



2023-24

STUDENT HANDBOOK



The State University  
of New York

## **FALL 2023 TERM**

Monday, Aug. 28 - All Classes Begin  
Monday, Sept. 4 – No Classes / College Closed  
Monday, Sept. 25 – Sprint 12-Week Classes Begin  
Monday, Oct. 9 – No Classes  
Monday, Oct. 23 - Mid-Term Grades Due  
Monday, Oct. 23 – Sprint 8-Week Classes Begin  
Friday, Nov. 17 - Last Day to Withdraw from Courses  
Wednesday, Nov. 22 - Saturday, Nov. 25 – No Classes / College Closed  
Friday, Dec. 15 - Last Day of Instruction  
Saturday, Dec. 16 - Snow Day  
Monday, Dec. 18 - Final Grades Due  
Friday, Dec. 22 - Monday, Jan. 1, 2024 – No Classes / College Closed

## **WINTER 2024 TERM**

Tuesday, Jan. 2 - Classes Begin  
Thursday, Jan. 11 - Last Day to Withdraw from Courses  
Friday, Jan. 12 - Classes End/Final Examinations  
Monday, Jan. 15 - Grades Due

## **SPRING 2024 TERM**

Monday, Jan. 15 - No Classes  
Tuesday, Jan. 16 - All Classes Begin  
Monday, Feb. 12 - Sprint 12-Week Classes Begin  
Wednesday, March 6 – No Classes - Faculty Workshop Day  
Monday, March 11 - Mid-Term Grades Due  
Monday, March 11 - Saturday, March 16 – No Classes / Spring Break  
Monday, March 18 - Classes Resume  
Monday, March 18 - Sprint 8-Week Classes Begin  
Friday, March 29 - Tuesday, April 2 - No Classes / College Closed  
Wednesday, April 13 - Classes Resume  
Friday, April 12 - Last Day to Withdraw from Courses  
Friday, May 10 - Last Day of Instruction  
Saturday, May 11 - Commencement  
Monday, May 13 - Final Grades Due

## **2024 SUMMER SESSIONS**

Monday, May 20 - Friday, June 7 – Summer Session 1 (3 weeks)  
Monday, May 20 - Friday, June 28 – Summer Session 2 (6 weeks)  
Monday, May 20 - Friday, August 9 – Summer Session 3 (12 weeks)  
Monday, July 1 - Friday, July 19 – Summer Session 5 (3 weeks)  
Monday, July 1 - Friday, August 9 – Summer Session 6 (6 weeks)  
Monday, May 27, Wednesday, June 19, Thursday, July 4 – No Classes / College Closed

Computer Systems and Digital Communications  
Course Scheduling and Advisement  
Academic Support  
Student Services and Resources  
Safety, Class Cancellation, College Closure  
Student Activities  
Enrollment Offices  
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Campus Map

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](mailto:input@hvcc.edu).

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.



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# COMPUTER SYSTEMS AND DIGITAL COMMUNICATIONS

## 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 e-mailed separately upon application to the college. They provide access to the following systems:

- Academic Computing Environment (ACE)
- Email
- Elevate (non-credit course registration)
- Web Information and Registration Direct (WIREd)
- D2L Brightspace

## 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: D2L Brightspace, 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](mailto: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 established by you or 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-change.html](http://www.hvcc.edu/its/password-change.html)

If you have lost or forgotten your username or password, you may use the "Forgot Password?" link on the login page to self-reset your password, complete this online form: [www.hvcc.edu/wired/id-request.html](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.

## MY HVCC

My HVCC is a mobile app that helps you stay connected to the college. You can access features that make your campus experience more effective, efficient and fun.

### Key features include:

- [Courses](#) - Manage your courses, access your class schedule and get links to helpful academic resources.
- [Registration](#) - Register for classes from your mobile device.
- [Grades](#) - Check your midterm and final grades on the go.
- [Student Financials](#) - View your current statement and financial aid awards, pay your bill online.
- [Notifications](#) - Stay informed with personalized announcements, view account holds and take steps to resolve them.
- [Important Numbers](#) - Easily find the phone numbers and email addresses for campus offices, contact them right from the app.
- [Maps](#) - Get detailed information about campus including photos and locations for offices and classrooms. View satellite imagery of the campus and surrounding streets, map driving or walking directions from your current location.
- [Social Media](#) - Connect your HVCC experience to your social network.

## 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](http://www.hvcc.edu/students)
- Select WIReD - Register and Access your Records
- Select Continue to WIReD Homepage
- Select 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 office staff directly at (518) 629-7700; or via e-mail at [studenthelp@hvcc.edu](mailto:studenthelp@hvcc.edu).

#### **D2L Brightspace**

D2L Brightspace 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 <https://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.

#### **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

- **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

### **Center for Academic Engagement (CAE)**

The Center for Academic Engagement provides individualized academic coaching to support and build the essential skills for student success. Academic coaches are available to help you with increasing your academic confidence, goal-setting and improve 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

### **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. In addition, CASP offers academic and life-skills coaching as well as referral to campus and community resources.

Location: Marvin Library Learning Commons, lower level, Room 001A

### **Educational Opportunity Program (EOP)**

The EOP is a state-funded grant program that encourages students from historically underrepresented 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

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

**Interfaith Prayer Room** – 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. There are open computer labs in the:

- Science Study Center
- 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 Health Technologies Center, 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 has everything you need in one place! Textbooks and eBooks, laptops, school and lab supplies, study guides and other required and optional supplies for your classes. Hudson Valley Community College branded merchandise and

clothing is also available in store and through our website, bookstore.hvcc.edu. Courseware is available three weeks before the start of each semester for curbside/in-store pick up or shipping options are available. Textbook buyback is the second week and last week of classes in Fall and Spring semesters.

**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 entrées, 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 9 a.m. - 4 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](http://www.hvcc.edu)/scholarships or call (518) 629-8012.

Location: Fitzgibbons 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 the Liberal Arts and General Studies Advisement Center at (518) 629-7219 for more information.

Location: Fitzgibbons Health Technologies Center, Room 334

**TITLE IX** – The college is committed to providing every student an education free of discrimination based on gender, gender identity or gender expression. If you feel you have been discriminated against or are the victim of domestic violence, dating violence, stalking or sexual assault, please refer to the Title IX section on the college website or contact the Title IX Coordinator: Sandra J. McCarthy, JD s.mccarthy@hvcc.edu or (518) 629-4816

Location: Siek Campus Center, Room 293.

Location: Siek Campus Center, Room 293.

**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.

## **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 canceled or delayed or if the college is closed.

More information can be found at

[www.hvcc.edu/closing](http://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)

- Criminal Justice Association
- 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
- 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\*
- 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 transgender 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 20 intercollegiate athletic teams (10 men's teams and 10 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 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 has a wealth of information about sports and coaches, [www.hvcc.edu/athletics](http://www.hvcc.edu/athletics).

FALL	WINTER	SPRING
Cross Country (M,W)	Basketball (M,W)	Baseball (M)
Football (M)	Bowling (M,W)	Lacrosse (M)
Soccer (M,W)		Softball (W)
Tennis (W)		Golf (M, W)
Volleyball (W)		Track and Field (M, W)
eSports (M,W)		eSports (M,W)

## 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/campuslife/student-senate/](http://www.hvcc.edu/campuslife/student-senate/).

# ENROLLMENT OFFICES

## Admissions

**Guenther Enrollment Services Center, Room 223**

- change of curriculum

## Office of Student Financial Services

**Guenther Enrollment Services Center, Room 110**

- 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
- assistance in completing the online FAFSA
- applying for Federal Work-Study positions on campus
- answering questions about your financial aid eligibility or disbursement

## **Registrar**

### **Guenther Enrollment Services Center, Room 136**

- 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 academic standing and graduation requirements
- information about FERPA, FERPA waivers and FERPA's impact regarding releasing information on your student account

## **SOAR (Student Outreach, Advisement and Retention)**

### **Guenther Enrollment Services Center, Room 231**

- advisement and registration for non-degree students as well as other selected academic programs

## **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](http://www.hvcc.edu/registrar).

# **STUDENT SENATE CONSTITUTION Of Hudson Valley Community College**

## **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 ("Constitution").

## **ARTICLE I – Definition**

The student body shall consist of all students who have paid the established student activity fee for that semester.

## **ARTICLE II – Name**

The 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.

## **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 provisions of this Constitution and the Student Senate By-Laws.

## **SECTION ONE – Composition**

The Student Senate shall make all standing rules necessary to its operation with the approval of the Faculty Student Association of Hudson Valley Community College, Inc., Board of Directors, (FSA Board of Directors), and College Board of Trustees.

The Student Senate shall provide effective communication to the students of the College in regards to every facet of the College and the broader community.

The Student Senate shall review the policies and procedures of student-recognized clubs and Student Senate committees and shall have the authority to reject all policies and procedures which it deems inconsistent with the best interests of the student body or the Constitution or By-Laws.

The Student Senate shall determine the student activity fee and the athletic fee, subject to the approval of the FSA Board of Directors and the College Board of Trustees. The Student Senate shall pay the FSA for the cost incurred for the audit of Student Senate financial records.

The Student Senate shall charter student clubs and organizations.

