

STUDENT PLANNER

2018-2019

RCC | Rockland
Community
College

STATE UNIVERSITY OF NEW YORK

CAMPUS MAP



Finding Your Way Around Campus

To find your way around campus just remember that the first digit of any four-digit room number identifies the building in which that room is located. The second digit indicates the floor.

Room 2316, for example, is on the third floor of Academic II.
 Room 6103 is on the first floor of Brucker Hall.

1	ACADEMIC I	4	LIBRARY	7	CULTURAL ARTS CENTER
2	ACADEMIC II	5	FIELDHOUSE	8	TECHNOLOGY CENTER
3	STUDENT UNION	6	BRUCKER HALL		



STATE UNIVERSITY OF NEW YORK

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Welcome to **Rockland Community College**. You have many choices to make as you start your educational journey. Let this Handbook serve as one of your resources to success. Within its pages, you can explore the many services and opportunities available to enrich your experience at Rockland Community College!

Rockland Community College Policy Affirmation Statement

By accepting this Handbook, I hereby acknowledge that I have received copies of the RCC Student Code of Conduct, Alcohol and other Drugs Policy, and the Sexual Violence Prevention Policy.

Property of: _____
Address: _____
Phone #: _____
In case of emergency, please notify:
Name: _____ Phone#: _____

Welcome to Rockland Community College. Have you taken a moment to check out your new surroundings? Do you realize that your fellow students are from 40 different countries, and range in age from 17-70+? Did you know that the College is situated on 175 acres, with such varied features as a 3D Smart Printing Lab, TV studio, fitness lab, game room and child care center? Have you checked out the large variety of the student clubs and organizations available to you?

Whether you come to RCC directly from high school or at a later stage in your life, you are an important member of the College community. Your unique experiences will enrich and enliven the microcosm of the world that is Rockland Community College.

Campus life is rich and busy. Rarely does a day go by without a performance, lecture or athletic competition. Stay tuned in to what's happening and you'll expand your mind and your education.

RCC's abundant resources are here to help you have a meaningful and successful educational experience--while having fun in the process. The people, programs and facilities on campus are here for your enlightenment.

Now is the time to venture out in previously unexplored directions. You are surrounded by fellow travelers and willing guides. The rest is up to you. Enjoy the journey.

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ROCKLAND COMMUNITY COLLEGE

MISSION STATEMENT

Rockland Community College, an open admissions institution, provides an accessible, responsive, student-centered learning environment and a cultural resource for the community.

Facilitating the achievement of educational, professional, and personal goals, Rockland Community College offers quality higher education and lifelong learning in an atmosphere that embraces academic excellence, diversity, innovation and global awareness.

ROCKLAND COMMUNITY COLLEGE

DIVERSITY STATEMENT

Rockland Community College embraces diversity at the core of our educational mission. Diversity is the responsibility of all College constituencies: students, faculty, staff, department chairs/heads, supervisors, administrators, the President and the Board of Trustees.

Rockland Community College fosters an environment that attracts, recruits, supports and retains faculty, staff, and students who value diversity. The College promotes a collegial and inclusive environment by recognizing, promoting, embracing, respecting and celebrating the expansive range and dimensions of cultures, attitudes, ideas and viewpoints contained within our campus community.

Embracing and fostering diversity encompasses a level of tolerance and respect, without judgment, for a multiplicity of traditions and cultures, which include not only race and gender, but age, citizenship, class, economic status, educational attainment, ethnicity, gender identity, mental ability, military status, physical appearance, physical ability, political affiliation, political beliefs, religion, religious beliefs, sex identity, sexual orientation, social status, spiritual practice, and other ideologies/identifications.

It is essential that our College, in its entirety, encompass diversity; therefore, we are committed to ensure equal opportunity and to sustain a climate of civility for all who work, study or visit.

CAMPUS CONTACTS

Main Number	845-574-4000	Performing Arts	574-4471
Emergency Number	574-4911	Personal Counseling	574-4306
Academic Advisement	574-4443	Philosophy/Religious	
Academic Affairs	574-4780	Studies	574-4326
Academic Intervention ...	574-4357	Placement & Assessment ..	574-4288
Academic Success Center..	574-4503	Psychology	574-4331
Accessibility Services	574-5652	Public Safety	574-4217, 4238
Admissions	574-4224	Records & Registration	574-4328, 4596
Automotive Technology ...	359-6011	Religious Life	574-4531, 4422
Art	574-4268	Science	574-4203
Athletics	574-4512	Snow Closing Hotline	574-4034
Bookstore	574-4752, 4753	Speech	574-4326
Bursar	574-4254	Student Career Services ...	574-4216
Business	574-4330	Student Development	
Cafeteria	574-4754	Center.....	574-4306
Campus Communications..	574-4032	Student Involvement	574-4373, 4374
Campus Fun & Learn	574-4561	Transfer Services	574-4303
Co-Curricular Transcripts..	574-4375	TRIO	574-4703
Computer Studies	574-4571	Tutoring Center	574-4503
Criminal Justice	574-4298	Volunteer Services	574-4510
Cultural Arts Theatre	574-4471	Writing Center	574-4790
E-Learning & Academic			
Technology.....	574-4713		
English	574-4326		
English Skills	574-4346		
ESL	574-4346		
Exercise & Human			
Performance	574-4457		
Financial Aid	574-4282		
Finance	574-4156		
Food Cupboard	574-4586, 4414		
Foreign Language	574-4361		
Haverstraw Center	786-2392		
Hospitality & Tourism	574-4486		
Humanities, Social			
Behavioral Sciences Div ...	574-4705		
International Student			
Services	574-4527		
Job Placement	574-4149		
Liberty Partnership	574-4093		
Library	574-4408		
Mathematics	574-4330		
Media Services	574-4145		
Multi-Media Production			
Center	574-4429		
Nursing	574-4222, 4223		
Occupational Therapy	574-4436		
Outlook Student Press	574-4389		

INTERNATIONAL LANGUAGE RESOURCE

The following directory can be used as a resource for students who wish to communicate in another language. These individuals can help to connect students to the appropriate personnel or office on campus to provide assistance. Please feel free to reach out to anyone.

Language	Name	Department	RCC Ext.	RCC Email
Arabic	Basmy Basher	Science		bbasher
ASL	Cynthia Kaufman	American Sign Language		ckaufman
Bosnian	George Repic	Business	4368	grepic
Bulgarian	George Repic	Business	4368	grepic
Cantonese	Karin Wong	Information Technology	4487	kwong2
	Lin Young	Information Technology	4285	lyoung
Chinese	Li Liya	English	4733	lli
Creole	Burton Louis-Charles	Evening & Weekend Programs	4789	blouis
	Jean Phanor	Math	4546	jphanor
	Elizabeth Solages	Admissions	4322	esolages
Croatian	George Repic	Business	4368	grepic
Filipino	Jon Jon Chua	Information Technology	4406	Jchua
French	Burton Louis-Charles	Evening & Weekend Programs	4789	blouis
	Marie-Pierre Govoni	Foreign Language		mgovoni
	Vanessa Barros-Lago	Foreign Language	4485	vlagobar
	Jean Phanor	Math	4546	jphanor
	Elizabeth Solages	Admissions	4322	esolages
German	Joseph Pirone	Psychology	4333	jpirone
Hebrew	Sarah Levy	Library	4472	slevy
	Yaffa Zager	English		yzager
	Dov Oliver	Religious Life	4422	doliver
Italian	Josephine Tarsia	Foreign Language	4170	jtarsia
Macedonian	George Repic	Business	4368	grepic
Polish	Renata Omelanczuk	Information Services	4588	romelanc
	George Repic	Business	4368	grepic
Russian	Joseph Pirone	Psychology	4333	jpirone
	George Repic	Business	4368	grepic
Serbian	George Repic	Business	4368	grepic
Spanish	George Bajar	Information Technology	4517	gbajar
	Basmy Basher	Science		bbasher
	Mara-Lee Bierman	Foreign Language	4361	mbierman
	Isabel Cadenas	Science	4399	icadenas
	Ana Felske	Humanities		afelske
	Rona Gonzalez	English Skills	4336	Rgonzale
	Vanessa Barros-Lago	Foreign Language	4485	vlagobar
	Evelina Lopez	Haverstraw Center	786-2514	elopez3
	Laurie Pina	High School Program	4336	Lpina
	Inez Rivera	Student Development	4410	Iriverap
	Yonaira Sanchez	Career Services	4216	ysanchez
Yaritza Santana	Admissions	4370	Ysantana	
Swedish	Yaffa Zager	English		yzager
Yiddish	Dov Oliver	Religious Life	4422	doliver

**DATES TO REMEMBER
2018 – 2019
ACADEMIC CALENDAR**

Fall 2018

September 1	Saturday	Classes Begin
September 3	Monday	College Closed – No Classes (Labor Day)
September 10	Monday	No Classes (Rosh Hashanah)
September 19	Wednesday	No Classes (Yom Kippur)
October 8	Monday	Hold Classes, Offices Open (Columbus Day)
October 17	Wednesday	Monday Class Schedule, Day and Evening
November 12	Monday	No Classes (Veterans' Day)
November 22	Thursday	College Closed – No Classes (Thanksgiving)
November 23	Friday	College Closed – No Classes (Thanksgiving)
November 24	Saturday	College Closed – No Classes (Thanksgiving)
November 25	Sunday	College Closed – No Classes (Thanksgiving)
December 21	Friday	Classes End

Winter 2019

January 2	Wednesday	Classes Begin
January 18	Friday	Classes End

Spring 2019

January 21	Monday	College Closed (Martin Luther King, Jr. Day)
January 22	Tuesday	Classes Begin
February 12	Tuesday	No Classes (Lincoln's Birthday)
February 16	Monday	No Classes (Presidents' Day)
February 27	Wednesday	Monday Class Schedule, Day and Evening
March 18	Monday	No Classes (Spring Break Begins)
March 24	Sunday	No Classes (Spring Break Ends)
May 15	Wednesday	Classes End
May 19	Sunday	Commencement
May 27	Monday	Memorial Day

Summer I 2019

May 28	Tuesday	Classes Begin
June 27	Thursday	Classes End

Summer II 2019

June 3	Monday	Classes Begin
July 4	Thursday	College Closed – No Classes (Independence Day)
July 25	Thursday	Classes End

Summer III 2019

July 8	Monday	Classes Begin
August 8	Thursday	Classes End

Visit www.sunyrockland.edu/go/academic-calendar for the most up to date information.

