



JEFFERSON COMMUNITY COLLEGE

# STUDENT HANDBOOK

2024-2025

Effective August 2024  
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and regulations, visit  
**SUNYJefferson.edu**



# Student Handbook

2024-2025

<b>Academic Policies.....</b>			<b>3-18</b>
Academic Forgiveness	3	Pass-Fail/Credit By Exam/Directed Study	9
Academic Honesty	3	Credit Hour Policy	9
Academic Honors	4	Credit Hours/Grade Point Index	11
Academic Progress	4	General Education Requirements (Fall 2023 and Beyond)	11
Academic Reinstatement	5	Grading Policy	12
Attendance Policy	6	Graduation Requirements	13
Change of Curriculum	7	Honors Program	14
Change of Name or Address	7	Microcredentials	15
Course Placement	8	Registration and Withdrawal	15
Prior Learning Assessment Credit	8	Cross Registration Policy	17
<b>General Campus Policies &amp; Regulations.....</b>			<b>19-24</b>
Accommodation Policy	19	Covid-19	21
Campus Survey Policy	19	Inclement Weather	21
Children on Campus	20	Preferred Name Policy	22
Copyright Policy	20	Prior Felony Convictions Policy	23
Immunization Policy	20	Smoke/Vape: Tobacco Free Campus	24
<b>Non-Discrimination &amp; Harassment Policies.....</b>			<b>25-41</b>
Affirmative Consent	25	Sexual Violence Response Procedures	35
Consensual Relationship Policy	25	Student Location	37
Alcohol and Drug Use Amnesty Policy	25	Student Pregnancy and Parenting	38
Non-Discrimination Policy	26	Students' Bill of Rights	39
Options for Confidentially Disclosing Sexual Violence	26	Technology Accessibility	39
Sexual Harassment Response and Prevention	28	Title IX Coordinators	40
<b>Campus Safety &amp; Security.....</b>			<b>42-44</b>
Annual Security Report	42	Statement of Civility	44
Drug-Free Campus Policy	43	Statement on Violent Felony Crime	44
Hate/Biased-Related Crime Prevention Statement	43	Missing Student Notification	44
Statement on Order of Protection	44		
<b>Technology/Computer Use Policies.....</b>			<b>45-56</b>
Acceptable Use	45	Personally Identifiable Information Security	52
Information Security	46	Digital Download, Peer-to-Peer File Sharing	53
Internet Privacy	49	Password	55
Internet Email	51	Software	55
Network	51	Wireless Computer Access Agreement	55
<b>Rights, Freedoms and Responsibilities of Students.....</b>			<b>57-62</b>
<b>Student Code of Conduct.....</b>			<b>63-75</b>
<b>Emergency Information.....</b>			<b>76-77</b>
<b>National Voter Registration.....</b>			<b>78</b>
<b>Campus Map.....</b>			<b>79</b>
<b>College Directory.....</b>			<b>80</b>

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 Deputy Title IX Coordinator at (315) 786-6561. For student related disability discrimination concerns, contact the Accommodative Services Coordinator at (315) 786-2335. For all other concerns, including those related to employment, contact JCC's Affirmative Action Officer at (315) 786-2279 or Diversity Officer at (315) 786-6561.

Jefferson Community College is accredited by the Middle States Commission on Higher Education (reaffirmed in July 2024)

1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801. (267) 284-5011 / [www.msche.org](http://www.msche.org)

Jefferson is also accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE Suite 850

Atlanta, GA 30326, 404-975-5000 / [www.acenursing.org](http://www.acenursing.org)

# Academic Policies & Procedures

## Academic Forgiveness Policy

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

Definitions:

1. A matriculated student is one who has been accepted by the Jefferson Community College Admissions Office and is enrolled in a degree or certificate
2. An imputed credit is one which can be counted for financial aid to enrolled students.

Statement of Policy:

1. Eligibility: Any matriculated student is eligible to apply for Academic Forgiveness
  - a. having an absence from the College for at least six consecutive fall and spring semesters since their last enrollment not including winter or summer;
  - b. possessing a cumulative grade point average (GPA) below 2.0; and
  - c. who, upon return, completes 12 imputed credits with a minimum cumulative GPA of 2.0.
2. Students who have already received at least one degree or certificate from Jefferson Community College are not eligible to apply for Academic Forgiveness.
3. Once approved for Academic Forgiveness, the student's grades below a C earned prior to the student's return are excluded from their cumulative GPA. All other grades will remain a part of the student's cumulative GPA. The excluded course cannot be re-included later to complete academic requirements.
4. Students will receive credit toward graduation requirements for all coursework completed prior to the semester in which the student's absence period ends and earned with a grade of 'C' or better.
5. Any course grades earned as part of a conferred microcredential are not eligible for Academic Forgiveness.
6. All prior coursework and grades will remain on the transcript to reflect an accurate academic history.
7. A student's entire academic history is considered for the purposes of Financial Aid Eligibility. Academic Forgiveness will not automatically make a student eligible for financial aid.
8. Only one Academic Forgiveness will be granted during a student's academic career at Jefferson. Once Academic Forgiveness is established, it will not be reversed.
9. The Vice President for Academic Affairs is responsible for overseeing this policy.

## Academic Honesty Policy

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.

### 1. 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.

### 2. 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.

### 3. 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 Vice President 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.

## Academic Honors Policy

Jefferson Community College recognizes outstanding student achievement after each fall and spring semester and by each of its graduates. Honors are granted both as a recognition and as a means to encourage sound scholarship among its students.

### Definitions:

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

- Dean's List and President's List are recognitions bestowed to students for academic achievement during a fall or spring semester.
- Honors and High Honors are recognitions bestowed upon graduates.
- Graduation credit is earned for completing a credit bearing course.

### Statement of Policy:

1. Students who graduate from Jefferson Community College with a cumulative grade point average between 3.5 and 3.74 will graduate with Honors. Students who graduate with a cumulative grade point average of 3.75 or higher will graduate with High Honors.
2. A full-time student shall be placed on the President's List for a particular semester if the following conditions are met:
  - a. Complete a minimum of 12 graduation credits;
  - b. Earn no grades of D, D+, F, Y, or, U;
  - c. Have no Incomplete (I) grades;
  - d. Have a semester GPA of 3.75 or higher.
3. A full-time student shall be placed on the Dean's List for a particular semester if the following conditions are met:
  - a. Complete a minimum of 12 graduation credits;
  - b. Earn no grades of D, D+, F, Y, or, U;
  - c. Have no Incomplete (I) grades;
  - d. Have a semester GPA between 3.50 and 3.74.
4. Part-time student eligibility for a President's List or Dean's List recognition will occur after completion of 12, 24, 36, 48, and 60 credit hours, using the same grade point index criteria and course grade criteria as indicated for full-time students.
5. All academic achievements are noted on the student's official transcript.
6. The Vice President for Academic Affairs is responsible for overseeing this policy.

## Honor Society - Phi Theta Kappa

The Tau Xi Chapter of Phi Theta Kappa (PTK), 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.

## 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.

### Definitions:

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

1. 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.
2. An imputed credit is one which can be counted for financial aid to enrolled students.
3. An Academic Success Plan is a written formulated process to degree completion.

### Statement of Policy:

1. Academic progress will be evaluated after the completion of the fall and spring A student's academic standing will not be evaluated after the completion of summer or winter sessions.
2. Any matriculated student who has attempted a minimum of 12 imputed credits at Jefferson Community College is subject to this policy.
3. A student who completes a total withdrawal by the last day of classes in any semester retains the most recently earned academic standing.
4. A student granted a fresh start after an Academic Dismissal returns to the College on Academic Probation. All other students granted a fresh start return to the College in an Academic Standing determined from their most recently completed fall or spring semester.

5. 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 "F." Grades of "S" or "U" in non-credit developmental courses may be considered by the Academic Standards Committee in end-of-semester academic decisions regarding warning, probation or dismissal.
6. A student on Academic Warning or Academic Probation is considered to be in good academic standing.
7. Standards for Academic Progress
  - a. Academic Warning
    - A student will be placed on Academic Warning if
      - The student is currently enrolled in their first semester at Jefferson and fails to earn a semester and/or cumulative GPA of 2.00 or higher;
      - The student is in their first semester after receiving an Academic Fresh Start and fails to earn a semester and/or cumulative GPA of 2.00 or higher;
      - The student is currently holding a cumulative GPA of 2.00 or higher and fails to earn a semester and/or cumulative GPA of 2.00 or higher.
    - Any student placed on Academic Warning with a semester GPA below 1.50 will be required to complete the current Academic Warning procedure. Failure to complete the procedure will disqualify a student from attending classes for the current Any student with a semester GPA that is equal to or above a 1.50 will receive a letter indicating they are on warning.
    - A student on Academic Warning who subsequently attains a semester GPA of at least 2.00 and achieves a 2.00 cumulative GPA, will be removed from Academic Warning.
    - A student on Academic Warning who subsequently attains a semester GPA of at least 2.00, but who still has below a 2.00 cumulative GPA, will remain on academic warning.
    - A student on Academic Warning who subsequently attains a semester GPA below 2.00 will be placed on Academic Probation.
  - b. Academic Probation
    - Any student placed on Academic Probation is required to develop an Academic Success Plan identifying specific steps the student will take to improve overall academic performance to be filed with the office of the Vice President for Academic Affairs 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.
      - A student on Academic Probation who subsequently attains a semester GPA of at least 2.00 and achieves a 2.00 cumulative GPA, will be removed from Academic Probation.
      - A student on Academic Probation who subsequently attains a semester GPA of at least 2.00, but who still has a cumulative GPA under 2.00, will remain on Academic Probation.
      - A student on Academic Probation who subsequently attains a semester GPA below 2.00 is Academically Dismissed.
  - c. Academic Dismissal
    - A student who has been Academically Dismissed is not allowed to enroll full-time in classes for the subsequent semester as a matriculated student.
    - Academically Dismissed students are encouraged to sit out three (3) years and apply for Academic Fresh Start upon returning to the College.
    - Any Academically Dismissed student may appeal the decision using the procedure outlined in the written communication sent to the on-file student address. Appeals must demonstrate that a documented hardship occurred during the semester that disallowed the student to fulfill their Academic Success Plan.
      - Appeal decisions, including any conditions under which the student is allowed to return to the College, will be conveyed in writing.
      - Filing an appeal does not guarantee reinstatement as a full-time student or in a matriculated status.
    - A student returning from an Academic Dismissal is required to complete a new Academic Success Plan and file it with the office of the Vice President for Academic Affairs prior to registering for classes.
8. The Vice President for Academic Affairs is responsible for overseeing this policy.

