

# STUDENT HANDBOOK

J E F F E R S O N  
C O M M U N I T Y C O L L E G E

Policies and Regulations are effective as of July 2017.  
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# Student Handbook

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Information contained in this catalog is **accurate as of July 2017** and subject to revision.  
Please visit the College website, [www.sunyjefferson.edu](http://www.sunyjefferson.edu), for the most current College policies and regulations.

JEFFERSON COMMUNITY COLLEGE IS COMMITTED TO PROVIDING EQUAL ACCESS TO ITS EDUCATIONAL PROGRAMS, ACTIVITIES, AND FACILITIES TO ALL OTHERWISE QUALIFIED STUDENTS WITHOUT DISCRIMINATION ON THE BASIS OF 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, OR ANY OTHER CATEGORY PROTECTED BY APPLICABLE STATE OR FEDERAL LAW. AN EQUAL OPPORTUNITY EMPLOYER, JCC ALSO AFFIRMS ITS COMMITMENT TO NONDISCRIMINATION IN ITS EMPLOYMENT POLICIES AND PRACTICES. IN COMPLIANCE WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, JCC PROHIBITS SEX DISCRIMINATION, INCLUDING SEXUAL HARASSMENT. FOR CONCERNS ARISING UNDER TITLE IX, CONTACT THE COLLEGE'S TITLE IX COORDINATOR AT (315) 786-2279. FOR STUDENT RELATED DISABILITY DISCRIMINATION CONCERNS, CONTACT THE ACCOMMODATIVE SERVICES COORDINATOR AT (315) 786-2288. FOR ALL OTHER CONCERNS, INCLUDING THOSE RELATED TO EMPLOYMENT, CONTACT JCC'S AFFIRMATIVE ACTION/DIVERSITY OFFICER AT (315) 786-2401.

# ACADEMIC POLICIES

## Matriculation Policies

This policy is designed to facilitate efficient use of the College's academic resources by establishing standards for matriculation and academic program change.

Certain terms are used in this document with specific meanings, as defined in this section.

1. A matriculated student is one who has been accepted by the Jefferson Community College Admission Office and is enrolled in a degree or certificate program.
2. A non-matriculated student is enrolled in College classes but has not been admitted formally to a degree/certificate program, or has lost matriculated status because of unsatisfactory academic performance or as otherwise set forth in this policy.

### STATEMENT OF POLICY:

1. Students are initially matriculated by the Chief Admissions Officer.
2. Students may take a maximum of 24 credit hours in a non-matriculated status.
3. Students who have completed the requirements of one degree or certificate and intend to matriculate for an additional program must have the written consent of the Chief Admissions Officer.
4. Students intending to matriculate for two curricula concurrently, must have the written consent of an academic advisor.
5. Students who have been readmitted may elect to complete program requirements in effect at the time of original matriculation, contingent upon availability of coursework.
6. The Vice President for Academic Affairs is responsible for overseeing this policy.

## Grading System

Mid-semester grades and final grade reports are available to students through SOAR (Student Online Access to Records). Final grade reports become part of the student's official transcript. Mid-semester grades are not entered on the official transcript. The instructor's assessment of each student's achievement will be in accordance with the following grading system.

Once a final grade for a course has been submitted to the Student Records Office, no grade change (other than from a temporary grade of I or R to the final grade) will be allowed after a time span of four months from the due date of the grade.

Grade	Numerical Equivalent	Interpretation	Grade Points
A	90-100	Excellent	4.0
B	80-89	Good	3.0
C	70-79	Average	2.0
D	60-69	Passing	1.0
F	Below 60	Failing	0.0
I	----	Incomplete*	0.0
J	----	Completion of a Challenge Exam	0.0
N	----	Audit. A student may enroll on a non-credit basis	0.0
R	----	Registered. Graded upon completion	0.0
P	----	Passing**	0.0
E	----	Failing***	0.0
S	----	Satisfactory. A grade given in non-credit courses	0.0
T	----	Transfer credit	0.0
U	----	Unsatisfactory. A grade given in non-credit courses	0.0
W	----	Withdrew without penalty	0.0
Y	----	Abandoned****	0.0
Z	----	Withdrawn Administratively	0.0

\*A temporary grade used at the discretion of the instructor when a student has not completed the course requirements for medical or personal reasons documented to the instructor's satisfaction. If the student fails to complete the requirements during the sixty calendar days following the due date of the grade, the incomplete is changed automatically to F. Extensions can be granted up to a period not to exceed one year from the original due date of the grade, with the permission of the instructor.

\*\*A grade used in certain specified courses. A student receives the designated credits for such a course, but the credits are not used in computing the grade point index.

\*\*\*A grade used in certain specified courses. The grade will not be used in computing the grade point index.

\*\*\*\*Students who abandon courses or fail to withdraw properly receive this grade. The grade is counted as an F in the grade point index calculations.

## Credit Hours/Grade Point Index (GPI)

### Credit Hours

At Jefferson Community College, semester hours of credit are awarded by the “Carnegie Unit” method. A semester credit hour is normally granted for satisfactory completion of one 50-minute session of classroom instruction per week for a semester of not less than fifteen weeks. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study. A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction or its equivalent with a normal expectation of two hours of outside study for each class session.

### Semester and Cumulative Grade Point Index

Student achievement for a given semester is measured by the student’s grade point index. The quality of all work a student has done at the College through one or more semesters is indicated by the cumulative grade point index.

Academic indices for all purposes will be calculated by dividing the sum of the grade points by the sum of the credit hours carried including grades of F and Y.

The semester grade point index is determined as follows:

1. Allowing 4 points for an A, 3 points for a B, 2 points for a C, 1 point for a D, and 0 points for an F, multiply the number of points equivalent to the letter grade received in each course by the number of credit hours for the course to obtain the grade points earned in each course.
2. Add the grade points obtained in all courses taken during the semester.
3. Divide this sum of the grade points by the total number of credit hours of work. The quotient represents the grade point index for the semester.

The cumulative grade point index is determined in the same manner as the semester grade point index, except that all of the student’s work at the College is taken into account. The only exception is in cases of course repetition, when only the more recent grade will be used.

## Academic Honors

Students who graduate from Jefferson Community College with a cumulative grade point average between 3.2 and 3.59 will graduate with Honors. Students who graduate with a cumulative grade point average of 3.6 or higher will graduate with High Honors. Such achievement is noted on the student’s official transcript.

Excellence in scholastic achievement at Jefferson Community College is recognized each semester by the compilation of a President’s List and Dean’s List. Such academic achievement is noted on the student’s official transcript.

**Full-Time Student Academic Honors Criteria:** To be eligible for the President’s List, a student must complete a minimum of 12 credit hours with a grade point index of 3.60 or higher. To be eligible for the Dean’s List, a student must complete a minimum of 12 credit hours with a grade point index between 3.20 and 3.59.

**Part-Time Student Academic Honors Criteria:** Eligibility for honors recognition by the compilation of a President’s List and a Dean’s List will occur after completion of 12, 24, 36, 48, and 60 credit hours, using the same grade point index criteria as indicated for full-time students.

## Honors Program Policy

The Jefferson Community College Honors Program offers students with exceptional academic skills the opportunity to receive enriched instruction. Honors students work closely with faculty who challenge students with an enriched education in the pursuit of making good minds better.

Definitions:

1. The Honors Program is an academic program of study that allows students to go beyond the demands of traditional college coursework and explore areas of scholastic interest while nourishing their intellectual curiosity.
2. An In-class Honors Option is a project completed in a course applicable to the student’s degree program. The In-class Honors Option is designed to enrich, rather than accelerate, the learning process.
3. INT 250 Honors Seminar is an interdisciplinary honors course open only to Honors Program students.

Statement of Policy:

1. In order to apply to the Honors Program, all applicants must
  - a. Fill out the Honors Program application.
  - b. Meet the following admission criteria:
    - i. New students must have high school cumulative average of 88 or higher or SAT total score of 1250 or ACT composite score of 27.
    - ii. Continuing, returning or transfer students must have a cumulative college GPA of 3.5 and at least 12 credits of college-level coursework.

2. All students accepted into the Honors Program must
  - a. Maintain a cumulative grade point average (GPA) of 3.3.
    - i. If a student's GPA drops below 3.3, they are placed on Honors probation for one semester.
    - ii. After one semester of Honors probation, if the student is unable to maintain a GPA of 3.3, the student will be dismissed from the Honors Program.
  - b. Remain active in the Honors Program. An Honors Program student who is inactive for 2 consecutive semesters will be dismissed from the Honors Program.
3. Students dismissed from the Honors Program may reapply at any time after they meet the admission criteria of the Honors Program.
4. Each In-class Honors Option must be
  - a. Agreed to by the student and faculty member who is willing to work directly with the student to provide a unique and rewarding experience.
  - b. Approved by the Honors Program Coordinator and the faculty member's Associate Vice President.
5. Any In-class Honors Option completed in a course will be given the Honors designation on the student's official transcript.
6. The Honors Program designation will be awarded to graduates who have
  - a. Earned a cumulative GPA of 3.3 or above.
  - b. Completed twelve (12) credit hours as follows:
    - i. Three (3) credits in INT 250 Honors Seminar
    - ii. Nine (9) credits in In-class Honors Options in college-level coursework.
7. The Honors Program Coordinator is responsible for overseeing the Honors Program.
8. The Vice President for Academic Affairs is responsible for overseeing this policy.

### **Honor Society**

The Tau Xi Chapter of Phi Theta Kappa, an international honor society for students at two-year colleges, was chartered at Jefferson in 1969. Students who have completed 12 credit hours of college-level coursework at JCC, are matriculated in a degree program, and have attained a cumulative grade point average of 3.50 may be invited to join the Chapter. Eligible students will be invited to join at the beginnings of the fall and spring semesters. Students must also maintain a 3.30 cumulative GPA in order to maintain membership eligibility. For more information about the honor society, contact the Student Activities Center.

### **Academic Standing**

The term "in good academic standing" means that a student is eligible or has been allowed to register for and undertake academic course work as a matriculated student for the semester in question. In some instances, the College may define a student as being "on academic probation." The mechanism of academic probation, including any accompanying constraints upon a student's activities, is intended merely as an educational device designed to encourage greater effort on the part of students who appear to be having difficulty in meeting certain academic standards. Placement on academic probation may precede denial of the right to register for academic course work as a matriculated student if certain conditions are not met, but a student on academic probation is considered to be in good academic standing. Any question concerning whether or not an individual student is in good academic standing will be determined by the College's Faculty Petitions Committee.

### **Standards for Academic Progress Policy**

Jefferson Community College requires that all students make satisfactory academic progress in order to remain in good academic standing and continue their enrollment.

Certain terms are used in this document with specific meanings, as defined in this section.

- The term "in good academic standing" means that a student is eligible or has been allowed to register for and undertake academic course work as a matriculated student for the semester in question.
- A College Professional is an academic advisor.
- An Academic Success Plan is a written formulated process to degree completion.

Statement of Policy:

1. Academic progress will be evaluated each fall and spring semester.
2. All matriculated students who have attempted a minimum of 12 credits/equivalent credits at Jefferson Community College are subject to this policy.
3. If a 2.00 cumulative grade point index is not maintained, a student is subject to Academic Warning, Academic Probation or Academic Dismissal. In determining this index, a grade of "Y" is considered to be an "E." Grades of "S" or "U" in noncredit developmental courses may be considered by the Academic Standards Committee in end-of-semester academic decisions regarding warning, probation or dismissal.
4. A student on Academic Warning or Academic Probation is considered to be in good academic standing.
5. Standards for Academic Progress
  - a. **Academic Warning**  
A student will be placed on Academic Warning if the student fails to earn a semester and/or cumulative GPA of 2.00 or higher. Any student below a 1.5 will be required to attend a session with a College Professional. Failure to attend a session with a College Professional will disqualify a student from attending classes for the current semester. Students that are equal to or above a 1.5 will receive a letter indicating they are on warning and encouraged to speak to a College Professional. If the student complies with what he/she is directed to do, they will remain in good academic standing.

### **4 Academic Policies**

**b. Academic Probation**

In the semester following the Academic Warning, if a student's semester and/or cumulative grade point average is below a 2.00, the student will be placed on Academic Probation. An Academic Success Plan is required to be developed by the student with a College Professional. The Plan identifies specific steps students will take to improve academic performance and needs to be filed with the office of the Vice President for Academic Affairs (VPAA) prior to attending classes in the subsequent semester. Students who fail to file the required Academic Success Plan will be ineligible to return in the subsequent semester.

**c. Academic Dismissal**

In the semester following the Academic Probation, if a student's cumulative grade point average is below a 2.00, the student will be academically dismissed. A student is not allowed to enroll in classes for the subsequent semester. Students are recommended to sit out three (3) years and apply for Academic Fresh Start upon returning to the College. A letter from the office of the VPAA will be sent to the student notifying them of their right to appeal the Academic Dismissal. Those wishing to appeal are required to follow the procedure outlined in the letter. Failure to follow the procedure for appeal will void the petition for reinstatement. Appeals made must demonstrate that a documented hardship occurred during the semester that disallowed a student to fulfill their Academic Success Plan. Students returning from Academic Dismissal are required to prepare a new Academic Success Plan with a College professional and file it with the office of the VPAA prior to registering for classes.

**d. Academic Probation after Academic Dismissal**

A student will be on Academic Probation in the semester in which they return from Academic Dismissal. A student who maintains a semester grade point average of at least 2.00 will not be academically dismissed; however, the student will remain on Academic Probation until the cumulative grade point average is 2.00 or higher.

6. The Vice President for Academic Affairs (VPAA) is responsible for overseeing this policy.

Academic Standards of Progress*				
	Academic Warning	Academic Probation	Academic Dismissal	Dismissal/ Probation **
<b>Definition</b>	Semester and/or cum < 2.0.	After a semester of Academic Warning, semester and/or cum < 2.0.	After a semester of Academic Probation, cum < 2.0.	Students returning after Academic Dismissal or were granted appeal from Academic Dismissal.
<b>Required Student Action</b>	Any student below a 1.5 will be required to attend a session with a College Professional. Students above a 1.5 will receive a letter indicating they are on warning and encouraged to speak to a College Professional.	An Academic Success Plan is required to be developed by student with a College Professional. These identify specific steps students will take to improve and need to be filed with VPAA's office prior to starting classes.	Students are required to sit out at least one semester and recommended to sit out three (3) years and apply for Academic Fresh Start.	If returning from dismissal, a student is on Dismissal/ Probation and will need to develop an Academic Success Plan with a College Professional. These identify specific steps students will take to improve and need to be filed with VPAA's office prior to starting classes.
<p>* The Academic Standards of Progress is based on SUNY North Country Community College's Academic Standing Policy adopted by their Senate in 2015</p> <p>** After sitting out at least one semester or being granted an appeal, if the Semester GPA &gt;= 2.0 and cum &lt;2.0 the student remains on academic probation</p>				

**Academic Reinstatement**

A student who has been academically dismissed has two options for completing studies at Jefferson Community College:

1. An appeal may be made to the Faculty Petitions Committee for consideration to be reinstated on Academic Probation for the following semester. The appeal must be submitted in writing on the appropriate petition form and must indicate to the Committee the reason(s) for unsatisfactory achievement during the past semester and plans for improvement. The student will be notified in writing of the Committee's decision. OR
2. Without appealing, the student may continue studies on a part-time non-matriculated basis. The student must seek assistance from an academic Associate Vice President.

Following successful completion of such part-time study, the student may apply for reinstatement to matriculated status. Such a request is made in Enrollment Services.

In addition to the above, a student may apply to return to full-time matriculated status after an interruption of attendance of at least one semester. Evidence of increased ability and motivation to succeed in college studies must be evident.

## Academic Fresh Start

Jefferson Community College recognizes that some students may begin college and receive poor grades. Often students stop attending and return many years later only to have grades from their academic history negatively impact their current academic status.

1. Any student having an absence from the College of three years or more and a cumulative GPA below 2.0 may apply for an Academic Fresh Start.
2. No coursework prior to the date Academic Fresh Start becomes effective will impact the student's cumulative grade point average (GPA). Once Fresh Start is granted, the cumulative GPA will be reset to 0.00.
3. Students will receive credit toward graduation requirements for all coursework successfully completed prior to the granting of the Academic Fresh Start provided the grade is not a D.
4. All prior coursework and grades will remain on the transcript to reflect an accurate academic history; however, courses taken only after the granting of Academic Fresh Start will constitute the new cumulative GPA.
5. Only one Academic Fresh Start will be granted during a student's academic career at Jefferson. Once the Academic Fresh Start is established, it will not be reversed.
6. The Vice President for Academic Affairs is responsible for overseeing this policy.

## Attendance

Jefferson Community College recognizes the importance of prompt and regular attendance to a student's academic success. Therefore, it is the responsibility of the student to attend all class sessions.

If, for medical or other valid reasons, a student misses a class, it is the student's responsibility to contact the instructor immediately on returning to arrange a procedure for maintaining continuity in the course.

The effect of absences on grades is determined by the instructor of the course with the approval of the appropriate AVP. The attendance policy for each course will be stated explicitly in the course outline.

Students will be excused if their religious holidays occur when the College is in session. The following New York State law (Section 224-a of the Education Law) governs such excuses.

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If registration, classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or make up classes, examinations, study or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.
6. Any student who is aggrieved by the alleged failure of any faculty or administrative official to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.
  - a. It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.
7. As used in this section, the term "institution of higher education" shall mean any institution of higher education, recognized and approved by the regents of the university of the state of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or the purpose of propagating religious



doctrines. As used in this section, the term “religious belief” shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.

## **Academic Honesty**

Academic honesty on the part of all students at Jefferson Community College is essential to individual growth and development. Upon admission to the College, each student is obligated to uphold the highest ethical standards in academic endeavors. Failure to do so can seriously undermine and impede the educational process. Thus, any form of academic dishonesty is a serious concern to the College and is therefore unacceptable.

The following is a list of unacceptable types of behavior in relation to academic honesty. No listing can define all possible types of academic dishonesty; thus, the following should be viewed as examples of infractions rather than an all inclusive list.

### **A. Plagiarism**

Plagiarism is the misrepresentation of any part of another’s work as one’s own. While it is expected that a student who is engaged in writing will utilize information from sources other than personal experience, acknowledgement of such sources is necessary.

Examples of plagiarism include using a direct quotation without citing the source, paraphrasing the ideas or expressions of another without giving credit, and representing the thoughts of others as one’s own by failing to acknowledge or document sources. Additionally, plagiarism includes the submission as one’s own work, any work which has been borrowed, stolen, or purchased from someone else.

### **B. Cheating**

Cheating implies conducting matters fraudulently so as to profit oneself. Some examples of cheating include the copying of an examination, assignment or other work to be evaluated; unauthorized collaboration on work to be evaluated; “cribbing” and submitting work for which previous credit has already been received in another course without the express consent of the instructor.

### **C. Theft**

Theft includes the stealing of another’s work or work materials such as laboratory endeavors, computer programs, class projects and library materials.

## **Disciplinary action against those who have violated the College’s Academic Honesty Policy may include:**

1. Grade reduction on the assignment in question.
2. A failing grade in the course.
3. Suspension or dismissal from the College.

Any act of academic dishonesty will be documented by the instructor and a report will be filed in the office of the V.P. for Academic Affairs.

A student who believes that the penalty assigned by the instructor is inappropriate or unfair may appeal the penalty by following the steps for protection against improper academic evaluation as outlined in the Statement of the Rights, Freedoms, and Responsibilities of Jefferson Community College Students, Article II, Section B, Protection Against Improper Academic Evaluation.

## **Late Registration/Withdrawals**

### **Late Registration**

All students must be registered for their class(es) prior to the first scheduled meeting of the second week of class(es).

A registered student may, under extenuating circumstances, add a course(s) prior to the first meeting of the third week of classes, provided the student receives explicit approval of the faculty member involved, in addition to the approval of the advisor and appropriate AVP.

### **Withdrawal from the College**

If a student plans to withdraw from the College, the necessary withdrawal form should be obtained from the academic advisor. The student should then have the form signed by a counselor, the student’s faculty advisor, and the Financial Aid Counselor. The completed form is then returned to the Student Records Office. Failure to do this may result in loss of eligibility for future financial aid as well as a forfeiture of opportunity for withdrawal without penalty.

### **Withdrawal from Courses**

Students wishing to withdraw from a course should secure the necessary withdrawal form from the Student Records Office and have the form signed by the faculty advisor. The completed form is then returned to the Student Records Office. Failure to withdraw properly results in the assignment of a grade of “Y” for the course which is treated as an “F” in determining the student’s cumulative average. A grade of “W” is guaranteed when the withdrawal form is filed in the Student Records Office prior to completion of 75% of the scheduled number of days in the session. When not certain how withdrawal from a course will affect graduation, scholarship aid, veterans benefits, etc., the student should see a counselor to discuss such concerns.

## **Administrative Course Withdrawal**

An instructor may initiate an administrative withdrawal when lack of class attendance may indicate that an individual is not a de facto student in a course or there is evidence a student does not have the ability to perform satisfactorily in the course. The V.P. for Academic Affairs will notify the student of the impending action and available options which must be pursued by a date indicated in the letter of notification. These options are official withdrawal from the course or indication by student of desire to continue in the course. No response from the student by the stated deadline will result in an administrative withdrawal. The student is encouraged to consult with the instructor to determine if continuation is feasible.

## **Schedule Limitation**

A student may not register for more than 19 credit hours per semester unless permission to do otherwise has been received from the V.P. for Academic Affairs. A student may not register for more than a total of 9 credit hours during summer sessions unless permission to do so has been received from the V.P. for Academic Affairs.

