information that a Student may have violated the Academic Ethics Code may follow the procedures established in this Article VIII. The Chair of the Department responsible for the course may act on behalf of a Faculty Member.
8.2 Single Violation

When a Faculty Member suspects that a violation of the Academic Ethics Code has occurred, the Faculty Member shall take appropriate action. If the Faculty Member is not the instructor for the course involved, the appropriate Faculty Member should be notified immediately. Prior to imposing a sanction, the appropriate Faculty Member shall notify the Student as soon as possible regarding the alleged violation and proposed sanction. If the Student wishes to dispute either the allegation or the sanction, he or she shall immediately contact the Faculty Member to discuss the matter. If the Faculty Member finds the Student did violate one or more of the provisions of the Academic Ethics Code, the Faculty Member may impose one (1) or a combination of the following sanctions:

8.2.1 Warning without further penalty

8.2.2 Retaking a test/examination; redoing a written assignment or laboratory assignment

8.2.3 Lowering a grade on a project, written assignment, laboratory assignment, or test/examination

8.2.4 Issuing a failing grade on a project, written assignment, laboratory assignment, or test/examination

8.2.5 Lowering a final course grade

8.2.6 Issuing a failing grade for the course (may not be used in cases of unintentional plagiarism)

8.2.7 Removal from a course (Academic Withdrawal), course of study, major or program, with the approval of the Department Chair

8.2.8 Imposing a penalty uniquely designed for the particular infraction If, after meeting with the Faculty Member, the Student wishes to further dispute either the violation or the sanction, the Student may submit a request for a Hearing through the office of the Campus Coordinator if the sanction is unacceptable.

8.3 Reporting

Whenever a Faculty Member sanctions a Student for a violation of the Academic Ethics Code, the Faculty Member is expected to submit a “Violation of Academic Ethics Code Report” to the Campus Coordinator, advising that office of the Student’s name, violation, and the sanction imposed. If a Faculty Member submits a “Violation of Academic Ethics Code Report,” the student shall be notified of this report.

8.4 Multiple Violations

In the event a Student violates the Academic Ethics Code more than once, either within a single course or across multiple courses, the Vice President of Enrollment Management and Student Development may initiate proceedings under Article V to impose additional disciplinary sanctions, including removal from Degree or Certificate Program, suspension or expulsion from the College or any other sanction available to the Vice President under Article VI. The Article VI proceeding shall constitute a final resolution of the matter unless the Student submits a request for a Hearing through the office of the Campus Coordinator as set forth in Article VI within five (5) days from the date the sanction is imposed. The provisions of this article do not preclude a Faculty Member from pursuing additional sanctions under Article VII against students who have committed multiple violations, including removal from a course (Academic Withdrawal), course of study, major or program, with the approval of the Department Chair.

ARTICLE IX.
HEARING PROCEDURES UNDER THE CODE OF CONDUCT

9.1 In the event the accused timely files a written request for a Review Board hearing (“Hearing”), the procedure set forth in this Article IX shall apply to any alleged violation of the Code of Conduct.

9.2 Use of and Responsibility for Obtaining and Compensating an Advisor:
During the Hearing an advisor may be allowed but such advisor must be individually obtained and compensated by the person(s) involved.

Victims of Sexual Assault, Domestic Violence, Stalking or Dating Violence are also entitled to an advisor. In these situations advisors may participate in the process on behalf of both the alleged offender and the accuser at every stage of the proceeding including initial meetings with Public Safety or with the Vice President for Enrollment Management and Student Development.

Advisors and individuals entitled to advisors may remain during the entire hearing.

9.3 The Campus Coordinator, once advised by an accused student that a Hearing has been requested, shall immediately notify the Committee on Ethics and Conduct and an impartial Review Board will be convened.

9.4 Within ten (10) days of the notification, a Hearing shall be held. Reasonable requests for adjournment by the campus coordinator, the accusing college official, the accused student or an individual accusing a student of Dating Violence, Domestic Violence, Stalking or Sexual Assault will be entertained and schedules will be accommodated to the extent possible.

9.5 The Review Board will be comprised of three members of the Ethics and Conduct Committee. It shall not contain more than one (1) administrator, one (1) faculty member, one (1) non-teaching professional or one (1) union member and shall always contain one (1) student. If the dispute arose from a particular department, no individual from that department is permitted to sit on the Review Board.

9.6 One of the members of the Review Board shall be designated as Chairperson and shall have the responsibility of reporting the decision of the Review Board to the appropriate College Official in writing.

9.7 The accused student and any student accusing another student of dating violence, domestic violence or sexual assault and the accusing college official shall be notified of the time, date and location of the hearing. If the accused student does not appear for the Review Board Hearing and was properly notified of its date, time and place, the accused individual shall be deemed to have forfeited his/her right to a Hearing and the sanction imposed by the Vice President or Faculty Member shall be automatically upheld.

9.8 The Review Board shall not be bound by the technical rules of evidence but may hear and receive any reports, documents, testimony, evidence or other information which is relevant and material to the issues, however, an individual's prior sexual conduct with the accused or other persons is always irrelevant in the case of an allegation of sexual assault. Other disciplinary records or criminal records of the accused may be admitted as to the sanction, if they are relevant to the facts at hand. The weight to be given to any evidence shall be determined solely by the Review Board.

9.9 The Review Board adjudication shall be transcribed or taped and those witnesses appearing before the Review Board shall be sworn.

9.10 Only the primary parties in interest, alleged victims of dating violence, domestic violence, stalking or sexual assault (and their advisors, if any), the transcriber, the members of the Review Board and the Coordinator of the Judicial System shall be present throughout the Hearing. The Hearing shall be conducted in private. The advisors may not speak for or take the place of a primary party in interest or a victim. HVCC reserves the right to ask any participant in the Review Board Process to be removed from a hearing if they cannot maintain order and respect for the proceedings and procedures herein.