## Academic Reinstatement

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

- An appeal may be made to the Vice President of Academic Affairs 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 the reason(s) for unsatisfactory achievement during the past semester and plans for improvement. The student will be notified in writing of the Vice President's decision. OR
- Without appealing, the student may continue studies on a part-time non-matriculated basis. The student must seek assistance from their academic advisor to plan a course of study prior to registration. It might be to the student's advantage to repeat a course in which a "D" or "F" grade has been received in order to raise the cumulative average.

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

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

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 prerequisites, 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.

## Attendance Policy

Jefferson Community College recognizes the importance of prompt and regular attendance to a student's academic success.

### Definitions:

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

1. 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.
2. 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.

### Statement of Policy:

1. It is the responsibility of the student to attend all class sessions.
2. If, for medical or other valid reasons, a student misses a class, it is the student's responsibility to contact the instructor to arrange a procedure for maintaining continuity in the course.
3. Under the provisions defined in the Departmental Standard for each course, Standards Committee in end-of-semester academic decisions regarding warning, probation or dismissal.
  - a. the Attendance Policy will be stated explicitly in the instructor's course outline;
  - b. the effect of absences on grades is determined by the instructor of the course.
4. Students will be excused if their religious holidays occur when the College is in session. The following New York State law (Chapter 161, Section 224-a of the Education Law) governs such excuses.
  - a. 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.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. 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.

- f. 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.
  - i. 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.

5. The Vice President for Academic Affairs is responsible for overseeing this policy.

## Change of Curriculum

Students may change their curriculum only with approval of the appropriate Associate Vice President or authorized advisor. 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.

## Change of Name or Address

If a student's legal name or mailing address changes, notification in writing of the change must immediately be made to the Student Records Office, Suite 6-010, Jules Center, 315-786-2437. The request to change legal name and/or address form is available on the College's [website](#).

## Course Audit Policy

Jefferson Community College believes coursework can be taken for self-enrichment, academic exploration, or reviewing course material. Auditing a course allows anyone to take a class without receiving a grade or credit for that course.

Definitions:

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

1. Audit is a registration status and designation, denoted N, wherein a student attends a course but will not receive credit nor a grade.
2. Registration refers to the procedure by which a student enrolls in course work.
3. The census date is the date set by the college, which typically marks the end of the drop/add period and the beginning of the withdrawal period.

Statement of Policy:

1. The privilege of auditing a course at the College is open to all students.
2. Students may only audit a course if space is available after all students taking the course for credit have been admitted to class.
3. Enrollment on an audit basis requires approval by the instructor and Department Chair.
4. Students must be registered prior to the end of the second week of instruction.
5. Evaluation of course work is at the discretion of the instructor.
6. Credit status/designation cannot be changed from audit to credit.
7. Audit credits do not count towards full-time-status.
8. Students are permitted to retake an audited course for credit.
9. The Vice President for Academic Affairs is responsible for overseeing this policy.

## Course Information and Policies

The course number does not always indicate the level of difficulty or the order in which students should take courses. Care must be taken in selecting courses with prerequisites to be sure the prerequisites have been satisfactorily completed. In general, one credit indicates attendance in class one hour each week for a semester; two or three hours of laboratory work count the same as one hour of lecture-recitation.

Please note that courses are offered every academic year unless otherwise indicated at the end of the course description. These designations are general projections, and may be modified according to demand. Semester subject listings, prepared by the Registrar and available at registration periods, provide information regarding the availability of courses for specific periods. If students want to look in detail at any course offering, the course outline is available in divisional offices. The curricula offered by the College require certain Liberal Arts core courses in the areas of Humanities, Social Science, and Science or Mathematics. The following indicates areas of study acceptable in meeting these requirements. Physical education activity and fitness-based coursework may be applied to fulfill free elective requirements unless limited by the degree program.

- Humanities - American Sign Language, Art, English, Journalism, Modern Languages, Music, Philosophy, Speech, Theater Arts
- Social Sciences - Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology
- Science and Mathematics - Biology, Chemistry, Geology, Physics, Science, Mathematics

Free Electives

Several curricula offered by the College allow for the use of free electives to fulfill degree requirements. A free elective requirement may be fulfilled by any credit-bearing academic course offered at the College or by any academic credits accepted in transfer by the College.

- Physical Education activity and fitness-based courses may be applied to fulfill free elective requirements unless limited by the degree program.

- Professional Elective (PRO 000) credits may be awarded for courses which do not equate to a field of study offered at Jefferson Community College and which have been established as college level. Coursework designated as Professional Electives (PRO 000) may be used to fulfill “free elective” course requirements in all JCC programs of study up to a maximum of six semester hours. The exception is the Individual Studies programs, where these credits may be used to meet all elective requirements.

## Course Placement Policy

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

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.

## Prior Learning Assessment Credit Policy

Jefferson Community College believes that students should be awarded credit for verifiable college-level learning regardless of where or how it was acquired. Many students have gained knowledge from experiences that are not validated by an official transcript.

Definitions:

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

1. Prior Learning Assessment Credit (PLAC) is the process of evaluating and awarding college-level learning that occurred before entering Jefferson.
2. The College’s residency requirement refers to the amount of a degree program that must be completed at JCC in order to be considered a student at the College.
3. 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.

Statement of Policy:

1. Matriculated students and students enrolled in a microcredential are eligible for Prior Learning Assessment Credit (PLAC).
2. Prior Learning Assessment Credit (PLAC) is available for prior college-level learning verified by
  - a. Standardized Published Examinations
    1. The College Board-College Level Exam Prep (CLEP)
    2. Advanced Placement (AP)
    3. International Baccalaureate (IB)
    4. DANTES Subject Standardized Tests (DSST)
    5. Defense Language Proficiency Test (DLPT)
  - b. Jefferson Community College Discipline Examinations
  - c. Military Training and Experience
    1. The College grants credit for military training and MOS experience according to the American Council on Education (ACE) Guide.
    2. Credit from foreign institutions evaluated and approved by a member of the National Association of Credential Evaluation Services (NACES).
  - d. Non-Collegiate Training using American Council on Education (ACE) National Guide to Educational Credit for Training Programs and The Directory of the National Program on Non-collegiate Sponsored Instruction (PONSI)
  - e. Professional and Industry Certifications, Licenses, and Credentials
    1. The College grants credit for the successful completion of coursework and programs leading to a professional license.
    2. Each course or program is individually evaluated for equivalency with Jefferson coursework by comparing the descriptions and learning outcomes of these professional licensing programs to the course description and learning outcomes of College courses.
3. Each student is responsible for providing the College with all required documentation as evidence of prior learning.
4. Faculty within the academic discipline are responsible for
  - a. establishing guidelines and processes for Prior Learning Assessment Credit (PLAC) in their academic and discipline specific areas;
  - b. filing all current guidelines and processes with the Office of the Vice President for Academic Affairs.
5. The Office of the Vice President of Academic Affairs is responsible for publicizing the current guidelines and processes for Prior Learning Assessment Credit (PLAC).
6. Prior Learning Assessment Credit (PLAC):
  - a. cannot be applied towards the College’s residency requirements for graduation, renewal of scholarships, or other requirements based on credit earned through the College;
  - b. is recorded on the official college transcript according to the College Grading Policy;
  - c. is not calculated in the student’s grade point average (GPA);
  - d. cannot duplicate any previously awarded credit;
  - e. is awarded only when it applies to programs of study at Jefferson.

Students are responsible for all costs associated with the awarding of Prior Learning Assessment Credit (PLAC). The Vice President for Academic Affairs is responsible for overseeing this policy.



## Pass-Fail/Credit by Exam/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 of Student Affairs, and the VP of 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 Associate Vice President.

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: \$25.00
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 V.P. for Academic Affairs.

### Credit Hour Policy

Jefferson Community College is part of the State University of New York System (SUNY). The College is in compliance with all SUNY policies and regulations. The SUNY system is further regulated by the University of the State of New York through the New York State Education Department (NYSED).

The *Credit/Contact Hour Policy* that SUNY has mandated is based on NYSED's *Title 8 Chapter II Regulations of the Commissioner*, § 50.1(n) and § 52.2 (c) (4) and is based on the Carnegie definition of a semester credit hour.

The policy applies to all types of courses offered, all disciplines, programs, degree levels, formats and modalities of instruction (traditional brick and mortar distance education offerings).

