

# Farmingdale State College

State University of New York

## 2013-2014

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Annual Publication of the Student Handbook is coordinated from the Office of the Dean of Students. Please forward any revisions, additions and deletions to dean.students@farmingdale.edu

## NAMES AND NUMBERS TO KNOW

### Dr. W. Hubert Keen, President

Anita M. Pallateri, Administrative Assistant to the President .....	2239
Claire E. Lisi, Secretary to the President.....	2145

### Dr. Lucia Cepriano, Provost & Vice President for Academic Affairs

Responsible for the educational opportunity program, institutional research, international education, library, and school deans.

Marie Hayden-Miles , Acting Assistant Vice President for Academic Affairs .....	2003
Barbara Serr, Assistant to the Provost.....	2713
Carol Balewski, Assistant to the Provost for Administrative Coordination .....	794-6170
Anice DaCosta, Secretary to the Provost.....	2003
Joy Leacock, Secretary to the Assistant to the Provost.....	2536

### George P. LaRosa, Senior Vice President & CFO

Responsible for all administrative operations: administrative services, athletics, auxiliary service corporation, child care center, environmental health and safety, financial aid, human resources, internal/inventory control, information technologies, physical plant operations, research foundation, small business development center, student accounts, university police and use of facilities.

Babette Hernandez, Secretary to the Senior Vice President & CFO .....	2170
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### Patrick Calabria, Vice President for Institutional Advancement

Responsible for alumni relations, government/community relations, graphic design, internal communications, marketing, public/media relations and publications.

Toni Fodera, Secretary to the Vice President .....	2400
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### Dr. Tom Corti, Vice President for Student Affairs

Responsible for residence life, veteran services, recreation/intramurals, student activities/campus center, career development, dean of students, disabled student services, health and wellness, campus mental health services, tutoring center, and student success center.

Christine Dose, Secretary to the Vice President .....	2264
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### Theresa Esnes-Johnson, Dean of Students

Alex Harary, Secretary to the Dean.....	2104
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### Dr. Henry Sikorski, Chief Development Officer

Responsible for College Foundation, contract training, fund-raising, corporate/private grants and corporate outreach.

Jane Massimino, Secretary to the Chief Development Officer .....	2142
Charlene Russert, Director of Development .....	2568

### Dr. Veronica Henry, Executive Assistant to the President and Title IX Coordinator

Responsible for issues relating to Equity and Diversity, Title IX, and Community outreach and other issues assigned by the President.

Bernice Bradshaw, Secretary to the Executive Assistant.....	2622
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### Mr. Brian Maher, Director, Long Island Educational Opportunity Center

Responsible for GED and college preparatory courses.

Carolyn Harrison, Secretary to the Director.....	2087
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## SCHOOL OF ARTS & SCIENCES

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Anna Brewer, Secretary .....	2469/2175
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Linda Dollard, Secretary .....	2739/2192
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Dolores Bradley, Coordinator, Health Studies Program .....	2265

## LIBRARY

Michael Knauth, Head Librarian/Director of Information	
Colleen Branch, Secretary .....	2040

## INTERNATIONAL EDUCATION AND PROGRAMS

Dr. Lorraine Greenwald, Dean	
Donna Onorato, Secretary.....	2479

## COLLEGE-HIGH SCHOOL PROGRAMS

Dr. Francine Federman, Assistant Dean	
Karen Dhennin, Secretary.....	2461/2199

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## STUDENT SUCCESS CENTER

Marguerite Fagella-D'Aloisio, Director  
William Jimenez, Instructional Support Associate  
Greenley Hall  
631-420-2480

### Hours when classes are in session:

#### **Success Center and Books and Beans Lounge:**

Mondays through Friday, 9:30AM – 5PM

Friday hours are by appointment only.

#### **Books and Beans Lounge only: Monday through Thursday, 5PM-11PM**

The Student Success Center is located in Greenley Hall, across from the Library. It is a go-to place where you will find support and direction academically and personally. There is an espresso coffee bar called **Books and Beans** in a lounge area and an office area for 3 professional staff. The programs, workshops and seminars that take place in the Student Success Center are for commuter and resident students.

### **RESOURCES, PROGRAMS AND WORKSHOPS**

- Leadership Development Program

Mission: To teach our students at FSC the fundamentals of leadership development, so they may become educated persons, actively engaged in the college environment through academics, volunteer projects and service learning. Students will be equipped to prepare and develop leadership skills in the communities where they choose to work and live. Workshops, lectures, leadership training days/retreats, certificate programs and co-curricular transcripts are some of the tools utilized towards achieving this goal.

Check our website for weekly Activity Hour sessions.

- First Year Experience programs to help you make the transition to college life
- Assist you and the college community with psychosocial support through self or direct referrals.
- Tutoring services/study skills and time management workshops
- Library information
- Health and Wellness workshops
- Career Counseling and information available
- Student Services Resource Referrals
- Student and Campus Activities events and information
- Peer Mentoring
- 2 Open Computer labs/wireless capabilities and ports for laptops
- New Student e-Resource Area

Visit our website at [www.farmingdale.edu/successcenter](http://www.farmingdale.edu/successcenter) on Student Life; then select Support Services.

## OFFICE OF THE DEAN OF STUDENTS

Theresa Esnes-Johnson, Dean of Students  
Frank Rampello, Staff Associate  
Laura McMullin, Staff Associate  
Alex Harary, Administrative Professional  
Laffin Hall Room 314  
631-420-2104

While the Office of the Dean of Students is responsible for judicial procedures, in truth that is merely one function of the office. It is more appropriate to view the Office of the Dean of Students as an area of advocacy for students. It is the primary place to receive guidance, assistance, resource information, and referral to the appropriate person or office.

The Office of the Dean of Students additionally coordinates and administers:

- New Student Orientation
- Federal Financial Aid Waivers
- Student participation in Commencement
- Annual Student Handbook/Planner Publication

## TUTORING SERVICES

### **THE TUTORING CENTER**

Ruth Sarlanis, Coordinator  
Sinclair Hall Room 160  
Phone: 631-420-2066/2475  
Fax: 631-420-2352  
ruth.sarlanis@farmingdale.edu

#### **Hours when classes are in session:**

Monday–Thursday

The Tutoring Center provides **free** tutoring to registered students on a walk-in basis in a variety of subjects taught at the College. We also provide assistance in learning skills, such as reading comprehension and study skills. Some tutoring services are also offered in the Student Success Center in Greenley Hall.

Both locations offer a relaxed, informal atmosphere staffed with qualified tutors including professional tutors as well as faculty-recommended peer tutors. Schedules of hours and subjects are posted at each location and can also be obtained by e-mailing a request to the following: [tutoringctr@farmingdale.edu](mailto:tutoringctr@farmingdale.edu), Subject: Schedule.

Schedules can also be viewed and/or downloaded from the campus website-Academics-Tutoring.

A metric conversion review workshop will be held during the first week of classes. Please contact the Tutoring Center for more information.

### **WRITING CENTER**

Christina Sacco-Sanchez, Director  
Knapp Hall Room 30  
631-420-2082  
Fax 631-420-2054

#### **Hours when classes are in session:**

The Writing Center will assist you through the writing process for any course. Just stop by! No appointment is necessary!

- General Writing Improvement
- Overcoming Writer's Block
- Editing & Proofreading Techniques
- Research Techniques

### **MATH CENTER**

Dr. A. Kalemari, Director  
Whitman Hall  
631-420-2217

**Hours when classes are in session during the Fall and Spring semesters:** The Math Center has **FREE** tutoring in math only.

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## CAMPUS MENTAL HEALTH SERVICES

Dr. Andrew Berger, Director  
Dr. Shane Owens, Associate Director  
Sinclair Hall Room 101  
631-420-2006

### **Hours when classes are in session:**

Monday – Friday, 9:00am – 5:00pm

*Students can seek appointments on Tuesdays after 5 pm, but such appointments must be specifically scheduled in advance.*

College life, on and off campus, for so many of us, can provide challenges we don't anticipate.

The Office of Campus Mental Health Services provides a wide range of counseling services to all students. These services are free of cost and we strictly adhere to the highest standards of confidentiality. Counseling is offered for individuals, couples, and groups and every effort is made to arrange meeting times that will fit with a student's academic schedule.

At different times in our lives there are many different reasons to seek counseling. We are available to help you with: (this is by no means an inclusive list)

- Anxiety, stress, and anger management
- Coping and problem solving skills
- Relationship issues and family crisis, trauma and loss
- Depression
- Adjustment to college life and living, communication skills
- Substance use and abuse, habit disorders.

The Office of Campus Mental Health Services serves as a liaison and information source for students whose needs may best be met with resources in the local community. We strive to be available for prompt response to urgent personal and community situations that may arise. Any urgent situations, which might arise outside of scheduled office hours, should be directed to the University Police at 420-2111, who will then make direct contact with Personal Counseling Services staff.

## HEALTH AND WELLNESS CENTER

Audrey Krapf, Director  
Rosemary McCarthy, Assistant Director  
Located between Memorial & Alumni Hall  
631-420-2009

### **Hours when classes are in session:**

Mon - Thurs 8:30am - 7:00pm

Friday 8:30 - 4:00

The mission of the Health and Wellness Center at Farmingdale State College is to provide you with high-quality, cost-effective health and wellness services within a holistic philosophy, working in cooperation with other areas when necessary, in meeting the needs of a diverse student population and enabling them to attain their educational goals.

The physical, mental, emotional, spiritual, occupational, environmental, and social/multicultural components of our wellness model are incorporated in a multi-disciplinary approach to overall wellness. The Health and Wellness Center is committed to being proactive in addressing your overall well-being, pertinent issues, quality improvement, and satisfaction, and in making you a partner in your own wellness.

In one setting, two worlds of medicine work in a complementary manner to best address your "whole person" and overall wellness. Acupuncture, chiropractic, massage therapy, and yoga/meditation are available in addition to traditional medical services. A relaxation/aromatherapy room is also available to enable you to escape from your busy schedule and relax in our electronic massage chair.

Nurses are available to you for immediate assessment, and physicians and a nurse practitioner further evaluate and treat during clinic sessions. Athletic physical examinations and EKGs are also available, and a women's health clinic is held bi-weekly on Wednesdays, as well. Laboratory services are on site, and many medications are available to you if needed.

Health and Wellness Center staff include registered nurses, physicians, a nurse practitioner, an alcohol and other addictions counselor, and secretarial and clerical staff.

## STUDENT IMMUNIZATION POLICY

Due to New York State law and professional recommendations of the American College Health Association and Centers for Disease Control, all students born on or after January 1, 1957 who are attending an institution of higher education are required to submit proof of immunity to measles, mumps, and rubella.

Proof of immunity is required for **all students physically taking at least one class on campus, regardless of the number of credits**, as follows:

**Measles** – proof of two measles shots; one after one year of age, and another at least one month apart; OR physician documentation of measles disease; OR

blood test (titer) showing immunity to measles (copy of laboratory report required).

**Mumps** – proof of one mumps shots; after one year of age, OR physician documentation of mumps disease; OR

blood test (titer) showing immunity to mumps (copy of laboratory report required).

**Rubella** – proof of one rubella shot after one year of age; OR

blood test (titer) showing immunity to rubella (copy of laboratory report required).

New York State law also requires that you read an informational letter about meningitis and available vaccination, which you need to sign and return to the Health and Wellness Center.

Resident students must provide proof of meningitis immunization.

Immunization requirements must be fulfilled **PRIOR TO July 1, or a hold will be placed on your account on July 2. Your class attendance will be impacted.**

Medical exemptions or deferrals are granted with physician documentation, in accordance with the guidelines of the law. Exemptions are also granted if you are submitting documentation of sincere religious beliefs regarding immunizations.

## DISABILITY SERVICES CENTER

Malka Edelman, Director  
631.420.2411 – Laffin 205  
Malka.Edelman@farmingdale.edu  
Nicole Scruggs, Assistant Director  
631.420.2413 – Laffin 222  
Nicole.Scruggs@farmingdale.edu  
Melissa Aziz, Disability Services Counselor  
631.420.2607 – Laffin 329  
Melissa.Aziz@farmingdale.edu  
Bea Kustanowitz, Administrative Assistant  
631.794.6174 – Laffin 204  
Bea.Kustanowitz@farmingdale.edu  
FAX-631-794-6173

Our office works closely with all students with disabilities who have identified themselves to us and documented their disability. We will work with you to identify your educational needs in a higher education setting.

**REQUIRED DOCUMENTATION MUST INCLUDE A DIAGNOSIS, THE FUNCTIONAL LIMITATIONS OF YOUR DISABILITY AND HOW IT IMPACTS YOUR LEARNING.**

There is no fee for services. Accommodations are decided together on a case by case – course by course basis.. Come in and meet with us early on in your career here at Farmingdale State College.

How can we help?

### **Admissions and Registration Services:**

- Pre-enrollment information and interviews
- Orientation to campus
- Registration assistance
- Pre-registration academic advisement

### Academic Support Services:

- Academic Advisement
- Referral to campus resources
- Sign language interpreters
- Assistive Technology – Kurzweil, Speech to Text Technology, Dragon, Zoom, Textbooks on CD
- Appropriate Classroom Accommodations
- Tutoring

### Counseling Services:

- Advocacy Training
- Disability Issues
- Referral to community agencies
- Career Counseling

### ROOM 151 – our Drop in Student Support Center - a special place

- A place to do school work
- A place to meet others
- A place to study
- A place to go for special help with work
- A place to meet up with new friends.

### Athletes with temporary disabilities: there is help available.

Have you sustained a head injury in varsity athletics at FSC? Are you having trouble getting around campus? Are you having difficulty concentrating in class? If you are an athlete, you may have academic accommodations while recuperating. See Doc Haworth, Athletic Trainer in Nold Hall and he will direct you to the Disability Services Center: Malka Edelman, Laffin Hall 205, 631 420 2411. Together, we can help you get back on track with your coursework.

## VOTER REGISTRATION FORMS AND PROCEDURES

Voter Registration forms and procedures can be found in the Disability Services Center in Laffin Hall. Forms are available in Laffin 202, 205, 222, or 329. We encourage you to exercise your right and privilege to vote.

Information about voting in New York State:

<http://www.vote-ny.com/english/index.php>

Voter registration form – English (.pdf)

<http://www.co.oneida.ny.us/oneida/sites/default/files/election/BOEpdf/voteregform08.pdf>

Voter registration form – Spanish (.pdf)

<http://www.co.oneida.ny.us/oneida/sites/default/files/election/BOEpdf/spanishvoteform.pdf>

New York State Board of Elections

<http://www.elections.ny.gov/NVRA.html>

## VETERAN SERVICES

Eric Farina, Director

Laffin Hall Rm. 202

Phone: 631-794-6168

[Eric.farina@farmingdale.edu](mailto:Eric.farina@farmingdale.edu)

The Department of Veteran's Services provides guidance to the burgeoning veteran's community at Farmingdale State College in the areas of registration, admissions counseling, student accounts, part-time employment, and faculty liaison. Please visit Director Eric Farina in order to submit your contact information as well as to inform him of any issues you might encounter.

### Services Offered to Veterans

- Assistance with fee waiver eligibility
- Residence life scholarship for veterans on campus
- Priority single room reservation
- Health and Wellness Center free (except for massage and lab tests)

## CAREER DEVELOPMENT CENTER

Dolores Ciaccio, M.A., M.B.A.

Director, Career Services

[Dolores.ciaccio@farmingdale.edu](mailto:Dolores.ciaccio@farmingdale.edu)

Cheryl Stratigos, M.S.Ed.

Career Services Assistant

[Cheryl.stratigos@farmingdale.edu](mailto:Cheryl.stratigos@farmingdale.edu)

Marie Mazzarella, B.S. in Business Management

Administrative Assistant

[Marie.mazzarella@farmingdale.edu](mailto:Marie.mazzarella@farmingdale.edu)

Phone: 631-420-2296, Fax: 631-420-2163

### Hours of Operation

Monday-Friday 9:00 a.m. – 4:30 p.m.

### Why Visit the Career Center?

The Career Center is ready to offer support as you prepare for a lifetime of career exploration and growth. The Center can help you to refine your career goals and find the best-fit career based on your personal interests, skills and values. The best time to begin working with a Career Counselor is when you first enroll as a student. Beginning your exploration early will allow you to take full advantage of the full career development process by the time you are ready to graduate. Career choices are not only about work...they are about life choices.

### How We Can Help:

**Career Assessments:** If you would like an in-depth career counseling experience that utilizes career assessment instruments to assist in your choice of academic major or career exploration, you may arrange an appointment with a Counselor in the Center. Assessments to determine your interests, skills and values will be provided both in written format and online.

**Resume and Cover Letter Assistance:** Counselors are available to critique and help improve your resume and cover letters. You may work with us through E-mail or schedule a personal appointment. Workshops on resume preparation are conducted throughout the year in the Center and in classroom and club presentations.

**Networking Skills:** Meet with Counselors to learn creative ways to grow your network of professional contacts and develop your professional social media presence on LinkedIn.

**Interviewing Skills:** Meet with a Counselor to prepare for an interview.

**Job Fairs and Graduate School Fairs:** The Career Center hosts three Job Fairs each year. At these events, student job seekers have an opportunity to connect with recruiters from business and industry who are hiring for full-time, part-time and internship positions. Opportunities are also available at the Fairs for upcoming graduates and alumni to search for employment. A Graduate School Fair is held each Fall Semester for upcoming graduates to meet with representatives of colleges offering advanced degrees. The event schedule for 2013-2014 is in the handbook calendar and on the Career Center website: [www.farmingdale.edu/careercenter](http://www.farmingdale.edu/careercenter).

**Weekly Job and Internship Postings:** These are available on the Career Center's website at [www.farmingdale.edu/careercenter](http://www.farmingdale.edu/careercenter). You may apply for positions directly by contacting the person listed at each company to receive resumes.

**Workshops:** The Center offers seminars and workshops in classrooms, at club and organization meetings and in the Center itself. Workshop topics include: Resume/Cover Letter Writing, Interview Skills, Networking, LinkedIn, Conducting a Job Search, Getting the Most from a Job Fair and additional up-to date career topics.

**Special Events:** Watch for announcements throughout the year on our website, through the weekly student and campus E-news on the Farmingdale website and on bulletin boards on campus.

We invite you to explore our web page, visit us in Greenley Hall and connect with us on Facebook at [www.facebook.com/farmingdalestatecollegecareercenter](http://www.facebook.com/farmingdalestatecollegecareercenter). We are conveniently located on the Lobby Level within the Student Success Center. To make an appointment, please call us at 631-420-2296 or email [careercenter@farmingdale.edu](mailto:careercenter@farmingdale.edu).

## RESIDENCE LIFE

Angela Jasur, Director  
Sinclair Hall  
631.420.2010/2191

### Hours when classes are in session:

Monday – Friday, 8:45am – 4:45pm

Residence Life, located on the first floor of Sinclair Hall, coordinates all aspects of on-campus living. The residence hall staff provides counseling, helps to establish and maintain community standards, and supports health, safety, and cleanliness standards in accordance with residence hall/campus policy, ensuring a positive experience for you.

The goal of the Residence Program is to provide you with an on-campus, student-centered living experience in a clean, safe and stimulating environment. The residence halls are viewed as an extension of the classroom where learning, socialization and maturing takes place. The community atmosphere is conducive to fostering your uniqueness and individuality as well as respect for the rights of others.

Resident Directors are live-in professionals. They are college graduates who run the day to day operations of their individual residence halls / areas. They participate in an on-call emergency duty rotation during the evenings/weekends to ensure the safety and integrity of the resident student population. As professional staff members, they supervise a staff of Head Residents and Resident Assistants (HRs / RAs).

Head Residents and Resident Assistants are students. They go through a rigorous application and interview process and have leadership skills and experience. They are placed amongst the rest of the residential student population for the main purpose of building a community in their areas. This is largely accomplished by the in-hall programming that each staff member creates to cater to their population. Each staff member is trained extensively in conflict resolution, crisis intervention and management, the Student Code of Conduct and “The Residence Life Handbook”, and is a contact person for emergencies. All student staff members participate in an evening duty rotation to assist with any occurrences.

Any registered student of FSC is eligible to live on campus. You do not need to be full-time and/or matriculated. However, preference for spaces will be given to those students who are full-time and matriculated.

**Dewey Hall** is a corridor-style residence hall with a varying number of single and double rooms in each hallway. The residents share common bathrooms in each wing.

**Orchard Hall** is a four-story building designed as “suite-style” living with four-person and six-person suites. The four-person suites are broken up into two double bedrooms and a private single bathroom. The six-person suites are broken up into two double bedrooms, two single bedrooms, two single bathrooms, and a kitchenette area. In the kitchenette, a small refrigerator, counter top with sink, microwave, and kitchen table are provided.

**Alumni Hall** is our smallest residence hall. Alumni Hall consists of single rooms and hallway bathrooms for the residents to share.

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## STUDENT ACTIVITIES

### **Staff Information:**

Eunice Ro, Director of Student Activities and Campus Center  
Amanda Cataldo, Assistant Director  
Alicia Femoyer, Student Activities Associate  
Russell C. Patterson, Student Activities Associate

Location: Roosevelt Hall 116

Telephone: 631.420.2103

Fax: 631.420.2139

STUACT@farmingdale.edu

### **Office Hours:**

Monday – Friday 9:00am to 5:00pm

Roosevelt Hall is also open until 10:00pm on weekdays during the academic year.

If you want to know what’s happening on campus, then check out the Office of Student Activities in Roosevelt 116. All club meeting and events are scheduled through this office. You can also find discounted tickets and coupons for off campus activities as well as current bus and LIRR information.

You can find the latest events online by visiting <http://calendar.farmingdale.edu/cal/main/showMain.rdo>

### **ROOSEVELT HALL**

Roosevelt Hall is the headquarters for most of the college’s major student events. It consists of numerous facilities where students can relax and attend a variety of programs.

Students may work out at the Flab Factory, a weight room which offers a variety of exercise equipment. The Ram’s Den game room includes multiple flat-panel televisions, pool, ping pong and air hockey tables and comfortable seating for lounging and socializing. In addition to a 350 seat “Little Theater” and a large Multi-Purpose Room, there are several smaller conference and classroom style spaces available for meetings.

Student Government Association: The Student Government Association (SGA) of Farmingdale State College promotes the education, welfare, advocacy and enrichment of the Student Body. It is responsible for allocating the Mandatory Student Activity Fee. SGA also provides leadership and networking opportunities.

### **CAMPUS CENTER**

Opened in January of 2013, the new Campus Center features modern dining facilities, a spacious bookstore, a student lounge, two small meeting rooms, and a ballroom.

Hours of Operation:

Monday – Friday: 7:00am to 12:00am

Saturday & Sunday: 10:00am to 7:00pm

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The Office of Student Activities' mission is to enhance students' experiences beyond the classroom by promoting career, social, and personal development for diverse student populations.