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

When included in the annual budget, compensation may be made to Student Senate Executive

Officers, Senators, and The Hudsonian staff. When included in the annual budget, Student Senate Executive Officers and The Hudsonian staff may receive compensation if approved by the Director of Student Life or designee. No student shall be compensated beyond the amount they were billed for tuition.

Compensation levels shall be established and approved by the Student Senate and the Director of Student Life or designee, annually, as part of the budget process.

#### **ARTICLE IV – Executive Officers, Senators and Class Presidents**

The student body shall elect from its membership, by a majority vote of those casting votes in the election, a President, Vice-President, Treasurer and Secretary (Executive Officers). Each of the senior and freshman classes shall elect one Senator from each of the following academic divisions: School of Business and Liberal Arts, School of Science, Technology, Engineering, and Math (STEM), School of Health Sciences, and including non-matriculated students. One Class President shall be elected by its representative membership from each of the freshmen class and senior class.

Student Senate Executive Officers, Senior Senators, and Senior Class President shall hold office from June 1st of the year elected until May 31st 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. The period of time from the election or certification shall be known as the Term. Each office shall automatically become vacant at the end of the Term. If successors have not been chosen by the end of the Term, their duties shall be performed, and authority shall be exercised, as determined by a special election supervised by the Senate Election Committee, in the fall semester, in cooperation with the Director of Student Life (or designee).

#### **ARTICLE V – Duties and Responsibilities of Officers**

All Executive Officers shall abide by the College codes, rules, and regulations and shall uphold the Constitution and By-Laws. All Executive Officers shall attend the meetings of the Student Senate and his/her committees. Off-campus behavior shall conform to the Constitution, By-Laws, and the codes, rules and regulations of the College.

Executive Officers must be registered, fully paid, full-time matriculated students at Hudson Valley

Community College, attending classes as of the first week of instruction during the fall and spring semesters, must maintain and successfully complete a full-time course load in both the fall and spring semesters, must maintain a 2.5 or above cumulative grade point average including non-credit remedial coursework, as determined by the Registrar of the College, including mid-term grades, and shall continue to meet the Student Senate eligibility requirements of their office throughout their Term. Any member of the Student Senate not fulfilling the duties and responsibilities prescribed in their job description will be investigated by the Student Senate Judicial Committee, established pursuant to Article 3, Judicial Committee By-Law. This committee will be formed by the majority of the Executive Officers, and it will determine compensation qualifications. Actions will be taken pending approval by the majority vote of the entire Student Senate.

#### **SECTION ONE – President**

The President shall be responsible for carrying out all actions taken by the Student Senate. The President shall preside over all meetings of the Student Senate, except as otherwise specifically provided. He/she shall vote only in the event of a tie vote. With the exception of the Student Senate Budget Committee and Student Senate Programming Board, the President shall nominate a chairperson for all Student Senate committees subject to the approval of the majority of the Student Senate. The President or three Executive Officers shall nominate candidates to fill any vacant senatorial position with the approval of the majority of the entire Student Senate. Any nominee must be from the academic division/class vacated. The President shall serve as an ex officio member of all Student Senate committees.

#### **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 Student Senate Programming Board as described in the By-Laws.

#### **SECTION THREE – Treasurer**

The Treasurer shall be chairperson of the Student Senate Budget Committee as described in the By-Laws and submit financial reports to the Student Senate and FSA Board of Directors in December and May. The Treasurer shall work with the administration from the Student Activities Office to account for the balance of the budget. The

Treasurer shall serve as one of the authorized check signers. The Treasurer shall make the status of the Student Senate budget available to any member of the student body, within a reasonable time of his/her request.

#### **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 is responsible for keeping the minutes of each Student Senate session and publishing and distributing them to all members of the Student Senate at least one day prior to the next regular session. The Secretary shall be responsible for carrying out the correspondence of the Student Senate, including publishing and posting the calendar of meetings.

#### **ARTICLE VI – Senators**

Senators shall attend the meetings of the Student Senate and their committee meetings. Senators shall represent the needs of their constituents. Senators shall uphold the Constitution and By-Laws of the Student Senate. Senators shall perform such duties as are assigned to them with regard to Student Senate committees in a responsible manner. Senators shall abide by the codes, rules, and regulations of the College. All Senators must be registered, fully paid, full-time matriculated students of Hudson Valley Community College, attending the first week of instruction in the fall and spring semesters and maintain and successfully complete a full-time course load in both the fall and spring semesters, must maintain a 2.0 or higher cumulative grade point average including non-credit remedial coursework, including mid-term grades, and continue to meet all student eligibility requirements of their offices throughout the term of their office. The exception is the Senators representing part-time, non-matriculated students. These Senators must maintain a part-time course load, but shall meet all other qualifications of a Senator.

#### **ARTICLE VII – President for Freshmen and Senior Classes**

The Class Presidents shall attend the meetings of the Student Senate and their committees. Class Presidents shall represent the needs of their constituents. The Class Presidents shall uphold the constitution and By-Laws of the Student Senate. Class Presidents shall perform such duties as are assigned to them with regard to Student Senate committees in a responsible manner. Class Presidents shall abide by the codes, rules, and regulations of the College. Both Class Presidents

must be registered, fully paid, full-time matriculated students of Hudson Valley Community College, attending the first two weeks of instruction in the fall and spring semesters and must maintain and successfully complete a full-time course load in both the fall and spring semesters, must maintain a 2.0 or higher cumulative grade point average including non-credit remedial coursework, including midterm grades, and continue to meet all student eligibility requirements of their offices throughout the term of their office.

#### **ARTICLE VIII – Meetings**

The presence of one (1) more than half of the entire Student Senate shall constitute a quorum necessary for the transaction of any business. If a quorum is not present, the presiding officer may adjourn the meeting to a time fixed by him/her. Written notices of the rescheduled meetings shall be given to all Student Senate members by the Secretary of the Student Senate at least three (3) business days prior to the date of the rescheduled meeting. Each Student Senate member shall have one vote on all items of business. A majority vote of the entire Student Senate is required for the transaction of any business, unless otherwise prescribed in this Constitution or the By-Laws. The affirmative vote of the majority of the entire Student Senate shall decide any issue. The Student Senate shall have a meeting no later than ten (10) calendar days after the beginning of the academic school year. The Student Senate shall meet at least once a month during the academic school year at times and places to be determined by the Student Senate in cooperation with the College. Special sessions of the Student Senate may be called by the Student Senate President, or by a request signed by a quorum of the entire Student Senate, for purposes identified in the notice of meeting. Only such designated purposes shall be considered. All official meetings of the Student Senate shall be conducted during the fall and spring semesters. The official notice and calendar of meetings scheduled for the year shall be published and posted on the Student Senate web site by the first day of the fall semester. All meetings of the Student Senate shall be open to the College community and anyone present may be recognized at the discretion of the presiding officer. Every meeting of the Student Senate shall be conducted according to parliamentary procedure as stated in the latest edition of 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 Student Senate shall have a budget approved by the last Student Senate meeting in February and presented to the FSA Board of Directors for final approval. The budget and financial processes are outlined in the by-laws.

### **ARTICLE X – Vacancies**

The hierarchy of the Executive Officers is: President, Vice President, Treasurer and Secretary. If there is ever a vacancy of the President, the Vice President automatically assumes the office of President with all of the rights and responsibilities of the position. If the vacancy is in any of the officer positions other than the President, the President shall nominate a member of the Student Senate who meets all of the requirements of an officer. The nomination shall be approved by a three-fourths (3/4) vote of the entire Student Senate. If a three-fourths (3/4) vote is not achieved, the President shall continue to nominate candidates until a three fourths (3/4) vote is achieved. The nomination process shall be the first order of business. However, the failure to fill the vacancy shall not prevent the Student Senate from conducting other business.

For a vacancy of the Student Trustee position, the presiding officer shall nominate candidates, and continue to nominate candidates, until a three-fourths (3/4) vote of the entire Student Senate is achieved. The nomination procedures shall be the first order of business after the approval of the minutes. However, the failure to fill the vacancy shall not prevent the Student Senate from conducting other business. Senatorial vacancies shall be filled by nomination process as described in Article V Section One, which is approved by a vote of the majority of the entire Student Senate. A student seeking a senatorial position shall submit a letter to the Student Senate President stating name, academic division and a brief description of why he/she is interested in the Student Senate. The student shall also present valid student identification. Each person shall attend at least one Student Senate meeting and have an interview with at least three (3) officers prior to being recommended for a vote. Each student must meet the requirements of a Senator.

### **ARTICLE XI – Removal**

The Student Trustee or any member of the Student Senate who is absent for two (2) consecutive regularly scheduled meetings or a total of four (4) regularly scheduled meetings during the academic school year without excuses deemed appropriate by the Student Senate shall be removed as the Student Trustee or expelled from the Student Senate by

a majority vote of the entire Student Senate. Acceptable excuses include academic requirements, Academic Senate Committee meetings or the approval of three (3) officers given at least two (2) days before the meeting. The Chairman of the Board of Trustees of the College may also determine whether excuses are acceptable.

The Secretary shall provide the President of the Student Senate with notice when the Student Trustee or any member of the Student Senate has violated the attendance policy, whereupon the President shall bring the matter before the Student Senate for a vote to determine the appropriateness of the excuses.