9.11 Conduct of the Hearing

9.11.1 The coordinator of the Judicial System may provide to the Review Board and to the accused copies of documents to be considered by the Review Board in advance of the Hearing to the extent possible, but no party shall be limited to such documents. The accuser in any case of dating violence, domestic violence, stalking or sexual assault shall also be entitled to those documents if they are introduced into evidence.

9.11.2 The Chairperson will read the charges.
9.11.3 Each party may make an opening statement, beginning with the individual bringing the charge.

9.11.4 The person bringing the charge, whether by a Faculty Member or College Official accusing a Student of violating the Code of Academic Ethics or the Vice President accusing any Student, or Organization of violating the Campus Regulations will read, summarize, or identify all of the material information which has been submitted by witnesses, the Public Safety Office, or others. Materials will usually consist of, but are not restricted to, a summary case written by the Public Safety Office plus statements from witnesses or other persons involved in the situation. Documents shall also be submitted at this time if they have not been previously provided. The Vice President or other accusing party in the case of an allegation of the Academic Ethics code may also give testimony, submit evidence or call witnesses to give testimony or submit evidence or other information. If requested any student who may be the victim of dating violence, domestic violence or sexual assault may testify by alternative means which could include telephonic testimony or any other reasonable means available to insure their safety and confidentiality.

9.11.5 The accused party, any student who may be the victim of dating violence, domestic violence, stalking or sexual assault and the members of the Review Board may ask questions of any witness. After the submitted materials and evidence have been read, the accused will have the opportunity to refute or explain the materials or evidence or add information. The accused may choose to remain silent and not make any statements or participate in the discussion. The accused may call witnesses.

9.11.6 Each party will be provided an opportunity to give a summation of their respective positions. Any student who may be the victim of domestic violence, dating violence or sexual assault will have the opportunity to make or read a victim impact statement.

9.11.7 The Chairperson will conclude the Hearing when he or she is satisfied that all information has been submitted.

9.11.8 The Review Board will then convene in closed session and consider only information presented at the Hearing. If necessary, the Review Board may adjourn and reconvene, ask for further documentation, or call or recall witnesses with the assistance of the Campus Coordinator, if required.

9.11.9 If the Review Board feels the infraction did not occur, they shall state so in their written opinion.

9.11.10 If the Review Board finds, by a preponderance of the evidence, the infraction did occur, they must first consider the recommended sanction.

9.11.11 If the Review Board rejects in whole or in part the imposed and/or recommended sanction(s), the new findings must be based on substantial evidence in the record and the rationale shall be included in their opinion.

9.11.12 The decision of the Review Board as to whether the alleged infraction occurred and whether the sanction imposed is appropriate shall be made based on the information presented at the Hearing. The decision shall be in writing and delivered to the parties and to any individual accusing a student of dating violence, domestic violence, stalking or sexual assault and/or to any advisor.

ARTICLE X.
APPEALS

10.1 Within seven (7) days of the delivery of the decision of the Review Board, either party or an individual who made an allegation of dating violence, domestic violence, stalking or sexual assault may appeal the decision, in writing, and submit the appeal to the Campus Judicial Coordinator. An appeal may be taken from either the finding or from the sanction imposed.

Grounds for Appeal are limited to:
• An allegation that a procedural error occurred,
• An allegation that newly discovered evidence has materialized that would have affected the outcome of the hearing, or
• An allegation that the finding of the Review Board was arbitrary or capricious.

10.2 The Campus Judicial Coordinator will
forward the appeal to the other party or parties and any alleged victim of domestic violence, dating violence, stalking or sexual assault who may submit a written response which must be received within three (3) days of the receipt of the appeal. The opposing party is under no obligation to respond to an appeal.

10.3 Within ten (10) days of receiving the appeal the Campus Coordinator will present it to an Appeals Board which will be made up of 3 members of the Ethics and Conduct Committee. No member of the Appeals Board may have any conflict of interest in hearing the Appeal, no member of the original Review Board may also sit on the Appeals Board, and it is not required that a student be a member of an Appeals Board.

10.4 The Appeals Board, after receipt of such appeal, shall make a final adjudication and determination in the matter based solely on the record and the written appeal and responses. The Appeals Board may either amend the decision of the Review Board if they find their decision to have been arbitrary or capricious or they may return the matter to the Review Board if they have found that newly discovered evidence or correcting a procedural error might have affected the original decision.

10.5 The accused individual, the accusing faculty member or college official as well as any alleged victim in the case of an allegation of dating violence, domestic violence, stalking or sexual assault shall be notified of the final decision of the Appeals Board by the Campus Coordinator. There shall be no further appeals.

1 Applicable Laws and Criminal Penalties for Bias and Hate related Crimes. The federal government and more than 40 states, including New York, have hate crime statutes.

1) Federal Laws

a) 10 USC 245 Hate Crimes Prevention Act of 1999-This act prohibits persons from interfering with and individual’s federal right (e.g. voting or employment) by violence or threat of violence due to his or her race, color, religion, or national origin. This act allows for more authority for the federal government to investigate and prosecute hate crime offenders who committed their crime because of perceived sexual orientation, gender identity, gender or disability of the victim. It also permits the federal government to prosecute without having to prove that the victim was attacked because he or she was performing a federally protected activity.

b) Violent Crime Control and Law Enforcement Act of 1994-A part of the 1994 Crime Act, the Hate Crime Sentencing Enhancement Act provides for longer sentences where the offense is determined to be a hate crime. A longer sentence may be imposed if it is proven that a crime against a person or property was motivated by “race, color, religion, national origin, ethnicity, gender, disability, or sexual orientation.”

c) 28 USC 534 Crime Statistics Act of 1990-this act requires the Department of Justice to collect data on hate crimes. Hate crimes are defined as “manifest prejudice based on race, religion, sexual orientation or ethnicity.” These statistics are compiled by the FBI using the Uniform Crime Reporting system. The Crime Act of 1994 also requires the FBI to collect data on hate crimes based on disability.