There are approximately 50 (and growing) clubs and organizations currently operating on campus. There is something for everyone to be a part of.

Accounting Society	Institute of Electrical/Electronic Engineers (IEEE)
American Association of Airport Executives (AAAE)	Islander Yearbook
Association of Operations Management (APICS)	Join Ed Read
Anime & Videogame Club	Kappa Chi (Criminal Justice Honor Society)
Arabian Club	Latin-American Student Organization (LASO)
Architectural Construction Technology (ACT)	Liberal Arts & Sciences Club
Abstract Ink (art club)	Medical Laboratory Technology Club (MLT)
Asian Culture Society	Modern Language Club (MLG)
Backstage Theater Company (BSTC)	Muslim Student Association (MSA)
Biology Club	Olympians FC Soccer
Business Club	Phi Theta Kappa (2 Year Honor Society)
Campus Activities Board (CAB)	Pre-health Professions
Card Game Club	Psi Chi (Psychology Honor Society)
Caribbean Students Org. (CSO)	Professional Communications Club
Christian Fellowship	Psychology Club
Computer Technology Club	Quality Club
Criminal Justice / Security Systems Club	RAM Motor Sports
DESI Club	RAM News Network (RNNTV)
Design Club	Rambler Student Newspaper
DiGamma Omega Xi Service Society	Residence Hall Association (RHA)
Epsilon Pi Tau, (Engineering Honor Society)	Science Fiction Club
Farmingdale Automotive Enthusiasts (FAE)	Sigma Beta Delta (Business Honor Society)
Farmingdale Aeronautical Association (FAA)	Sigma Delta Tau Chapter
Farmingdale Music & Art Society	Ski & Snowboard Club
Farmingdale State Democrats	Sociology & Anthropology Club
Flag Football Club	Sports Management Club
FSC Fashion Committee	Street Shuffle (breakdancing)
Golden Key International (4 year Honor Society)	Student Dental Hygienist' Assoc. (SADHA)
Habitat for Humanity	Student Nurses Association (SNA)
History Club	Student Veterans of America
Horticulture Club	SUNY Farmingdale Chapter of Phi Iota Alpha
Humans v. Zombies (HvZ)	Fraternity, Inc.
Ice Hockey	Tau Kappa Epsilon (TKE) Chapter #872

To start a new student club on campus please visit the Office of Student Activities or  
<http://www.farmingdale.edu/campus-life/student-activities/club-resources.shtml>

## ATHLETICS

Mike Harrington, Director  
Tom Azzara, Associate Director  
Deana Ward, Assistant Director  
George E. Nold Hall  
631-420-2482  
[www.farmingdalesports.com](http://www.farmingdalesports.com)

### **Hours when classes are in session:**

Mon - Fri 9:00am - 5:00pm

The purpose of the Farmingdale State intercollegiate athletic program is to support and expand the total educational experience of all our students. The program, available for men and women, offers a wide variety of opportunities for participation. The athletics program carries out the general mission of the College and is designed to educate you in areas such as: good sportsmanship, leadership, teamwork, health, well-being, loyalty and overall character development.

Farmingdale State is a Division III member of the National Collegiate Athletic Association (NCAA), offering 18 intercollegiate sports (9 Male, 9 Female). The College currently holds membership in the Skyline Conference, ECAC, the Collegiate Track Conference and the New Jersey Athletic Conference (for track only).

Nold Hall is presently undergoing renovation; however, the gymnasium is open for student use during construction.

Have pride in your school and what it has to offer. There is no admission to the home games, so come out and support your Rams!! To view game schedules, intramural activities or follow results of all our teams, check out our Athletics website at [www.farmingdalesports.com](http://www.farmingdalesports.com)

## AUXILIARY SERVICE CORPORATION

The Auxiliary Service Corporation (ASC) which operates on campus, with administrative offices located in Laffin Hall, is a not-for-profit educational corporation. The general purpose of ASC is to establish, operate, manage, and promote education-related services for the benefit of the College's faculty, staff and students in harmony with the mission and goals of the College.

The Auxiliary Service Corporation provides the following campus services through contractual arrangements: food services for both commuting and resident students, faculty and staff; a bookstore operation; vending machines; laundry, washer and dryer services; photocopy services, and student health insurance.

The Corporation directly provides various student services such as: vouchers, check cashing, FAX service, ID replacement, money orders, and emergency student loans.

The Auxiliary Service Corporation as a fiscal agent provides all the necessary accounting services for: Farmingdale Student Government, Trust and Agency Accounts, Alumni Association and the Farmingdale College Foundation.

For additional information, visit the Auxiliary Service Corporation website at [www.farmingdale.edu/adminfinance/asc](http://www.farmingdale.edu/adminfinance/asc) or call 631.420.2666.

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## ON CAMPUS FOOD AND DINING SERVICES

Joe Sacco, Director

Aramark Campus Services, Farmingdale Campus Center  
631-420-2055

### CAMPUS CENTER PAY ONE PRICE RESTAURANT

Located in the Campus Center

Hours when classes are in session:

Monday-Thursday: 7:30am - 7:00pm

Breakfast 7:30am- 9am

Continuous Service 9am-11am

Lunch 11am-2pm

Continuous Service 2pm-4:30pm

Dinner 4:30pm-7pm

Friday-Sunday: 10:30am-7pm

Brunch 10:30am-2pm

Continuous Service 2pm-4:30pm

Dinner 4:30pm-7pm

All you care to eat dining for residents and commuters serving breakfast, lunch, brunch, and dinner

### BOOKS & BEANS

Located in the Student Success Center in Greenley Hall, service Starbucks drip and coffee drinks, pastries and snacks.

Hours when classes are in session:

Monday-Thursday: 9:30am-5:00pm

Friday-Sunday: closed

Great place to hang out, drink a latte, work on a PC or your laptop

### CAMPUS CENTER MARKET

Located in the Farmingdale Campus Center

Hours when classes are in session:

Monday-Thursday: 7:30am – 10:00pm

Friday: 11:00am-2:00pm

Saturday-Sunday: closed

Serving salads, sandwiches, soup, coffee, personal thin-crust pizza, burgers and fries, noodle bowls and comfort foods.

### ECO GROUNDS

Located in Located in the Farmingdale Campus Center

Hours when classes are in session:

Mon-Thursday: 7:30am-8:00pm

Friday: 7:30am-2:00pm

Saturday-Sunday: closed

This location features drip coffee, lattes and coffee drinks, pastries, grab n' go sandwiches and salads and snacks.

## THE BARNES AND NOBLE BOOKSTORE

Roberta Mirro, General Manager

Located in the Campus Center

631-420-2071/631-249-3048

[www.bkstore.com/farmingdale](http://www.bkstore.com/farmingdale)

### Hours when classes are in session:

Mon - Thurs 9:00am - 7:00pm

Friday 9:00am - 2:00pm

*Extended hours are offered during registration and during the first two weeks of classes.*

A College Bookstore, operated by the Barnes and Noble Corporation, is located on campus for the convenience of the entire College community. We carry required and recommended textbooks, instructional materials, supplies, clothing and other sundry items for your educational needs. We have a wide selection of very cool and very cute emblematic shirts, sweatshirts, hats, etc. available for you to purchase to show your pride in Farmingdale.

In addition to new and used textbooks, textbooks are also available via a textbook rental program and digital formats. Students may also purchase and reserve their textbooks via "Textbook Express" which is accessible on the Farmingdale State College home page. "Textbook Express" will indicate if a textbook is available as new, used, rental and digital so that students may determine which option is optimal for their use.

During the 2012-2013 academic year, the College anticipates relocating the Bookstore to the new Campus Center.

## COMPUTER FACILITIES

Computer Labs are located in Whitman Hall, Lupton Hall and the Student Success Center. Hours will vary from location to location. The Student Success Center, at the start of each semester, will have all computer lab schedules available. The College has several computer labs that are open for you sixteen (16) hours a day during the week.

Open Computer Labs: Whitman 221 & 115

### Hours when classes are in session:

Monday – Friday, 8:00am – 12:00am

Saturday – Sunday, 9:00am – 4:00pm

There are acceptable use policies for the computer facilities. This policy is designed to guide students, faculty, staff and others in the acceptable use of computer and information systems and networks provided by the State University of New York at Farmingdale. More importantly, it is meant as an application of the principles concerning the use of the network in a legal, ethical, collegial and nondestructive manner. Abuse of computer resources is prohibited.

In addition to the hard copy of the Acceptable Use Policy/Digital Download Policy that you received and signed for during orientation, the policy is available for your viewing on the college website: [www.farmingdale.edu](http://www.farmingdale.edu) and in this book on pages 50-51.

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## LIBRARY

Michael Knauth, Director  
Greenley Hall  
631-421-2040

### Hours during academic year:

Monday – Thursday: 8:00am-9:00pm

Friday & Saturday: 9:00am-5:00pm

Holiday, intersession, and summer hours are posted at the appropriate times.

The Library, with seating for 800 students, supplements your classroom instruction by providing printed, digital and audiovisual material for assignment and recreational reading, reference, research, and independent study.

Our librarians provide you with reference services and instruction for individual reading, preparing bibliographies for specific subject areas, and, in its state-of-the-art Information Literacy Lab, Information Literacy instruction in the use of the Library, proper research procedures, and the management and evaluation of information. The Library's online catalog provides access to not only its own collection but also to the SUNY Union Catalog, which includes the 18 million volumes that are in the collections of all the SUNY libraries. These volumes from other SUNY library collections can be requested online and delivered to Farmingdale within 72 hours for your use. Open stacks in Greenley permit browsing through the circulating collection of over 110,000 volumes. You also have access to material not owned by the Library through the Library's interlibrary loan service; the SUNY Open Access Program, which allows you to directly borrow materials from all 64 SUNY libraries; and the LILRC Research Loan Program, which allows you to do research in specific subject areas at most libraries on Long Island. The Library has a collection of about 800 print journals, including an extensive collection on microfilm. Access to these journals is provided by over 80 web-based databases, in addition to a wide variety of indexes and abstracts in paper form. The Library also subscribes to several full-text journal databases that provide World Wide Web access to over 12,000 additional titles, and to net LIBRARY, which contains over 8,000 digital books. All of these databases are available to you from any computer on campus and also from home through the library's remote database service.

The librarians who oversee the various collections in the library — circulating books, reference, audio/visual, and serials — work closely with the faculty in the academic departments on collection development, that is both the acquiring of new material and the weeding of old material.

Designated as a partial United States Depository for the Federal Government, the Library makes available government documents on a variety of topics. The Library also has a large collection of audio-visual materials, along with viewing and listening equipment.

## CHILD CARE CENTER

Linda Crispi, Director  
Located across the street from the Bookstore  
631-420-2125

Monday - Friday

The Children's Center at Farmingdale State College provides childcare services to the children of students, faculty and staff. Priority is given to students who are taking at least 6 credits per semester. Fees are calculated, according to your income, on a sliding scale fee for students and a discounted rate for campus faculty and staff. Students may also be eligible for the SUNY Block Grants when they are available.

The Center cares for children ages eight weeks to five years. We utilize the Creative Curriculum in all classrooms and follow appropriate developmental practices. Children engage in learning activities through-out the day and enjoy the outdoors twice daily. Two healthy snacks are included daily. The children engage in activities sponsored by the college as well as enjoying the campus grounds for walks.

During the summer The Children's Center also has a summer camp program for children 5 1/2 yrs-12 yrs. old. For more information regarding summer camp and the child care center please call us at 631-420-2125 or visit us at [www.farmingdale.edu/childcare](http://www.farmingdale.edu/childcare).

## UNIVERSITY POLICE

Marvin Fischer, Chief of Police  
Dan Daugherty, Assistant Chief of Police  
631-420-2111

Located near the Broadhollow Rd entrance, adjacent to Horticulture Gardens and Parking Lot 2

All students should know that University Police are here for your safety and protection at all times. If you see a crime or suspect something is "odd" or "unusual," or a fire or anything that involves safety on campus, IMMEDIATELY CALL (631) 420-2111 (911 on campus phones) Advise the officer of your concern. An officer is always on duty to answer the call. The best form of protection is the protection of an alert, aware and informed community. Do not hesitate to call for any matter of safety and security.

Pursuant to the Federal Crime Awareness and Campus Security Act of 1990, the University Police department publishes annually A Guide to Campus Safety and Security, which contains the annual crime statistics of the campus. Copies of the brochure may be obtained from the Admissions Office or the University Police.

### IDENTIFICATION CARDS – MANDATORY

University Police issue identification cards to all faculty, staff, students and other tenants of the campus at the University Police Office during normal business hours. **Identification cards must be validated at the beginning of each semester in the University Police Office.** There is no charge for the initial identification card. Lost identification cards are replaced by University Police *after the replacement fee has been paid* at the Auxiliary Services Office in Laffin Hall. *All members of the campus community are required to have their valid Farmingdale State College identification card on them at all times that they are on campus.*

### CARS ON CAMPUS

All vehicles parked on campus must display a valid Farmingdale State College parking permit. Students operating a vehicle in compliance with the New York State Vehicle and Traffic Laws may obtain a parking permit for the current academic year, upon paying the prescribed fee. **Permits are available on line thru the [www.farmingdale.edu/parking](http://www.farmingdale.edu/parking) website.** This parking permit will permit the student vehicle to be parked in designated student parking lots. Vehicles parked in violation of New York State Law or the campus traffic regulations will be ticketed and/or impounded. In accordance with the New York State Education Law students will not receive grades or be permitted to register for classes for the following semester if they have outstanding parking violations. Faculty and Staff members with outstanding violations will have the fines deducted from their salary in accordance with the existing legislation. Temporary parking permits for one day use are available to faculty, staff, students and visitors from University Police.

### HANDICAPPED PARKING

Students with disabilities who require handicapped parking may obtain an application for from the University Police. Completed applications will be reviewed and authorized individuals will be issued a Farmingdale State College Handicapped Parking Permit. Visitors to the campus in need of handicapped parking may contact the University Police to receive a temporary handicapped parking permit. To insure the availability of handicapped parking, University Police aggressively enforces the regulations and routinely impound vehicles illegally parked in handicapped spaces.

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## OFFICE OF FINANCIAL AID

Laffin Hall Room 324

Diane Kazanecki, Director

631-420-2578

[finaid@farmingdale.edu](mailto:finaid@farmingdale.edu)

### HOURS WHEN CLASSES ARE IN SESSION:

Mon-Fri: 8:45am – 4:30pm

Evening Hours by Appointment Only

The Office of Financial Aid is dedicated to providing quality, personable services to all applicants and to assist them in funding their college education. An extensive network of services and resources are offered to help applicants with the financial aid process. Individuals who have expressed an interest in attending Farmingdale State and applying for financial aid are invited to meet with a Financial Aid Advisor to discuss their needs. Financial Aid Advisors help students apply for financial aid and develop financial aid awards tailored to meet college expenses.

Debt-management counseling and College Work-Study Placement/Job location services are also provided.

Farmingdale State participates in federal and state aid programs that help make education affordable for all students. Any student interested in applying for aid must contact the Office of Financial Aid for information.

### ELIGIBILITY

Students must be matriculated in a degree or certificate program to receive federal or state financial aid, including loans. **Non-matriculated students are ineligible to receive federal or state financial aid.**

Students must be enrolled in at least 6 eligible credits per term (Fall, Intersession and Spring combined, or Summer terms combined) to receive federal financial aid, except Pell Grant. **Only courses that apply toward the student's current program can be considered in determining the number of credits eligible for financial aid."**

### ACADEMIC STANDARDS FOR CONTINUED AID

To remain eligible for Title IV federal aid, students must meet the College's criteria for good academic standards and maintain satisfactory progress toward a degree within a maximum time frame. The criteria for good academic standing and satisfactory progress toward a degree are outlined in the College Catalog under the heading of Academic Standards.

To remain eligible for state aid, students must fulfill conditions of pursuit and progress outlined in the catalog under the heading of Satisfactory Academic Progress for Financial Aid. Students who do not meet these criteria may request a waiver. Students must document specific reasons for not meeting the condition and progress.

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## ACADEMIC INFORMATION

### GRADES AND ACHIEVEMENT POINTS

The following is the official college grading system:

#### Achievement Points

Percentage Equivalent Per Credit Hour	Grade	Interpretation
93 - 100% 4.0	A	Excellent
90-92% 3.67	A-	
87 - 89% 3.33	B+	
83 - 86% 3.0	B	Good
80-82 2.67	B-	
77 - 79% 2.33	C+	
73 - 76% 2.0	C	Satisfactory
70-72 1.67	C-	
67 - 69% 1.33	D+	
60 - 66% 1.0	D	Minimum Passing
0-59	F	Failure
0	I	Incomplete
0	W	Withdrawal
0	UW	Unofficial Withdrawal

To determine the cumulative grade point average, multiply the achievement point value of each grade by the credits designated for each subject, then divide the total achievement points by the number of credits carried.

Only grades earned in the college are considered in the computation of averages for all students. A student must attain a 2.0 cumulative grade point average in order to qualify for graduation. If at the end of any semester a student is deficient in achievement points or deficient in a major course (see specific program requirements), the student may be placed on probation or considered for dismissal, depending on the extent of the deficiency. On recommendation of the Department Chair, a student may be required to carry a reduced schedule.



## ACADEMIC STANDING FOR MATRICULATED STUDENTS

To be eligible for graduation, a Farmingdale student must achieve a cumulative grade point average of at least 2.0. To advance satisfactorily toward graduation, students are advised to remain in “good academic standing” which is defined in the following:

### GOOD ACADEMIC STANDING

A student is in satisfactory academic standing when above the level for probation according to the College’s guidelines.

### ACADEMIC PROBATION

The purpose of academic probation is to alert the student and the institution to problems associated with the student’s academic performance and to recommend or implement strategies for improvement. According to College policy, students who fail to obtain a minimum grade point average of 2.0 in any particular semester will automatically be placed on academic probation which is a warning that their good academic standing is in jeopardy. However, your major may have higher standards to continue in that major. Students placed on academic probation are permitted to continue with their studies at Farmingdale, but are expected to meet with faculty advisors and to seek tutoring and further assistance.

### ACADEMIC SUSPENSION

Students who are on academic probation twice in succession (not including summer or winter intersession) are subject to suspension. A student who has been suspended for poor academic performance is not permitted to enroll at the College in any coursework for one academic semester (fall or spring) from the date of suspension.

### APPEAL OF ACADEMIC SUSPENSION

Any student who has been suspended for academic reasons may appeal that decision by submitting a petition, in writing, to the appropriate academic chair requesting a review of the decision. The appeal should include supporting evidence such as medical explanations and changes in grades that might justify a reversal of academic suspension.

### ACADEMIC REINSTATEMENT FOLLOWING SUSPENSION

Academic reinstatement refers to the process by which a student is granted permission to return to Farmingdale State College following an absence of one or more semesters due to suspension for reason of poor academic performance. A student seeking reinstatement should petition the academic chair, in writing, requesting permission to return. Supporting evidence, such as successful completion of coursework at another institution while on suspension from Farmingdale State College, must be submitted in writing with the petition. The reinstatement permits the student to resume matriculated status in the same department for the semester immediately following the one during which he/she was suspended.

### ACADEMIC READMISSION

Academic readmission refers to the process by which a matriculated student seeks permission to return to Farmingdale State College after an absence of two or more academic semesters. There are two different processes:

1. For the students who have discontinued their attendance for under five years and wish to apply for readmission to complete their degree, they must meet with the appropriate Chair to discuss their intentions and evaluate their academic record. Students who withdrew in poor standing or who were academically suspended will be expected to present evidence that they are capable of improved academic performance on return. A student who re-enrolls in the same major in which they were last enrolled and re-enrolls within five years of the last date they attended the College is allowed to meet graduation requirements that were in effect at the time the student was originally enrolled. For further information and an application for academic readmission, call the Office of Auxiliary Enrollment Services at 631-420-2733.
2. For students who have discontinued their attendance for five or more years and wish to apply for readmission to complete their degree, they must file a SUNY application as a “TRANSFER” student and list Farmingdale State College (95) as a prior college. The application fee is non-refundable regardless of the readmission decision. Each application will be evaluated according to the specific admission criteria in place at the time of the readmission application. A student who re-enrolls in the same major in which they were last enrolled and re-enrolls more than five years after they last attended the College must meet the most the current graduation requirements. All course work previously completed will be reviewed on a course-by-course basis to determine whether it meets current graduation requirements. All courses completed will remain on the student’s transcript. Only credits for courses that meet the current requirements will be used in calculating the student’s graduation grade-point average. Students can file a SUNY application online at suny.edu/student. For more information contact the Admissions Office at 631-420-2200. For both processes, a student who re-enrolls in a different major than the one in which they were last enrolled is subject to a course-by-course evaluation to determine whether the completed course work meets the requirements of the new major. Only credits for courses that meet the requirements of the current major will be used in calculating the student’s graduation grade-point average. However, all courses completed will remain on the student’s transcript. A student re-enrolling in a new major is required to meet the graduation requirements at the time of re-enrollment.

## AMNESTY POLICY

The Amnesty Policy applies to returning students who have not attended any college on either a full-time, part-time, matriculated, or non-matriculated basis for a minimum period of four years immediately prior to reentry to Farmingdale, and the student’s GPA must be below 2.0. Under amnesty, all prior grades will be excluded from subsequent GPA calculations but will remain on the student’s transcript along with all previous coursework. The GPA will begin at the time that studies are resumed.

Courses in which grades of C or better were earned will be counted towards graduation.

To qualify for amnesty the student must be matriculated and have completed six credits per semester for two consecutive semesters excluding winter and summer sessions, upon returning to the college, maintaining a B average during this time with no grade below a C.

The recomputed GPA under this amnesty policy cannot be used to qualify for any academic honors other than that of the Dean’s or President’s lists, and an application for amnesty can be made only once. The student must file a formal petition, as follows, in order for amnesty to be considered:

After the student has met the requirements for eligibility under amnesty as stated above, the student will file an application with the chair of the Admissions and Academic Standards Committee at least one semester prior to graduation. Upon verification of the student’s eligibility under amnesty, the Chair of AAS will so notify the registrar. The above policy will not supersede the College’s Admissions Policies, specific Curriculum Department requirements, or financial aid guidelines.

## LATE REGISTRATION AND DROP/ADD PERIOD

The official Late Registration and Drop/Add period takes place during the first week of classes. This period officially ends at midnight on the seventh day after the first class of the semester. Students may add or drop classes from their schedule during this week. Students who have not yet registered for classes may be permitted to do so during this period under extenuating circumstances only. During this period, students will receive 100% refund for dropped courses and/or cancellation of their schedule.

All registration activities cease AFTER the first week of classes.

The College does not guarantee that any student will be allowed to register for classes after the official late registration, add/drop period.

## REFUND POLICY

### Refund Policy For Cancelled Courses

The College takes responsibility to see that any student who is enrolled in a course that is subsequently cancelled by the College will receive a full refund of all appropriate tuition and fees.