The Vice President of Enrollment Management and Student Development may remove the Student Trustee or any member of the Student Senate who has failed to meet, or has ceased to maintain, the eligibility requirements necessary to hold the position to which he/she has been appointed or elected.

An Executive Officer or any member of the Student Senate, removed from the Student Senate, immediately forfeits the position he/she occupied along with all the benefits associated with the position.

### **ARTICLE XII – Impeachment**

The members of the Student Senate have the right and responsibility to remove the Student Trustee or expel any member of the Student Senate if they decide he or she has violated any provisions of the Constitution and By-Laws in the following manner:

A majority vote of the entire Student Senate is necessary to establish a Student Senate Judicial Committee. The Student Senate Judicial Committee will be formed as described in the by-laws. A three-fourths (3/4) vote of the entire Student Senate is necessary to expel any member. The resulting vacancy shall be filled according to the provisions of the by-laws. In the event that the President is the defendant in impeachment proceedings, the Vice President shall form the Student Senate Judicial Committee.

### **ARTICLE XIII – Create a New By-Law or Amend a Current By-Law**

A new by-law or an amendment may be proposed at any regular meeting of the Student Senate. The proposed changes will be placed on the agenda for the next scheduled Student Senate meeting. A three fourths (3/4) vote of the entire Student

Senate is required for a by-law to be adopted or amended. All amendments must be approved by the FSA Board of Directors and the College Board of Trustees.

### **ARTICLE XIV – Constitution Ratification or Amendment**

This Constitution shall become operational immediately following its approval by a three-fourths (3/4) vote of the entire Student Senate and the subsequent approval by the FSA Board of Directors and the College Board of Trustees. The College Board of Trustees may amend the Constitution and By-Laws except as to matters specifically reserved to the Student Senate by the Community College Regulations or the Education Law.

- May 9, 2011 Approved by Board of Directors of the Faculty Student Association of Hudson Valley Community College, Inc.
- June 17, 2011 Unofficially approved by a vote of the Student Senate of Hudson Valley Community College
- June 21, 2011 Approved by the Board of Trustees of Hudson Valley Community College
- July 23, 2011 Approved by the Student Senate of Hudson Valley Community College

The Student Senate By-Laws can be found on the college website at [www.hvcc.edu/campuslife/student-senate/](http://www.hvcc.edu/campuslife/student-senate/).

## **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 Student Outreach, Advisement and Retention (SOAR) Office. 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—once 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:

<b>Grades</b>	<b>Numerical Equivalent</b>	<b>Quality Points Per Credit Hour</b>
*A Excellent	90 - 100	4
*B Very Good	80 - 89	3
*C Average	70 - 79	2
*D Passing	60 - 69	1
*F Failure	Below 60	0

*I Incomplete	—	—
*IP Course in Progress		
*P Pass	—	—
*S Satisfactory	—	—
*AW Administrative Withdrawal	—	—
*W Withdrew	—	—
*Z Absent Without Withdrawal		
*EXM Excused Medical (Physical Education courses only)		

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).

If the grade of "I" (Incomplete) has caused you to lose good academic standing or financial aid eligibility, the final grade must be submitted by the beginning of the next term in order to be considered for readmission and financial aid for that term.

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.

## **Grade Dispute Policy**

### **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, this 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. They do 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 this 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.

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.

## **Procedure for Processing Complaints**

**Step 1.** Meeting with the Faculty Member: Within fourteen (14) days after the start of the fall or spring semester immediately following the date the disputed final grade was made available, the student shall contact the campus judicial coordinator and inform the instructor in writing or via email using the student's Hudson Valley Community College email account that he/she

disputes the grade. The instructor shall make every effort to arrange a meeting with the student or to communicate with the student regarding their grade and the grading procedure.

This communication is designed for both parties to understand the position of the other and reach some resolution.

In the event the instructor does not respond within seven (7) days of receiving written notification that the student requests a meeting or in the event that the student is dissatisfied with the outcome of that communication, the student shall proceed with Step 2.

**Step 2.** Meeting with the Department Chairperson and Instructor: The student shall notify the department chairperson immediately if a grade dispute is not resolved at step 1. The student shall request a meeting with his/her department chairperson and the Instructor, in writing. The meeting shall be scheduled at a mutually agreeable time, within seven (7) days of the receipt of the written request. Both the student and the instructor shall make themselves available for the meeting. The purpose of the meeting is to review the grade and the grading procedure. A grade dispute cannot be presented to the Academic Review Board if this meeting has not been held. Therefore it is incumbent upon the department chairperson to arrange the meeting in a timely fashion or provide a written justification for the failure to hold the meeting.

If the student does not attend the meeting, or if the instructor is unavailable, the meeting will proceed and the dispute may be resolved without his/her input. The grade may be changed and/or the complaint dismissed without input from the non-present party. The department chairperson is under no obligation to schedule subsequent meetings if the student agreed to a date, time and place or if an instructor is unavailable or no longer employed at the college.

The department chairperson shall notify the campus judicial coordinator as soon as possible of the outcome of the meeting in writing or via email using the Hudson Valley Community College email account.

When warranted, the department chairperson may appoint a suitable person to act as his/her designee.

If the communication with the faculty member and/or the meeting with the department chairperson do not satisfactorily resolve the problem, the student may request an Academic Review Board Hearing.

**Step 3.** Preparation of Written Complaint and Documentation: All requests for an Academic Review Board Hearing shall be made in writing. The written complaint must contain the name of the class, the instructor, the section and the exact nature of the dispute as well as the remedy sought. The nature of the dispute must clearly articulate how the student will meet his/her burden of proof including the grade the student received and what grading policy or procedure was violated by the entry of that grade. The student will also include any necessary attachments.

The written complaint, with attachments shall be submitted to the campus judicial coordinator within 30 days of the start of the fall or spring semester immediately following the receipt of the disputed grade. The campus judicial coordinator shall forward the complaint to the appropriate department chairperson and the instructor. Each may submit a response or other documentation, but neither is obligated to present evidence to the Board. The instructor and/or the department chairperson must submit their response, if any, within three (3) days of receiving the written grade dispute. There are times when specific items such as a course outline are requested by the campus judicial coordinator or the Academic Review Board. In those cases, the documents requested must be produced even if the instructor chooses not to submit a written response to the complaint.

The campus judicial coordinator will file with the Chairperson of the Academic Review Board the student's written complaint with attachments along with any responses, and those attachments, within seven (7) days of receiving the student's complaint. In addition, the campus judicial coordinator may provide the Academic Review Board with other documents, at the Board's request, including the course syllabus, outline or transcript.

**Step 4.** Academic Review Board: The Academic Review Board will be comprised of the Vice President of Academic Affairs, or his/her designee, who shall be the chairperson of the Academic Review Board, a faculty member who is a member of the Ethics and Conduct Committee, and one other member who shall be either an academic dean, administrative dean or department director. The academic dean shall not be from the same

division in which the grade dispute arose. The faculty member shall not be from the same department in which the grade dispute arose.

The Academic Review Board may adjourn or reconvene at its discretion, will call witnesses only at its sole discretion, may request further documentation if required and may act to facilitate negotiations between the parties.

The campus coordinator will attend the Academic Review Board Hearing and will be available to that Board to advise on the procedure, obtain new information or documents or call witnesses.

If the Academic Review Board finds the student has not met his/her burden of proof, the complaint will be dismissed.

If the Academic Review Board determines that there was an error in the grade or that a student was graded improperly and all attempts at negotiation have failed, they may determine that the grade will be changed. Members of the board and/or the Vice President for Academic

Affairs and/or the Department Chairperson will assist the campus judicial coordinator in implementing that change.

The Academic Review Board shall transmit a written decision to the campus judicial coordinator. The campus judicial coordinator will forward the decision of the Academic Review Board to the appropriate parties, the department chairperson and the Vice President for Academic Affairs.

**Step 5.** Appeals: Within seven (7) days of the receipt of the decision, either party may appeal the decision, in writing, to the campus judicial coordinator. Appeals may be taken from the decision of a Review Board or from a decision of a Department Chairperson to dismiss a complaint. He/she will forward the appeal to the other party, who may submit a written response within three (3) days. The other party is under no obligation to respond to an appeal. Within ten (10) days of receiving the appeal, the campus coordinator will present it to an Appeals Board which will determine if one or more of the following conditions can be established:

(1) A significant procedural error was committed;  
(2) All evidence/information was not considered;  
or (3) Newly discovered evidence is available. The Appeal Board shall be comprised of members

of the Committee on Ethics and Conduct and shall include three (3) members: a student, an administrator and a faculty member. The faculty member shall not be from the same division in which the grade dispute arose.

Within seven (7) days of receiving and reviewing the written appeal, the Appeals Board will render a written decision which shall be forwarded to the campus coordinator and distributed to the parties through that office. If the appeal is denied, there is no further remedy. If the appeal is determined to have merit, the campus coordinator shall reconvene the Academic Review Board for the purpose of correcting the error and rehearing the dispute.

### **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 WReD 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.

### **What if I am called to active military service during the semester?**

Hudson Valley Community College students in the National Guard, Reserves and some prior active duty personnel may be called/recalled to active duty.