## **Repeating a Course**

A student may repeat a course in which a “D” or failing grade has been received. A required course which has been failed must be repeated. A first-level course in which a “D” grade has been received may not be repeated after the student has passed the second or highest level course, except with permission of the V.P. for Academic Affairs. A student may repeat a course in which a grade of A, B, C, or P has been received only by registering on an audit basis. All course grades appear on the official transcript. When courses are repeated, the official grade will be the last grade recorded except when the last recorded grade is an “audit” or “withdrawn” grade. This official grade is used in determining the cumulative average.

In the nursing curriculum, permission of the nursing faculty is required to repeat nursing courses.

## **Course Placement**

**Credit Courses** - Usually students who have completed secondary school prerequisites for language, mathematics or other courses are not allowed to enroll in a course in the same subject requiring fewer prerequisites. When exceptions are made to this policy to allow the student to enroll for credit in such a course, the student must realize that the credit received may not be accepted as transferable by other colleges.

**Placement in Non-Credit Courses** - A student placed in non-credit course work may register for no more than twenty-four (24) hours of credit course work in his or her degree program prior to the satisfactory completion of non-credit course work into which he or she has been placed without the permission of the V.P. for Academic Affairs. A student placed in non-credit course work may register for no more than twelve (12) hours of credit course work in a certificate program prior to the satisfactory completion of non-credit course work into which he or she has been placed without the permission of the V.P. for Academic Affairs.

## **Course Placement Policy**

Jefferson Community College recognizes that student success in college coursework is directly related to appropriate course placement and -

1. Each content area/department is responsible for establishing guidelines for course placement in their respective academic areas.
2. Each content area/department is responsible for establishing guidelines to determine which students are required to take placement tests in their respective academic areas.
3. The Academic Vice President is responsible for overseeing this policy.

## **Change of Curriculum**

Students may change their curriculum only with approval of the appropriate AVP. Change of Curriculum forms may be obtained from the Student Records Office.

Each student who changes curriculum must complete the full requirements of the new curriculum as published at the time of the curriculum change.

## **Graduation Requirements**

### **Waiver of Degree Requirements**

A matriculated student must follow an approved curriculum as described in the College Catalog at the time of matriculation. Any requests for deviations from the sequence of an approved curriculum must be submitted in writing to the V.P. for Academic Affairs. Such requests are considered by the Petitions Committee of the Faculty Senate, and its recommendation is submitted to the V.P. for Academic Affairs for final action. The decision in response to each request is communicated in writing to the student by the V.P. for Academic Affairs.

### **Candidates for a Degree or Certificate**

In addition to general requirements, candidates for a Degree or Certificate must complete and submit an “Application for Degree/Certificate” during their last semester. Forms and deadline dates may be obtained from the Student Records Office.

## Graduation Requirements

Candidates for a degree or certificate from Jefferson Community College must fulfill the following requirements.

**Degree Requirements:** A degree candidate must fulfill these general requirements:

1. Complete successfully a minimum of 60 credit hours of course work. Physical Education activity classes are not considered as part of this 60 hours.
2. Complete successfully all course requirements as listed under the degree program for which the candidate is matriculated.
3. Complete a minimum of 30 semester hours of credit at Jefferson Community College. (SOCAD: 15 academic credit hours)
4. Attain a minimum cumulative grade point average of 2.00 upon completion of the program.
5. Satisfactorily meet all College financial obligations.
6. Receive recommendation for graduation by the faculty of Jefferson Community College.

**Certificate Requirements:** A certificate candidate must fulfill these general requirements:

1. Complete successfully all course requirements as listed under the certificate program for which the candidate is matriculated.
2. Complete a minimum of 15 semester hours of credit at Jefferson Community College.
3. Attain a minimum cumulative grade point average of 2.00 upon completion of the program.
4. Satisfactorily meet all College financial obligations.
5. Receive recommendation for graduation by the faculty at Jefferson Community College.

**Second Degree Requirements:** Any student who has completed the requirements of one degree or certificate program may only matriculate in a new program with the following:

- a. written consent of the AVP responsible for that curriculum
- b. an interview and written approval from the AVP

The V.P. for Academic Affairs must also give written consent when the student wishes to matriculate for two curricula concurrently.

The signed matriculation form must be placed on file in the Student Records Office prior to registration for an additional program.

Requirements for attainment of an additional degree or certificate are as follows:

1. The authorized matriculation form must be on file in the Student Records Office.
2. A minimum of 15 credit hours must be successfully completed in residence for each additional degree or certificate.
3. All specific course and curriculum requirements must be fulfilled for each additional program.
4. A 2.0 cumulative average must be attained.
5. In the event a student has interrupted enrollment for one or more semesters and wishes to return to full-time study in an additional degree program, an application must be made through the Admissions Office in addition to all of the above.

Request forms for additional and/or concurrent matriculation are available in the Student Records Office.

For information about secondary degrees or certificates which are excluded, see the Guidelines for Matriculation in Additional/ Concurrent Degree or Certificate Programs posted on the website.

## Course Audit

The privilege of auditing a course at the College is open to both day and evening students, matriculated or non-matriculated, if space is available after all students taking the course for credit have been admitted to class. No credit is granted for an audited course. Enrollment on an audit basis requires academic advisement and approval by the student's advisor, approval by the instructor, and notification to Enrollment Services prior to the end of the second week of instruction.

## Pass-Fail/Credit by Examination/Directed Study

**Pass-Fail Option:** Students may elect one course per semester outside of the major field of study on a pass-fail basis. Students may elect a maximum of four such courses during their academic career at the College. A part-time student must complete a minimum of six semester hours prior to electing a pass-fail option. This option requires approval by the student's advisor prior to the end of the second week of instruction in a given semester.

**Credit by Examination:** Jefferson Community College grants credit for work completed through the College Level Examination Program (both General and Subject Examinations), the Advanced Placement Program, New York State College Proficiency Examinations, selected programs offered by non-collegiate organizations as recommended by the New York State Education Department, and educational experiences in the armed services as recommended by the American Council on Education.

The College grants credit for satisfactory performance on the above for courses that meet the requirements of the curriculum in which the student is registered.

The College also offers Divisional Examinations for credit in courses offered at this College for which there are no proficiency or College Level Examination Program examinations. Such examinations are offered at the discretion of the individual division. Students requesting to take such an examination must obtain prior approval from their advisor, AVP, and the V.P. for Academic

Affairs. Divisional Examinations must be completed within one month of notification of approval. Students may not take an examination at a lower level of proficiency in a subject than that which the student has already passed, and students may not repeat examinations which they have failed. Students may not usually take Divisional Examinations in courses which they have already failed at Jefferson Community College.

Credit accepted for any type of examination described above will be placed on the official transcript as transfer credit. The Division determines whether or not such exams are offered on an individual course basis.

**Directed Study:** A Directed Study is a course of study to be completed on an independent basis by the student. The study plan will be developed by the student and the instructor who has agreed to serve as mentor and evaluator of the study. A Directed Study is not a tutorial or course taught to a student on an individual basis but a course in which the student's independent learning is facilitated and evaluated by the instructor/mentor.

The purpose of a Directed Study is to accommodate students who have extenuating circumstances and will be considered only after all other options have been exhausted. These other options include credit by examination, CLEP exams, and/or enrollment in a regularly scheduled class. The use of the Directed Study option will be on a selective basis, and participation will be determined by the appropriate AVP.

Unlike the regular academic schedule, Directed Study courses are available all year around.

A student may register at any time of the year and take up to six (6) months to complete a Directed Study course.

**Cost:** Students enrolled in a Directed Study will be assessed a discrete tuition charge for their Directed Study. (This charge is above and beyond any tuition students may already be assessed for other course work in which they have also enrolled.)

1. Tuition: Same as the per-credit-hour rate for residence study.
2. Directed Study Processing Fee: \$5.00
3. Books and Supplies: Dependent on the requirements of the particular course.

**Eligibility:** In order to be eligible for directed study, a student must meet the following conditions:

1. Have earned a grade point average of 2.5 or better from Jefferson Community College or other accredited college.
2. Show successful completion of twenty-four (24) credit hours of college work.
3. Have not previously taken the course being requested for directed study.

**Restrictions:** No more than three (3) courses (9–12 credit hrs.) of the required credits for the Associate Degree may be earned by Directed Study. For a certificate program, a maximum of one (1) course (3 cr. hrs.) may be earned by Directed Study.

Exceptions can be granted by the Vice President for Academic Affairs.

## Physical Education

Physical education course work is required of all students in most degree programs. Any student who, for medical or other valid reasons, believes he or she cannot participate in physical education should discuss this with the Director of Athletics/Physical Education. The Director's recommendation regarding a waiver of physical education will be forwarded to the V.P. for Academic Affairs for final action.

## Credit for Participation in an Intercollegiate Sport

Student athletes successfully completing an intercollegiate sport at Jefferson Community College shall receive one (1) credit toward the physical education graduation requirement for each athletic season. Only those student athletes whose names appear on the National Junior College Athletic Association (NJCAA) eligibility form are eligible for consideration under these guidelines. The eligibility form serves as a "class roster" for registration purposes.

Students may not take a physical education activity course that duplicates the intercollegiate sport for which they received credit. Guideline dates for reporting grades for those "Intercollegiate Athletic Participation Courses" would be exactly the same as any other course on this campus, that is, the date for "Final Grades Due" as it appears in the College Catalog. Only grades A, Y, W, or Z are used for these courses.

## Admission and Enrollment for Students Below the Age of Compulsory Attendance

Students below the age of compulsory attendance are strongly encouraged to complete all possible course work within their school district before pursuing classes at Jefferson Community College. College coursework and the campus environment are designed for adult learners and may not be appropriate for students below the age of compulsory attendance.

The Director of Admissions will review interest by individuals under the age of compulsory attendance on a case-by-case basis.

Permission to enroll may be granted in exceptional cases based on the student's academic and emotional preparedness for college-level work, completion of course pre-requisites, and age appropriateness of course material. Appeal of the Admissions Director's decision may be presented to the Vice President for Academic Affairs or Vice President for Students for a final review. This policy is not applicable to students enrolled in classes intended for high school students and offered at high school locations.

**Admission to a degree program.**

A student under the age of compulsory attendance will be eligible for consideration as an applicant for admission to a degree program only if the student can provide a letter from the superintendent of the school district (in which the student resides) attesting to the student's completion of a high school program or a program of home instruction that is the substantial equivalent of a four-year high school course of instruction meeting the requirements of Section 100.10 of the Regulations of the Commissioner of Education.

**Permission to attend as a non-degree student.**

A student granted permission to attend as a non-degree student will be limited to one class per semester unless approved by the Vice President for Academic Affairs.

# GENERAL CAMPUS POLICIES & REGULATIONS

## Accommodation Policy

Accommodations that do not cause “undue financial burden” to the College will be provided to qualified individuals with disabilities who request the opportunity to participate in programs, activities, or employment. The College will not discriminate against any student, employee or applicant for employment, workshop registrant, or visitor because of physical or psychological disability, and/or pregnancy.

Accommodations will maintain the academic integrity of the courses and the academic program as a whole or essential job functions while attempting to meet the individual’s needs. The College affords reasonable accommodations in policies, practices, or procedures unless making the modifications would fundamentally alter the essential functions or nature of the service, program, or activity.

### Requests for Accommodation

- A. Student requests for accommodations including but not limited to pre-admission or admission-related activities, academic course work and/or residence hall housing/dining services should be made in writing to the staff of the Accommodative Services Office in accordance with established procedures.
- B. Employee, applicant, and visitor accommodation requests for college events, business and industry training workshops, pre-applicant appointments, and pre-employment or employment-related activities or other noncredit-bearing functions should be addressed to the College’s Affirmative Action Officer in accordance with established procedures.
- C. Grievance procedures are available under the ADA/504 Compliance Office.

## Compliance Officer Designation

- A. Students: The individual responsible for student and academic compliance with this policy shall be the College’s Vice President for Academic Affairs, 315-786-2237.
- B. The individual responsible for residence hall compliance with this policy shall be the Dean of Students, 315-786-6561.
- C. Employees, Applicants, Workshop Participants, and Visitors:  
The individual responsible for all other compliance will be the College’s Affirmative Action Officer, 315-786-2401.

Questions regarding the application of this policy may be directed to the appropriate compliance officer. 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) 428-3900; TDD: 800-877-8339, Email [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

## Change of Name or Address

If a student’s legal name or mailing address changes, notification in writing of the change must be made immediately to Enrollment Services. Change of name/address forms are available online at [www.sunyjefferson.edu](http://www.sunyjefferson.edu) or in Enrollment Services, Room 6-010, Jules Center, 315-786-2437.

## Children on Campus

Children are not to be left unattended on campus, including the grounds and parking facilities. Children will not be allowed in class unless accompanied by an adult and permission is granted by the instructor.

## Copyright Policy

Jefferson Community College expects all members of the College community to adhere to the provisions of the United States Copyright Law (Title 17, U.S. Code, § 101 et seq.). Copyright protection applies to a variety of works—including, but not limited to—printed materials, sound recordings, video recordings, and visual artworks. Anyone who plans to reproduce, alter, or perform works that are protected by copyright should follow the guidelines presented in the Copyright Handbook of Jefferson Community College. This manual is maintained and updated by the library staff.

## Immunization Policy

Jefferson Community College intends to fully uphold and enforce the provisions of Public Health Law, Article 21, Title VI, Section 2165 regarding immunization against measles, mumps, and rubella.

A “student,” for the purposes of Section 2165, is defined as any person born on or after January 1, 1957 who is registered to attend or attends classes at Jefferson Community College whether full-time or part-time. “Part-time student” means a student enrolled for at least six, but fewer than twelve semester-hours per semester. “Full-time student” means a student enrolled for twelve or more semester-hours.

### Statement of Policy

No student will be permitted to attend Jefferson Community College unless one of the following documents has been submitted:

- A certificate of immunization.
- A certificate that shows the student is in the process of completing the requirements.
- A statement from a health care provider, certifying in writing that one or more of the required immunizations may be detrimental to the student’s health or is otherwise medically contraindicated.

- A written and signed statement from the student, or in the event that the student is less than 18 years old, from their parent or guardian, that they hold sincere and genuine religious beliefs which prohibit immunizations of the student. The college may require supporting documents.

Proof of immunization and/or compliance will be determined by the College Nurse and reported to the appropriate offices responsible for registration. Follow-up of students in the process of receiving immunization will be done by the College Nurse. Student immunization records will be maintained in a confidential manner by the College Nurse and access will be limited to personnel whose job duties require information from these records.

Students have 30 days from the first day of classes to achieve immunization compliance and avoid withdrawal from all classes.

All immunization documents are collected by the Health and Wellness Center, Building 17, Jefferson Community College, 1220 Coffeen Street, Watertown, NY 13601. Phone: 315-786-2376 / Fax: 315-786-2382

Jefferson Community College will report all cases of measles, mumps, and rubella to the NYS Department of Health according to provisions of the NYS Sanitary Code, 10 NYCRR 2.25 (Appendix J).

## **Inclement Weather Policy Cancellation or Delay of Classes**

Generally, scheduled classes will be held during inclement weather unless one or more of the following conditions exists:

1. Hazardous driving conditions exist in the County that would cause a large percentage of the College student body to be absent.
2. The College is unable to clear the drives and parking lots in time to accommodate normal requirements.
3. Weather projections are such that it is likely (1) or (2) will occur prior to the end of the daily College schedule.

**Announcement of Cancellation or Delay of Classes:** The College President (or designee) will be responsible for cancellation and delay announcements over the local media in a timely fashion.

**Cancellation or Delay of Morning Classes:** When inclement weather causes a delay in the start of the morning class schedule, classes will commence with the 10:10 a.m. class on Monday, Wednesday and Friday and the 9:30 a.m. class on Tuesday and Thursday.

Details of class cancellation or delay or closing of campus will be available on the College's Weatherline 786-6565 and on the College's website. Please do not call the switchboard for information. Too many calls make it impossible to respond to emergency calls. As indicated above, delay or cancellation of classes will be announced over local media, and approval of absences may be obtained after a student returns to campus.

## **Class Make-Up Requirements**

- A. Individual Class Cancellations:** The College expects that classes cancelled on an individual basis because of faculty illness, faculty attending conferences, etc., as well as cancellation because of inclement weather, will be made up. Thus, any classes that are cancelled by an individual faculty member will be rescheduled by arrangement between that faculty member and the class.
- B. Make-Up of Cancelled Classes:** The Vice President for Academic Affairs will publish a schedule for make-up of classes cancelled due to inclement weather. In the event the make-up schedule necessitates utilization of days or times outside the published academic calendar, the College President, the President of the Faculty Association, the President of the Student Government Association, and the Chairman of the Board of Trustees will be responsible for identifying the method of make-up.
- C. Individual Student Absences:** It is recognized that during inclement weather conditions some students may encounter localized hazardous driving conditions even though classes are being held as scheduled. Absences from class for this reason are legitimate and acceptable. Students will be held responsible for any work missed, as is the case for any other excused absence, and they are encouraged to consult with their instructors or their classmates as soon after their return to classes as possible in order to make up such work.

## **Motor Vehicle Regulations**

The New York State Motor Vehicle and Traffic Laws are in effect on the Jefferson Community College campus. Campus rules and regulations supplement the State Laws.

**Speed Limit** - The campus speed limit is 20 MPH on campus roadways and parking lots.

**Parking** - Driving and parking on campus are privileges granted by the President of the College and revocable by the President if prescribed rules and regulations are not followed.

The following parking rules apply:

1. Students shall not park in those areas reserved to staff and visitors at any time. It is of particular importance that the visitors parking area be kept clear of vehicles.
2. There shall be no parking in those areas designated as service and freight entrances.
3. All traffic signs and markings located on the campus are to be followed.
4. All vehicles will be parked within the marked spaces.

## **Enforcement Policy**

1. Tickets may be issued for violations of campus regulations.

2. Offenders are subject to a fine of \$25 or \$50 for parking in reserved handicap space without a permit. Student violators may be subject to disciplinary action for repeated violations.
3. Tickets must be presented to Enrollment Services within 5 working days with payment. In addition, a \$2.00 late fee will be charged for failure to appear within the time limit.
4. Students have the right to appeal tickets before the director of Campus Safety & Security and the Vice President for Students if necessary.

## **Photographs**

Photographs are taken periodically on campus to update printed and electronic publications. An individual's presence on campus constitutes permission for his or her image to be used in either printed or electronic publications and advertisements for Jefferson Community College.

## **Smoking Policy**

Jefferson Community College prohibits tobacco use, in any form, in all indoor areas on campus, in designated smoke-free zones, and within 20 feet of any building entrance, exit, window, or ventilation system, unless otherwise identified. This policy is in accordance with New York State's Clean Air Act effective July 24, 2003.

### **Implementation**

Smoke-free zones include all sidewalks and grassy areas adjacent to buildings, the Quad, the athletic fields and bleachers, the Childcare Center vicinity, and the area designated as non-smoking on the campus map.

Designated tobacco-use areas are indicated on the campus map (right) and are identified on campus.

- The policy/procedures are communicated through a variety of mediums including the student handbook, faculty and staff handbook, the college website and campus signage.
- The College is committed to providing education and assistance to discourage individuals from starting to smoke and to help smokers in their efforts to quit. A variety of information and resources regarding smoking prevention and cessation is available in the Health & Wellness Center.

### **Enforcement**

- If the Office of Campus Safety & Security becomes aware of a violation of the smoking policy, Security staff will inform the violator of the College's smoking policy and request that they stop smoking or move to a designated smoking area.
- If an employee notices a smoking policy violation, the employee may contact Campus Safety & Security or, if the employee feels comfortable doing so, he or she may inform the violator of the College's smoking policy and request that they stop smoking or move to a designated smoking area. Individuals should not become confrontational with violators. In instances where a violator refuses to comply with the policy, Security staff can be contacted.
- Incidents of refusal to comply or confrontational response will be documented on a Security Incident Report and forwarded to the appropriate campus authority. Incidents involving employees and visitors will be reported to the Vice President for Administration/Finance or designee. Incidents involving students will be reported to the Vice President for Students or designee.

### **Reporting and Tracking Violations**

1. Violations of the smoking policy are recorded on the Smoking Policy Violation log. All violations will be kept on file and tracked in the Office of Campus Safety & Security.
2. When Campus Safety and Security receives a third documentation of a violation of the policy, the employee, visitor or student will be referred for adjudication to the appropriate campus official.
  - Repeat violations by employees or campus visitors will be reported to the Vice President for Administration and Finance or designee by providing the dates and any details of the violations.
  - Repeat violations by students will be reported to the Vice President for Students or designee. Security staff will provide the dates and any details of the violations.

### **Adjudication**

- Cases involving employees charged with three violations of the smoking policy will be handled in accordance with College personnel procedures.
- Cases involving students charged with three violations of the smoking policy will be adjudicated in accordance with the student code of conduct.
- All other cases will be handled by the Vice President for Administration and Finance.



# NON-DISCRIMINATION POLICIES

## **Affirmative Consent Policy**

Affirmative consent is a clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent.

Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act.

Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop.

Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

## **Alcohol and Drug Use Amnesty Policy**

The health and safety of every student at Jefferson Community College is of utmost importance. Jefferson Community College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) may be hesitant to report sexual violence, excessive intoxication, or substance abuse incidents due to fear of potential consequences for their own conduct.

Jefferson Community College strongly encourages students to contact campus officials or local law enforcement when they believe a person may be in need of assistance for intoxication, substance abuse or sexual violence. A bystander reporting in good faith or a victim/survivor reporting to Jefferson Community College officials or law enforcement will not be subject to campus conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the incident. This policy applies to emergencies both on and off campus.