### Refund Policy Before Classes Begin

Students who elect to cancel their schedule through the last business day before classes begin must notify the Registrar either in person or in writing of their intention. Letters can be faxed to 631-420-2275. The College will process a refund for all appropriate tuition and fees.

### Refund Policy After Classes Begin

If students decide to withdraw from a course or from the College, they must do so by completing the necessary forms. Unless students follow the official withdrawal procedure, their fiscal liability for the courses will remain in place.

**Failure to submit payment, stopping payment on a check, or not attending classes does not absolve students of this fiscal obligation. Your liability to the College will be determined by the refund schedule applicable at the time the withdrawal process is completed. The refund schedule for the individual fees is as follows:**

## TUITION REFUNDS

### Fall and Spring Semester

First Week .....	100%
Second Week.....	70%
Third Week.....	50%
Fourth Week.....	30%
Fifth Week .....	0% refund

### Single Summer Session

First week .....	100%
Second week.....	25%
Third week.....	0% refund

The College runs several courses that do not fall into the normal 15-week semester. The refund schedule for these courses is published separately and is available in the Student Accounts Office.



### **Refund Policy for Dismissals**

Any student who is expelled or suspended from school by the President of the College or his designee, or the Dean of Students, will not be eligible to receive tuition or any other refund.

### **FSC Plus Card – a new, faster way to get refunds**

Farmingdale State College Partners with Higher One, a financial services company focused solely on higher education, for processing refunds to all students through the FSC Plus Card. The card is delivered via mail to all new students once they have registered for classes. Please do not throw away this important card since it is your ticket to a faster refund.

Simply put, the FSC Plus Card is designed to provide students with increased choices for Financial Aid or college refunds.

These options include:

- A same day deposit to OneAccount, an FDIC insured, no monthly fee, no minimum balance checking account. With OneAccount, you receive your funds the same day they are released by Higher One – the easiest and fastest choice available.
- If you prefer, Higher One will wire your funds into your existing bank account.
- If you choose neither of the above two options, Higher One will send a paper check to your mailing address.

Please activate your card as soon as you receive it. Remember, even if you are not currently expecting a refund from Farmingdale State, a refund may be due you in the future. Students can visit the Higher One website to learn more about all the benefits that accompany your all-new FSC Plus Card.

## **WITHDRAWALS**

### **WITHDRAWAL FROM A COURSE**

A matriculated student who wishes to withdraw from a course should seek the counsel of the curriculum chair.

Students wishing to withdraw from a course must obtain a withdrawal form from the Registrar's Office, complete it, obtain the instructor's signature with verification date of last attendance, sign the form, and return it to the Registrar's Office for processing.

Students who withdraw to enter military service and wish to receive credit for course work or a tuition refund must submit a written request, together with a copy of their orders, to the Registrar's Office.

A grade of "W" will be given to any student who officially withdraws from a course from the beginning of the second week through the end of the ninth week of classes. Withdrawal after the ninth week of classes is permitted only under extenuating circumstances at the discretion of the instructor.

NOTE: Students who received financial aid for a shortened session, such as a summer session or intersession, and dropped or withdrew from a class; and who are not currently attending any classes, may be required to submit a Statement of Intent to Return to maintain their aid for that period. Please consult with the Office of Financial Aid.

### **WITHDRAWAL FROM THE COLLEGE**

Any student taking more than one course who wishes to withdraw from every course (i.e. the College) prior to the last two weeks of the semester (including the final examination week) must initiate the withdrawal process at the Registrar's Office.

Matriculated students will be directed to discuss the withdrawal with their curriculum chair. To be considered officially withdrawn from the College, the withdrawal form must be completed and returned to the Registrar's Office.

Students who do not follow this procedure will be carried on the College rolls and may receive a failing grade for all assignments and tests not completed in each course.

No full or partial refunds of fees can be made until a student has officially completed the withdrawal procedure. Information about a student's record will not be released until financial clearance has been obtained by the student.

### **Retroactive Withdrawal Committee**

The Retroactive Withdrawal Committee at Farmingdale State College is charged with reviewing requests from students who wish to apply for withdrawal for a previous semester in which they received an 'F', UW, or N grades due to extenuating circumstances. Complete documentation is required. If retroactive withdrawal is granted, every grade for that semester will be changed to a 'W'.

### **Extenuating Circumstance Committee**

There are times when medical issues, serious family situations or other similar severe circumstances arise that may prevent a student from attending classes for the remainder of a semester in which they are enrolled. These circumstances may compel a student to withdraw from their classes. SUNY Policy establishes policy where the student may appeal to the Extenuating Circumstances Committee (ECC) to request a refund which is outside the normal refund policy and schedule. According to SUNY policy, students may appeal to the ECC if:

- The circumstances are of a serious enough nature that would preclude the student from continuing their studies for the semester.
- Application for the refund is made within one year after the end of the term in question. However, it is advisable for appeals to be filed as soon as possible.
- The student has not completed more than one half of the term. If a student's last date of attendance is beyond the 8th week of the semester, the case is not eligible for consideration by the ECC.
- The student has officially withdrawn from their classes (if the semester is over, this would involve appealing first to the Retroactive Withdrawal Committee).
- The student has not received academic credit for their classes.

If the circumstance meets all of the above, the student may appeal in writing to the ECC. Along with a letter explaining the circumstances, documentation should be provided which can independently verify the facts presented in the case (doctor's notes, etc.). The ECC can only review written requests and will respond in writing to the student. No information can be given out via email or phone, as per FERPA laws. All decisions of the ECC are final and cannot be appealed elsewhere. Appeals should be sent to: Extenuating Circumstances Committee Farmingdale State College, Farmingdale, NY 11735. Student should file appeals in as timely a manner as possible.

### **PROCEDURE FOR RETROACTIVE WITHDRAWAL**

The Retroactive Withdrawal Committee at Farmingdale State College has been charged to review requests by students who previously left the College and received an "F" and now wish to have a grade(s) changed to a W because of extenuating circumstances. The charge of the committee is to review the request, together with the extenuating circumstances, in order to make a finding as to whether or not the grade(s) should be changed.

Upon a finding being made, the Chair of the Committee shall notify both the committee and the student of its finding in writing, as well as the Registrar, if necessary, to make the appropriate change. All Committee materials will be maintained in the Office of the Chair of the Committee for a period of five (5) years.

The procedure established shall consist of the following steps:

1. Students will make a request for retroactive withdrawal to the Chair of the Committee, which will include the following:
  - A letter requesting the change in grade(s) with a detailed explanation as to why this request is being made;
  - Substantiate the facts that the student has set forth;
  - A completed affidavit (copy attached) duly notarized;
  - Any other supporting documentation, which would be beneficial to the student's case (i.e. accident reports, doctor's notes, transcripts from other colleges, etc.)
2. The Chair of the Committee shall send copies of the student's materials to the members of the Committee and/or convene a meeting to discuss the request. The Committee shall take into consideration the following:
  - Nature of the extenuating circumstances;
  - Credibility of materials submitted to the committee;
  - Relationship of the courses to the goals of the individual as stated;
  - In the cases where a great deal of time has elapsed, an explanation as to why the individual took so long to seek retroactive withdrawal;
  - The need to actively seek additional information from College resources in order to make an informed determination on the request.
3. The Committee shall then vote on whether or not the student's request for retroactive withdrawal be granted or denied. If the vote is negative, the Chair shall notify the student in writing of the Committee's findings. If the finding is positive, the Chair shall notify the Registrar to make the appropriate grade change(s) with a request to forward an amended student copy of the transcript.

For more information/clarification call the Office of the Provost at 631-420-2003.

## WITHDRAWAL PERIOD

Courses that are dropped during the first week of classes will not appear on a student's transcript.

The withdrawal process begins on the second week of classes. Starting the second week of classes students who initiate a withdrawal, course or semester withdrawal will receive a "W" for that course on their transcript. The financial liability will be determined by the refund schedule in effect at the time the withdrawal is processed. For further information on the withdrawal procedure, refer to either "WITHDRAWAL FROM A COURSE" or "WITHDRAWAL FROM THE COLLEGE" sections in the catalog.

## CHANGE OF GRADE

Grades and grade changes are the responsibility of faculty. Grade changes, which are only initiated for extenuating circumstances (such as medical emergencies, death, family emergencies) must be submitted within a timely manner after the conclusion of the semester in question. Appropriate documentation with a clear explanation must be submitted on the approved grade change form for processing with the Registrar. Faculty may submit a grade change within one year from the date on which the grade was issued as long as it is consistent with the College's need to maintain academic standards and the integrity of students records, as well as conform to Federal and State laws. Only an extreme extenuating circumstance (ex., service to the military) may require a change of grade beyond this one year time period. Any such case must be appealed by the instructor to the Faculty Standing Committee on Admissions and Academic Standards for their consultation and approval.

## INCOMPLETES

A grade of "I" (Incomplete) is reported when, for some reason beyond his/her control, the student misses the final examination or has not completed a portion of the required work for the course. The decision to grant an "I" is at the sole discretion of the instructor. No achievement points are awarded for an incomplete. All incompletes must be resolved and a change of grade must be submitted no later than 30 days after the beginning of the next semester (fall to spring, winter intersession to spring, spring to fall, summer session to fall). An instructor may grant an extension of an incomplete (I) grade until the end of the semester by documenting and filing the approved form with the Registrar prior to the conclusion of the 30 day period.

Any incomplete (I) grade not finalized or not extended by the instructor within the 30 day time period mentioned above will automatically be changed to an "F." An Incomplete does not constitute successful completion of a prerequisite

## POLICY ON NON-ATTENDANCE

Students who do not attend class at least once during the first two weeks of the semester will be removed from the official class roster and receive a "N" notation, for non-attendance, on their academic record for that class.

**Non-attendance does not cancel a student's financial liability for the class.** In order to remove the liability, the official withdrawal procedure must be followed. Refunds will be calculated according to the schedule in effect at the time of withdrawal.

There may be situations where students who never attend class and do not follow the official withdrawal procedure may be eligible for consideration to have their liability cancelled due to extenuating personal circumstances. In such cases, the student must make a written appeal to the **Extenuating Circumstances Committee** to have his/her case evaluated. The Committee reserves the right to assess an Administrative Cancelled Registration Fee for successful appeals if such action is deemed appropriate. This fee is assessed at one half of the tuition per course for each cancellation of liability, up to a maximum of \$250 per semester.

## TITLE IV PROGRAMS

Students who fail to attend any classes will be ineligible for Title IV financial aid. Financial aid eligibility is based on the course load of courses actually attended. If notification of non-attendance in any class is received at any time, the determination of federal financial aid eligibility will be re-evaluated for that term and may result in financial aid forfeiture and/or a balance due to the College.

## PRELIMINARY ACADEMIC DEFICIENCY NOTIFICATION ("EARLY WARNING SYSTEM")

In keeping with the College's concern that all students be afforded every opportunity to reach their maximum potential, students are notified early each semester if their progress is less than a "C." This "early warning" allows students sufficient time to meet with an advisor and develop a course of action aimed at improving their grades. A variety of support systems are available to assist students as they move toward the completion of their academic goals.

## REPEATING FAILED COURSES

To qualify for graduation, a student must successfully complete all academic requirements. Therefore, failure in a required course must be repeated (although in special cases an equivalent course may be permitted).

A student is advised to consult with the Department Chair when repeat of a failed course is contemplated.

If a student repeats a course at this College, achievement points and credits will be applicable toward the degree. Credits, but not achievement points, will be applicable toward the degree for repeated courses taken at another college.

**NOTE:** a student's financial aid may be affected when repeating courses. For federal financial aid, repeated courses for a course previously failed may be counted in a student's course load until the course is passed. However, all attempts at the course are counted in attempted credits and can affect your Pace of Progression (cumulative hours earned divided by cumulative hours attempted). Please refer to the Academic Standards for Federal Financial Aid and EOP funding chart found under Satisfactory Academic Progress for Financial Aid in the College Catalog. Please seek the advice of the Financial Aid Office before consulting with your department chair. State and other aid program regulations may differ.

## REPEATING OTHER COURSES

Normally, a student is not permitted to repeat a course he/she has completed and for which he/she has earned a passing grade. In rare instances, a student may have special reason to repeat a passed course. In such cases, a student must have written approval of the Department Chair if a course is to be repeated in order to raise a grade. The most recent grade in the course becomes the official grade for the course.

**NOTE:** A student's financial aid may be affected when repeating courses, as repeated courses will not be counted in a student's course load for financial aid purposes. Please seek the advice of the Financial Aid Office before consulting your department chair.

## CHANGE OF MAJOR

Matriculated students who wish to declare or change their program of study must file a curriculum/major change application available in the Office of Transfer Services in Laffin Hall. For further information, call the Office of Transfer Services at 631-420-2733.

## PERMISSION TO CARRY EXTRA COURSES

Any student who wishes to carry more than 18 credits during any one semester must receive written permission from the Department Chair and the School Dean of the student's major. To obtain this permission, a student must display evidence which substantiates the ability to succeed in the additional course work.

## PERMISSION TO ENROLL IN OFF-CAMPUS COURSES

Students who wish to register for courses at other colleges are advised to obtain course descriptions and to consult with the Department Chair and the School Dean. The off-campus approval forms are available in the Registrar's Office.

## COURSE APPLICABILITY TO DEGREE REQUIREMENTS

To assure viability with current technology, a Curriculum Department Chair may evaluate the suitability and timeliness of all curriculum courses, and whether they will satisfy degree and/or certificate program requirements.

## THE DEAN'S LIST AND PRESIDENT'S LIST

### FULL-TIME STUDENTS

The Dean's List is an indicator of high academic achievement earned by full-time matriculated students who obtain an average of 3.30 or better. The President's List recognizes full-time, matriculated students who distinguish themselves by attaining an average of 3.75 or higher. Students who have failures, incompletes, or "D, D+, W, UW or NA" grades are ineligible for Dean's List or President's List designation. The Dean's and President's lists are finalized by the Registrar's Office once all grades are entered and calculated at the end of each semester, and are entered on the student's permanent record.

### PART-TIME STUDENTS

Dean's List or President's List candidates can also be currently enrolled part-time students who apply and are accepted for matriculation into a degree program and have completed a minimum of eighteen (18) credits in a maximum of three (3) consecutive semesters. The summer session will be considered a semester for this purpose. They must also have earned an average of either 3.30 or 3.75 or better.

No failing, incomplete, "D, D+, W, UW or NA" grades are allowed during the period of consideration. A semester consisting of all "W" grades counts as a semester and will eliminate a student from consideration for either list. Normally, three consecutive semesters involve fall and spring semesters. However, if a summer session is taken, it is then calculated within the consecutive semester's evaluation.

## LATIN HONORS - DEGREES OF DISTINCTION

Degrees of distinction are conferred upon candidates for the baccalaureate degree who have completed an average of nine continuous credits per calendar year and a residency requirement of a minimum of forty-eight credits. A student may not receive the honors distinction with an Incomplete (I) remaining on his/her record. Averages for levels of distinction are:

Summa cum laude: 3.9+

Magna cum laude: 3.7+

Cum laude: 3.5+

We recognize the potential earned distinctions during commencement exercises. The official distinction will be shown on the student's record once final grades and graduation have been posted in the semester for which the student applied for graduation.

Farmingdale  
State College  
State University of New York

## FARMINGDALE STATE CODE OF CONDUCT ACADEMIC YEAR 2012/2013

### RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER ON PREMISES OF STATE OPERATED INSTITUTIONS OF THE STATE UNIVERSITY OF NEW YORK

*Board of Trustees SUNY Maintenance of Public Order Statutory Authority Education Law 6450*

1. Statement of Purpose: The following rules are adopted in compliance with section 6450 of the Education Law and should be filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that section. Said rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the Commissioner of Education and Board of Regents within 10 days after adoption. Nothing herein is intended nor shall it be construed, to limit or restrict the freedom of speech or peaceful assembly. Free inquiry and free expression are indispensable to the objectives of a higher education institution. Similarly, experience has demonstrated that the traditional autonomy of the educational institution (and the accompanying institutional responsibility for the maintenance of order) is best suited to achieve these objectives. These rules shall not be construed to prevent or limit communication between and among faculty, students, and administration, or to relieve the institution of its special responsibility for self-regulation in the preservation of public order. Their purpose is not to prevent or restrain controversy and dissent, but to prevent abuse of rights of others and to maintain that public order appropriate to a college or university campus without which there can be no intellectual freedom and they shall be interpreted and applied to that end.
2. Application of rules" These rules shall apply to all State operated institutions of the State University except as provided in Part 550 as applicable to the State University Maritime College. These rules may be supplemented by additional rules for the maintenance of public order heretofore or hereafter adopted for any individual institution, approved and adopted by the State University Trustees and filed with the Commissioner of Education and Board of Regents, but only to the extent that such additional rules are not inconsistent herewith. The rules hereby adopted shall govern the conduct of student, faculty and other, licensees, invitees and all other persons, whether or not their presence is authorized, upon the campus of any institution to which such rules are applicable and also upon or with respect to any other premises or property, under the control of such institution, used in its teaching, research, administrative, service, cultural, recreational, athletic and other programs and activities; provided, however, that charges against any student for violation of these rules on the premises of any such institution other than the one at which he/she is in attendance shall be heard and determined at the institution in which he/she is enrolled as a student.

### AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITIES

Farmingdale State College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The College's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Dr. Veronica Henry, Title IX Coordinator and Executive Assistant to the President. She can be located during regular business hours in Horton Hall, Room 210, telephone 631-420-2622. Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. (646) 428-3800; Email OCR.NewYork@ed.gov.



## POLICY ON SEXUAL HARASSMENT

The College Policy in its entirety is available on the College website and on page 51 in this handbook.

### CAMPUS SAFETY REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a landmark federal law, originally known as the Campus Security Act. It requires colleges and universities across the United States to disclose information about crime on and around their campuses.

In compliance with this federal law, Farmingdale State College provides reports and statistics about campus safety and security programs, incidents of crime on campus, and information regarding registered sex offenders. Copies of the campus safety and crime reports are available online at the [farmingdale.edu](http://farmingdale.edu) Home Page (Quick Links - Police) and at the University Police Headquarters.

### POLICY FOR MARKETING OF CREDIT CARDS ON CAMPUS

Article 129-A Education Law: Chapters 694 and 713 Prohibition of direct merchandising of credit cards to students at college campuses 6437. Prohibition on the marketing of credit cards. Each college shall prohibit the advertising, marketing, or merchandising of credit cards on college campuses to students, except pursuant to an official college credit card marketing policy. An official college credit card marketing policy may include:

1. Registration of on-campus credit card marketers;
2. Limiting credit card marketers to specific dates and specific areas of the campus as designated by the college;
3. Prohibiting credit card marketers from offering gifts to a student in exchange for completing a credit card application; and
4. Informing students about good credit management practices through programs which may include workshops, seminars, discussion groups, and film presentations.

This law went into effect on July 1, 2005

### BIAS CRIMES PREVENTION

#### HATE CRIMES AND THE LAW

It is a University Police mandate to protect all members of the Farmingdale State community by preventing and prosecuting bias of hate crimes that occur within the campus jurisdiction.

Hate crimes, also called bias crimes or bias related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available from University Police headquarters.

Penalties for bias related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, University Police also assist in addressing bias related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the University as acts of bigotry, harassment, or intimidation directed at a member or group within the Farmingdale community based on race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction may be addressed through the State University's Discrimination Complaint Procedure or the campus conduct code. Bias incidents can be reported to University Police as well as to the Equity and Diversity Office.

If you are victim of, or witness to a hate/bias crime on campus, report it to University Police immediately by calling 631.420.2111. Additional methods of reporting information include: the Dean of Students Office and the Vice President for Student Affairs. Blue Light and campus emergency telephones are strategically placed for emergency reporting. University Police will investigate and follow the appropriate adjudication procedures.

Victims of bias crime or bias incidents can avail themselves of counseling and support services from the campus as follows: Office of Personal Counseling Services in Sinclair Hall or by calling 631.420.2006.

## SEXUAL ASSAULT PREVENTION

### SEXUAL ASSAULT AND THE LAW

Farmingdale State College has programs in place to protect all members of the Farmingdale State community from sexual assault, including programs for prevention and prosecution of these crimes that occur within the jurisdiction of University Police.

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

**Section 130.20** – Sexual Misconduct. This offense includes sexual intercourse without consent and deviate sexual intercourse without consent. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.

**Section 130.25/30/35** – Rape. This series of offenses includes sexual intercourse with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

**Section 130.40/45/50** – Criminal Sexual Act. This series of offenses includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes oral or anal sexual conduct with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

**Section 130.52** – Forcible Touching. This offense involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. Forcible touching includes the squeezing, grabbing, or pinching of such other person's sexual or other intimate parts. The penalty for violation of this section includes imprisonment for a period of up to one year in jail.

**Section 130.55/60/65** – Sexual Abuse. This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

**Section 130.65-a/66/67/70** – Aggravated Sexual Abuse. This series of offenses occurs when a person inserts a finger or a foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is under the age of consent. The level of this offense is enhanced if the insertion of a finger or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not to exceed 25 years.

If you are sexually or otherwise assaulted on campus:

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence; do not bathe, douche, or change your clothes.
- Contact University Police immediately at 631.420.2111

**(Call 911 in an emergency, or use a Blue Light or other campus emergency phone)**

Remember, assaults – sexual or otherwise – are crimes; they are not the victims' fault. Victims have the right to pursue adjudication of crimes that occur on the Farmingdale State campus through criminal courts and/or through the College's internal disciplinary process (under the Code of Conduct). Farmingdale State College Police are trained to assist with prosecution in both systems.

#### DISCIPLINARY ACTION

Where there is probable cause to believe the College's regulations prohibiting sexual misconduct have been violated, the College will pursue strong disciplinary action through its own channels. This discipline includes the possibility of suspension or dismissal from the College. An individual charged with sexual misconduct will be subject to campus disciplinary procedures, whether or not prosecution under New York State Criminal Statutes is pending.

The College will make every effort to be responsible and sensitive to the victims of these serious crimes. Protection of the victim and prevention of continued trauma is the college's priority. When the victim and the accused live in the same residence hall, an immediate hearing with the Dean of Students will be held to determine the need for modifying the living arrangements. Assistance for any other personal or academic concerns will be reviewed and options provided.

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

- To have a person or persons of the victim's choice accompany the victim throughout the disciplinary hearing.
- To remain present during the entire proceeding.
- As established in state criminal codes, to be assured that his/her irrelevant past sexual history will not be discussed during the hearing.
- To make a "victim impact statement" and to suggest an appropriate penalty if the accused is found in violation of the code.
- To be informed immediately of the outcome of the hearing.
- During disciplinary process, the rights of the "accused" are as described under the "Disciplinary Procedures" of the Article V in the Student Code of Conduct.

### **INFORMATION AND SUPPORT**

If you are the victim of sexual assault or sexual misconduct, you may seek support services as well as the assistance described above.