ACADEMIC ADVISING

Academic Advising is an essential element of your educational experience at Rockland Community College. We believe in the importance of academic advising, so every student will have the opportunity to succeed in his or her life and career plans. Your advisor can help you understand your degree sheet, choose courses, discuss your career and transfer plans, and refer you to a wide variety of college resources. Prior to registration you will receive information outlining the Advisement/registration process. Full-time continuing students, with the exception of some Liberal Arts programs, will be assigned a Faculty advisor in their department. Log on to WebAdvisor and Click “Am I Ready to Register” to find out where, when and who to seek advisement from and when you can register. Part-time, degree-seeking students are not required to be advised but are strongly encouraged to seek advisement in the Student Development Center. For questions regarding academic advisement, contact the Academic Advisement Center at 845-574-4443 or online at www.sunyrockland.edu/go/advisement.

ACADEMIC FORGIVENESS POLICY

The Academic Forgiveness Policy is designed for a student with a history of poor grades who either wants to change to a new degree/certificate program or having been away from Rockland Community College for at least three years, wants to resume his/her original plan of study. Additional restrictions apply to a student who wishes to return to the Nursing Program. For more information, visit a Faculty Counselor in the Student Development Center, 845-574-4306, or visit www.sunyrockland.edu/about/college-policies/academic-policies-and-procedures/academic-forgiveness.

ACADEMIC INTERVENTION

Academic Intervention is a practice used by the College to assist students with successfully maintaining required academic standards of progress. A student is placed on academic intervention if their cumulative GPA falls below a 2.0, the level required to maintain satisfactory academic standing. There are three levels of intervention – warning, probation, and dismissal. Programs are designed to help students return to good academic standing. A student meets with an advisor to develop potential solutions to the interruption of a student’s academic progress by offering success strategies, such as workshops, advisement, counseling and utilizing available resources including the Tutoring Center, Reading/Writing Center, Science Learning Center, and 211 Connection Center. A student who attains a cumulative GPA of 2.0, will be released from academic intervention when all intervention requirements are met. For more information call 845-574-4306 or visit www.sunyrockland.edu/campus-life/services/intervention

ACADEMIC SUCCESS CENTERS

The Academic Success Centers (ASC) provide free academic assistance to all registered RCC students. The Tutoring, Reading & Writing, and Science Learning Centers are staffed by peer and professional tutors who can assist students in all academic areas. Students can access course-specific tutoring at the Tutoring Center (Room 8340), support for academic and personal reading and writing tasks at the Reading & Writing Center (Room 8349), and hands-on practice with the Science Learning Center’s (Room 1214) vast collection of lab equipment, models, DVDs, and computer programs. We offer individual tutoring, study groups, and course review sessions. Remote tutoring can be conducted via Skype for those students who cannot make it to campus. Students can make individual appointments and obtain drop-in schedules by logging into Tutor Trac (a direct link to Tutor Trac can be found in the portal under the Launchpad tab) or by contacting the ASC Information Desk (Room 8340, 574-4503). You may also view our Tutor Trac demonstrational video on YouTube by searching for Tutor Trac RocklandCC.

ACCESSIBILITY SERVICES

Accessibility Services (AS) works collaboratively with the College community to facilitate equal access for students with disabilities to the educational programs, services and facilities of Rockland Community College.* In addition, AS is a resource to students, faculty, staff and community services to provide education, consultation and guidance regarding disability issues.

*In compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA).

Our goals are to provide reasonable accommodations and support services, empower students toward self-advocacy, promote achievement of students' educational and career goals, offer training and support to faculty and staff regarding the needs of students with disabilities, organize and coordinate campus-wide disability awareness, provide guidance regarding the development of College policies, procedures, programs and curriculum to ensure equal access and foster an inclusive educational environment. It is the student's responsibility to notify AS of the need for accommodations and to provide appropriate disability documentation, which is kept confidential. Eligibility for services/accommodations from AS is a separate process from Admissions. Students should first complete an Admissions application to the College before requesting services/accommodations from AS. Students are encouraged to contact AS for further information regarding the accommodations request procedures. For additional information, call 845-574-4541, visit Accessibility Services, Technology Center, Room 8150, or www.sunyrockland.edu/go/accessibility.

ACCIDENT INSURANCE

All full-time students are covered by basic accident insurance. Basic accident insurance is provided for all full-time students and available to part-time students for an additional fee. For additional information on coverage available, visit the Director of Safety or call 845-574-4722.

ADDING AND DROPPING COURSES

A drop/add occurs when students who have completed registration make changes to their schedule. Students may add available courses through the first week of fall and spring sessions. Students may drop classes without a grade appearing on their transcript through the third week of the fall and spring semesters and through the first week of the winter and summer sessions. For all semesters/sessions, refer to the appropriate Schedule of Classes for exact drop/add dates. Please refer to the College catalog for additional information on the withdrawal policy, go to Records & Registration, Room 8110, or visit www.sunyrockland.edu/admissions/records-and-registration/registration-schedule.

ALCOHOL AND OTHER DRUGS POLICY

It is the policy of Rockland Community College that alcoholic beverages may not be sold or served to students, or used by students at any College-sponsored function, including off-campus activities such as school-sponsored field-trips, school-sponsored social activities, or school-sponsored study abroad programs. Further, the unauthorized possession, use, sale or exchange of alcoholic beverages or narcotics, or the use of prescription drugs other than as prescribed will result in appropriate legal action and will be considered a violation of the Student Code of Conduct and the disciplinary process outlined in the Student Handbook. A person is identified as a student when registered for credit and/or credit-free study at the College. For more information visit www.sunyrockland.edu/about/college-policies/general-administration-policies/drug-and-alcohol-free-campus.

ANONYMOUS CRIME REPORTING

You may report a crime or other incident, including any type of sexual violence, by completing the form on the College's Public Safety web page: www.sunyrockland.edu/campus-life/public-safety/anonymous-incident-report. This form generates a report that is reviewed during normal business hours and should not be used if you need an immediate police, medical or fire response. If an immediate response is needed, call 845-574-4911 or 911. Your identification information (such as name, email, IP address, etc.) will not be collected when submitting information to Public Safety through the form on their web page and, accordingly, we will not be able to contact you to follow up on your report. You may also report a crime or other incident, including any type of sexual violence, by calling the College's anonymous tip line at 845-574-4636. No information regarding the sender (such as name, phone number, location, etc.) will be collected when using this anonymous tip line. Please include the location (address of the incident), type of incident, date and time, description of the suspect(s), and any other important information. Do not use the anonymous tip line to report an emergency or a crime-in-progress. If an immediate response is needed, call 845-574-4911 or 911.

ATHLETICS

Rockland Community College athletics, supported by student activities fees, is a member of the National Junior College Athletic Association. The Hawks compete in both the Mid-Hudson Conference and belong in the Region XV of the National Junior College Athletic Association.

ATTENDANCE

Regular attendance is essential for successful study. Specific attendance regulations are established by individual instructors and are presented to students at the beginning of the semester. A poor attendance record can result in failing a course, receiving a lower grade, or jeopardizing financial aid eligibility.

AUTOMOTIVE TECHNOLOGY CENTER

37 Ramland Rd, Orangeburg, NY • 845-359-6011

The Herbert Kurz Automotive Technology Center is a Regional Certification Center (NC3). The 27,304 square-foot facility includes five classrooms, a certification room and a Snap-On® Certified Lab with 10 lifts and customized Snap-On® equipment. The College offers an AAS in Automotive Technology and over 15 Snap-On Industrial Certifications. Visit www.sunyrockland.edu/go/automotive for more information.

BIAS CRIMES PREVENTION STATEMENT

Hate Crimes and the Law - It is a Rockland Community College mandate to protect all members of the campus community by preventing and prosecuting bias or hate crimes that occur within the campus's 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, religion, ethnicity, gender, sexual orientation, or disability. This is observed under the 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 the Director of Public Safety and the Vice President of Student Services. 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. If you are a victim of, or witness to, a hate/bias crime on campus, report it to Public Safety by calling 845-574-4217 or on campus 4911 in an emergency, or by using any Blue Light/Emergency Phone, or stopping by Public Safety (Campus Security). Public Safety Officers will investigate and follow the appropriate adjudication procedures.

BOOKSTORE

Rockland Community College's Bookstore is open during the Fall and Spring semesters, with normal hours from 9am until 5pm, Monday – Thursday and 9am until 3pm on Fridays, with extended hours during the first two weeks of the semester. Weekend and Summer openings are limited. Please call for hours. In addition to textbooks, the store carries clothing, school supplies, snacks, software and supplies you'll need for class. For more information contact the Bookstore at 845-574-4752 or visit www.sunyrockland.edu/campus-life/services/bookstore.