### **Provisions for Alcohol and Drug Incidents Only**

A student who receives medical assistance for alcohol or drug use under this policy (not sexual violence) will be referred by the Dean of Students (or their representative) to a mandatory intervention and prevention program. Additionally, a student who calls for medical assistance for another student may be referred to this program at the discretion of the Dean of Students. This is not a Code of Conduct sanction or violation; however, failure to complete the intervention program may result in a violation of the Code of Conduct.

Repeated use of the amnesty provided by the policy is cause for a higher level of concern for the well-being of the student and amnesty in these cases will be individually reviewed in cases of alcohol and substance abuse, not sexual violence.

## **Non-Discrimination Policy**

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

All employees, students, visitors and vendors share in the responsibility for ensuring a work and educational environment free from prohibited discrimination and harassment. Individuals responsible for, or participating in, campus activities will refrain from, and are encouraged to report, any inappropriate conduct that may give rise to a claim of harassment or discrimination.

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

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to the College's Affirmative Action Officer, (315) 786-2401. 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) 428-3900; TDD: 800-877-8339, Email [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

## Options for Confidentially Disclosing Sexual Violence

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

In this Policy -

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

### Privileged and Confidential Resources

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

- \* College Counselor Ms. Katy Troester-Trate at (315) 786-2450
- \* College Nurse in the Health and Wellness Center at (315) 786-2376

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

- \* Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency.
  - » Jill Parker, Executive Director  
Victims Assistance Center of Jefferson County, Inc.  
120 Arcade Street  
Watertown, NY 13601  
(315) 782-1823 Office  
(315) 782-3760 Fax  
(315) 782-1855 24-Hour Hot Line  
jillp@vacjc.com, <http://www.vacjc.com/>
- \* Off-campus healthcare providers
  - » Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found here: [http://www.ovs.ny.gov/files/ovs\\_rights\\_of\\_cv\\_booklet.pdf](http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf), or by calling 1-800-247-8035. Options are explained here: <http://www.ovs.ny.gov/helpforcrimevictims.html>.

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

### Privacy versus Confidentiality

Even Jefferson Community College offices and employees who cannot guarantee *confidentiality* will maintain your *privacy* to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible under the law for tracking patterns and spotting systemic issues. Jefferson Community College will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

### Requesting Confidentiality: How Jefferson Community College Will Weigh the Request and Respond

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

We will assist you with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of your reporting choices. While victims/survivors may request accommodations through several college offices, the

following office can serve as a primary point of contact to assist with these measures Dean of Students at (315) 786-6561, McVean Center, Room 4-100. We also may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that does not identify you or the situation you disclosed.

We may seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored unless Jefferson Community College's failure to act may result in harm to you or other members of College community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and take immediate action as necessary to protect and assist you.

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

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

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

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

### **Anonymous Disclosure**

Anonymous disclosure can be made online at [www.sunyjefferson.edu/incidentreport](http://www.sunyjefferson.edu/incidentreport) or to the Title IX Coordinator Kerry Young at (315) 786-2279, located in the Lansing Building, Room 1-108. The New York State Hotline for Sexual Assault and Domestic Violence (1-800-942-6906) is for crisis intervention, resources and referrals and is not a reporting mechanism.

### **Institutional Crime Reporting**

Reports of certain crimes occurring in certain geographic locations will be included in Jefferson Community College Clery Act and Annual Security Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the victim/survivor.

Jefferson Community College is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the victim/survivor). A victim/survivor will never be identified in a timely warning.

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

## **Sexual Misconduct Prevention and Prohibition Policy**

Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to sexual violence, harassment, or discrimination that is prohibited by law, or treated adversely or retaliated against. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct including sexual violence, harassment, and discrimination, and ensures timely and fair resolution of sexual misconduct and harassment complaints. It is the intention of the College to take appropriate action to end the misconduct, prevent its reoccurrence and address its effect.

### **Responsibility to Report**

All members of the College Community are required to report, at the time they become aware of, concerns expressed to them by an alleged victim of sexual harassment / gender discrimination, whether direct or third party, to the Affirmative Action Officer or Title IX Coordinator.

### **Confidentiality**

Certain college employees, such as the Affirmative Action Officer, Title IX Coordinator, managers, supervisors, and other designated employees have an obligation to respond to reports of sexual misconduct, sexual violence and/or harassment, even if

the individual making the report requests that no action be taken. An individual's request regarding the confidentiality of reports of sexual misconduct will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the College's legal obligation to ensure a working and learning environment free from violence and harassment and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the College will comply with requests for confidentiality to the extent possible.

### **Sexual Violence Response Procedures**

In accordance with the Students' Bill of Rights, the College has developed sexual violence response procedures published in the College Catalog and on the website in accordance with federal and state laws.

### **Informal Complaint Resolution Procedure**

If an employee or student feels that he/she has been a victim of any form of sexual misconduct / sexual harassment / gender discrimination, the incident(s) may be addressed informally with the alleged harasser, the Affirmative Action Officer, or Title IX Coordinator. These discussions will be handled in a professional and confidential manner. If appropriate, an attempt will be made to resolve the problem through informal procedures. Mediation will not be permitted for allegations of sexual assault.

### **Formal Grievance Procedure**

If a complaint is filed with the Affirmative Action Officer or Title IX Coordinator and an informal inquiry indicates that a charge is unlikely to be resolved informally, or an attempt at informal resolution is unsuccessful, then the College may institute more formal procedures.

### **Retaliation**

Threats or other forms of intimidation and retaliation against a complainant or any other party reporting or acting pursuant to this policy are violations of this policy, and constitute grounds for disciplinary action.

### **False Statement**

Complaints of sexual misconduct including but not limited to sexual violence, sexual harassment and other forms of gender discrimination cannot always be substantiated. Lack of corroborating evidence should not discourage complainants from seeking relief through the procedures outlined above. However, charges found to have been intentionally dishonest or made maliciously without regard for truth will subject complainants to disciplinary action.

### **Prevention Through Education and Information**

The College offers to new students and employees educational programs to promote the awareness of sexual misconduct and sexual violence, rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, which shall include primary prevention and awareness programs for incoming students and new employees, as well as ongoing prevention and awareness programs for students and employees.

Specifically, these education and informational programs include, but are not be limited to, the following subjects:

1. the definition of domestic violence, dating violence, sexual assault, and stalking in its jurisdiction;
2. a statement that the institution prohibits these offenses;
3. the applicable state laws, ordinances, and regulations regarding sex offenses;
4. the penalties under state law for commission of sex offenses as well as on-campus disciplinary sanctions for the same;
5. the procedures in effect at the College for dealing with sex offenses;
6. the definition of consent in reference to sexual activity;
7. information on risk reduction to recognize warning signs of abusive behavior;
8. strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs through the changing of social norms and other approaches;
9. safe and positive options for bystander intervention;
10. the availability of counseling and other support services for the victims of sex offenses on campus and off-campus;
11. the nature of and common circumstances relating to sex offenses on campuses; and
12. the methods the College employs to advise and to update the campus about security procedures;
13. the role of the Title IX Coordinator, Campus Security and other offices that address sex offenses.

The College has developed a Student Onboarding and Ongoing Education Guide for student training.

### **Definitions**

**Sexual Assault:** Any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Sexual assault may involve individuals who are known to one another or have an intimate and/or sexual relationship, or may involve individuals not known to one another. Sexual assault includes, but is not limited to, sexual activities such as: forced sexual intercourse, forcible sodomy, fondling, oral sexual contact, attempted rape, and/or a sexual act where the individual is incapacitated.

**Sexual Harassment:** Sexually harassing behavior includes unwelcome verbal or physical conduct, which is sexually offensive.

Sexually offensive conduct may include sexual flirtations or touch-ing, verbal abuse of a suggestive nature, graphic or suggestive comments about an individual's dress or body, use of sexually degrading words to describe an individual, the display in the work place of sexually suggestive objects or pictures. According to current federal, state and SUNY guidelines, sexual harassment is a form of unlawful discrimination.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or of a student's evaluation;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or student evaluations affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's (employee or student) performance or creating an intimidating, hostile or offensive working environment.

Sexually-based harassment can include interactions in person, by phone, electronic messages and photos, written words or images such as graffiti and social media postings.

A single isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a pattern of incidents for a hostile environment, particularly if the harassment is physical.

Sexual harassment will be distinguished from behavior which, even though unpleasant or disconcerting, is appropriate to the carrying out of instructional, advisory, or supervisory responsibilities. Instructional responsibilities, in particular, require appropriate latitude for pedagogical decisions concerning the topics discussed and methods used to draw students into discussion and full participation.

**Sexual Exploitation:** When an individual takes non-consensual or abusive sexual advantage of another, for his/her own benefit; or to benefit anyone other than the one being exploited; and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

**Gender-Based Harassment:** Sexual harassment also includes gender-based harassment including harassment based upon an individual's perceived or actual gender identity or sexual orientation, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

College personnel shall not on the basis of a person's gender, sexual orientation or gender identity:

1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
3. Subject any person to separate or different rules or behavior, sanctions, or other treatment;
4. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

**Stalking:** Stalking is the unwanted pursuit of another person. It includes repeated harassing or threatening behavior toward another person, whether that person is a total stranger, slight acquaintance, current or former intimate partner, or anyone else.

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

Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act.

Consent may be initially given but withdrawn at any time. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness, being asleep, being involuntarily restrained, or otherwise unable to consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. Persons under the age of 17 cannot consent. When consent is withdrawn or cannot be given, sexual activity must stop.

Questions regarding the application of this policy may be directed to the College's Title IX Coordinator, (315) 786-2279, and/or Affirmative Action Officer, (315) 786-2401. Inquiries may also be directed to the United States Department of Education's Office for Civil Rights:

United States Department of Education's Office for Civil Rights  
32 Old Slip 26th Floor, New York, NY 10005-2500  
Tel. (646) 428-3900; Email [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

The Board of Trustees directs the President to develop such procedures to ensure compliance with this policy.

## Sexual Violence Response Procedures

In accordance with the Victim/Survivor Bill of Rights, victims/survivors shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

### I. Reporting

- To report *confidentially* the incident to one of the following college officials, who by law may maintain confidentiality, and can assist in obtaining services (more information on confidential report is available in the Options for Confidentially Disclosing Sexual Violence Policy at [www.sunyjefferson.edu/confidentialdisclosure](http://www.sunyjefferson.edu/confidentialdisclosure)).
  - » Anonymously via an internet at [www.sunyjefferson.edu/incidentreport](http://www.sunyjefferson.edu/incidentreport) or anonymous telephone reporting at (315) 786-2359
  - » College Counselor Ms. Katy Troester-Trate at (315) 786-2450
  - » College Nurse in the Health and Wellness Center at (315) 786-2376
- To disclose *confidentially* the incident and obtain services from the New York State, New York City or county hotlines: <http://www.opdv.ny.gov/help/dvhotlines.html>. Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: <http://www.opdv.ny.gov/help/index.html> (or by calling 1-800-942-6906), and assistance can also be obtained through:
  - » SurvJustice: <http://survjustice.org/our-services/civil-rights-complaints/>
  - » Legal Momentum: <https://www.legalmomentum.org/>
  - » NYSCASA: <http://nyscasa.org/responding>
  - » NYSCADV: <http://www.nyscadv.org/>
  - » Pandora's Project: <http://www.pandys.org/lgbtsurvivors.html>
  - » GLBTQ Domestic Violence Project: <http://www.glbtdvp.org/>
  - » RAINN: <https://www.rainn.org/get-help>  
(note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Victims/survivors are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases).
- To report the incident to one of the following college officials who can offer *privacy* and can assist in obtaining resources (note that an official who can offer privacy may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to the Title IX Coordinator):
  - » Resident Directors at (315) 755-0411, (315) 755-0412 or (315) 755-0413, offices located in East Hall
  - » Dean of Students at (315) 786-6561, McVean Center, Room 4-100
  - » Title IX Coordinator Kerry Young at (315) 786-2279, located in Lansing 1-108
- To file a criminal complaint with Campus Security and/or with local law enforcement:
  - » Campus Security at (315) 786-2222, office located in the Deans Collaborative Learning Center, First Floor
  - » Watertown Police Department at 911
  - » The NYS Police dedicated hotline for reporting sexual assaults on college and university campuses at 1-844-845-7269
- To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance. Reports will be investigated in accordance with Jefferson Community College policy. If a victim/survivor wishes to keep his/her identity private, he or she may call (315) 786-2279 anonymously to discuss the situation and available options ([www.sunyjefferson.edu/confidentialdisclosure](http://www.sunyjefferson.edu/confidentialdisclosure)):
  - » Title IX Coordinator Kerry Young at (315) 786-2279, located in Lansing 1-108
- When the accused is an employee, a victim/survivor may also report the incident to Human Resources or may request that one of the above referenced confidential or private employees assist in reporting to Employee Relations or Human Resources. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the victim/survivor, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy.
  - » Kerry Young, Executive Director for Finance and Human Resources, (315) 786-2279, [kyoung@sunyjefferson.edu](mailto:kyoung@sunyjefferson.edu)
- You may withdraw your complaint or involvement at any time.

### II. Resources

- To obtain effective intervention services.
  - » College Counselor Ms. Katy Troester-Trate at (315) 786-2450. Short term counseling services are free for students.

- » Health and Wellness Center, Building 17, at (315) 786-2376. Limited services are available free of charge to students; referrals are made to the community. Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available.
- » Victims' Assistance Center may be reached through a 24 hour Hotline: (315) 782-1855, Office: (315) 782-1823, Toll Free: 866-782-1855. Jill Parker, Executive Director, 120 Arcade Street, Watertown. [jillp@vacjc.com](mailto:jillp@vacjc.com), <http://www.vacjc.com/>
- » Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital, including Samaritan Medical Center in Watertown. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: [http://www.ovs.ny.gov/files/ovs\\_rights\\_of\\_cv\\_booklet.pdf](http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf), or by calling 1-800-247-8035. Options are explained here: <http://www.ovs.ny.gov/helpforcrimevictims.html>.

### III. Protection and Accommodations

- When the accused is a student, to have the college issue a "No Contact Order," meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person.
- To have assistance from campus security or other college officials in obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.
- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a college official who can explain the order and answer questions about it, including information from the Order about the accused's responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).
- To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
- To have assistance from Campus Security to call on and assist local law enforcement in effecting an arrest for violating an Order of Protection.
- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process.
- When the accused is not a member of the college community, to have assistance from Campus Security or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.
- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. While victims/survivors may request accommodations through any of the offices referenced in this policy, the following office can serve as a point to assist with these measures:
  - » Dean of Students, (315) 786-6561

### IV. Student Conduct Process

- To file student conduct charges against the accused. Conduct proceedings are governed by the procedures set forth in Jefferson Community College handbook ([www.sunyjefferson.edu/studenthandbook](http://www.sunyjefferson.edu/studenthandbook)) as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.
- Throughout conduct proceedings, the accused and the victim/survivor will have:
  - » The same opportunity to have access to an advisor of their choice. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct.
  - » The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, and other issues related to sexual assault, domestic violence, dating violence, and stalking
  - » The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process and is not conducted by individuals with a conflict of interest.
  - » The right to receive written or electronic notice of any meeting or hearing they are required to or are eligible to attend.
  - » The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
  - » The right to review available evidence in the case file.
  - » The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
  - » The right to exclude prior sexual history or past mental health history from admittance in college disciplinary stage that determines responsibility. Past sexual violence findings may be admissible in the disciplinary stage that determines sanction.
  - » The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
  - » The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.

- » The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the sanction(s).
- » The right to know the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding and the reason for the actual sanction imposed. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
  - \* Dean of Students, (315) 786-6561
- The right to choose whether to disclose or discuss the outcome of a conduct hearing.

## Sexual Violence Victim/Survivor Bill of Rights

The State University of New York and Jefferson Community College are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College/University-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

### The RIGHT to:

- Have disclosures of sexual violence treated seriously.
- Make a decision about whether or not to disclose a crime or incident and participate in the conduct or criminal justice process free from outside pressures from college officials.
- Be treated with dignity and to receive from college officials courteous, fair, and respectful health care and counseling services.
- Be free from any suggestion that the victim/survivor is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such a crime.
- Describe the incident to as few individuals as practicable and not to be required to unnecessarily repeat a description of the incident.
- Be free from retaliation by the College, the accused, and/or their friends, family and acquaintances.
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of the College.

### Options In Brief

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

- Receive resources, such as counseling and medical attention;
- Anonymously disclose a crime or violation at [www.sunyjefferson.edu/incidentreport](http://www.sunyjefferson.edu/incidentreport).
- Confidentially disclose a crime or violation to the College Counselor or Nurse in the Health and Wellness Center, Building 17, at (315) 786-2376.
- Make a report to:
  - » Title IX Coordinator: Kerry Young at (315) 786-2279, located in Lansing 1-108
  - » Campus Security at (315) 786-2222, office located in the Deans Collaborative Learning Center, First Floor
  - » Watertown Police Department at 911
  - » NYS dedicated hotline for reporting sexual assaults on college and university campuses at 1-844-845-7269
  - » Family Court or Civil Court

## Title IX Coordinator

*“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...” 20 U.S.C. § 1681*

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs which receive federal financial assistance. Programs and activities which may be included are: admissions, recruitment, financial aid, academic programs, athletics, housing and employment. Title IX also protects male and female students from unlawful sexual harassment in college programs and activities.

Individuals with questions, concerns or a complaint related to Title IX may contact the College’s Title IX Coordinator:

Kerry Young  
 Jefferson Community College  
 Lansing Building  
 Office 1-108  
 1220 Coffeen Street  
 Watertown, NY 13601  
 Phone: (315) 786-2279  
 Email: [titleix@sunyjefferson.edu](mailto:titleix@sunyjefferson.edu)



# CAMPUS SAFETY AND SECURITY

## Jefferson Community College Annual Security Report

The information in the college's Annual Security Report is meant to aid members of the college community, as well as its prospective members, in understanding safety facts and safety programs, as well as crime-related information. In accordance with state and federal laws, including the Jeanne Clery Act, the Annual Security Report is intended to help members of the community to understand and take appropriate measures to promote a safe learning community at SUNY Jefferson; it also details the history of criminal activity on campus or in adjacent public areas. The full report is available on SUNY Jefferson's website at [www.sunyjefferson.edu/annualsecurityreport](http://www.sunyjefferson.edu/annualsecurityreport).

Contained within the report are policies and practices pertaining to campus security; crime statistics; information on alcohol, drugs and sexual assault; disciplinary procedures under the College's Code of Student Conduct; campus resources; community safety alerts; crime prevention strategies; and personal safety tips. SUNY Jefferson strongly urges students and employees to report all crime incidents as soon as possible either to the Office of Campus Safety & Security, the Vice President for Students, or to the College's Affirmative Action Officer. Campus safety involves a cooperative effort among students, employees, and law enforcement personnel, working together to maintain the safety of our learning community.

### Keeping Campus and Community Informed

In order to keep campus and community members informed about campus safety, the College:

- Publishes and distributes an Annual Security Report, available online at [www.sunyjefferson.edu/annualsecurityreport](http://www.sunyjefferson.edu/annualsecurityreport) and in the Office of Campus Safety and Security
- Informs prospective students and employees about the Annual Security Report via College publications and website
- Notifies the campus community in a timely way of any crime that threatens safety
- Keeps an up-to-date daily log of all reported crimes available in the Office of Campus Safety and Security

### Crime Reporting Policy Statement

The Office of Campus Safety & Security prepares an Annual Security Report to comply with the Clery Act. The report can be viewed on our website at [www.sunyjefferson.edu/annualsecurityreport](http://www.sunyjefferson.edu/annualsecurityreport) and is also available in the Office of Campus Safety and Security.

The Annual Security Report is prepared in cooperation with college personnel and the Watertown Police Department, the department with primary jurisdiction for the campus. Crime statistics are collected from the Watertown Police Department, inclusive of public property immediately adjacent to Jefferson Community College. The Watertown Police Department compiles the Uniform Crime Report (UCR) for the entire city of Watertown, which makes this report possible.

### Campus Facilities Access Policy

Buildings are secured by Campus Security by 11:00 PM when classes and/or scheduled events are not in session. Individuals needing access to campus buildings after hours should call the Office of Campus Safety & Security at 315-786-2222 to request access or to report their presence on campus.

### Security Considerations Used in Maintenance

The Office of Campus Safety & Security regularly tests the emergency phones and submits work orders for repairs. Campus Security personnel conduct periodic lighting surveys and report the need for replacement and any other physical hazards they notice.

### Enforcement and Arrest Authority of Campus Security Personnel

The Office of Campus Safety & Security for Jefferson Community College is located in the Deans Collaborative Learning Center, Room 15-140 and is comprised of seven full time persons and one part time person. Campus Security personnel are registered and certified by the State of New York and undergo continued training. The staff is contracted through a private security company. Their arrest powers are the same as an ordinary citizen. The Office of Campus Safety & Security is empowered by the College to enforce traffic regulations, the Student Code of Conduct, as well as local, state and federal laws. The office maintains a close working relationship with all emergency services in order to provide a safe environment for the campus community. All Campus Security personnel are trained in first aid, CPR, AED, pepper spray, restraints and have access to a Naloxone Rescue kit.

### Working Relationships with State and Local Police

A strong working relationship is maintained with all neighboring police agencies. Office of Campus Safety & Security works very closely with the Watertown Police Department, Jefferson County Sheriff's Department and New York State Police.

### Prompt Reporting of Concerns or Incidents

Members of the campus community are urged to promptly report all criminal incidents and medical emergencies to the Office of Campus Safety & Security. Potential criminal actions and any emergency on campus can be reported by dialing 9-1-1 or by calling the Office of Campus Safety & Security at 2222 from a campus phone or 315-786-2222 from a mobile or off-campus phone. **In non-emergency situations**, Campus Security may also be accessed 24-hours a day by dialing 2222 from a campus phone or 315-786-2222 from a mobile or off-campus phone. Upon receipt of the call, Campus Security personnel will respond to the location immediately. Concerns and incidents may also be reported online at [www.sunyjefferson.edu/incidentreport](http://www.sunyjefferson.edu/incidentreport).