### **EDUCATIONAL PROGRAMS**

Educational programs to promote awareness of rape, acquaintance rape, and sex offenses are presented to the campus community. University Police and Student Affairs staff provides programs in the Residence Halls, during Orientation, and at various times throughout the academic year in the Student Success Center.

## **POLICY ON MANDATORY REPORTING AND PREVENTION OF CHILD SEXUAL ABUSE**

Any employee or student of or volunteer for Farmingdale State College who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on Farmingdale State College property or while off campus during official College business or College-sponsored events shall have an affirmative obligation to report such conduct to Campus Police immediately. Such report should include the names of the victim and assailant (if known), other identifying information about the victim and assailant, the location of the activity, and the nature of the activity. Upon receiving such a report, Campus Police shall promptly notify the Commissioner of University Police at SUNY System Administration who shall report such incidents to the Chancellor for periodic reporting to the Board of Trustees.

In addition, to aid in the prevention of crimes against children on property of Farmingdale State College and/or during official College business at events sponsored by the College, relevant employees should be trained on the identification of such crimes and proper notification requirements. Vendors, licensees or others who are given permission to come onto campus or to use the College's facilities for events or activities that will include participation of children shall ensure that they have in place procedures for training, implementation of applicable pre-employment screening requirements and reporting of child sexual abuse.

For purposes of this policy, the applicable definitions of child sexual abuse are those used in the NYS Penal Law in Articles 130 and 263 and Section 260.10, and "child" is defined as an individual under the age of 17. To review these definitions go to <http://ypdcrime.com/penal.law/index.htm> and scroll down to the Laws of NY-Penal Code.

All inquiries related to this Policy should be directed to the Internal Control Office, Horton Hall, Room 135.

## **CAMPUS HEALTH & SAFETY COMMITTEE**

The purpose of the Campus Health and Safety Committee is to bring concerns of the various campus constituencies to the attention of the Administration. Additionally, it is a purpose of the committee to inform the campus community of prevention programs, intervention programs, awareness programs, and to insure that all campus health and safety policies and regulations are being adhered to by the College such that there exists a safe and healthy work and learning environment. The Committee is comprised of members of all the campus constituencies and in accordance with State law and State University Regulations must have as its membership a numerical majority being female.

To bring concerns to this committee you may either ask your union representative, your student government representative, your resident student representative, any other member, or the Vice President for Student Affairs to represent your views/concerns/needs.

## **POLICY FOR INVOLUNTARY LEAVE/SUSPENSION FOR MEDICAL/PSYCHOLOGICAL/SAFETY REASONS**

In the legitimate interest of the College in protecting the safety and welfare of specific individuals or the general public, the College President, Vice President for Student Affairs or the Dean of Students may temporarily suspend an individual. A decision to temporarily suspend a student under this policy may only be made after a finding that the student poses a direct threat to him/herself or others.

A finding that a student poses a direct threat should be based upon evidence that the student has engaged, or threatened to engage, in behavior which poses imminent danger of causing substantial harm to him/herself or others or would directly and substantially impede the lawful activities of others. The assessment should be individualized and objective and focused on the student's ability to safely participate in the College's program. The Office of Personal Counseling Services, the Director of Health and Wellness, or other medical professionals, may be engaged in order to ensure that the finding is consistent with the most current medical knowledge.

A student placed on Involuntary Leave/Suspension will be required to leave the College and its premises. Prior to his/her return, the student must seek a psychological/medical evaluation and allow the results to be shared with the Director of Personal Counseling Services or the Director of Health and Wellness. To the extent necessary to ensure that the student can safely return to the campus, this evaluation will be shared with the Vice President for Student Affairs or designee, who will make the final determination in writing to the student. As a condition of the student's return to the College, a contract may be developed which prescribes responsibilities and terms of return to the student. This contract will be administered by the Office of the Dean of Students. Failure to comply with this contract would result in immediate suspension or dismissal from the College.

The following procedures shall apply if a student wishes to appeal an Involuntary Leave/Suspension:

1. The appeal must be in writing, outlining the reasons for the appeal, addressed to the Appeals Officer, submitted to and received by the Dean of Students Office.
2. Upon receipt of an appeal, the Appeals Officer may require records from the reporting office and the Dean of Students for review.
3. The appeal will be reviewed within seven (7) business days.
4. Once the student's appeal is accepted by the Appeals Officer, the Officer may modify any interim action imposed until the appeal process is completed. This can only be done after consultation with the Vice President of Student Affairs or designee.
5. The appeal and the supporting documentation shall be reviewed. The Appeals Officer may invite the student who is appealing, the Dean of Students, and/or others to provide more details or for clarification.
6. The Appeals Officer will make his/her final determination and send the recommendation to the Vice President for Student Affairs or designee for approval.
7. The student will be notified in writing of the final determination within five (5) business days of the completion of the review. All letters will be delivered via U.S. Postal Service to the student's permanent address in the College files.
8. All records of actions by the Appeals Officer will be kept in the official files of the Vice President for Student Affairs or designee.

## **ACADEMIC INTEGRITY AND DISCIPLINARY PROCEDURES**

Each member of the Farmingdale State College campus community is expected to maintain academic integrity. Farmingdale State College has developed regulations concerning academic dishonesty and integrity to protect all students and to maintain an ethical academic environment. This includes prohibiting any form of academic dishonesty as outlined below.

Academic dishonesty cannot be condoned or tolerated in a college community. Such behavior is considered a violation of the Student Code of Conduct, and students found guilty of committing an intentional act of fraud, cheating or plagiarizing will be disciplined and face penalties.

The College regards academic dishonesty as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another individual without correct documentation, or uses unauthorized, undocumented or fabricated information in any academic exercise.



The College also considers academic dishonesty to include forging of academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. Academic dishonesty is divided into four categories which are defined as follows:

**Cheating:** Intentionally using or attempting to use unauthorized materials (including all electronic devices), information or study aids in any academic exercise.

**Fabrication:** Unauthorized falsification or invention of any information or citation in an academic exercise.

**Facilitating Academic Dishonesty:** Knowingly helping someone commit an act of academic dishonesty.

**Plagiarism:** Intentionally representing the words or ideas of another as one's own in any academic exercise. This includes words or ideas in either print or electronic format.

Academic dishonesty is morally wrong, and such behavior interferes with learning and intellectual development. Therefore, all members of the campus community have the responsibility to prevent dishonesty, protect honest students, and enforce campus policies. These responsibilities include but are not limited to the following:

- Faculty members have the responsibility to establish standards of academic integrity and disciplinary policies in cases of academic dishonesty (consistent with the standards and policies of the College) and to include a statement of those standards on their course syllabi.
- Students have the responsibility to abstain from academic dishonesty or facilitating the dishonest behavior of others.

Violation of the academic integrity policy is strictly prohibited and may result in a disciplinary action ranging from a warning letter to probation, suspension, or dismissal from the College with a permanent transcript notation. Please refer to the Student Code of Conduct Article IV and V.

It is strongly recommended that any violation of the academic integrity policy be reported to the Dean of Students. Individual Departments are encouraged to establish appropriate disciplinary procedures and to make certain that the criteria are understood and enforced by both full-time and part-time faculty.

Students will be required to complete a pledge and affirmation of receipt of Farmingdale State College's Academic Integrity Policy.

## GUIDELINES FOR DISRUPTIVE STUDENTS

Instructors have the responsibility to maintain an effective learning environment in their classrooms and to deal promptly with any disruptions that interfere with this environment. Faculty has the right to teach and students have the right to learn; no one student will be permitted to infringe on these rights. A faculty member, in reasonably discharging this responsibility and acting in accordance with these guidelines on disruptive students in the classroom, shall receive College support and, whenever necessary, legal protection.

An instructor has the responsibility, therefore, to remove, without physical force, a disruptive student from the classroom. Upon request of the instructor, the student must immediately leave. If the disruptive student refuses to leave on request or there is a concern for the safety of students, or self, the instructor has the option of either dismissing the class or calling University Police depending on the gravity of the situation.

Consistent with a philosophy of progressive discipline, when a student is ejected from a class for the first time, it shall be for that class period only. The instructor shall submit, promptly, a written report of the incident to the Vice President for Student Affairs/designee, with copies to the school dean, Department Chair, and the student's curriculum chair. In addition, if the situation is threatening enough to have called University Police, the instructor must notify the Vice President for Student Affairs/designee and the Dean of Students' Office immediately. The instructor shall be prepared to provide any additional supporting information and to prepare charges against the student when appropriate. Under the circumstances, the student will receive a summary statement of the report from the Vice President for Student Affairs/designee and warning of potential consequences if another incident were to occur. Any subsequent incident reported to the Vice President for Student Affairs/designee, involving the same student in any class would result in appropriate administrative action by the Vice President for Student Affairs/designee and possible referral for disciplinary action by the College. The consequences of each action may include denying the student further access to the class or other disciplinary action, including dismissal from the College.

## NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record (s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is accurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
(Optional) Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request).
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

**Students seeking to contact College faculty, staff and/or offices via email should use their Farmingdale State College email address. Emails coming from private email providers will not be answered if doing so violates privacy laws.**

Farmingdale  
State College  
State University of New York

## NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Farmingdale State College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Farmingdale State College may disclose appropriately designated “directory information” without written consent, unless you have advised the College to the contrary in accordance with College procedures. The primary purpose of directory information is to allow Farmingdale State College to include this type of information from your education records in certain publications. Examples include:

- A playbill, showing role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want Farmingdale State College to disclose director information from your education records without your prior written consent, you must notify the College in writing. Farmingdale State College has designated the following information as directory information.

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

## PARENTAL NOTIFICATION POLICY

In October 1998, Congress passed the Higher Education Amendment which permits postsecondary institutions to disclose to parents or legal guardians of students under 21, without their consent, information regarding the student’s violation of any federal, state, or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance. The Division of Student Affairs or the Office of Residence Life, or the Office of the Dean of Students may inform parents/guardians of any alcohol or drug violation involving students under 21.

## FREEDOM OF INFORMATION LAW

As a state agency, Farmingdale State College complies fully with the New York State “Freedom of Information Law” which was enacted to ensure public accountability of state agencies while protecting individuals against unwarranted invasions of personal privacy. The regulations are posted on the College’s website, at the Human Resources Office and at the campus library in Greenley Hall. Freedom of Information Law (FOIL) requests are to be made in writing to the campus Records Access Officer:

Caroline Conway  
Interim Records Access Officer  
Farmingdale State College  
2350 Broadhollow Road  
Farmingdale, NY 11735  
631-420-2166  
[conwayc@farmingdale.edu](mailto:conwayc@farmingdale.edu)

## STUDENT CODE OF CONDUCT

The President of the College and the Vice President for Student Affairs recognizes the rights of designees including University Police, to enforce all regulations, policies, license agreements, laws and codes on campus. If any individual allegedly violates the laws, Student Code of Conduct or campus policies, a President’s designee will institute proceeding against the offender (s).

Alleged violations of the law or campus policies may result in EXPULSION/SUSPENSION from the College and/or other disciplinary action.

Alleged violation of the Student Code of Conduct is listed under two (2) categories: Level I and II. Any violation is strictly prohibited and may result in a disciplinary action ranging from a warning letter to probation, suspension or dismissal from the College.

## PREAMBLE

### ARTICLE I

1. Farmingdale State College is committed to providing an environment in which living and learning can occur. In order to function effectively and to provide an educational climate in which members can fulfill their academic pursuits and the educational objectives of the campus community, guidelines for defining individual rights and responsibilities are outlined in this Student Code of Conduct. This Student Code of Conduct has been adopted for the purpose of maintaining a quality of life that shares rights, privileges and responsibilities among its citizens, not for the purpose of duplicating public statutes and respect for the dignity and rights of students, staff, and groups in the campus community. Alleged violations of the Student Code of Conduct, local, state or federal statutes on campus will not be tolerated and are subject to the campus judicial processes. Each student, as a representative of the College, is expected to uphold the good name of the College and respect the rights and privileges of the College community. As such, incidents which occur off campus, that are alleged violations of local ordinances, State, Federal law, on or off the College’s premises, or at College sponsored or supervised activities where said alleged violations pose a possible threat and/ or danger to the safety of the campus community, may be adjudicated on campus. The College will exercise this option when:

- The student(s) can be reasonably considered a possible threat and/ or clear danger to the safety of the College community.
- The academic integrity processes and/ or functions of the College are violated.

Disciplinary action by the College shall be independent of any criminal or civil proceedings. The campus judicial procedures, established to respond to these alleged violations, do not duplicate public court procedures, but protect the campus community’s interests.

In cases pending court action, the College may postpone judicial action and establish a student status appropriate to pending off campus actions.

## VIOLATIONS OF THE FARMINGDALE STATE STUDENT CODE OF CONDUCT

**Alleged violation of the Student Code of Conduct is listed under two (2) categories: Level I and Level II. Any violation is strictly prohibited and may result in a disciplinary action ranging from a warning letter to probation, suspension, dismissal, or expulsion from the college with a permanent transcript notation.**

### ARTICLE II

#### Level I Violations

1. Acts or expression of racial, ethnic, sexual, gender, disability, or religious discrimination.
2. Harassment of any kind, including but not limited to electronic harassment (e.g., text messaging, social network communication).
3. Sexual misconduct, including but not limited to stalking, harassment, or lewd and obscene behavior.
4. Acts or expressions of bias conduct which result in a crime.
5. Assault, physical attack, intimidation, or attempted assault of any person on College owned or controlled or shared property or at any College sponsored, affiliated, or supervised functions (Note: this may apply to actions off campus) No person either singly or in concert with others, shall willfully cause physical injury to any other person or threaten to do so.
6. Verbal, non-verbal, or electronic threats against another Farmingdale State College community member.

7. Conduct that threatens or endangers the health or safety of any person. This includes the operation of a motor vehicle recklessly or while impaired.
8. Possession and/or use of weapons or firearms (pursuant to Item 080.1 of the Board of Trustees Administrative Policies) of any kind, including but not limited to, explosives, knives, billy clubs, dangerous chemicals of any kind, fireworks, dart or “BB” guns, air guns, paint guns, bows, arrows, etc.
9. Acts of arson or related fire violations. Falsely reporting or threatening a fire. Tampering with fire safety equipment, including fire alarms. Tampering or causing damage to College lights, lighting systems, alarm systems, video systems, sprinkler systems, emergency management systems, or any other facilities or equipment associated with health, safety or fire safety.
10. Making a bomb or other security threat, or tampering with security systems on property owned, controlled or shared by the College.
11. Failure to comply with the directions of College officials acting in the performance of their duties or in applying the rules and regulations of Farmingdale State College. This includes, but is not limited to, failure to evacuate any campus building appropriately.
12. Involvement of any kind as an individual or member of a group which engages in “hazing” of another student or person on or off the campus of Farmingdale State College.
13. Violation of the Campus Alcohol Policy/Campus Drug Use Policy anywhere on the campus of Farmingdale State College and/or while officially representing the College at events and activities or through membership of a Farmingdale State athletic team.
14. Possession of drug-related paraphernalia and/or devices, or alcohol delivery devices.
15. Violation of College Academic Integrity Policy (see page 35)
16. Forgery, alteration, or misuse of College documents, records, identification, or computer access codes. This may include false information provided on College documents including, but not limited to, the SUNY admissions application.
17. Making or distributing unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy.
18. Use of cell phones or other electronic transmittal devices/technology during class time, in a public program, or within range of a class session, without express permission of the faculty or college official in charge. This includes, but is not limited to, text messaging.
19. Violation of the College’s “Acceptable Use Policy for Computer Facilities”. This includes the use of College computer facilities and systems for commission of crimes, solicitation, and violations of the Code of Conduct and the Guidelines for the Use of Digital Material.
20. Theft or attempted theft of property or services, or possession of stolen property belonging to the College or to another student or employee of the College. This may include falsifying payroll or altering time cards for services rendered, including College work-study.
21. Unauthorized entry to or use of campus facilities, residence halls, residence hall rooms, College controlled or shared properties.
22. Gambling anywhere on campus or at College controlled facilities, or College or student-sponsored events or activities.
23. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College authorized activities/properties/operations.
24. Deliberate or careless damage to property
25. Tampering with United States or campus mail, mailboxes, packages, or other federally or campus regulated package or mail services.
26. Theft, unauthorized use, or misuse of computer systems, telephone systems and telephone codes. Misuse of Student ID cards, meal cards, parking stickers, computer access codes or misrepresentation in the sale of textbooks/academic related materials.
27. Violation of Campus Traffic Regulations or fines.
28. Violation of College procedures affecting the function or operation of College services and/or departments.
29. Violation of any College initiated contract including, excluding the Residence License Agreement.
30. Violation of the Campus Housing Residence License Agreement.
31. Issuance of a false statement to College officials.

32. Failure to answer a summons letter issued by a College official.
33. Violation of College smoking policies. Please refer to the New York State and local smoking policies on page 45.
34. Other violations of expected and appropriate behavior as prescribed by the Maintenance of Public Order.

A student charged with a Level I violation will have the right to face the accuser to hear the accusations either in person or via electronic/paper means (e.g., tape, digital, telephone, or transcript, etc.), the determination of which will be made by the Dean of Students/designee/Judicial Hearing Officer in consideration of safety for either accused or accuser.

## **ARTICLE III**

### **Level II Violations**

Include, but are not limited to violation of the Terms and Conditions of the Residence Hall License Agreement. \*Excessive noise at any time, possession of cooking devices, pets, violation of guest policy or visitation policy, use of waterbeds, selling or soliciting goods or services. Unsafe use of recreational equipment, including but not limited to skateboards, bicycles, skates, or lacrosse/hockey sticks. Participation in water fights, pranks, unauthorized use of common areas, propping open of common area doors, throwing objects or dropping objects from windows.

\*Note: Music systems and radios are to be kept at a low volume at all times. Noise, including music, should not be audible beyond a closed room door or window during quiet hours. Violation may result in loss of use of the equipment/disciplinary sanction. The excessive noise infraction also includes car sound systems.

## **ARTICLE IV**

### **Charges**

Any member of the College community may charge a student with an alleged violation of the Code of Conduct. The charge(s) must be sent in writing to the Dean of Students/designee who will investigate and, if warranted, proceed with disciplinary action against the alleged violator. Due process is guaranteed throughout the entire disciplinary process.

1. **Interim Suspension:** In certain circumstances the Dean of Students/designee shall impose a temporary measure to immediately remove student(s) from classes, residence halls, activities or any other College privileges pending a hearing. Interim suspension shall be imposed to insure the safety and well being of members of the College community, College property, or to ensure the student’s own physical or emotional safety and well being. The imposition of the Interim Suspension does not preclude further disciplinary actions. Students who are on “interim suspension” status must report to University Police upon entering the campus and then proceed to the disciplinary hearing when scheduled or counseling when required.
  - A. All students must telephone or email the Dean of Students Office within three (3) business days of the effective date of Interim Suspension to be advised of the date and time of the disciplinary proceedings. Students who are in an Interim Suspension status are not required to receive a separate letter of violation charges. Students who email MUST use Farmingdale email addresses.
  - B. All students may also be advised in writing by mail (or in person if the interim suspension does NOT prohibit them from being on campus or at the time of the conduct of the hearing when mailing is not expedient) of specific charges of alleged violation(s) of the Code of Conduct. Reminder: All Students must still telephone contact the Dean of Students Office to be advised.
  - C. Failure to communicate with the Dean of Students within the designated time will result in the disciplinary hearing being conducted in absentia and may result in dismissal from the College. Disciplinary action resulting from hearings held in absentia will have no right of appeal.
2. **Hearing Postponement Policy:** A student may request a maximum of two postponements of a hearing for legitimate or extenuating circumstances. All requests must be in written form and received by the Dean of Students/designee minimum of 24 hours in advance of the hearing. Request for a postponement of a Monday hearing must be received by 4:00pm on Fridays.
  - A. The College reserves the right to postpone a hearing for legitimate reason at any time. Reasonable attempts will be made to contact the student at the telephone number on record at the College or via campus email.
  - B. Failure to attend a scheduled hearing with no notification will result in the hearing being conducted in absentia. Disciplinary action, resulting from hearings held in absentia, have no right of appeal.



## ARTICLE V

### Disciplinary Procedures

1. A violator is charged with an alleged violation of the Student Code of Conduct. In other than Interim Suspension cases, The Dean of Students shall notify the student in writing of the charges within three (3) business days unless it is determined that more investigative time is necessary. Email notifications will be accommodated upon request. The charges shall note details such as: student's name and address, specific alleged violation of the Code, and the date, time and place of the alleged violation when appropriate. At this time a disciplinary hearing is scheduled by the Dean of Students. Failure to respond to notification of hearing will be considered as an admission of responsibility and appropriate sanction will be imposed. Refusal/failure to accept and/or sign for written communication regarding violations and/or charges DOES NOT preclude responsibility for the charges.  
All disciplinary hearings will be conducted through a Judicial Hearing Process-Judicial Hearing Board or Administrative Hearing Procedure-at a time to be determined by the Dean of Students. The procedure by which a hearing will be conducted will be determined by the Dean of Students/designee.
2. The Dean of Students may continue to investigate the case as new or additional evidence is brought forth.
3. At the hearing, the student is called to discuss the charges with the Dean of Students/Judicial Hearing Board and present his/her account of the incident. The College reserves the right to search all individuals prior to entering the hearing.
4. The Dean of Students/Judicial Hearing Board and/or the student may call in persons who witnessed the incident to attend the hearing and discuss their account of the incident. The Dean of Students/Designee/Hearing Board must be notified of the presence of witnesses at least 24 hours in advance of the hearing. The admission of witness testimony or witness written statement is at the discretion of the Dean of Students and/or the members of the Judicial Hearing Board.
5. A student may appear with legal representation; however, this representative may serve only in an advisory capacity and may not address the Dean/Judicial Hearing Board. If legal representation is to be present, the Dean of Students must receive 24 hour written notice prior to the hearing. An original signed written letter notifying the retaining of legal counsel by the student must be presented prior to the conduct of the hearing. The Board/Dean of Students reserves the right to limit the number of representatives present at disciplinary proceedings.
6. A student may be accompanied by family members or friends; however, they may serve only in a supportive capacity and may not address the Dean/Judicial Hearing Board. If family members or friends are requesting to attend the hearing, the Dean of Students must receive 24 hour written notice from the student prior to the hearing. The admission of these members is at the discretion of the Dean of Students and/or the members of the Judicial Hearing Board. A student will be limited to a maximum of two support individuals upon approval of the Dean of Students and/or the members of the Judicial Hearing Board.
7. Failure on the part of the student(s) to appear at the hearing to discuss the charges is in itself a violation of the Student Code of Conduct and subject to disciplinary action.
8. If charges are without merit, the case against the student is dropped and the investigation shall promptly cease. The student will be found not responsible. In the event that additional information or evidence is made available to campus authorities, the campus reserves the right to reopen the case on the same or related charges.
9. If the Dean of Students/Judicial Hearing Board determines that there is a violation of the Student Code of Conduct, the student will be found responsible and sanctioned.
10. The student will be notified in writing of the outcome of the hearing within an appropriate amount of time. Campus communication of charges of violation of Student Code of Conduct and determination letters are delivered via U.S. Postal Service (certified and return receipt requested). In the case of on-campus residents, written communications will be delivered to the student's dorm mailbox (Students in an interim suspension status will be notified by both U.S. Postal Service to the home address currently on record in the College data base and campus residence). Refusal to accept and/or sign for written communication regarding the outcome of Judicial Hearings does not preclude responsibility for the outcome.
11. A student may appeal the Dean of Students/Judicial Hearing Board's sanction. All appeals must be filed within five (5) business days of receipt of notification of sanction to the Dean of Students. The student must write his/her appeal in compliance with the Guidelines for a Written Appeal available in Dean of Students'/Vice President's office. The request for an appeal review does not assume a review will be granted.
12. The names of the specific members serving on a Judicial Board are to remain anonymous, with the exception of the Hearing Officer conducting the process.
13. A valid appeal will be reviewed by the Judicial Appeals Officer at an appeal review.
14. The recommendation of the Judicial Appeals Officer will be communicated to the Vice President for Student Affairs/designee who determines the College's final action.