2) New York State Law

a) Hate Crimes act of 2000, Penal Law Article 485-This law enhances criminal penalties for a long list of enumerated crimes when perpetrators intentionally select a target based on the victim’s actual or perceived race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation. The law also requires the state to collect, analyze and annually report on data regarding hate crime throughout the state.

b) NY Civil Rights Law § 40-c-Prohibits discrimination or harassment based on race, creed, color, national origin, sex, or disability. Violation of this provision shall constitute a class A misdemeanor and subjects the perpetrator to a civil action brought by the victim for damages.

c) New York Penal Law § 240.30- Covers aggravated harassment against a person “because of a belief or perception regarding a person’s race, color, national origin, ancestry, gender, religion, religious practice, age sexual orientation, regardless of whether the perception is correct.”

NYS Penal Law § 240.31- Enhances penalty for aggravated harassment.
PUBLIC SAFETY DEPARTMENT

The Public Safety Department’s mission is to provide a safe, secure atmosphere at Hudson Valley Community College; one that is conducive to freedom of expression and movement for people and their property within the constraints of federal, state and local laws and ordinances.

The actions of all students, college personnel and visitors are governed by a code of conduct, which can be found on the inside front cover of this handbook. Any sanctions that may be imposed for violations of these campus regulations also can be found in the College Catalog (www.hvcc.edu/catalog).

The Public Safety Department is located in the Siek Campus Center Room 170, and is open 24 hours a day, seven days a week, 365 days of the year.

To contact the Public Safety Department, call 911 from any campus or emergency phone or call (518) 629-7210 from any non-campus or cell phone.

Emergency telephones directly linked to Public Safety and the College Health Services are located on each floor, each hallway and each elevator of each building on campus.

Additional emergency telephones, identified by a blue light, are strategically located across the campus, in parking lots and walkways. Public safety encourages the reporting of all criminal or unusual incidents, no matter how minor they may seem.

A copy of Hudson Valley Community College’s campus crime statistics as reported annually to the U.S. Department of Education will be provided upon request. Please direct all such requests to the Public Safety Department at (518) 629-7210.

Information also can be obtained from the U.S. Department of Education website at ope.ed.gov/security or the college’s website at www.hvcc.edu/publicsafety/securityreport.pdf

The college has a Campus Personal Safety subcommittee, which is comprised of equal numbers of faculty, staff and students in compliance with statutory provisions. Although the committee’s primary responsibility is to inform and enlighten the college community about sexual assault prevention, it has evolved into a forum on all matters that pertain to personal safety, crime prevention and victim counseling on campus.

Keeping Safe

Here are some suggestions you can consider to enhance your own safety on campus:

- When parking on campus in the evening, try to park in a well-lit area near buildings
- If you arrive on campus early in the day and have to park a considerable distance from an evening class, go out before dark and move your vehicle to a spot near the building your class is in.
- Try to leave your classes or buildings with others. Be aware of your surroundings. If it appears that someone is following or observing you, call Public Safety immediately and/or go to an area where other people are present.
- Report suspicious activities. If something doesn’t seem right (for example, if someone is sitting in a vehicle and watching you), report it,
- If you are a victim of a crime, or if you witness one, report it to Public Safety immediately. Hudson Valley also offers many forms of support, including the College Health Services and counseling services

NY Alert Students should sign up for the NY Alert system once they log on to WIReD. Please include a cell phone number for texting and other numbers, so you can receive emergency notifications via the NY Alert system.

Public Safety is on Twitter. Messages for Hudson Valley students and the community about safety, parking and other-important events are regularly sent via Twitter. The messages also appear on the campus television system. Follow us at @hvpublicsafety.

Reporting Criminal Incidents and Other Emergencies

Any crime reported to Public Safety that meets the requirements of New York State Penal Law, Section 70.02 “Violent Felony Crimes,” will be reported to the appropriate law enforcement agency.
Upon receipt of a report of a crime or serious incident, Public Safety or emergency personnel will be dispatched to the scene. All matters reported to the Public Safety are entered in the security log; a thorough investigation is conducted, investigative reports are completed and appropriate action is taken.

**Campus Facility Access and Security Policies**

Hudson Valley provides 24-hour-a-day vehicle and foot patrol protection to campus personnel, visitors and properties.

Security on campus is maintained with a key control system whereby only authorized persons have access to their particular area. In addition, college buildings are monitored through electronic security and fire alarms connected to Public Safety. At night and during times when the campus is officially closed, campus buildings are locked. Persons wishing access when the buildings are locked must report to Public Safety.

In addition, campus buildings and grounds are inspected daily by security officers and monthly by a Public Safety officer. Any problems discovered during inspections are immediately submitted to the Physical Plant for corrective action.

**Enforcement Authority of Campus Security Officers**

Hudson Valley Community College employs peace officers as well as other officers and guards. As per section 2.10-78 and 2.20 of the New York Criminal Procedure Law, campus peace officers may make arrests and possess other enforcement powers. In matters where Hudson Valley security officers lack authority or where a police report is necessary, the services of the Troy Police Department, North Greenbush Police Department, Rensselaer County Sheriff’s Department or the New York State Police are requested. The Public Safety Office enjoys a good working relationship with area law enforcement agencies through the mutual sharing of information and investigations, personal contacts and the patrol of our roadways by area police agencies.