## Drug-Free Campus Policy

It is the policy of Jefferson Community College to provide a drug-free campus. The College is committed to maintaining a drug-free campus in accordance with the applicable requirements of the United States Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The unlawful manufacture, distribution, dispensing, possession or use of alcohol or a controlled substance is prohibited on campus and at any and all College sponsored activities.

Appropriate disciplinary sanctions will be imposed for violations of laws and standards of conduct. Such sanctions include, but are not limited to, expulsion, termination of employment, referral for prosecution, and on-campus penalties imposed by the appropriate disciplinary bodies.

Jefferson Community College recognizes that there are serious health risks associated with the use of illicit drugs and alcohol abuse. Accordingly, Jefferson Community College will use its educational resources to establish a drug-free awareness program for students and employees.

Efforts to educate students and employees about health risks, available counseling, treatment, rehabilitation or re-entry programs and the local, state and federal legal sanctions related to the unlawful possession or distribution of illicit drugs and alcohol will be the primary objective of this policy.

This objective will be accomplished by:

1. Providing periodic educational programs regarding the danger of alcohol and substance abuse. All students and employees will be urged to attend. Employees will be given time off to attend.
2. Providing students and employees with a listing of alcohol and substance abuse education and treatment services.
3. Providing employees with health insurance benefits ranging from in-patient care to out-patient treatment visits for alcoholism and/or substance abuse.
4. Providing students and employees with written information describing the use and effects of controlled substances, the campus standards of conduct and the legal sanctions imposed by state and federal law for illegal possession or distribution of such substances.

## Hate/Biased-Related Crime Prevention Statement

New York State law requires Jefferson Community College to inform students about the Hate Crimes Prevention Act of 2000 and how hate crimes (also known as bias-related crimes) can be prevented on campus.

Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available from the Student Activities Center.

Hate 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. Bias-related behavior includes any action that discriminates against, ridicules, humiliates, or otherwise creates a hostile environment for an individual or group protected under this law.

**Penalties for hate/biased-related crime:** 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. Hate/bias crime incidents that rise to a felony level are reported to the district attorney. Non-felony hate/bias crime incidents may be adjudicated through the Code of Student Conduct. Sanctions imposed by the College may include suspension and expulsion depending on the severity of the crime.

**Reporting a hate/biased-related crime incident:** An individual who believes that she/he has been a target of a bias-related crime is encouraged to immediately report an incident to the Office of Campus Safety & Security, the Vice President for Students, or the Affirmative Action Officer. The incident will be reviewed and investigated, and a determination will be made as to how the allegation will be handled.

**Hate/biased-related crime prevention information:** Students are informed about hate/bias-related crime prevention measures through a series of programs which include classroom instruction, seminars and workshops sponsored by academic departments, Student Activities Center, Health and Wellness Center, STAR Program, New Student Services and the Office of Campus Safety & Security. Information regarding these programs is posted widely on campus and students are encouraged to attend.

**Availability of counseling and other support services:** Counseling and personal support is available to victims of hate/bias-related crime at the College's Health & Wellness Center located in Building 17. Another source of assistance is through the Jefferson County Victim's Assistance Center, 120 Arcade Street, Watertown, New York 13601 or the Victim Assistance Hotline at (315) 782-1855.

## Statement on Order of Protection

If a student holds a valid Order of Protection, the student should immediately notify the Office of Campus Safety & Security. If there is reason to believe that a person named in the Order of Protection has violated the court order while on the campus of Jefferson Community College, the Office of Campus Safety & Security will assist the student in reporting the incident to the appropriate police department.

## **Statement of Civility**

Jefferson Community College believes that all persons should be extended civility and respect, regardless of factors such as opinion/view, institutional role, race, religion, ethnicity, disability, gender, sexual orientation or age. Teaching and learning are the focus of Jefferson Community College. Accordingly, the College is committed to creating and maintaining positive learning and working environments both in and out of the academic classroom.

While it is understood that disagreement will and should occur in a collegiate setting, open communication, intellectual integrity, mutual respect for differing viewpoints, freedom from unnecessary disruption/disorder and a climate of civility are important institutional values.

## **Statement on Violent Felony Crime**

Any student who is a victim of a violent felony crime is encouraged to immediately report such an offense to both College authorities and law enforcement officials. The Office of Campus Safety & Security, the Affirmative Action Officer, or the Vice President for Students are prepared to receive such reports.

The President of the College or designee may suspend a charged student, pending a hearing, whenever in the President's judgment, the student's presence constitutes a clear danger to that student or to the safety of persons or property on the premises of the college. Such suspension is also appropriate if the presence of the charged student threatens to disrupt the normal functions of the college.

The College disciplinary proceedings are not a substitute for the criminal justice system, and consequently, felony level charges are not handled under the Student Code of Conduct. If a student is charged with a felony offense, the College will not request or agree to special consideration for that individual because of his or her status as a student.

The College will notify the campus community if a serious crime has occurred in a timely fashion. Such notification will be made through electronic mail, campus bulletin boards and verbal announcements when appropriate. Please see the related Missing Student Notification Policy.

## **Missing Student Notification Policy**

This policy contains the official notification procedures for Jefferson Community College concerning missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (HEOA). The purpose of this policy is to promote the safety and welfare of members of the college community through compliance with HEOA requirements. This policy should be adhered to by all faculty, staff, and students.

If a member of the College community has reason to believe that a student who resides on-campus is missing, he or she should immediately notify the Jefferson Community College Office of Campus Safety & Security. Campus Safety and Security staff will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the Office of Campus Safety & Security in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Campus Safety and Security staff will attempt to notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Jefferson Community College Office of Campus Safety & Security website. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should the Office of Campus Safety & Security determine that the student has been missing for 24 hours, Campus Safety and Security will notify the Watertown Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Campus Safety and Security will notify the student's parent or legal guardian immediately after Campus Safety and Security has determined that the student has been missing for 24 hours.

# TECHNOLOGY AND COMPUTER USE POLICIES

## Acceptable Use Policy

Teaching and learning are the focus of Jefferson Community College and access to enhanced technologies is central to educational excellence and community strength. Through its policies, facilities, and services, the College supports broad access to diverse technology for formal coursework, non-credit workshops, administrative operations, partnership building, experimentation, and innovation.

The College recognizes that the learning process, academic freedom, and community growth are all served best when restrictions are minimized; however, it has a responsibility to provide and ensure the maintenance, support, efficiency and security of campus technology and the information sent across and stored on these technologies.

### Statement of Policy

1. Access to computer and electronic resources include, but are not limited to, office computers, computer classrooms, smart classrooms, the campus-wide network, email and the Internet is a privilege provided at the discretion of the College and as such may be revoked.  
  
It may, at times, be necessary for authorized systems administrators to suspend someone's access to College computing resources immediately for violations of this policy pending interim resolution of the situation. For example by securing a possibly compromised account and/or making the owner of an account aware in person that an activity constitutes a violation; virus-infected equipment transmitting across the network. In the case of egregious and continuing violations suspension of access may be extended until final resolution by the appropriate disciplinary authority.
2. This policy applies to Jefferson Community College students, workshop participants, faculty, staff, alumni, trustees, consultants, contractors, organizational parties, and any prospective member or former member of the aforementioned constituencies.  
  
The facilities, equipment, and resources relevant to this policy include, but are not limited to, computer systems, peripheral devices, dial-up lines, communication devices, network hardware, operating systems, language processors, application software, stored information, audio/video images, audio/video storage devices, affiliated networks and systems, and other electronic resources, as well as the following: remote connectivity, event recording, media transfer, mobile device, hardware, guest accounts, equipment loan, software, adware/spyware/malware, account creation/termination, desk phone, and network.
3. All members of the College community have a responsibility to respect the privacy and rights of others.
4. Each person with access to the College's technology resources is responsible for their appropriate use and by their use agrees to comply with all applicable policies, regulations, and laws, as well as the acceptable use policies of affiliated networks and systems.
5. This policy recognizes and supplements all applicable local, state, and federal laws and all applicable policies of the College and the State University of New York, including, but not limited to, laws and policies pertaining to sexual harassment, intellectual property, confidential information, employee conduct, the student code of conduct, and the security of buildings, grounds, and College property.
6. College data are vital assets and should be used and released in accordance with applicable laws and for the legitimate purposes of the College. Access to data and information by faculty, staff, students, and others who have a "need to know" or "right to know" is essential to the fulfillment of the College's mission and critical to the conduct of College business.
7. Certain data, by law, are protected and may not be freely released. Other data, by College policy, are considered confidential and, likewise, may not be freely released. Further, in order to assure the integrity of College data, it must be guarded from unauthorized modification, destruction, or disclosure, whether accidental or intentional. This applies to all institutional data regardless of where it resides or in what format.
8. The College does not routinely monitor individual computer, Internet or network activities or content but users should not assume or expect any right of privacy with respect to the College's IT resources. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources.
9. The use of College computer resources for private business or commercial activities (except where such activities are otherwise permitted or authorized under applicable College policies), fundraising, or advertising on behalf of non-College organizations, or reselling the College's name, are prohibited.
10. Each member of the campus community is responsible for the security and protection of electronic information resources over which he or she has control. Resources to be protected include networks, computers, software, and data. The physical and logical integrity of these resources must be protected against threats such as unauthorized intrusions, malicious misuse, or inadvertent compromise. Activities outsourced to off-campus entities must comply with the same security requirements as in-house activities.

11. Except as provided by applicable laws, regulations or other College policies, the content of electronic communications is not by itself a basis for disciplinary action.
12. All login accounts are for the exclusive use of the person for which the account was created. That person is responsible for all use and misuse of each account assigned to him/her.
13. All email messages are the property of Jefferson Community College.
14. Neither the faculty/staff nor student email system is a secure system. Users should reconsider when including confidential or sensitive information in an email.
15. All uses of technology which harass, annoy, intimidate or otherwise inconvenience users are prohibited.

### **Account Policy**

State and federal regulations require the security of specific personal data used and stored by applications at Jefferson. In addition, Institutional Technology is responsible for ensuring that the network and standard campus applications are secure, stable and useable by the campus community. To ensure the appropriate use and security of Jefferson Community College information, equipment and applications, all Jefferson Community College faculty, staff and students shall be provided accounts to appropriate technology as determined by their job and role on campus.

### **Statement of Policy**

1. Access to computer and electronic resources including, but not limited to, office computers, computer classrooms, smart classrooms, the campus-wide network, email and the Internet is a privilege provided at the discretion of the College and as such may be revoked.
2. At **no time** will generic guest accounts be created that cannot be linked back to a specific individual.
3. Accounts will be removed (or disabled) when the individual has been separated from the College.
4. All login accounts are for the exclusive use of the person for which the account was created. That person is responsible for all use and misuse of each account assigned to him/her.
5. The College provides separate access to the Internet through a wireless network. Access to this network requires a valid Jefferson Community College account. Users of the wireless network are responsible for their appropriate use and by their use agree to comply with all applicable policies, regulations and laws, as well as the acceptable use policies of affiliated networks and systems.

### **Information Security Policy**

Jefferson Community College is required to comply with the Gramm-Leach-Bliley Act and the rules promulgated hereunder by the Federal Trade Commission. These requirements have been established to:

- Ensure the security and confidentiality of customer records and information.
- Protect against anticipated threats to the security and/or integrity of such customer records and information.
- Guard against unauthorized access to or use of customer records or information that could result in substantial harm or inconvenience to any customer.

### **Statement of Policy:**

#### **1. Program Coordination**

- a. Institutional Technology and the Vice President for Administration shall coordinate the Information Security Program (“the Program”).
- b. The Program includes input from other JCC divisions, including Institutional Technology, Students and the Academic Affairs divisions.
- c. The Program will be reviewed and evaluated annually, during the month of May. Selected aspects will be tested. Adjustments to the Program will be made as needed.

#### **2. Risk Assessment and Safeguards**

There is inherent risk in handling and storing any information that must be protected. Identifying areas of risk and maintaining appropriate safeguards can reduce risk. Safeguards are designed to reduce the risk inherent in handling customer information. The Federal Trade Commission has identified four areas to address:

- Employee Management & Training
- Information Systems
- Managing System Failures
- Service Providers

#### **3. Appendix**

- a. Legal References – Appendix A
- b. Jefferson Community College FERPA Policy – incorporated by reference
- c. All Jefferson Community College Institutional Technology policies, including the Acceptable Use, Internet/Email, and Network Policies incorporated by reference
- d. Jefferson Community College Student Code of Conduct incorporated by reference

## **Program Details**

### **1. Designated Information Security Program Coordinators**

- a. Representatives
  - i. Institutional Technology
  - ii. Vice President for Administration
- b. Offices Possessing Customer Information: All Campus offices have some level of access to customer information
- c. Offices Having Responsibility in Safeguarding Customer Information: Admissions, Administrative Services (including Financial Services, Human Resources, Facilities and Records), Institutional Technology, Student Records (Registrar), Counseling Services, Institutional Research, and Financial Services.

### **2. Risk Assessment and Safeguards**

#### **a. Definitions**

- i. Covered data and information for the purpose of this policy includes student and other customer financial information required to be protected under the Gramm-Leach-Bliley Act (GLB). Covered data and information includes both paper and electronic records.
- ii. Customer financial information is that information the Campus has obtained from a student or other customer in the process of offering a financial product or service, or such information provided to the university by another financial institution. Offering a financial product or service includes offering the student loans to students, receiving income tax information from a student's parent when offering a financial aid package and other miscellaneous financial services as defined in 12 CFR.225.28. Examples of customer financial information include addresses, phone numbers, bank and credit card account numbers, income and credit histories and social security numbers, in both paper and electronic format.

#### **b. Employee Management & Training**

- i. Employees handle and have access to customer information in order to perform their job duties. This includes permanent and temporary employees and Work-Study/Student Aid students, whose job duties require them to access customer information or work in a location where there is access to customer information.

##### **ii. Hiring Employees**

JCC exercises great care in its efforts to select qualified employees. Search committees carefully review applications, interview and check references before making final selections. This process is part of all hiring and is incorporated within Jefferson County procedures for hiring civil service/support staff and the college's Search Guide for Professional Positions.

##### **iii. Work-Study/Student Aid Students (& Temporary Employees)**

1. Temporary employees are hired following the same process as full-time employees stated above.
2. Work-Study/Student Aid students are referred to departments by Financial Aid and Career Planning and Job Placement Services. In addition, departments actively recruit students on campus through posters, etc.
3. Each individual department is responsible for interviewing and checking references. Training, including confidentiality and safeguarding, is provided by the hiring office.
4. All applications and forms are completed with Personnel and kept on file with Personnel. Timesheets are monitored and signed by the individual office designee and filed with Payroll.

##### **iv. Permanent Employees**

1. Before receiving access to the Student Information System all employees take part in training which includes information about confidentiality, safe-guarding and FERPA. This training is provided by Enrollment Services and Institutional Technology.
2. All employees receive a copy of the Employee Handbook which includes pertinent policies and procedures. FERPA information is also included on the College website.

##### **v. Ongoing Training**

Periodically, employees with access to protected customer information will take part in FERPA and safeguards training, as a refresher.

##### **vi. Access to Customer Information**

Only employees whose job duties require it shall have access to customer information.

##### **vii. Disciplinary Measures for Breaches**

1. Breaches of information security may result in appropriate disciplinary action, depending upon the nature and severity of the breach. All accidental breaches should be reported and rectified as soon as possible. Employees and work-study/student aid students are encouraged to report any suspected intentional and/or malicious breaches.
2. A copy of the Institutional Technology Acceptable Use policy and excerpts from the Student Code of Conduct can be found online at [www.sunyjefferson.edu](http://www.sunyjefferson.edu).

#### **c. Information Systems.** Information systems include network and software design, information processing, storage, transmission, retrieval, backup and disposal.

##### **i. Paper Storage and Systems**

1. Storage and work areas are protected and secured. Admittance is limited to approved personnel.
2. Critical customer documents are stored in fireproof file cabinets.

3. Files are stored so as to minimize damage in the case of flooding.

## ii. Computer Information Systems

Institutional Technology provides the infrastructure for central electronic information systems. The following information security policies and practices that protect against unanticipated threats to the security or integrity of electronic customer information and guard against the unauthorized use of such information apply

- a. Acceptable Use Policy
- b. Internet/email Policy
- c. Network Policy
- d. Disaster Recovery Plan including individual departmental plans is in place
- e. Institutional Technology maintains an inventory of all computer equipment including those connecting to the campus network
- f. A yearly review of employee access to electronic systems is conducted
- g. A firewall is in place to provide protection from outside attacks
- h. Virus protection is in place for email services, network servers and individual desktops
- i. Backup procedures are in place
- j. The use of Social Security Numbers is in accordance with New York State bill A09965

## iii. Customer Information Disposal

1. JCC provides for confidential disposal of documents through its Office of Administrative Services.
2. JCC contracts with an outside agency to perform the above service. The outside contractor does provide statement of certification with regards to the confidentiality of records disposal.
3. JCC erases all data when disposing of computers, magnetic tapes, hard drives or any other electronic media that contains customer information. All computer hard drives are reformatted and/or wiped and magnetic tapes are shredded before disposal.
4. Enrollment Services archives customer transaction information as necessary.
5. JCC disposes of obsolete customer information in accordance with applicable records retention policies.

## iv. Managing System Failures

### 1. Written Contingency Plans

Disaster Recovery Plan including individual departmental plans is in place.

### 2. Centralized Protection from E-Invasion

JCC utilizes several resources to protect internal systems from outside attacks. A firewall is installed at the front of the network, which intercepts all incoming (and outgoing) network traffic and makes decisions about allowing the traffic to enter the local network. Logs are retained that show all traffic, allowed or disallowed. In addition to the firewall, several virus protection systems are installed. Systems protected by virus protection include servers, network hardware and workstations. Lastly, all operating systems and application are protected by their internal security systems.

### 3. System Backup

All servers housed in the centralized Computer Center are backed up on a regular schedule. Three weeks of backups are kept on separate media with a copy of the most current full backup stored off-site. Other "non-centralized" equipment is backed up by persons responsible for the equipment.

### 4. Security Breaches

The handling of security breaches will be determined by the nature and scope of the breach.

## 3. Service Providers

### a. Contracts

All contracts with service providers are reviewed by the Institutional Technology to ensure that external service providers agree to observe the College's standards of information security. Contracts will not be approved with providers that cannot maintain appropriate safeguards.

### b. Relevant Current Contracts

- i. Contracts with vendors for shredding, recycling services, etc.
- ii. Contracts with collection agencies
- iii. Contracts with software vendor having access to financial transactions and related information
- iv. Contracts with campus-related entities, such as Campus Foundations, Alumni Associations, Security, FSA

### c. Monitoring

JCC will periodically evaluate providers to ensure that they have complied with the information security requirements of the contract.

## Internet Privacy Policy

The New York State Internet Security and Privacy Act requires all state agencies which provide a public website to have an Internet Privacy Policy.

