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Frank Rampello and Kevin Schnurr, Dean of Students Office  
Front cover design credit: Jonathan Goldstein, Institutional Advancement

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. John Nader, President**

<b>Claire E. Lisi</b> , Administrative Assistant to the President.....	2239
<b>Carolyn Fedder</b> , Secretary to the President .....	2145

### **Dr. Laura Joseph, Provost & Vice President for Academic Affairs**

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

<b>Dr. Michael Goodstone</b> , Acting Associate Provost	
<b>Prof. Allison Puff</b> , Acting Assistant Provost	
<b>Barbara Serr</b> , Assistant to the Provost.....	2713
<b>Holly Gordon</b> , Secretary to the Provost.....	2003
<b>Anice DaCosta</b> , Secretary to the Associate Provost.....	2337

### **Gregory O'Connor, Vice President for Administration and Finance and CFO**

Responsible for all administrative operations: administrative services, 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, and use of facilities.

<b>Katie Brown</b> , Secretary to the Vice President & CFO.....	2170
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### **Patrick Calabria, Vice President for Institutional Advancement and Enrollment Management**

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

<b>Toni Fodera</b> , 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.

<b>Christine Dose</b> , Secretary to the Vice President .....	2264
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### **Theresa Esnes-Johnson, Dean of Students**

<b>Deborah Hecht</b> , Secretary to the Dean .....	2104
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### **Nancy Connors, Vice President for Development and Philanthropy**

Responsible for alumni relations, corporate relations, development, Farmingdale Foundation

<b>Jane Massimino</b> , Secretary to the Vice President.....	2142
<b>Charlene Russert</b> , Director of Development.....	2568

**Dr. Veronica Henry, Executive Assistant to the President, Chief Diversity Officer, Title IX Coordinator**

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

**Andrea Thomas, Deputy Title IX Coordinator**..... 631-794-6276

**Bernice Bradshaw, Secretary to the Executive Assistant**..... .2622

**Elsa-Sofia Morote, Executive Director, Long Island Educational Opportunity Center**

Responsible for GED and college preparatory courses.

**Nichole DeRenzis, Secretary to the Executive Director**..... 2087

**SCHOOL OF ARTS & SCIENCES**

**Dr. Charles N. Adair, Acting Dean** ..... 2198/2467

**Dr. Jeffrey Gaab, Acting Assistant Dean** ..... 2198

**Department of Biology**

..... 2469/2175

**Curriculum Director, Bioscience** ..... 2102

Pre-Health Professions ..... 2423

**Department of Chemistry**

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**Department of Criminal Justice**

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**Department of English/Humanities**

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**Department of History & Political Science**

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**Department of Liberal Arts & Sciences**

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**Department of Mathematics**

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Program Director, Applied Math ..... 2466

**Department of Modern Languages**

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**Department of Physics**

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**Department of Professional Communications**

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**Department of Psychology**

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Program Director, Applied Psychology ..... 2236

**Department of Sociology & Anthropology**

..... 2669

**Science, Technology & Society**

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## SCHOOL OF BUSINESS

Dr. Richard Vogel, Dean	2189
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Dr. Nanda Viswanathan, Assistant Dean	2015
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Academic Counselor	2015
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## SCHOOL OF ENGINEERING TECHNOLOGY

Dr. Michael Goodstone, Acting Dean	2115
Dr. Bahar Zoghi Moghdam, Acting Assistant Dean	2397
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## SCHOOL OF HEALTH SCIENCES

Dr. Denny Ryman, Dean

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<b>Dr. Jennifer Bryer, Acting Associate Dean</b>	
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<b>Department of Dental Hygiene</b>	
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<b>Department of Medical Laboratory Technology</b>	
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**LIBRARY**

Karen Gelles, Head Librarian/Director of Information	
.....	2040

**INTERNATIONAL EDUCATION AND PROGRAMS**

Dr. Lorraine Greenwald, Dean	
.....	2479

**COLLEGE-HIGH SCHOOL PROGRAMS**

Dr. Francine Federman, Assistant Dean	
.....	2461/2199

**OFFICE OF THE DEAN OF STUDENTS**

Theresa Esnes-Johnson, Dean of Students  
 Frank Rampello, Assistant Dean of Students  
 Kevin Schnurr, Staff Associate  
 Deborah Hecht, Administrative Assistant  
     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 and Administrative Compliance Activities
- Federal Financial Aid Progress Plans
- Student participation in Commencement
- Annual Student Handbook/Planner Publication

**TUTORING SERVICES**

**The Tutoring Center**  
 Greenley Hall, 2nd Floor, Suite 211  
 Fax: (631) 420-2352  
 Website: [www.farmingdale.edu/tutoring](http://www.farmingdale.edu/tutoring)  
 Email Address: [tutoringctr@farmingdale.edu](mailto:tutoringctr@farmingdale.edu)  
 Ruth Sarlanis, Coordinator

(631) 420-2066

[Ruth.Sarlanis@farmingdale.edu](mailto:Ruth.Sarlanis@farmingdale.edu)

Michael Londis, Assistant Coordinator

(631) 420-2475

[Michael.Londis@farmingdale.edu](mailto:Michael.Londis@farmingdale.edu)

**The Center is open Monday through Friday on days when classes are in session during the Fall and Spring semesters.**

The Tutoring Center provides **free** tutoring in a variety of courses to registered students on a walk-in basis on an individual and/or group setting, depending on demand. The Center is staffed by faculty-recommended peer tutors as well as professional tutors.

Tutoring schedules vary each semester. Schedules with specific course and tutor hours can be accessed from the Center's website at [www.farmingdale.edu/tutoring](http://www.farmingdale.edu/tutoring). Detailed information regarding on-line tutoring will be posted on the Tutoring Center's website as it becomes available.

### **WRITING CENTER**

Christina (Sacco-Sanchez) Antonetti, Director

Knapp Hall Room 30

631-420-2082

Fax 631-420-2054

**Hours when classes are in session during the Fall and Spring semesters:**

**Monday- Thursday 9:30 AM- 6:00 PM**

**Friday 10:00 AM – 2:00 PM**

The Writing Center will assist you through the writing process for any course. It is strongly suggested that you make an appointment.

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

### **NANCY C. THOMAS MATH CENTER**

Dr. A. Kalemaris, Director

Whitman Hall Room 181

631-420-2217

The Math Center has **FREE** tutoring in math only.

## **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**

Kevin Murphy, Director

Rosemary McCarthy, Associate 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, and our newest addition is a student fitness room, complete with cardio equipment and weights.

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 women's health services are available Wednesday through Friday. 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 addiction 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. Your class attendance will be impacted if you do not comply.**

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**

ROOSEVELT HALL ROOM 150/151

Malka Edelman, Director

631-420-2411

Malka.Edelman@farmingdale.edu

Nicole Scruggs, Assistant Director

631-420-2413

Nicole.Scruggs@farmingdale.edu

Melissa Aziz, Disability Services Counselor

631-420-2607

Melissa.Aziz@farmingdale.edu

Barbara Blair-Reade, Disability Services Counselor/Tutor

631-420-2623

Barbara.Blair-Reade@farmingdale.edu

Bea Kustanowitz, Administrative Assistant

631-794-6174

Bea.Kustanowitz@farmingdale.edu

FAX-631-794-6173

Our office works closely with 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, Dragon Naturally Speaking, 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 Athletic Complex and he will direct you to the Disability Services Center: Malka Edelman, Roosevelt Hall 150/151, 631-420-2411. Together, we can help you get back on track with your coursework.

**ANIMALS ON CAMPUS**

This policy ensures the health and safety of the Farmingdale State College community; preserves the integrity of the buildings and grounds; and supports a healthful educational and work environment that respects the rights of individuals by setting limitations on the presence of animals on campus.

The following restrictions and requirements are established to address the issue of animals on college property, consistent with NYS codes and regulations.

1. Animals are prohibited from all college buildings, athletic facilities, and outdoor events, unless otherwise permitted by this or other college policy.
2. The following types of animals are permitted on college property, including college buildings, athletic facilities, and outdoor events, when necessary and appropriate:
  - a. Service Animals as defined by the Americans with Disabilities Act;
  - b. Therapy or comfort animals approved by Disability Services
  - c. Assistance animals when determined by Disability Services to constitute a reasonable accommodation for a documented disability; and
  - d. Animals used by law enforcement or emergency personnel in the exercise of their official duties.
  - e. Animals brought to campus as part of a college approved program is allowable as long as the animals have current proof of vaccination.
3. The handler of any animal permitted on campus must carry proof of vaccination and license at all times.
4. Fish in containers of ten gallons or less are allowed in non-research facilities with the approval of the



department head. Larger fish tanks that have a connection to the programmatic mission of a department require approval by the college, pending a review of other relevant policies, codes and standards and, as stated above, are limited to non-research facilities.