**Policies Regarding Alcohol, Drugs, and Drug/Alcohol Education Programs**

Students and staff are regularly educated on the risks associated with alcohol and other drug use through brochures, orientation programs, class presentations, the student newspaper and special awareness activities scheduled throughout the year. The college’s referral/intervention specialist, a credentialed addictions counselor, provides counseling for students experiencing problems from their own or someone else’s drinking or drug use. Information on various treatment programs and self-help groups is available in the Center for Counseling in the Siek Campus Center, (518) 629-7320.

Hudson Valley also provides an Employee Assistance Program where counseling can be obtained free of charge. For more information, call (518) 462-6531.

**Crime Prevention and Security Awareness Program**

Protection of life and property is the ultimate goal of the Public Safety Department. To achieve this goal, Public Safety concentrates considerable energy on crime prevention and security awareness.

The college’s electronic alarm system, the key control system, security patrols, emergency telephones and closed-circuit cameras focus on crime prevention. Timely notice of serious crimes on campus is made by means of e-mail, crime alert posters, campus security personnel, the campus newspaper, Web posting and Hudson Valley Campus Chronicle, the e-newsletter for employees.

**Escort Service**

Public Safety provides a 24-hour-a-day escort service for students and staff anywhere on campus.

**Vehicle Lock-out and Jump-Start Service**

Public Safety will assist students, faculty, staff and visitors if they lock their keys in their vehicles or need a jump-start because their vehicle battery is dead.

**Missing Students**

A missing student means any student of an institution who resides in a facility owned or operated by such institution and who is reported to such institution as missing from his or her residence.

Hudson Valley Community College does not own
or operate resident facilities. In the event a missing student is reported to the Public Safety Department, the following procedures will be followed:

- All information will be obtained as to the identity of the student, the person reporting the incident and the relationship of the person reporting, as well as the circumstances that caused the reporting person to file the report.

- A case report will be initiated and the report will be investigated and information documented.

- The reporting person will be advised that missing person reports must be filed with the law enforcement agency having jurisdiction where the student resides.

- Information sharing with police on missing persons will follow guidelines established under the federal Family Educational Rights and Privacy Act.

**Timely Warning Policy for Certain Crimes Considered to be a Threat to the Campus Community**

Hudson Valley Community College will prepare and issue a timely warning to students, faculty and staff whenever a report is received of a serious crime that represents a continuing threat to the campus community. The types of serious crimes that may warrant a timely warning include:

1. Murder;
2. Sex offenses, forcible and non-forcible;
3. Robbery;
4. Aggravated assault;
5. Burglary;
6. Motor vehicle theft;
7. Manslaughter;
8. Arson;
9. Arrests or person referred for campus disciplinary action for liquor law violations, drug-related violations and weapons possession.

The College will make the decision whether to issue a timely warning on a case-by-case basis considering the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Information for timely warnings may come from reports made to the campus security or from local law enforcement agencies. Timely warnings may be issued to the campus community as soon as pertinent information about the crime is available.

Timely warnings of serious crimes and the publication of the college’s security procedures are made by means of the campus electronic email, “security alert” posters, campus security officers, the campus newspaper, the employee newsletter and any other means of communication chosen by the college to communicate any security-related information.

**Counseling**

Members of the college community should be aware that if they are the victim of sexual assault, hate crime or bias related incidents or any other crime, that many counseling services are available. Assistance can be obtained through Health Services and the Center for Counseling at the college. To ensure that the victims of crime in Rensselaer County are appropriately served, the Rensselaer County District Attorney’s Office provides a Crime Victim Assistance Program.

Additionally, if you are the victim of a sexual assault, assistance may be sought from the Sexual Assault and Crime Victims Assistance Program at Samaritan Hospital. Public Safety personnel will assist in explaining options available to the victim of a crime.

**Motor Vehicle and Parking Regulations**

All rules and regulations shall be in effect from September 1, 2017, through August 31, 2018.

1) All Hudson Valley Community College students, faculty and staff using the college’s parking facilities must register each vehicle and accept the responsibilities for observing campus traffic regulations as set forth here.

2) Vehicle Registration

   A. Every student who operates a motor vehicle on the Hudson Valley campus must register that vehicle with the Cashier’s Office, either by mail or in person.

   B. A vehicle registration fee will be assessed per semester as follows:
      1. Full-time student (12 credit hours or more) $86.40
2. Part-time student (less than 12 credit hours) $7.20

C. After a student has paid a vehicle registration fee, a numbered parking decal will be provided. This decal must be displayed on the left rear side window of the vehicle being registered.

D. Multiple Vehicles – If a student should have an occasion to park different vehicle(s) on campus, that student must complete a parking registration form for each additional vehicle and obtain decals (at no additional charge) for each vehicle they want to register (limit 2 plus the original vehicle).

A valid Hudson Valley Community College decal must be displayed in the vehicle’s left rear side window to be properly parked on campus!

E. Lost or Stolen Decals

If a vehicle is registered with the college and for any reason that vehicle is sold, stolen or damaged in an accident, an effort to return the original decal to the Cashier’s Office should be made.

In any event, the student should report this or the theft of a decal to the Cashier’s Office immediately. The student will then be required to sign a statement as to the reason for the loss of the decal; a new decal will then be issued.

F. College registration decals will be color coded by semester.

G. Reproducing, defacing, altering or unauthorized transferring of a parking permit or falsification of any information given during vehicle registration procedures subjects the violator to a $25 fine and/or revocation of driving privileges on campus.