Jefferson Community College offerings are adjusted proportionately to ensure the required total meeting time per semester hour (i.e. 750 minutes for lecture based courses) to ensure compliance for all credit offerings (i.e. classes offered once a week, twice a week, or for abbreviated semesters such as summer).

### **The State University of New York Policy:**

Over the past several years, for academic purposes, some faculties have allowed modifications of the classical Carnegie definition of a semester credit hour, which has stipulated that one semester credit hour be awarded for fifteen sessions of 50-minutes duration in classroom lecture-recitation each requiring two hours of outside preparation by the student. Today there are many types of educational experiences with which credit hour assignment may properly be associated.

In the interest of accurate academic measurement and cross-campus comparability, the following definitions and practices apply in controlling the relationship between contact and credit hours. These definitions constitute a formalization of current and historic policy in order to ensure consistency throughout the University. Courses may be composed of any combination of elements described, e.g., a lecture course which also has required laboratory periods or a lecture course having an additional requirement for supervised independent study or tutorial activity.

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. Semester credit hours are granted for various types of instruction as follows:

- I. Lecture, seminar, quiz, discussion, recitation  
A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Typically, a three-semester credit hour course meets three 50-minute sessions per week for fifteen weeks for a total of 45 sessions.
- II. Activity supervised as a group (laboratory, field trip, practicum, workshop, group studio)  
A semester credit hour is awarded for the equivalent of fifteen periods of such activity, where each activity period is 150 minutes or more in duration with little or no outside preparation expected. Forty-five 50-minute sessions of such activity would also normally earn one semester credit hour. Where such activity involves substantial outside preparation by the student, the equivalent of fifteen periods of 100 minutes duration each will earn one semester credit hour.
- III. Supervised individual activity (independent study, individual studio, tutorial)  
One credit for independent study (defined as study given initial guidance, criticism, review and final evaluation of student performance by a faculty member) will be awarded for the equivalent of forty-five 50-minute sessions of student academic activity.  
Credit for tutorial study (defined as study which is given initial faculty guidance followed by repeated, regularly scheduled individual student conferences with a faculty member, and periodic as well as final evaluation of student performance) will be awarded on the basis of one semester hour credit for each equivalent of 15 contact hours of regularly scheduled instructional sessions.
- IV. Full-time Independent Study (student teaching, practicum)  
If a student's academic activity is essentially full-time (as in student teaching), one semester credit hour may be awarded for each week of work.
- V. Experiential Learning  
At its discretion, an institution may award credit hours for learning acquired outside the institution which is an integral part of a program of study. When life or work experience is to be credited as a concurrent portion of an academic program design, as in an internship, one semester credit hour will be awarded for each 40-45 clock-hour week of supervised academic activity that provides the learning considered necessary to program study.
- VI. Credit by Examination  
At its discretion, an institution may award semester hour credits for mastery demonstrated through credit-by-examination. When such credit by examination is allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining hours required for a degree.
- VII. Short Sessions  
Credit hours may be earned in short sessions (summer sessions, intersessions, etc.) proportionately to those earned for the same activity during a regular term of the institution, normally at no more than one credit per week of full-time study.
- VIII. Appeal and Review  
Institutions may present educational justification for departures from these policy provisions to the office of the provost and vice chancellor for academic affairs, which will be responsible for their interpretation. Credit hours to be earned in approved overseas academic programs will continue to be considered on an individual basis following established procedures. Other special arrangements suggested by campuses will be considered on an individual basis by this office.

## Credit Hours/Grade Point Index (GPI)

### Credit Hours

At Jefferson, 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.

The academic index 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, 3.5 points for a B+, 3 points for a B, 2.5 points for a C+, 2 points for a C, 1.5 points for a D+, 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.

### Second Degree Requirements

Any student who has completed the requirements of one degree or certificate program may only matriculate in a new program with written consent of the Associate Vice President. 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 [Guidelines for Matriculation in Additional/Concurrent Degree or Certificate Programs](#) on the College’s website.

## General Education Requirements

*Effective for Students Entering Programs Fall 2023 and Beyond*

Students matriculating into Associate in Arts and Associate in Science Degree Programs must satisfy the following:

- **Thirty (30) credits** of general education coursework from the SUNY General Education Knowledge & Skill Areas table on the College’s website

### to include

- courses from **at least 7 of the 10 knowledge and skill areas listed** from the SUNY General Education Knowledge and Skill Areas table on the College’s website (**four of the seven must be Mathematics and Quantitative Reasoning, Communication: Written and Oral, Diversity: Equity, Inclusion, and Social Justice, Natural Sciences and Scientific Reasoning**).
- courses meeting **Critical Thinking and Information Literacy Competencies**.

### Special Notes:

1. Courses may be used to satisfy more than one knowledge and skill area but credits earned count once toward the overall credit attainment within the general education framework
2. Courses meeting the competencies do not contribute to the general education credit requirements unless the course also meets a knowledge and skill area.

See the College website for general education requirements for students planning to transfer into a SUNY baccalaureate program prior to Fall 2023.

## Grading Policy

All students are encouraged to achieve their highest potential by acquiring knowledge and developing skills that lead to success both in the classroom and in the workplace. Academic progress is measured by the students' mastery of the course as demonstrated by their ability to write clearly and accurately, discuss, compute, analyze, and draw logical conclusions among concepts. All students are expected to abide by the College Attendance Policy, complete all assignments and examinations thoroughly and on time, and participate thoughtfully and constructively in class discussions.

### Definitions:

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

1. 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.
2. The semester GPA is determined as follows:
  - a. Allow 4 points for an A, 3.5 points for a B+, 3 points for a B, 2.5 points for a C+, 2 points for a C, 1.5 points for a D+, 1 point for a D, and 0 points for an F or Y, 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 quality points earned in each course.
  - b. Add the quality points obtained in all courses taken during the semester.
  - c. Calculate semester GPA's by dividing the sum of the quality points by the sum of the credit hours carried including grades of F and Y. The quotient represents the GPA for the semester.
3. The cumulative GPA is determined in the same manner as the semester grade GPA, 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.

### Statement of Policy:

1. Letter grades based on student achievement will be assigned to students enrolled in individual degree-credit courses by the faculty member assigned responsibility for that course.
2. Final grade reports become part of the student's official transcript.
3. The assigning of the grades shall be in accordance with the College Grading Standards & the College Academic Record Designations.
4. 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 120 days from the due date of the grade.
5. When a course is repeated, all grades will be recorded on the official academic transcript and the last grade of record will be used in the computation of the student's GPA.
6. Students who wish to repeat a course in which a grade of C or better has been earned must obtain approval from the Academic Vice President. When a student takes a course s/he has already earned credit, only one set of units will count towards graduation requirements.
7. Student achievement for a given semester is measured by the student's GPA. The quality of all work a student has done at the College through one or more semesters is indicated by the cumulative GPA.
8. 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. Credit accepted for any type of examination described here will be placed on the official transcript as transfer credit.
9. The College also offers departmental examinations for credit in courses offered at this College for which there are no proficiency, Advanced Placement Program nor College Level Examination Program examinations.
  - a. Such examinations are offered at the discretion of the department responsible for the course.
  - b. Students requesting to take such an examination must obtain prior approval from their academic advisor and the department responsible for the course.
  - c. Departmental examinations must be completed within one month of notification of approval.
  - d. Students may not take an examination at a lower level of proficiency in a subject in which the student has already earned credit. Students may not repeat examinations which they have failed.
  - e. Students may not take departmental examinations in courses which they have already failed at Jefferson Community College.

The Vice President for Academic Affairs is responsible for overseeing this policy.

College Grading Standards		
Grade	Numerical Equivalent	Grade Points
A	90-100	4.0
B+	85-89	3.5
B	80-84	3.0
C+	75-79	2.5
C	70-74	2.0
D+	65-69	1.5
D	60-64	1.0
F	Below 60	0.0

## College Academic Record Designations

I	<b>Incomplete</b> - 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 60 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.
P	<b>Passing</b> - A grade used when a student successfully completes a course taken on a pass-fail basis. A student receives the designated credits for such a course, but the credits are not used in computing the student's GPA.
E	<b>Failing</b> - A grade used when a student does not successfully complete a course taken on a pass-fail basis. The grade will not be used in computing the student's GPA.
S	<b>Satisfactory</b> - A grade used when a student does successfully complete a non-credit course.
U	<b>Unsatisfactory</b> - A grade used when a student does not successfully complete a non-credit course.
Y	<b>Abandoned</b> - A grade used in cases when a student fails to officially withdraw from a course. The grade will have the same effect as a grade of F in the computation of the student's GPA.
Z	<b>Administrative Withdrawal</b> - A grade issued by the Academic Vice President.
J	<b>Exam credit</b> - A designation used when a student successfully completes a departmental examination for credit.
N	<b>Audit</b> - A designation used when a student enrolls in a course on a non-credit basis.
R	<b>Registered</b> - A designation used for in-progress coursework.
T	<b>Transfer credit</b> - A designation used when a student is awarded credit for a course based on prior experience or course work completed at another institution.
W	<b>Withdrawal without penalty</b> - A designation used when a student initiates a withdrawal from a course within the withdrawal period for the course.
Honors Course	<b>Honors Course</b> - A designation used when a student has completed an in-class Honor's Option.

## Graduation Requirements Policy

This policy is designed to establish the requirements for completion of degree and certificate programs.

### Definitions:

The following term is used in this document with specific meanings, as defined in this section.

- The term "residency" refers to the amount of a degree program that must be completed at the home college in order to be considered a student at the College.
- A matriculated student is one who has been accepted by the college and is enrolled in a degree or certificate program.
- A new student college seminar course is designed to assist new students in their transition to Jefferson Community College. This course is approved by the Curriculum Committee of the Senate.