5. Animal exhibits (petting zoos, rides, etc.) may require an operating permit from Suffolk County Department of Health and must be pre-approved following procedure #4 listed below.
6. Domestic animals (any dog, cat, or tamed animal intended to be a pet or companion for a person) are otherwise permitted on college grounds.
  - a. Individuals who bring animals on college property shall be held responsible for the cleanup of any waste products, including feces, and any damage (personal or property) inflicted by the animal. In addition:
  - b. Animals shall not be left unattended and must be on a leash, rope or lead of not more than six (6) feet in length and held by a responsible person. (Note: service animals under the control of their handler may be off-leash, if the leash interferes with the service animal's work or the individual's disability prevents its use).
7. The following activities are prohibited (except as stated above):
  - a. Bringing wild animals or animals that are not domesticated onto college property.
  - b. Feeding wild or stray animals, including feral cats.
  - c. Abandoning domestic animals or relocating wild animals onto college property.
  - d. Removal or tampering with any animal trap or other monitoring device set by an authorized department or agency.
  - e. Fishing, hunting, trapping, collecting or otherwise taking wild animals from college property, except as part of approved activities.
  - f. Removal or dead animals from campus without approval from the Physical Plant and/or University Police (Note: NYS DEC or other permits may be required).

#### Procedure

1. Individuals bringing an animal on campus for ANY disability related issue must first contact the Disability Services Center at 631-794-6174 prior to bringing the animal on campus. Instructions will be provided.
2. All other requests to bring any animals on campus (not related to a disability) must contact University Police at 631-420.2111.
3. In case of medical emergency related to an animal on campus, contact University Police at 631-420-2111.
4. If you are faculty or staff, report violations of this policy to your department head who should contact Human Resources. University Police should also be notified of violations to assist with compliance.
5. Individuals planning an animal exhibit must first contact University Police or Physical Plant prior to exhibiting.

Inquiries/Request:

#### **University Police**

631-420-2111

#### **Disability Services**

631-794-6174

**Please refer to the Disability Services Center “Service and Support Animal Policy”**

[http://www.farmingdale.edu/campus-life/student-support-services/support-services-students-disabilities/service\\_and\\_emotional\\_support\\_animals/index.shtml](http://www.farmingdale.edu/campus-life/student-support-services/support-services-students-disabilities/service_and_emotional_support_animals/index.shtml)

References:

NYS Code: 9 CRR-NY 300-3.1 Prohibited activities. (k) Animals.

Americans with Disabilities Act Section 504 of the Rehabilitation Act of 1973

## **VOTER REGISTRATION FORMS AND PROCEDURES**

Voter Registration forms and procedures can be found in the Disability Services Center in Roosevelt Hall. Forms are available in Roosevelt Hall, room 151. We encourage you to exercise your right and privilege to vote.

Information about voting in New York State:

<http://www.vote-nv.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

Roosevelt 109

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 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 Counselor

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

Guadalupe Rivera, B.S.

Administrative Assistant  
riverag@farmingdale.edu

### **Hours of Operation**

Monday - Friday 9:00 a.m. – 4:30 p.m.

Walk-In Appointments

Monday: 10 a.m. – 12 noon

Tuesday: 1 p.m – 3 p.m.

For all other times, please contact the Career Center to schedule an appointment.

### **Why Visit the Career Center?**

Whether you are a Farmingdale student or alum, the Career Center is eager to help you achieve your goals. Our professional staff and resources are ready to offer support, as you prepare for a lifetime of career exploration and growth. 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 utilizing 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 personality preferences, interests, skills and values will be provided free of charge to students.

**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. Log onto “Big Interview” through the Career Center website at Farmingdale.edu/careercenter to practice a mock interview.

**Job Fairs and Graduate School Fairs:** The Career Center hosts three Job Fairs each year. At these events, student and alumni job seekers have an opportunity to connect with recruiters from business and industry who are hiring for full-time, part-time and internship positions. Employment opportunities are available at the Fairs for students, upcoming graduates and alumni. 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 2016-2017 is located in the handbook calendar and on the Career Center website: [www.farmingdale.edu/careercenter](http://www.farmingdale.edu/careercenter).

### **Job and Internship Search**

**CareerConnect:** You can open an account and post your resume on the “CareerConnect for Students” link on the Career Center website: [www.farmingdale.edu/careercenter](http://www.farmingdale.edu/careercenter). Once registered with CareerConnect, you may view the lists of job and internship openings from companies/organizations wishing to hire Farmingdale students and grads. CareerConnect allows you to apply for positions directly by contacting the person listed at each company to receive resumes.

**Candid Career:** Log onto this platform at [www.farmingdale.edu/careercenter](http://www.farmingdale.edu/careercenter) to find extensive information about what people do in their careers.

**Onetonline.org:** This U.S. Department of Labor site provides detailed information about careers, including salaries.

**Company Websites:** Find openings for specific companies and organizations.

**Job Search Sites:** The Career Center website provides a list of popular job search sites.

**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. Employer workshops presented by industry professionals are conducted throughout each semester.

**Special Events:** Watch for announcements throughout the year on our website, through the CareerConnect

newsfeed, the weekly student and campus E-news, the Farmingdale website and on campus bulletin boards.

We invite you to contact us with your questions, 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).

## **RESEARCH ALIGNED MENTORSHIP (RAM) PROGRAM**

The Research Aligned Mentorship (or RAM) Program is a special academic support and enrichment program funded by a First in the World Grant awarded to Farmingdale State College by the United States Department of Education. Students selected for this program have the extraordinary opportunity to participate in a serious research project with a faculty mentor either on campus or at a major research university, national laboratory, business accelerator, or other appropriate research venue. In addition, RAM students receive priority registration, one-on-one academic counseling and support tailored to each students' needs, and invitations to special events and workshops. Farmingdale strives to see that all RAM students graduate with a distinctive record of accomplishment.

The RAM Program is located in the Lower Level of Greenley Library.

## **ACADEMIC ADVISEMENT AND INFORMATION CENTER**

The Academic Advisement and Information Center (AAIC), partnering with faculty advisors, provides guidance and essential resources to help ensure the academic success of all students at Farmingdale State College. Appointments to meet with a counselor can be made on our website or by phone. Walk-ins are welcome; however, it is suggested that you make an appointment. Some of the ways in which the AAIC can assist you are:

- Academic advisement, planning, course selection and registration
- Campus resources and information for academic success
- Workshops offered to enhance college skills
- Eligibility requirements for academic majors
- How to change your major or declare a minor
- Advisement for students on academic probation or recipients of an Early Warning letter
- Transitional guidance into college life and the FSC academic environment
- Search for internal and external scholarships

Location: Greenley Library, lower level. Hours: Year-round, Monday through Friday. Visit our website for current hours.

Website: [www.farmingdale.edu/aaic](http://www.farmingdale.edu/aaic).

Email: [advisement@farmingdale.edu](mailto:advisement@farmingdale.edu)

Phone: 631-794-6160

## **RESIDENCE LIFE**

Angela Jasur, Director

LaShonda Boggan, Assistant 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 Resident Assistants (RAs).

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.

## OFFICE OF STUDENT ACTIVITIES

### Staff Information:

Eunice Ro, Director of Student Activities and Campus Center

Amanda Cataldo, Assistant Director of Student Activities

Alicia Femoyer, Student Activities Associate

Lukas Miedreich, Student Activities Coordinator for Programming and Greek Life

Location: Conklin Hall Room 111

Telephone: 631.420.2103

Fax: 631.420.2139

STUACT@farmingdale.edu

### CONKLIN HALL

#### Conklin Hall hours when classes are in session:

Monday – Friday 8:00am to 12:00am

Saturday and Sunday 10:00am - 7:00pm

If you want to know what’s happening on campus, then check out the Office of Student Activities in Conklin Hall 111. All club meetings and events are scheduled through this office.

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

**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. Information Desk Telephone: 631.794.6227/6228.

Hours of Operation:

Monday – Friday: 7:00am to 10:00pm

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

### STUDENT CLUBS AND ORGANIZATIONS

There are approximately 75 clubs and organizations currently operating on campus. Student clubs can open up amazing networking opportunities, confirm your career choice, and provide leadership opportunities.