3) Traffic Regulations

A. All New York State Motor Vehicle regulations will be applicable on campus.

B. No vehicle shall be operated:

1. At a speed in excess of 15 mph or in a reckless or careless manner or at a speed that is not reasonable and prudent under the conditions and have regard to the actual and potential hazards then existing

2. With disregard to any traffic sign, signal and/or pavement marking

3. On any sidewalk, pedestrian walkway or lawn

C. It is prohibited to park:

1. Without a valid parking permit.

2. In No Parking areas

3. In handicap areas without a handicap permit

4. Blocking fire lanes or fire hydrants, on grass areas*, sidewalks, crosswalks or parking lot driveways

5. On or over painted lines in parking areas

6. In faculty/staff parking areas

*Parking on grass areas is permitted when authorized by Public Safety

D. Disabled students needing parking on campus are required to submit an application to the Center for Access and Assistive Technology located in the Siek Campus Center. Temporary disabled parking authorization will be issued by Health Services.

Use of a NY State Disabled Parking Permit without registering at the Center for Access and Assistive Technology may be cause for enforcement action. You must register for disabled parking on campus. Due to the limited number of spaces for individuals with disabilities, this registration requirement is necessary to ensure safety and fairness for all students.

E. Students and staff who are on trips, away for athletic events or who abandon a vehicle, especially due to hazardous driving or vehicle breakdown, must contact Public Safety for parking instructions. Failure to do so could result in the vehicle being removed from the campus at the owner’s expense.

Vehicles not displaying a valid Hudson Valley
Community College parking permit will be ticketed.

4) Emergency Procedures

A. In case of motor vehicle accidents, loss by theft or vehicle breakdown, call or visit Public Safety.

B. All accidents and thefts must be reported to Public Safety.

C. The Public Safety Department will provide emergency notification on campus, when necessary.

5) Violations and Fines

A. Owners of vehicles found to be in violation of the college’s regulations shall be subject to a fine. Fines for the following violations will be $10 for each violation:

Obstructing:
- Traffic
- Entrance
- Sidewalk/Crosswalk

Parking:
- Roadway
- End of lane
- On grass
- On sidewalk
- Improper area
- No-parking area

B. Fines for the following violations will be $25:
   1. Parking in fire lane.
   2. Obstructing a fire hydrant.
   3. Parking in designated handicap areas.
   4. Violations of not registering or displaying parking permit.
   5. Any violation of altering or falsifying college registration decals.

C. The Public Safety Department is authorized to immobilize or remove vehicles from college property under the following circumstances:
   1. Vehicles in violation of fire lanes or fire hydrants
   2. Abandoned vehicles
   3. For safety reasons, including snow removal
   4. Scofflaw violators

D. Violations of these regulations may result in additional charges being brought against a violator under the “Campus Regulations for Students, Visitors and College Personnel and Organizations,” as published in the College Catalog.

E. Payment of Fines - Fines are payable within five (5) calendar days of issuance of the ticket at the Cashier’s Office located in the Guenther Enrollment Services Center, first floor. Fines may be paid by mail, addressed to:

Hudson Valley Community College
80 Vandenburgh Avenue
Troy, NY 12180
Attention: Cashier’s office.

Failure to pay will result in the withholding of final grades, transcripts, graduation diploma and future registrations.

F. Appeals for violations must be made in writing within 72 hours of issuance. Appeal forms may be obtained from Public Safety. Appeals will be presented to the Traffic Appeals Board; those submitting appeals will be notified by mail of their decision.

6) Driver Responsibility

A. Finding authorized space — Drivers are responsible for finding an authorized parking space. Mechanical problems, inclement weather or tardiness do not justify parking violations.

B. Space availability — A parking permit does not guarantee the holder a parking space, but only an opportunity to park within a specified area or areas.

C. Permit Ownership — A parking permit signifies that an individual has been granted the privilege of parking on campus property. Ownership of parking permit remains with the college.

D. Permit Display — Parking decals must be displayed on the left rear side of window.
E. Special permits for visitors attending one-day classes may be obtained from Public Safety and should be displayed on the dashboard of the vehicle.

F. Public Safety is authorized to restrict use of parking spaces on a temporary basis to accommodate special meetings, activities or construction.

G. Hudson Valley Community College is in no way liable for personal injury, damage or loss of parts or contents of any vehicle parked on our campus.

Traffic regulations for Hudson Valley Community College have been approved by the president in accordance with the Board of Trustees resolution adopted on January 22, 1998.

7) Restricted Parking Areas

1. Visitor Lot: F-lot, southwest, front of campus.

2. BTC/Holliday Drive - Handicapped

3. Behind Siek Campus Center - Employees only

4. South side of Williams Hall:
   a. 1st Lot: Employees only.
   b. Handicapped students when applicable.

Work-study students are not considered employees and will not be issued employee parking permits.

Protect your valuables – lock your car! The college cannot be responsible for your personal property. Conceal all books, supplies, etc., in the car when possible. All valuable articles should be locked in the trunk. All serial-numbered items, for example, tape players, record players, calculators, should have numbers recorded and carried with you.

Parking

Student parking is available at major locations across campus. The map on the back of this guide details all student parking areas on campus.

Public Safety personnel will be strategically located around campus to assist with parking; please do not hesitate to ask for assistance in locating available parking. If you have any questions regarding the college’s parking policies, please contact the Public Safety Department at (518) 629-7210.

Parking on grass areas and driving over curbs or on sidewalks is prohibited unless directed by Public Safety personnel.

EMERGENCY INFORMATION

1) To call for assistance during ANY emergency:

   Dial 911 from a campus phone or

   (518) 629-7210 from a cell phone

You will be connected with the College’s Department of Public Safety. Explain the nature of the emergency and stay on the line for further instruction. Do not call County 911 from your cell phone. This will delay the response time as the call is redirected to the College Department of Public Safety.