### Statement of Policy:

- 1. Degree and Certificate Requirements:** A degree or certificate candidate must fulfill the following requirements:
  - a. Successfully complete all course requirements as listed under the program for which the candidate is matriculated.
  - b. Successfully complete minimum credit requirements.
  - c. Satisfy the College residency requirement.
  - d. Attain a minimum cumulative grade point average of 2.00 upon completion of the matriculated candidate's program.
  - e. Receive recommendation for graduation by the faculty of Jefferson Community College.
  - f. Students who matriculate into their first degree or certificate program at the College having earned less than 24 credits of coursework as a matriculated student at another college or university by means of transcript evaluation must complete the College's new student college seminar course.
- 2. Second Degree Requirements:**
  - a. Fulfill all specific course and curriculum requirements for each additional program.
  - b. Successfully complete a minimum of 15 credit hours in residence for each additional degree or certificate.
  - c. Attain a 2.00 cumulative average.
  - d. 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, the student must complete an application through the Admissions Office in addition to all of the above.
- 3.** Petitions to waive or substitute individual courses are approved by the Office of Academic Affairs.
- 4.** The Vice President for Academic Affairs is responsible for overseeing this policy.

## 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:

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

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:
    1. New students must have a high school cumulative average of 88 or higher or SAT total score of 1250 or ACT composite score of 27.
    2. 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.
    1. If a student's GPA drops below 3.3, they are placed on Honors probation for one semester.
    2. 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. Successfully completed INT 250 Honors Seminar;
  - c. Completed three (3) In-class Honors Options in college-level coursework approved by the Honors Coordinator;
  - d. Presented the completed work of one In-class Honors Option at a College event or a community event approved by the Honors Coordinator.
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.

## Matriculation Policy

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

### Definitions:

Certain terms are used in this document with specific meanings.

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.

## Microcredentials Policy

Jefferson Community College believes students may enhance and extend their academic experience by earning quality microcredentials that verify, validate, and attest that specific skills and/or competencies have been achieved.

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

1. The term “Microcredential” is used to refer to a cluster of credit-bearing coursework ranging from 9 to 23 credit hours.
2. The phrase “Periodic Review” is an assessment process used to measure the effectiveness of a curricular program.
3. The term “residency” refers to the amount of microcredential coursework that must be completed at the home college in order to be considered a student at the College.

Statement of Policy:

1. Any member or group of the College may develop a Microcredential using the Guiding Principles of SUNY’s Microcredential Policy that document learner achievement in competencies needed for post-graduate success, reskilling, or upskilling.
2. Jefferson Microcredentials will be titled “name” (Example: “Non-Profit Leadership Microcredential”)
3. Each proposed microcredential must include:
  - All course requirements for such micro-credential;
  - The College residency requirement for such micro-credential;
  - The minimum course requirements to be completed after enrolling for such microcredential;
  - The minimum GPA requirement, to be no lower than 2.0, for coursework for such microcredential.
4. Each proposed microcredential is reviewed and recommended for approval by the College Senate Curriculum Committee and for final approval by the College Senate. Deactivating a microcredential also requires the approval of the Curriculum Committee as well as final approval by the Senate.
5. Microcredentials are awarded upon successful completion of the specific requirements for that credential.
6. Each Microcredential will be documented and awarded to currently enrolled students through the Registrar’s office. The Registrar’s Office will be responsible for maintaining permanent records of awarded credentials.
7. Microcredentials are assessed as part of the College’s periodic review cycle.
8. The Vice President for Academic Affairs is responsible for overseeing this policy.

## 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 Vice President 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.

## Registration and Withdrawal Policy

Definitions:

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

1. Registration refers to the procedure by which a student enrolls in coursework.
2. A registered student refers to a student enrolled in coursework for the current academic session.
3. The term “in good academic standing” means that a student is eligible and has been allowed to register for and undertake academic coursework. The census date is the date set by the college, which typically marks the end of the add/drop period and the beginning of the withdrawal period.

Statement of Policy:

1. Students in good academic standing may register using the College’s current registration procedure.
  - a. A student may register for up to 19 credit hours during the Fall or Spring terms.
  - b. A student may register for up to 9 credits during the Summer term.
  - c. A student may register for up to 6 credits during the Winter term.
  - d. A student may register for more than the allowed credit hours for a given term with approval from the Vice President for Academic Affairs.

2. Students wishing to drop a course from their academic load must do so officially using the College's current registration procedure.
  - a. A dropped course will never appear on a student's official transcript.
  - b. After the census date, drops are considered withdrawals, and the course will be recorded on the student's official academic transcript with the grade designation W.
3. Students wishing to withdraw from a course must complete the College's current withdrawal procedure. Students wishing to
  - a. remove a course from their schedule must complete the course withdrawal process prior to completion of 75% of the scheduled number of days in the course.
4. Failure to withdraw according to the College's current withdrawal procedure may result in the assignment of a grade of Y for the course.
5. The Vice President for Academic Affairs issues all administrative withdrawals, which result in the grade designation Z being recorded on the student's official academic transcript.
6. A student may withdraw from all courses using the College's current withdrawal procedure. A student who withdraws from all of their courses is also withdrawing from the College.
7. The Vice President for Academic Affairs is responsible for overseeing this policy.

## 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.

## Syllabus Standard Policy

Jefferson Community College believes the primary purpose of a course syllabus is to inform students in a formal and timely manner of the nature and content of the course and the policies and procedures that apply. The syllabi of the faculty represent the formal contract of the course with the student. It is also used as the official course document by SUNY System Administration, the State Education Department, Middle States Commission on Higher Education, and the College governance committees.

### Definitions:

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

1. The "Master Course Syllabus Standard" is the principal document approved through the governance process established by the College faculty in the discipline. This overarching document provides required information and guidance to faculty in creating an individual Course Syllabus.
2. The "Instructor Course Syllabus" is the document prepared by individual faculty utilizing the guidelines of the Course Syllabus Standard. The Course Syllabus is used to communicate specific course requirements, expectations, and responsibilities to students enrolled in the course while also connecting student learning outcomes, course content and assessments, and instructor pedagogy. The Course Syllabus may be used in grievance and judicial hearings; therefore, clarity and specificity are especially important.
3. The "Course Syllabus Standard Template" is the document that contains all of the required components for Master Course Syllabus Standards and Instructor Course Syllabi. Additionally, this document outlines the order in which these items must be included on these documents.

### Statement of Policy:

1. The Curriculum Committee of the College Senate is responsible for the creation, periodic review, and revision of the Course Syllabus Standard Template. Changes to the Course Syllabus Standard Template must be approved by the College Senate.
2. Master Course Syllabus Standards must be reviewed by the College faculty in the discipline at least once every five years.
3. Every course must have a Master Course Syllabus Standard approved by the Curriculum Committee.
4. The current Master Course Syllabus Standard must be made publicly available in a digital format.
5. Each instructor will create an Instructor Course Syllabus for each course taught; this document must be made available to students no later than the starting date for the course.
6. The Vice President for Academic Affairs is responsible for overseeing this policy.



## Transfer Credit Policy

Jefferson Community College recognizes academic learning through award of transfer credit. The award of transfer credit is based upon the educational quality of the acquired learning, the comparability of the content, scope, and rigor of the acquired learning to coursework offered at Jefferson, and the appropriateness and applicability of the learning experience to the program in which a student is matriculated.

### Definitions:

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 Admissions Office and is enrolled in a degree or certificate program.
2. The term microcredential is used to refer to a cluster of credit-bearing coursework ranging from 6 to 23 credit hours.
3. Transfer credit is credit awarded for undergraduate college-level coursework completed at another institution of higher education and articulated on an official college transcript.

### Statement of Policy:

1. Any matriculated student and any student enrolled in a microcredential is eligible for award of transfer credit.
2. Courses for which transfer credit is awarded may not be repeated for credit.
3. Students are responsible for ensuring all official transcripts with coursework to be considered for transfer credit must be on file at Jefferson Community College.
4. Transfer courses are evaluated individually for course equivalencies using course descriptions and expected student learning outcomes.
5. All courses successfully completed with a grade of 2.0/C or higher are eligible for transfer credit. Coursework with a Pass/Fail grade or designation are not eligible for transfer credit.
6. Transfer credit is recorded on the official Jefferson Community College transcript.
7. Coursework completed at all SUNY campuses with passing grades satisfy the SUNY General Education area or areas designated for the course.
8. The Vice President for Academic Affairs is responsible for overseeing this policy.

## Cross Registration Policy for SUNY

This Policy is designed to support the SUNY Cross Registration Policy and promote timely degree completion by providing students access to courses at other SUNY campuses while they are enrolled at Jefferson Community College.

### Definitions:

1. A matriculated student is a student who has been accepted into and is enrolled in an academic program.
2. A home campus is the campus at which the student is matriculated.
3. A host campus is the campus at which the student is registered to take course work but is not matriculated.
4. A cross registration occurs when a host campus provides instruction to a matriculated student enrolled in a degree or certificate program at a different home campus.

### Statement of Policy:

SUNY cross registration occurs when both the host campus and home campus are SUNY institutions.