BUS SERVICE

Transport of Rockland (TOR) offers a Student Discount Bus Pass to Rockland Community College students. For a \$60.00* fee, students receive unlimited rides on TOR system, anytime during the semester (September through December or February through May). TOR has 12 convenient routes serving Rockland County. Students may purchase the Bus Pass after registering at the Bursar in the Technology Center. If eligible, students may use financial aid to pay for the pass. Bus schedules are available at the Cultural Arts Center and the Library Media Center. Route information concerning any bus or rail in Rockland may be obtained by calling TOR at 845-364-3333, or online at www.rocklandgov.com. Click on the bus icon. For further information, call 1-800-RCC SOON or 845-574-4254. * Subject to change

CAMPUS FUN & LEARN CENTER

The Campus Fun & Learn Center, Inc., at the Theresa Morahan Simmons Center for Children and Families on the Main Campus, is a licensed, non-profit childcare and early education center for children ages 6 weeks through 5 years. The Center is open from 6:30am to 6:00pm, Monday through Friday. Student parents attending RCC are eligible for child care tuition subsidies and scholarships. Care and education are provided to infants, toddlers and preschool age children. The facility also serves as a child development observation site for RCC students. For more information, call 845-574-4561 or visit www.sunyrockland.edu/go/childcare.

CAMPUS LAW ENFORCEMENT

Public Safety is responsible for law enforcement and has a working relationship with the County Sheriff's Department, to which all crimes are reported. Public Safety officers patrol the Suffern campus 24 hours a day, 7 days a week, and 365 days a year; and patrol the Haverstraw Center and Herbert Kurz Automotive Technology Center during their hours of operation. The Sheriff's Department responds to requests by Public Safety.

Emergency Notification - In case of an emergency, we want to be sure we have a way to get in touch with you. It is imperative that everyone signs up for SwiftReach 911 part of our emergency notification system. It can be found on our website at this link: www.sunyrockland.edu/campus-life/public-safety/emergency-notifications or by clicking on the red emergency light icon on the College's home page.

Campus Safety App - Public Safety teamed up with 911Shield to develop a free custom campus safety application called RCC#SAFE. With RCC#SAFE installed on your smartphone, employees and students have the ability to be connected to help at all times, whether you are on or off RCC campuses. When on campus, the app provides easy ways for the community to contact Public Safety in case of an emergency. You can press the Get Help button, make non-emergency reports, request a safety escort, check campus safety info, and gain access to RCC's emergency policies and procedures. When off campus, if you press the Get Help button, your phone will dial the nearest 911 call center. Through the use of the global positioning systems (GPS), as well as indoor positioning system (IPS), RCC#SAFE is able to provide Public Safety's dispatch with an accurate on campus location of the user even if they are inside of a building. This also allows the app to use Geo-fencing to determine if the user is on or off campus and will call 911 when off campus.

CAMPUS SECURITY REPORT – CAMPUS SECURITY ACT

RCC is committed to providing students a safe environment in which to learn and keep students, parents and employees well informed about campus security. As required by the Crime Awareness and Campus Security Act of 1990, the College prepares a campus security report that identifies alleged criminal offenses reported to campus security authorities or local police agencies that have occurred on campus and in certain off-campus buildings or properties owned or controlled by the College. The Campus Personal Safety Committee will provide, upon request, all campus crime statistics as reported to the US Dept. of Education pursuant to the Campus Security Act. You may review the campus crime statistics for the College by visiting the Dept. of Education Web site at www.ope.edu.gov/security. To obtain a hard copy of the campus crime statistics and additional related information, please contact the Director of Public Safety at 845-574-4362.

CHANGE OF NAME AND ADDRESS

Students are responsible for keeping the College informed of their current address. Changes in either address or name should be reported to Records & Registration. Please bring photo ID and documentation that supports this change to Records & Registration.

COMMON HOUR

Common Hour is scheduled between 12:30pm - 1:30pm on Tuesdays and Thursdays. It provides an hour during which classes are not normally scheduled. Freeing classroom space as well as student and faculty time, the hour is designed to build a sense of community. Take advantage of club meetings, lectures and events scheduled during Common Hour.

COMPUTERS

General access computers are available in the Technology Center. Internet access is available through the College. Internet access is available from most classrooms. The College Web site is www.sunyrockland.edu. For more information contact the Information Technology Help Desk, 845-574-4386.

EMERGENCY CLOSINGS

In the event the College is closed due to emergencies and/or weather, notifications will be made on the following:

Emergency Notification Line 845-574-4034

Swift 911 – (sign up to receive texts and/or phone calls by clicking on the red light icon on the top right of the website)

RCC website/RCC e-mail

www.cancellations.com

Facebook & Twitter

EMERGENCY PHONE NUMBERS:

Fire, Ambulance, Sheriff	Ext. 9911
First Aid	Ext. 4911
Public Safety	Ext. 4217 or 4238
OSHA, Hazardous Materials, Fire Code Safety	Ext. 4722

New York Public Employee Safety and Health (PESH) Bureau

W. Averell Harriman State Office Building - 12, Room 158

Albany, New York 12240

(518) 457-1263 • (518) 457-5545 FAX

EMERGENCY SECURITY BLUE LIGHT PHONES

These phones are located in 39 areas around main campus. Emergency phones provide direct communication with the Public Safety base station. Use shall be limited to emergencies and security escorts only. Visit the Public Safety Web site for exact locations at <http://www.sunyrockland.edu/publicsafety>.

ETHICS POLICY

All members of RCC should be trustworthy, honest, committed and loyal; strive toward continuous improvement and academic achievement; exercise creativity and innovation; and be respectful of all people and communities. These standards apply equally to everyone at RCC and are important to good citizenship. For a more detailed description of acceptable and unacceptable behavior at RCC, students should review the Student Code of Conduct at www.sunyrockland.edu/about/college-policies/general-administration-policies/code-of-ethics. The Rockland Community College Ethics Policy outlines standards of ethical conduct and procedures for disclosing conflicts of interest. The Ethics Policy requires all members of the RCC community to avoid or disclose any potential conflicts of interests. The policy describes circumstances that may create a potential conflict of interest, such as favoring interests outside the RCC community for personal gain, using RCC resources for personal gain or using information obtained through activities at RCC for personal gain. Most students will not find themselves in situations at Rockland where conflicts of interest could arise. It is mainly leaders, teachers and staff who manage the affairs of RCC and make decisions that affect other people who must avoid or disclose conflicts of interest. Accordingly, those students who accept leadership responsibilities in student government or student activities should have a good understanding of the rules prohibiting conflicts of interest. All student leaders as well as other interested students are encouraged to pick up a complete version of the Ethics Policy at Human Resources, Brucker Hall, Room 6206. Questions about the Ethics Policy may be directed to any faculty member or to any RCC Vice President or Associate Vice President.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 protects the confidentiality of students' records, allows students to inspect their educational records and to request the amendment of educational records that they believe are inaccurate. The College may disclose directory information at the discretion of the Registrar or designated official without the student's consent. Directory information at Rockland includes: name, address, telephone listing, email address, date of attendance, field of study, degrees awarded and dates of degrees, honors and awards, likeness, full and part-time status, sports participation including height, weight, age and previous schools attended. Students who do not wish to have directory information released must notify Records & Registration by filing a Request to Prevent Disclosure of Directory information form within 14 days of the start of the semester. These forms are available in Records & Registration. Students should consider very carefully the consequences of any decision to withhold directory information. Once applied for, the request remains in effect until revoked in writing by the student. All questions should be directed to Records & Registration. A detailed explanation of this policy is available in the College Catalog, Records & Registration, or online on the Registrar's home page.

FAMILY RECREATION PROGRAM

The College offers a Family Recreation Program which provides selected athletic facilities to the community on a membership basis. These include the Olympic-sized swimming pool and fitness lab which features treadmills, bicycles, rowing machines, equipment, and free weights. For more information, please call 845-574-4451. Students taking 6 academic credits have use of the facility for free with a valid ID card.

FINANCIAL AID

Financial Aid at Rockland Community College prides itself on service to our students. We offer students and their parents the opportunity to come in for personal financial aid counseling and assistance. Our Financial Aid staff will explain the application process and assist you in completing the required financial aid forms. Generally, an appointment is not necessary; you may drop-in anytime during our regular office hours (see below). In addition, we have a FAFSA mini-lab where you can file your federal and state financial aid applications online. Helpful technical guidance is provided so that the application process can be as easy and error-free as possible. Please call us at 845-574-4282 or visit our webpage at www.sunyrockland.edu/go/finaid for more information.

Financial Aid Hours: Mondays and Thursdays, 8:00am – 7:00pm and Tuesdays, Wednesdays, and Fridays 8:00am – 5:00pm. Extended evening hours are also available during registration periods.

FITNESS FACILITIES

The Fitness Center, located in the Fieldhouse, is open Monday-Thursday from 12:15-4:00pm and Friday from 11:00am-4:00pm, evening hours are 7:15-9:15pm. Students will have access to free weights, treadmills, ellipticals, stationary bikes, and rowing machines. The swimming pool is available to all students Monday through Friday, 12:30pm – 2:00pm, Tuesday through Friday, 7:30pm - 9:15pm, and on weekend afternoons from 12:00pm – 4:00pm through the Family Recreation Program. Students must show that they are taking 6 academic credits to gain free access to the facilities. Any student taking less than 6 credits will have to pay a \$6.00 fee. Contact the Fitness Center at 845-574-4131 for more information

FOOD CUPBOARD

The Food Cupboard provides food to students, faculty, and staff on a limited basis. Hours for obtaining or contributing food are: Mondays, Wednesdays and Fridays from 11:00 AM to 2:00 PM and Tuesdays and Thursdays 12:00 PM to 3:00 PM with evening hours on Thursdays from 4:00 PM to 7:00 PM. The Food Cupboard is located in Room 3200A in the Student Union Building. For more information contact 845-574-4531, or 845-574-4373.