## ARTICLE VI

### Permanent Transcript Notation

Students that are found responsible for Code violations and suspended from the College or expelled from the College for violation(s) of the Student Code of Conduct will receive a permanent notation on her/his academic transcript. Additionally, students found responsible for these violations resulting in their suspension or expulsion from the College shall not receive credit for the semester in which they are suspended or expelled. ALL STUDENTS WHO ARE FOUND RESPONSIBLE FOR VIOLATION OF THE STUDENT CODE OF CONDUCT AND WHO ARE SUSPENDED OR EXPELLED FROM THE COLLEGE ARE NOT ENTITLED TO ANY FINANCIAL REFUNDS. This includes tuition, fees, and room and board charges (including unused board). Thus, the suspended student and expelled student are LIABLE for all tuition and fees for that semester in which they were suspended or expelled from the College.

Students who are suspended from the College for a period of time less than a semester MAY still have a permanent transcript notation on hers/his academic transcript depending upon the circumstances surrounding the violation, the egregious nature of the violation, or the need for the notation in the judgment of the President of the College or his/her Designee as the Chief Campus Judicial Officer. During short term suspension from the College, students ARE NOT eligible for financial refunds for any missed services during the times of absence nor are they eligible to participate in campus events or co-curricular programs.

Students who receive a permanent transcript notation for disciplinary suspension or expulsion from the College may appeal to have their notation expunged no sooner than three years after the date of the judicial sanction. Students must appeal directly to the Office of the Vice President for Student Affairs/designee IN WRITING ONLY. The Office of the Vice President is currently located in Horton Hall and all written inquiries should be posted to that address.

In determining whether to remove the notation or not, the Vice President shall convene members of the Campus Judicial Appeals Board, the Dean of Students, and any others necessary to making a fair and appropriate decision. The recommendation of this group shall be made in writing to the President of the College or his/her Designee who will make the final decision.

### Judicial Hearing Board

The Judicial Hearing Board will be convened by the Dean of Students/designee in cases that could result in significant disciplinary action, including but not limited to, suspension or expulsion from the College.

The Judicial Hearing Board is composed of two faculty members, two students, and two professional staff members. Recommendations for faculty, professional staff and student appointments will be made to the Dean of Students.

In order for a Judicial Hearing Board to be conducted, a minimum of one student, on faculty member and one professional staff member, plus the Dean of Students/designee must be present to satisfy quorum requirements.

All proceedings of the Judicial Hearing Boards will be recorded. These will serve as the official record of the University. No other recording will be permitted. For a fee, students may request a written transcript or tape copy of the proceedings at their own expense. This request must be submitted in writing to the College's Interim Records Access Officer in Horton Hall.

### Sanctions:

The Dean of Students/Judicial Hearing Board conducts a hearing with the alleged violator to which charges, witnesses and evidence are discussed. The Dean of Students/designee may invoke the following sanction(s):

1. **Disciplinary Warning** - a verbal/written statement from the Dean of Students/designee.
2. **Disciplinary Reprimand** - a written statement expressing disapproval of conduct. A record of disciplinary reprimand will be maintained by the Dean of Students/designees' Office.
3. **Social Probation**-during the probationary period, a student is excluded from participating in co-curricular activities and may not represent the College as an athlete or in any official capacity, nor may he/she hold any appointed or elected position within the College community. A record of a social probation sanction shall be maintained by the Dean of Students' Office.
4. **Restitution**- a written direction to replace, repair or make specific compensation for property of the College, another person, or College related property. A record of a direction to make restitution shall be maintained in the Dean of Students' Office.
5. **Disciplinary Suspension**- during the period of suspension, a student is excluded from classes and all other College privileges or activities. A record of disciplinary suspension is maintained as a permanent record in the Vice President for Student Affairs and Dean of Students' Office. A disciplinary suspension of one semester or more will require the student to apply for readmission to the College subject to College policy and approval of both the Vice President and the Department chairperson. During this time, a "Dean of Students' Hold" is placed on the student's record.

6. **Disciplinary Expulsion-** a termination of enrollment of a student. The student will not be permitted to return to the College. The disciplinary expulsion is maintained as a permanent record in the student file and a “Dean of Students’ Hold” is placed on the student’s record.
7. **Community Service Sanction-** a constructive undertaking by a student, by agreement of the student and the Dean of Students/designee. A record of Community Service sanctions shall be maintained in the Dean of Students’ Office. If the Community Service Sanction is not satisfactorily completed, the Dean of Students/designee will place a “Dean of Students’ Hold on the student’s record, and may invoke further disciplinary action.
8. **Substitute Sanction-** the Dean of Students/designee reserves the right to impose an alternative sanction. Record of substitute sanctions shall be maintained in the Dean of Students’ Office.

**Note:** Any sanction determined for previous violations may be introduced in subsequent disciplinary hearings. Students have the right to appeal any sanction imposed by the Dean of Students/designee/Hearing Officer. All appeals must be written to the Judicial Appeals Officer, and submitted to the Dean of Student’s Office within five (5) business days of receipt of sanction letter. Guidelines for written appeals are available in the Dean of Student’s Office. Appeals which do not adhere to these guidelines will not be considered by the Judicial Appeals Officer.

The Judicial Appeals Officer will determine the validity of the appeal and schedule a review if appropriate. The disciplinary procedures and sanctions stated in the previous section are in effect for 2013-2014 Academic Year and will remain in effect for all subsequent years unless superseded by a new or revised policy document.

## STUDENT ORGANIZATIONS AND THE STUDENT CODE OF CONDUCT (SCOC)

### 1. DEFINITIONS AND TYPES

Student Organizations are organizations that are operated by students at the College and are formally recognized by the College or its designee. Membership in student organizations consists of enrolled students and a faculty or staff advisor.

### 2. STANDARD OF CONDUCT

Student Organizations are expected to adhere to the same standards of conduct applicable to individual students. Specific violations of this standard include, but are not limited to:

- A. Violating, or permitting its members or their guest to violate, or failing to prevent, where such prevention was possible the violation of this Code of Conduct or any applicable local, state, or federal law. This includes “hazing” as specified in #10 of the Student Code of Conduct (SCOC).
- B. Committing any act in violation of any policy, procedure or agreement, including the College’s Residence License Agreement, Campus Computing Services Policies, Student Code of Conduct, other College Policies/Procedures, or another agreement between a student organization and a College official and department, as well as rules promulgated by the appropriate College official and any other rules made applicable to student organizations.
- C. No student organization or Student Activity Fee money may be used for the purchase of alcohol or alcohol related goods or services.

### 3. APPLICATION OF POLICY

- A. Any violation of this Code of Conduct by one or more members of a student organization may constitute a violation by the organization itself. Where those administering the Judicial Hearing Process conclude that there are sufficient connections between the acts of individual students and an organization to which they belong, sanctions may be imposed on the organization as well as any offending members. Conversely, when an organization has been found responsible for a Code offense, those administering the Judicial Hearing Process may impose sanctions on some or all members of that organization depending upon the degree of general participation in the offense. Rescission of recognition of the organization may result as all or part of a judicial action.
- B. In the event that a student or group is charged with an offense under the Student Code of Conduct, it shall not be a defense that the organization in question is one which is no longer recognized by Farmingdale State College as a result of its status being rescinded, revoked or suspended.

## JUDICIAL APPEALS

Judicial Appeals are considered by the Judicial Appeals Officer who receives, reviews and may hear appeals of disciplinary decisions made by the Dean of Students/designee/Hearing Officer. The Judicial Appeals Officer’s responsibility is to recommend to the Vice President for Student Affairs/designee to accept, reduce, modify or remove the sanctions imposed by the Dean of Students/designee/Hearing Officer after review of all evidence and information pertinent to the student’s appeal. Final decisions on all appeals will be determined by the Vice President for Student Affairs.

### APPEALS PROCEDURES:

1. The Judicial Appeals Officer is responsible for reviewing the determination of the Dean of Students/designee. However, the review of an appeal will be based solely upon the following issues:
  - a. Procedural Violations  
e.g., Was the student given an adequate opportunity to prepare and present a response to the charges?
  - b. Insufficient Evidence  
e.g., Was the evidence presented at the hearing “substantial” enough to justify the decision against the student?
  - c. Excessive Sanctions  
e.g., Was the sanction in keeping with the violation?
2. The appeal must be in writing, outlining the reasons for the appeal, addressed to the Judicial Appeals Officer, submitted and received by the Dean of Students’ Office within five (5) business days of receipt of the sanction letter. Upon receipt of an appeal, the Judicial Appeals Officer may require records from the Dean of Students/designee for review.
3. The Judicial Appeals Officer may accept or deny the appeal based upon insufficient or inadequate information presented in writing by the student(s). If the Judicial Appeals Officer determines there is validity to the appeal, the case may be heard. The Judicial Appeals Officer will only hear valid appeals of outcomes of disciplinary hearings conducted by the Dean of Students/designee. The appeal will be reviewed promptly. If the appeal is not valid, the sanction(s) will be implemented.
4. If the student’s pending appeal is accepted by the Judicial Appeals Officer, the Officer may temporarily suspend any penalty imposed until the appeal process is completed. This may be done only after consultation with the Dean of Students/designee, or the Vice President of Student Affairs/designee.
5. The appeal and the documentation shall be reviewed. The Judicial Appeals Officer may invite the student who is appealing, the Dean of Students, or others to provide more details for clarification, if necessary.
6. The Judicial Appeals Officer may recommend accepting, modifying, reducing or dismissing the sanction imposed by the Dean of Students/designee/Judicial Hearing Board. The Judicial Appeals Officer will make his/her final determination and send the recommendation to the Vice President for Student/designee for approval. The student will be notified in writing of the final determination within five (5) business days of the review. All letters will be delivered via U.S. Postal Service (certified and return receipt requested. In the case of on-campus residents, written communications will be delivered to the student’s dormitory room or mailbox in addition to U.S. Postal Service to home address currently in the College files).
7. All records of actions by the Judicial Appeals officer will be kept in the official files of the Vice President for Student Affairs/designee and Dean of Students.

**Permanent records of major violations will be kept in the Dean of Student’s files for cases of suspension and expulsion.**



## PETITION FOR APPEAL

1. A dated letter must be submitted to the Judicial Appeals Officer stating the basis for the appeal.
2. The review of the appeal will be based upon the following criteria:
  - a. Was the student given an adequate opportunity to prepare and present a response to the charges? (PROCEDURAL VIOLATION)
  - b. Was the evidence presented at the hearing “substantial” enough to justify the decision against the student? (INSUFFICIENT EVIDENCE)
  - c. Was the sanction in keeping with the violation? (EXCESSIVE SANCTION)
3. A request must be submitted within five (5) business days of the day on which the student received notification of the disciplinary sanction from the Dean of Students/designee.
4. The review will result in one of the following:
  - a. dismissal of the sanction
  - b. reduction of the sanction
  - c. modification of the sanction
  - d. agreement with the sanction for immediate implementation

### PETITION STATEMENT

Each petition document must include the following statement:

I, \_\_\_\_\_ (Student Name) \_\_\_\_\_, am appealing the disciplinary sanction imposed by the Dean of Students/designee on \_\_\_\_\_ (DATE) \_\_\_\_\_.

PRINT Name: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## NEW YORK STATE SMOKING POLICY

**The amended New York State Clean Indoor Air Act, which took effect on July 24, 2003, requires every employer in the State to provide smoke-free work areas for all employees in the workplace, including prohibition on smoking in all public buildings.**

### FARMINGDALE STATE COLLEGE POLICY

Maintaining a healthy environment for the benefit of all students, faculty, staff and visitors is a major priority for the college. Therefore, the college is taking steps to move to a “Tobacco-Free Campus.” In the spirit of acknowledging the difficulty of attaining a tobacco-free campus, we have adopted the motto: “**Help Farmingdale State Become a Tobacco-Free Campus.**” The support of the entire campus community is required and requested in order to ultimately attain this goal, as described below.

1. Smoking and the use of other tobacco products, including electronic cigarettes, is prohibited inside all buildings, within 25 feet of the perimeter of all buildings, along pedestrian pathways and at outdoor events.
2. Signs will be placed at appropriate locations around campus.
3. Programs will be provided to support smokers and users of other tobacco products in their effort to quit. Activities will include smoking-cessation sessions, distribution of literature, establishing informational web pages, and other means to encourage individuals to stop smoking and using other tobacco products.
4. Enforcement will be through cooperation of community members, education, and polite requests of those in violation to honor the policy. All members of the campus community are encouraged to help by reminding smokers when they violate the rules, by encouraging our colleagues who smoke to seek help to stop smoking, and by supporting them as they seek to stop.

*Adopted 11/17/201; edited 5/2/2012; amended 4/4/2013*

## FARMINGDALE STATE COLLEGE ALCOHOL POLICY

The College adheres to and enforces all federal, state and local laws concerning alcohol.

- No student of any age may possess or consume alcoholic beverages anywhere on campus. Special events scheduled for faculty/staff must comply with established legal practices and campus policy stated below.
- Alcohol and Other Drug Education and Prevention Services and Programs are available at the Student Health and Wellness Center and/or the Personal Counseling Center.
- Parents/guardians of students under the age of twenty-one may be notified via telephone or in writing of any alcohol/drug violations by their sons or daughters.
- Any event at which alcohol is sold or served requires a license from NYS Liquor Authority. The sale and serving of alcoholic beverages under the terms of State law and College policy is permitted at the licensed premises of Aramark in Knapp Hall and by extension of that permit, temporary permits may be issued for Aramark catered events only. Any alcoholic beverages sold or served outside the Knapp Hall require a special liquor permit from the NYS Liquor Authority. This includes events or performances where tickets are sold and alcohol is provided free of charge or in exchange for a purchased ticket. This permit must be secured through Aramark for their catered events only and arranged at least two weeks in advance in order to allow time for the State permit to be issued to Aramark. All outside caterers must provide Aramark with their own approved NYS Liquor Authority permit.
- Under New York law, only persons twenty-one (21) years of age or older are legally entitled to purchase, be sold, given, or served alcohol. Student possession or consumption of alcoholic beverages and/or resulting inappropriate behaviors on the College campus or at College sponsored events off campus will be addressed through applicable legal procedures.
- Under New York law, persons under the age of 21 are prohibited from possessing any alcoholic beverages with intent to consume the beverage. Violators are subject to a fine up to \$50.00 per offense. Authorized law enforcement personnel may seize alcoholic beverages involved in alleged violations of this law and may issue a citation when confiscating contraband.
- New York law further provides that any person, other than a parent or guardian, who purchases alcohol for, procures for, or gives alcohol to anyone under 21 years of age is guilty of a misdemeanor and may have sanctions imposed on their Driver’s License.
- Under New York law, anyone under 21 years of age who uses fraudulent proof of age to obtain alcohol is guilty of a misdemeanor. This violation is punishable by a fine of up to \$100.00 and a community service requirement of up to thirty (30) hours.
- Under New York law, anyone who is apparently intoxicated or who is behaving in an intoxicated manner may not be served alcohol.
- A substantial part of the Farmingdale State College is subject to its open container law. Thus, no open container of an alcoholic beverage is permitted on the campus, except at approved non-student social functions.
- Under New York law, a person under the age of 21 who presents an altered New York State driver’s license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver’s license for up to ninety (90) days and may also be required to apply to the Department of Motor Vehicles for a restricted use of driver’s license following the suspension.
- Driving under the influence of alcohol is prohibited and violators will be subject to arrest.
- No student organization or Student Activity Fee money may be used for the purchase of alcohol or alcohol related goods or services.
- The Vice President for Student Affairs is responsible for implementing and interpreting the alcohol use policy.

### ALCOHOL POLICY ENFORCEMENT GUIDELINES

College faculty, administrators and paraprofessional staff (herein referred to as College officials) are expected to clearly explain to students what action will be taken in dealing with alcohol policy violations.

When encountering instances of alcohol policy violations, College officials are expected to confront the violators. Information should be provided as to what behavior is inappropriate and what the individual is expected to do to be in compliance with the Campus Alcohol Policy. If the individual is cooperative and complies with the request, the incident may be considered resolved. If the individual is uncooperative or refuses to comply, University Police, the Dean of Students, or other College Official should be contacted. University Police will formally identify the violator and state the campus expectation for compliance with the Campus Alcohol Policy. In such cases, the Police Officer may refer the individual, if a student, to the Campus Judicial System through the Office of the Dean of Students. The University Police reserve the right to arrest, or issue a summons to appear in court on appropriate charges if such action is deemed necessary.

## VIOLATIONS

In order to provide a common base of understanding, it is important to define the prohibitive behaviors which the campus considers violations of the alcohol policy. Consistent with New York law and the campus alcohol policy, the following instances would be in violation:

- Individuals possessing or consuming alcoholic beverages.
- Individuals providing, directly or indirectly, alcohol to persons under 21 years of age.
- Involvement of any kind with those violating the Campus Alcohol Policy.
- Use of Student Activity Fee or campus club funds for the purchase of alcohol or alcohol related goods or services.

### STAFF DIRECTIVES TO VIOLATORS:

Violators are to be instructed to dispose of the alcohol by means other than consuming it. Students may either pour the alcohol out on their own or give it to a staff member to pour out. When students pour alcohol out themselves, a College official should accompany the student to ensure proper disposal. Students are not to dispose of alcohol by consuming it, throwing it in a trash can or giving it to another person who may be 21 years of age. The College officials should ask the students if they intend to comply with the request. If the students are cooperative, they can proceed to dispose of the alcohol. Internal College procedures for communicating and documenting such incidents should take place, including a specific inventory of quantity and nature of alcohol consumed, possessed, and/or disposed of. It is expected that students who violate the Campus Alcohol Policy will have the incident referred to the Campus Judicial System for appropriate adjudication. If the students are uncooperative or refuse the official's request, the University Police should be summoned for assistance. Again, it is expected such incidents will result in the preparation of an incident report and referral of the incident to the Campus Judicial System for alleged violation of the alcohol policy as well as non-compliance with the College Official.

### NOTE:

If University officials encounter an unauthorized bulk container (e.g. beer keg, box of wine) it should be removed to an area where it can be drained. Once it is drained the container and tapping equipment, as appropriate, should be turned over to the University Police.

## ACADEMIC GRIEVANCE PROCEDURES

The following procedures should serve as a structured mechanism to allow a group of faculty and students within the college community to review a given situation and to arrive at a fair and equitable resolution of the dispute. All official communications about grade appeals are to be sent to students by certified mail with a return receipt or by another written or electronic method for which delivery confirmation is available.

**Step 1:** A student who contests a grade recorded on the transcript should first discuss the grade with the instructor. This step must be initiated no later than 30 calendar days from the beginning of the academic semester following receipt of the grade.

**Step 2:** If no mutually satisfactory agreement can be reached with the instructor;

- a. The student should submit to the instructor's department chairperson\* or designated representative, a written statement of the grievances, within seven (7) calendar days of the completion of Step 1. Before any review can be undertaken by the department chairperson, the student shall submit records of evaluations, tests, term papers, projects, and/or any other information from which judgments can be or were made. It is expected that in support of this process, the instructor will provide copies of all appropriate materials.
- b. The chairperson shall arrange to meet separately with each party, within fourteen (14) calendar days of the submission of the grievance, to discuss the problem.
- c. The chairperson shall submit a written recommendation to both parties within seven (7) calendar days. Copies of such recommendation shall be maintained by the chairperson.
- d. If the chairperson is party to the grievance, the highest ranking senior member of the department shall act in the chairperson's stead.

\*The role of the department chairperson may be superseded by a departmental review committee if the department deems it desirable.

**Step 3:** If no mutually satisfactory agreement has been reached at the completion of the Step 2 process, either party may submit a written statement of appeal with supportive information to the chairperson of the Admissions and Academic Standards Committee. Such appeal must be submitted within fourteen (14) calendar days after receipt of the decision of the department chairperson or representative.

Within twenty-one (21) calendar days after receipt of the written appeal, the chairperson of the Admissions and Academic Standards Committee shall convene and chair a campus appeals committee.

- a. The Campus Appeals Committee shall consist of:
  1. The chairperson of the Admissions and Academic Standards Committee, or a member of that committee assigned by the chairperson.
  2. The chairperson of the Faculty Executive Committee, or a member of that committee assigned by the chairperson.
  3. An academic dean, assigned by the Provost, from a school other than that in which the grievance occurred.
  4. The chairperson of the appropriate student governing body of FSG or a member of that body assigned by the chairperson.
- b. No member of the committee shall be a member of the department in which the grievance occurred.
- c. The department chairperson or representative shall make available to members of the Campus Appeals Committee all information relating to the grievance.
- d. The Campus Appeals Committee shall attempt to ascertain all pertinent information. Either party may request or be requested to appear before the committee.
- e. The committee shall present its written recommendations to each party of the grievance within fourteen (14) calendar days of the completion of the review. These recommendations could include:
  1. No change in the original grade.
  2. A request for the instructor to reevaluate the original grade.
  3. Credit-by-Examination with fee waived.If a reevaluation is requested the instructor shall have fourteen (14) calendar days to submit a response to the committee. Further recommendations may be made at that time. However, it is recognized that only the instructors has the right to change a student's grade.
- f. A written record of the appeal and the committee's recommendations shall be kept on file in the office of the Dean of the school in which the grievance occurred, as well as the Office of the Provost.

## ACCEPTABLE USE POLICY FOR COMPUTER FACILITIES

### INTRODUCTION

This policy is designed to guide students, faculty, staff and others in the acceptable use of computer and information systems and networks provided by the State University of New York at Farmingdale. More importantly, it is meant as an application of the principles concerning the use of the network in a legal, ethical, collegial and nondestructive manner.