1. This policy applies to part-time and full-time undergraduate students matriculated in a degree or certificate program and approved for cross-registration by Jefferson Community College and the home/host campus.
2. For students to receive the benefits of cross registration, both Jefferson Community College and the home/host campus must approve a student's request to cross register.
3. Students using Jefferson Community College as a home campus must meet the following criteria:
  - a. Students must be enrolled and matriculated in a degree or certificate seeking program at Jefferson Community College.
  - b. Cross registration must be used to satisfy degree or certificate requirements.
  - c. Students with a GPA lower than 2.0 or any registration holds are prevented from completing coursework at any host institution through cross registration.
  - d. Credit limitations
    1. The total number of credits in which a student is registered at the home campus and host campus is used to determine the maximum number of credits in which a student can be registered under the Registration and Withdraw Policy.
    2. Cross registration is limited to 2 courses per term.
    3. Students requesting cross-registration in a fall or spring semester must be registered in at least 6 credits at Jefferson Community College or at least one-half their total credit workload.
    4. Students requesting cross-registration in a summer or winter term must be registered in at least one course at Jefferson Community College.
    5. Students wishing to use financial aid to pay for coursework taken at a host institution must utilize the current Jefferson Community College cross-registration procedure and SUNY cross-registration procedure.

4. Students using Jefferson Community College as a host campus must meet the following criteria:
  - a. Students with a cumulative GPA lower than 2.0 are ineligible for cross registration at Jefferson Community College.
  - b. Students who were dismissed/expelled/suspended or have any registration holds with Jefferson Community College are ineligible for cross registration.
  - c. Students matriculated at other SUNY campuses wishing to cross register at Jefferson Community College should follow their home campus's procedures and utilize the current SUNY cross-registration procedure.
  - d. New York state residents must submit a certificate of residency to Jefferson Community College.
5. Students using Jefferson Community College as either a home campus or host campus are responsible for any course-related fees associated with the home and host campus credit.
6. Students using Jefferson Community College as a home campus are responsible for notifying Jefferson Community College's office of the college registrar of any changes in registration status at the host campus.
7. All students are subject to all applicable policies, procedures, and the Code of Conduct of the home and host campus.
8. The Vice President for Academic Affairs is responsible for overseeing this policy.

# General Campus Policies & Regulations

## Accommodation Policy

Jefferson Community College recognizes and supports the tenets of Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, New York State Human Rights Law, the Americans with Disabilities Act of 1990 and all amendments, Pregnancy Discrimination Act, Fair Housing Act, and New York State Executive Law §296 and complies with the law, including the provision of requested reasonable accommodations so that no one is denied access solely on the basis of disability to educational or employment opportunities, programs or facilities.

### Statement of 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.

### Compliance Officer Designation

- A. Students:  
The individual responsible for student, academic, and residence hall compliance with this policy shall be the College’s Academic Compliance Officer, (315) 786-2235.
- B. Employees, Applicants, Workshop Participants, and Visitors:  
The individual responsible for all other compliance will be the College’s Affirmative Action Officer, (315) 786-2235.

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) 428-3800; TDD: (800) 877-8339, Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

## Campus Survey Policy

Jefferson Community College recognizes that survey research is an important and necessary process utilized for planning and evaluation. This policy is designed to standardize the coordination and management of surveys on campus to ultimately reduce duplication of data collection efforts, to minimize survey fatigue of students and faculty, and to improve and maintain data collection efforts by the College.

### Statement of Policy:

1. The Office of Institutional Effectiveness must be notified of all survey research of Jefferson Community College students, faculty, and staff during the planning stages and at least two weeks prior to the proposed start of the administration period. The Office of Institutional Effectiveness will provide guidance and recommendations, assistance in the coordination and administration of the survey when appropriate. The following survey research efforts are not covered under this policy:
  - Course evaluation surveys;
  - Faculty survey research conducted for instructional purposes unless participants include faculty, staff, or students outside of one’s respective courses; and
  - Course-level student survey research unless data collected is outside of respective courses.
2. The College President or designee is responsible for granting final approval of the administration of all proposed survey research covered under this policy. When applicable, the Office of Institutional Effectiveness will provide recommendations addressing:
  - The suitability of the survey research data;
  - Appropriate survey sampling design;
  - Prioritization of survey research; and
  - Scheduling and timeline of survey research.
3. All authorized users of College’s data collection software must be members of the Office of Institutional Effectiveness to preserve the confidentiality of the data obtained from survey research participants.
4. The Associate Vice-President for Strategic Initiatives is responsible for overseeing this policy.

## Children on Campus Policy

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

To establish a policy to recognize and support the Copyright Laws protecting printed materials, sound recordings, video recordings, and visual artwork.

### Statement of 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 staff of the Jefferson Community College library.

## 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.

Beginning August 1, 1990, students attending New York State colleges and universities will be required to show proof of immunity against measles, mumps and rubella. Persons born before January 1, 1957 will be exempt from this requirement. Proof of immunity to measles will be defined as two doses of measles vaccine on or after the first birthday and at least 30 days apart (preferably three months), physician documented history of disease, or serologic evidence of immunity. Proof of rubella immunity will mean one dose of rubella vaccine on or after the first birthday or serologic evidence of immunity. Proof of mumps immunity will mean one dose of mumps vaccine on or after the first birthday, a physician documented history of disease, or serologic evidence of immunity. The new requirement will be phased in over two years: all freshmen and sophomores will be covered in August 1990; all undergraduate and graduate students will be covered in August 1991. Thereafter, all entering college students at any level will be covered by this legislation.

A "student," for the purposes of this policy, 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 (6) and less than 12 semester hours. "Full-time student" means a student enrolled for twelve or more semester-hours.

- 1. No student will be permitted to attend Jefferson Community College unless one of the following documents has been submitted:**
  - a. A certificate of immunization.
  - b. A certificate that shows the student is in the process of completing the requirements.
  - c. 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.
  - d. 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.
  - e. Proof of discharge from the armed services within 10 years from the date of application to Jefferson Community College may qualify as a certificate enabling a student to attend the institution pending an actual receipt of immunization records from the armed services. Note: If while awaiting the receipt of actual immunization records a health risk shall arise at an institution, a student presenting a certificate under the terms of this subdivision shall be removed from the institution if proper immunization cannot be proved or otherwise rectified.
2. Proof of immunization and/or compliance will be determined and reported to the appropriate offices responsible for registration. Students in the process of completing immunization will receive a follow-up notification from the College. Student immunization records will be maintained in a confidential manner 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.
3. 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 Volume A-1a; Title: Section 66-1.2 - Statewide Immunization Information System.

Policy has been formulated in reference to SUNY immunization policy and NYS law.

<https://www.nysenate.gov/legislation/laws/PBH/2165>

<https://regs.health.ny.gov/content/section-66-12-statewide-immunization-information-system>

[https://www.suny.edu/sunypp/documents.cfm?doc\\_id=55](https://www.suny.edu/sunypp/documents.cfm?doc_id=55)

## COVID-19

Per SUNY policy, as of May 30, 2023 the COVID-19 vaccination is still recommended but no longer required for students attending in-person classes. Please note: students who participate in internships, externships, trainings and classes at clinical sites must abide by the vaccination requirements of the external site (i.e. Nursing clinicals). Please review the Center for Disease Control COVID-19 Isolation Guidance.

The safety of students and employees at Jefferson Community College is a top priority. The campus remains a mask-friendly environment and those who wish to continue wearing masks should do so.

There are many COVID vaccination resources available to you. Find a [vaccination site](#) near you. Learn more about the [safety of the COVID vaccine](#) from the Centers for Disease Control (CDC).

## 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:

- A. Hazardous driving conditions exist in the County that would cause a large percentage of the College student body to be absent.
- B. The College is unable to clear the drives and parking lots in time to accommodate normal requirements.
- C. Weather projections are such that it is likely (A) or (B) 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 315-786-6565 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

**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.

**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.

**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.

### Closing of College Offices

When the College has indicated a delayed opening, administrative officers, professional services staff and support staff are expected to follow the delay schedule. Such absences are charged to IW (inclement weather) on hourly timesheets. Employees providing "critical" services are expected to be at work according to established procedure or to notify their supervisor of their inability to report to work.

If an unusual emergency exists, e.g. the ice storm of 1998, the Weatherline and College website will clearly state that the campus is closed.

During delayed openings and when the campus is officially closed, there will be no charge to employees for work time lost.

When the College is open, employees should use individual judgment regarding the driving conditions and any absences will be charged against vacation, comp time or accumulated overtime.

## 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 posted and varies from 10 MPH to 20 MPH on campus roadways and parking lots. Adherence to speed limits is enforceable by Watertown Police, Jefferson County Sheriff's Office and New York State Police.

### 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 \$25.00 or \$50.00 for handicapped parking violations. Student violators may be subject to disciplinary action for repeated violations.
3. Tickets must be presented at the Financial Services and Student Records Office 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 V.P. for Administration and Finance, 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.

## Preferred Name Policy

Jefferson Community College recognizes the need or preference for students and employees to refer to themselves by a "preferred name" other than their legal given or first and/or middle name. This is consistent with Title IX federal law which protects against discrimination based off gender identity and expression, and is currently recognized as a best practice for supporting transgender and gender non-conforming members of college communities. This service is not limited to use by transgender and gender non-conforming individuals, however, and is available to anyone who uses a preferred first name on a daily basis other than their legal/primary name.

Where a student seeks to use a preferred name for a significant reason, and such use is not intended for the purposes of avoiding legal obligations, in jest, or for misrepresentation, the College acknowledges that, where possible and practical, a preferred name can be used in the course of College business and education. The College reserves the right to remove a preferred name if deemed inappropriate.