GRADING SYSTEM

A = 4.0	C = 2.0	P/F = pass/fail
A- = 3.7	C- = 1.7	AU = audit
B+ = 3.3	D = 1.0	I = incomplete (changes to F after specified deadlines)
B = 3.0	F = 0.0	NA = Never Attended (0)
B- = 2.7	TC = Transfer Credit	X = Dropped & tuition refunded
C+ = 2.3	W = Withdrawal from course	

Grades can be obtained electronically using WebAdvisor. User name and password required.

GRADUATION: APPLICATION FOR A DEGREE

Students planning to complete requirements for a degree must file an Application for Graduation with Records & Registration. Please see the Schedule of Classes for the exact date. For specific graduation requirements, students should contact their academic advisor, or Records & Registration.

HAVERSTRAW CENTER

37 W. Broad Street, Haverstraw, NY 10927 • 845-786-2392

Rockland Community College offers instruction and student support services at the Haverstraw Center. Credit courses taken at this location may be applied toward degree and certificate programs.

HOUSING

RCC offers free assistance with your rental needs. If you are a student searching for a place to live, or you are a property representative with available rooms, please contact Housing (located in the Fieldhouse, First Floor, Athletics) any time at 845-574-4378. We will be glad to help you explore rental options.

IDENTIFICATION CARD

Rockland Community College photo ID cards are required for students to use library, recreational, and other facilities, and for cashing checks. Returning students must have their cards validated for the current semester. All students must present proof of payment to obtain a new card or to validate an existing card. Replacement cards can be obtained for a \$5 fee payable at the Bursar, unless the replacement is required because of name change, in which case the fee is waived. Proof of payment of the replacement fee must be shown before a replacement photo identification card is issued. ID cards are available during the hours of registration at Public Safety in the Technology Center; call 845-574-4227 for hours. Student ID cards must be presented when requested by a College official.

IMMUNIZATION REQUIREMENTS

New York State Public Health Law 2165 requires all students, regardless of age, who enroll in six or more credits to complete the Meningococcal Meningitis Response section to the Immunization Record. Students must indicate the date of immunization or decline to be immunized. New York State Public Health Law 2165 requires all students born on or after January 1, 1957 and enrolled in six or more credits to demonstrate proof of immunity against measles, mumps and rubella. Failure to provide acceptable documentation in a timely fashion may result in removal from class without refund of tuition and fees. Questions regarding these policies should be referred to Records & Registration or visit <http://www.sunyrockland.edu/admissions/records-and-registration/immunizations>

INJURIES/ACCIDENTS

Public Safety Officers are available twenty-four (24) hours a day, seven (7) days a week to provide first-aid treatment and to respond to medical emergencies. Officers are trained in first aid, CPR, emergency oxygen, and automatic external defibrillators. Students should call 574-4911 and provide their names and location.

INTERNATIONAL STUDENT SERVICES

RCC is proud to enroll over 100 international students from more than 40 different countries each year. International Student Services (ISS) promotes the recruitment, enrollment and support of international students on F-1 student visas to enable them to achieve their educational, professional and personal goals. ISS provides advice, counseling, and advocacy regarding admission, immigration, cross-cultural, and personal matters for all prospective and current international students. New International Student Orientation is held each semester and ISS also sponsors other workshops and activities to help international students succeed while attending RCC. International students who have questions regarding their immigration rights and responsibilities, including registration, employment, and travel, should contact ISS. ISS is located in the Admissions Suite in the Technology Center. For more information, please call 845-574- 4527 or email international@sunyrockland.edu.

LIBRARY

The Rockland Community College Library serves as an information center to meet the needs of its students, faculty and the Rockland County community. Users are invited to use the library's services and resources both onsite or online. The library provides: public access PCs with printing and photocopying available; 2 quiet study rooms; circulating laptops; graphing calculators; over 40,000 print volumes; 7,000 audio visual materials in various formats; streaming video collections and streaming theater productions; comprehensive e-book collections; over 150 electronic databases accessible both on and off campus; and single journals in print or electronic format. Reference questions can be answered at our reference desk, or via email or chat by using the "Ask a Librarian" link on our homepage. Library hours are also posted on the library homepage: <http://libguides.sunyrockland.edu/>

LOST AND FOUND

Lost and Found is located in Public Safety, located on the 2nd floor of the Fieldhouse. For information call 845-574-4238.

NON-DISCRIMINATION AND GRIEVANCE PROCEDURES FOR STUDENTS

Pursuant to College policy, the 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 or other members of the College 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. Inquiries regarding the application of these laws, regulations and policies prohibiting discrimination and/or those who wish to file a complaint of non-compliance, may contact the Vice President of Student Services at 845-574-4206 or dstilley@sunyrockland.edu.

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; TDD: 877-521-2172; Email OCR.NewYork@ed.gov.

PARKING — REGISTRATION OF VEHICLES

Student vehicles must be registered with Public Safety. Students may park only in areas designated for student parking. Students with state-issued handicapped parking plates or town-issued permits may park in the handicapped spaces in any parking lot. Disabled students or students with temporary medical problems can request a temporary county-issued permit with appropriate medical documentation. For information, call 845-574-4312/4541

PREGNANCY OR RELATED CONDITIONS

The College does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek adjustments from Accessibility Services, which is located in Room 8150 in the Technology Center, at 845-574-4541 or accessibility@sunyrockland.edu or the Title IX Coordinator, who is located in Room 6301 in Brucker Hall, at 845-574-4758 or titleix@sunyrockland.edu

PUBLIC SAFETY

Public Safety is available 24 hours a day, seven days a week. Students should dial 845-574-4217 or 845-574-4238 for assistance. Public Safety will also provide escorts for students who do not wish to walk alone at night. Public Safety Escorts can be requested by dialing 845-574-4217.

RECYCLING

Electronics — Contact Bob Rahl at ext.4722

Batteries — **NO WET CELLS**— send all batteries, rechargeable and alkaline to maintenance, basement of Academic II

Printer & Toner Cartridges — send to Maintenance, basement Academic II

Paper — Any color office paper, newspaper, magazines, junk mail, notebook paper, construction paper, copier/fax paper, manila folders, envelopes, cardboard, spiral and marble notebooks, telephone books, boxes, craft paper, corrugated containers, brown paper bags, soft covered books, hard cover books **WITHOUT** the hard covers, non-metallic wrapping paper & greeting cards; **NO** waxed or coated paper, paper cups, mixed material paper, paper towels/napkins

Containers — Plastics #1—#7; clear, green, or brown glass bottles/jars; aluminum cans, foil, plates; **EMPTY** Aerosol cans; bi-metal containers; milk cartons, drink boxes, food & beverage containers; **NO** plastic bags, film plastic, cookware, ceramic cups or plates, containers w/ toxic substances, hangers, Styrofoam, light bulbs

Media Recycling — CDs, CD-Rs, CD-RWs, DVDs, Blu-Ray, Floppy Disks—3.5, 5.25, Zip & Jazz Disks, VHS tapes, audio cassettes, DAT, DLT, Beta, Digibeta — send to Maintenance, basement Academic II

Film — **NO** color film, black & white or undeveloped film only; Photographic film negatives; Instant film; Sheet film; Advanced Photo system; Slides; Disk Film; 110, 126, 127, 120/220; Motion Picture film; Film Reels; Super 8, 8mm, 95mm, 16mm, 35mm, 70mm; Lithographic film Micro Film — send to Maintenance, basement Academic II

Textiles — Be sure bins and textiles are dry and not moldy before depositing materials; Two options for recycling textiles at RCC: **Green Tree Recycling** is a not-for-profit company that accepts all material. The serviceable clothing is distributed locally first through Charity Partners, and then where ever needed; **St. Pauli Recycling** accepts all types of textiles, usable or not. List of acceptable materials: curtains; shoes; purses; towels; stuffed animals; socks; backpacks; drapes; mattress pads; underwear; hats; blankets; clothing; belts; sheets

REFUND POLICY

Tuition refunds will be granted after the following requirements have been met:

- The refund candidate submits a completed drop/add form to Records & Registration.
- The refund candidate must submit a signed refund request to the Bursar.

The student will receive a refund in accordance with the refund schedule as published in the Schedule of Classes and as shown below. The amount of the refund is dependent upon the date of the student's official withdrawal from the College. Refunds will not be issued:

- Unless the course has been officially dropped as described in the Schedule of Classes (Note: failure to attend class does not constitute an official drop).
- For withdrawal due to failure in complying with State-mandated immunization requirements.
- To students dismissed for disciplinary reasons
- On non-refundable fees
- On learning contracts

FALL AND SPRING SEMESTERS

- Drop prior to start of classes: 100% of tuition & refundable fees
- Drop during first week of classes: 75% of tuition & refundable fees
- Drop during second week of classes: 50% of tuition & refundable fees
- Drop during third week of classes: 25% of tuition & refundable fees
- Drop after third week of classes: NO REFUND

SUMMER SESSIONS

- Drop prior to start of classes: 100% of tuition & refundable fees
- Drop during first week of classes: 25% of tuition & refundable fees
- Drop after first week of classes: NO REFUND

STUDENT OBLIGATION FOR PAYMENT OF TUITION AND FEES

Students who fall into the following categories will be financially obligated to the College regardless of attendance:

- Students who fail to complete a College drop/add form within the refund period of the semester will be financially obligated to the College for the unpaid balance, regardless of attendance.
- Students whose fees are charged to financial aid awards at the time of registration, or who receive a deferment based on pending financial aid awards at the time of registration and who subsequently become ineligible for the financial aid (for any reason) will be liable for all funds due to the College, regardless of attendance.
- Students who remit payment for fees with a check that is returned unpaid (for any reason) become liable for the full amount of fees assessed.
- The College will not dismiss or waive a debt created by a refund issued to a student based on financial aid when such aid is subsequently cancelled or reduced.