3D Printing Club

Latin Ladies United

Accounting Society  
African Heritage Diversity Club  
Alpha Eta Rho (Aviation Enthusiast Club)  
Alpha Phi Delta (Fraternity)  
American Association of Airport Executives (AAAE)  
Anime & Gaming Club  
Architectural Construction Technology (ACT)  
Association of Operations Management (APICS)  
Backstage Theater Company (BSTC)  
Biology Club  
Campus Activities Board (CAB)  
Card Game Club  
Christian Fellowship Club  
Computer Programming Club (Hello World)  
Computer Technology Club  
Criminal Justice Club  
Design Club  
DiGamma Omega Xi, Inc. Service Society  
Earth Matters  
Economics Club  
Epsilon Pi Tau (Engineering Honor Society)  
Farmingdale Automotive Enthusiasts (FAE)  
Farmingdale Queer Pride (FQP)  
Flying Rams  
Focus Photography Club  
FSC Fashion Committee  
Golden Key International (4 Year Honor Society)  
Habitat for Humanity  
History Club  
Horticulture Club  
Hugs Across America (Community Service Club)  
Humans v. Zombies (HvZ)  
Ice Hockey (Club Sport)  
Institute of Electrical/Electronic Engineers (IEEE)  
Kappa Chi (Criminal Justice Honor Society)  
Kappa Sigma (Fraternity)  
Ladies United in Vision (LUV)  
Latin American Student Organization (LASO)  
Zeta Phi Eta (Professional Communications Honor Society)  
Medical Laboratory Technology Club (MLT)  
Men In Action (MIA) (Community Service Club)  
Modern Language Club (MLG)  
Muslim Student Association (MSA)  
Olympians FC Soccer Club  
Phi Iota Alpha (Fraternity)  
Phi Sigma Sigma (Sorority)  
Phi Theta Kappa (2 Year Honor Society)  
Political Science Club  
Pre-Health Professions Club  
Pre-Optometry Club  
Professional Communications Club  
Psi Chi (Psychology Honor Society)  
Psychology Club  
Quality Club  
RAM Motor Sports  
Ram Nation Radio  
Rambler Student Newspaper  
Residence Hall Association (RHA)  
Robotics Club  
Roller Hockey Club  
S.O.N.I.C. (Step Team)  
Sexual Awareness Council  
Short Film Club  
Sigma Delta Tau (Sorority)  
Ski & Snowboard Club  
Society of Women Engineers (SWE)  
Sport Management Club  
Starlettes (Dance Team)  
Student Dental Hygienist' Association (SADHA)  
Student Nurses Association (SNA)  
Student Veterans of America (SVA)  
Tau Kappa Epsilon (Fraternity)  
Unique Hype (Spirit Squad)  
United Nations Association (UNA-USA)  
Wrestling Club  
We Help Others (Community Service Club)  
Young American for Freedom

**Don't see an organization you like?** Start one by visiting the Office of Student Activities.

\* This is a list of active clubs as of spring 2015. Availability is subject to change \*

## **OFFICE OF INTERNATIONAL EDUCATION AND PROGRAMS (OIEP)**

### **Office Hours and Appointments:**

Offices Located in Laffin Hall 3rd Floor

Monday-Friday 9:30-4:30

Appointments may be scheduled online at [www.farmingdale.edu](http://www.farmingdale.edu) or by email to [international@farmingdale.edu](mailto:international@farmingdale.edu) or [studyabroad@farmingdale.edu](mailto:studyabroad@farmingdale.edu)

Dr. Lorraine Greenwald, *Dean International Education & Programs*

Donna Onorato, *Administrative Assistant*

[donna.onorato@farmingdale.edu](mailto:donna.onorato@farmingdale.edu), (631) 420-2479

Kathie Conarck, *Associate Director of International Education*

[kathie.conarck@farmingdale.edu](mailto:kathie.conarck@farmingdale.edu), (631)420-2460

Jeannette Sinnott, *Assistant Director*

[jeannette.sinnott@farmingdale.edu](mailto:jeannette.sinnott@farmingdale.edu), (631) 794-6232

Samantha Somma, *International Development and Student Support*

[samantha.somma@farmingdale.edu](mailto:samantha.somma@farmingdale.edu), (631) 420-2624

Dayna Richardson, *International Program Coordinator*

[richarda@farmingdale.edu](mailto:richarda@farmingdale.edu), (631) 794-6378

Agata Adamczuk, *Study Abroad Advisor*

[agata.adamczuk@farmingdale.edu](mailto:agata.adamczuk@farmingdale.edu), (631) 794-6362

The mission of The Office of International Education and Programs (OIEP) is to internationalize Farmingdale State College through the promotion of international education and to offer supportive and innovative programs to students, faculty and staff. OIEP recruits a diverse group of international students by offering excellent undergraduate and graduate academic programs in high demand disciplines. Farmingdale has a population of approximately 200 international students representing over 20 countries. OIEP acts as the connection for the college between students on a F-1 visa and those scholars and students on J-1 visas with the Department of Homeland Security (DHS), the Department of State (DOS) and the U.S. Citizenship and Immigration Services (USCIS). The office provides information on securing visas, health insurance, obtaining social security numbers, on-campus employment, internships, and traveling outside the United States. OIEP also provides assistance to students throughout their stay at Farmingdale with academic and/or social matters.

Farmingdale students are strongly encouraged to study abroad. Participating in an overseas experience such as exchange or study abroad can change your perspective on life, enhance your career goals and set you apart from others when entering the job market. We cooperate with other SUNY colleges and can offer advice on programs through any institutions. Students may obtain information on Study Abroad programs by visiting [www.farmingdale.edu/academics/centers-institutes/international-education](http://www.farmingdale.edu/academics/centers-institutes/international-education) or by contacting Jessica Zuniga at [jessica.zuniga@farmingdale.edu](mailto:jessica.zuniga@farmingdale.edu) or [studyabroad.farmingdale.edu](http://studyabroad.farmingdale.edu).

OIEP plans and hosts educational, cultural, and recreational events and activities to bring together international and American students for mutually beneficial cultural exchange. Farmingdale plans multicultural activities throughout the academic year in an effort to internationalize the campus. Various campus committees and organizations cooperate to offer these events, including the International Office, Student Activities, Residential Life, and student organizations. The activities and events for the international students are designed to promote understanding between the diverse populations that are part of the Farmingdale community and the New York community as a whole. For more information regarding the Office of International Education and Programs, visit [www.farmingdale.edu/academics/centers-institutes/international-education](http://www.farmingdale.edu/academics/centers-institutes/international-education).

## **CAMPUS RECREATION**

Jason Gant – Director

Roosevelt Hall Room 116

Phone – (631) 794-6249

Fax – (631) 420-2139

Email – [recreation@farmingdale.edu](mailto:recreation@farmingdale.edu)

**Facebook.com/fsrecreation OR [www.imleagues.com/farmingdale](http://www.imleagues.com/farmingdale)**

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

Monday-Thursday, 10:30am - 6:30pm

Campus Recreation at Farmingdale State College provides the campus community with a wide variety of recreational activities and events, including traditional intramural leagues and tournaments, fitness and group exercise classes, outdoor pursuits and professional sporting events.

Intramural Leagues include flag football, soccer (indoor and outdoor), volleyball, dodge ball, basketball, softball, and ultimate Frisbee. All sports offer both a men's league and co-ed league with different competition levels. Participants have the option of creating their own teams or entering into the leagues as a free agent, which will allow them to be placed onto a team and meet new students.

Fitness and Group Exercise classes include Yoga, Zumba, Pilates, Abs & Core workouts, upper body strength workouts and flexibility workouts taught by a wide variety of certified instructors. Students may work out at the Flab Factory, a weight room which offers a variety of exercise equipment.

Outdoor pursuits are activities such as hiking, biking, skiing, rock climbing and white water rafting.

Professional sporting events may be trips to Major League baseball games, NBA basketball games, NHL hockey games and NFL football games.

## **ATHLETICS**

Mike Harrington, Director

Tom Azzara, Associate Director

Deana Ward, Assistant Director

George E. Nold Athletic Complex

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 Athletic Complex recently underwent renovation and was reopened in January 2017. Students are able to sign up in ASC to use the weight room for a \$50/semester fee, while access to the rest of the athletics facility (open gym, racquetball courts) is available with a valid Student ID. 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**

Geraldine Watnick, Executive Director

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.