### Statement of Policy:

1. All members of the College community have a responsibility to respect the privacy and rights of others.

2. Jefferson Community College does not collect any personal information about users unless the user provides the information voluntarily by sending email, completing an online information request form, completing the online application or completing online registration.
3. Information collected automatically when you visit sunyjefferson.edu
  - a. While visiting sunyjefferson.edu, JCC automatically collects and anonymously stores the following information about the visit:
    - The Internet protocol address of the computer that accessed the JCC website
    - The type of Internet browser, its version and the operating system on which that browser is running
    - The webpage from which the user accessed the current web page
    - The date and time of the user's request
    - The pages that were visited and the amount of time spent on those pages
    - The size of the content, in bytes, of any file or document sent to the user's computer
    - The country where the computer resides
    - Search engines that brought users to the official JCC website and the text search strings that allowed users to find a page on the official JCC website
    - Downloads the user requested (PDF, DOC, MOV, etc) from the official JCC website
  - b. None of the above-mentioned information is deemed to constitute personal information by the Internet Privacy and Security Act. The information that is collected automatically is used to improve Jefferson's web content and to help understand how users are interacting with the website. This information is collected for statistical analysis and to determine what information is of most and least interest to our users.
4. Cookies
  - a. A cookie is a unique text file stored on a user's computer by an Internet browser. These text files are used as a means of distinguishing among users of a website. A cookie will not include personal information, unless the user has volunteered that information.
  - b. Cookies are not currently stored from sunyjefferson.edu web pages.
  - c. Cookies are stored from certain areas of other JCC web applications, such as Blackboard and Banner (SOAR) as well as linked third party applications such as the application for requesting transcripts.
  - d. Cookies stored from JCC web applications are not used by the College to gather personal information but to assist with the appropriate functioning of the application.
5. Information collected when you email sunyjefferson.edu or complete a transaction.
  - a. During a visit to sunyjefferson.edu, a user may send an email to a JCC office through an email link or an information request form. The user's email address and the contents of the message will be collected. The information collected is not limited to text characters and may include audio, video and graphic information formats included in the message. The user's email address and the information included in the message will be used to:
    - Respond to the user
    - Address issues identified by the user
    - Improve the website
    - Notify the user about updates, services, special events or activities offered by JCC
    - Ask the user to participate in surveys
    - Forward to appropriate JCC offices for action
  - b. If a user chooses not to receive email or other means of communication from JCC, and would prefer not to in the future, the user may request to not receive communications by contacting the JCC webmaster, webmaster@sunyjefferson.edu.
  - c. During a visit to sunyjefferson.edu, a user may also complete a transaction such as an online application, online registration from other JCC web applications. The information collected by JCC, including personal information volunteered by the user in completing the transaction, is used by JCC and may be disclosed by JCC for those purposes that may be reasonable ascertained from the nature and terms of the transaction in which the information was submitted.
  - d. JCC does not knowingly collect personal information from children under the age of 13 or create profiles of children under the age of 13. Users are cautioned, however, that the collection of personal information submitted in an email will be treated as though it was submitted by an adult, and may, unless exempted from access by federal or State law, be subject to public access.
6. Retention of information collected through sunyjefferson.edu

In general, the Internet services logs of JCC, comprising electronic files or automated logs created to monitor access and use of College services provided through sunyjefferson.edu are archived kept indefinitely. Information concerning these records retention and disposition schedules may be obtained through the Internet privacy policy contact listed in this policy.
7. Access to and correction of personal information collected through sunyjefferson.edu
  - a. Any user may submit a request to JCC's Chief Information Officer to determine whether personal information pertaining to that user has been collected through sunyjefferson.edu. Any such request shall be made in writing and must be accompanied by reasonable proof of identity of the user. Reasonable proof of identity may include verification of a signature, inclusion of an identifier generally known only to the user, or similar appropriate identification. The address of the Chief Information Officer is:



Chief Information Officer  
Jefferson Community College  
1220 Coffeen Street  
Watertown, New York 13601

- b. The Chief Information Officer shall, within five (5) business days of the receipt of a proper request, provide access to the personal information; deny access in writing, explaining the reasons therefore; or, acknowledge the receipt of the request in writing, stating the approximate date when the request will be granted or denied, which date shall not be more than thirty (30) days from the date of the acknowledgement.
  - c. In the event that JCC has collected personal information pertaining to a user through sunyjefferson.edu and that information is to be provided to the user pursuant to the user's request, the Chief Information Officer shall inform the user of his or her right to request that the personal information be amended or corrected under the procedures set forth in section 95 of the Public Officers Law.
8. Confidentiality and integrity of personal information collected through sunyjefferson.edu
- a. Jefferson Community College is committed to protecting personal information collected through College web applications against unauthorized access, use or disclosure.
  - b. The College limits employee access to personal information collected through the College web applications to only those employees who need access to the information in the performance of their official duties.
  - c. Employees who have access to personal information follow appropriate procedures in connection with any disclosures of personal information.
  - d. Visitors can travel through most of the College's official website without offering any information about themselves.
  - e. The College has implemented procedures to safeguard the integrity of its information technology assets including, but not limited to, authentication, authorization, and monitoring. These security procedures have been integrated into the design, implementation and day-to-day operations of Jefferson's web applications as part of the continuing commitment to the security of electronic content as well as the electronic transmission of information.
  - f. For web site security purposes and to maintain the availability of sunyjefferson.edu for all users, Jefferson employs software to monitor traffic to identify unauthorized attempts to upload or change information or otherwise damage the website.
9. Disclosure of information collected through sunyjefferson.edu
- a. The collection of information through sunyjefferson.edu and the disclosure of that information are subject to the provisions of the Internet Security and Privacy Act. JCC will only collect personal information through sunyjefferson.edu or disclose personal information collected through sunyjefferson.edu if the user has consented to the collection or disclosure of that personal information.
  - b. JCC may collect or disclose personal information without consent if the collection or disclosure is
    - Necessary to perform the statutory duties of JCC or necessary for JCC to operate a program authorized by law, or authorized by state or federal statutes or regulation
    - Made pursuant to a court order or by law
    - For the purpose of validating the identity of the user
    - Of information to be used solely for statistical purposes that is in a form that cannot be used to identify a particular person
  - c. The disclosure of information, including personal information, collected through sunyjefferson.edu is subject to the provision of the Freedom of Information Law and the Personal Privacy Protection Law
  - d. JCC may disclose personal information to federal or state law enforcement authorities to enforce its rights against unauthorized access or attempted unauthorized access to JCC's information technology assets
10. External websites
- a. Users should be aware that links to web sites not controlled by Jefferson are not subject to this notice. Users should check the privacy policy of these individual sites to see what data is collected and how these sites will be used.
  - b. If the URL does not contain sunyjefferson.edu, then you are visiting a site that is not subject to this policy. One exception is Microsoft Live which is used for student and retiree email.
11. Links within sunyjefferson.edu
- JCC provides links to third parties as a convenience in locating relative information and services for our users. JCC does not take any responsibility for the content, the accuracy of the information and/or quality of products or services provided by or advertised on these third-party web sites.
12. Disclaimer
- The information provided in this policy should not be construed as giving business, legal or other advice or warranting as fail proof, the security of information provided through sunyjefferson.edu.
13. Definitions
- **Personal information:** for purposes of this policy, "personal information" means any information concerning a natural

- person which, because of name, number, symbol, mark or other identifier, can be used to identify that natural person.
- **User:** shall have the meaning set forth in subdivision 8 of section 202 of the state technology law.

## Internet Email Policy

Jefferson Community College acts as a service provider to supply access to the Internet, including electronic mail. In support of the College mission, this access is provided to the College community to:

- Support instruction
- Provide access to information resources for students, faculty and staff research
- Enhance the ability of faculty and staff to maintain contact with colleagues and information resources in their fields
- Support various administrative functions of the College
- Provide electronic communications

In accordance with campus and SUNY security practices, the New York State Information Security Breach and Notification Act, and commitment to protect user privacy and to maintain machines in optimal working order, measures to prevent adware/spyware/malware on campus-owned computers will be taken according to this policy.

### Statement of Policy:

1. Email provided by Jefferson Community College for faculty and staff is for College business only.
2. Access to email and the Internet is a privilege provided at the discretion of the College and as such may be revoked.
3. All messages are the property of Jefferson Community College.
4. Except as provided by applicable laws, regulations or other College policies, the content of electronic communications is not by itself a basis for disciplinary action.
5. Unlawful communications, as defined by law, are prohibited.
6. Student email is provided through a contract with an outside vendor. Students are expected to use this email responsibly and in accordance with all applicable JCC and SUNY policies; policies of the contracted vendor; as well as local, state, and federal laws.
7. Students are responsible for information forwarded to them by the College through the College provided student email.
8. Access to and use of student email is considered a privilege accorded at the discretion of Jefferson Community College. The College maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or College policies have occurred.
9. Users of student email are strictly prohibited from accessing files and information other than their own.
10. Anyone accessing the Internet and Electronic Mail through the College's services shall be expected to act in accordance with College policies, contracts and rules of conduct as well as federal, state and local laws and regulations.
11. The College requires virus protection for all devices attached to the college network.
12. The College shall provide a list of usage rules to assist users in understanding the purpose of Internet and Email.
13. The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate standards and procedures to implement and enforce this policy.

### Student Email Acceptable Use Policy

#### 1. Philosophy

Jefferson Community College encourages the use of student email as an effective and efficient way to improve communication between students, faculty members and administrative staff. The primary purpose of student email is to meet the academic, student life, administrative, and business needs of the College.

While the College will continue to communicate through printed publications and written correspondence, it is expected that the College will increasingly use student email as an official means of communication with JCC students. Students are responsible for information forwarded to them by the College through Cannon Mail. It is expected that students will check their email account regularly.

#### 2. Official Email Address

All students who are registered for credit-bearing courses will be assigned a JCC student email account. This account will be considered the student's official Jefferson email address until such time as the student is no longer enrolled in a credit bearing course(s) at JCC.

Faculty members and administrative offices will address email messages to the student's assigned email account. A student may choose to redirect their email, but are held accountable for the content of any College email message sent to them.

#### 3. Prohibited Conduct

Student email may not be used in the following ways:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- False identity in email communications

- Misrepresentation of Jefferson Community College
- Interference with JCC technology operations through
  - a. electronic chain letters
  - b. unsolicited electronic communications
  - c. disruption of electronic communications
  - d. corruption of electronic communications systems and services
  - e. obstruction of electronic communications system and services

#### 4. Access Restriction

Access to and use of student email is considered a privilege accorded at the discretion of Jefferson Community College. The College maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or College policies have occurred. In such cases, the alleged violation will be referred to the Vice President for Students for further investigation and adjudication under the Code of Student Conduct. The range of sanctions for unacceptable use of student email includes expulsion from the College.

#### 5. Security

Jefferson Community College cannot and does not guarantee the security of electronic files on its computer systems. While steps have been taken to provide security, it is possible that the College's technology systems may be breached. Because it is impossible to filter all materials transmitted or received via electronic means, the College cannot assure that users will not be exposed to unsolicited information.

#### 6. Privacy

The general right of privacy should be extended to the extent possible in the electronic environment. Jefferson Community College and all electronic users should treat electronically stored information in individuals' files as confidential and private.

There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files, electronic mail, and printer listings to gather sufficient information to diagnose and correct problems with system software or hardware. Whenever possible, prior notification will be provided; however, the system's administrators will subsequently notify faculty, staff, or students if it was necessary to enter or view their files, electronic mail, printer listings, or to examine activities. System administrators at all times have an obligation to maintain the confidentiality of a user's files, electronic mail, and activity logs.

Users of student email are strictly prohibited from accessing files and information other than their own. The College reserves the right to access its computer and network systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

## Network Policy

Users of the Jefferson Community College network have a responsibility to properly use and protect the information resources and to follow all federal, state and local and other applicable law as well as all generally applicable College rules and policies and all applicable contracts and licenses including the policies of networks contracted for College use, such as Internet and distance learning networks. This policy provides guidelines for the appropriate use of the networks provided by and contracted with the College both on- and off-campus.

### Statement of Policy:

1. Access to the campus-wide, wireless and contracted networks, is a privilege provided at the discretion of the College and as such may be revoked.
2. The general right of privacy should be extended to the extent possible in the electronic environment. Jefferson Community College and all electronic users should treat electronically stored information in individual files as confidential and private.
3. The College does not routinely monitor computer, Internet or network activities or content but users should not assume or expect any right of privacy with respect to the College's IT resources. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources.
4. The use of college computer resources for private business or commercial activities (except where such activities are otherwise permitted or authorized under applicable college policies), fundraising, or advertising on behalf of non-college organizations, or reselling the College's name, are prohibited.
5. Unlawful communications, as defined by law, are prohibited.
6. The campus network is a shared resource; therefore, excessive non-academic use of network resources which inhibit usage by another person is prohibited.
7. At no time shall anyone attach an unauthorized device to the campus network. These include, but are not limited to, unauthorized access points, wireless routers, and network detection appliances. Any unauthorized equipment will be considered rogue and will be shut down immediately and removed from the network.
8. The College provides separate access to the Internet through a wireless network and users of the wireless network are

responsible for their appropriate use and by their use agree to comply with all applicable policies, regulations, and laws, as well as the acceptable use policies of affiliated networks and systems.

9. Any use of the campus-wide network which results in plagiarism, copyright infringement or any other violation of academic regulations is prohibited.
10. All uses of the campus-wide network which harass, annoy, intimidate or otherwise inconvenience users are prohibited.
11. Use of the network to misrepresent or conceal one's identity is prohibited.
12. Attempts to circumvent network access restrictions are prohibited.
13. Attempts to gain unauthorized access or to circumvent network security are prohibited.
14. The Federal Digital Millennium Copyright Act will be strictly enforced.
15. Attempts to operate any type of unauthorized servers (e.g., DHCP, web, mail, Quake, etc.) is prohibited.

#### Definitions

- **Infrastructure:** The hardware and supporting software, such as cabling, routers, servers, and other equipment that makes up the physical aspect of the campus-wide network.
- **Campus-wide network:** The interconnecting of computers and the infrastructure to provide resources such as software applications, email, Internet access, phones, shared disk space, cable television, etc. to the users.
- **Telecommunications:** The exchange of information by electronic means.
- **Network Security:** Protection of the network infrastructure, equipment, software and information that is sent and stored on the network, through the use of technology, procedures, and training.

### Personally Identifiable Information Security Policy

Jefferson Community College will adhere to the New York State Chapter 279 of the Laws of 2008 Program Bill which restricts the use of social security numbers by State agencies and other governmental entities, effective January 1, 2010 as well as the Federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) requires protection of personally identifiable information (PII).

#### Statement of Policy:

1. Personally identifiable information (PII) is described as any data that can be used to disclose the identity of an individual. This includes but is not limited to social security number, address, phone number, College ID number, email address or name.
2. In an effort to maintain data security in all realms of data collection, JCC requires that all online data collection programs conform to the following information security regulations:
  - a. Personally identifiable information will not be stored on any server accessible by the public. This includes but is not limited to web servers and email servers.
  - b. Campus-wide network traffic is not secure. No guarantee of security or even arrival of transmission is made. Internet and Electronic Mail should not be used for the transmission of confidential or sensitive data.
  - c. All personally identifiable information will be stored on securely controlled central database servers that conform to all access control and authentication regulations set forth by IT.
  - d. All online data collection, data retrieval and application requests involving personally identifiable information will be reviewed to ensure that all security principles, programming standards, data storage, and that all data elements are being collected securely and appropriately.
  - e. When programs and methods are found that do not conform to information collection and security policies, they will be removed and taken out of production until security violations are corrected.
3. Phone conversations should not include any personally identifiable information.
4. Printouts with personally identifiable information should be kept secure and disposed using the appropriate procedures for disposing of secure documents.
5. Online data collection programs are defined as any web form, application or survey tool that is made available to the public and stores some or all of the personally identifiable information elements. Surveys, while they may or may not collect personally identifiable information, must be reviewed by a designated data/cyber security officer to ensure that the data being collected is securely stored in a manner consistent with all designed security standards established for personally identifiable information (PII).
6. Disclosure of personally identifiable information to parties outside the university  
JCC does not sell, rent, give away or loan any personally identifiable information about students, faculty or staff to any third party other than agencies directly connected to the university. Agencies who have access to personally identifiable information are required to protect this information in a manner that is consistent with this privacy policy and those set forth by the State of New York and the Federal government. Violators of these privacy acts will be prosecuted by every extent of the law.
7. Consent  
By using the College technology infrastructure, you consent to the collection and use of your personally identifiable information by JCC. The policies that govern the usage of JCC's technological infrastructure and your personally identifiable information will be made available.

8. Failure to uphold the general standards of usage constitutes a violation of this policy and may be subject to disciplinary action. The general standards of usage require:
  - a. Compliance with all applicable laws, regulations, and College policies;
  - b. Truthfulness and honesty in personal and computer identification;
  - c. Respect for the rights and property of others, including intellectual property rights;
9. Chapter 279, Public Officers Law 96-a, prohibits the State from any of the following, unless required by law.
  - Intentionally communicating or making available to the general public an individual's social security number.
  - Printing an individual's social security number on any card or tag required for the individual to access products, services or benefits provided by the State and its political subdivisions.
  - Requiring an individual to transmit his or her social security number over the Internet, unless the connection is secure or the number is encrypted.
  - Requiring an individual to use his or her social security number to access a website, unless a password or unique personal identification number or other authentication device is also required for access.
  - Including an individual's social security number, except the last four digits, on any materials that are mailed to the individual or sent to him or her in an email that is copied to third parties, except that social security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process, or to establish, amend or terminate an account, contract or policy, or to confirm the accuracy of a social security number.
  - Printing a social security number, under any circumstances, in whole or in part, on a postcard or other mailer not requiring an envelope, or visible on an envelope or without the envelope having been opened.
  - Encoding or embedding a social security number in or on a card or document, including by bar code, chip, magnetic strip, or other technology, where printing a social security number thereon is prohibited under this law: Student Support Services, Social Security Number (SSN) Initiative, nysed.gov, <http://www.p12.nysed.gov/sss/lawsregs/POL96-a.html>, January 12, 2010.

## Digital Download, Peer-to-Peer File Sharing and Copyright Policy

This refers specifically to the copying, distribution, downloading, and uploading of copyrighted materials by student, faculty, staff or guest, on any device attached to the College infrastructure, including but not limited to, personal or College computers/netbooks, smartphones and personal digital assistants (PDA), in accordance with the Digital Millennium Copyright Act (DMCA). These materials include, but are not limited to, text (including e-mails and web information), graphics, art, photographs, music, film, and software.

Some examples of copyright infringement per the DMCA are:

- Downloading copyrighted music and films from the Internet or another person's computer without having paid for it (unless it has explicitly been listed as free), even for your own personal use
- Making copies of a CD or DVD without copyright permission or purchase
- Creating a document using the words from an Internet site
- Downloading images, photographs, music, films or art without purchasing or permission
- File sharing of copyrighted files (i.e. using peer to peer software such as Kazaa, Napster, LimeWire or any social media that allows file sharing and not turning file sharing off)

Downloading or distributing unauthorized copies of copyrighted music recordings and movies is breaking the law. Violators may be held legally liable for thousands of dollars in damages. Federal law provides severe penalties for the unauthorized reproduction, distribution or digital transmission of copyrighted materials.

### Statement of Policy:

#### 1. Procedure for Processing Infringements

- a. If there is suspicion of copyright infringement, please contact Institutional Technology (IT), as soon as possible. IT will conduct an investigation into the allegations.
- b. In the event of a notice of suspicion of copyright from off-campus, for example, an RIAA notice, the College will be notified and IT will take the appropriate steps.
- c. In the case of an allegation, the DMCA requires that all claims of infringement be in writing and include:
  - i. A physical or electronic signature of the copyright owner or person designated to act on his/her behalf
  - ii. Identification of the allegedly infringed copyrighted work, including:
    1. identity of the copyright owner, if not the complainant
    2. citation of the copyrighted works (author/creator, title/description, copyright date)
    3. statement of copyright ownership
    4. evidence of copyright registration
  - iii. Identification of the host web site and sufficient information to locate it including:
    1. URL (web address)
    2. date time and time zone the web site was observed
    3. contact information for the complainant or person designated to act on his/her behalf, including address, telephone number, and if available, email address

- iv. A statement that the complainant has a good faith belief that the use of the material is not authorized by the copyright owner or the law
  - v. A statement that the information in the notification is accurate and , under penalty of perjury, that the complainant is authorized to act on behalf of the copyright owner
2. As a part of its compliance with federal copyright law and the DMCA, Jefferson Community College will deploy the following procedure to respond to bona fide notices of copyright violation by copyright holders:
- a. The DMCA agenda for the College requests that IT block the Internet Protocol (IP) address alleged by the notice to be in violation of federal law and provide the agent with the identity of the user or party responsible for the computer (responsible party).
  - b. The agent then notifies the user or responsible party of the notice by sending a copy of the Standard Notice via e-mail and requests a cease and desist statement by return e-mail.
  - c. Upon receipt of that statement, the agent then requests that IT unblock the IP address.
  - d. If the identified individual cited is certain that s/he is legally using the allegedly infringing material or that the copyright owner has misidentified the material, s/he may file a counter notice.
  - e. In order to maintain safe harbor under the DMCA, it is necessary that the College terminate the Internet services of students, faculty, or staff who receive three DMCA notices that (a) conform to statutory requirements and (b) where not counter notification has been filed.
3. JCC will distribute information on copyright law and related campus policies to the campus community as required by the Higher Education Act of 2008 (HEOA 4137.)
4. Reporting a Copyright Violation  
To report alleged copyright infringements, please contact:
- Help Desk  
Room 5-004  
1220 Coffeen Street  
Watertown, New York 13601  
Phone: 315-786-6511  
Fax: 315-786-2511

## Software Policy

Use of software on computers is protected under United States and New York State copyright laws from the time of its creation. Institutional Technology (IT) maintains all College software and computer/AV equipment licensing and the “library” of licenses and media on which the software is stored. Unless otherwise provided in the software license, duplication of copyrighted software is a violation of the local, state and federal laws and this policy.

### Statement of Policy:

- a. Computer software is protected by the copyright laws of the United States. The owner of a copyright holds the exclusive rights to the reproduction and distribution of his or her work. Therefore, it is illegal to duplicate software or its documentation without the express written permission of the copyright holder.
- b. It is illegal for a user of the College’s computers to make a copy of any software purchased by the College for his or her personal use.
- c. All software installed on Jefferson Community College computers/equipment will be licensed to Jefferson Community College (Institutional Technology).
- d. The College explicitly prohibits the illegal copying of copyrighted computer software. Violators will be held personally liable.
- e. The College assumes no responsibility for software that has not been approved and inventoried.
- f. The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate standards and procedures to implement and enforce this policy.

### Definitions:

- a. **Software** is defined as any computer application that requires installation onto a computer and/or any application that runs on a computer and that requires purchasing. Examples of software include, but are not limited to, applications such as Microsoft Office, CD-ROM and DVD that run from a computer whether they are purchased by the College or come with a textbook, Internet based textbook supplements; Internet based applications subscribed to by the College, etc. NOTE: Although the Library databases are considered Internet-based applications, the Library maintains these licenses and contracts separately.
- b. **Media** is defined as the physical product used to provide the software to the College.

# Wireless Computer Access Agreement

## Privacy:

Users of JCC Wireless resources should be aware that the College cannot guarantee security and privacy in all cases, especially for personal or unlawful use of these resources. For the purpose of satisfying any law, regulation or government request, Jefferson Community College reserves the right to monitor the use of JCC Wireless resources and disclose any information necessary and appropriate.

## Troubleshooting Wireless Connections:

Jefferson Community College has implemented wireless technology in response to the overwhelming demand of students, faculty and staff members. Jefferson Community College's technical staff are responsible for maintaining the systems required to provide wireless access. During normal operating hours technical staff are available in the IT department to provide assistance in connecting to the JCC wireless networks. 'Best Effort' will be provided to assist users connecting to the wireless network. Please be aware, some equipment (older, miss-configured, viruses, bad software installation) will not be capable of connecting.