### GUIDING PRINCIPLES:

The State University of New York at Farmingdale community is encouraged to make innovative and creative use of information technologies in support of education and research. Access to information representing a multitude of views on current and historical issues should be allowed for the interest, information and enlightenment of the State University of New York at Farmingdale community. Consistent with other University policies, this policy is intended to respect the rights and obligations of academic freedom. The University recognizes that the purpose of copyright is to protect the rights of the creators of intellectual property and to prevent the unauthorized use or sale of works available in the private sector. Also consistent with other University policies, an individual's right of access to computer materials should not be denied or abridged because of race, creed, color, age, national origin, gender, sexual orientation, or disability.

The University cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use e-mail and/or make information about themselves available on the Internet should be forewarned that the University cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.

## RESPONSIBILITIES:

The State University of New York at Farmingdale reserves the right to monitor its computing resources to protect the integrity of its computing systems, workstations, and lab facilities.

Users are responsible for all use of their computer account(s). They should make appropriate use of the system and network-provided protection features and take precautions against others obtaining access to their computer resources.

Individual password security is the responsibility of each user.

Abuse of computer resources is prohibited. Abuse includes, but is not limited to:

- Using the network for personal profit.
- Attempting to intentionally interfere with the performance of the network.
- Interfering with the legitimate work of other users.
- Accessing another individual's account, private files, or e-mail without permission of the owner.
- Misrepresenting one's identity in electronic communication.
- Unauthorized copying or transmission of software.
- Abusing any interconnected network such as the Internet.
- Using the network to attempt to violate any connected computer system's security.
- Using the network to spread computer viruses, trojan horses, worms or any program designed to violate security, interfere with the proper operation of any computer system or destroy another user's data.
- Disobeying lab and system policies, procedures, and protocol.
- Using computing resources to threaten or harass others.
- Using computing resources to propagate electronic chain letters.
- Using computing resources for extensive or competitive recreational game playing. (Recreational game players occupying a seat in a public computing facility must give up the use of the terminal when others who need to use the facility for academic or research purposes are waiting).
- Using the network in a manner that violates any federal, state, or local law.

## ADMINISTRATION AND IMPLEMENTATION:

The University encourages all members of its community to use electronic communications in a manner that is respectful to others. While respecting users' confidentiality and privacy, the University reserves the right to examine all computer files. The University takes this step to enforce its policies regarding harassment and the safety of individuals; to prevent the posting of proprietary software or electronic copies of electronic texts or images in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks, and data either at the University or elsewhere; and to protect the University against seriously damaging consequences. The University may restrict the use of its computers and network systems for electronic communications when faced with evidence of violation of University policies, or federal or local laws. The University reserves the right to limit access to its networks through University-owned or other computers, and to remove or limit access to material posted on University-owned computers.

All users are expected to conduct themselves consistent with these responsibilities and all other applicable University policies. Abuse of computing privileges will subject the user to disciplinary action, as established by the applicable operating policies and procedures of the University. Abuse of networks or computers at other sites through the use of State University of New York at Farmingdale resources will be treated as an abuse of computing privileges at the University.

When appropriate, temporary restrictive actions will be taken by system or network administrators pending further disciplinary action. The loss of computing privileges may result.

When a user ceases being a member of the campus community (e.g., withdraws, graduates, or terminates employment, or otherwise leaves the university), or is assigned a new position and/or responsibilities within the State University system, their access authorization will be reviewed. A member of the campus community may not use facilities, accounts, access codes, privileges or information for which they are not authorized in their new circumstances.

The State University of New York at Farmingdale recognizes that all members of the college community are bound by federal and local laws relating to civil rights, harassment, copyright, security and other statutes relating to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America, the State of New York, the State University of New York or SUNY networking contracts.

## VIOLATIONS:

Policy violations by students will be handled in accordance with the Student Code of Conduct and referred to the Dean of Students for disciplinary action as appropriate.

Policy violations by University employees will be referred to the head of that employee's department and handled in accordance with disciplinary actions set forth in the Professional Handbook or other appropriate document. In addition, illegal acts involving Farmingdale State's computing resources may also subject users to prosecution by state and/or federal authorities

## GUIDELINES FOR THE USE OF DIGITAL MATERIAL: MUSIC, VIDEO, PICTURES, SOFTWARE AND GAMES

The Digital Millennium Copyright Act of 1998 ("DMCA"), which addresses copyright issues regarding digital materials, was signed into law by the President on October 28, 1998. One of the provisions of the DMCA is to limit the liability of educational institutions for damages due to copyright infringement by members of their community. The College complies with all DMCA's requirements and requires that:

- all members of the College community must follow the College's Copyright Guidelines for digital material
- all members of the College community must adhere to the College's Acceptable Use Policy

Both policies are available on the Farmingdale website at:

([http://www.farmingdale.edu/campuspages/information/services/080808\\_digital\\_media\\_guidelines.pdf](http://www.farmingdale.edu/campuspages/information/services/080808_digital_media_guidelines.pdf))

## USE OF COLLEGE EMAIL

In an effort to be sensitive to the environment, the College strongly urges all students, staff and faculty to regularly monitor his or her "farmingdale.edu" email account and use it in all communications relating to the college. As the college email system will be the standard for campus communications, use of the "farmingdale.edu" account is the best way for members of the campus to remain informed of essential information.

Students seeking to contact College faculty, staff and/or offices via email should use their Farmingdale State College email address. Emails coming from private email providers may not be answered if doing so violates law pertaining to privacy of personal information.

## FARMINGDALE STATE COLLEGE SEXUAL HARASSMENT POLICY

Sexual harassment of any kind is a form of discrimination and is unacceptable at the College. We cultivate an atmosphere of freedom of expression, yet such an environment is only possible in conjunction with the responsibility to observe the rights of others. The President and the College will not tolerate harassment nor condone it in any form, and are committed to providing and preserving an atmosphere free from harassment.

Harassment undermines the integrity of employment and educational pursuits. No one is to be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment is defined by law as any unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a condition of an individual's employment, (2) submission or rejection of such conduct by an individual is used as a basis for employment decisions affecting said individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Such conduct, whether committed by supervisors or non-supervisory personnel, is specifically prohibited. This includes, but is not limited to: repeated offensive and or unwanted sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her appearance; the unwanted display of sexually suggestive objects or pictures; or any offensive physical contact, such as patting, pinching, or brushing against another's body.

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§1681 *et seq.*, and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

Sexual violence is a form of sexual harassment prohibited by Title IX. Title IX also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.



## **OFFICE OF THE EXECUTIVE ASSISTANT TO THE PRESIDENT/ EQUITY AND DIVERSITY OFFICE**

Any faculty or staff member who receives a complaint of sexual discrimination, or who wishes to file such a complaint on his/her own, shall report the complaint to the Executive Assistant to the President,

If an employee or student feels that he/she has been a victim of sexual harassment, the incident may also be addressed informally with a Farmingdale State staff member or the Director of Human Resources, who in turn will notify the Office of the Executive Assistant to the President/Equity and Diversity Office. These discussions will be handled professionally and with discretion. If appropriate, an attempt will be made to resolve the problem informally and/or formally through the use of The State University of New York's Discrimination Complaint Procedure.

### **RETALIATION**

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

## **FILING A SEXUAL HARASSMENT/DISCRIMINATION COMPLAINT**

### **Faculty & Staff**

Any faculty or staff member who believes he/she has been the target of sexual harassment should promptly report this to his/her immediate supervisor or the Director of Human Resources, who will in turn report the complaint to the Executive Assistant to the President. In a case where the complaint may involve the immediate supervisor, the Director of Human Resources or the Executive Assistant to the President should be contacted directly.

### **Students**

Any Farmingdale State student who believes he/she has been the target of harassment should promptly report this matter to the Dean of Students, a Farmingdale State staff member or the Director of Human Resources, who in turn will report the potential charge of harassment to the Executive Assistant to the President.

## **INVESTIGATION PROCESS**

Pursuant to the State University of New York's Discrimination Complaint Procedure, the complaint will be investigated expeditiously by the Executive Assistant to the President. Confidentiality shall be maintained whenever possible. However, absolute confidentiality is not always possible. Complaints are handled with discretion according to the principles of due process and fundamental fairness as follows:

1. A person bringing a complaint in good faith will suffer no retaliation.
2. The complaint should be in writing and sufficiently detailed.
3. The person charged will be promptly notified and given an opportunity to respond.
4. An individual will have up to 90 days after the alleged incident(s) to file a complaint. Complaints beyond the 90-day period will be evaluated on a case-by-case basis.
5. A preponderance of the evidence standard is used to evaluate complaints.

If a complaint is found to be valid, appropriate administrative action shall be taken, which may include but is not limited to counseling referrals, termination, demotion, reassignment, suspension, reprimand or training, depending on the severity of the behavior.

Sexual harassment in the workplace is a prohibited practice under Section 703 of Title VII of the 1964 Civil Rights Act as amended by the Equal Employment Opportunity Act of 1973. Inasmuch as the Equal Employment Opportunity Commission holds supervisory personnel liable for the actions of their employees and outsiders with respect to the above policy, supervisory personnel are required to inform their staff of the institutional policy and of the seriousness of the issue.

## **DUE PROCESS FOR SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

A complainant has the right to request alternative arrangements where the complainant does not want to be in the same room as the accused during the hearing. These alternative arrangements must be consistent with the rights of the accused. Accordingly, alternative arrangements must enable both parties and the College Conduct Board to hear each other.

Any rights or processes offered to an accused student shall also be offered to the complainant. These include, but are not limited to, the right to appeal, have an advisor at a College Conduct Board hearing and call witnesses.

The accused student and complainant may not directly question or cross-examine each other. Each may submit questions to the Hearing Administrator, who will be responsible for asking the questions.

Student complainants in sexual violence incidents have an absolute right to be informed of the outcome, essential findings, and consequences of the hearing, in writing, in a way consistent with federal and state law. The complainant and accused shall be notified concurrently in writing within ten (10) business days of the College Conduct Board hearing.

After receiving notice of the disciplinary board's decision, either party can request an appeal within five (5) business days. See section 8.B for the basis of an appeal.

The non-appealing party (either the complainant or accused) will receive notice of the appeal and may submit a written response to the requesting party's appeal within five (5) business days, which the Vice President for Student Affairs will consider along with the appeal. The decision of the Vice President for Student Affairs is final.

For more information contact:

Dr. Veronica Henry  
Executive Assistant to the President/Title IX Coordinator  
Equity and Diversity Office  
631-420-2622

## **EMERGENCY PREPAREDNESS AND RESPONSE**

The Farmingdale State College administration has carefully developed an Emergency Management Plan in which senior administrators, faculty, and staff assume specific roles to ensure rapid and effective response and resolution to emergency situations. The Emergency Response Team has identified a wide range of possible emergency scenarios and has developed corresponding, comprehensive response plans to each of these. The team performs drills and tests and monitors our emergency communications systems to ensure that they will be effective when needed. The Emergency Response Team is committed to ensure the safety of community members and to communicate pertinent information and instructions in a timely manner.

Farmingdale State College maintains close relationships with other local institutions, including neighboring colleges, local law enforcement agencies, the local fire departments, volunteer agencies and hospitals. This collection of institutions forms a unified resource for responding to any emergencies in our immediate geographical area. In addition, the College works in collaboration with and relies upon the expertise of local municipal authorities.

The response of our campus community to a crisis situation can be greatly improved by ensuring clear and consistent channels of communication among all members. In an effort to ensure that all Farmingdale State College students are prepared to act effectively in an emergency, we ask that students participate in general preparedness in the following ways:

- Review all safety-related information in the Student Handbook
- Comply with all fire safety drills and evacuations
- Maintain an awareness of your surroundings, the available means of emergency assistance, and the College's primary venues for communication:
  - Farmingdale State College e-mail
  - The Farmingdale State College web site [www.farmingdale.edu](http://www.farmingdale.edu)
  - The campus video bulletin board
- Be sure to share current contact information with the College, your family and friends so that you may be contacted in the event of an emergency (please note that in an effort to protect the safety and security of our students, the College does not share local contact information.)
- Have a plan in place a plan for communication with your family in the event of a campus or regional emergency.



## CAMPUS EMERGENCY RESPONSE AND IMMEDIATE WARNING

In accordance with the Higher Education Opportunity Act (HEOA), the policy of Farmingdale State College is that we will “immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff” on campus (as defined in the Act). Warnings may only be withheld if they would compromise efforts to contain the emergency.

### EMERGENCY AND CAMPUS SECURITY PROCEDURES

The University Police Department (UPD) is available for service and emergency response on a 24-hour basis. Any student, faculty member, staff member or visitor may call University Police at (631) 420-2111. All members of the campus community are encouraged, and employees are expected, to report any criminal acts or violations of campus policy. University Police officers will respond immediately. In case of fire, medical, or police emergencies, you may call University Police (631) 420-2111, or 911 on campus.

#### 1. Fire Emergency

In the event of a fire on campus, pull the nearest alarm box and evacuate the building. Call University Police at (631) 420-2111 to report the fire, as the fire department will have been notified upon alarm activation. Any information you can provide will assist in the response of additional resources.

#### 2. Medical Emergency

Call University Police at (631) 420-2111, and a first-aid trained officer will respond to the scene of the emergency immediately.

#### 3. Police Emergency

Call University Police at (631) 420-2111.

#### 4. Physical Plant Emergency

Monday thru Friday between 7:30 AM and 4:00 PM call (631) 420-2018. At all other times contact the University Police Department at (631) 420-2111.

### AUTOMATIC EXTERNAL DEFIBRILLATORS

Pursuant to Chapter 510 of the Laws of 2004 and Part 303 of Title 9 of the NYCRR, the State of New York requires all public institutions and buildings of the state, including leased facilities, to be equipped with automatic external defibrillators (AEDs) by March 31, 2010. Farmingdale State College has installed AED's throughout the campus. The University Police Department regularly conducts training programs in the use of AED's for members of the campus community. The AED program will benefit the people of the State of New York by providing an extra layer of emergency response to those who study at, work in or visit our campus.

### EMERGENCY WEATHER PROCEDURES

All members of the college community should be prepared to react to severe weather situations while on campus. Alerts will be posted on the campus video message board (TV monitors) located throughout the campus. Class cancellations will also be posted on the campus home page, [www.farmingdale.edu](http://www.farmingdale.edu)

### EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The College uses NY-Alert as an emergency contact system designed to send e-mail, recorded voice, and text messages to multiple addresses and phone numbers, in response to any event or situation on the campus which poses a serious safety concern, including weather related class cancellations. The system is tested each semester.

Faculty, staff, and students are strongly encouraged to provide their emergency contact information, which is sent to the State Emergency Management Organization by SUNY System Administration. Students are reminded to provide/update their information regularly when they access campus web services.

### INCIDENTS

All incidents of criminal behavior will be investigated. The State University Police Department will refer the incident and/or victim to other campus departments or off campus agencies as appropriate. In all cases, victims will be assisted as necessary. University Police Officers obtain their enforcement powers from the New York State Criminal Procedure Law.

University Police officers act as agents of the college while they are on duty. They provide escort service to any member of the campus community or visitor on a 24-hour basis to and from any on-campus location. The University Police staff is available to present programs related to personal safety.

### REPORT SUSPICIOUS PERSONS OR ACTIVITY

Campus facilities are designed for use by members of the campus community only, to include students, faculty, staff and sanctioned visitors. People not fitting this description should be reported to the University Police and are asked to leave campus. Administration and classroom buildings are accessible to members of the campus community during hours designated by the college for office, classroom, laboratory or project work.

### GUNS ON CAMPUS

The policy of the State University of New York at Farmingdale has always been to prohibit guns, rifles, and all other weapons on campus, other than those issued to or assigned to University Police Officers. The campus “property” is defined as the physical place of business, and includes but is not limited to: all buildings, roadways, sidewalks or walkways, parking lots, parking garages, and other parking areas, as well as college vehicles. This prohibition includes students, faculty, and staff, as well as vendors, sub-contractors, and visitors.

### BUILDING ACCESS

Academic buildings are accessible from one half hour before the first scheduled class of the day until one half hour after the last scheduled class of the day. All residential areas are locked to any outside public other than building residents. Residents enter residential areas through personalized card access. All visitors must be escorted by a resident at all times.

### CAMPUS CLOSING INFORMATION – WEATHER

On occasion, circumstances arise that may result in canceling classes at the college. Conditions such as fire, wind damage, power failure, snow/ice, severe cold and high winds or other natural disasters are some examples of such circumstances. When conditions exist that may result in the cancellation of classes at Farmingdale State College, listen to WLNG, WMJC, WBAB, LOVE, WALK, KJOY, WBZO, WRCN, or WBLI for announcements. Pay careful attention to whether day classes (beginning before 4 p.m.) or evening classes (beginning at 4 p.m. or later) or both are announced as canceled. You also may check the college home page at [www.farmingdale.edu](http://www.farmingdale.edu) for class cancellation information.

### CLINICAL SITES

If conditions are questionable and you are uncertain about starting out for a clinical site, call your clinical supervisor as directed by your program director. Even if classes are not canceled and you determine that the prevailing conditions are unsafe, the notification procedure is the same. You are ultimately responsible to determine whether or not it is in your best interest to start out for the college or clinical site. If your program director agrees that your circumstance was unsafe, then you will not be charged for makeup. If school closes after you arrive at your clinical site, realize that the college's first concern is your welfare. The college is concerned about your responsibility for the patient or client. With these two issues in mind, your instructor or the clinician in charge will arrange an appropriate course of action as to when you leave the facility. If, under stormy conditions, you arrive at your assigned clinical site and the instructor has not arrived, and there is no message about how to proceed, you are to call your program director for instructions. If the program director cannot be located, leave a message at the campus switchboard asking instructions. If you still receive no response, confer with the clinical staff member in charge. If you have any other questions, please address them to your program director.

### CAMPUS SECURITY REPORT

The University Police Department makes copies of the Annual Campus Security Report available to all students, faculty and staff via the College Web site, as well as to all prospective students and employees. This same report is made available on paper from the following offices: Office of Student Affairs, University Police Department, admission offices and human resources.

### FIRE SAFETY POLICY

The Farmingdale State College Fire Safety Policy has been established to protect faculty, staff, students and campus visitors from the threat of fire and or other emergencies that may occur. This policy requires faculty, staff, and students be made aware of the threat fire poses, what to do to prevent fires, and what to do in case a fire or emergency takes place. This policy is in accordance with mandates of the State University of New York and New York State Office of Fire Prevention and Control. A full copy of this policy can be obtained by contacting Farmingdale State College Physical Plant or Fire Marshal's office.

AUGUST

IMPORTANT THIS WEEK:



AUGUST 2013							SEPTEMBER 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3		1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

“One of the secrets to life is to make stepping stones out of stumbling blocks.” – Jack Penn

**MONDAY 26**

Classes begin

**THURSDAY 29**

**FRIDAY 30**

Last day for schedule changes  
5:00 PM - Women's Volleyball vs KP Invite (Away)

**TUESDAY 27**

**SATURDAY 31**

Men's Soccer vs Albertus Magnus (Away)  
12:00 PM - Women's Volleyball vs KP Invite (Away)  
TBA - Women's Soccer vs FSC Tournament (Soccer Field)

**WEDNESDAY 28**

**SUNDAY 1**

TBA - Women's Soccer vs FSC Tournament (Soccer Field)

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**-quir-, -quer-** (to ask, seek) – inquiry, inquisition, exquisite, query, conquer, question, quest

**acclimate** – to become accustomed to one's environment. It took time to acclimate herself to her new home.

SEPTEMBER

IMPORTANT THIS WEEK:

SEPTEMBER 2013							OCTOBER 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5		
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

"It's easy to make a buck.  
It's a lot tougher to make a  
difference." – Tom Brokaw

MONDAY 2

Labor Day  
No classes

TUESDAY 3

WEDNESDAY 4

Rosh Hashanah begins at sundown  
No classes  
TBA - Men's Soccer vs Baruch  
(Away)

THURSDAY 5

No classes

FRIDAY 6

TBA - Women's Soccer vs Eastern  
Conn. (Away)

SATURDAY 7

Accelerated Saturday classes begin  
1:00 PM - Women's Tennis vs York  
College (Away)  
TBA - Men's Soccer vs Rowan  
Tournament (Away)  
TBA - Women's Soccer vs  
Manhattanville (Away)  
TBA - Women's Soccer vs William  
Paterson Invite (Away)

SUNDAY 8

TBA - Men's Soccer vs Rowan  
Tournament (Away)

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-rupt- (to break) – interrupt, bankrupt, rupture, abrupt, disrupt

faux pas – social blunder. His tactless remark during the meeting was a faux pas.



SEPTEMBER

IMPORTANT THIS WEEK:

SEPTEMBER 2013							OCTOBER 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7		1	2	3	4	5	
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

“Great spirits have often encountered violent opposition from mediocre minds.” – Albert Einstein

MONDAY 9

THURSDAY 12

7:00 PM - Women's Volleyball vs Montclair State (Away)

FRIDAY 13

Yom Kippur begins at sundown  
No classes  
TBA - Women's Tennis vs Baruch College (Away)

TUESDAY 10

SATURDAY 14

No classes  
12:00 PM - Men's Soccer vs William Paterson (Soccer Field)  
12:00 PM - Women's Tennis vs The Sage Colleges (Tennis Courts)  
2:00 PM - Women's Soccer vs TCNJ (Soccer Field)

WEDNESDAY 11

4:00 PM - Women's Soccer vs Western Conn. (Soccer Field)  
4:30 PM - Women's Tennis vs CSI (Away)

SUNDAY 15

feign – pretend. She feigned illness in order to get out of her history test.

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inter- (between, among) – intervene, international, interjection, interact, interrupt, Internet

SEPTEMBER

IMPORTANT THIS WEEK:

SEPTEMBER 2013							OCTOBER 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7		1	2	3	4	5	
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

"You may have to fight a battle more than once to win it." – Margaret Thatcher

MONDAY 16

TUESDAY 17

WEDNESDAY 18

4:30 PM - Men's Soccer vs Brooklyn College (Away)  
 TBA - Women's Soccer vs Stevens (Away)  
 TBA - Women's Tennis vs Hunter (Away)

THURSDAY 19

FRIDAY 20

4:00 PM - Women's Volleyball vs Carnegie Mellon (Away)

SATURDAY 21

11:00 AM - Women's Volleyball vs Carnegie Mellon (Away)  
 12:00 PM - Women's Soccer vs Scranton (Soccer Field)  
 2:00 PM - Men's Soccer vs Purchase (Away)

SUNDAY 22

First Day of Autumn

Farmingdale State College State University of New York

Farmingdale State College State University of New York

-ven-, -vent- (to come) – intervene, venue, prevent, convention, circumvent, invent, venture, event, advent

lissome – agile; lithe. She was lissome and graceful just like a beautiful ballerina.