Each student receives ONE prepaid laundry card each semester with \$45 dollars on the card. This amount is



included in your room charge. Please note additional cards are not issued for lost, stolen, or misplaced cards; students are responsible to purchase additional cards. Additional cards for \$45 can be purchased at Auxiliary Services Corp (ASC) in Laffin Hall Room 125 or students can purchase from the laundry card machine located in the first floor lobby of Orchard Hall. The cost of the card itself is \$3 plus the amount of money the student decides to add to the card. At all times, please operate equipment as indicated in usage signage posted in laundry rooms.

The College requires that all students residing in residence hall facilities have health insurance. Resident students are automatically charged the student health insurance fee. Resident students who maintain their own health insurance may waive the health insurance fee by signing a waiver form and submitting proof of personal insurance to the Student Health and Wellness Center on an **annual basis, therefore, a waiver form must be submitted each year for resident students attending both the fall and spring semesters and each spring for students who enroll in housing in the spring semester.** **Resident students may waive the insurance during the first ten (10) days of the semester only. Submitting a waiver form within the first ten (10) days of each semester will reduce your bill.** Waiver forms are available online as well as the Student Health & Wellness Center and Student Accounts. Waiver forms must be submitted to the Health & Wellness Center within the first ten (10) days of class in order for the charge to be removed from your account and lower your bill. **It is very important that to waive the insurance it MUST be done within the first 10 days of class and the waiver form MUST be submitted each year.**

The waiver form is available online at:

<http://www.farmingdale.edu/administration/administration-finance/auxiliary-service-corporation/>

It is important to mention that given the ongoing changes to the health care industry and anticipated changes to the health care legislation, students should review their health care options. For academic year 2017-2018, it is the intention of the College to continue to offer student health insurance; however, in the future, the College may have to reconsider the economic impact of offering this program to our students.

Please contact Betty LaFroschia at 631-420-2154 with any questions.

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

The Auxiliary Service Corporation as a fiscal agent provides 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.

## **ON CAMPUS FOOD AND DINING SERVICES**

Dean Rasi, Director

Aramark Campus Services, Farmingdale Campus Center

631-420-2055

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

Farmingdale State College Dining Services is your kitchen away from home - convenient, cozy, delicious and always cooking up something new. Please visit <http://farmingdale.campusdish.com/> to view the plethora of dining options available. Extensive retail options are available on campus for all students, in multiple locations, and are open into the evening hours.

Note: Hours are subject to change.

The college requires that all students residing in residence hall facilities on campus purchase a meal plan. The amount is automatically added to your tuition invoice and includes the semester charge for the meal plan as well as four guest passes. Hours of operation are posted on the Campus Dining webpage, as well as in the Campus Center. During the hours of operation, the meal plan is an unlimited swipe all you care to eat plan in POP's dining located in the Campus Center. Your plan also includes declining dollars that can be spent at the Retail Market and Starbucks in the Campus Center and Books N Beans located in Greenly Hall. Since the plan allows for unlimited access to POP's during the hours of operation, please be aware food cannot be removed from the facility. Students with conflicts in class and/or work schedules, or other concerns, please ask to speak to the Director of Campus Dining to discuss. Students must provide a copy of their class schedules and/or documentation from their employer in order to arrange how to get their meals.

It is the student's responsibility to activate and validate their meal plan card with Campus Dining and to notify the Residence Life office or the manager of Campus Dining immediately if the student has any problems using their meal plan card or access to the campus dining facilities. Visit Dining Services on the Farmingdale website for more information.

Students must present their activated ID card for entry into POP's. Please present your activated ID card to the cashier **each time** you enter POP's.

## **THE BARNES & NOBLE CAMPUS BOOKSTORE**

Roberta Mirro, General Manager

Located in the Campus Center

631-420-2071/631-249-3048

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

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

Mon - Thurs 9:00am - 6:00pm

Friday 9:00am - 2:00pm

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

The College Bookstore, operated by the Barnes & 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.

## **COMPUTER FACILITIES**

Computer Labs are located in Whitman Hall, Lupton Hall and the Career Center. Hours will vary from location to location. The Career 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 & Whitman 115 (closed in the summer)

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

Monday – Thursday, 8:30am - 10:30pm

Friday, 8:30am - 9:00pm

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 digital 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.

Karen Gelles, Director

Greenley Hall

631-421-2040

### **Library Hours For Fall 2017:**

Monday – Thursday: 8:00am - 11:00pm

Friday: 8:00am - 5:00pm

Saturday: 9:00am - 5:00pm

Sunday: 1:00pm – 9:00pm

Holiday, Intersession, Spring and Summer hours will be posted at the appropriate times in the library.

The Library, with seating for 400 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.

## **THE CHILDREN'S CENTER**

Stacey Albitz, Interim Director

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 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.

## **OFFICE OF STUDENT ACCOUNTS**

Laffin Hall Room 226

Margaret Steinhauer, Director

Diane Melamed, Associate Director

Maria Orellana, Bursar

Phone: 631-420-2560

Fax: 631-420-2357

stuacct@farmingdale.edu

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

Monday – Friday: 8:45am – 4:30pm

The Student Accounts Office is responsible to accurately administer, bill and collect student accounts and disburse financial aid to support the educational and customer service mission of the College.

Knowledgeable staff will provide these services in a professional, courteous manner during working hours, and we also offer automated services allowing business to be conducted 24 hours a day, seven days a week on our website ([www.farmingdale.edu](http://www.farmingdale.edu)). The Student Accounts Office handles all payments made to the College, disburses refunds, administers the College’s payment plan and certifies all TAP payments made to students.

The College partners with BankMobile to disburse all student refunds. Once registered, each student will receive a Refund Selection Kit from BankMobile Disbursements which will allow them to utilize several different options to receive a refund from the College in a fast, efficient manner. For additional information, see the Student Accounts page on the Farmingdale State College website.

Students are responsible for checking their Farmingdale email and OASIS accounts frequently throughout the year for updates and communication from the Office of Student Accounts.

## OFFICE OF FINANCIAL AID

Laffin Hall Room 324

Diane Kazanecki, Director of Student Financial Services

631-420-2578

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 College and applying for financial aid should review the important information, including policies and procedures pertaining to the College and financial aid program, and 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.

## **SUNY POLICIES ON SEXUAL VIOLENCE PREVENTION AND RESPONSE FEBRUARY 18, 2015, UPDATED JULY 2015 TO REFLECT STATE LAW**

For the SUNY Board of Trustees' resolution calling for the establishment of these policies, visit:

<http://www.suny.edu/media/suny/content-assets/documents/boardoftrustees/memos/Sexual-Assault-Response-Prevention-REVISED.pdf>

Sexual violence, as that term is used in this document and prior U.S. Office for Civil Rights guidance, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (as defined by the affirmative consent policy included herein). A number of different acts fall into the category of

sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by other students, college employees, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

### **Definition of Affirmative Consent**

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

- a) Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- b) Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- c) Consent may be initially given but withdrawn at any time.
- d) Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- e) Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- f) When consent is withdrawn or can no longer be given, sexual activity must stop.

### **Policy for Alcohol and/or Drug Use Amnesty in Sexual Misconduct Cases**

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. Farmingdale State College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Farmingdale State College strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Farmingdale State College officials or law enforcement will not be subject to the College’s code of conduct action for violations of alcohol and/ or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

### **Campus Climate Assessment Policy**

Climate assessments afford institutions the opportunity to better understand their campus and to make informed decisions when it comes to providing a safe educational environment. Beginning in the 2015-2016 academic year, each State University of New York State-operated and community college will conduct a uniform climate survey that ascertains student experience with and knowledge of reporting and college adjudicatory processes for sexual harassment, including sexual violence, and other related crimes.

The survey will address at least the following:

- Student and employee knowledge about:
  - o The Title IX Coordinator’s role;
  - o Campus policies and procedures addressing sexual assault;
  - o How and where to report sexual violence as a victim/survivor or witness;
  - o The availability of resources on and off campus, such as counseling, health, academic assistance;
  - o The prevalence of victimization and perpetration of sexual assault, domestic violence, dating violence, and stalking on and off campus during a set time period (for example, the last two years);
  - o Bystander attitudes and behavior;
  - o Whether victims/survivors reported to the College/University and/or police, and reasons why they did or

did not report.

- o The general awareness of the difference, if any, between the institution's policies and the penal law; and
- o The general awareness of the definition of affirmative consent.

Every institution shall take steps to ensure that answers remain anonymous and that no individual is identified. Results will be published on the campus website providing no personally identifiable information shall be shared.