- Only the first and/or middle name may be changed to a preferred name;
- Last/family name must remain the same as the full legal last name in the College records system; Students J # will remain the same as assigned with legal given first name.
- The preferred name may be used in some College communications and informational materials, except where the use of the legal name is required by College business or legal need. This may include but is not limited to financial, medical, and law enforcement documents; transcripts; diplomas; W-4 forms; 1-9 forms; 1098-T forms; payroll documents; Visa/immigration documents; employment applications and related documents; background check documents; insurance documents; and student conduct records;
- Preferred names are limited to alphabetical characters (a-z).

Development to accommodate use of a preferred name in College systems is ongoing. Not all College information systems, databases, and processes may be able to display a preferred name and many uses of an individual's name require display of the legal name; therefore, individuals who utilize a preferred name should always be prepared to reference their legal name and provide corresponding identification when necessary. A preferred name designation is not a legal name change.

The preferred name will be utilized in the student information system and classroom management system where deemed appropriate by Jefferson Community College. The legal name will appear in all other records and documents. Please note that preferred names cannot appear on the academic transcript, as this is a legal document.

## Prior Felony Convictions Policy

State University of New York (SUNY) policy prohibits Jefferson Community College admission applications from inquiring into an applicant's prior criminal history, and charges all SUNY campuses to create policies that collect felony information only from students wishing to live in college housing, study abroad or who participate in certain clinical and field experiences or internships.

The purpose of this policy is to ensure that Jefferson Community College is in full compliance with SUNY requirements regarding students with previous felony convictions participating in covered activities.

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

1. The term "Clinical or Field Experience" includes hands-on application of academic theories occurring in an off-campus setting. These experiences are either required as part of an academic program or otherwise sponsored by the campus and are commonly occurring in medical, social work, teacher education and research programs.
2. The term "Internship" includes applied learning experiences for which a student may earn academic credit in an agreed-upon, short-term, supervised workplace activity, which may be related to a student's major field or area of interest. The work can be full or part time, on or off campus, paid or unpaid. Internships integrate classroom knowledge and theory with practical application and skills developed in professional or community settings.
3. The term "Study Abroad" includes education that occurs outside of the country that results in progress toward an academic degree at the student's home institution.

### Statement of Policy:

1. All prospective and current students at Jefferson Community College are subject to this policy
2. After an applicant has been accepted as a student, Jefferson Community College shall inquire if the student has a prior felony conviction only if such student seeks:
  - a. Access to campus housing;
  - b. Participation in study abroad programs; or
  - c. Participation in clinicals, field experiences, or internships.
3. The information required to be disclosed under SUNY policy regarding felony convictions shall be reviewed by a standing campus committee consistent with the legal standards articulated in New York State Corrections Law or by Program Specific Faculty Internship Coordinators.
4. Students who have previously been convicted of a felony must be advised that their prior criminal history may impede their ability to complete the requirements of certain academic programs or to meet licensure requirements for certain professions.
  - a. The current listing of academic programs and certificates requiring clinical or field experience, internships, or a study abroad experience must be made publicly available or is on file with the Office of the Vice President for Academic Affairs.

The Vice President for Academic Affairs is responsible for overseeing this policy.

### Policy Procedures:

After an applicant has been accepted as a student, Jefferson Community College shall inquire if the student has a prior felony conviction **only** if the student chooses to participate in a covered activity.

- Student completes the Prior Felony conviction Questionnaire available on the College's website.
- Student will receive a letter from the office of the AVP of Student Affairs requesting documentation.
- Student will send documentation to the office of the AVP of Student Affairs
- A Campus Committee will review conviction and supporting documents to determine if the student can participate in the covered activity.
- Student will be notified by the office of the AVP of Student Affairs if they can participate in the covered activity by email and mailed letter.

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of certain academic programs and/or to meet licensure requirements for certain professions. The following academic programs require an internship, student teaching, study abroad, or clinical/field experience and therefore are subject to the SUNY Prior Felony Convictions policy.

Prior Felony Conviction Questionnaire to be completed in order to participate in covered activities. For more information, contact Gabrielle Thompson, AVP of Student Affairs, at [gthompson@sunyjefferson.edu](mailto:gthompson@sunyjefferson.edu) or (315) 786-6551.

## **Smoke/Vape Policy: Tobacco Free Campus**

Jefferson Community College is committed to providing a safe and healthy working and learning environment for the students, faculty, staff, and visitors on its campus.

- Beginning August 1, 2020, Jefferson Community College will be a smoke and tobacco-free campus.
- This policy will apply to all faculty, staff, students, and visitors on our campus.
- For the specific purpose of this policy, the term “smoking” includes any form of tobacco or non-tobacco substance that is inhaled and/or exhaled.
- The term “usage” includes any form of tobacco substance.

### Statement of Policy:

- Tobacco usage and/or non-tobacco smoking of any kind is prohibited within the boundaries of College property including all buildings, facilities, indoor and outdoor spaces, and grounds owned, rented, operated, and/or licensed by the College, parking lots, walkways, sidewalks, or college vehicles on College property.
- Patrons are permitted to smoke or use tobacco solely inside of their personal vehicles while the vehicle is on the college premises. Tobacco usage and/or non-tobacco smoking must be completed before exiting their personal vehicle.
- Any waste materials from said usage must be discarded in the proper manner.



# Non-Discrimination Policies

## Affirmative Consent Definition

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.

## Consensual Relationship Policy

This policy replaces the Nepotism Policy, adopted on October 5, 2011 in Resolution 168-11. This policy is to ensure there are no conflicts of interest or bias in matters of employment or in the educational setting due to family, romantic, or sexual relationships.

Jefferson Community College fully recognizes the power imbalance that may occur with any sexual or romantic relationship between faculty or staff and undergraduate students in the educational and working environments and fully supports SUNY's efforts in combating the issue.

This policy applies to all faculty, staff and students. Failure to follow the terms of this policy will result in disciplinary action up to and including termination of employment.

Jefferson Community College strongly discourages any sexual or romantic relationship between faculty/staff members and students.

Sexual or romantic relationships between faculty/staff members and students are prohibited if there is a current supervisory relationship or if the student's course of study requires the academic or professional supervision of the faculty member, unless the relationship is disclosed and supervision is terminated in accordance with the policy.

Sexual or romantic relationships between faculty or staff, where there is a supervisory or reporting relationship between the participants, requires that each employee inform the Executive Director of Finance & Human Resources, Title IX Coordinator for Employees and their direct supervisor of the relationship.

Employees may not directly supervise their spouses, domestic partners, or other family members (related parties). In addition, employees should neither initiate nor participate in institutional decisions concerning related parties.

In the instance of a sexual or romantic relationship in the workforce, alternative supervisory roles are required to ensure that supervisors in a consensual sexual or romantic relationship with an employee are removed from any evaluation of the employee, and from any activity or decision that may appear to reward, penalize, or otherwise affect the employment status of the employee.

In the case of a pre-existing relationship or marriage, the relationship must be reported as required in this policy and alternative supervisory relationships will be established.

## 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 violence (including but not limited to domestic violence, dating violence, stalking, or sexual assault), 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 violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault. 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 domestic violence, dating violence, stalking, or sexual assault) will be referred by the AVP of Student Affairs (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 AVP of Student Affairs. 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, gender expression, or perceived gender, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, veteran 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 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, Office 1-112 Lansing Administration Building, Telephone: (315) 786-2279 or the College's Title IX Coordinator, Office 4-100(A) McVean Student Center, Telephone: (315) 786-6561; or by email: [TitleIX@sunyjefferson.edu](mailto:TitleIX@sunyjefferson.edu).

Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. (646) 428-3800; TDD: 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.

### **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:

- Personal Counselor in the Health and Wellness Center (Building 17), or at 315-786-1042;

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.

\* Victims Assistance Center of Jefferson County, Inc.  
418 Washington Street, Watertown, NY 13601  
315-782-1823 Office / 315-782-3760 Fax / 315-782-1855 (24-Hour Hot Line)  
[victimassistancecenter@vacjc.com](mailto:victimassistancecenter@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 online, or by calling 1-800-247-8035. Options are explained here: <https://ovs.ny.gov/help-crime-victims>.

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 reporting individuals may request accommodations through several college offices, the following office can serve as a primary point of contact to assist with these measures Interim AVP of Student Affairs, 786-6561, McVean Student Center, Office 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 does not adequately mitigate the risk of 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 reporting individual is a minor; and
- Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

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

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

If you disclose a situation through a public awareness event such as "Take Back the Night," candlelight vigils, protests, 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 <https://sunyjefferson.edu/student-life/safety-security/reporting-incident.php>. 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 Annual Security Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the reporting individual or victim/survivor. Title IX Coordinator, Gabrielle Thompson, McVean Student Center, Office 4-100, or at (315) 786-6561.

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 reporting individual or victim/survivor). A reporting individual will never be identified in a timely warning. The Family Educational Rights and Privacy Act allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parents' prior year federal income tax return. Generally, Jefferson Community College will not share information about a report of sexual violence with parents without the permission of the reporting individual.

## **Sexual Harassment Response and Prevention Policy**

Jefferson Community College, the State University of New York (SUNY), and New York State are committed to protecting the safety and well-being of its students and staff and maintaining educational and working environments that are free from discrimination and harassment by adopting best practices to be uniformly applied at all SUNY and community college campuses.

Sexual Harassment is a form of workplace discrimination and employee misconduct, as well as a form of discrimination in the academic setting, that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and /or sexual orientation. Sexual Harassment is often viewed simply as a form of gender-based discrimination, but Jefferson Community College recognizes that discrimination can be related to or affected by other identities beyond gender. Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence. The purpose of this policy is to teach employees to recognize discrimination, including discrimination due to an individual's intersecting identities; and provide tools to take action when it occurs. All employees, managers and supervisors are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace, upholding Jefferson's commitment to a discrimination-free working and learning environment.