SEXUAL HARASSMENT/SEXUAL VIOLENCE/TITLE IX

In accordance with Title IX of the Educational Amendments of 1972 and College policy, the College does not discriminate on the basis of sex in its educational programs, activities, admissions or employment practices. Title IX and College policy protect students and employees, both male and female, from unlawful sex discrimination, including sexual harassment and sexual violence.

Examples of sexual harassment are:	Examples of sexual violence are:
<ul style="list-style-type: none"> • Pressure for a dating, romantic, or intimate relationship • Unwelcome sexual advances • Unwelcome touching, kissing, hugging, or massaging • Unnecessary references to parts of the body • Remarks about a person’s gender, nonconformity with gender stereotypes, or sexual orientation • Sexual innuendoes or humor • Obscene gestures • Sexual graffiti, pictures, or posters • Sexually explicit profanity • Stalking or cyberbullying that is based on gender or sex • Email, texting (“sexting”) and Internet use that violates the Sexual Harassment Policy or Student Code of Conduct • Sexual violence 	<ul style="list-style-type: none"> • Pressure for or forced sexual activity • Sexual penetration without consent • Sexual contact without consent • Incest • Statutory rape • Sexual exploitation • Stalking that is based on gender or sex • Dating and domestic violence

The College encourages the reporting of sex discrimination, including sexual harassment and sexual violence, that is prompt and accurate. This allows the College community to quickly respond to allegations and offer immediate support to the victim/survivor. All allegations will be investigated promptly and thoroughly, and both the victim and the accused will be afforded equitable rights during the investigative process.

All victims/survivors of sexual violence have rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad. For information about these student rights, visit www.sunyrockland.edu/about/title-ix/students-bill-of-rights.

The College wants 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. For detailed information about confidentiality and privacy, including information about how to reach confidential, supportive resources on and off campus, visit www.sunyrockland.edu/about/title-ix/options-for-confidentially-disclosing-sexual-violence.

The College's Sexual Harassment Policy can be found at www.sunyrockland.edu/about/college-policies/general-administration-policies/sexual-harassment.

The College's Sexual Violence Response Policy can be found at www.sunyrockland.edu/about/title-ix/sexual-violence-response-policy.

Individuals with questions or concerns about Title IX and/or those who wish to file a complaint of non-compliance, may contact:

Title IX Coordinator:

Melissa L. Roy, Director of Diversity & Inclusion/Chief Diversity Officer, Brucker Hall, Room 6205; 845-574-4758; titleix@sunyrockland.edu

Title IX Deputy Coordinators:

Sutonia Boykin, Dean of Student Development, Technology Center, Room 8320; 845-574-4729; sboykin@sunyrockland.edu

Dr. Robert Schultz, Interim Associate Vice President of Academic Affairs, Library, Room 4305D; 845-574-4280; rschult3@sunyrockland.edu

Dana Stilley, Vice President of Student Services, Technology Center, Room 8129; 845-574-4206; dstilley@sunyrockland.edu

Alternatively, or in addition to the Title IX Coordinator(s), inquiries regarding Title IX may be directed to the federal agency charged with enforcing compliance with Title IX, the U.S. Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. (646) 428-3800; TDD: 877-521-2172; Email OCR.NewYork@ed.gov.

SMOKE-FREE/TOBACCO-FREE POLICY

Smoking and other use of tobacco products are prohibited in and around all College buildings and on all College grounds. This prohibition includes cigarettes (including electronic), cigars, pipes, snuff, chewing tobacco and any other preparation of tobacco. For further clarification see the Student Code of Conduct, Section II, Standard 2, Item o.

STUDENT DEVELOPMENT CENTER

The Student Development Center advocates for and encourages the social, emotional and academic growth of all students. Professionally trained counselors are available to support and empower students to accomplish their career and personal objectives through a variety of programs and services. Additional Individual and Group Services: Academic Advisement Center, Academic Intervention Program, Career Resources Library, and Computerized Assistance Programs which offer guidance in transferring to four-year colleges and planning careers. For further information, call 845-574-4306.

STUDENT CAREER SERVICES – 845-574-4216

Student Career Services offers a comprehensive, integrated approach to career development that focuses on helping students during every facet of the career exploration process.

Students are able to meet with highly trained professionals in the following areas:

Applied Learning - Applied Learning refers to an educational approach in which students learn by doing. The College's mission is to give students access to applied learning by providing: Internships/Practicums, Cooperative Education, Clinical Placement (SUNY Works); Service Learning, Community Service (SUNY Serves), Civic Engagement; Research, Entrepreneurship, Field Study, International & Domestic Travel (SUNY Discovers)

Career Counseling - With the help of a career counselor, students can explore interests, values and aptitudes as part of the career decision-making process. In addition to SIGI-3, an online self-assessment program, students can take the Strong Interest Inventory, a comprehensive tool that allows students to explore suggested occupations. Working with professional career counselors, students can develop a career action plan and explore a broad range of opportunities that will help them gain experience, knowledge and skills in their area of interest.

Career Resources - Student Career Services' website <http://www.sunyrockland.edu/go/careers> provides an online employment center, a self-assessment program, and an assortment of career videos produced by the College. In addition, the website includes a career resources section that is useful to students as they launch their careers. Career Coach, for example, allows students to look up salaries, job descriptions and employment trends for specific industries. JOBNET, our online employment management system, allows students to seek employment from local employers that are aiming to employ RCC students and alumni.

Internship Program - The College's Internship Program offers students the opportunity to gain practical, hands-on experience in a professional setting while earning college credit. The Internship Program offers an exciting partnership with hundreds of local and regional businesses in the tri-state area. Qualified faculty members help students gain perspective during their internship experience. Internships help students develop industry contacts, gain a competitive edge and build their professional portfolio.

Job Placement - Career Specialists are on hand to help students as they seek full-time or part-time employment on and off-campus. Counselors assist students as they navigate the job search process, including writing a cover letter, composing a resume, building an online presence, preparing for interviews and following up with employers. Student Career Services also provides an annual Job Fair. Over 100 local companies seek students, alumni and community members to join the workforce.

Additional services - Student Career Services also provides a wide array of workshops and classroom presentations. These workshops include Resume Writing, Interviewing Techniques, Negotiating a Salary, Soft Skills, Choosing a Career, Job Search Strategies and more. There are also specialized career programs for veterans and students with disabilities.

COUNSELING SERVICES – 845-574-4306

Students experiencing a crisis or personal difficulties are encouraged to request personal counseling. In the Student Development Center, opportunities for personal development are offered through confidential short-term individual counseling, workshops and special programs. Printed materials which address personal concerns are also available. Students experiencing crisis during evening and weekend hours are encouraged to call Rockland County Mental Health Crisis Unit at 845-364-2200. For further information, call 845-574-4306.

MULTICULTURAL STUDENT SERVICES – 845-574-4306/4381

Multicultural Student Services provides a variety of services that encourage and support multicultural students to achieve their personal, social and academic goals in college and in life. Services include academic advisement, scholarship information, clarifying educational goals, strategies for college success, transfer assistance, leadership development workshops, personal development workshops, and personal counseling. Through a variety of workshops, activities and events students will become more familiar with resources and services that will assist them in completing their personal and educational goals. For more information, contact Nilda Aragonés, MS, Professor, Faculty/Counselor, Student Development Center, Technology Center, Suite 8234, [845-574-4306](tel:845-574-4306).

TRANSFER SERVICES – 845-574-4306

Students anticipating transfer to a four-year college or university will find an extensive selection of programs and services designed to help simplify the transfer process. We offer extensive online resources, as well as drop-in counseling sessions and a full range of workshops and special events are offered to assist students in completing application materials and making informed decisions about the choice of a baccalaureate program. In addition, four-year colleges visit Rockland on a regular basis to meet with our students. For more information, visit www.sunyrockland.edu/go/transfer or contact Transfer Services at transfer@sunyrockland.edu or 845-574-4510.

STUDENT INVOLVEMENT

To address the interests of our diverse student body, Student Involvement offers exciting opportunities to meet new friends and explore different cultures. Through a variety of programs, services and activities, Student Involvement provides students an opportunity to broaden their college experience outside of the classroom. For more information on any of the below programs, stop by (Student Union, Room 3208) or call Student Involvement 845-574-4373 and remember to check your RCC email for updates.

CO-CURRICULAR TRANSCRIPT PROGRAM

This program provides an opportunity for students to receive an official document that lists their learning experiences beyond the classroom. This is an official record of the co-curricular activities and accomplishments of our students, which is verified by an advisor and Student Involvement. For more information, stop by (Student Union, Room 3208) or call Student Involvement 845-574-4373 and remember to check your RCC email for updates.

EVENING STAR PROGRAM

The Evening Star Program is designed with evening students in mind—to encourage evening student involvement and to promote active learning. Evening students are provided on-campus information, advisement and resources; refreshments are also provided. Evening Star is offered on a staggered schedule once per week on the Bridge between Academic I and Academic II from 5:30pm - 7:00 pm; please check your planner for the deadline.