Beginning in the spring semester of 2015, the Chancellor or designee will convene a group of scholars and practitioners to review methods of assessing campus climate, specific questions asked in past surveys, relevant data on responses and response rates, issues and problems encountered in survey implementation, and lessons learned from past surveys. The Chancellor or designee will gather this data and seek to develop a standardized survey, with the advice of relevant members of the SUNY community and knowledgeable outside entities, that uses established measurement tools, to be implemented every two years by all SUNY State-operated and community colleges beginning in the 2015-2016 academic year. This policy may be changed by the Chancellor or designee should federal and/or State legislation require a different process or duplicate efforts to assess campus climate via survey.

### **Students' Bill of Rights**

Students' Bill of Rights Farmingdale State College is committed to providing options, support, and assistance to members of our community that are affected by sexual assault, sexual harassment, intimate partner violence and stalking, regardless of whether the crime occurred on campus, off campus, or while studying abroad. The rights enumerated in the Student's Bill of Rights are afforded to all students reporting sexual violence, as well as all students accused of sexual violence, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. To view a complete list of all of the rights afforded to students in the Student Bill of Rights, please visit:

<http://www.farmingdale.edu/administration/equity-diversity/pdf/sexual-violence-victim-survivor-bill-of-rights.pdf>

All students have the right to:

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

### **Options in Brief:**

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or violation (for detailed information on confidentiality

and privacy, call 631-370-TIPS, or visit <http://www.farmingdale.edu/university-police/anonymous-crime-report.shtml>.

- Make a report to:
  - o An employee with the authority to address complaints, including the Title IX Coordinator, a Student Conduct employee, or a Human Resources employee;
  - o University Police;
  - o Local law enforcement; and/or
  - o Family Court or Civil Court.

Copies of this Bill of Rights shall be distributed annually to students, made available on every college's website, and posted in each campus residence hall, dining hall, and student union or campus center and shall include links or information to access the Sexual Violence Response Policy below and the Options for Confidentially Disclosing Sexual Violence.

### **Sexual Violence Response Policy**

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

#### **I-Reporting:**

- To disclose *confidentially* the incident to one of the following college officials, who by law may maintain confidentiality, and can assist in obtaining services (more information on confidential report is available in the Options for Confidentially Disclosing Sexual Violence Policy: <http://svsystem.suny.edu/sexual-violence-prevention-workgroup/policies/disclosure>)
  - o Anonymously via an internet or telephone anonymous reporting system;
  - o Campus Mental Health Services
- To disclose *confidentially* the incident and obtain services from the New York State, New York City or county hotlines: <http://www.opdv.ny.gov/help/dvhotlines.html>. Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: <http://www.opdv.ny.gov/help/index.html> (or by calling 1-800-942-6906), and assistance can also be obtained through:
  - o SurvJustice: <http://survjustice.org/our-services/civil-rights-complaints/>;
  - o Legal Momentum: <https://www.legalmomentum.org/>;
  - o NYSCASA: <http://nyscasa.org/responding>;
  - o NYSCADV: <http://www.nyscadv.org/>;
  - o Pandora's Project: <http://www.pandys.org/lebturvivors.html>;
  - o GLBTO Domestic Violence Project: <http://www.glbtqdv.org/>; and
  - o RAINN: <https://www.rainn.org/get-help>.
  - o Safe Horizons: <http://www.safehorizon.org/>.

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

- To disclose the incident to one of the following college officials who can offer *privacy* and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. Those officials will also provide the information contained in the Students' Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. These college officials will disclose that they are private and not confidential resources, and they may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to the Title IX Coordinator. They will notify reporting individuals that the criminal just process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney.;



- o Title IX Coordinator, Dr. Veronica Henry, 631-420-2622, Horton Hall, Rm 210;
- o Chief Marvin Fischer, University Police, 631-420-2111; and
- o Health and Wellness, Dean of Students.
- To file a criminal complaint with University Police and/or with local law enforcement and/or state police:
  - o Farmingdale State College University Police, 631-420-2111, 2350 Broadhollow Road, Farmingdale, NY
  - o Nassau and Suffolk County
  - o State police 24-hour hotline to report sexual assault on a NY college campus: 1-844-845-7269.
- To receive assistance by the Office of the Dean of Students in initiating legal proceedings in family court or civil court.
- To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance. Reports will be investigated in accordance with Farmingdale State College policy and the reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy. If a reporting individual wishes to keep his/her identity anonymous, he or she may call 1-800-942-6906 anonymously to discuss the situation and available options <http://farmingdale.edu/university-police/anonymous-crime-report.shtml>:
  - o Title IX Coordinator, Dr. Veronica Henry, 631-420-2622, Horton Hall, Rm 210
- When the accused is an employee, a reporting individual may also report the incident to the [College/University Office of Employee Relations or Office of Human Resources] or may request that one of the above referenced confidential or private employees assist in reporting to Employee Relations or Human Resources. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy.
  - o Marybeth Incandela, Human Resources, 631-420-2107, Whitman Hall, Rm 279
- You may withdraw your complaint or involvement from the Farmingdale State College process at any time.
- Every college shall ensure that, at a minimum, at the first instance of disclosure by a reporting individual to a college representative, the following information shall be presented to the reporting individual: "You have the right to make a report to University Police or Campus Security, local law enforcement, and/or State Police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution."

## **II-Resources:**

- To obtain effective intervention services.
  - o Campus Mental Health Services, Sinclair Hall Rm 101, 631-420-2006.
  - o Health and Wellness Center, 631-420-3578. Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available [provide contact information for one or multiple on or off-campus locations where students can obtain tests for STIs and describe whether such testing is free or at a cost].
  - o St. Joseph's Hospital, 4295 Hempstead Turnpike, Bethpage, NY 11714, 516-579-6000, <http://stjosephshospital.chsli.org>.
    - Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: [http://www.ovs.ny.gov/files/ovs\\_rights\\_of\\_cv\\_booklet.pdf](http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf), or by calling 1-800-247-8035. Options are explained here: <http://www.ovs.ny.gov/helpforcrimevictims.html>.
    - To best preserve evidence, victims/survivors should avoid showering, washing, changing clothes,

combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

### **III-Protection and Accommodations:**

- When the accused is a student, to have the college issue a “No Contact Order,” consistent with college policy and procedure, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with Farmingdale State College policy. Parties may submit evidence in support of their request.
- To have assistance from University Police or other college officials in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.
- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a college official who can explain the order and answer questions about it, including information from the Order about the accused’s responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).
- To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
- To have assistance from University Police in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of University Police or, if outside of the jurisdiction or [if Campus Security does not have arresting powers] to call on and assist local law enforcement in effecting an arrest for violating such an order.
- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process. Parties may request a prompt review of the need for and terms of an interim suspension.
- When the accused is not a student but is a member of the college community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and Farmingdale State College policies and rules.
- When the accused is not a member of the college community, to have assistance from [University Police/Campus Security] or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.
- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While reporting individuals may request accommodations through any of the offices referenced in this policy, the following office can serve as a point to assist with these measures:
  - o Theresa Esnes-Johnson, Dean of Students, Laffin Hall, Rm 314, 631-420-2104

### **IV-Student Conduct Process:**

- To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the Farmingdale State College Handbook ([http://www.farmingdale.edu/campus-life/pdf/student-handbook\\_14-15.pdf](http://www.farmingdale.edu/campus-life/pdf/student-handbook_14-15.pdf)) as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.
- Throughout conduct proceedings, the respondent and the reporting individual will have:
  - o The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
  - o The right to a prompt response to any complaint and to have their complaint investigated and

adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.

- o The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
- o The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
- o The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
- o The right to offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by the Farmingdale State College).
- o The right to present evidence and testimony at a hearing, where appropriate.
- o The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
- o The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.
- o The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
- o The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- o The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.
- o The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
- o Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.
- o The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.
  - Theresa Esnes-Johnson, Dean of Students, Laffin Hall, Rm 314, 631-420-2104
- o The right to choose whether to disclose or discuss the outcome of a conduct hearing.
- o The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

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

The State University of New York and Farmingdale State College want you to get the information and support you need regardless of whether you would like to move forward with a report of sexual violence to campus officials or to police. You may want to talk with someone about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. Confidentiality varies, and this document is aimed at helping you understand how confidentiality applies to different resources that may be available to you.