2) Communicating Emergencies to the Campus Community:

   • Hudson Valley Community College has instituted the SUNY NY-Alert system to warn students and college employees of an impending or ongoing emergency, and provide timely emergency information to the same groups to protect lives and minimize campus disruption. Participants need to “opt in” to receive the alerts. Messages can be received via cell phone (text and/or voice), telephone, e-mail or fax. All students, faculty or staff members are encouraged to sign up for the SUNY NY-Alert notification service. Students should sign up for the NY Alert system once they log on to WIReD. Please include a cell number for texting and other numbers, so that you can receive emergency notifications via the NY Alert system. The college sees the SUNY NY-Alert system as an additional way to notify the campus community of any emergency situation. In addition to the SUNY NY-Alert system, whose messages will only go to those who opt-in to the service, the college will broadcast emergency messages using:

      • The college e-mail system to send out mass e-mails to college-assigned faculty, staff and student e-mail accounts

      • The homepage of the college, www.hvcc.edu,
to post emergency information
• Other media outlets. Find out more at: www.hvcc.edu/closing

3) Fire Emergencies

A. When the fire alarm is sounded: Everyone must leave the building. Even in a drill, it is a clear policy violation to disregard alarms and such conduct may be pursued as a disciplinary matter. Do not re-enter the building in alarm until the all-clear signal is given by response officials.

B. If you observe fire or smoke: Go to the nearest fire alarm pull station located in hallways and pull the handle to activate the building alarm. Public Safety will notify the Fire Department and dispatch an officer to the building. Report any information pertaining to the emergency to Public Safety or the FD as soon as possible.

C. Fire Extinguishers:

Extinguishers are available in all buildings. Only attempt to extinguish a fire if you know how to and it is safe to do so. You are not required to perform this task.

D. Fire Drills:

Drills are held three times per year, as required by State law. Everyone must evacuate during all alarms, whether it is a drill or not. Each building has a number of floor marshals who will assist in the evacuation. Please follow their instructions.

E. Mobility-impaired persons:

If you can, please help assist mobility-impaired persons evacuate. Keep in mind that elevators cannot be used in a fire emergency. People can safely exit by going to an adjoining building and using that elevator or exit. Also, Public Safety has “evac chairs” available if a person needs to be carried down the stairs. If waiting for assistance, go to a location furthest from the fire and call Public Safety and report your exact location and nature of the emergency.

4) Procedures for Medical Emergencies

Call the College Public Safety Office

5) AEDs (Automatic External Defibrillators)

AEDs are emergency medical units that may be used in cardiac emergencies to restore heart beat. Two such devices are publicly accessible on campus: one in the McDonough Sports Complex, main lobby, near the ticket office and one in Williams Hall copy room, across from Room 123. In addition, Public Safety has two AEDs which it transports to areas of need, and both College Health Services and the Dental Clinic have their own units.

If you suspect a patient is in cardiac arrest, report this to Public Safety when calling. A Public Safety officer will respond with an AED.

6) Work Related Accidents and Injuries

If an injury or illness occurs on campus, go to the College Health Services in Fitzgibbons Room 146 for medical attention. An incident report will be completed while at the College Health Services. No claim for worker’s compensation may be processed without such an incident report which must, by law, be filed within 30 days of the incident. In the case of a medical emergency where an ambulance is called, report to the College Health Office upon return to work.

7) Employee Return from

Illness/Injury/Hospitalization/Surgery
When returning from any protracted illness or injury, all employees must report first to the College Health Services to submit a physician’s clearance to resume job duties. In some cases, the college physician or health service director may wish to discuss or examine the condition. This process is necessary to protect both the college and the employee. In general, “light duty” is not allowed.

8) Reporting a Theft or Assault:

During an emergency, if a theft or assault is in progress, please call 911. After the incident has occurred, please call (518) 629-7210 so that a Public Safety staff member can be dispatched to take a report. In either case, please be certain to report details such as descriptions of property and of suspects: e.g.; clothing, height/weight, hair color, eye color, etc.

9) Reporting a Motor Vehicle Accident:

Minor property damage car crashes/accidents, can be reported directly to Public Safety by calling (518) 629-7210. Injury accidents and more serious property damage accidents can be initially reported to Public Safety. However, we will then contact the appropriate police agency to take the report and investigate further.

10) Employee Rights and Responsibilities under State OSHA law:

As an employee of the college, you have the right to ask questions related to potential safety & health conditions in your work area. Such issues should be directed to the Department of Environmental Health and Safety (629-7163 or 7787). Or, you can report the issue to the College Safety Committee through our web page: www.hvcc.edu/ehs/safety_committee. At a minimum, all college employees must have safety orientation training provided by the Department of Environmental Health and Safety. Additional environmental health and safety training may be required based on your job responsibilities and will be provided by your department or Environmental Health & Safety.

11) Safety and Health Resources:

The following College departments can provide you with safety and health assistance:

A. Department of Public Safety

www.hvcc.edu/publicsafety

Located in the south end of the Campus Center, Public Safety’s mission is to provide a safe, secure atmosphere, 24 hours a day. Contact Public Safety for all emergencies by dialing 911 from a campus phone or (518) 629-7210 from a cell phone.

B. College Health Services

www.hvcc.edu/healthservices

Provides staff and students with health information and medical attention. For assistance, report to the Health Office in Siek Campus Center, Suite 270.

C. Department of Environmental Health & Safety

www.hvcc.edu/ehs/health

Provides guidance and training on all occupational safety and environmental health issues. Contact the department at (518) 629-7163 or (518) 629-7787.

D. College Safety Committee

www.hvcc.edu/ehs/safety_committee

With representatives from across campus, the committee is responsible for promoting and strengthening all aspects of safety and health on the campus. To contact the committee, click on the "reporting a safety-issue" link on the web page.