In support of these students, the college has developed the following procedures to provide maximum flexibility in assisting these students. Students with activation orders or other official documentation will be provided the following options:

1. May withdraw from all classes and 100% of the tuition and mandatory fees would be refunded in accordance with the College's Exceptions to the Refund Policy. Orders must be dated within the start and end dates of the semester in question.
2. If the student makes arrangements with the instructor(s) for a grade and/or an incomplete (to be made up in the specified time period) in the course(s), the student would remain registered for the course(s) and be fully liable for tuition and fees.
3. If arrangements are made with only some of the student's instructors for a grade and/or an incomplete, the student would remain registered for those courses and be fully liable for associated tuition and fees. Any courses for which arrangements cannot be made for a grade and/or an incomplete can be removed from the student's record and refunded in accordance with the College's Exceptions to the Refund Policy. Orders must be dated within the start and end dates of the semester in question.

To be eligible for any of the above options, a copy of activation orders or other official documentation

must be provided. If seeking a refund for all or some courses, the student must complete the Exceptions to the Refund Policy process and provide a copy of the orders to the Registrar's Office. If making arrangements with one or more instructors, a copy of orders must be provided to each instructor.

The options available depend on the point in the semester/term when the student is called to active duty. Offering arrangements or an incomplete grade is at the discretion of the instructor.

Financial aid is refunded in accordance with existing Hudson Valley Community College and Federal policies for each of the above situations. Inquiries should be directed to the Financial Aid Office.

These procedures do not apply to national guardsmen or reservists who are fulfilling their annual two-week active duty.

A Hudson Valley Community College employee who is also enrolled as a student will follow the College's administrative policy on military leave and the human resources procedure related to military leave regarding their employment status.

### **Readmission of Service Members**

The readmission process of service members who have returned from deployment/active military duty should be minimized to allow a student to return to Hudson Valley Community College without penalty for having withdrawn because of such service. Service in the uniformed service means voluntary or involuntary service in the Armed Forces, including the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under Federal authority, for more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

### **Exceptions to the Refund Policy**

**Withdrawal Due to Military Service:** Students who withdraw to enter military service prior to the end of the term are eligible for a refund of 100% of tuition and refundable fees for courses not completed. Documentation of such military service must be provided from an appropriate military official.

Students who withdraw due to military changes of assignment and who have paid their own tuition and fees are eligible for a full refund. Documentation of such military service must be provided from an appropriate military official.

**Death of Student:** If a student dies during a semester, all paid tuition and fees will be refunded to the immediate family upon submission of a death certificate. If the student was a financial aid recipient, all tuition and fees liability will be removed.

**All Other Cases:** Exceptions to the Refund Policy will be considered only in cases in which a student has dropped or withdrawn from courses for reasons beyond his/her control (extenuating circumstances). Appeals will only be considered if written and submitted by the student; appeals submitted by someone other than the student (e.g., parent, guardian, sibling, etc.) will not be considered. Appeals should fully explain the extenuating circumstances and include supporting documentation. Appeals based on medical circumstances must include supporting documentation (e.g., memo on office letterhead from medical professional(s), copy of illness or accident report(s), etc.). Receipts for medical treatment are not acceptable forms of documentation. The documentation must indicate that the medical circumstances prevented the student from attending classes for at least a two-week period.

Appeals submitted due to the death of an immediate family member (parent, child, sibling) should include a copy of the death certificate.

In order for an appeal to be considered, the student must prove extenuating circumstances were the sole cause of withdrawal from classes.

### **Appeals will not be considered based on the following reasons:**

- Student lack of knowledge/understanding or failure to follow applicable college policies, dates and deadlines published in the college catalog, student handbook, registration publications and online at [www.hvcc.edu](http://www.hvcc.edu);
- Class non-attendance;
- Textbook and/or computer difficulties;
- Student dissatisfaction with course(s), faculty, grade(s), class locations(s), or classroom setup;
- Student misinterpretation of academic advisement;

- Incomplete payment of tuition or canceled check; and/or Student registering for the wrong course. (It is the student's responsibility to verify accuracy of course prerequisites or required courses, course schedules, required texts or other supplies, course content and appropriateness of course level, catalog requirements, and registration.)

**The appeal must be received no later than thirty days from the last day of instruction of the term for which the appeal is being made.**

**Financial Aid Recipients Note:** If an appeal warrants an exception, federal and/or state financial aid regulations require the return of financial aid monies that have been disbursed to the student's account, including those funds that have been disbursed directly to the student. Before the appeal can be granted, the student will be required to re-pay within 30 days those funds that have been disbursed to the student. A letter will be sent to the student indicating the amount that must be re-paid. If after 30 days the amount has not been paid, the appeal will not be granted.

Official written notification of the outcome of the appeal will be sent to the student in approximately 3 weeks.

### **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?**

A student, regardless of matriculation status, who enrolls in a regularly scheduled Hudson Valley Community College course and satisfactorily completes the course with a passing grade will be granted the number of credits for that course as set forth in the catalog active for the academic year during which the course was taken.

In accordance with the following guidelines, credit also is awarded through various additional methods. In order to receive credit through one of these methods, a student must be matriculated at the College and the transferred credit must apply toward a requirement in the student's program.

Transfer credit will appear on the Hudson Valley Community College transcript with a "T" entered

in the grade column and the credit will not be factored into the student's GPA calculation. No more than 70 percent of the minimum number of required credits for a degree or certificate may be granted by transfer, examination or evaluation. Courses from institutions within the SUNY System designated as General Education courses or identified as Transfer Path courses will transfer in accordance with the SUNY seamless Transfer Policy provided the transferred credit applies toward a requirement of the student's program.

### **Can I transfer credits from another college?**

#### ***Credit Earned at Other Institutions***

Course content, learning outcomes and length/time of instruction, inclusive of laboratory and clinical experience, will be the primary determining factors in considering a course's transferability.

Courses are accepted for transfer credit from an institution of higher education at the discretion of the department chairperson in the course content area, provided that the individual course is parallel to and aligns with a course offered at Hudson Valley. Courses that share at least 75 percent content are deemed equivalent. Transfer courses that have no Hudson Valley equivalent may be transferred and used in appropriate elective areas or applied to program requirements as per the Course Substitution Policy. In some cases, a complete course syllabus may be required in order to determine transferability. Hudson Valley has the right to refuse credit which does not meet the primary determining factors.

A student will be allowed to transfer course credit only for which a letter grade of "C" or better or a numerical grade of 2.0 (on a 4-point scale) or 70 (on a 100-point scale) or better or the equivalent has been earned.

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

Degree credit is awarded through the following examination programs:

#### **Advanced Placement Examination (AP)**

This program 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 provides opportunities to earn college credits through subject and general examinations.

## **UExcel Exams**

Administered by Excelsior College, this program has been established whereby individuals who have developed college-level competencies outside the formal classroom can demonstrate those competencies via examination and receive credit.

## **International Baccalaureate Credit (IB Credit)**

The International Baccalaureate Diploma Program is a comprehensive and challenging, pre-university course of studies leading to examinations in various subject areas.

For more information concerning approved exams, contact the Registrar's Office.

## **How else can I earn credit?**

### ***College Credit Recommendation Services***

Transfer credit may be granted for completion of experiences and non-traditional programs and courses as recommended by the American Council on Education (ACE), including credit for military training, or the National College Credit Recommendation Services of the University of the State of New York (NCCRS).

Additional information, including a list of recommendations, is available online.

ACE: [www.acenet.edu](http://www.acenet.edu)

NCCRS: [www.nationalccrs.org](http://www.nationalccrs.org)

## **Credit for Micro-Credentials**

An established micro-credential comprised of non-credit courses may be designed to yield credit for an established Hudson Valley course to a student who completes requirements. In such cases, the earned credit will be considered and processed as transfer credit.

## **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 Student Outreach, Advisement and Retention (SOAR) 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. 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 when enrollment at the home and host institutions are combined. 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). Although the student is not charged tuition, he/she is responsible for all applicable fees at the host institution. Cross registration is not available in summer or winter sessions.

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 matriculated and in good academic standing at the home institution. 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 in good academic standing. 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.

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 a request via the SUNY Cross-registration App, which will be routed for approval from an advisor and the Registrar. After home campus approvals have been granted, the request will be routed to the host campus for approval and processing. Hudson Valley students may request cross-registration to a SUNY four-year institution or another community college in fall, spring, and summer semesters and are permitted to cross-register for a maximum of 50 percent of their overall semester credits. Cross registration from Hudson Valley to a host campus for intersession will not be permitted.

### 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 Academic Standards Chart 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.

**Academic Standards Chart**

	<b>GOOD ACADEMIC STANDING</b>	<b>ACADEMIC SUPPORT</b>	<b>ACADEMIC WARNING</b>	<b>ACADEMIC PROBATION</b>
<b>CRITERIA</b>	Term and cumulative GPAs are > or = 2.0	Term or cumulative GPA < 2.0 <b>OR</b> After a semester of academic warning or probation, term GPA is > or = 2.0 and cumulative GPA < 2.0.	After a semester of Academic Support, term and cumulative GPAs < 2.0.	After a semester of Academic Warning, term and cumulative GPAs < 2.0.
<b>REQUIRED STUDENT ACTION</b>	N/A	Student is encouraged to meet with an academic advisor to discuss academic supports available.	Student must meet with an academic advisor to discuss strategies for academic success prior to starting classes and is encouraged to register for a designated student success course.	Student must meet with the department chairperson or designee to review established strategies for academic success and discuss future plans. The student must also register for a designated student success course.