SEPTEMBER

IMPORTANT THIS WEEK:



SEPTEMBER 2013							OCTOBER 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5		
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

“Your success and happiness lie in you.”  
– Helen Keller

MONDAY 23

TBA - Men's Soccer vs York (Away)

TUESDAY 24

TBA - Women's Soccer vs Eastern (PA) (Away)

WEDNESDAY 25

5:00 PM - Women's Tennis vs William Paterson (Tennis Courts)

THURSDAY 26

7:00 PM - Women's Volleyball vs Purchase (Away)

FRIDAY 27

TBA - Women's Volleyball vs Stevens Tournament (Away)

SATURDAY 28

2:00 PM - Men's Soccer vs NYU (Soccer Field)  
TBA - Women's Soccer vs The Sage Colleges (Away)  
TBA - Women's Tennis vs Oneonta (Tennis Courts)  
TBA - Women's Volleyball vs Stevens Tournament (Away)

SUNDAY 29

TBA - Women's Soccer vs Ithaca (Away)

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-labor- (to work) – laboratory, collaborate, elaborate, laborious

medley – mixture. The band played a medley of Gershwin tunes.



OCTOBER

IMPORTANT THIS WEEK:

OCTOBER 2013							NOVEMBER 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5				1	2			
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

"If you look at what you have in life, you'll always have more. If you look at what you don't have in life, you'll never have enough." – Oprah Winfrey

**MONDAY 30**

**TUESDAY 1**

PM Governance Meeting – no classes after 12 p.m. and no evening classes  
8:00 PM - Men's Soccer vs Yeshiva (Away)

**WEDNESDAY 2**

4:00 PM - Women's Soccer vs Mount Saint Vincent (Soccer Field)  
4:00 PM - Women's Tennis vs NYU-Poly (Tennis Courts)

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**-legis-, -leg-** (law) – legislature, legit, legitimize, legitimate, legal, privilege

**THURSDAY 3**

**FRIDAY 4**

**SATURDAY 5**

12:00 PM - Men's Soccer vs Old Westbury (Soccer Field)  
1:30 PM - Women's Soccer vs Williams (Away)  
TBA - Women's Tennis vs Mount Saint Mary (Away)

**SUNDAY 6**

TBA - Women's Volleyball vs Skyline PlayDate (Away)

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**destitute** – extremely poor. The Great Depression left many families destitute.

OCTOBER

IMPORTANT THIS WEEK:



OCTOBER 2013							NOVEMBER 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

"In three words I can sum up everything I've learned about life: It goes on." – Robert Frost

**MONDAY 7**

TBA - Women's Soccer vs NYU-Poly (Away)

**TUESDAY 8**

**WEDNESDAY 9**

4:00 PM - Men's Soccer vs Maritime (Soccer Field)

**THURSDAY 10**

TBA - Women's Tennis vs St. Joseph's College (Away)

**FRIDAY 11**

Last day to submit a grade OR grade extension for Incompletes (for Spring and Summer semesters)  
3:00 PM - Women's Soccer vs St. Joseph's College (Home)

**SATURDAY 12**

TBA - Men's Soccer vs NYU-Poly (Away)  
TBA - Women's Volleyball vs Skyline PlayDate (Away)

**SUNDAY 13**

12:00 PM - Women's Soccer vs Maritime (Soccer Field)

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-sume-, -sump- (take, use, waste) – consume, assume, presume, sump pump

compunction – guilt. The vandals had no compunction for their crimes.

OCTOBER

IMPORTANT THIS WEEK:



OCTOBER 2013							NOVEMBER 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

“Kind words can be short and easy to speak, but their echoes are truly endless.” – Mother Teresa

**MONDAY 14**

*Columbus Day (Observed)  
Eid al-Adha begins at sundown  
No classes*

**TUESDAY 15**

*No classes  
TBA - Women's Tennis vs Yeshiva (Away)*

**WEDNESDAY 16**

*4:00 PM - Women's Soccer vs Purchase (Soccer Field)*

**THURSDAY 17**

*4:30 PM - Women's Tennis vs Brooklyn College (Tennis Courts)*

**FRIDAY 18**

*4:00 PM - Men's Soccer vs Mount Saint Mary (Soccer Field)*

**SATURDAY 19**

*12:00 PM - Women's Tennis vs Purchase (Tennis Courts)  
TBA - Women's Soccer vs Old Westbury (Away)*

**SUNDAY 20**

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-luna- (moon) – lunar, lunatic, lunette, sublunary, lunular

pervade – spread throughout. The excitement of the upcoming election pervaded the entire community.



OCTOBER

IMPORTANT THIS WEEK:



OCTOBER 2013							NOVEMBER 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5							1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

“Happiness is a direction, not a place.”  
– Sydney J. Harris

**MONDAY 21**

Farmingdale  
State College

**TUESDAY 22**

State University of New York

**WEDNESDAY 23**

4:00 PM - Women's Soccer vs NYU (Soccer Field)  
7:00 PM - Women's Volleyball vs St. Joseph's College (Nold Hall)  
TBA - Women's Tennis vs Skyline Semifinals

-viv- (life; to live) – vivid, vivisection, vivacious, convivial, viva, revive, survive

**THURSDAY 24**

TBA - Men's Soccer vs St. Joseph's College (Away)

Farmingdale  
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**FRIDAY 25**

Farmingdale  
State College

**SATURDAY 26**

10:00 AM - Women's Volleyball vs Skyline PlayDate (Nold Hall)  
12:00 PM - Men's Soccer vs The Sage Colleges (Away)  
TBA - Women's Soccer vs Mount Saint Mary (Away)  
TBA - Women's Tennis vs Skyline Finals

State University of New York

**SUNDAY 27**

Farmingdale  
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undulate – move in a wavelike manner. The pond water undulated in the breeze.

OCTOBER

IMPORTANT THIS WEEK:



OCTOBER 2013							NOVEMBER 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

"No great thing is created suddenly." – Epictetus

**MONDAY 28**

Lined writing area for Monday 28.

**TUESDAY 29**

TBA - Men's Soccer vs Mount Saint Vincent (Away)

Lined writing area for Tuesday 29.

**WEDNESDAY 30**

Lined writing area for Wednesday 30.

**-man-** (hand) – manual, manage, manicure, manifest, maneuver, manufacture, manuscript, emancipate

**THURSDAY 31**

Halloween

**FRIDAY 1**

Last day to withdraw

**SATURDAY 2**

TBA - Men's Soccer vs Skyline Quarterfinals  
TBA - Women's Soccer vs Skyline Quarterfinals  
TBA - Women's Volleyball vs NJCU Tournament

**SUNDAY 3**

Standard Time returns  
Fall Open House

Lined writing area for Thursday 31.

Lined writing area for Friday 1.

Lined writing area for Saturday 2.

Lined writing area for Sunday 3.

**ornate** – elaborately decorated. I had never seen such an ornate chandelier.

IMPORTANT THIS WEEK:



NOVEMBER 2013							DECEMBER 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

“The only way to enjoy anything in this life is to earn it first.”  
– Ginger Rogers

MONDAY 4

Muharram begins at sundown

TUESDAY 5

Election Day

WEDNESDAY 6

TBA - Men's Soccer vs Skyline Semifinals  
TBA - Women's Soccer vs Skyline Semifinals  
TBA - Women's Volleyball vs Skyline Quarterfinals

THURSDAY 7

FRIDAY 8

SATURDAY 9

TBA - Men's Soccer vs Skyline Finals  
TBA - Women's Soccer vs Skyline Finals  
TBA - Women's Volleyball vs Skyline Finals  
TBA - Women's Volleyball vs Skyline Semifinals

SUNDAY 10

Lined writing area for Thursday 7.

Lined writing area for Friday 8.

Lined writing area for Saturday 9.

Lined writing area for Sunday 10.

Farmingdale  
State College  
State University of New York

Farmingdale  
State College  
State University of New York

-flex-, -flect- (bend) – flex, reflex, flexible, flexor, inflexibility, deflect, reflect, inflection

gaudy – flashy, garish. Her prom dress was unbelievably gaudy.

NOVEMBER

IMPORTANT THIS WEEK:

NOVEMBER 2013							DECEMBER 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2		1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

“There are no secrets to success. It is the result of preparation, hard work and learning from failure.” – Colin Powell

**MONDAY 11**

*Veterans Day*

**THURSDAY 14**

**FRIDAY 15**

TBA - Men's Soccer vs NCAA First Round  
TBA - Women's Soccer vs NCAA First Round

**TUESDAY 12**

*Veterans Day (Observed)*  
AM Governance Meeting -- no classes before 12 p.m.

**SATURDAY 16**

6:00 PM - Men's Basketball vs Clarkson (Away)  
TBA - Men's Soccer vs NCAA First Round  
TBA - Women's Soccer vs NCAA First Round

**WEDNESDAY 13**

**SUNDAY 17**

3:00 PM - Men's Basketball vs Potsdam St. (Away)  
TBA - Men's Soccer vs NCAA First Round  
TBA - Women's Soccer vs NCAA First Round

Farmingdale  
State College  
State University of New York

Farmingdale  
State College  
State University of New York

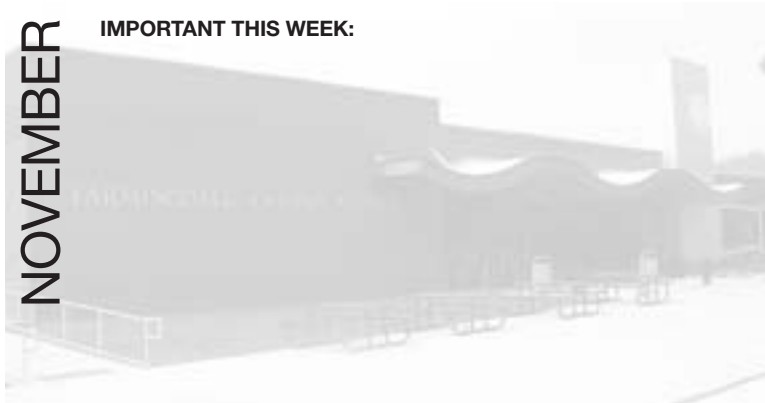
**-mar-, -mer-** (sea) – maritime, mariner, submarine, aquamarine, marsh, mermaid

**disseminate** – spread. Television helps disseminate information through news programs.



NOVEMBER

IMPORTANT THIS WEEK:



NOVEMBER 2013							DECEMBER 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

“It is difficult to say what is impossible, for the dream of yesterday is the hope of today and the reality of tomorrow.”  
– Robert H. Goddard

MONDAY 18

THURSDAY 21

FRIDAY 22

TUESDAY 19

SATURDAY 23

Accelerated Saturday classes end  
(Final Exam)

WEDNESDAY 20

SUNDAY 24

7:30 PM - Men's Basketball vs  
Medgar Evers (Nold Hall)

indefatigable – tireless. He was indefatigable on the basketball court.

Farmingdale  
State College  
State University of New York

Farmingdale  
State College  
State University of New York

-mitt-, -miss- (to send, let go) – transmit, remit, omit, admittance, mission, dismiss, missile, missive

NOVEMBER

IMPORTANT THIS WEEK:

NOVEMBER 2013							DECEMBER 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

“Don’t wait for extraordinary opportunities. Seize common occasions and make them great.” – Orison Swett Marsden

MONDAY 25

THURSDAY 28

Thanksgiving  
No classes

FRIDAY 29

No classes

TUESDAY 26

SATURDAY 30

No classes

WEDNESDAY 27

Hanukkah begins at sundown  
No classes

SUNDAY 1

Farmingdale  
State College  
State University of New York

Farmingdale  
State College  
State University of New York

-cle, -cule (small) – follicle, particle, corpuscle, molecule, capsule

precedence – priority. The critical patient took precedence over others with minor injuries.

DECEMBER

IMPORTANT THIS WEEK:

DECEMBER 2013							JANUARY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

"The more I traveled the more I realized that fear makes strangers of people who should be friends."  
 – Shirley MacLaine

MONDAY 2

TUESDAY 3

WEDNESDAY 4

TBA - Men's Basketball vs Maritime  
 (Nold Hall)

Farmingdale  
 State College  
 State University of New York

**-nov-** (new) – novel, nova, novice, novitiate, Nova Scotia, innovation, renovate

THURSDAY 5

FRIDAY 6

SATURDAY 7

12:00 PM - Men's Basketball vs  
 Purchase (Away)

SUNDAY 8

Farmingdale  
 State College  
 State University of New York

**verbatim** – word for word. She knew the Declaration of Independence verbatim.

DECEMBER

IMPORTANT THIS WEEK:

DECEMBER 2013							JANUARY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

“The mind is not a vessel to be filled, but a fire to be kindled.” – Plutarch

MONDAY 9

TUESDAY 10

7:00 PM - Men's Basketball vs Ramapo College (Away)

WEDNESDAY 11

Farmingdale State College State University of New York

-nav-, -naus- (ship) – navigate, circumnavigate, naval, navy, nautical

THURSDAY 12

FRIDAY 13

SATURDAY 14

Last day of classes  
2:00 PM - Men's Basketball vs Richard Stockton (Nold Hall)

SUNDAY 15

Farmingdale State College State University of New York

exasperate – irritate. Fred exasperates his mother with his pranks.



DECEMBER

IMPORTANT THIS WEEK:



DECEMBER 2013							JANUARY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

“Go confidently in the direction of your dreams. Live the life you have imagined.” – Henry David Thoreau

**MONDAY 16**

Final Exam / Evaluation Period

**THURSDAY 19**

Final Exam / Evaluation Period

**FRIDAY 20**

Final Exam / Evaluation Period  
Winter Commencement

**TUESDAY 17**

Final Exam / Evaluation Period  
TBA - Men's Basketball vs Yeshiva (Away)

**SATURDAY 21**

First Day of Winter  
Final Exam / Evaluation Period  
Semester ends

**WEDNESDAY 18**

Final Exam / Evaluation Period

**SUNDAY 22**

Farmingdale  
State College  
State University of New York

Farmingdale  
State College  
State University of New York

octa- (eight) – octameter, octagon, octet, octave, octopus, octahedron, octogenarian

lucrative – profitable. Starting your own business can be very lucrative.

DECEMBER

IMPORTANT THIS WEEK:

DECEMBER 2013							JANUARY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

"Nothing in life is to be feared. It is only to be understood." – Marie Curie

MONDAY 23

THURSDAY 26

Kwanzaa begins

FRIDAY 27

TUESDAY 24

SATURDAY 28

TBA - Men's Basketball vs TBA (Nold Hall)

WEDNESDAY 25

Christmas

SUNDAY 29

TBA - Men's Basketball vs TBA

Farmingdale State College State University of New York

Farmingdale State College State University of New York

omni- (all, every) – omniscient, omnipotent, omnivorous, omnipresent, omnificient

distaff – female. His relatives on the distaff side of his family were from the South.

JANUARY

IMPORTANT THIS WEEK:



JANUARY 2014							FEBRUARY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

“Small opportunities are often the beginning of great enterprises.”  
– Demosthenes

**MONDAY 30**

Farmingdale  
State College  
State University of New York

**TUESDAY 31**

*New Year's Eve*

Farmingdale  
State College  
State University of New York

**WEDNESDAY 1**

*New Year's Day*

Farmingdale  
State College  
State University of New York

**-rog-, -rogat-** (to ask) – arrogance, interrogate, prerogative, derogatory

**THURSDAY 2**

Classes begin  
Last day for schedule changes

**FRIDAY 3**

**SATURDAY 4**

TBA - Men's Basketball vs NYU-  
Poly (Nold Hall)

**SUNDAY 5**

Farmingdale  
State College  
State University of New York

**intrinsic** – belonging naturally; inherent. The intrinsic value of the trophy is small, but it will always be cherished.

JANUARY

IMPORTANT THIS WEEK:



JANUARY 2014							FEBRUARY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4								1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

“Luck is what happens when preparation meets opportunity.”  
– Elmer Letterman

**MONDAY 6**

Lined writing area for Monday 6.

**TUESDAY 7**

Lined writing area for Tuesday 7.

**WEDNESDAY 8**

Lined writing area for Wednesday 8.

**-oper-** (to work) – operate, operative, operant, operose, cooperation, opera, opus, operable

**THURSDAY 9**

TBA - Men's Basketball vs Mount Saint Vincent (Nold Hall)

Lined writing area for Thursday 9.

**FRIDAY 10**

Last day to withdraw

Lined writing area for Friday 10.

**SATURDAY 11**

TBA - Men's Basketball vs Sage (Away)

Lined writing area for Saturday 11.

**SUNDAY 12**

Mawlid al-Nabi begins at sundown

Lined writing area for Sunday 12.

**prototype** – a preliminary model. The company sent a prototype of its product for us to study.



JANUARY

IMPORTANT THIS WEEK:



JANUARY 2014							FEBRUARY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

"Your future depends on many things, but mostly on you." – Frank Tyger

MONDAY 13

Farmingdale State College

TUESDAY 14

TBA - Men's Basketball vs Old Westbury (Nold Hall)

State University of New York

WEDNESDAY 15

-pac- (peace) – pacify, pacific, pacifist, pacifier, appease, peace

THURSDAY 16

Lined writing area for Thursday 16.

FRIDAY 17

Classes end

Farmingdale State College

SATURDAY 18

State University of New York

SUNDAY 19

Lined writing area for Sunday 19.

vertigo – dizziness. The pilot was experiencing spells of vertigo, so he took a leave of absence.

JANUARY

IMPORTANT THIS WEEK:



JANUARY 2014							FEBRUARY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

"I am the master of my fate; I am the captain of my soul." – William Ernest Henley

**MONDAY 20**

*Martin Luther King, Jr. Day (Observed)*

**THURSDAY 23**

TBA - Men's Basketball vs St. Joseph's College (Nold Hall)

**FRIDAY 24**

**TUESDAY 21**

**SATURDAY 25**

TBA - Men's Basketball vs Mount Saint Mary (Nold Hall)

**WEDNESDAY 22**

**SUNDAY 26**

Farmingdale State College

State University of New York

Farmingdale State College

State University of New York

**-cap-, -cip-, -cep-** (to take) – capture, captive, capacious, capable, participate, incipient, precept, intercept

**ludicrous** – laughable; foolish. Calling her a chef is ludicrous, as she can't even boil water!

JANUARY

IMPORTANT THIS WEEK:



JANUARY 2014							FEBRUARY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

“Life isn’t a matter of milestones, but of moments.” – Rose Kennedy

**MONDAY 27**

Classes begin

**THURSDAY 30**

**FRIDAY 31**

Chinese New Year  
Last day for schedule changes

**TUESDAY 28**

**SATURDAY 1**

TBA - Men’s Basketball vs Purchase  
(Nold Hall)

**WEDNESDAY 29**

TBA - Men’s Basketball vs Maritime  
(Away)

**SUNDAY 2**

Groundhog Day

Farmingdale  
State College  
State University of New York

Farmingdale  
State College  
State University of New York

-pet-, -petit- (to seek) – compete, impetuous, impetus, petulant, appetite, petition

malcontent – dissatisfied person. His grouchy behavior gave him the reputation of being a malcontent.

FEBRUARY

IMPORTANT THIS WEEK:

FEBRUARY 2014							MARCH 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28		23	24	25	26	27	28	29
							30	31					

"I don't know the key to success, but the key to failure is trying to please everybody." – Bill Cosby

MONDAY 3

TUESDAY 4

TBA - Men's Basketball vs Old Westbury (Away)

WEDNESDAY 5

THURSDAY 6

FRIDAY 7

SATURDAY 8

Accelerated Saturday classes begin  
TBA - Men's Basketball vs NYU-Poly (Away)

SUNDAY 9

Farmingdale  
State College  
State University of New York

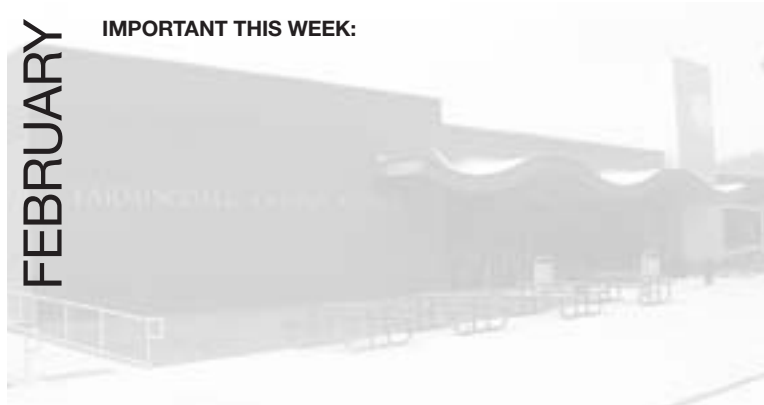
Farmingdale  
State College  
State University of New York

-able, -ible (able to be) – capable, agreeable, portable, likable, edible, visible, legible, flexible, interminable

impecunious – having no money. The bank surprised the community when it granted a loan to the impecunious charity.



IMPORTANT THIS WEEK:



FEBRUARY 2014							MARCH 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28		23	24	25	26	27	28	29
							30	31					

“From what we get, we can make a living; what we give, however, makes a life.” – Arthur Ashe

MONDAY 10

THURSDAY 13

TBA - Men's Basketball vs Mount Saint Vincent (Away)

FRIDAY 14

Valentine's Day

TUESDAY 11

TBA - Men's Basketball vs Yeshiva (Nold Hall)

SATURDAY 15

TBA - Men's Basketball vs Sage (Nold Hall)

WEDNESDAY 12

Lincoln's Birthday

SUNDAY 16

Farmingdale State College State University of New York

Farmingdale State College State University of New York

-port- (to carry) – porter, portable, portage, transport, export, import, report, support

obliterate – destroy completely. The earthquake obliterated several communities.

FEBRUARY

IMPORTANT THIS WEEK:

FEBRUARY 2014							MARCH 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28		23	24	25	26	27	28	29
							30	31					

"A bird does not sing because it has an answer; it sings because it has a song." – Maya Angelou

**MONDAY 17**

*Presidents' Day*  
Classes in session

**THURSDAY 20**

**FRIDAY 21**

TBA - Men's Basketball vs Mount Saint Mary (Away)

**TUESDAY 18**

**SATURDAY 22**

*Washington's Birthday*

**WEDNESDAY 19**

TBA - Men's Basketball vs St. Joseph's College (Away)

**SUNDAY 23**

Farmingdale  
State College  
State University of New York

Farmingdale  
State College  
State University of New York

**-pon-, -pos-** (to place, put) – component, opponent, postpone, preposition, positive, deposit, posture, impose

**tenacious** – holding fast; persistent. I struggled to break his tenacious grip.

FEBRUARY

IMPORTANT THIS WEEK:

FEBRUARY 2014							MARCH 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28		23	24	25	26	27	28	29
							30	31					

“Challenges are what make life interesting; overcoming them is what makes life meaningful.”  
 – Joshua J. Marine

MONDAY 24

THURSDAY 27

TBA - Men's Basketball vs Skyline Semifinals

FRIDAY 28

AM Governance Meeting – classes in session

TUESDAY 25

TBA - Men's Basketball vs Skyline Quarterfinals

SATURDAY 1

1:00 PM - Men's Lacrosse vs Oneonta (Lacrosse Field)  
 TBA - Men's Basketball vs Skyline Finals

WEDNESDAY 26

SUNDAY 2

Farmingdale  
 State College  
 State University of New York

Farmingdale  
 State College  
 State University of New York

**-ject-** (to throw) – projectile, trajectory, reject, deject, inject, eject

**erode** – wear away. The dripping water eroded the limestone.

MARCH

IMPORTANT THIS WEEK:



MARCH 2014							APRIL 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

“Nurture your mind with great thoughts, for you will never go any higher than you think.”  
– Benjamin Disraeli

MONDAY 3

Lined writing area for Monday 3.