## User Responsibilities:

In consideration of the privilege of accessing and using JCC Wireless resources, all persons are expected to comply fully with the standards and responsibilities of acceptable use as outlined in:

- All applicable provisions of the JCC ELECTRONIC COMMUNICATIONS POLICIES, employee handbooks and agreements, student handbooks and other policies and procedures established by Jefferson Community College.
- All local, state, federal, and international laws, including but not limited to, copyright and intellectual property.
- All software license agreements acquired by the College and its authorized units.
- All applicable College policies and procedures, including but not limited to, sexual harassment, academic dishonesty, scientific misconduct, non-discrimination, copyright, intellectual property, and internet usage.
- The legal and educational standards of software use as published in the EDUCOM Code.

Other individual responsibilities include:

- Self-policing of passwords and access codes.
- Changing passwords and access codes on an as-needed basis.
- Respecting authorial integrity and the intellectual property rights of others.
- Preventing and reporting viruses that infect computer systems.
- Properly backing up appropriate systems, software and data.

## Statement of Prohibited Uses:

- Initiating or participating in unauthorized or personal mass mailings to news groups, mailing lists, or individuals (including but not limited to chain letters, spam, floods and bombs).
- Giving others by password or other means unauthorized access to any user or network account.
- Using or attempting to use an unauthorized user or network account.
- Disguising or attempting to disguise the identity of the account or machine being used. This includes but is not limited to spoofing IP addresses, impersonating any other person or entity, or misrepresenting affiliation with any other person or entity.
- Using the College network to gain or attempt to gain unauthorized access to remote networks, including remote computer systems.
- Conduct constituting wasteful use of IT (Information Technology), resources or which unfairly monopolizes them to the exclusion of others.
- Interference or degradation of controls and system security.
- Engaging in computer crimes or other prohibited acts.
- Knowingly or negligently running or installing or giving to another user, a program which damages, exposes to unauthorized access, or places excessive load on any computer system, network, or other IT resource. These programs include, but are not limited to, computer viruses, Trojan Horses, and worms.
- Using any IT resource or communication services, including e-mail or other means to intimidate, insult, embarrass and harass others; to interfere unreasonably with an individual's work, research or educational performance; or to create a hostile or offensive working or learning environment.

Jefferson Community College has installed wireless Internet throughout the campus. Currently, there is wireless access in every building on campus. There is limited access outside the buildings. The college is continuing expansion of wireless services for faculty, staff, and students. If you find an area on campus that does not have access where it is needed please report this to the IT Department.

I understand that it is my responsibility to maintain adequate and current virus protection software on my computer and/or connected device. It is also my responsibility to keep my connected device up-to-date on any security updates released by my operating system vendor. Failure to do so could result in my being removed from the JCC wireless system. I will not introduce any shared drives, data, or devices to the network maintained by JCC. I will not add, change, delete or modify in any way the networking configuration installed on my computer system which was setup by Jefferson Community College. I also will not share any of this configuration information with other people.

If the wireless device is altered in any way which affects Jefferson Community College, I shall reimburse Jefferson Community College the cost to repair any damages caused to their network. Jefferson Community College reserves the right to place a hold on my student account to recover any costs which may be incurred to repair any such damages.

Jefferson Community College reserves the right to revoke this access at any time deemed appropriate. This network configuration shall be removed within 24 hours of Jefferson Community College's request, or within 24 hours of my no longer being enrolled or employed at JCC. If I cannot do this myself, JCC will remove the necessary items for me.

Copies of the Wireless Network Access Agreement are available in Gregor Bldg. 5-004 or by calling 315-786-6511.

If you are having difficulty connecting to the wireless network, please bring your device to the IT department. Jefferson Community College will not be responsible for any loss of data, or functionality to your computer by executing these tasks. JCC IT staff will only perform troubleshooting techniques related to connecting the device to the JCC wireless network.

If you have any questions about any of these requirements, please stop in and ask (Gregor Bldg. 5-004), or contact the I.T. department at 315-786-6511.

**The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate standards and procedures to implement and enforce all technology and computer policies.**



# RIGHTS, FREEDOMS AND RESPONSIBILITIES

## Preamble

A student enrolled at Jefferson Community College enters into a relationship with the College as a member of this academic community. This relationship places obligations on both the student and the College. It is in this relationship with others that students find opportunity to develop emotionally, intellectually, physically, socially and spiritually. In attempting to provide an atmosphere favorable to learning including personal development, Jefferson Community College maintains standards for student life within the College community. The College disciplinary proceedings are not a substitute for the criminal justice system. The College will not handle felony-level charges.

The College is expected to provide educational opportunities and to foster the development of the student as a fully functional member of society. The student is obligated to act responsibly within the academic community in both educational and social settings. It is the responsibility of all students to be familiar with the College catalog, the Code of Student Conduct, class syllabi and departmental procedures, guidelines and practices. Students are held accountable for information contained within these documents.

As members of this College community, students retain national citizenship but also acquire additional obligation as defined in the Student Handbook and the College Catalog including but not limited to fiscal responsibility.

Jefferson Community College's jurisdiction and discipline will be limited to conduct, which occurs on JCC premises, at College-sponsored activities on and off premises, and in the pursuit of its objectives. The Clery Act has expanded the immediate jurisdiction of the campus to include adjacent properties to the College.

The College has the right and duty to develop principles that provide the basis for regulations, policies, and procedures to ensure a safe and open educational environment.

Students who violate civil law may be subject to penalties prescribed by civil authorities as well as by the College. The special authority of Jefferson will be asserted only when the College is endangered or in the event that the law is broken while attending a College-sanctioned activity (i.e., required attendance for class).

When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student.

If the alleged offense is also the subject of a proceeding before a judicial body under the Code of Conduct, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community.

The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus or in College-sponsored learning or program environments and in the conditions imposed by criminal courts for the rehabilitation of student violators.

The objectives of this community can only be achieved through rational dialogue, intellectual integrity, mutual respect for varied opinions, and a careful preservation of an atmosphere free of repression and disruptive behaviors.

## I. FREEDOM OF ACCESS TO HIGHER EDUCATION

The admission policies of colleges and universities are a matter of institutional choice, provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. Under no circumstances will a student be barred from JCC on the basis of race, color, religion, national origin, sex, age, handicap or any other basis prohibited by law. Thus, within the limits of its facilities, JCC is open to all students who are qualified according to its admission standards. The facilities and services of JCC are open to all of its enrolled students, and the College will use its influence to secure equal access for all students to public facilities in the local community.

## II. IN THE CLASSROOM

At Jefferson Community College, the instructor encourages free discussion, inquiry, and expression both in the classroom and in conference. Student performance is evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

### A. Protection of Freedom of Expression

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. They are, however, responsible for learning the content of any course of study in which they are enrolled.

### B. Protection Against Improper Academic Evaluation

Students at Jefferson Community College are protected against prejudiced and capricious academic evaluation. Any

student who feels unjustly evaluated or unfairly penalized by an instructor with regard to the College's Academic Honesty Policy may follow the steps outlined below within four months after the incident in question.

Step I. The student will present any grievance to the instructor involved and ask for a complete review of the evaluation procedures under question. The instructor will explain to the student the procedures used for evaluation of the student's performance.

Step II. If the student is not satisfied with the explanation given by the instructor, a review and determination of the grievance by the appropriate AVP may be requested. The AVP will hold a hearing after receiving the request. The student may elect to have a student advocate appear and present oral statements. The AVP will make a decision after hearing all of the evidence and communicate it to the student and the instructor involved.

Step III. The student may appeal the decision of the AVP and request a review and determination of the grievance by the Vice President for Academic Affairs. The Vice President for Academic Affairs will take such steps as deemed appropriate to gather all of the evidence pertaining to the grievance and render a decision. This decision will be communicated to the student, the instructor involved, and the AVP. The decision of the Vice President for Academic Affairs will be final and binding.

All teaching faculty are required to submit the objectives of the course and an outline of the material to be covered to the Vice President for Academic Affairs's Office. This document will also be distributed to each student enrolled in the course.

### **C. Protection Against Improper Disclosure**

The student-faculty relationship is a private one. Information about student views, beliefs, and political associations acquired in the course of an instructor's work as teacher or advisor will be considered private. Judgments of a student's ability and character may be provided when required by law or authorized by the student.

A student who feels that the private teacher-student relationship has been violated may present a grievance to the Judicial Board of Review as outlined in Section VI, Paragraph D, of this Statement.

## **III. OUT OF THE CLASSROOM**

Jefferson Community College provides a process to deal with student concerns regarding non-academic complaints. This process allows for both informal and formal resolution in addressing actions and decisions made from an administrative policy perspective. Students are encouraged to resolve complaints informally and to use the formal procedure only when an informal resolution is not possible.

### **Informal Complaint**

- The goal of the informal complaint process is to come to an understanding between the student and the College regarding the reason(s) why a particular action was taken.
- The student is encouraged to first discuss their complaint with the particular staff or faculty member directly involved before taking the matter to the next administrative level.
- If resolution cannot be reached, the student may raise the issue with an immediate supervisor or department head, who will listen to the concern and confer with the appropriate parties involved. If a satisfactory resolution does not result, the student may file a formal written complaint with the appropriate Vice President.

### **Formal Complaint**

- The goal of the formal complaint process is to reach a decision regarding a student's complaint that is based on the facts of the case and the application of College policies and practices.
- The formal written complaint must contain the following information:
  1. Name of the student filing the formal complaint.
  2. Date(s) of the incident(s).
  3. Nature of the complaint and statement of the facts in support of the complaint.
  4. Resolution being sought by the student(s).
  5. Student's signature.
  6. Date complaint is submitted
- The student will submit the written complaint to the appropriate Associate Vice President (AVP) for review and consideration.
- The Vice President will investigate the student's complaint, confer with other parties involved, and reach a decision regarding an appropriate course of action.
- The Vice President will notify the student in writing of the decision relative to the student's complaint.

### **Appeal**

A student may submit a written appeal to the President for the following reasons:

- Procedural error or irregularity regarding interpretation of College policy.
- New information not previously considered.
- Bias that may have affected the decision.

## **IV. STUDENT RECORDS**

At Jefferson Community College, transcripts of education records contain only information about academic status. They also include any disciplinary action which affects the student's eligibility to re-register. JCC will make every endeavor to keep the student's record confidential and out of the hands of those who would use it for other than legitimate purposes. All members of the faculty, administration, and clerical staff will respect confidential information about students which they acquire in the course of their work. The College adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended by Public Law No. 107-56, section 507 of the USA Patriot Act (H.R. 3162), which provides for disclosure of educational records to the Attorney General in a terrorism investigation or prosecution.

### **1. General Provisions**

- a. Students are notified that the following categories of data about them have been designated by the College as public directory information.
  - Directory Information
    - a. student's name
    - b. parents' names
    - c. addresses
    - d. date and place of birth
    - e. telephone number
    - f. dates of enrollment
    - g. enrollment status
    - h. degree(s) and honors earned
    - i. major field(s) of study
    - j. previous educational agency or institution attended
    - k. participation in officially recognized activities and sports
    - l. weight and height of athletic team members
    - m. election district
- b. A student may direct that any or all of the directory information listed above be released only with his/her prior consent, by completing the appropriate form at the time of registration for each semester.
- c. Official permanent student records containing all pertinent information related to student achievement and progress are maintained by the College Registrar. These are available to the College's teachers, administrators, and support staff who have legitimate educational interests in them. These records are reviewed and periodically expunged as provided by the State University of New York policies. Records of financial transactions between students and the College in support of financial aid applications are maintained in Enrollment Services.
- d. A student will be provided an opportunity for a hearing with the College, through Enrollment Services, to challenge the content of his/her records, in order to insure that these records are accurate, and are not in violation of the student's privacy or other rights. Correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained there in is possible at this time. A written explanation by the student (parents) respecting the content of such records is added to the file.

### **2. Disclosure to Students**

- a. Students are entitled to a transcript of their academic record, labeled "Student Copy." With limited exceptions, students are also entitled to inspect, review, and copy the education records which are maintained about them by the College. Copies of these records will be provided at a fee of 25 cents per page.
- b. Requests by students for access to their education records will be granted within forty-five days after a written request has been submitted to the College Registrar.
- c. Original documents submitted in support of an application for admission or for transfer credit will not be returned to the student, nor will they be sent else where, even at the student's request. For example, a transcript from another post-secondary institution or a high school record will not be sent to a third institution. The student must request another transcript from the original institution. In exceptional cases where another transcript is unobtainable or can be secured only with the greatest difficulty, copies may be prepared and released to prevent hardship to the student. The student should present a signed request, and the copy will be marked as a certified copy of what is in the student's file.

### **3. Disclosure to Faculty & Administrative Officers**

- a. Faculty and administrative officers of the institution, who have a legitimate interest in the material and demonstrate a need to know, are permitted to review the academic records of any student.
- b. The contents of the official folder of a student will not be allowed outside Enrollment Services except in circumstances specifically authorized by the Registrar or Director of Admissions.

#### **4. Disclosure to Parents, Educational Institutions & Other Agencies**

- a. Personally identifiable information in student education records other than directory information will be released only as provided in Part 99 to Title 45 of the Code of Federal Regulations applicable laws and/or regulations or Jefferson Community College's approved FERPA Policy.
- b. Transcripts or grade reports may be released to parents or guardians of dependent students (as defined in Section 152 of the Internal Revenue Code of 1954) without the student's prior approval.
- c. Written consent of the student is required to release a transcript or other academic information to another institution of learning or philanthropic organization.
- d. Requests from research organizations making statistical studies may be honored without prior approval of the student, provided no information revealing the student's name or identity is released to persons other than representatives of such organizations. Such information will be destroyed when no longer needed for such research.

#### **5. Disclosure to Government Agencies**

- a. Properly identified representatives from federal, state, or local agencies may be given any of the directory information listed above.
- b. Government investigative agencies as such have no inherent legal right to access student files and records. When additional information is requested, it will be released only on written authorization from the student. If such authorization is not given, the information will be released only on court order or subpoena. If an order or subpoena is served, the student will be notified of subpoenas in advance of compliance by the College.
- c. Student deferment certificates will be supplied to the Selective Service System only with the written permission of the student.

#### **6. Disclosure to Other Individuals and Organizations**

- a. Information furnished to other individuals and organizations is limited to the items listed below under "Telephone Inquiries." Additional information, such as transcripts, require written permission of the student.

#### **7. Disclosure in Response to Telephone Inquiries**

- a. Only the following directory items may be released in response to telephone inquiries:
  1. verification of the student's current enrollment
  2. the curriculum in which the student is or was enrolled
  3. the student's class year
  4. date(s) of any degree(s) earned and honors received
- b. Requests for other student directory information such as address, telephone number, or immediate whereabouts, will be referred to the Registrar for appropriate response.

#### **8. Student Directories**

- a. Students may choose to have their addresses and telephone numbers omitted from student directories.

#### **9. Disclosure by Other Offices of the Institution**

- a. The foregoing guidelines apply to any request for academic information about students or former students received by any member of the faculty, administration, or clerical staff. The guidelines are intended to protect the individual's right to privacy and the confidentiality of student academic records throughout the institution.
- b. All institutional personnel are directed to refer requests for transcripts, certifications or other information to Enrollment Services. Faculty members and other institutional offices may only acknowledge, when appropriate, the receipt of requests for student information, or release as much information as is appropriate in their role as faculty advisor, club advisor, instructor, etc.

#### **10. Withholding Information**

- a. The College may withhold grade reports, transcripts, certifications, or other information about a student for disciplinary reasons, unpaid financial obligations or any other reason described in this Statement.

### **V. STUDENT AFFAIRS - RIGHTS AND OBLIGATIONS OF CIVIL AND ACADEMIC CITIZENSHIP**

Disputes arising from interpretations of Student Affairs, Freedom of Inquiry and Expression will be referred to the Dean of Students. If a violation of the Code of Student Conduct is alleged, the Dean of Students will follow Procedural Standards found in section one of the Code.

As members of this College community students retain national citizenship, but also acquire additional obligation as defined in the Student Handbook and the College Catalog including but not limited to fiscal responsibility.

Definitions of freedoms within the academic community are described below:

### **5.1 Assembly/Protest**

Students have the right to assemble in an orderly manner and engage in peaceful protest, demonstration and picketing, providing that it does not disrupt the function of the College, threaten the health or safety of any person, or violate the Code of Student Conduct. In order to have a protest or assembly on campus, other than at the grassy area surrounding the clock tower, a student must complete a project registration form with the Dean of Students Office.

### **5.2 Freedom of Association**

Individual students are encouraged to join existing groups or to organize themselves into new associations, following established procedures. By permission of the Board of Trustees, the Student Government approves organized groups.

Persons outside the JCC community will have no voice in membership policies and actions of organized groups.

The College will recognize bona fide organized groups. Organizations with external educational affiliation such as the Institute of Management Accountants and Phi Theta Kappa will qualify for campus recognition, provided they also meet the requirements as stated in this document.

Organized groups are encouraged to secure campus-affiliated advisors. Confirmed inability to acquire an advisor does not preclude campus recognition. The advisor may not vote, but serves as a mentor.

Groups requesting recognition by the College must present a proposed constitution to the Student Government containing a statement of purpose, criteria for membership, and procedural rules. Organized groups will not be required to submit a membership list as a condition of recognition.

The constitutions of all organized groups, including those affiliated with external groups, must contain a clause stating that the organization is open to all students without respect to race, creed, color, national origin, sex, age, sexual orientation, handicap or any other basis prohibited by law.

The constitutions of all organized groups, including those affiliated with external groups, must contain a clause stating that the organization prohibits reckless or intentional endangerment to the mental or physical health of individuals by forced consumption of any substance for the purpose of initiation into or affiliation with any organization. Section 6450 of the Education Law of the State University of New York mandates this statement.

### **5.3 Freedom of Inquiry and Expression**

Students and organized groups are free to examine and discuss topics of interest and to express opinions both publicly and privately provided that it does not violate the Code of Student Conduct.

Free expression must not interfere with the regular operations of the College, which include the normal commitments of the students and staff of the College. Prohibited acts are as follows:

- 5.3.1 Disruption of classes,
- 5.3.2 Blockage of entrances and exits,
- 5.3.3 Destruction of College or personal property, and
- 5.3.4 Impediment of communications.

Student organizations are allowed to invite any person they choose to perform or speak on campus. There are procedures in place designed to insure that there is adequate preparation for the event, that the occasion is conducted in an appropriate manner, and that sufficient financial backing is available. Student organizations are prohibited from signing any contracts with performers or speakers and must work with Student Activities Center for this function. An individual student can request use of the facilities just as any non-College affiliated individual or organization.

The College's control of campus facilities will not be used as a device for censorship. It is understood that sponsorship of performers or speakers does not necessarily imply approval or endorsement of the views expressed by the sponsoring group or by the College.

### **5.4 Governance/Participation**

Students have the right to establish representative governmental bodies and to participate in College and State University of New York governance following the rules and regulations of the College. Students who accept representative roles in the governance of the College have the duty to participate responsibly.

Students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general

interest to the student body. The student body participates in making and applying institutional policy affecting academic and student affairs by means of the student government. Student Government's role is stated clearly in their constitution and when disputes arise regarding this role it will be handled as proscribed in the Code of Student Conduct.

### **5.5 Public Discussion and Demonstration**

A public discussion and demonstration area has been established in the area surrounding the cannon, bordered by, but not including, the sidewalks.

Jefferson students are free to support causes by orderly means, which do not disrupt the regular and essential operation of the College and do not violate the Code of Student Conduct. In their public expressions or demonstrations, students or student organizations speak only for themselves. Issues expressed in this area do not need prior registration.

### **5.6 Privacy/Search/Seizure**

Students have the right to privacy and to be free from unreasonable searches or unlawful arrest on College property. Students have the responsibility to respect the privacy of other members of the College community in their person and property.

### **5.7 Quality Environment**

Students have the right to expect a reasonably safe environment. Students have the responsibility to protect and maintain that environment and to reasonably protect themselves from all hazards.

### **5.8 Religion/Political Association**

Students have the right to exercise their religious convictions and associate with religious, political or other organizations.

This association must:

- 5.8.1 Respect the rights of other members of the community with differing religious convictions and associations
- 5.8.2 Comply with the Code of Student Conduct and State University policies on use of facilities for religious and political purposes.

### **5.9 State of Campus Emergency**

When all other means for settling serious campus disputes have been exhausted, or where the on-campus situation presents an immediate danger to College property or to members the President is empowered to declare a State of Campus Emergency. The President or a duly appointed representative will make this declaration in consult with the College's President's Cabinet.

Under a Declared State of Campus Emergency, the President will have full discretion and authority to take such steps as (s)he deems necessary to restore order and resume the College's normal operation. This will include the use of all appropriate law enforcement and control agencies and legal injunctions, restraining orders, or all other legal means to end the Emergency.

Due process will be re-established following the restoration of law and order to the campus. When the State of Emergency ends and normal College functions resume Presidential actions will be reported in writing to, and evaluated by, the Board of Trustees.

### **5.10 Student Publications**

Student publications are student fee-financed and record events, state policies, and contain information and are a valuable aid in establishing and maintaining intellectual exploration and an atmosphere of free and responsible discussion. They are a means of bringing student concerns to the attention of the faculty and administration. They also formulate student opinion on various issues on the campus and in the world at large.

At JCC, student publications are free of censorship. Editors and managers are free to develop their own editorial policies.

Disputes arising from interpretations will be directed to the Dean of Students and will follow prescribed proceedings. Editors and managers of student publications are protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content.

All student publications financed by student fees should explicitly state that the opinions expressed are not necessarily those of the College, State University of New York, or its student body.