### **In this Policy:**

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

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

Individuals who are *confidential* resources will not report crimes to law enforcement or college officials without your permission, except for extreme circumstances, such as a health and/or safety emergency. At Farmingdale State College, this includes:

- Farmingdale State College's Campus Mental Health Services, Sinclair Hall Rm 101, 631-420-2006
- Individuals serving in a pastoral role under Campus Mental Health Services, Sinclair Hall Rm 101, 631-420-2006; <http://www.farmingdale.edu/campus-life/student-support-services/personal-counseling>
- Farmingdale State College physicians, licensed medical professionals or supervised interns when they are engaged in a physician/patient relationship: Health and Wellness Center; 631-420-3578; <http://www.farmingdale.edu/campus-life/student-support-services/health-wellness-center/index.shtml>
- Farmingdale State College confidential victim advocates: Health and Wellness Center; 631-420-3578; <http://www.farmingdale.edu/campus-life/student-support-services/health-wellness-center/index.shtml>

Off-campus options to disclose sexual violence *confidentially* include (note that these outside options do not provide any information to the campus):

- Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency.
  - o [Check <http://nyscasa.org/>. Provide specific names if possible, contact information, and information about office, such as whether it provides compensation to victims/survivors of crimes or helps replace property lost or damaged during the crime].
  - o [Local SANE hospitals and programs]
- Off-campus healthcare providers
  - o Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found here: [http://www.ovs.ny.gov/files/ovs\\_rights\\_of\\_cv\\_booklet.pdf](http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf), or by calling 1-800-247-8035. Options are explained here: <http://www.ovs.ny.gov/helpforcrimevictims.html>.

Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.

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

Non-professional counselors and advocates can also assist you without sharing information that could identify you. At Farmingdale State College, this includes members of [any existing campus advocacy, peer counseling, and other applicable centers – provide contact information including email, phone number, and address]. These individuals will report the nature, date, time, and general location of an incident to Farmingdale State College's Title IX Coordinator, but will consult with you to ensure no personally identifying details are shared without your consent. These individuals are not considered confidential resources as discussed above.

### **Privacy versus Confidentiality:**

Even Farmingdale State College offices and employees who cannot guarantee *confidentiality* will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or

designee, who is responsible under the law for tracking patterns and spotting systemic issues. Farmingdale State College will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

### **Requesting Confidentiality: How Farmingdale State College Will Weigh the Request and Respond:**

If you disclose an incident to a Farmingdale State College employee who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality or do not consent to the institution's request to initiate an investigation, the Title IX Coordinator must weigh your request against our obligation to provide a safe, non-discriminatory environment for all members of our community, including you.

We will assist you with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of your reporting choices. While reporting individuals may request accommodations through several college offices, the following office can serve as a primary point of contact to assist with these measures Dean of Students, Laffin Hall, 631-420-2104. We also may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that does not identify you or the situation you disclosed.

We may seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored unless the Farmingdale State College's failure to act does not adequately mitigate the risk of harm to you or other members of the Farmingdale State College community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and take immediate action as necessary to protect and assist you.

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

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

If Farmingdale State College determines that it must move forward with an investigation, the reporting individual or victim/survivor will be notified and Farmingdale State College will take immediate action as necessary to protect and assist them.

### **Public Awareness/Advocacy Events:**

If you disclose a situation through a public awareness event such as "Take Back the Night," candlelight vigils, protests, [applicable student organization or other event or forum], or other public event, the Farmingdale State College is not obligated to begin an investigation. Farmingdale State College may use the information you provide to inform the need for additional education and prevention efforts.

### **Anonymous Disclosure:**

Title IX Coordinator, Dr. Veronica Henry, 631-420-2622, Chief Marvin Fischer, University Police and the Hotline number: 631-370-TIPS. The Hotline is for crisis intervention, resources and referrals and is not a reporting mechanism.

New York State Hotline for Sexual Assault and Domestic Violence: 1-800-942-6906

### **Institutional Crime Reporting**

Reports of certain crimes occurring in certain geographic locations will be included in the Farmingdale State College Clery Act Annual Security Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the reporting individual or victim/survivor. Title IX Coordinator, Dr. Veronica Henry, 631-420-2622, Chief Marvin Fischer, University Police and the Hotline number: 631-370-TIPS.

Farmingdale State College is obligated to issue timely warnings of Clery Act crimes occurring within relevant

geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual or victim/survivor). A reporting individual will never be identified in a timely warning.

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

### **Student Onboarding and Ongoing Education Guide**

The State University of New York and its State-operated and community colleges believe that sexual violence prevention training and education cannot be accomplished via a single day or a single method of training. To that end, SUNY campuses will continue to educate all new and current students using a variety of best practices aimed at educating the entire college community in a way that decreases violence and maintaining a culture where sexual assault and acts of violence are not tolerated.

All new first-year and transfer students will, during the course of their onboarding to a SUNY State-operated or community college, receive training on the following topics, using a method and manner appropriate to the institutional culture of each campus:

- The institution prohibits sexual harassment, including sexual violence, domestic violence, dating violence, stalking, other violence or threats of violence, and will offer resources to any victims/survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction of the institution.
- Relevant definitions including, but not limited to, the definitions of sexual violence and consent.
- Policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression.
- The role of the Title IX Coordinator, University Police/Campus Security, and other relevant offices that address violence prevention and response.
- Awareness of violence, its impact on victims/survivors and their friends and family, and its long-term impact.
- The Students' Bill of Rights and Sexual Violence Response Policy, including:
  - o How to report sexual violence and other crimes confidentially, and/or to college officials, campus law enforcement and security, and local law enforcement.
  - o How to obtain services and support.
- Bystander Intervention and the importance of taking action, when one can safely do so, to prevent violence.
- The protections of the Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases.
- Risk assessment and reduction including, but not limited to, steps that potential victims/survivors *and* potential assailants and bystanders to violence can take to lower the incidence of sexual violence.
- Consequences and sanctions for individuals who commit these crimes.

The onboarding process is not limited to a single day of orientation, but recognizes that students enroll at different times at different SUNY campuses and gives campuses the flexibility to best educate students at a time and manner that can most effectively bring these points to light. SUNY will conduct these trainings for all new students, whether first-year or transfer, undergraduate, graduate, or professional. Each campus shall use multiple methods to educate students about sexual violence prevention. Each SUNY institution will also share information on sexual violence prevention with parents of enrolling students.

Students at SUNY State-operated and community college campuses shall be offered general and specialized training in sexual violence prevention. Each institution will conduct a campaign, compliant with the requirements of the Violence Against Women Act, to educate the student population. Further, institutions will, as appropriate, provide or expand specific training to include groups such as international students, students that are also employees of the campus, leaders and officers of registered/recognized student organizations, online and distance education students. Institutions will also provide specific training to members of groups identified

as likely to engage in high-risk behavior.

Beginning in the 2015-2016 academic year, SUNY State-operated and community colleges will require that student leaders and officers of registered/recognized student organizations and those seeking recognition complete training on domestic violence, dating violence, sexual assault, or stalking prevention as part of the approval process and require student-athletes to complete training in domestic violence, dating violence, sexual assault, or stalking prior to participating in intercollegiate athletics.

Methods of training and educating students may include, but are not limited to:

- President's welcome messaging;
- Peer theater and peer educational programs;
- Online training;
- Social media outreach;
- First-year seminars and transitional courses;
- Course syllabi;
- Faculty teach-ins;
- Institution-wide reading programs;
- Posters, bulletin boards, and other targeted print and email materials;
- Programming surrounding large recurring campus events;
- Partnering with neighboring SUNY and non-SUNY colleges to offer training and education;
- Partnering with State and local community organizations that provide outreach, support, crisis intervention, counseling and other resources to victims/survivors of crimes to offer training and education. Partnerships can also be used to educate community organizations about the resources and remedies available on campus for students and employees seeking services; and
- Outreach and partnering with local business those attract students to advertise and educate about these policies.

Each SUNY campus must report back to the Chancellor on or before March 31, 2015 on their plan to comply with this policy. Each institution must engage in a regular assessment of their programming and policies to determine effectiveness. The institution may either assess its own programming or conduct a review of other campus programming and published studies to adapt its programming to ensure effectiveness and relevance to students.

### **Policy for Transcript Notations**

For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), institutions shall make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they "withdrew with conduct charges pending." Each institution shall publish a policy on transcript notations and appeals seeking removal of a transcript notation for a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

In compliance with this Policy and NYS Education Law 129-B, any complaint of alleged Sexual Misconduct and violation of the Student Code of Conduct by a student goes through the Campus Adjudication Process. If the student is found responsible, and disciplinary sanction is taken, a notation of the action is entered on the transcript.

## **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/DIVERSITY, EQUITY AND INCLUSION**

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/ Title IX Coordinator.

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. Chief Diversity Officer/ Title IX Coordinator or the Deputy Title IX Coordinator.

## **FILING A SEXUAL HARASSMENT/SEXUAL MISCONDUCT/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/Title IX Coordinator or the Deputy Title IX Coordinator.