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

You will be placed on either academic support, academic warning or academic probation.

### **Academic Support**

A student will be placed on Academic Support if the student fails to earn a semester or cumulative GPA of 2.00 or higher. The student is encouraged to meet with an academic advisor to discuss academic supports and strategies. A student can regain good academic standing by attaining both term and cumulative GPAs greater than or equal to 2.0. A student who attains a term GPA greater than or equal 2.0 and a cumulative GPA less than 2.0 OR a cumulative GPA greater than or equal 2.0 and a term GPA less than 2.0 will remain on academic support.

### **Academic Warning**

In the semester following Academic Support, if a student's term and cumulative GPAs are less than 2.00, the student will be placed on Academic Warning and limited to registration in 14 credits. The student is required to meet with an academic advisor to discuss strategies for academic success prior to starting classes. The strategies will include specific steps the student will take to improve academic performance and must be completed prior to attending classes in the subsequent semester. The student is also encouraged to register for a designated student success course aimed at improving academic performance. A student can regain good academic standing by attaining both term and cumulative GPAs greater than or equal 2.0. A student who attains a term GPA greater than or equal 2.0 and a cumulative GPA less than 2.0 will be placed on academic support.

### **Academic Probation**

In the semester following Academic Warning, if a student's term and cumulative GPAs are less than 2.00, the student will be placed on Academic Probation and limited to registration in 8 credits. The student is required to meet with the department chairperson or designee to review established strategies for academic success and discuss future plans. The student is also required to register for a designated student success course aimed at improving academic performance. A student on academic probation is encouraged to consider and discuss all options including, but not limited to:

- pursue a different academic program;
- repeat courses to improve GPA;
- consider pursuing a Fresh Start.

A student can regain good academic standing by attaining both term and cumulative GPAs greater than or equal 2.0. A student who attains a term GPA greater than or equal 2.0 and a cumulative GPA less than 2.0 will be placed on academic support. A student will remain on academic probation, even after a period of non-enrollment, until attaining a term and/or cumulative GPA to qualify for good academic standing or academic support.

### **Transition to Current Policy**

The above policy is effective in the Fall 2021 semester. Students returning to the College in Fall 2021 or thereafter with a status of academic probation, suspension or dismissal following his/her most recently attended semester will be considered in an academic support status, which will determine continued academic standing following the Fall 2021 semester.

### **Academic Standing Appeals**

A student's academic standing is meant to provide support, and as such, cannot be appealed. However, a student may request a review for an increase of a registration credit limit by contacting the student's department chair or an academic advisor.

### **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 among courses required for program.
2. Complete all prescribed courses with a passing grade in accordance with minimum grade requirements.
3. Complete the prescribed minimum-credit requirements.
4. Satisfy the College's Residency Policy.
5. Submit a completed degree/certificate completion application to the Registrar's Office.

**Please Note:** Mortuary Science students accepted prior to Fall 2017 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 noted deadlines fall on

a day classes are not in session, the deadline will be the business day following the noted deadline.

Specific deadline dates can be found with degree applications on the Registrar's Office website. Degree/Certificate Applications for all semesters may also be accessed on that website.

Fall - First Monday in December

Spring - \* First Monday in April - Deadline for name inclusion in the Commencement program. First Monday in May - Final deadline (name will not be listed in Commencement program)

Summer - \* First Monday in April - Deadline for name inclusion in the Commencement program. First Monday in August - Final deadline (name will not be listed on Commencement program)

\* In order to be listed in the Commencement program, spring and summer candidates must submit an application by the first Monday in April. Applications will continue to be accepted through the final deadline, but the student's name will not be listed the Commencement program. All applicants may participate in the Commencement ceremony provided an application has been submitted prior to the date of the event.

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?**

A student who has earned a previous degree, regardless of degree level or the awarding institution, must be reviewed for admission into a degree program. If the courses used for the previous degree, when applied to the program of admission, comprise 70 percent or less of the number of credits required for the program, a student may be admitted. If the courses comprise more than 70 percent of the credits required for the program, admission will be denied. An additional degree is awarded only when the degree requirements in a different field are completed (i.e. 30 percent of the program for which a degree is sought).

## **Can I graduate with Honors?**

Students who have attained a 3.5-4.0 cumulative or degree GPA at the time of degree conferral qualify to graduate with academic honors. Students satisfying any one of the following criteria will be invited to participate in any honors events and wear honors regalia at the May Commencement ceremony:

- Honors graduates from the prior fall semester
- Students who have submitted a completed spring or summer degree application to the Registrar's Office and have attained a cumulative or degree GPA of 3.5 or higher at the end of the winter 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?**

An official transcript is sent only with the permission of the student as outlined below.

NOTE: The college has contracted with Parchment for transcript services.

A student may request a transcript as follows:

- Via Hudson Valley WIREd
- Through TranscriptsPlus®, a service provided by Parchment.
- In-person at the Registrar's Office. Only transcripts printed and provided directly to the student can be requested at the Registrar's Office counter.

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/hr/affirmative-action.html](http://www.hvcc.edu/hr/affirmative-action.html).

## **Chosen First Name, Gender Identity and Personal Pronouns Policy**

### **Purpose**

In the spirit of acknowledging the diverse and inclusive philosophy of Hudson Valley Community College, and with the purpose of encouraging an environment for personal expression within community standards, Hudson Valley Community College recognizes the needs of students and employees who wish to be recognized by a first name that differs from their legal name and/or a gender identity and pronoun that differ from their legal sex.

## Persons Affected

All newly accepted and currently enrolled students and all employees of Hudson Valley Community College and its auxiliary enterprises.

## Policy

The Hudson Valley Community College Chosen First Name, Gender Identity and Personal Pronouns Policy allows a student or an employee to officially notify the college of a chosen first name and/or gender identity and pronouns, and have the chosen first name and pronouns reflected in on-campus communication systems, as long as the chosen first name or pronouns are not used for purposes of misidentification, fraud or misrepresentation and that the chosen first name meets community standards (i.e. not profane, obscene, or derived from hate-speech; and conforms to technical requirements). There may be limits to where chosen first names and pronouns will be reflected in college communications and technological systems. This policy is consistent with current Title IX federal law protecting students against discrimination based on gender identity and expression, and is best practice for supporting transgender, gender non-conforming and non-binary (TGNCNB) members of college communities. This service is not limited to use by transgender, gender nonconforming and non-binary (TGNCNB) students and employees, however, and is available to anyone who uses a chosen first name other than the legal/primary first name or identifies with a gender or pronouns that differ from their legal sex. The chosen first name is used for internal communication and certain external communications (i.e. website staff bio pages, sports information). Internal applications for the use of approved first names include but may not be limited to: ID cards, for-credit class rosters, advising lists, emails and diplomas/certificates. The College is obligated to use the legal first name for many official records and reports, including but not limited to: all legal documents and contracts, certain employment and payroll records, billing records, financial aid documents, official transcripts, medical records, employee benefits records, expense reimbursements, travel and purchasing authorizations, enrollment reporting, external reporting or on any other document as required by law. A student or employee requesting a new ID card with a chosen name to replace a card with a legal name will not be charged for a replacement card. Optional personal pronouns will appear on all possible technological systems and documents including but not limited to: ID cards, for-credit class rosters, degree audits and advising

tools. Individuals may also add their personal pronouns to e-mail signature and/or indicate them in the learning management system for distance learning and web-enhanced courses.

## Procedure

Any student or employee who uses a name other than the legal first name or identifies with a gender and pronouns that differ from legal sex may report the chosen first name, gender identity and/or personal pronouns on the appropriate application or registration form. Alternatively, a student or employee may complete and submit a Chosen First Name, Gender Identity and Personal Pronouns Form to the appropriate office, as indicated on the form. The form is available on the college website. Please note, for federal reporting purposes, individuals are required to report legal sex as either male or female.

## Disclaimer

This policy does not form a contract of any kind and may be modified, changed, altered or rescinded at the discretion of Hudson Valley Community College. Inappropriate use of the chosen name or pronouns, including but not limited to misrepresentation or attempting to avoid a legal obligation may be cause for denying a request or rescinding a previous chosen name application.

## 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

<https://www.mla.org/MLA-Style>

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

[www.apastyle.org/learn](http://www.apastyle.org/learn)

The style of the American Psychological Association (APA) is used in most social science courses.

[www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)

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) 629-4816 or [s.mccarthy@hvcc.edu](mailto:s.mccarthy@hvcc.edu). Her office hours are Monday-Thursday 1:30 to 5:30 p.m. and Fridays 9 a.m. to noon.

## 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 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 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 College's codes and regulations and the procedures for enforcing them and acting accordingly.

### **ARTICLE III. DEFINITIONS**

**3.1** "Campus Judicial 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 Judicial Coordinator may also mean a designee of that office. The Campus Judicial Coordinator may also act as an investigator in any case.

**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 Vandenberg 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, security guard or Public Safety 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" means the President of the College.

**3.11** "Vice President" or "Vice President for Student Affairs" means the Vice President for Student Affairs or their 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** "Investigator" means the individual designated to investigate any allegation of a violation of this Code of Conduct.