College Health Service

The College Health Service staff provides health information and medical attention to students, faculty and staff. Appointments are not necessary. There is no charge for care given in the College Health Service office, but there may be charges for X-rays and lab procedures performed outside the college facility. If you are injured on campus, you must report the injury to the College Health Service staff. Your treatment records are confidential and are released only with written consent. Exceptions are made in cases where students or the community face potential danger.

Location: Siek Campus Center, Suite 270.

Immunization Requirements

Matriculated students and non-matriculated students taking more than five credit hours must
have proof of immunity to measles, mumps and rubella, and a signed meningitis form on file in the College Health Service office. This information should be on file at least one month prior to registration. If you need assistance in meeting this requirement or have questions or concerns, contact the College Health Service staff.

Hours: 8 a.m. - 5 p.m., Monday-Thursday
8 a.m. - 4 p.m., Friday

Summer Hours: 8 a.m. - 4 p.m., Monday-Friday

Phone: (518) 629-7468

CODE OF CONDUCT

Hudson Valley Community College
Student Code of Conduct and Campus Regulations

In an effort to maintain an atmosphere of civility and high ethical standards, where all members of the college community are treated with courtesy and respect, students enrolled at Hudson Valley Community College are expected to adhere to the Student Code of Conduct, Computer Use Policy, Academic Ethics Policy and Campus Regulations:

• All students are required to have their current, college-issued, student identification with them at all times, and to present their identification at the request of an identified college employee.

• Possession, transportation and/or use of any illegal drugs on campus are not allowed.

• No alcoholic beverages may be brought to, possessed or consumed on campus. No person who appears intoxicated is allowed on campus.

• Gambling, of any kind, is not allowed.

• Any illicit behavior which appears motivated by a victim’s race, gender, sexual orientation, religion, age, ethnicity or disability is not allowed.

• Smoking and other tobacco use is prohibited on all Hudson Valley Community College grounds, college-owned or leased properties.

• Harassment of student(s) or employee(s) is not allowed.

• No display of inflammatory or incendiary signs, posters or banners.

• No firearms (guns, firecrackers, fireworks, etc.) of any kind are allowed.

• No cutting instruments (knives or blades) except pocket knives two inches or less in length are allowed.

• Unauthorized use of the college’s duplicating or reproduction equipment, public address system, radio station or computer systems is not allowed.

• Defacing, damaging or maliciously destroying any college, faculty or student property is prohibited.

• Any violation of a local, state or federal law on campus is prohibited.

• Students are expected to adhere to the Code of Academic Ethics.

• Students are expected to adhere to the college’s Computer Learning Center’s policy that prohibits inappropriate behavior that interferes with the rights of other individuals to benefit from the college’s programs and activities, or behavior that creates an offensive or hostile academic or work environment.

Students who violate any campus regulations, including the Computer Learning Center policy, may be suspended or expelled from classes, the Computer Learning Center, and/or receive indefinite suspension of computer accounts. For more information on the Student Code of Conduct, Academic Ethics, Computer Use Policy and Campus Regulations, please refer to the College Catalog.

To report a campus violation, please contact the Public Safety Office (518) 629-7210.
## ACADEMIC DEPARTMENTS

### SCHOOL OF BUSINESS

**Computing and Information Sciences**
- Administrative Information Management and Technology
- Computer Information Systems
- Computer Information Systems: System and Network Administration
- Computer Information Systems: Web Design and WWW Programming
- Health Information Management and Technology
- IT Help Desk Support

Brahan Hall, Room 206  
(518) 629-7225

**Business Administration**
- Business Administration
- Business-Business Administration

Brahan Hall, Room 205  
(518) 629-7225

**Accounting, Entrepreneurship and Marketing**
- Accounting
- Business-Accounting
- Entrepreneurship
- Marketing

Brahan Hall, Room 220  
(518) 629-7148

### SCHOOL OF ENGINEERING AND INDUSTRIAL TECHNOLOGIES

**Civil, Construction, Industrial and Mechanical Technologies**
- Architectural Technology
- Civil Engineering Technology
- Construction
- Construction Technology
- Mechanical Engineering Technology

Hudson Hall, Room 129  
(518) 629-7355

**Building Systems Technology**
- Clean Energy Management
- Electrical Construction and Maintenance
- Heating/Air Conditioning/Refrigeration Technical Services
- Mechatronics
- Overhead Electric Line Worker
- Photovoltaic Installation