For more information contact: Dr. Veronica Henry, Executive Assistant to the President/Title IX Coordinator, Office of Diversity, Equity and Inclusion 631-420-2622, Horton Hall Room 210, or Andrea Thomas, Deputy Title IX Coordinator, 631-794-6276, Thompson Hall Room 207.

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. Students must file a complaint within 180 calendar days following the alleged discriminatory act, or 90 calendar days after a final grade is received, for the semester during which the discriminatory acts occurred, if that date is later.
5. A preponderance of the evidence standard is used to evaluate complaints.

The standard of proof in sexual harassment and sexual misconduct cases is a "preponderance of the evidence" – whether it is more likely than not that the sexual misconduct occurred. If the evidence meets this standard, then the respondent **MUST** be found responsible.

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. In as much 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 MISCONDUCT**

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 Judicial Hearing 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 Judicial Hearing 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 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 Judicial Hearing 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, Equity and Diversity Office 631-420-2622

## **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.

## **FARMINGDALE STATE CODE OF CONDUCT**

**ACADEMIC YEAR 2017/2018**

### **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.

## **ADMISSION OF PERSONS WITH PRIOR FELONY CONVICTIONS**

State University of New York (SUNY) policy prohibits Farmingdale State College admission applications from inquiring into an applicant's prior criminal history. After acceptance, the College shall inquire if the student previously has been convicted of a felony if such individual seeks campus housing or participation in clinical or field experiences, internships or study abroad programs. The information required to be disclosed under SUNY policy regarding such felony convictions shall be reviewed by a standing campus committee consistent with the legal standards articulated in New York State Corrections Law.

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of certain academic programs and/or to meet licensure requirements for certain professions. Students who have concerns about such matters are advised to contact the dean's office of their intended academic program.

## **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: Campus Mental Health Services in Sinclair Hall or by calling 631.420.2006.

## **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 others or the community.

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 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. Campus Mental Health 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 Campus Mental Health 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 or electronically via the Farmingdale State College email 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 at Student Orientation.

## **ELECTRONIC DEVICES IN THE CLASSROOM**

The College is committed to educationally sound uses of technology in the classroom and to preventing technology from becoming disruptive to the learning environment. The course instructor decides when, if, and what type of technology is to be used during class. Any use of technology that degrades the learning environment, promotes dishonesty, or is used for illegal activities is prohibited.

*Electronic devices and illegal activities:*

Activities involving electronic devices that violate laws, such as those related to intellectual property rights or copyrights, invasions of privacy, or sexual or other forms of harassment are prohibited. Examples include using a camera phone to videotape a lecture or meeting or taking photos without the participants' written permission. It is advisable for instructors to anticipate that such issues with wireless communications and electronic devices may arise and publish restrictions in their course syllabi.

## **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.**

## **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:

Jill Silvestro  
Administrative Services Associate  
Horton Hall Room 145  
631-420-2728  
silvesj@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. The 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.

Upon notification of an individual of concern by any office or campus community member, an investigation will be initiated to assess potential threat. Other campus departments may be involved to determine a course of action, as appropriate.

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.

## VIOLETIONS 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 could 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 alone or in concert with others, shall willfully cause physical injury to any other person or threaten to do so.
6. Disorderly conduct, including but not limited to indecent or inappropriate verbal/non-verbal behavior that destabilizes a particular campus setting, be it academic and/or social. (e.g., obscene language, an offensive gesture).
7. Verbal, non-verbal, or electronic threats against another Farmingdale State College community member.
8. Conduct that threatens or endangers the health or safety of any person. This includes the operation of a motor vehicle recklessly or while impaired.
9. 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.
10. 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.
11. Making a bomb or other security threat, or tampering with security systems on property owned, controlled or shared by the College.
12. Disrespect or 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.
13. 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.
14. Violation of the Campus Alcohol 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.
15. Violation of the 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.
16. Possession of drug-related paraphernalia and/or devices, or alcohol delivery devices.
17. 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.
18. Making or distributing unauthorized video and/or photographic images and/or audio recordings of a person in a location in which that person has a reasonable expectation of privacy (e.g. use of drones).
19. Use of cell phones or other electronic transmittal devices/technology during class time or in a public program, without express permission of the faculty or college official in charge. This includes, but is not limited to, text messaging.
20. Violation of College Academic Integrity Policy.
21. 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.
22. 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.
23. Unauthorized entry to or use of campus facilities, residence halls, residence hall rooms, College controlled or shared properties.
24. Gambling anywhere on campus or at College controlled facilities, or College or student-sponsored events or

activities.

25. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College authorized activities/properties/operations.
26. Deliberate or careless damage to property.
27. Tampering with United States or campus mail, mailboxes, packages, or other federally or campus regulated package or mail services.
28. 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.
29. Violation of Campus Traffic Regulations or fines.
30. Violation of College procedures affecting the function or operation of College services and/or departments.
31. Violation of any College initiated contract excluding the Residence License Agreement.
32. Violation of the Campus Housing Residence License Agreement.
33. Issuance of a false statement to College officials.
34. Failure to answer a summons letter issued by a College official.
35. Violation of College smoking policies. Please refer to the New York State and local smoking policies.
36. 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, hover boards in the residence halls, 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 (including, but not limited to, stalking, assault, verbal/physical threat, sexual violence, health/safety threat)— 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 an investigation and 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 review of all documentation and reports will be made and upon student request, may result in a modification of the interim suspension status prior to final action of the College.

- 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 email (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.
  - D. Students who withdraw from the College prior to adjudication of a conduct case will have the following posted to their transcript:  
 Withdrew with disciplinary action pending
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. Campus communication of charges of violation of Student Code of Conduct are delivered via U.S. Postal Service (certified and return receipt requested) and electronically via Farmingdale State College's email service. In the case of on-campus residents, written communications will be delivered to the student's residence hall 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). 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/electronic 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. Prior to final determination, in certain cases, the responding student and the reporting student will be provided with the opportunity to make a victim impact statement. This will be determined by the Dean of Students/designee.
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) **and electronically via Farmingdale State College's email service**. 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/electronic 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, and online in the Student Handbook. 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.

Transcript notations will be reflected as “DW” on individual courses, as appropriate and also be noted as “disciplinary suspension w/dates of suspension” or “disciplinary expulsion” for students who have been through the campus adjudication process.

Students who receive a transcript notation for disciplinary suspension from the College may appeal to have their notation expunged no sooner than one year after completion of suspension time/judicial sanction. Students who are expelled for disciplinary reasons will receive a permanent transcript notation.

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.

Students who withdraw from the College prior to adjudication of a conduct case will have the following posted to their transcript:

Withdrew with disciplinary action pending

**For additional record request information see section “Student Conduct Record Request Procedure.”**

### **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, one 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 College. No other recording will be permitted. Students may request a copy of the proceedings by submitting a written request to the office of the Dean of Students, Laffin Hall #314. Fees will be assessed for copies of documents, audio and video recordings, as appropriate.

### **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 expressing disapproval of conduct. A record of disciplinary reprimand will be maintained by the Dean of Students/designees’ Office.
- 2. 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.
- 3. 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.
- 4. 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.

5. **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.
6. **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.
7. **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 2015-2016 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 #13 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 or verification of electronic transmission. Upon receipt of an appeal, the Judicial Appeals Officer will 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 reviewed. The Judicial Appeals Officer will only review 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 room or mailbox in addition to U.S. Postal Service to home address currently in the College files or electronically via campus email).
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: \_\_\_\_\_

## **STUDENT CONDUCT RECORD REQUEST PROCEDURE**

All student conduct records maintained in the Office of the Dean of Students may be accessible by the student for review by appointment only. Copies of documents will be provided with a written, signed request providing the details of the documents being requested. There may be charges assessed dependent upon the medium of the records being requested. Contact the Dean of Students Office for further information or email [dean.students@farmingdale.edu](mailto:dean.students@farmingdale.edu).

## **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 11/17/2011; edited 5/2/2012; amended 4/4/2013*

## **FARMINGDALE STATE COLLEGE ALCOHOL POLICY**

For the latest Farmingdale State College Alcohol Policy information, please refer to the following web addresses:

<http://www.farmingdale.edu/campus-life/dean/>

<http://www.farmingdale.edu/university-police/>

# FARMINGDALE STATE COLLEGE DRUG POLICY

For the latest Farmingdale State College Drug Policy information, please refer to the following web addresses:

<http://www.farmingdale.edu/campus-life/dean/>

<http://www.farmingdale.edu/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 appropriate.

**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 Farmingdale 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](http://www.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](http://www.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.