**3.14** "Reporting Student" means a Student who is the alleged victim of an act of domestic violence, dating violence, stalking or sexual assault, regardless of how the incident was reported to the College.

**3.15** "Responding Student" means any Student who is accused of violating this Code of Conduct.

**3.16** "Respondent" means any Student for whom probable cause has been found that he or she violated this Code of Conduct.

**3.17** "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.

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.

### **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, or when required by law. Students are responsible for, and may be subject to discipline for, the conduct of their guests. The college will, generally, only take jurisdiction over cases that occurred within the last calendar year

**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 dependency of civil or criminal litigation 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. Temporary delays requested by external municipal entities while law enforcement gathers evidence may be granted, but temporary delays should not exceed 10 (ten) days, except when law enforcement specifically requests and justifies a longer delay. 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 that indicated a violation of the College's Code of Conduct were dismissed, reduced, or resolved in favor of or against the criminal 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.

**4.3** Conduct proceedings are governed by the procedures set forth herein as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions. The processes herein will not be conducted by individuals with a legal conflict of interest.

This policy will not apply if the allegation is deemed covered by the HVCC Title IX Grievance Policy pursuant to Federal Law.

## **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 of New York 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 of Conduct. However, in cases where the Campus Judicial Coordinator or their 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 themselves or the College or its community, they 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. Any Student or Organization upon which temporary action has been taken has the right to have that action reviewed by the Campus Judicial Coordinator or the Vice President for Student Affairs at any time.

Any individual who believes they are victim of a crime, has the right to make a report to the College's Public Safety department, local law enforcement, and/or State Police, or choose not to report; to report the incident to the College; to be protected by the College from retaliation for reporting an incident; and to receive assistance and resources from the College.

Adjournments and delays in 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.

## **PROHIBITED CONDUCT**

### **5.1 Bias Related Crimes**

General Policy: Many individuals become targets of hateful or harassing acts because others are

unable to accept differences based on race, gender, sexual orientation, gender identity, religion, age, ethnicity, national origin 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, threatening or harassing comments, gestures, jokes, phone calls, electronic communications or e-mails are not uncommon. Some bias incidents that do not violate criminal law do violate the College's Code of Conduct prohibiting harassment and discrimination.

### **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, gender, sexual orientation, gender identity, religion, age, ethnicity, national origin or disability.

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. Degrading comments motivated by bias are often considered to be bias incidents. Hate or bias incidents may also be violations of other prohibited conduct set forth in this Code of Conduct, such as harassment, disorderly conduct or sexual harassment.

Any individual who believes they may be the victim of a bias-related crime or incident, or that they may be a victim of domestic violence, dating violence, stalking or sexual assault, is directed to refer to the College's Anti-Discrimination and Enough is Enough policies.

## **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 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 College Premises and must be investigated if they allegedly occur between one or more Students enrolled at the College while off campus as well. For a complete description of College 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 is defined by Hudson Valley Community College as 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. The age of consent in New York State is 17 years old; any consensual or non-consensual sexual contact with a minor under the age of 17 is considered statutory rape in New York State.

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 them. Such acts may be considered stalking by the College at any time, but particularly when 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. Affirmative Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate Affirmative Consent. The definition of Affirmative 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 securing Affirmative Consent 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. Affirmative Consent to any sexual act or prior consensual sexual activity, between or with any party, does not constitute Affirmative Consent to any other sexual act. Affirmative Consent may be initially given, but withdrawn at any time. When Affirmative Consent is withdrawn or cannot be given, all sexual activity must stop. Affirmative Consent cannot be given when a person is incapacitated and thus cannot knowingly choose to participate in sexual activity. Incapacitation occurs when an 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); lack of consciousness or being asleep; being involuntarily restrained; if any of the parties are under the age of 17; or if and individual otherwise cannot provide Affirmative Consent. Affirmative Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Sexual Activity is defined in 18 USC 2246 (2) and 18 USC 2246 (3).

Victims of Sexual Violence, Domestic Violence or Dating Violence should seek immediate assistance. Counseling and support services can be accessed by contacting the appropriate Campus Judicial Coordinator or Title IX Coordinator. Assistance and counseling services may also be obtained by contacting:

Department of 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 Services (518) 629-7468

College 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 a 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 Campus Judicial Coordinator or their 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, other 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 a 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** Bullying of a Student or Students, Faculty Member, College Personnel, College Official, or Visitor by a Student or Students, or by a non-student or non-students is prohibited. Bullying includes, but is not limited to, ridiculing, insulting, or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to another person; attempting to exploit an individual's known intellectual or

physical vulnerabilities; physical bullying such as pushing, shoving, kicking, poking, and/or tripping another person; damaging a person's work area, personal property, or work product; nonverbal gestures that convey threatening messages; and cyberbullying.

**5.3.4** 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 or the College Code of Conduct.

**5.3.5** No firearms of any kind (including pellet guns, BB 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 College Premises. Duly authorized peace officers or police officers are exempted.

**5.3.6** No cutting instruments, knives, or 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.

**5.3.7** Possession, transportation, and/or the use of any illegal drug on 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.

**5.3.8** Gambling of any kind is prohibited.

**5.3.9** Unauthorized use of the College's duplicating or reproduction equipment, public address systems, buildings, grounds, offices, email or radio station is prohibited. Authorization for such use may be granted only by the College President or their designee.

**5.3.10** Any and all official information related to the College and its operation shall be transmitted to news media only through the

College's Communications and Marketing Office. Arrangements for reporters and/or radio or television station representatives to report or televise events on College Premises shall be made only by the Communications and Marketing Office. Any other arrangements are unauthorized, and the College reserves the right to bar or remove unauthorized news media representatives from the College Premises.

**5.3.11** Defacing, damaging, or maliciously destroying the property of the College, or of any Faculty, other College Personnel, or Student, is prohibited.

**5.3.12** 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 Department of Public Safety immediately.

**(a)** All Visitors must be on the College Premises for a legitimate purpose. Visitors should request temporary Visitor Identification Cards and temporary parking permits at the Department of Public Safety. 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.

**(b)** Visitors are required to park in designated lots and show identification when requested to do so by the Department of Public Safety, security or administrative officers. Failure to do so or to leave when requested will result in such Visitors being considered as trespassers subject to arrest.

**5.3.13** 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.

**5.3.14** Reckless or intentional actions which endanger the mental or physical health of Students, Faculty or other College Personnel are prohibited. The forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.

**5.3.15** Threats of harm to the safety or security of the College or the College community are

prohibited whether made in person, online, via social media or in any way that causes alarm to any member of the College community. Inciting others toward acts of violence is prohibited.

**5.3.16** Hudson Valley Community College is a smoke-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 College Premises and in vehicles on College Premises, and in buildings, grounds or vehicles owned, leased, operated, controlled or supervised by the College, including any buildings or grounds located off campus. The use or possession of marijuana on College Premises is strictly prohibited.

**5.3.17** 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.

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

**5.3.19** Certain violations of the Academic Code of Ethics at the discretion of the Vice President for Student Affairs can be pursued as violations of Campus Regulations and the College Code of Conduct.

**5.3.20** Willfully failing to comply with the directives of College Personnel is prohibited. Students must comply with any and all directives to meet with Investigators and must comply with the directives of Public Safety officers at all times.

**5.3.21** Intentionally furnishing the College with false information is prohibited.

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

**5.3.23** Self-propelled vehicles on Campus: Skateboarding, roller skating, rollerblading, or the use of foot-operated recreational scooters is prohibited on College Premises. Bicycles are permitted on College roadways and in College 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 College Premises.

**5.3.24** 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.

**5.3.25** Violation of published College policies or regulations is prohibited, including, without limitation, violation of the following:

(a) Parking and traffic regulations

(b) Smoke-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 occurs, including but not limited to domestic violence, dating violence, stalking, or sexual assault, may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages Students to report any act of violence, including domestic violence, dating violence, stalking, or sexual assault, to College Officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of violence, domestic violence, dating violence, stalking or sexual

assault to College Officials or law enforcement will not be subject to College Code of Conduct disciplinary action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the act of violence, 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 and supports the Student who is helped. Therefore, a Student or Student Organization will not be subject to disciplinary sanctions related to their own violation of College Code of Conduct alcohol and/or drug use or possession policies, on or off campus, when seeking medical treatment for: Themselves or; 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.

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 College 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, Faculty, and other 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, harassing 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 the user by the College. Use of another person's user ID or password is prohibited. Allowing another individual to use one's 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 the user's 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 the user does 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, Faculty or other 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 Faculty and other

College Personnel 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 College-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** Web site services for the entire College community are provided on a centralized server by the Information Technology Services office. 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 College Premises or is believed to be in violation of any College Regulation or the College Code of Conduct, Faculty or other College Personnel may remove the Student from class or from the location of the disruption. The Faculty Member or other College Personnel may either direct the Student to see the Department Chair or another appropriate member of the College community, or to meet with the Faculty Member or other College Personnel, the Campus Judicial Coordinator, or the Department of Public Safety before returning to class or the location, or allow the Student to return the following day, at the discretion of the Faculty Member or other College Personnel who witnessed the incident or oversees the department

**6.2** Campus Regulations for Students, Visitors, and Organizations - In cases of alleged violations of Computer Ethics and/or Campus Regulations, any Faculty, other College Personnel or Student shall notify the College's Department of Public Safety or the Campus Judicial Coordinator and the complaint shall be processed consistent with the procedures set forth in Article VII.