FREE LEGAL INFORMATION

Free Legal Information is provided to serve as a resource to inform Rockland Community College students of their rights and responsibilities concerning legal issues. Free confidential consultations with an attorney are available on the Main Campus. This service does not include representation in court. Appointments can be made by visiting the Student Union, Room 3208 or calling Student Involvement 845-574-4373 and check your RCC email for updates.

LEADERSHIP EDUCATION ACHIEVEMENT & DEVELOPMENT (L.E.A.D.)

This series of workshops is designed to assist the next generation of Leaders who will offer a fresh perspective, share and develop new skills, and commit to life-long learning to enhance local and global communities. For more information, stop by (Student Union, Room 3208) or call Student Involvement 845-574-4373 and remember to check your RCC email for updates.

RELIGIOUS LIFE

Representatives of several faiths are on campus to serve the spiritual needs of students through educational instruction, counseling, services and social events. Office hours are generally 9:00am – 5:00pm, Monday - Friday. Some clubs sponsored are: Christian Fellowship, Habitat for Humanity, Muslim Students Association, and Hillel. For more information, stop by Religious Life or call 845-574-4531 or the Center for Jewish Life at 845-574-4422.

STUDENT ACTIVITIES BOARD

The Student Activities Board (SAB), a committee of the Student Government Association, initiates student-sponsored, campus-wide events and programs, including Club Fest, Spring Fest, sporting events, lectures and theater trips. Joining SAB is a great way to become involved on campus, meet friends, have fun and develop transferable leadership skills. The SAB Chairperson collaborates with the Presidents of all student Clubs and Organizations to coordinate programs, share information, and discuss ideas and concerns. For more information, contact the Coordinator of Student Activities at 845-574-4373, and remember to check your RCC email for events and other opportunities to get involved.

STUDENT ACTIVITY FEES

Each semester, student activity fees are collected from enrolled RCC students. The Student Government Association approves and oversees the expenditures of the student activity fees. Student activity fees are used to support programs for the benefit of the campus community, including cultural, educational, social and recreational programs, as well as tutoring, athletics and campus based scholarships. Students are encouraged to take full advantage of activities supported by student activity fees. For more information, please stop by Student Involvement, Room 3208.

STUDENT CLUBS AND ORGANIZATIONS

Students are strongly encouraged to get involved in any of the 50+ Student Clubs/Organizations here at Rockland Community College. There are Clubs and Organizations focused on academic majors, performing arts, physical health, religion, politics, and a cadre of other special interests. This is a great way to build your transferable skills as you prepare for the next step after RCC. A list of Student Clubs and Organizations can be found on the RCC website. Clubs and Organizations are supported and funded by the Student Government Association; each Student Club/Organization has a full-time faculty or staff advisor. Clubs and Organizations must submit an application to reactivate their Club/Organization each semester. An application must also be completed and turned in to activate a new Club/Organization; please check your planner for the deadline.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is the official student voice of RCC's student body. Comprised of 4 Executive Board Members, 7 sophomore senators and 7 freshmen senators, the Student Government Association oversees the Student Activities budget and represents the student body on a number of campus committees such as the RCC Association Board. Members of the Student Government Association are elected to serve for one academic year. Elections for Executive Board members and Sophomore Senators are held in April. Freshman Senators are elected in October. Student Government Association meetings are held every **Thursday at 3:30pm in the Student Union, Room 3214**. For more information, contact Student Involvement, 845-574-4373.

STUDENT PUBLICATIONS

Outlook Student Press, RCC's student-run newspaper, publishes campus news, feature stories, editorials, columns, entertainment and sports news, advertising, and more. For additional information or to join the staff, visit the *Outlook* office in the Library.

Impulse, the award-winning literary magazine, is published annually by students and faculty members, and contains student art and photography as well as fiction, poetry, essays, and other creative writing by students. For more information, contact 845-574-4771.

VOLUNTEER SERVICE PROGRAM

The Volunteer Service Program provides opportunities for RCC students to develop a sense of social awareness and an understanding of life, work and responsible citizenship in a diverse and changing world on-campus and off-campus. After completing a brief application, students are given access to a set of on-campus and off-campus volunteer opportunities to choose from that matches their skills, interests and times of availability. For off-campus volunteering, students can be paired with a non-profit agency where a partnership is allowing for advanced student learning. To complete the Program, students will fulfill a total of 42 hours of volunteer service to be eligible—for an opportunity to audit a one, 3-credit course after graduation; to apply for a co-curricular transcript and to receive a lapel pin and graduation service cords. Visit Student Involvement to complete a brief one-page application for an opportunity to provide service and to build inclusive and diverse networks.

SUSTAINABILITY MISSION STATEMENT

The mission of the Rockland Community College Sustainability Program is the careful and concerned use of natural resources to maintain our daily living without endangering the well-being of the future. Rockland Community College, being a comprehensive community college school, recognizes the large contribution it makes to global warming, resource consumption, and carbon emissions. Those contributions come in the form of fossil fuel consumption for transportation, heating and cooling, and electricity, and water use in the form of sanitation, food preparation, and irrigation. In consideration of the fact that the current course of action is not sustainable and jeopardizes the ability of future generations to sustain themselves and this planet, Rockland Community College will create a strategic sustainability plan that will guide the college in its carbon reduction efforts. Those efforts over the next 25 years shall culminate with the declaration of our carbon neutrality and transformation to a sustainable enterprise.

TESTING CENTER

The Testing Center (Room 8346) provides testing services to students who need to make up missed exams, require special testing accommodations, or are enrolled in distance learning courses. The Center also serves as an external testing facility for Rockland County residents taking courses from other colleges. Rockland Community College and the staff of the Testing Center are committed to academic honesty and excellence. Students using the Testing Center are expected to adhere to the Student Code of Conduct and follow the instructions of Testing Center personnel. The Testing Center is open when classes are in session. Please call the Center at 845-574-4504 or visit the RCC Web site for current hours and further information.

TRANSCRIPTS

Students may request copies of their official transcripts online at <http://www.sunyrockland.edu/admissions/records-and-registration/transcript-requests>. The transcript fee is \$5.00 per copy and all financial obligations to RCC must be paid before transcripts can be released. Allow several business days for processing official transcript requests. During peak times, such as the end of a semester, processing time will be a minimum of two weeks. Students may also access their grades online using WebAdvisor.

TRIO STUDENT SUPPORT SERVICES (SSS)

TRIO is a program designed for students who have the potential to achieve and maintain high levels of academic excellence. Participants are recognized leaders and are involved in professional development, personal growth experiences, and community engagement activities. Through the TRIO program, students are introduced to RCC resources, faculty and administrators, dedicated peer mentors and committed program professionals. TRIO services include tutoring, academic skills development, and specialized services to assist students in developing necessary skills and strategies to succeed in college. All services are free and available to any student who completes the application, qualifies under federal guidelines, and is invited into the program. Students must be a citizen or national of the United States or meet the residency requirements for Federal Student Aid; be admitted or accepted for admission in the next academic term at RCC; be a student with low-income; be a first generation college student or a student with a disability. For more information, contact TRIO Director Willie Everett at 845-574-4703.

TUITION REFUND APPEALS AND RETROACTIVE WITHDRAWAL REQUESTS

TUITION REFUND APPEALS

After classes have begun, a student may experience an extenuating circumstance beyond his or her control that prohibits the student's continued attendance at RCC. In such a case, the student may be eligible to receive a full tuition refund by filing a Tuition Refund Appeal Student Request Form within one year from the last date of the semester that included the extenuating circumstance.

RETROACTIVE WITHDRAWAL REQUESTS

After a semester has ended, a student may recognize that an extenuating circumstance beyond his or her control prohibited the student from dropping their course(s) prior to the College's final deadline to withdraw from a course with a grade of W. In such a case, the student may be eligible to have his or her grades changed from letter grades (A - F) to grades of W. Retroactive withdrawal requests are generally granted to include all courses in a semester. Students in this situation must file a Retroactive Withdrawal Request using the Tuition Refund Appeal Student Request Form within one year from the last date of the semester that included the extenuating circumstance. Please note: No tuition refund occurs for students approved for a Retroactive Withdrawal. If withdrawing from Nursing courses, please refer to departmental policy.

Examples of appropriate extenuating circumstances for Tuition Refund Appeals and Retroactive Withdrawal Requests include:

- The death of an immediate family member or close relative;
- The onset of a medical or mental health condition;
- An accident or injury;
- A call to active military duty;
- An administrative error made by the College;
- A requirement to relocate or leave the country to take care of an immediate family member's health.

Tuition Refund Appeal decisions are final.

For more information, see the Tuition Refund Appeal Student Request Form on the Web, or visit the Student Development Center, Room 8220.

VOTER REGISTRATION FOR NYS

In accordance with the National Voter Registration Act, Rockland Community College has established a Voter Registration Program to ensure that the College community understands the importance of voting and that eligible students and staff have the opportunity to vote.

Here's some important information about registering to vote:

TO REGISTER YOU MUST

- be a US citizen
- be 18 years old by December 31 of the year in which you file the form. (Note: you must be 18 years old by the date of the general, primary or other election in which you want to vote.)
- live at your present address at least 30 days before an election
- not be in jail or on parole for a felony conviction
- not be adjudged mentally incompetent by a court
- not claim the right to vote elsewhere

You can register in person at your County Board of Elections on any business day, except Election Day. If you want to vote in an election you must mail or deliver the registration form to your county board of elections no later than 25 days before the election in which you want to vote. Your eligibility to vote will be based on the date you file the form and your county board will notify you of your eligibility.