Farmingdale State College

TUESDAY 4

Lined writing area for Tuesday 4.

State University of New York

WEDNESDAY 5

Ash Wednesday  
TBA - Men's Lacrosse vs Guilford (Away)

Lined writing area for Wednesday 5.

-ced-, -cess- (to yield, to go) – recede, antecedent, concede, proceed, precede, success, concession, access

THURSDAY 6

Lined writing area for Thursday 6.

FRIDAY 7

Lined writing area for Friday 7.

Farmingdale State College

SATURDAY 8

TBA - Men's Lacrosse vs Greensboro (Away)

Lined writing area for Saturday 8.

State University of New York

SUNDAY 9

Daylight-Saving Time begins

Lined writing area for Sunday 9.

retentive – easy to hold much. He did not have to study much as he had a retentive mind.

MARCH

IMPORTANT THIS WEEK:



MARCH 2014							APRIL 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

"In the confrontation between the stream and the rock, the stream always wins – not through strength but by perseverance."  
– H. Jackson Brown

### MONDAY 10

Blank lined writing area for Monday 10.

### TUESDAY 11

Last day to submit a grade OR grade extension for Incompletes (for Fall semester or Intersession)

Blank lined writing area for Tuesday 11.

### WEDNESDAY 12

Blank lined writing area for Wednesday 12.

**-cogn-** (know) – recognize, cognizant, incognito, cognoscenti, precognition

### THURSDAY 13

Blank lined writing area for Thursday 13.

### FRIDAY 14

Blank lined writing area for Friday 14.

### SATURDAY 15

1:00 PM - Men's Lacrosse vs Hartwick (Lacrosse Field)

Blank lined writing area for Saturday 15.

### SUNDAY 16

Blank lined writing area for Sunday 16.

**quandary** – difficult situation. The decision to complete the course or quit put me in a quandary.



MARCH

IMPORTANT THIS WEEK:

MARCH 2014							APRIL 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

“There is no witness so terrible, no accuser so powerful as conscience which dwells within us.” – Sophocles

**MONDAY 17**

*St. Patrick's Day*

**TUESDAY 18**

**WEDNESDAY 19**

TBA - Men's Lacrosse vs Manhattanville (Away)

**THURSDAY 20**

*First Day of Spring*

**FRIDAY 21**

**SATURDAY 22**

TBA - Men's Lacrosse vs Misericordia (Lacrosse Field)

**SUNDAY 23**

Farmingdale  
State College  
State University of New York

Farmingdale  
State College  
State University of New York

**-altus-** (high) – altitude, altimeter, exaltation, alto, altocumulus, altostratus

**gratuity** – monetary tip. Many waitresses rely more on gratuities than salary for their livelihood.



MARCH 2014							APRIL 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1			1	2	3	4	5	
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

“The only limit to our realization of tomorrow will be our doubts of today.”  
– Franklin D. Roosevelt

**MONDAY 24**

No classes (Spring Break)

**TUESDAY 25**

No classes (Spring Break)

**WEDNESDAY 26**

No classes (Spring Break)

**THURSDAY 27**

No classes (Spring Break)

**FRIDAY 28**

No classes (Spring Break)

**SATURDAY 29**

No classes (Spring Break)  
1:00 PM - Men's Lacrosse vs  
Maritime (Away)

**SUNDAY 30**

Farmingdale  
State College  
State University of New York

Farmingdale  
State College  
State University of New York

**-derm-** (skin) – hypodermic, epidermis, pachyderm, dermatology

**broach** – bring up. He did not want to broach the subject with her because he knew she would object.

APRIL

IMPORTANT THIS WEEK:



APRIL 2014							MAY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			1	2	3		
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

“Don’t be afraid to give up the good to go for the great.” – John D. Rockefeller

**MONDAY 31**

Handwriting practice lines for Monday 31.

Farmingdale State College

State University of New York

**TUESDAY 1**

April Fools' Day

Handwriting practice lines for Tuesday 1.

State University of New York

**WEDNESDAY 2**

Handwriting practice lines for Wednesday 2.

-err- (to wander, go astray) – err, error, erratic, aberration, knight errant

**THURSDAY 3**

Last day to withdraw

Handwriting practice lines for Thursday 3.

**FRIDAY 4**

AM Governance Meeting – classes in session

Handwriting practice lines for Friday 4.

Farmingdale State College

State University of New York

**SATURDAY 5**

1:00 PM - Men's Lacrosse vs Mount Saint Mary (Away)

Handwriting practice lines for Saturday 5.

**SUNDAY 6**

Handwriting practice lines for Sunday 6.

gauche – crude; unsophisticated. His talking while he chews his food is quite gauche.

APRIL

IMPORTANT THIS WEEK:



APRIL 2014							MAY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			1	2	3		
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

“The poor man is not he who is without a cent, but he who is without a dream.” – Harry Kemp

MONDAY 7

Lined writing area for Monday 7.

Farmingdale State College

State University of New York

TUESDAY 8

Lined writing area for Tuesday 8.

WEDNESDAY 9

7:00 PM - Men's Lacrosse vs Kean (Away)

Lined writing area for Wednesday 9.

eu- (good, well, beautiful) – eulogize, euphemism, euthanize, euphoric, eucalyptus, eupeptic, eudemon

THURSDAY 10

Lined writing area for Thursday 10.

FRIDAY 11

Lined writing area for Friday 11.

Farmingdale State College

State University of New York

SATURDAY 12

Spring Open House  
1:00 PM - Men's Lacrosse vs Montclair (Lacrosse Field)

Lined writing area for Saturday 12.

SUNDAY 13

Palm Sunday

Lined writing area for Sunday 13.

morose – ill-humored; sullen. Hamlet is one of Shakespeare's more morose and depressed characters.



IMPORTANT THIS WEEK:

APRIL 2014							MAY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			1	2	3		
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

“Optimism is essential to achievement, and it is also the foundation of courage and of true progress.” – Nicholas Murray Butler

**MONDAY 14**

*Passover begins at sundown*

Farmingdale  
State College  
State University of New York

**TUESDAY 15**

**WEDNESDAY 16**

TBA - Men's Lacrosse vs Mount Saint Vincent (Lacrosse Field)

**-cur-, -curs-** (to run) – occur, incur, recur, concurrent, excursion, cursor, cursive, cursory, precursor

**THURSDAY 17**

**FRIDAY 18**

*Good Friday*

**SATURDAY 19**

1:00 PM - Men's Lacrosse vs Stockton (Lacrosse Field)

**SUNDAY 20**

*Easter*

Farmingdale  
State College  
State University of New York

**surly** – rude; cross. *Because of his surly attitude, many people avoided him.*



IMPORTANT THIS WEEK:



APRIL 2014							MAY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			1	2	3		
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

“Above all, challenge yourself. You may well surprise yourself at what strengths you have, what you can accomplish.”  
 – Cecile M. Springer

MONDAY 21

Farmingdale  
State College  
State University of New York

TUESDAY 22

Earth Day

Farmingdale  
State College  
State University of New York

WEDNESDAY 23

Men's Lacrosse vs Skyline Semifinals

-it-, -itiner- (to go, journey) – exit, transit, transition, itinerary, itinerate

THURSDAY 24

Farmingdale  
State College  
State University of New York

FRIDAY 25

Farmingdale  
State College  
State University of New York

SATURDAY 26

Accelerated Saturday classes end (Final Exam)  
TBA - Men's Lacrosse vs Skyline Finals

Farmingdale  
State College  
State University of New York

SUNDAY 27

wily – cunning; artful. He is as wily as a fox in avoiding work.

APRIL

IMPORTANT THIS WEEK:



APRIL 2014							MAY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5			1	2	3			
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

"If there is to be any peace it will come through being, not having." – Henry Miller

MONDAY 28

Handwriting practice lines for Monday 28.

Farmingdale State College

State University of New York

TUESDAY 29

Handwriting practice lines for Tuesday 29.

WEDNESDAY 30

Handwriting practice lines for Wednesday 30.

ex-, exo- (out of) – expel, exit, exhale, express, expulsion, exodus, exorbitant, exoskeleton

THURSDAY 1

Handwriting practice lines for Thursday 1.

FRIDAY 2

Handwriting practice lines for Friday 2.

Farmingdale State College

State University of New York

SATURDAY 3

Handwriting practice lines for Saturday 3.

SUNDAY 4

Handwriting practice lines for Sunday 4.

utopia – ideally perfect place. Shangri-La was the name of the author's utopia.

MAY

IMPORTANT THIS WEEK:



MAY 2014							JUNE 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

“Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it.” – Lou Holtz

MONDAY 5

Cinco de Mayo

TUESDAY 6

WEDNESDAY 7

THURSDAY 8

FRIDAY 9

SATURDAY 10

Last day of classes

SUNDAY 11

Mother's Day

Farmingdale State College

State University of New York

Farmingdale State College

State University of New York

-exter-, -extra- (beyond, outside) – external, exterior, extraordinary, extracurricular, extrapolate

flaccid – flabby. His lack of exercise left him with flaccid muscles.

MAY

IMPORTANT THIS WEEK:

MAY 2014							JUNE 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3		1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

“The man with confidence in himself gains the confidence of others.”  
– Jewish proverb

**MONDAY 12**

Final Exam / Evaluation Period

**TUESDAY 13**

Final Exam / Evaluation Period

**WEDNESDAY 14**

Final Exam / Evaluation Period

**THURSDAY 15**

Final Exam / Evaluation Period

**FRIDAY 16**

Final Exam / Evaluation Period

**SATURDAY 17**

Final Exam / Evaluation Period  
Semester ends

**SUNDAY 18**

Commencement

Farmingdale  
State College  
State University of New York

Farmingdale  
State College  
State University of New York

**-tend-, -tent-, -tens-** (to stretch, strain) – tendency, extend, intend, contend, pretend, tender, tenuous, extent, pretentious

**mandate** – command. The people issued a mandate for healthcare reform.

MAY

IMPORTANT THIS WEEK:

MAY 2014							JUNE 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3		1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

"No one can make you feel inferior without your consent." – Eleanor Roosevelt

MONDAY 19

TUESDAY 20

WEDNESDAY 21

THURSDAY 22

FRIDAY 23

SATURDAY 24

SUNDAY 25

Farmingdale State College

State University of New York

Farmingdale State College

State University of New York

-fac-, -fec- (to make, to do) – factory, manufacture, facsimile, affect, confection

resilient – able to recover from shock or change. Steel is very resilient and therefore is used in the making of springs.



MAY

IMPORTANT THIS WEEK:



MAY 2014							JUNE 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

"I have found that if you love life, life will love you back." – Arthur Rubenstein

**MONDAY 26**

Memorial Day (Observed)

**THURSDAY 29**

**FRIDAY 30**

Last day for schedule changes for Sessions C, E, and L

**TUESDAY 27**

Summer Sessions A, C, E and L begin

**SATURDAY 31**

**WEDNESDAY 28**

Last day for schedule changes for Session A

**SUNDAY 1**

Farmingdale  
State College  
State University of New York

Farmingdale  
State College  
State University of New York

-fall-, -fals- (to deceive) – fallacy, fallacious, infallible, falsify

curmudgeon – ill-tempered individual. Scrooge changed from a curmudgeon to a generous person.

JUNE

IMPORTANT THIS WEEK:

JUNE 2014							JULY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5		
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

“Failure is only a temporary change in direction to set you straight for your next success.” – Denis Waitley

MONDAY 2

TUESDAY 3

WEDNESDAY 4

Farmingdale State College

State University of New York

**-gen-, -gener-** (*origin, race, species*) – *genus, gender, genesis, genetics, genealogy, genre, generic, generate*

THURSDAY 5

Last day to withdraw for Session A

FRIDAY 6

SATURDAY 7

SUNDAY 8

Farmingdale State College

State University of New York

**cortege** – *procession. The cortege followed the hearse slowly down the road.*

JUNE

IMPORTANT THIS WEEK:

JUNE 2014							JULY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5		
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

“The real winners in life are the people who look at every situation with an expectation that they can make it work or make it better.” – Barbara Pletcher

MONDAY 9

TUESDAY 10

WEDNESDAY 11

THURSDAY 12

Last day to withdraw for Session C

FRIDAY 13

SATURDAY 14

Flag Day

SUNDAY 15

Father's Day

Farmingdale State College

State University of New York

Farmingdale State College

State University of New York

-geo- (earth) – geography, geothermal, geology, geophysics, geometry, geosynchronous

hapless – unfortunate. This hapless creature had never known any pleasure.

JUNE

IMPORTANT THIS WEEK:



JUNE 2014							JULY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5		
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

“The pessimist sees difficulty in every opportunity. The optimist sees opportunity in every difficulty.” – Winston Churchill

MONDAY 16

Lined writing area for Monday 16.

Farmingdale State College

State University of New York

TUESDAY 17

Lined writing area for Tuesday 17.

WEDNESDAY 18

Lined writing area for Wednesday 18.

-serv- (save, serve) – servant, service, subservient, servitude, preserve, conserve, reservation, conservation

THURSDAY 19

Lined writing area for Thursday 19.

FRIDAY 20

Lined writing area for Friday 20.

Farmingdale State College

State University of New York

SATURDAY 21

First Day of Summer

Lined writing area for Saturday 21.

SUNDAY 22

Lined writing area for Sunday 22.

olfactory – concerning the sense of smell. The nose is the olfactory organ.



IMPORTANT THIS WEEK:

JUNE 2014							JULY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5		
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

“The difficulties and struggles of today are the price we must pay for the accomplishments and victories of tomorrow.” – William J. H. Boetcker

**MONDAY 23**

Farmingdale  
State College  
State University of New York

**TUESDAY 24**

**WEDNESDAY 25**

**-greg-** (flock, herd) – gregarious, congregation, segregate, aggregate

**THURSDAY 26**

Summer Session A ends

**FRIDAY 27**

**SATURDAY 28**

Ramadan begins at sundown

**SUNDAY 29**

Farmingdale  
State College  
State University of New York

**trajectory** – path taken by a projectile. The trajectory of her three-point shot was right on target.



JULY

IMPORTANT THIS WEEK:

JULY 2014							AUGUST 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

"The only way to discover the limits of the possible is to go beyond them into the impossible."  
 – Arthur C. Clarke

MONDAY 30

TUESDAY 1

WEDNESDAY 2

Last day to withdraw for Sessions E and L

Farmingdale  
 State College  
 State University of New York

**-gyro-** (turn) – gyration, gyroscope, gyre, gyrate, gyromagnetic, gyrocompass

THURSDAY 3

No classes

FRIDAY 4

Independence Day  
 No classes

SATURDAY 5

SUNDAY 6

Farmingdale  
 State College  
 State University of New York

**satiate** – satisfy fully. It's hard for him to satiate his appetite.

JULY

IMPORTANT THIS WEEK:

JULY 2014							AUGUST 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5				1	2			
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

“The ladder of success is best climbed by stepping on the rungs of opportunity.” – Ayn Rand

**MONDAY 7**

Summer Session B begins

**TUESDAY 8**

Last day for schedule changes for Session B

**WEDNESDAY 9**

**THURSDAY 10**

**FRIDAY 11**

**SATURDAY 12**

**SUNDAY 13**

Farmingdale  
State College  
State University of New York

Farmingdale  
State College  
State University of New York

-helio- (sun) – heliotrope, heliocentric, heliograph, perihelion, aphelion

blatant – noisily offensive. His blatant remarks to his co-workers created a scene in the lobby.



JULY

IMPORTANT THIS WEEK:

JULY 2014							AUGUST 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

“Things may come to those who wait, but only the things left by those who hustle.” – Abraham Lincoln

MONDAY 14

Farmingdale  
State College

TUESDAY 15

State University of New York

WEDNESDAY 16

-ist (one who, that which) – humorist, specialist, optimist, artist, dentist, flautist

THURSDAY 17

FRIDAY 18

Last day to withdraw for Session B

Farmingdale  
State College

SATURDAY 19

State University of New York

SUNDAY 20

gamut – entire range. Her emotions after watching the movie covered the gamut.

JULY

IMPORTANT THIS WEEK:



JULY 2014							AUGUST 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5				1	2			
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

“Things turn out the best for the people who make the best of the way things turn out.” – John Wooden

MONDAY 21

Lined writing area for Monday 21.

Farmingdale State College

State University of New York

TUESDAY 22

Summer Session C ends

Lined writing area for Tuesday 22.

WEDNESDAY 23

Laylat al-Qadr begins at sundown

Lined writing area for Wednesday 23.

hyper- (over) – hyperactive, hypercritical, hyperventilate, hyperbole, hyperacidity, hypertension

THURSDAY 24

Lined writing area for Thursday 24.

FRIDAY 25

Lined writing area for Friday 25.

Farmingdale State College

State University of New York

SATURDAY 26

Lined writing area for Saturday 26.

SUNDAY 27

Lined writing area for Sunday 27.

subservient – serve in an inferior position. He was too proud to be subservient to anyone.

JULY

IMPORTANT THIS WEEK:



JULY 2014							AUGUST 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5							1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

“Failures are divided into two classes – those who thought and never did, and those who did and never thought.” – John Charles Salak

MONDAY 28

Eid al-Fitr begins at sundown

Farmingdale  
State College

TUESDAY 29

WEDNESDAY 30

-cit-, -citat- (to call out, to rouse) – incite, excite, cite, recitation

THURSDAY 31

FRIDAY 1

SATURDAY 2

SUNDAY 3

Farmingdale  
State College

State University of New York

infer – deduce; conclude. We must be careful not to infer that a person is guilty unless we know all the facts.

AUGUST

IMPORTANT THIS WEEK:

AUGUST 2014							SEPTEMBER 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

"If you think you can, you can. And if you think you can't, you're right." – Mary Kay Ash

MONDAY 4

Farmingdale State College  
State University of New York

TUESDAY 5

Summer Session L ends

WEDNESDAY 6

Summer Session B ends

**-stru-, -struct-** (to build) – construe, structure, construct, instruct, obstruct, destruction

THURSDAY 7

FRIDAY 8

SATURDAY 9

SUNDAY 10

Farmingdale State College  
State University of New York

**fallible** – liable to err or make mistakes. She knows she is fallible, but she thinks this time she is right.



AUGUST

IMPORTANT THIS WEEK:

AUGUST 2014							SEPTEMBER 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

“There is no way to peace; peace is the way.” – A.J. Muste

MONDAY 11

THURSDAY 14

FRIDAY 15

TUESDAY 12

Summer Session E ends

SATURDAY 16

WEDNESDAY 13

SUNDAY 17

Farmingdale State College

State University of New York

Farmingdale State College

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**-corp-** (body) – corporate, incorporate, corporeal, corpse, corporation, corpulent, corpuscle, corporal punishment

**pessimism** – gloominess. There is no reason for her pessimism; her life is good.

AUGUST

IMPORTANT THIS WEEK:



AUGUST 2014							SEPTEMBER 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2		1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

“Only those who dare to fail greatly can ever achieve greatly.” – Robert F. Kennedy

MONDAY 18

Lined writing area for Monday 18.

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TUESDAY 19

Lined writing area for Tuesday 19.

WEDNESDAY 20

Lined writing area for Wednesday 20.

-cred- (to believe) – creed, credo, credence, credulity, credentials, incredible, incredulous

THURSDAY 21

Lined writing area for Thursday 21.

FRIDAY 22

Lined writing area for Friday 22.

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State University of New York

SATURDAY 23

Lined writing area for Saturday 23.

SUNDAY 24

Lined writing area for Sunday 24.

iota – very small quantity. He didn't have an iota of common sense.

# HEALTHY LIVING {about drinking alcohol}



## ALCOHOL

### How Can Alcohol Affect Me?

- Alcohol goes directly into the bloodstream, which is why it affects every system in the body.
- Heavy drinking can cause cirrhosis and cancer of the liver.
- Children in families with alcoholic members are at a higher risk for alcoholism.
- Alcohol abuse can lead to both homicides and suicides.
- Drinking can cause serious injuries and death – more than 38% of drownings are alcohol related.
- Long-term effects of heavy alcohol use include loss of appetite, vitamin deficiencies, stomach ailments, sexual impotence, liver damage, heart and central nervous system damage and memory loss.

### How Do I Know if I Have a Drinking Problem?

- inability to control your drinking – it seems that regardless of what you decide beforehand, you frequently wind up drinking too much
- using alcohol to escape your problems
- changing from your usual reserved character to the “life of the party”
- a change in personality – does drinking turn you from Dr. Jekyll to Mr. Hyde?
- a high tolerance level – you can drink just about everybody under the table
- blackouts – sometimes you don’t remember what happened when you were drinking
- problems at school as a result of drinking
- concern shown by your family and friends about your drinking

### About Alcohol – Quick Facts

- {1} *Know the law.* Alcohol is illegal to buy or possess if you are under age 21.
- {2} *Get the facts right.* One 12-ounce beer has as much alcohol as a 1.5-ounce shot of whiskey or a 5-ounce glass of wine.
- {3} *Stay informed.* Wine coolers look like juice sparklers, but they have just as much alcohol as a 12-ounce beer. One glass of clear malt can give a teenager a .02 on a breathalyzer test. In some states, that amount is enough for anyone under the age of 21 to lose his/her driver’s license and be subject to a fine.
- {4} *Be aware of the risks.* Drinking increases the risk of injury. Car crashes, falls, burns, drowning and suicide are all linked to alcohol and other drug use.
- {5} *Keep your edge.* Alcohol can ruin your looks, give you bad breath and cause weight gain.
- {6} *Play it safe.* Drinking can lead to intoxication and even death.
- {7} *Do the smart thing.* Drinking puts your health, education, family ties and social life at risk.
- {8} *Be a real friend.* If you know someone with a drinking problem, be a part of the solution. Urge your friend to get help.
- {9} *Remain alert.* Stay clear on claims that alcohol means glamour and adventure. Stay clear on what’s real and what’s illusion.

Alcohol is a central nervous system depressant. It affects virtually every organ in the body, and chronic use can lead to numerous preventable diseases, including alcoholism. According to the 1994 Monitoring the Future survey, alcohol remains the number one substance used by 8th, 10th and 12th graders. More than 50 percent of 12th graders report drinking alcohol within the past month.

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