**6.3** All formal charges must be submitted in writing.

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

**6.5** The Reporting Student shall meet with the Campus Judicial Coordinator or other appointed Investigator within five (5) days of receiving notice of an investigation.

**6.6** The Campus Judicial Coordinator or other appointed Investigator will conduct an investigation. They may also meet with the

Reporting Student, Public Safety officers and/or any witnesses on or off campus, review and collect evidence, and perform other duties they may deem necessary to complete the investigation at their discretion.

**6.7** In any case where there has been an allegation of domestic violence, dating violence, stalking or sexual assault, the case will be responded to promptly and it will be investigated and adjudicated in an impartial and thorough manner by individuals who receive annual training in sexual assault, domestic violence, dating violence and stalking. Both the Reporting and Responding Students are entitled to be accompanied by advisors in keeping with the parameters of §9.2 at every stage of the proceeding.

**6.8** If, at the conclusion of the investigation, it is determined that cause exists to believe the accused individual did violate one or more provisions of the Campus Regulations and/or Computer Ethics, or the College Code of Conduct, the Campus Judicial Coordinator may impose one or a combination 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, Hudson Valley Community College must note the transcript of any individual found to have committed any act of Homicide, Sexual Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Thefts, Arson, Possession or Use of Weapons, Drug Abuse violations or Liquor Law violations, as well as any act of larceny, simple assault, intimidation, destruction or vandalism of property that is designated 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 one (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 Code of Conduct charges pending."

**6.8.15** Any other sanction uniquely designed for the particular infraction.

**6.9** The sanction imposed shall constitute a final resolution of the matter unless the Respondent submits a request for a Hearing through the office of the Campus Judicial Coordinator as set forth in Article IX within five (5) days from the date the sanction was imposed. The Campus Judicial Coordinator may also defer the imposition of any sanction and refer any matter directly to a Review Board pursuant to Article IX.

**6.10** During the pendency of any proceeding under the Code of Conduct, whether a sanction was imposed or whether the sanction was deferred for a Review Board, the Campus Judicial Coordinator may impose an interim sanction or accommodation or have the Respondent removed from the College Premises and enforce the restraint of the Respondent's access to the College Premises in whole or in part, until their presence is required for the adjudication of the case if they view 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. Temporary sanctions, removals or accommodations or the lack thereof may be reviewed by the Vice President of Student Affairs. Either the Responding Student or the Reporting Student may request a review and may submit evidence on behalf of their position.

**6.11** 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, on or off College Premises
- (8) serious forms of computer misconduct
- (9) repeated violations of the College Code of Conduct. (see page 146).

## **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 Code of Conduct for 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 Code of Conduct for Academic Ethics 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 they attempt to obtain academic credit by presenting someone else's ideas as their 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

Web sites, 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 they attempt 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). Sabotage 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 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 they acquire knowledge of violations of the Academic Ethics Code. Any College Official or Faculty Member of a course or program for which they are 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, they shall immediately contact the Faculty Member to discuss the matter. If the Faculty Member finds probable cause that 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 the imposition of the sanction, 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 Judicial Coordinator as set forth in Article IX within ten (10) days from the date the Faculty Member informed the Student of the violation and sanction. The Faculty Member is expected to inform the Student of the right to a hearing through the office of the Campus Judicial Coordinator if the sanction is unacceptable or if the Student insists they are not responsible.

### **8.3 Reporting**

Whenever a Faculty Member sanctions a Student for a violation of the Academic Ethics Code, the Faculty Member is expected to notify the Campus Judicial Coordinator, copying in the Department

Chair, of the course and the Student's program, advising that office of the Student's name, violation, and the sanction imposed.

### **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 for Student Affairs or the Campus Judicial Coordinator may initiate proceedings under Article VII to impose additional disciplinary sanctions, including removal from degree or certificate Program, suspension or expulsion from the College, or any other sanction available under Article VI and under the process therein. The provisions of this article do not preclude a Faculty Member or the Department Chair from pursuing additional sanctions under Article VIII against Students who have committed multiple violations, including removal from a course (Administrative 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 Respondent timely files a written request for a Review Board hearing ("Hearing"), ten (10) days after receiving notice of any sanction or finding of a violation of the Academic Ethics Code or five (5) days after receiving notice of any sanction or finding of the Campus Regulations Code, or if the matter is immediately referred for a Review Board hearing by the Campus Judicial Coordinator, 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. An advisor may be a parent or child of the Responding Student, a spouse or partner, a member of the College community, or any individual of the Student's choosing.

Reporting Students 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 Responding Student and the Reporting Student at every stage of the proceeding, including initial meetings with the Department of Public Safety,

any Investigator, the Campus Judicial Coordinator, and any on-campus service provider.

Advisors and individuals entitled to advisors may remain during the entire hearing. However, advisors may only act in an advisory capacity. No advisor represents a Student or any party 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 unless otherwise mandated by law.

**9.3** The Campus Judicial Coordinator, once advised by a Respondent 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 twenty (20) days of the notification, a Hearing shall be held. Reasonable requests for adjournments 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) College 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 Respondent, the Reporting Student, any Faculty Member who has imposed a sanction, and any Investigator shall be notified of the time, date and location of the hearing and shall have access to the case file for review. If any of the parties listed above would like to have other witnesses come on their behalf, that party should notify those witnesses of the time, date and location of the hearing. If the Respondent does not appear for the Review Board Hearing and was properly notified of its date, time and place, the Respondent shall be deemed to have forfeited their right to a Hearing and the sanction imposed by the Campus Judicial Coordinator or Faculty Member shall be automatically upheld unless the sanction would

warrant a mandated transcript notation. In that event, the Hearing will be conducted without the presence of the Respondent, who will be deemed to have waived their appearance.

**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 other persons or prior mental health history is always irrelevant in the case of an allegation of sexual assault. Prior disciplinary records or prior criminal records of the Respondent 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, Reporting Students (and their advisors, if any), the transcriber, the members of the Review Board, an Investigator, if any, and the Campus Judicial Coordinator shall be present throughout the Hearing. The Hearing shall be conducted in private. The College 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 Campus Judicial Coordinator or any party 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. A Reporting Student shall also be entitled to those documents if they are introduced into evidence.

**9.11.2** The Chairperson will read the accusation and the sanction.

**9.11.3** Each party may make an opening statement, beginning with the individual bringing the charge.

**9.11.4** The Investigator, whether it be (a) a Faculty Member or (b) a College Official who has found cause of a violation of the Code of Academic

Ethics, or the Campus Judicial Coordinator, or another Investigator who has found cause that a Student or Organization has violated Campus Regulations or the College Code of Conduct, will read, summarize, or identify all of the material information which has been submitted. They may testify to their findings or present further information and present witnesses. A Reporting Student may testify by alternative means available to ensure their safety and confidentiality.

**9.11.5** The presenting party, the Respondent and any Reporting Student, as well as the members of the Review Board, may ask questions of any witness. Alternative means for the asking of questions may be arranged in accordance with relevant state and federal law, College policy, or practicality. After the submitted materials and evidence have been read, the Respondent will have the opportunity to refute or explain the materials or evidence or add information. The Respondent may choose to remain silent and not make any statements or participate in the discussion. The Respondent may call witnesses.

**9.11.6** The presenting party, the Respondent, and the Reporting Student may make a final 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 Judicial Coordinator, if required.

**9.11.9** If the Review Board finds that a preponderance of the evidence confirms the infraction did occur, it shall state so in its written opinion.

**9.11.10** If the Review Board finds the preponderance of the evidence shows the infraction did occur, the sanction imposed must be upheld unless clear and convincing evidence shows that it is arbitrary or capricious. If the sanction is found to be arbitrary or capricious, the new sanction imposed must be based on substantial evidence in the record, and the rationale shall be included in their opinion.

**9.11.11** The decision of the Review Board as to

whether a preponderance of the evidence showed the alleged infraction occurred and whether the sanction imposed is valid shall be made based on the information presented at the Hearing. The decision shall be in writing and delivered to the Campus Judicial Coordinator, who will forward it to the presenting party, the Responding party and the Reporting Student either personally or through their advisor.

## **ARTICLE X. APPEALS**

**10.1** Within seven (7) days of the delivery of the decision of the Review Board, the presenting party, the Responding Student or the Reporting Student 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 appeal may be made on any of the following grounds:

- 1.** A procedural error occurred which affected the outcome of the case.
- 2.** Newly discovered evidence has materialized that would have affected the outcome of the case.
- 3.** The finding of the Review Board was arbitrary or capricious.

**10.2** They will forward the appeal to the other party or parties and any Reporting Student, any of whom 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 seven (7) days of receiving the appeal, the Campus Coordinator will present it to an Appellate Board which will be comprised of three members of the Ethics and Conduct Committee. No member of the Appellate Board may have any conflict of interest in hearing the appeal. No member of the original Review Board may sit on the Appellate Board.

**10.4** The Appellate 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 Appellate 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 should be considered or if they have found a procedural error that must be corrected.