NEED A REGISTRATION FORM?

You can get registration forms at most state agency offices and post offices or at any County Board of Elections, or stop by Student Involvement, Room 3208.

QUESTIONS

Call your County Board of Elections, or call 1-800-FOR-VOTE. Hearing impaired people with TDD may call 1-800-533-8683.

SELECTED COLLEGE POLICIES

MAINTENANCE OF PUBLIC ORDER

The following rules were adopted in compliance with Section 6450 of the Education Law and were 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 the Board of Regents within ten days after adoption. Nothing herein is intended, nor shall be construed, to limit or restrict the freedom of speech nor peaceful assembly.

APPLICATION OF RULES

These rules are not intended to repeal, supersede or preclude any other rules relating to the same subject matter except to the extent they are inconsistent therewith. The rules hereby adopted shall govern the conduct of students, faculty, and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon the Rockland Community College campus and also with respect to any other premises or property, under the control of Rockland Community College, used in its teaching, research, administrative, service, cultural, recreational, athletic and other programs and activities.

PROHIBITED CONDUCT

No person, either singly or in concert with others shall:

1. Employ force or violence, including fire, theft, damage, or other behavior which constitutes an immediate threat of force or violence. This regulation will apply to the employment of or the threat of force or violence against persons or property, public or private.
2. Use or possess unauthorized guns, or any other such materials, or utensils, or devices which may be construed as being weapons dangerous or detrimental to public order.
3. Physically occupy a building or office, or other College related facility, for the purpose of, or with the result, of hindering others from its assigned or legitimate use.
4. Physically block doorways, corridors, stairways, elevators, reception areas, driveways and roadways, walks, parking areas; or congregate so as to disrupt normal or legitimate use of College or private facilities or property.
5. Disrupt classes or other normal or legitimate activities by volume of noise, nudity, obscenity, or other harassing tactics, violent or nonviolent.
6. Incite to any of the herein mentioned actions, or to the disruption of any other normal or legitimate campus or College-supervised facility or activity, by word or deed constituting a clear and present danger.
7. Conspire on or off campus regarding any of the herein mentioned actions or situations.
8. Exert undue physiological pressure leading either to any of the herein mentioned actions, or to the prevention of others from using in a normal or legitimate manner any College facility, property or activity.
9. Fail to obey legitimate College authorities, other designees or others acting in a lawful or legitimate manner in relation to any herein mentioned actions or situations.
10. Fail to produce satisfactory identification when requested by legitimate or lawful authority.
11. Take any action, create, or participate in the creation of any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization.

FREEDOM OF SPEECH AND ASSEMBLY; PICKETING AND DEMONSTRATIONS

No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of his/her views nor for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations in public areas of ground and building will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.

PENALTIES

A person who violates any of the provisions of these rules shall:

1. If he/she is a licensee or invitee, have his/her authorization to remain upon the campus or other property withdrawn and shall be directed to leave the premises. In the event of his/her failure or refusal to do so, he/she shall be subject to ejection.
2. If he/she is a trespasser or visitor without specific license or invitation, be subject to ejection.
3. If he/she is a student, be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning.
4. If he/she is a faculty member having a term or continuing appointment, be guilty of misconduct and be subject to dismissal or termination of his employment or such lesser disciplinary action as the facts may warrant including suspension without pay or censure.
5. If he/she is a staff member in the classified service of the civil service, described in Section 75 of the Civil Service Law, be guilty of misconduct, and be subject to the penalties prescribed in said section.
6. If he/she is a staff member other than one described in paragraphs (4) and (5), be subject to dismissal, suspension without pay or censure.

PROCEDURE

The Designated Official shall inform any licensee or invitee who shall violate any provisions of these rules that his/her license or invitation is withdrawn and shall direct him/her to leave the campus or other property of the institution. In the event of his/her failure or refusal to do so, such officer shall cause his/her ejection from such campus or property. Nothing in this paragraph shall be construed to authorize the presence of any such person at any time prior to such violation nor to affect his/her liability to prosecution for trespassing or loitering as prescribed in the Penal Law.

In the case of a student, charges of violation of any of these rules shall be presented and shall be heard and determined in the manner established at the College for the disposition of charges which may lead to expulsion. In the case of a faculty member having a continuing or term of appointment, charges of misconduct in violation of these rules shall be made, heard and determined in accordance with the policies of Rockland Community College.

In the case of any staff member who holds a position in the classified civil service, described in Section 75 of the Civil Service Law, charges of misconduct in violation of these rules shall be made, heard, and determined as prescribed in that section.

Any other faculty or staff member who shall violate any provision of these rules shall be dismissed, suspended or censured by the appointing authority.

ENFORCEMENT PROGRAM

The Designated Official shall be responsible for the enforcement of these rules and he/she shall designate the other administrative officers who are authorized to take action in accordance with these rules when required or appropriate to carry them into effect. It is not intended by any provisions herein to curtail the right of students, faculty or staff to be heard upon any matter affecting them in their relations with the institution.

In the case of any apparent violation of these rules by such persons, which, in the judgment of the Executive Vice President or his/her designee, does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented. In doing so, such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises of the institution where their continued presence and conduct is in violation of these rules. In any case where the violation of these rules does not cease after such warning and in other cases of willful violation of these rules, the Executive Vice President or his/her designee shall cause the ejection of the violator from any premises which he/she occupies in such violation and shall initiate disciplinary action as herein before provided. The Executive Vice President or his/her designee may apply to the public authorities for any aid which he/she deems necessary in causing the ejection of any violator of these rules and he/she may request the College Counsel to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violations of these rules.

FELONY AND PREVIOUS COLLEGE DISMISSAL POLICY RESOLUTION 29-2017; BOARD APPROVED 6-29-17

As required by the State University of New York (SUNY), all prospective students at Rockland Community College will be required to report whether they have been previously dismissed from an institution of higher education for disciplinary reasons. An affirmative answer will require that the prospective student's admission to a program or course be temporarily suspended and they be referred to the Director of Admissions. Upon referral, the prospective student will be asked to submit documentation and appropriate release of information waivers to the College's Felony/Disciplinary Dismissal Committee. Information provided will be reviewed by the Committee, comprised of the Vice President of Student Services, Dean of Student Development, Associate Vice President of Academic Affairs, Director of Public Safety, a member of the Criminal Justice faculty, and any other person deemed necessary by the President. The Committee may request a personal interview with the prospective student and will notify the applicant of the decision to deny, approve, or approve with conditions, their admission to a program or course of study.

As required by the State University of New York (SUNY), an applicant accepted as a student shall be asked if they have previously been convicted of a felony if they seek campus housing or participation in clinical or field experiences, internships, or study abroad programs. An affirmative answer will require that said student be referred to the College's Felony/Disciplinary Dismissal Committee. The Committee will carefully evaluate the relevance of the student's previous felony conviction(s) to the activities/services requested consistent with the legal standards articulated in the New York State Corrections Law.

STUDENT GRIEVANCE PROCEDURE

The student should take the following steps to resolve a perceived grievance with a faculty or staff member:

INFORMAL PROCEDURES

- Step A.** Within 14 days in which a perceived grievance has been identified, the student should report to the appropriate Division Chairperson, where information regarding procedures will be given.
- Step B.** The student should meet first with the faculty or staff member to attempt to resolve the perceived grievance.
- Step C.** If the student is unable to meet with the faculty or staff member or has not been able to resolve the grievance satisfactorily, the perceived grievance may be discussed in a meeting with the faculty or staff member's immediate supervisor.
- Step D.** If, after the meeting with the faculty/staff member and/or the immediate supervisor, the problem has not been resolved to the satisfaction of the student, the student should report to the Dean of Student Development. This must be done within 30 days of the initial contact with the Division Chairperson.

FORMAL PROCEDURES

- Step A.** The office of the Dean of Student Development will provide counsel to the student regarding the grounds for the grievance.
- Step B.** The Dean of Student Development will attempt to resolve the problem through informal meetings and mediation with the student, faculty or staff member, and immediate supervisor and/or appropriate administrative officer.
- Step C.** If the grievance is not resolved through the steps outlined in Step B, the Dean of Student Development shall present the student's documented written grievance promptly to the faculty or staff member and/or immediate supervisor. A written response shall be communicated to the Dean of Student Development by the faculty or staff member.
- Step D.** The Vice President of Student Services will advise the student of the faculty or staff member's response. If the grievance is not resolved to the satisfaction of the student, the Dean of Student Development will determine whether there is an appropriate basis for an appeal which would entail convening the Student Grievance Committee. The decision of that office on whether to grant an appeal is final.

THE STUDENT GRIEVANCE COMMITTEE

The Dean of Student Development will convene this Committee in consultation with the Vice President of Student Services. The Dean of Student Development will designate a Chairperson of this Committee.

A. Composition

An ad hoc committee consisting of:

- One student (from the same academic department as the aggrieved student)
- One student (from a different academic department)
- One full-time faculty or staff member (from the same department where the grievance occurred)
- One full-time faculty or staff member (from a different academic department)
- One representative from the appropriate administrative office

B. Procedures

The Student Grievance Committee shall have the responsibility of rendering a decision on the grievance. To this end, written and oral statements may be initiated or solicited from the principals in the grievance and/or from other observers who can provide pertinent information.

In addition, each principal in the grievance may have an advocate at the hearing. This advocate may not be a member of the legal profession.

When all the information pertinent to the case has been presented to the Committee, the Committee will convene without the principals in attendance to discuss the case and render a decision. The recommendation of the Committee will be presented in writing to the Dean of Student Development and to the Vice President of Student Services.