## **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 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**

RAVE Alert Mobile Safety is an emergency alert notification system that Farmingdale State College has partnered with, enabling critical emergency information about our campus to be sent out through email and text messaging. RAVE is just one more tool that can assist us with getting the word out quickly regarding critical incident information. This alert system will complement methods we already use, including broadcast emails, alerts on the FSC homepage, person-to-person contact, bulletin board postings and local media coverage. The RAVE system will be used in critical emergencies as well as other important notifications. Students and employees of the college may sign up at [getrave.com](http://getrave.com), select FARMINGDALE in the drop down menu and use their Farmingdale issued email address.

## **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**

Media Outlets Typically Contacted to Broadcast Campus Emergencies

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. The College contacts select media outlets and notifies them of class cancelations or closings. Please note: Some media outlets may not always broadcast the information in a timely fashion. Should you choose to get your information from media rather than the College website, through your farmingdale.edu e-mail address, or other means, the College recommends listening to WALK (97.5) and K98.3.

## **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 for 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 website, 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.

# **ENVIRONMENTAL HEALTH AND SAFETY**

## **Mission Statement**

The Office of Environmental Health and Safety (EH&S) at Farmingdale State College supports the mission of the State University of New York (SUNY) System by promoting the principles of safety, environmental compliance, and risk management and assists the College in achieving these outcomes through education, hazard assessment, exposure mitigation, and the responsible management of hazardous materials. Farmingdale State College is committed to the safety and well-being of our employees, students and visitors. We will ensure that policies and practices are developed and adopted that will best protect our campus community, our facilities and our resources.

The ultimate goal of EH&S is to provide guidance to every manager, supervisor, faculty or staff member, and student of Farmingdale State College so that a safe, healthful and environmentally sustainable learning environment is achieved and maintained.

Please contact the Environmental Health and Safety Officer for all related matters.

## **ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE**

### **Mission Statement**

The Office of Environmental Health and Safety (EH&S) at Farmingdale State College has collaborated with key stakeholders, including the President and Vice President of the College, Department Chairs and Deans, Operations Systems Managers and Supervisors, among others, to effectively create an Environmental Health & Safety Committee. This committee exists to assist the various campus departments navigate and understand their responsibilities under Environmental and Occupational Health and Safety laws and regulations. It also aims to serve as a forum for members of the campus community to voice their concerns and to raise questions regarding environmental health and safety matters. Ultimately, members of this committee have a primary role of supporting their respective departments to meet regulatory responsibilities and internal policies and procedures. A current EH&S Committee member list can be found via the Farmingdale State College website.

From laboratory waste management to fluorescent light bulb recycling, potential hazardous exposures to everything from asbestos to blood borne pathogens, campus activities and operations are subject to numerous federal and state regulations. This committee will strive to communicate what standards apply and why – making a sometimes complicated set of rules and regulations easier to comprehend and implement. Issues and concerns brought up through this committee will hopefully serve as guiding tools for further enhancing the Environmental Health and Safety programs already established on campus, as well as providing direction on new programs and policy that need to be developed.

This EHS Committee addresses three general categories of laws and regulations:

1. Environmental Compliance and Pollution Prevention
2. Occupational Health and Safety
3. Emergency Response and Preparedness for Hazardous Substances

For more information, or how to get involved, please contact Jeff Carter, EH&S Officer and EH&S Committee Chairperson, at x2105.

## **ACADEMIC INFORMATION**

### **GRADES AND ACHIEVEMENT POINTS**

The following is the official college grading system:

#### **Achievement Points**

<b>Achievement Points</b>		
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](http://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 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**

<i>First Week</i> .....	<i>100%</i>
<i>Second Week</i> .....	<i>70%</i>
<i>Third Week</i> .....	<i>50%</i>
<i>Fourth Week</i> .....	<i>30%</i>
<i>Fifth Week</i> .....	<i>0% refund</i>

### **Single Summer Session**

<i>First week</i> .....	<i>100%</i>
<i>Second week</i> .....	<i>25%</i>
<i>Third week</i> .....	<i>0% refund</i>

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.

### **BankMobile and the Refund Process**

Farmingdale State College has partnered with BankMobile (formerly Higher One®), a financial services company, to process refunds to FSC students.

Registered students will be mailed a Refund Selection Kit from BankMobile Disbursements. Look for a bright green envelope.

**Once you receive the Refund Selection Kit, follow the steps below to choose your refund preference:**

- Go to [RefundSelection.com](https://RefundSelection.com).
- Enter the personal code that you received in the BankMobile Refund Selection Kit. The personal code will look like this: ABCD-1234-5678.
- Select your refund preference.
- Complete your profile.

As soon as you have selected your refund preference, any refund processed will be delivered based on the method you have selected.

**Your refund delivery options include:**

- **Electronic Deposit to Another Account** - BankMobile will wire funds into your existing bank account. You will need to provide third party banking information (routing and account numbers) to receive refunds via direct deposit to your existing account at another financial institution. Money is transferred to another account the same business day BankMobile receives the funds from your school. Typically, it takes 1 - 2 business days for the receiving bank to credit the money to your account.
- **Paper Check Delivered by USPS** - You have the ability to choose a paper check sent to your mailing address. A check is mailed the same business day BankMobile receives funds from your school, provided receipt is within daily cutoff times. Typically, it takes 5 - 7 business days for the check to arrive, depending on USPS First Class® delivery timeframes.
- **Electronic Deposit to a BankMobile Vibe Account** - If you open a BankMobile Vibe account (upon identity verification), the money is deposited the same business day BankMobile receives the funds from your school.

Please select your refund preference as soon as you receive your Refund Selection Kit. Remember, even if you are not currently expecting a refund from Farmingdale State, a refund may be due you in the future. If you have not received your Refund Selection Kit, misplaced it, or want additional information, please go to [RefundSelection.com](https://RefundSelection.com).

## **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 CURRENT SEMESTER**

Any student enrolled in more than one course who wishes to withdraw from every course must initiate the semester withdrawal procedure through the **Registrar's Office**. Students are first encouraged to discuss semester withdrawal and its potential academic and financial aid consequences with the chair of their department. They follow this procedure:

- First week of classes: This is the add/drop period during which students may withdraw from courses freely.
- Second week of classes through the last day of classes: Students must obtain a Request for Withdrawal from Current Semester form, complete section A and submit the form to the Registrar's Office.
- After the ninth week of classes through the last day of classes: Student must obtain a Request for Withdrawal from Current Semester form, complete sections A, B and C, and submit the form to the Registrar's Office.
- After the last day of classes: Please refer to the section in the College Catalog titled "Retroactive Withdrawal."

Students who do not follow this procedure will remain enrolled in their courses and may receive failing grades for work not completed. In addition, the College will not consider a full or partial refund of fees for any semester in which a student has failed to complete the withdrawal procedure nor will the College release information about a student's academic record until financial clearance is obtained.

Formal readmission to the College following semester withdrawal is only required after an absence of two or more consecutive academic semesters (fall or spring). For more information, please review the section titled "Academic Readmission" in the College Catalog. Be aware that certain academic programs may follow their own guidelines for readmission.

Please note that any student with questions about semester withdrawal or who encounters difficulty completing the process may request assistance by visiting the Registrar's Office in person or contacting the Office by phone at (631) 420-2776 or email at [regoffice@farmingdale.edu](mailto:regoffice@farmingdale.edu).

## **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**

Students who wish to apply for withdrawal for a previous semester in which they received a failing grade (F) must apply to the Chair of the Admissions and Academic Standards (AAS) Committee for Retroactive Withdrawal. **Retroactive withdrawal, if granted, applies to all courses for the semester in question. Application must be made within one year of the term in question.**

Retroactive withdrawal is granted if there are medical issues, serious family situations or other severe extenuating circumstances which prevented a student from attending classes during the semester or completing their academic obligations. It applies to students who did not officially withdraw from their courses or the college in a timely manner due to these circumstances.

Students who apply for retroactive withdrawal must do so by writing a letter to the Chair of AAS/Retroactive Withdrawal explaining their circumstances and providing documentation of their situation (hospital record, accident report, death certificate, etc.)

If students have been granted Retroactive Withdrawal in any given semester, under some circumstances, they

may appeal for a tuition refund outside of the normal refund policy and schedule. Please see the policy of the Extenuating Circumstance Committee outlined below.

### **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 the above criteria, 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 academic year and a residency requirement of a minimum of forty-eight credits. Students who have failures, incompletes, D, D+, W, UW or N grades may be ineligible for Latin Honors. 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.