Williams Hall, Room 125  
(518) 629-7275
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<tr>
<td><strong>Automotive, Manufacturing and Electrical Engineering Technologies</strong></td>
<td>Advanced Manufacturing Technology</td>
<td>Cogan Hall, Room 145</td>
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<td></td>
<td>Automotive Management</td>
<td>(518) 629-7272</td>
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<td>Electrical Engineering Technology-Electronics</td>
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<td><strong>SCHOOL OF HEALTH SCIENCES</strong></td>
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<tr>
<td><strong>Cardiorespiratory and Emergency Medicine</strong></td>
<td>Community Health Navigation</td>
<td>400 Jordan Rd., Suite B (second floor)</td>
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<td></td>
<td>Emergency Medical Technician-Paramedic</td>
<td>(518) 629-7454</td>
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<td></td>
<td>Invasive Cardiovascular Technology</td>
<td>(note that this office is located off the main campus at the Rensselaer Technology Park)</td>
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<td>Polysomnography</td>
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<td>Respiratory Care</td>
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<td><strong>Dental Hygiene</strong></td>
<td>Dental Assisting</td>
<td>Fitzgibbons Health Technologies Center, Room 157</td>
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<td>Dental Hygiene</td>
<td>(518) 629-7442</td>
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<td><strong>Medical Imaging</strong></td>
<td>Diagnostic Cardiac Sonography</td>
<td>Brahan Hall, Room 026</td>
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<td>Diagnostic Medical Sonography</td>
<td>(518) 629-7123</td>
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<td>Radiologic Technology</td>
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<td><strong>Mortuary Science</strong></td>
<td>Mortuary Science</td>
<td>Fitzgibbons Health Technologies Center, Room 011</td>
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<td>(518) 629-7334</td>
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<td><strong>Nursing</strong></td>
<td>Nursing</td>
<td>Fitzgibbons Health Technologies Center, Room 204</td>
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<td>Surgical Technology</td>
<td>(518) 629-7469</td>
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<td>ACADEMIC DEPARTMENTS</td>
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<td>SCHOOL OF LIBERAL ARTS AND SCIENCE</td>
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<td>Biology, Chemistry and Physics</td>
<td>Biological Sciences</td>
<td>Science Center, Suite 319</td>
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<td>Biotechnology</td>
<td>(518) 629-7453</td>
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<td>Environmental Science</td>
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<td>Physical Sciences</td>
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<td>Criminal Justice, Forensic Science and Public Administration</td>
<td>Animal Policy</td>
<td>Amstuz Science Hall, Suite 300</td>
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<td>Criminal Justice</td>
<td>(518) 629-7342</td>
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<td>Cybersecurity</td>
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<td>Forensic Science Studies</td>
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<td>Public Administration Studies</td>
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<td>English, Foreign Languages and English as a Second Language</td>
<td>Digital Media</td>
<td>Brahan Hall, Room 035</td>
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<td>Fine Arts</td>
<td>(518) 629-7121</td>
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<td>Theatre Arts</td>
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<tr>
<td>Fine Arts, Theatre Arts and Broadcast Communications</td>
<td>Digital Media</td>
<td>Brahan Hall, Room 124</td>
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<td>Fine Arts</td>
<td>(518) 629-7347</td>
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<td>Theatre Arts</td>
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<tr>
<td>Health, Physical Education and Exercise Studies</td>
<td>Coaching</td>
<td>McDonough Sports Complex, Room 206</td>
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<td>Exercise Science</td>
<td>(518) 629-7372</td>
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<td>Fitness Specialist</td>
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<td>Health and Wellness Studies</td>
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<td>Physical Education Studies</td>
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<td>Worksite Health Promotion</td>
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<td>History, Philosophy and Social Sciences</td>
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<td>Marvin Library Learning Commons, Room 107</td>
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<td>(518) 629-7690</td>
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<td>Human Services and Chemical Dependency Counseling</td>
<td>Chemical Dependency Counseling</td>
<td>Brahan Hall, Room 008</td>
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<td>Human Services</td>
<td>(518) 629-7341</td>
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<td><strong>Individual Studies</strong></td>
<td>Health Sciences</td>
<td>Fitzgibbons Health Technologies Center, Room 319</td>
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<td>Individual Studies</td>
<td>(518) 629-7219</td>
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<td><strong>Liberal Arts</strong></td>
<td>Liberal Arts and Science: Humanities and Social Science</td>
<td>Fitzgibbons Health Technologies Center, Room 334</td>
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<td>(518) 629-7191</td>
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<tr>
<td><strong>Math and Engineering Science</strong></td>
<td>Engineering Science</td>
<td>Bulmer Telecommunications Center, Room 230</td>
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<td>Liberal Arts and Science: Math and Science</td>
<td>(518) 629-7358</td>
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<td><strong>Teacher Preparation</strong></td>
<td>Early Childhood</td>
<td>Higbee Hall, Room 109</td>
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<td>Early Childhood Administration</td>
<td>(518) 629-7250</td>
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<td>Liberal Arts and Sciences: Adolescent Education</td>
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<td>Teaching Assistant</td>
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<td>Special Education Assistant</td>
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Location of Automatic External Defibrillators (AED) on Campus

These devices are publicly accessible on campus:

- 400 Jordon Road, second floor lobby, suite B
- Bulmer Telecommunications Center, main lobby, near elevator
- College Health Services, Fitzgibbons Rm 146
- Day Care Center, second floor, near room 134
- Fitzgibbons Health Technologies Center Dental Clinic, center of room 113 and room 127
- Guenther Enrollment Services Center, main lobby, near elevator
- Hudson Hall, main hall, near restrooms
- LaPan Services Building, main hallway near restrooms
- Marvin Library Learning Commons, behind circulation desk
- McDonough Sports Complex, main lobby, near the ticket office
- Stadium Classroom Building, south wall of room 107
- Williams Hall copy room, across from room 123

In addition, Public Safety has two units which it can transport to areas of need.

- **Registration Calendar** – Registration dates, including parts of term dates, add/drop dates, withdrawal deadlines, refund schedules and tuition due dates can be found for the upcoming terms on the WIReD homepage, [www.hvcc.edu/wired](http://www.hvcc.edu/wired) or the following pages:

- **Athletic Calendar** – Hoping to check out an upcoming home game for one of our intercollegiate teams? The schedule of athletic events is generated and updated on the Athletics home page, [www.hvcc.edu/athletics](http://www.hvcc.edu/athletics).

- **Cultural Affairs Calendar** – Cultural Affairs programming at the college encompasses a wide range of events, including Voices: A Library Lecture Series, concerts, theater and dance performances, visual arts exhibitions and more. Most Cultural Affairs events take place during the day in the Siek Campus Center or Bulmer Telecommunications Center auditorium. Check out the upcoming schedule of events on the college’s main Calendar of Events or at [www.hvcc.edu/culture](http://www.hvcc.edu/culture).
Outdoor Athletic Complex

Hudson Valley's new Outdoor Athletic Complex includes a 400-meter eight-lane track, synthetic turf and natural grass fields as well as concession facilities and outdoor lighting. The complex is home to the college's football, lacrosse and soccer teams, as well as track and field, which launches in Spring 2018!