The Decision

- Step A.** The Vice President Student Services shall review the recommendations of the Student Grievance Committee and, if found to be complete, reasonable, and just, the results shall be binding on both principals.
- Step B.** If there is some cause to question the recommendation and/or proceedings of the Student Grievance Committee, the Vice President of Student Services may send his/her statements of concern in writing back to the Committee for deliberation and resolution. The Committee shall promptly resubmit its findings in writing to the Vice President of Student Services who shall make a final decision which shall be binding upon both principals.
- Step C.** The final decision and supportive rationale will be communicated in writing by the Vice President of Student Services to the principals and to the Chairperson of the Student Grievance Committee. This constitutes the final step in the resolution of the grievance within the institution.

ROCKLAND COMMUNITY COLLEGE COMPUTER USAGE CODE OF CONDUCT

Rockland Community College is pleased to extend use of its computing and electronic mail facilities to you in support of your pursuit of your educational goals. Computer accounts are provided to students, faculty, and staff at Rockland Community College as a privilege. Your access to College computing facilities and networks is granted subject to local, state and federal laws; College Policy; and SUNY Learning Network acceptable use policies. It is therefore imperative that all users conduct themselves in a responsible, decent, ethical, and polite manner while utilizing the College's network. If the following basic rules of computer usage are violated, disciplinary actions may be invoked that may result in the suspension or revocation of computer accounts:

- Computer accounts are provided for exclusive use by an individual or a group of individuals specified by Rockland Community College. Providing other individuals or groups with access to your account is not allowed. Protect your password and do not share it with anyone else.
- The use of other accounts, files, or programs that are not explicitly provided by the College for your use is not allowed.
- Rockland Community College strictly adheres to current copyright laws. Copying software, for which you are not the registered owner, or providing copies of copyright-protected software for use by others, is not allowed.
- Attempts to gain unauthorized access to any account not specifically provided for your use is not allowed.
- Attempting to gain unauthorized access to any computing system, including systems not operated by Rockland Community College, is forbidden and will result in the revocation of all accounts provided for your use by Rockland Community College.
- Attempts to circumvent restrictions placed upon the College's computing systems or your account are forbidden.
- Computer facilities provided for your use by Rockland Community College may not be used by you for commercial purposes, personal or financial gain, or partisan political purposes.
- Non-college related uses of computer services which result in a negative impact on College related uses are not allowed. This includes, but is not limited to, activities that may damage or disrupt hardware, software, communications; virus creation and propagation; and purposeful wasting or overloading of system resources.
- The use of Rockland Community College's computing and networking systems to transmit or make accessible offensive, annoying or harassing material or messages is prohibited.
- Use of Rockland Community College's computer services for illegal purposes is expressly forbidden.
- Rockland Community College reserves the right to inspect any information or data residing on any of its systems whenever it is deemed necessary.

STUDENT CODE OF CONDUCT

Below is a synopsis of the Student Code of Conduct. For the most current, complete, and approved edition, please refer to www.sunyrockland.edu/go/studentcodeofconduct.

PREFACE

“Student Development theory commonly holds that the campus conduct process ought to be educational, in order to assist students in ethical development. From Policies to Procedures to Sanctions, the conduct process is not intended to be punitive, but to function as a learning experience that provokes students to reflect on their behaviors, their values, and how their behavior impacts other members of the campus community. We make great efforts to differentiate the campus conduct process from the criminal and civil legal realm which have different methods and goals.”

Brett A. Sokolow, JD

RATIONALE FOR POLICIES AND PROCEDURES OF CONDUCT

Rockland Community College is a supportive learning-centered environment that strives to empower our students. As an institution of higher education, RCC seeks to provide the best educational environment for its students, faculty and staff. To achieve this goal, the College requires each member of the campus community, whether a member of the student body, faculty, staff or administration, to follow the policies and procedures established by the College along with all local, state and federal laws. The College is committed to supporting a moral and just climate, meeting its contractual obligations, and protecting its property and that of its community members. Equally valued is the importance of treating all students with equal care, concern, fairness and dignity.

All students should be familiar with the College Catalog,* which contains rules and regulations of the College. By enrolling at the College, students agree to abide by the Student Code of Conduct. All students at RCC have access to the Student Code of Conduct in the College’s Policies and Procedures online at <http://www.sunyrockland.edu/about/governance/board-of-trustees/> and from the office of the Dean of Student Development, Technology Center, Room 8220, 845-574-4307. Any questions about the Student Code of Conduct may be directed to the Dean of Student Development or the Coordinator of Judicial Affairs.

* College Catalog does not contain all of the College’s rules and regulations

STATEMENT OF JURISDICTION

Furthering the educational aims of the College, the following policies and procedures regarding conduct at any College location or function, the use of College premises, the enforcement of the Code of Conduct and penalties for any violations, thereof, are hereby established. The College reserves the right to take any necessary and/or appropriate steps to protect the safety and well-being of the College community. While the jurisdiction of the College shall generally be limited to conduct which occurs on College premises or at College-sponsored activities, a student who is charged with a crime as a result of off campus behavior, and who represents a risk to the health or safety of the College community may also be subjected to the student conduct process. In addition, the jurisdiction may be extended when a student or a student organization commits a prohibited act off campus against a student or employee of the College, or against the College itself, when such act is related to the student or accuser’s status at the College.

AUTHORITY FOR ADMINISTRATION OF THE STUDENT CODE OF CONDUCT

The College President has designated the Vice President of Student Services, Dean of Student Development, and Coordinator of Judicial Affairs as the persons responsible for the implementation of the Student Code of Conduct and the student conduct process at the College. They will coordinate the Student Conduct Process to include the composition of the Hearing Committee and the imposition of sanctions upon any student(s) found to have violated the Student Code of Conduct. Decisions made by the Coordinator of Judicial Affairs and the Vice President of Student Services shall be final, pending the outlined appeal process.

SECTION I - STUDENT RIGHTS AND RESPONSIBILITIES

1. Student Code of Conduct

Students' rights are basic to the freedom to learn and must be based on mutual respect and responsibility. In addition, when a student enrolls at Rockland Community College, he/she agrees to abide by all College regulations. Therefore, violations of any rule of the following Code of Conduct will result in appropriate disciplinary action.

The Student Code of Conduct as set forth below applies to all students and student organizations of Rockland Community College. The Code of Conduct primarily prohibits misconduct on College premises and off College premises in relation to College-sponsored activities, including, but not limited to, field trips, internships, sporting events, and all privileges granted to RCC students. The Vice President of Student Services, Dean of Student Development or Coordinator of Judicial Affairs may address and take appropriate disciplinary action based on conduct occurring off campus when the behavior or the presence of the student, in the College's sole judgment, adversely impacts or represents a threat to the campus community, damages the reputation of the institution, or impairs, obstructs, or interferes with the interests and/or mission, processes, or functions of Rockland Community College.

Students are subject to this Code of Conduct during academic terms for which they are enrolled, and, under certain circumstances, during breaks between terms, during College holidays and vacations, and during periods of suspension. If a student violates a law which also violates the Code, that student may be held accountable by both civil authorities and the College. The College may, at its sole discretion, elect to pursue disciplinary action against the student at the same time as criminal proceedings, even if criminal charges involving the same incident are pending, have been dismissed, or were reduced.

2. Standard of Evidence

A general principle in all matters of student discipline will be that the College may base its determinations on a preponderance of the evidence standard (i.e., it is more likely than not). In cases of misconduct where a major penalty may be assessed, or in which a student so requests, the student will be informed in writing of the allegations and charges, will be provided an opportunity to refute them, and will be afforded an avenue to appeal an adverse decision.

3. Complicity

A student shall not, knowingly or intentionally, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of the College's Code of Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is expected to remove him or herself from the situation.

4. False Accusations

The College recognizes that the question of whether a particular conduct constitutes a violation of the Student Code of Conduct requires a case by case factual determination. The College recognizes that false accusations have serious effects on innocent persons. If it becomes clear that a person who has accused another of a violation has maliciously or recklessly made a false accusation, the accuser will be considered in violation of the Student Code of Conduct. It is important to note, however, that the fact that a complaint is not substantiated or is determined not to constitute a violation does not mean that the complaint was maliciously or recklessly made.

SECTION II - STANDARDS OF STUDENT CODE

STANDARD 1. RCC students are expected to adhere to the highest standards of academic honesty and integrity and support a campus environment that is conducive to learning and scholarship.

STANDARD 2. RCC students are expected to respect and preserve the health, safety, welfare, privacy and rights of all members of the campus community.

STANDARD 3. RCC students are expected to respect the property of others, and the property, facilities, resources and reputation of the College.

STANDARD 4. RCC students are expected to observe the rules, regulations, policies and procedures of the College as well as local, state, and federal laws.

Any questions about the Student Code of Conduct may be directed to the Vice President of Student Services, Dean of Student Development, or the Coordinator of Judicial Affairs.

DISTRIBUTED BY

STUDENT INVOLVEMENT

**PLEASE VISIT US IN THE STUDENT UNION, ROOM 3208
845-574-4373 or 845-574-4374**

Refer to the **College Catalog** and current **Schedule of Classes** regularly for information regarding curriculum, financial aid, grading, and other important college policies and procedures.

The College Catalog is available online. The current Schedule of Classes is available in Records, Technology Center, first floor.

Complete copies of College Policies are available in Human Resources, Room 6206, Brucker Hall.

145 College Road, Suffern, NY 10901
1-800-RCC-SOON
www.sunyrockland.edu



STATE UNIVERSITY OF NEW YORK