Sexual Harassment and discrimination are against the law. After reading this policy, employees will understand their right to a workplace free from harassment. Employees will also learn what harassment and discrimination look like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process. Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with Human Resources at Jefferson Community College. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

### **Statement of Policy:**

1. Jefferson Community College's policy applies to all employees, applicants for employment, and interns, whether paid or unpaid. This policy also applies to additional covered individuals. It applies to anyone who is employed by a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. Also included are people providing equipment repair, cleaning services, or any other services through a contract with Jefferson Community College.

For the remainder of this policy, the term "covered individual" is used to refer to these individuals who are not direct employees of the College.

2. Sexual harassment is unacceptable. The College has implemented measures to address and prevent sexual harassment and is taking additional affirmative steps to increase awareness of, and sensitivity to, all forms of sexual harassment in order to maintain a workplace and learning environment free of its harmful effects. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination). In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they don't feel it is bad enough or because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.

3. Retaliation is prohibited. Any employee or covered individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any employee of Jefferson Community College who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform a supervisor manager, or Human Resources. All employees and covered individuals may also seek relief from government agencies, as explained in the section on Legal Protections.

4. Discrimination of any kind, including sexual harassment, is a violation of our policies, is unlawful, and may subject Jefferson Community College to liability for harm by targets of discrimination. Harassers may also be individually subject to liability and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees at every level who engage in sexual harassment, including supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. Jefferson Community College will conduct a prompt and thorough investigation that is fair to all parties. An investigation will happen whenever management receives a complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. Jefferson Community College will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment occurred, Jefferson Community College will act as required. In addition to any required discipline, Jefferson Community College will also take steps to ensure a safe work environment for the employee(s) who experienced discrimination or harassment. All employees, including supervisors, are required to cooperate with any internal investigation of discrimination or sexual harassment.

6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. Jefferson Community College will provide all employees access to a complaint form for employees to report harassment and file complaints. Use of this form is not required. For anyone who would rather make a complaint verbally or by email, these complaints will be treated with equal priority. An employee or covered individual who prefers not to report harassment to their manager or employer may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency.

7. Supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to Human Resources.

8. This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors consultants, or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees in person or digitally upon hiring and should be posted prominently in all work locations. For those offices operating remotely, in addition to sending the policy through email, it will also be available on the College's shared network.

Adoption of this policy does not constitute defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

### **What Is Sexual Harassment?**

Sexual harassment is a form of gender-based discrimination which is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual Harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of Jefferson Community College's policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment.
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a hostile work environment include, but are not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.
- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called quid pro quo harassment.

Any employee or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

### **Examples of Sexual Harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. This list is just a sample of behaviors and should not be considered exhaustive. Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against or poking another person's body.
  - Rape, sexual battery, molestation or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning a target's job performance evaluation, a promotion or other job benefits.
  - Subtle or obvious pressure for unwelcome sexual activities.
  - Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality or sexual experience, or romantic history which create a hostile environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
  - Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
  - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
  - This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation or gender expression, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform his or her employment duties.
  - Sabotaging an individual's work.

- Bullying, yelling, name-calling.
- Intentional misuse of an individual's preferred pronouns; or
- Creating different expectations for individuals based on their perceived identities.
  - Dress codes that place more emphasis on women's attire.
  - Leaving parents/caregivers out of meetings.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees and all covered individuals described earlier in this policy. **Harassers can be anyone in the workplace.**

A supervisor, a supervisee, or a coworker can all be harassers. Anyone else in the workplace can also be harassers including an independent contractor, contract worker, vendor, client, customer, patient, constituent, or visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination.
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if it occurs away from the workplace premises, on personal devices or during non-work hours.

### **Retaliation**

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts.
- Publicly releasing personnel files.
- Refusing to provide a reference or providing an unwarranted negative reference.
- Labeling an employee as "difficult" and excluding them from projects to avoid "drama".
- Undermining an individual's immigration status; or
- Reducing work responsibilities, passing them over for a promotion, or moving an individual's desk to a less desirable office location.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- Made a complaint of sexual harassment or discrimination, either internally or with any government agency.
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other anti-discrimination law.
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment.
- Reported that another employee has been sexually harassed or discriminated against; or
- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone's responsibility.** Jefferson Community College cannot prevent or remedy sexual harassment unless it knows about it. Any employee or covered individual is encouraged to report such behavior to a supervisor, manager or Human Resources. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or Human Resources.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form, but it is not required. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Employees and covered individuals who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### **Supervisory Responsibilities**

All supervisors who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, **are required** to report such suspected sexual harassment Human Resources. Supervisors should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

In addition to being subject to discipline if they engaged in sexually harassing or discriminatory conduct themselves, supervisors will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Supervisors will also be subject to discipline for engaging in any retaliation.

While supervisors and managers have a responsibility to report harassment and discrimination, supervisors and managers must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors and managers must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

### **Bystander Intervention**

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

- A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior.
- A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment.
- A bystander can record or take notes on the harassment incident to benefit a future investigation.
- A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
- If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

### **Complaint and Investigation of Sexual Harassment**

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt, thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.



Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Jefferson Community College will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another's complaint, or participate in an investigation.

The College recognizes that participating in a harassment investigation can be uncomfortable and has the potential to traumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating. While the process may vary from case to case, investigations should be done in accordance with the following steps.

- Upon receipt of complaint, Human Resources will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, request that the individual completes the "Complaint Form" in writing. If the person reporting prefers not to fill out the form, Human Resources will prepare a Complaint Form or equivalent documentation based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents.
  - A list of names of those interviewed, along with a detailed summary of their statements.
  - A timeline of events.
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

### **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by Jefferson Community College but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Jefferson Community College, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

### **New York State Division of Human Rights:**

The New York State Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees and covered individuals regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within** three years of the harassment. If an individual does not file at DHR, they can sue directly in state court under the Human Rights Law, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Jefferson Community College does not extend your time to file with DHR or in court. The three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief. Relief varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR sexual harassment hotline at (800) HARASS3 for more information about filing a sexual harassment complaint. The hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

### **The United States Equal Employment Opportunity Commission:**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated or believes that unlawful discrimination occurred but does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Title IX of the Education Amendments of 1972**

Title IX, passed in 1972, was the first comprehensive federal law to prohibit sex discrimination against students and employees of educational institutions.

The law states:

*"No person in the United State shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."*

Title IX benefits both males and females. It requires educational institutions to maintain policies, practices and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equal treatment in all aspects of higher education.

Any member or visitor of the college community who has **questions or concerns about sex discrimination or sexual harassment** is strongly encouraged to contact the Title IX Coordinator or any campus administrator.

Any member or visitor of the college community **who experiences sexual assault, including rape**, is strongly encouraged to report his/her incident to the local police: 911, Security Office (315) 786-2222, the Title IX Coordinator, or any campus administrator.

Additionally, the NYS Police maintains a dedicated hotline for reporting sexual assaults on college and university campuses at 1-844-845-7269.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml)

### **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact the local police department.

## Conclusion

The policy outlined above is aimed at providing employees at Jefferson Community College and covered individuals an understanding of their right to a discrimination and harassment free workplace. All employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

## Sexual Violence Response Procedures

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

### I. Reporting

- \* To disclose confidentially the incident to one of the following college officials, who by law may maintain confidentiality, and can assist in obtaining services. (more information on confidential report is available in the Options for Confidentially Disclosing Sexual Violence Policy)
  - \* Anonymously via an internet at [www.sunyjefferson.edu/incidentreport](http://www.sunyjefferson.edu/incidentreport) or anonymous telephone reporting at (315) 786-2359;
  - \* Personal Counselor or Nurse in the Health and Wellness Center (Building 17), operated by North Country Family Health Center at (315) 786-1042;
- \* 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: <https://opdv.ny.gov/survivors-victims> (or by calling 1-800-942-6906), and assistance can also be obtained through:
  - \* Legal Momentum: <https://www.legalmomentum.org/>
  - \* NYSCASA: <http://nyscasa.org/get-help>
  - \* NYSCADV: <http://www.nyscadv.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).
  - \* Safe Horizons: <https://www.safehorizon.org/>  
(note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Reporting individuals are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases).
- \* To disclose the incident to one of the following college officials who can offer privacy and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. Those officials will also provide the information contained in the Students' Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. These college officials will disclose that they are private and not confidential resources, and they may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to the Title IX Coordinator. They will notify reporting individuals that the criminal just process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney,
  - \* Title IX Coordinator, Gabrielle Thompson, located in the McVean Student Center, Office 4-100, or at (315) 786-6561;
  - \* Campus Security at (315) 786-2222 (24 hour response), office located in the John Deans CLC Building, 15-140.
  - \* Resident Directors at (315) 755-0411, (315) 755-0412 or (315) 755-0413, offices located in East Hall.
- \* To file a criminal complaint with Campus Security and/or with local law enforcement and/or state police:
  - \* Campus Security at (315) 786-2222 (24 hour response), office located in the John Deans CLC Building, 15-140;
  - \* Watertown Police Department at 911;
  - \* The NYS Police dedicated hotline for reporting sexual assaults on NY college 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 and the reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy. If a reporting individual wishes to keep his/her identity anonymous, he or she may call (315) 786-6561 anonymously to discuss the situation and available options.
  - \* Title IX Coordinator, Gabrielle Thompson, located in the McVean Student Center, Office 4-100, or at (315) 786-6561;
  - \* Private email: [titleix@sunyjefferson.edu](mailto:titleix@sunyjefferson.edu)
- \* When the accused is an employee, a reporting individual 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 reporting individual assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in

obtaining a persona non grata letter, subject to legal requirements and college policy.