# CODE OF STUDENT CONDUCT

## VI. CODE OF STUDENT CONDUCT

### Procedural Standards in Disciplinary Proceedings for Students

#### 1. Preamble

Jefferson Community College students enjoy all the rights and privileges conferred and guaranteed to them by federal and state laws as well as accept the inherent responsibilities implied by these rights. Students are expected to conduct themselves in a manner which reflects positively on the College and on themselves and to follow all college policies and regulations.

#### 2. Definitions

- 2.1 The term "College" refers to Jefferson Community College.
- 2.2 The term "Code" refers to the Student Code of Conduct.
- 2.3 The term "student" refers to any person taking courses at the College at the time of a violation of the Code, as well as individuals on college premises for any purpose related to registration for enrollment. Persons who are not officially enrolled for a particular term but who have a continuing relationship as a student with the College are considered "students."
- 2.4 The term "college official" refers to any person employed by the College or the College's affiliated auxiliary operations performing assigned faculty, campus safety and security, administrative, or professional responsibilities.
- 2.5 The term "Judicial Board of Review (JBR)" refers to the hearing body comprised of students, faculty and staff. A minimum of three students and two faculty or staff will hear a case.
- 2.6 The term "college premises" , "college property" and "campus" include all land, buildings, facilities, or other property in the possession of or owned, used, or controlled by the College or the College's affiliated auxiliary operations.
- 2.7 The term "judicial body" applies to the Judicial Board of Review, Administrative Hearing, Convener, or any person or persons authorized by the Dean of Students to determine whether a student has violated the Code and to recommend sanctions when necessary.
- 2.8 The term "judicial advisor" refers to any individual assigned to advise a judicial body and/or student.
- 2.9 The term "complainant" refers to any persons or person who has filed disciplinary charges against a student. If the College is the complainant, then the Dean of Students or designee will appoint a person to represent the College.
- 2.10 The term "accused student" refers to any student who has pending disciplinary charges filed against him/her.
- 2.11 The term "college-sponsored activity" refers to any activity on or off campus which is initiated, aided, authorized or supervised by the College or its affiliate organizations.
- 2.12 The term "preponderance of evidence" refers to a standard used in civil trials as a criterion for determining the weight of the evidence, in particular what evidence is more credible and convincing and more reasonable and probable. This evidence can be circumstantial in nature.
- 2.13 The term "appeals review officer" refers to the College President, Vice President for Students, Dean of Students, or designee.
- 2.14 The term "notice against trespass/persona-non-grata" refers to an individual who is no longer welcome on campus which may result in arrest for trespass.
- 2.15 The term "convener" refers to a college official or the judicial body authorized by the President of the College to administer the Student Conduct Code and to impose sanctions upon students found to have violated the Code. The convener may be any of the following:
  - 2.15.1 The Dean of Students or designee who each may also serve as a judicial board in its entirety. The Dean of Students delegates daily operation of the judicial system to the following, including, but not limited to the Dean of Students, Campus Judicial Officer(s) and Resident Directors.
  - 2.15.2 The Judicial Board of Review comprised of a minimum of two faculty/staff members, one of who is the convener, and, three students.
- 2.16 The term "administrative hearing" gives all parties the opportunity to be heard by a single judicial officer or a board consisting of faculty, staff and/or administrators.
- 2.17 The term 'informal resolution' refers to a one-on-one meeting between the student and the judicial officer to resolve charges informally.
- 2.18 The term "community member" refers to any administrators, staff, faculty and students at Jefferson.

#### 3. Jurisdiction

JCC reserves the right to initiate disciplinary proceedings for on- and off-campus incidents and infractions. Generally, college jurisdiction and discipline shall be limited to conduct which occurs on college property and/or at college-related events on or off campus including, but not limited to, field trips, athletic events, or any action which adversely affects the college community and/or the pursuit of its objectives.

Initiation of a conduct review process for an off-campus violation may occur when the violation breaks the Code, the behavior adversely affects the educational and service functions of the College, or the violation adversely affects the suitability of the student as a member of the college community.

College disciplinary proceedings may be instituted against a student charged with a violation of a law which is also a violation of the code if both violations result from the same factual situation, without regard to the status of civil litigation in court or criminal arrest and prosecution. Proceedings under this code may be carried out prior to, simultaneously with, or following off

campus civil or criminal proceedings. At the request of law enforcement, temporary delays in adjudication may be necessary and should last not more than 10 days unless law enforcement requests and justifies a longer delay.

#### **4. Judicial Authority**

The authority to oversee student conduct rests with the Board of Trustees. This authority is delegated to the President of the College who further delegates the operation of the judicial system to the Dean of Students or their designee. The Dean of Students delegates daily operations to the college judicial officer and all related personnel including, but not limited to, the Dean of Students, Campus Judicial Officer(s), and Resident Directors. The Dean of Students or designee may work with off-campus authorities prior, during, or after an investigation is started. The Dean of Students or designee and the judicial bodies function according to the principles and processes outlined in the code.

#### **5. Prohibited Conduct**

Violations of published college policies, rules and regulations; violations of SUNY Rules for the Maintenance of Public Order; and violations of federal and state laws not explicitly mentioned in this code also constitute prohibited conduct. These behaviors are prohibited in any environment within the jurisdiction of the code (whether in real time, online, or any other form of media).

- 5.1 Academic Misconduct: All forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism and facilitation of academic dishonesty.
- 5.2 Dishonesty: All forms of dishonesty, including, but not limited to fabricating of information or knowingly furnishing false information to the institution, electronic tampering, forgery, alteration or use of college documents or instruments of identification with intent to defraud, reporting a false emergency, giving false identification or aliases, or tampering with the election of any college-recognized student organization.
- 5.3 Mischief – Safety, Safety equipment and Drills.  
Tampering with or the unauthorized use of fire safety equipment such as extinguishers, smoke detectors, alarm-pull stations, emergency exits including activating a false fire alarm, failing to evacuate a facility during the sounding of a fire alarm or upon the direction of a staff member, or attempting to re-enter the building without permission of the proper authorities once an alarm has been sounded.
- 5.4 Mischief – College Property or Equipment.  
Any action that is needlessly or potentially damaging to college property, including, but not limited to, furniture, electronic equipment, floor coverings, walls, doors, etc.
- 5.5 Bias-related offenses. “Bias related offenses” shall be defined as including, but not limited to, when a person commits an offense against another or others, including but not limited to physical or verbal abuse, harassment or discrimination, and either intentionally selects the person against whom the offense is committed or intended, or intentionally commits the act or acts constituting the offense in whole or in substantial part, because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct or not.
- 5.6 Obstruction of College Administration and Teaching. Disruption or obstruction of teaching, research, administration and administrative processes, services (including auxiliary services), disciplinary proceedings, or other college activities, including public-service functions, whether said activities occur on or off campus.
- 5.7 Offenses against the public order. Any of the acts prohibited by Article 240 of the New York Penal Law, including harassment, disorderly conduct, criminal nuisance, and/or any other conduct which threatens or endangers the health or safety of any person, including behavior that recklessly or intentionally endangers the mental or physical health of another person.
- 5.8 Larceny. Attempted or actual theft of and/or damage to the property of the College, a member of the college community, or any other personal or public property to include the unauthorized use of any College or College-affiliated organization’s equipment or property, or tampering with the same.
- 5.9 Hazing. Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, regardless of the express or implied consent of the victim, to include, but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, marching, and walking on line; wearing uniforms, chanting/greetings, forced servitude, or other forced activities such as public stunts or acts of buffoonery; exposure to the elements; forced consumption of any liquid, food, liquor, drug, or psychological abuse or humiliation, which adversely affect the mental health or dignity of the individual, the property of the individual or others, and/or demanding that the individual engage in conduct prohibited either by state law or the college’s rules and regulations.
- 5.10 Obstruction of Governmental Administration. Failure to comply with, obstruction of, or resistance to, the directives of college officials, Campus Security, or law enforcement officers acting in performances of their duties including refusing to identify oneself to these persons when requested to do so.
- 5.11 Trespassing. Unauthorized entry, presence upon, or use of college premises, and/or the unauthorized possession, duplication, or use of keys or access cards to any college premise which would enable them to do the same.
- 5.12 Wrongful Use of Computers/Computer Technology  
Including, but not limited to, the unauthorized use of college owned/provided student accounts, computers, computer software, peripherals, computer classrooms, smart classrooms, campus wide networks, and use of/access to the internet via the same. Prohibited acts also include the use of technological facilities/equipment to interfere with the normal operation of the college computing system, i.e., any use of technology which harasses, annoys, intimidates, or otherwise inconveniences



other users in their use of the College's computer technology. It shall be no defense that a student used their personally owned technology, i.e., laptop, tablet, iPad, iPhone, Android device, etc. when committing any of the violations set forth above.

#### 5.1.2.1 Wrongful Use of Email

Including, but not limited to, use of College provided internet services for commercial purposes and/or personal financial gain; misrepresenting one's identity/ misrepresentation of Jefferson Community College; interference with JCC technology operations through electronic chain letters, unsolicited electronic communications, disruption of electronic communications, corruption of electronic communications systems and services, and obstruction of the College's electronic communications system and services.

#### 5.1.2.2 Technological Abuse

Including, but not limited to, the theft of technological services; unauthorized entry into a file or system to use, read, or change its contents, or for any other purpose; the unauthorized transfer of a file; allowing other persons to use your personal account, and the unauthorized possession, use of, or disclosure of another student's personal account data, including their log-in and password information.

### 5.1.3 Sexual Harassment

Unwelcome verbal or physical conduct which is sexually offensive, e.g., unwanted sexual flirtations or touching, verbal abuse of a suggestive nature, graphic or suggestive comments about an individual's dress or body, use of sexually degrading words to describe an individual, and/or the display of sexually suggestive objects or pictures. Sexually-based harassment can include interactions in person, by phone, electronic messages and photos, written words or images such as graffiti and social media postings.

#### 5.1.3.1 Sexual Violence/Sexual Assault

Any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Sexual assault may involve individuals who are known to one another or have an intimate and/or sexual relationship, or may involve individuals not known to one another. Sexual assault includes, but is not limited to, sexual activities such as: forced sexual intercourse, forcible sodomy, fondling, oral sexual contact, attempted rape, and/or a sexual act where the individual is incapacitated.

### 5.1.4 Dating Violence

A violent act committed by one person against another, who is, or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of the relationship shall be determined based on the victim's statement, together with consideration of the length of the relationship, the type of the relationship, and the frequency of the relationship.

5.1.4.1 Domestic Violence: A violent act committed by one person against another, who is either the current or former spouse or intimate partner, who shares a child with the victim, or who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.

5.1.4.2 Stalking: "Stalking" shall be defined as engaging in a course of conduct consisting of two or more acts by which the stalker directly, indirectly, or through third parties follows, monitors, observes, surveils, threatens, or communicates about a person or interferes with his or her property; is directed at a specific person, which causes a reasonable person to fear for his or her safety or the safety of others, or causes that person to suffer substantial emotional damage.

### 5.1.5 Unlawful Use of Athletics Facilities

No person shall use the college athletics facilities without the express permission of the College and/or its duly designated representatives, or as otherwise required by their individual/athletic program, and no person shall use said facilities for other than their intended purposes.

### 5.1.6 Unlawful Use of Library Facilities

No person shall use the college library facilities and the materials (books, periodicals, research materials, etc.) and equipment (computers, printers, etc.) contained therein without the express permission of the College and/or its duly designated representatives, or as otherwise required/necessitated by their academic program, and no person shall use said facilities for other than their intended purposes.

### 5.1.7 Abuse of the College Judicial System

Including, but not limited to the failure to obey the summons of a judicial board or college official; the falsification, distortion, or misrepresentation of information before a judicial board; the disruption of or interference with the orderly conduct of a judicial proceeding; knowingly requesting a judicial proceeding without cause; attempting to discourage an individual's proper participation in, or use of, the college judicial system; attempting to influence the impartiality of a member of a judicial board prior to and/or during the course of a college judicial proceeding; harassment (verbal or physical) and/or intimidation of a member of a hearing committee prior to, during, and/or after a judicial proceeding; failure to comply with/be bound by the sanction(s) imposed subsequent to a hearing, or any other disciplinary proceeding, and soliciting/influencing or attempting to influence another person to commit an abuse of the college judicial system. Retaliation or harassment against any person because of their complaint or participation in the student conduct process. Violation of a no-contact order.

### 5.1.8 Classroom Disruption

Behavior that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class. Disruptive behavior interferes with the instructor's ability to conduct the class, or the ability of other students to learn. Students engaging in classroom disruption shall be disciplined as provided in the College's Classroom Behavioral Procedures.

## 5.19 General Prohibitions.

- 5.19.1 Gambling of any form on campus without appropriate licensure.
- 5.19.2 Smoking in college buildings (including electronic cigarettes) and violations of the college smoking and tobacco use policies.
- 5.19.3 Bringing pets of any kind on campus except service or therapy animals, animals for educational purposes, or as part of sponsored events.
- 5.19.4 Skateboarding, roller skating (including shoes with wheels), or similar activities (such as remote control cars) that are considered to be potentially and needlessly hazardous to both operators and bystanders.
- 5.19.5 Using unapproved projectiles including, but not limited to, snowballs, Frisbees, baseballs, and boomerangs inside buildings.
- 5.19.6 Use, possess, sell, or distribute alcohol, narcotics, or any other controlled substance except as expressly permitted by law and campus rules.
- 5.19.7 With the exception of police officers or other law enforcement officials acting in the performance of their duties, while on campus, possess, use, or manufacture a firearm or other weapon, including explosives, knives, dangerous chemicals, fire-bombs and other destructive devices, to include their possession/storage in a vehicle on campus.
- 5.19.8 Participate in a demonstration which disrupts the normal operation of the College and infringes on the rights of other members of the college community; engage in conduct which leads or incites others to disrupt schedules and/or normal activities within any campus building or area; engage in intentional obstruction, which unreasonably interferes with freedom of movement whether pedestrian or vehicular, on campus or at college-sponsored or supervised functions.
- 5.19.9 Engage in conduct which is disorderly, lewd, or indecent; which breaches the peace, or which aids, abets, solicits or importunes others to breach the peace on college premises or at functions involving the College.
- 5.19.10 Entering and/or utilizing all areas of the Black River that are immediately adjacent to campus property, except as permitted under supervised instructional activities.
- 5.19.11 Engage in behavior that is, or reasonably could be, a violation of federal, New York State, or municipal laws, ordinances or regulations, including but not limited to situations where such violation has an adverse effect on the College and the college community.
- 5.19.12 Engage in behavior that violates published College policies, rules and regulations or the SUNY Rules for the Maintenance of Public Order.
- 5.19.13 Failure to complete sanctions assigned through the student conduct process. All students, are expected to comply with conduct sanctions within the timeframe specified by the Judicial Officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason will result in a violation of this policy.
- 5.19.14 Students are not permitted on the trails surrounding campus between dusk and dawn unless part of a college sponsored event/program/activity.
- 5.19.15 Students may not record any portion of a lecture, class discussion or course-related learning activity without the prior and explicit written permission of the course instructor unless the recording is part of an accommodation coordinated through accommodative services and the faculty member.

## 6. Crimes of Violence

- 6.1 No person, either singly or in concert with others, shall willfully engage in a crime of violence or cause physical injury to any other person, nor threaten to do so. Definitions: A crime of violence is defined as the following:
  - 6.1.1 An offense that has an element of the use, attempted use, or threatened use of physical force against a person or property of another, or
  - 6.1.2 Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.
- 6.2 According to the Family Educational Rights and Privacy Act (FERPA), an institution may release to an alleged victim of a crime of violence the results of any disciplinary hearing conducted against the alleged perpetrator of the crime. The alleged victim only has access to the results of the hearing. Other information, witnesses, other victims and evidence will be kept confidential. Victims are entitled to information only on the name of the alleged perpetrator, the violation committed, and the sanctions imposed, if any.
- 6.3 A notation of disciplinary action will be placed on the academic transcript whenever a student is suspended or expelled due to a finding of responsible for a violent crime defined by the federal Clery Act. Withdrawal from the College before completion of the disciplinary process will result in a 'withdrew with conduct charges pending' notation on the transcript and a disciplinary hold. One year after the suspension has expired, students may petition to the Dean of Students for removal of a suspension notation on the academic transcript.

## 7. Student Groups and Organizations

Student groups and registered organizations must follow the college rules (see section 5); if these rules are broken and/or not adhered to, they may be charged with violations of this code either as a collective unit, as individual members, or as both. As such, the Dean of Students or designee will select a member of the group as the spokesperson for any disciplinary proceeding involving the group.

Sanctions for student groups or organizations may include a loss of privileges, a loss of funding opportunities, a loss of recognized student group or organization status, or other discretionary sanctions, approved through the Dean of Students or designee.

For matters in which a student group or organization would not face a suspension or expulsion from the College, the incident will be resolved through a disciplinary meeting between the group and the designated person hearing the matter.

For matters which may result in suspension or expulsion of a student group or organization, the incident can be resolved through a hearing, Administrative or Judicial Board of Review (JBR), see section 11.

## **8. Sanctions**

Provisional records of student disciplinary actions will be held and maintained within the office of the Dean of Students.

Any student found responsible for violating any college policy, rule or regulation may have one or more of the sanctions below imposed. The sanction set forth below serve as guidelines; however, the College shall have the right to consider each case on an individual basis and to impose sanctions accordingly. Where a student disagrees with the sanctions imposed, the accused shall have the right of appeal as provided in Section 14.

College sanctions are independent of other any sanctions that may be imposed as a result of civil or criminal proceedings. Where a student engages in subsequent misconduct, progressive discipline may be imposed, up to and including either their suspension, or permanent expulsion from the college and/or their academic program, or revocation, as provided in paragraph 8.1.14 below.

### **8.1 Definitions**

- 8.1.1 Verbal Warning: a verbal statement to the student offender who has violated the code.
- 8.1.2 Written Warning: Serve to officially warn a student that he or she is in violation of community standards and that further violations can result in disciplinary sanctions. This warning may be given for either a specified or unlimited period of time.
- 8.1.3 Referral for Assistance: Recommendation that assistance be sought from various campus services and/or outside agencies to specifically address the situation.
- 8.1.4 Educational Programming: a learning program to promote an understanding of inappropriate behaviors and positive change.
- 8.1.5 Probation: Services to officially warn a student that he or she is in violation of community standards and that any subsequent violation(s) of college rules and regulations may result in suspension or expulsion. This probation may be given for either a specified or unlimited period of time.
- 8.1.6 Disciplinary Fines: Monetary fine placed on a student's account at Jefferson Community College.
- 8.1.7 Disciplinary Hold: A hold placed on a student's account for disciplinary reasons preventing further registration, enrollment, and participation in college activities.
- 8.1.8 Restriction: Denial of access to any facility, activity, services, class or program, or denial of student privileges for a designated period of time.
- 8.1.9 Administrative Withdrawal: administrative separation from a specific course. The student will receive no credit for a class from which he/she has been administratively withdrawn.
- 8.1.10 Restitution: reimbursement by the student for damage or misappropriation of property to the College or other owners. Reimbursement may take the form of compensation for damages as calculated by the Vice President or their designee, or an appropriate period of service.
- 8.1.11 Work Assignment: Supervised work assignment.
- 8.1.12 Suspension or Termination of Employment: Removal from employment within the College (paid or volunteer) for a specific period of time (suspension) or permanently (termination).
- 8.1.13 Disciplinary Suspension: separation of the student from the College for a specified period of time up to a maximum of two years. Suspended students are barred from College premises, classes, and other college-sponsored activities. Expiration of the suspension period is no guarantee of re-admittance.
- 8.1.14 Disciplinary Expulsion: permanent separation of the student from the College. The student will be barred from College premises, classes, and other College-sponsored activities.
- 8.1.15 Revocation of Admission and/or Degree: revocation of admission to or of a degree awarded from the College due to fraud, misrepresentation, or other violations of College standards in obtaining the degree, where such violations were committed by a student prior to graduation.
- 8.1.16 Suspension or Removal from Residence Life: Suspension (for a specific time period) or Removal from Residency may be given when serious and/or repeated misconduct in the residence community warrants separation of the student from that community. A suspension or removal from Residence may include a ban from residing in or visiting any residence facility operated by the College for the stated period of the suspension.
- 8.1.17 Residence Hall Visitors Suspension: Residence Hall Visitors suspension prohibits a student from inviting guests (day or overnight) to the Residence Hall for a specific or unlimited time period.

### Miscellaneous Disciplinary Provisions

More than one sanction may be imposed for any single violation. Other than college suspensions and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record.

Students who are expelled or suspended from the College for academic or behavioral reasons may forfeit all technology privileges by consultation of the Dean of Students or designee. Remedial actions such as counseling and alcohol and drug evaluations may be required in conjunction with any of the above sanctions at the expense of the student. Penalties less severe

than suspension and disciplinary fines of \$200 or less may be implemented by the Dean of Students or designee. Penalties of suspension or more will be reviewed by the President prior to implementation.

Students who do not comply with sanctions may be subject to additional sanctions (including a possible ban from campus and/or campus activities) and blocked from further registration and enrollment at Jefferson Community College.

#### **9. Review of Record for Cases Involving Repeat Offenders**

When a student is charged with any violations of college rules and regulations, the student's disciplinary record is subject to full review by the convener adjudicating the case. In addition, hearing bodies adjudicating a case will review a student's disciplinary record on any and all occasions after the student is found responsible for any violation of the college rules and regulations. The reason for such review is that the student's disciplinary record is important in determining an appropriate judicial sanction in the current case. Such review will occur regardless of whether the sanction for prior offenses is active or closed.