**10.5** The Responding individual, the presenting Faculty Member or College Official, as well as any Reporting Student, shall be notified of the final decision as permitted by law. There shall be no further appeals.

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 Department to collect data on hate crimes based on disability.

### **2) New York State Law**

**a)** Hate Crimes act of 2000, Penal Law Art 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 crimes 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."

**d)** 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 online in the College Catalog [www.hvcc.edu/catalog](http://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 <https://ope.ed.gov/campusafety/> or the college's website at [www.hvcc.edu/publicsafety/securityreport.pdf](http://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. 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:

- Murder
- Sex offenses, forcible and non-forcible
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Manslaughter
- Arson
- 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**

**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 in the Parking Portal. More information can be found at [www.hvcc.edu/publicsafety/parking.html](http://www.hvcc.edu/publicsafety/parking.html)

B. A vehicle registration fee will be assessed per semester as follows:

1. Full-time student \$86.50 (12 credit hours or more)
2. Part-time student \$7.25 (less than 12 credit hours)

C. 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 (at no additional charge, limit 2 plus the original vehicle).

#### **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.

D. 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

E. 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.

F. **Payment of Fines** – Fines are payable within five (5) calendar days of issuance of the ticket through the Parking Portal or 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 Vandenburg 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.

G. 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.

#### 5) 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. Special permits for visitors attending one-day classes may be obtained from Public Safety and should be displayed on the dashboard of the vehicle.

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

F. 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.

#### 6) 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**

**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.

## **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](http://www.hvcc.edu) to post emergency information
- Other media outlets. Find out more at: [www.hvcc.edu/closing](http://www.hvcc.edu/closing)

## **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 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 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 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.

## PROCEDURES FOR MEDICAL EMERGENCIES

### Call the College Public Safety Office

- A. Dial 911 from a campus phone
- B. Dial (518) 629-7210 from a cell phone
- C. Use the red emergency phones located in campus buildings
- D. Use an outdoor emergency phone identified by the blue light. If possible, have someone else stay with the patient if you need to go to a phone. Give Public Safety as much information as you can about the nature of the emergency. Public Safety will dispatch an officer to the scene and will also connect your call to the Rensselaer County 911 by conference call. You will receive instructions on what to do until the Fire Department and EMTs arrive. Data suggests that the average response time by the Troy Fire Department and EMTs to emergency calls on campus has been in the range of 3 to 4 minutes. Every effort will be made to keep this response time as short as possible.

### 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.

See the back page of this student handbook for a list of Automatic External Defibrillator (AED) locations on Campus.

### 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.

### 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.

### 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.

### 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.

## **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/safetycommittee](http://www.hvcc.edu/ehs/safetycommittee)**

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.

## **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](http://www.hvcc.edu/publicsafety)**

Located in the south end of the Campus Center, Public Safety's mission is to provide a safe and 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](http://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](http://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/safetycommittee](http://www.hvcc.edu/ehs/safetycommittee)**

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 "Report 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.

## **Health Services**

Location: Siek Campus Center, Suite 270

Phone: (518) 629-7468

Email: [healthservice@hvcc.edu](mailto:healthservice@hvcc.edu)

Phone: (518) 629-7468

Fax: (518) 629-7471

## **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

# 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.
- Disruption (fighting) or interference with the operation of the college is not allowed.
- 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.

# SCHOOL OF BUSINESS AND LIBERAL ARTS

ACADEMIC DEPARTMENTS	ACADEMIC PROGRAMS	CONTACT INFO.
<b>Business and Criminal Justice</b>	Accounting Entrepreneurship Marketing Business Administration Business-Business Administration Administrative Information Management and Technology Health Information Management and Technology IT Help Desk Support Criminal Justice Forensic Science Studies Public Administration Studies	Brahan Hall (BRN) Room 219 (518) 629-7349
<b>English, Foreign Languages and English as a Second Language</b>	Liberal Arts and Science: English Liberal Arts and Science: Communications (Non Media)	Brahan Hall (BRN) Room 035 (518) 629-7121
<b>Fine Arts, Theatre Arts and Digital Media</b>	Digital Media Fine Arts Liberal Arts and Science: Communications (Media) Theatre Arts	Brahan Hall (BRN) Room 124 (518) 629-7347
<b>Human Services and Chemical Dependency Counseling</b>	Chemical Dependency Counseling Human Services	Brahan Hall (BRN) Room 008 (518) 629-7341
<b>Education and Social Sciences</b>	Early Childhood Early Childhood Administration Individual Studies Liberal Arts and Sciences: Adolescent Education Liberal Arts and Science: Humanities and Social Science <ul style="list-style-type: none"> <li>– History</li> <li>– Political Science</li> </ul> Psychology Teaching Assistant	Higbee Hall (HGB) Room 109 (518) 629-7250

# SCHOOL OF HEALTH SCIENCES

ACADEMIC DEPARTMENTS	ACADEMIC PROGRAMS	CONTACT INFO.
<b>Cardiorespiratory and Emergency Medicine</b>	Community and Public Health Paramedic Polysomnography Respiratory Care	400 Jordan Rd., Suite B (second floor) (518) 629-7454  (note that this office is located off the main campus at the Rensselaer Technology Park)
<b>Dental Hygiene</b>	Dental Assisting Dental Hygiene	Fitzgibbons Health Technologies Center (FTZ) Room 157 (518) 629-7442
<b>Health, Physical Education and Exercise Studies</b>	Coaching Exercise Science Fitness Specialist Health Sciences (certificate) Health and Wellness Studies Physical Education Studies Worksite Health Promotion	McDonough Sports Complex, Room 206 (518) 629-7372
<b>Medical Imaging</b>	Diagnostic Cardiac Sonography Diagnostic Medical Sonography Radiologic Technology	Braham Hall (BRN) Room 026 (518) 629-7123
<b>Mortuary Science</b>	Mortuary Science	Fitzgibbons Health Technologies Center (FTZ) Room 011 (518) 629-7334
<b>Nursing</b>	Nursing	Fitzgibbons Health Technologies Center (FTZ) Room 204 (518) 629-7469
<b>Surgical Technology</b>	Surgical Technology	Fitzgibbons Health Technologies Center (FTZ) Room 216 (518) 629-8179



# SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM)

ACADEMIC DEPT.	ACADEMIC PROGRAMS	CONTACT INFO.
<b>Applied Technologies (APT)</b>	Automotive Management Automotive Technical Services Automotive Technical Services -Autobody Repair Clean Energy Management Electric and Autonomous Vehicles Electrical Construction and Maintenance Heating/Air Conditioning/Refrigeration Technical Services Mechatronics Overhead Electric Line Worker (Certificate)	Williams Hall (WIL) Room 133 (518) 629-7372
<b>Biology, Chemistry and Physics (BCP)</b>	Biological Sciences Biotechnology Environmental Science Physical Sciences	Science Center (SCI) Suite 329 (518) 629-7453
<b>Computer Science and Mathematics (CSM)</b>	Computer Information Systems Hacking and Cybersecurity Liberal Arts and Science - Mathematics and Science	Bulmer Telecommunications Center, Second Floor (518) 629-4868
<b>Engineering, Architecture and Manufacturing (EAM)</b>	Advanced Manufacturing Technology Architectural Technology Civil Engineering Technology Computer aided Drafting Construction Construction Technology - Building Construction Electrical Engineering Technology - Electronics Electrical Technology: Semiconductor Manufacturing Technology Engineering Science Mechanical Engineering Technology Semiconductor Technology Welding and Fabrication	Hudson Hall (HUD) Room 129 (518) 629-7355

# Automatic External Defibrillators (AED)

## Locations on Campus

These devices are publicly accessible on campus:

- ▶ 400 Jordon Road, second floor lobby, suite B
- ▶ Bulmer Telecommunications Center, main lobby, near elevator
- ▶ 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 can be transported to areas of need.

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### 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).



### 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 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).



The State University of New York



Bulmer Telecommunications Center (BTC)  
 Administration Building (ADM)  
 Teaching Gallery  
 Guenther Enrollment Services Center (GUN)  
 Marvin Library Learning Commons (MRV)  
 Science Center (SCI)

- 7 Brahan Hall (BRN)
- 8 Amstutz Science Hall (AMZ)
- 9 Fitzgibbons Health Technologies Center (FTZ)
- 10 Parking Garage
- 11 Lang Technical Building (LNG)
- 12 Higbee Hall (HGB)
- 13 Siek Campus Center (CTR)

- 14 Maureen Stapleton Theater
- 15 Hudson Hall (HUD)
- 16 McDonough Sports Complex (MCD)
- 17 Conway Arena
- 18 McDonough Field House
- 19 Electric Generating Plant
- 20 LaPan Services Building (LSB)
- 21 Stadium Classroom Building (SCB)

- 22 Joseph L. Bruno Stadium
- 23 Tennis Courts
- 24 Softball Field
- 25 Williams Hall (WIL)
- 26 Cogan Hall (CGN)
- 27 Day Care Center
- 28 Student Pavilion
- 29 Outdoor Athletic Complex

- 30 400 Jordan Road
- 31 Albany Center for Education
- 32 TEC-SMART
- 33 Gene Haas Center for Advanced Manufacturing Skills (GHC)