#### **10. Administration of the Code**

The judicial process is handled through the Dean of Students or designee. Responsibilities include, but are not limited to:

- 10.1 Reviewing complaints and determining charges to be filed pursuant to the code.
- 10.2 Investigating cases and conducting disciplinary assessments.
- 10.3 Determining the type of hearing for each case.
- 10.4 Interviewing and informing parties involved in disciplinary proceedings.
- 10.5 Resolving disputes and contested issues that arise from alleged cases of student or group/organization misconduct.
- 10.6 Maintaining all student disciplinary records resulting from enforcement of the code.
- 10.7 Collecting and assembling data concerning student judicial system actions.
- 10.8 Assuring the process is conducted in a manner that provides due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not handled by individuals with a conflict of interest.
- 10.9 Annual training on judicial policies, procedures, and due process.
- 10.10 Annual training on issues related to sexual assault, domestic violence, dating violence, and stalking for judicial officers and members of hearing boards responding to Title IX cases.

#### **11. Judicial Policies and Procedure**

Accused students will be informed of the nature of the charges against them and receive due process. Students will be given notice of charges and a fair opportunity to refute the charges. The College will not be arbitrary in its actions and provision for appeal of a decision is guaranteed. In certain circumstances, conflict may be resolved through informal resolution or mediation on a voluntary basis.

- 11.1 **Administrative or Judicial Board of Review (JBR) Hearing.** The student will be informed of the charges in writing by electronic mail, certified mail, or hand delivery to the student or the residence hall mailbox; the notice will include the time and date of the Administrative Hearing or JBR Hearing. A student may request a meeting with the judicial officer prior to an Administrative or JBR hearing to review the matter.
- 11.2 **Informal Resolution.** Charges may be resolved informally in a one-on-one meeting between the student and the judicial officer. In this meeting, the procedures and charges will be explained, documentation and evidence will be reviewed, and the student will be provided the opportunity to have all pertinent questions answered. The disposition of the case may be finalized at this level by mutual consent of the parties involved. Students have the opportunity to appeal an informal resolution.
- 11.3 **Mediation.** Upon consultation with the involved parties, the Dean of Students or designee may refer the matter to mediation. Mediation is an alternative form of dispute resolution designed to reach agreement with the assistance of an objective third party. The Dean of Students or designee will select the mediator; if the mediator is unsatisfactory to either party, the Dean of Students or designee may select another mediator or move the case to traditional adjudication channels.  
Agreement must be consensual and agreed to by all parties. If an agreement is reached, the case will be terminated when the agreement conditions are satisfied, without opportunity for appeal. If no agreement can be reached or the conditions of the agreement are unmet, the case will be referred back to the Dean of Students or designee and handled as an unmet sanction.  
Mediation is not an option and will not be permitted for allegations of sexual assault.

#### **12. Charging a Student with Misconduct**

- 12.1 Any member of the college community, including administrators, staff, faculty and students, may file a complaint against any student or student organization for misconduct. The complaint shall be used as the basis for referring formal charges against the student or organization.
- 12.2 Based on the complaint, the College may issue a "No Contact Order" meaning that contact between the two parties is a violation of college policy subject to additional conduct charges. If the two parties observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the other party.
- 12.3 Either party may request reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment.  
Upon request of the person affected by the interim measures or accommodations, the Dean of Students (or designee)

- will promptly review existing interim measures and accommodations. Parties may submit evidence to support the request.
- 12.4 The complaint may be submitted in writing to the Dean of Students (or designee) or Campus Security. The Director of Campus Safety and Security (or designee) will submit the complaint to the Dean of Students (or designee).
  - 12.5 After reviewing a complaint, the Dean of Students or designee may initiate the disciplinary process by giving the accused student or student organization written notice of the alleged violation(s). The notice shall clearly indicate the specific Code of Conduct provisions alleged to have been violated, possible sanctions, and shall indicate the date, time and location of the hearing. The notice will be sent at least three calendar days prior to the hearing either in person, via e-mail or mailed to his/her local and/or home address that appears on official College records.
  - 12.6 The College seeks prompt resolution of all complaints and works to resolve Title IX complaints within 60 days.
  - 12.7 The Dean of Students or designee may place a disciplinary hold on a student's record when a student withdraws from the College prior to resolution of disciplinary action. A student with a disciplinary hold will not be permitted to register, enroll or participate in college activities until the matter is resolved with the Dean of Students or designee.

### 13. Hearing Guidelines

These guidelines will be followed for all hearings to protect the rights of the students and the campus.

- 13.1 An administrative hearing or judicial hearing board (as defined in Section 11.1) is not a court of law but rather a body whose mission is to educate students about, and to reinforce, proper conduct and behavior. The judicial body or hearing officer shall examine all relevant facts and circumstances at the hearing and shall come to a decision based upon a preponderance of the evidence. In all cases the burden of proof rests with the individual bringing the charge(s).
- 13.2 Hearings are generally regarded as confidential and closed to the public.
- 13.3 Admission of any person to the hearing shall be at the discretion of the convener.
- 13.4 In hearings involving more than one accused student, the Dean of Students, designee, or any of the individually accused students may ask for the hearings to be conducted separately. Whether to hold separate hearings shall be at the discretion of the Dean of Students or their designee, whose decision shall be final and not subject to appeal.
- 13.5 Both parties have the right to be assisted by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. The advisor may be, but is not limited to, a fellow student, faculty member, or a lawyer. However, the complainant and the accused are responsible for presenting their own cases and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a hearing body.
- 13.6 Each party has the opportunity to request a one-time delay of five business days.
- 13.7 There is no statute of limitations for infractions for current students.
- 13.8 Accused students will have the opportunity to review the incident report and evidence prior to the hearing.
- 13.9 At the hearing the both parties should have ample opportunity to explain the circumstances surrounding the incident and are encouraged to present pertinent evidence and the testimony of witnesses in person. In addition, both parties are afforded the opportunity to ask questions of the convener and via the convener, to comment on any written statements or other evidence presented, and to respond to questions.
- 13.10 In cases of sexual violence, testimony may be provided via alternative arrangements, including telephone/video conference or testifying with a room partition and each party may make an impact statement at the conclusion of the hearing.
- 13.11 The hearing decision will be based solely upon matters introduced into evidence before or at the hearing. Improperly acquired evidence will not be admitted.
- 13.12 A record of the hearing will be made, however the medium (handwritten notes, audio recording, etc.) is at the discretion of the convener.
- 13.13 The convener shall have the right to consider whether the accused is responsible for a lesser included offense rather than the offense that was initially charged, and to impose sanctions accordingly, e.g., where a student is charged with trespassing, but the evidence suggests the accused is actually guilty of unlawful use of athletics facilities, they can make a finding of the same and impose a disciplinary sanction accordingly.
- 13.14 The convener will render a decision within seven business days of the hearing's conclusion. Generally, both parties are notified of the outcome simultaneously; in Title IX cases, both parties will be informed of the outcome simultaneously including sanctions and rationale for the decision and sanctions.
- 13.15 Judicial body members who do not feel they can be impartial during in a particular case will participate in the proceedings. Where necessary, temporary voting alternates to the JBR can be appointed by the Student Government President or College President.
- 13.16 The College reserves the right to have security personnel present before, during, and after all interactions related to student misconduct.

### 14. Appeals

A decision reached or sanction imposed by a judicial body may be appealed by the accused or complainant. Such appeals shall be in writing and shall be delivered to the Dean of Students or designee within ten business days. The written appeal must include a statement showing why the appeal has merit. A personal meeting with the student filing the appeal will be at the discretion of the appellate body. The appellate body consists of an appeal hearing officer and/or committee at the sole discretion of the College President (or designee) except in cases required to be heard by an appeal committee (domestic violence, dating violence, stalking or sexual assault findings).

Except to consider new evidence that was either unknown or unavailable at the time of hearing, an appeal shall be limited to review of the record of the proceedings and/or supporting documents for one or more of the following purposes:

- 14.1 Procedural Error: To determine whether the original hearing was conducted fairly in light of the charges and evidence presented and in conformity with established procedures, thereby giving the accused student a reasonable opportunity to prepare and to present a rebuttal of the allegations against them. Deprivation of due process rights shall be considered procedural error.
- 14.2 Unsupported Conclusion: To examine whether the facts of the case support the decision, that is, whether the facts in the case were sufficient to establish a preponderance of evidence that the accused engaged in the alleged misconduct resulting in a violation of the Code.
- 14.3 Disproportionate Sanction: To determine whether the sanction(s) imposed were appropriate under the circumstances for the violation of the code which the student committed.
- 14.4 New Evidence: To consider new evidence or other relevant facts not brought out at the original hearing because such evidence and/or facts were not known at the time of the original hearing.

After a review of the record of the proceedings, the appellate body will approve, disapprove, modify, or mitigate the original findings, determination and/or sanctions. In the case of new facts and/or evidence, the appellate body may also return the matter to the prior hearing body for a re-consideration of its initial findings. Where a matter is returned to the prior committee for re-consideration, if the either party disagrees with the outcome, they shall have the right to a further appeal on the basis set forth in paragraphs 14.1 through 14.4. The appeal officer will render a decision within ten business days of receipt of the appeal request.

### **15. Temporary Suspension**

The Dean of Students or designee may temporarily suspend a student from the College or the residence halls if, in his/her judgment, such action is necessary for protecting the health, safety, and welfare of the College or any member of the college community. Such suspension is also appropriate if the presence of the accused student threatens to disrupt the normal functions of the College or the residence halls. Persons under temporary suspension shall not be allowed on the Jefferson Community College campus, or to attend Jefferson Community College related functions, unless given permission by the Dean of Students or designee. The Dean of Students or designee may, subject to prompt review, temporarily suspend a student from a facility, activity, class, program or residence halls if, in his/her judgment, the presence of the accused student threatens to disrupt the normal functions of the College.

The suspension is temporary, pending proper service of charges, referral to the appropriate judicial body, and a review of the charges by the judicial body or officer. Upon request of the suspended student, the Dean of Students shall provide for an immediate conference with respect to the basis for such suspension and, upon request, consider modification to the terms or discontinuance of the temporary suspension. Parties may submit evidence to support requests for modification, continuation or discontinuance.

### **16. Disciplinary Records**

Any time a student is found responsible for any violation of the college rules and regulations and is sanctioned through a judicial hearing process, the sanction becomes a part of the student's disciplinary record. Student judicial records are confidential and retained in accordance with federal and state regulations pertaining to the destruction of records. Records for suspensions, expulsions and disciplinary holds are retained until the student reenrolls at which time the record retention time period restarts. A student may request, in writing, to have disciplinary records purged upon graduation from the College. In these instances, the Dean of Students or designee shall determine, on a case by case basis, if the disciplinary records should be purged based upon seriousness of the misconduct, frequency of violation, and the sanction imposed.

Note: The Dean of Students or designee will maintain all student disciplinary records. Such records will be kept separately from the student's academic record except as noted in Crimes of Violence (section 6.3).

### **17. Readmission after Suspension**

After the suspension period expires; a student may apply for readmission through the Dean of Students or designee. Any recommendations or requirements set forth in the student's letter of suspension will be considered as well as any other relevant information deemed necessary for review by the Dean of Students or designee. Readmission materials must be received thirty days prior to the semester start. Students will be notified of the decision in writing.

### **Rules Governing Code**

Any amendments or revisions of the rules will be filed with the New York State Commissioner of Education and the New York State Board of Regents within ten days of publication.

Any question of interpretation regarding these policies and procedures shall be referred to the Dean of Students or designee for final determination.

The Statement of Student Rights and Responsibilities shall be reviewed every three years under the direction of the Dean of Students or designee.

Copies of the aforementioned provisions will be provided upon request to any students enrolled at Jefferson Community College.

This Statement of Student Rights and Responsibilities supersedes any previously dated statement by Jefferson Community College related to student conduct and student rights and responsibilities.

# EMERGENCY INFORMATION

## Emergency Alerts

During a campus-wide emergency situation, the following communication systems will be utilized as appropriate and to the extent possible to efficiently and effectively get information to campus faculty, staff and students and the surrounding community:

### Building Fire Alarm Systems

Each building contains “pull-type” activated systems and automatic alarms. In the event the alarm sounds, the building should be evacuated.

### Campus Siren

A campus siren, audible both outdoors and indoors, will provide an alert to stay-in-place.

- Outdoor – The outside tower speaker will be a loud audible siren type sound followed by a short spoken message.
- Indoor – Speakers are located in the hallways of all buildings to augment the outdoor tower. Additionally, there will be a pop up alert on each classroom computer that is turned on and has been logged into.

### Digital Signs

There are eleven flat panel digital signs that may be used to post emergency information across campus. Each sign has audio capability (siren or verbal message) and visual capability.

### SUNY NY-Alert

SUNY NY-Alert is an emergency notification system, that utilizes telephone, fax, voice, email, and text messaging. This system may be utilized to provide direction and notification in case of life threatening emergencies.

There is no cost to enroll in SUNY NY-Alert. Students, faculty and staff who elect to receive such emergency alerts can enroll through the myJCC portal at <https://myjcc.sunyjefferson.edu>. You may choose to receive alerts via cell phone (text and/or voice), telephone, email or fax.

### College Website

The College website, [www.sunyjefferson.edu](http://www.sunyjefferson.edu), may be utilized to provide students, faculty, staff and the off-campus community with information about a campus emergency.

### Blackboard / myJCC Portal

Information may be posted on Blackboard and/or myJCC Portal notifying students and faculty of appropriate actions to take. If for some reason the website is not available, information will be posted in Blackboard and myJCC. Please bookmark Blackboard ([online.sunyjefferson.edu](http://online.sunyjefferson.edu)) and myJCC Portal (<https://myjcc.sunyjefferson.edu>).

### Campus-Wide Email System

Students and faculty may be notified of appropriate actions to take through the campus-wide email system.

## Emergency Guidelines

### In the event of an emergency:

- Remain calm.
- You can contact the Office of Campus Safety and Security from a campus phone at 2222 or from a non campus phone by dialing 315-786-2222.
- Dial 911 for Jefferson County Emergency Response. (Simply dial 9-1-1. Do not dial 9 for an outside line.)
- Access any outdoor blue light emergency phone on campus for a direct connection to 911.

### If instructed to shelter in place:

- If outside, move indoors avoiding windows and areas with glass and away from the area of hazard if known.
- Close windows and shades.
- Close and lock doors.
- Shut off all air conditioners and ventilation units. (If it is a hazardous materials incident cover ventilation and block under door air flow).
- Get down on the floor and take cover.
- DO NOT use telephones or cell phones. (Cell phones can trigger bombs, alert an intruder to your location and tie up communication lines needed by police/fire/rescue).
- Keep calm and wait for/follow instructions.
- If internet access is available and it is not a hazardous material or bomb threat situation, monitor Blackboard for further instructions.

**Building Evacuation:**

If you are advised to evacuate your building or if you determine that an emergent situation exists which necessitates evacuation of the building-

- Follow the evacuation routes posted in the classrooms and throughout the building.
- DO NOT use the elevators.
- Ensure that you stay together and are accounted for at the assembly point.
- Follow the directions of the Building Emergency Coordinator / Floor Marshal.
- If time permits, pick up personal belonging (purses, jackets, bookbags), but DO NOT leave your immediate area to retrieve personal belongings.
- Notify the Office of Campus Safety and Security and/or the Building Emergency Coordinator if any occupants were unable or refused to evacuate their location.
- Assemble and remain at designated assembly points.
- DO NOT re-enter the building until notified by authorized personnel.

**Campus Evacuation:**

In the event an evacuation of the campus is indicated, please follow the instructions and coordination of the Building Emergency Coordinator or Campus Safety and Security staff.

**Bomb Threat:**

If you receive a bomb threat, immediately notify the Office of Campus Safety and Security by calling 2222 from a campus phone or 315-786-2222 from a non campus phone.

**If instructed to evacuate:**

- Pick up all your belongings in the immediate area and take them with you.
- When exiting the building DO NOT turn lights on or off or use elevators.
- DO NOT use cell phones, handheld radios or any other electronic devices.
- Exit by the nearest available evacuation route and assemble at designated assembly points away from the buildings (500 feet minimum).
- Students, faculty and staff should remain with the group so that all individuals can be accounted for.
- DO NOT re-enter the building until instructed by authorized personnel that it is safe to do so.

**Fire Emergency:**

- Immediately sound fire alarm.
- Evacuate the building – DO NOT stop for personal possessions and DO NOT use elevators.
- Call the Office of Campus Safety and Security at 2222 from a campus phone or 315-786-2222 from a non campus phone.
- If trained in use of fire extinguisher and if the fire is small and confined, direct the charge at the base of the flame.
- If trapped, DO NOT panic. Exit by window if possible or place an article of clothing out the window serving as a marker for rescue crews.
- Stay low, closest to the floor.
- Evacuate to designated assembly points and out of the way of emergency personnel.
- DO NOT return to the building until instructed to do so by authorized personnel.



# VOTER REGISTRATION

## National Voter Registration

The 1988 Higher Education Act requires all postsecondary institutions to make a good-faith effort to distribute voter registration forms to each degree or certificate seeking student who attends classes on campus. Students who require special accommodations to register to vote can contact the John W. Deans Collaborative Learning Center, Building 15, first floor.

Voter registration forms are available in the following locations:

- John W. Deans Collaborative Learning Center (Building 15), first floor
- Online:
  - [www.sunyjefferson.edu](http://www.sunyjefferson.edu) then
  - Select “My JCC”
  - Log onto Blackboard
  - Select Student Information tab
  - Select Student Handbook
  - Select Voter Registration

If you are in need of further assistance, contact the Student Life Office at 315-786-2403. If you require disability services, contact the Deans Collaborative Learning Center at 315-786-2288.

# JEFFERSON COMMUNITY COLLEGE CAMPUS MAP



- 1 Lansing Building
- 3 Dulles Building
- 5 Gregor Building
- E Extended Learning Center
- 14 East Hall
- 17 Health & Wellness Center

- 2 Guthrie Building
- 4 McVean Student Center
- 6 Jules Center
- 8 Child Care Center
- 15 Deans Collaborative Learning Center

- A Parking Lot A - Staff and Faculty
- C Parking Lot C
- E Parking Lot E
- V Visitor Parking

- B Parking Lot B - Short Term Visitor
- D Parking Lot D
- F Parking Lot F
- ♿ Accessible Public Parking

☎ Blue emergency phones connect directly to 9-1-1.

🚭 Smoking in designated areas only.

# IMPORTANT PHONE NUMBERS

## ENROLLMENT SERVICES

(315) 786-2437

### Admissions Office

admissions@sunyjefferson.edu

### New Student Advising

advising@sunyjefferson.edu

### EOP Office

EOP@sunyjefferson.edu

### Financial Aid

financialaid@sunyjefferson.edu

### Student Records/Registrar

studentrecords@sunyjefferson.edu

## Accommodative Services

lsc@sunyjefferson.edu

(315) 786-2288

## Affirmative Action/Diversity Officer

(315) 786-2401

## Alumni Office

(315) 786-2327

## Assessment and Accreditation

(315) 786-2418

(315) 788-0716

## Athletics Department

(315) 786-2232

## Bookstore

(315) 786-2260

## Business Department

(315) 786-2287

## Career Planning & Job Placement

(315) 786-2288

## Child Care Center

(315) 786-2357

## Computer Center

helpdesk@sunyjefferson.edu

(315) 786-6511

## Continuing Education Division

continuingeducation@sunyjefferson.edu

(315) 786-2233

## Distance Learning

gothedistance@sunyjefferson.edu

(315) 786-2440

## Faculty Student Association

fsa@sunyjefferson.edu

(315) 786-2412

## Fort Drum Office

(315) 786-6566

## Foundation/College Development

foundation@sunyjefferson.edu

(315) 786-2458

## Health & Wellness Center / Nurse

(315) 786-2376

## Higher Education Center

(315) 786-2265

## Housing and Residence Life

reslife@sunyjefferson.edu

(315) 755-0411

## Human Resources

(315) 786-2407

## Institutional Research

(315) 786-2485

## Instructional Support

(315) 786-2418

(315) 788-0716

## Instructional Technology

helpdesk@sunyjefferson.edu

(315) 786-6511

## Liberal Arts Division

(315) 786-2414

## Library

library@sunyjefferson.edu

(315) 786-2225

## Math/Science, Technology, Health and Business Division

(315) 786-2320

(315) 786-2366 fax

## Public Relations

(315) 786-2234

## Retention Services

(315) 786-2288

## Safety & Security

Emergency calling from-

campus phone: 2222

non campus phone: 786-2222

Chief's Desk: (315) 786-6517

Chief's Cell: (315) 323-7830

## STAR Office

(315) 786-2288

## Student Activities

studentactivities@sunyjefferson.edu

(315) 786-2431

## Student Help Desk

helpdesk@sunyjefferson.edu

(315) 786-6511

## Student Life Office

New Student Services

(315) 786-2403

## Title IX Coordinator

titleix@sunyjefferson.edu

(315) 786-2418

## TTY

(315) 786-2463

## Tutoring

tutoring@sunyjefferson.edu

(315) 786-2321

## Veteran's Services

(315) 786-2283

## COLLEGE ADMINISTRATION

### Office of the President

(315) 786-2404

### Vice President - Academic Affairs

(315) 786-2235

### Vice President - Administration & Finance/Treasurer

(315) 786-2401

### Vice President - Students

(315) 786-2249

### Associate Vice President - Liberal Arts

(315) 786-6542

### Associate Vice President - Math/Science, Technology, Health & Business

(315) 786-2323

### Dean - Continuing Education

(315) 786-2233

### Dean - Enrollment

(315) 786-2408

### Dean - Students

(315) 786-2403

### Dean - Student Success

(315) 786-2288

### Chief Information Officer

(315) 786-6511

## Our Vision

Jefferson Community College will be a dynamic educational leader, transforming lives and our community.

## Our Mission

Learning is the focus of Jefferson Community College. Through excellence in teaching, innovative services, and community partnerships, the College advances the quality of life of our students and community.