\* Margaret LaVancha, Executive Director of Human Resources, (315) 786-2279, mlavancha@sunyjefferson.edu.

\* You may withdraw your complaint or involvement at any time.

\* Every college shall ensure that, at a minimum, at the first instance of disclosure by a reporting individual to a college representative, the following information shall be presented to the reporting individual: "You have the right to make a report to University Police or Campus Security, local law enforcement, and/or State Police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution."

## II. Resources

- To obtain effective intervention services. Short term counseling services are free for students.
  - Personal Counselor in the Health and Wellness Center (Building 17), or at (315) 786-1042. Short term counseling services are free for students.
  - Health and Wellness Center (Building 17), or at (315) 786-1042. Limited services are available free of charge to students; referrals are made to the community. [Describe applicable charges or include a statement of no charge]. Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for and emergency contraception is available [provide contact information for one or multiple on or off-campus locations where students can obtain tests for STIs and describe whether such testing is free or at a cost].
  - Victims' Assistance Center may be reached through a 24 hour Hotline: (315) 782-1855, Office: (315) 782-1823, Toll Free: 866-782-1855 or in person at 418 Washington Street, Watertown. <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>, or by calling 1-800-247-8035. Options are explained here: <https://ovs.ny.gov/help-crime-victims>.
  - To best preserve evidence, victims/survivors should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

## III. Protection and Accommodations

- When the accused is a student, to have the college issue a "No Contact Order," consistent with college policy and procedure, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with College/University policy. Parties may submit evidence in support of their request.
- To have assistance from campus security or other college officials in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.
- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a college official who can explain the order and answer questions about it, including information from the Order about the accused's responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).
- To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
- To have assistance from 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. Parties may request a prompt review of the need for and terms of an interim suspension.
- When the accused is not a student but is a member of the college community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and College/University policies and rules.
- 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. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While reporting individuals may request accommodations through any of the offices referenced in this policy, the following office can serve as a point to assist with these measures:
  - Title IX Coordinator, Gabrielle Thompson, located in the McVean Student Center, Office 4-100, or at (315) 786-6561.

#### IV. Student Conduct Process

- \* To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in Jefferson Community College student handbook as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.
- \* Throughout conduct proceedings, the respondent and the reporting individual will have:
  - \* The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
  - \* 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, impartiality, the rights of the respondent, including the right to presumption that the respondent is “not responsible” until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
  - \* The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
  - \* The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
  - \* 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 offer evidence during the investigation and to review available relevant evidence in the case file (or otherwise held by the College).
  - \* The right to present evidence and testimony at a hearing, where appropriate.
  - \* 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 with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.
  - \* 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 decision, any sanctions and the rationale for the decision and any sanctions.
  - \* The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
  - \* Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.
  - \* The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.
  - \* The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

#### Student Location Policy

**Purpose:** This Policy establishes how Jefferson Community College will determine the primary physical location of prospective and current students in accordance with the state authorization requirements of 34 CFR § 600.9(c), the professional licensure disclosure requirements of 34 CFR §668.43(a)(5)(v) and 668.43(c) and other applicable requirements necessary for the awarding of Title IV Financial Aid eligibility.

##### Definitions:

1. A Prospective Student is an individual who has contacted Jefferson Community College regarding admission and does not meet the definition of a Current Student.
2. A Current Student is an individual who has completed the registration requirements (except for payment of tuition and fees).
3. The term State refers to any of the fifty U.S. States, the District of Columbia, and other U.S. territories including the Commonwealth of Puerto Rico (PR), or the U.S. Virgin Islands (VI)

4. The Permanent/Current Address is the address of the student's permanent principal home as provided to the College on the application for admission or otherwise indicated in the student information system; it is the address where the current student currently lives and intends to stay or if the student is temporarily living at another address, it is the address to which the current student returns or intends to return.
5. The Location refers to the State or other locale in which the student is currently living (e.g. current permanent/home address or mailing address if no current permanent/home address exists) at the time of enrollment before making a financial commitment.

#### Statement of Policy:

1. This Policy applies to all prospective and current students.
2. For the purpose of compliance with the professional licensure disclosure requirements of 34 CFR §668.43(a)(5)(v) and 668.43(c), a Prospective Student's Location is derived from the address information provided by the prospective student on the completed College registration form or admissions application. If a prospective student has submitted both a course registration form and an admissions application, the prospective student location will be determined by the most recent submission.
3. For the purpose of compliance with the state authorization requirements of 34 CFR § 600.9(c) and the professional licensure disclosures requirements of 34 CFR §668.43(a)(5)(v) and 668.43(c), a current student's location is based on the permanent address provided by the current student to Jefferson Community College at the time of first enrollment or admission and maintained in the College's student information system. If a permanent address is not available, the College will use the mailing address to determine the current student's location.
4. Prospective students will update their location by contacting the Enrollment Services Office directly and providing updated address information.
5. Current students will update their location in the College's student information system when this information changes or as soon as reasonably practicable, or when prompted by the College.
6. When student location data is needed for data reporting purposes, such as reports required by SUNY, New York State, or the U.S. Department of Education, Jefferson Community College will follow the applicable reporting entity's rules for determining a current or prospective student's location.
7. Exceptions to this Policy may be made on a case-by-case basis by the College Registrar in consultation with other appropriate college offices.
8. The Vice President for Academic Affairs is responsible for overseeing this policy.

## Student Pregnancy and Parenting Policy

**Purpose:** To establish a policy to prohibit harassment and discrimination of pregnant and/or parenting students. This policy applies to all students attending Jefferson and covers academic classes, activities, sporting events, clubs, etc.

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

1. A pregnant/Parenting student is a student who is in the process of having a child naturally, via surrogacy, adoption and or legal guardianship, and foster care.
2. Pregnant/Parenting students can be the individual who is pregnant or the partner of the pregnant individual. It also refers to students who are in the process of surrogacy, adoption, foster care and/or legal guardianship.

Jefferson Community College is committed to fostering a welcoming, accessible, and inclusive educational environment for students who are pregnant and/or parenting while attending Jefferson. Jefferson Community College, the staff, and faculty cannot discriminate based on pregnancy/and or parenting students and must accommodate students according to current college procedure.

The College's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment due to pregnancy and/or parenting students. These laws include the Americans with Disabilities Act (ADA), Title IX of the Education Amendments of 1972, the Pregnancy Care Act, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including students who are pregnant and/or parenting.

Students are not legally required to inform faculty, staff, or any member of the administration of their pregnancy or parenting status, unless they are seeking accommodations. The College wishes to create an environment that encourages voluntary sharing of this information, so that the College can provide support for the physical and mental health of the student.

1. This policy applies to all part-time and full-time undergraduate students attending Jefferson Community College for academic classes and campus activities including but not limited to sporting events and clubs.
2. Each student interested in pursuing pregnant/parenting accommodations must follow the college's Accommodation Procedures.
3. The Title IX Coordinator is responsible for overseeing this policy.

## Students' 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.

### All students have the right to:

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

### Options In Brief

- Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:
- Receive resources, such as counseling and medical attention;
- Anonymously disclose a crime or violation at [www.sunyjefferson.edu/incidentreport](http://www.sunyjefferson.edu/incidentreport).
- Confidentially disclose a crime or violation to the Personal Counselor or Nurse in the Health and Wellness Center, Building 17, (315) 786-1042.
- Make a report to:
  - Title IX Coordinator: Gabrielle Thompson, at (315) 786-6561, located in the McVean Student Center, Office 4-100;
  - Campus Safety and Security at (315) 786-2222, office located in Deans Collaborative Learning Center, 15-140;
  - Watertown Police Department at 911;
  - NYS dedicated hotline for reporting sexual assaults on college and university campuses at 1-844-845-7269;
  - and/or Family Court or Civil Court.

## Technology Accessibility Policy

Jefferson Community College is committed to providing equal access to persons with disabilities by ensuring our digital content is accessible by everyone regardless of physical or cognitive ability. This policy establishes standards for technology accessibility necessary to meet this goal and comply with state and federal laws, including but not limited to The Americans with Disabilities Act (PL 110-325 (S 3406)), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.) of the US Department of Health and Human Services regulations implementing the Act and Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220).

This policy applies to all persons and programs that

1. Create digital content on behalf of Jefferson Community College OR
2. Acquire, implement or maintain software or digital services on behalf of Jefferson Community College.

Statement of Policy:

1. Jefferson Community College has adopted Web Content Accessibility Guideline WCAG 2.0 AA (or current version mandated by law) as its standard to ensure compliance with state and federal laws.
2. All active digital content must comply with the technology accessibility standard defined in this document. Archived digital content need not comply unless it returns to active status or is requested by an individual needing compliance.
3. Software Applications and Digital Services must comply with the technology accessibility standard defined within this document and include proof via a VPAT and accessibility testing by campus representatives. Software applications and digital services compliance will be reviewed at least annually.

4. All new software applications, digital services, and third-party web services, shall be reviewed including proof via a VPAT and accessibility testing by campus representatives before contracting/purchasing
5. 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.

#### Exemptions

The following circumstances may qualify as exemptions from this policy (all require a request for exemption):

1. Where compliance is not technically possible or may require extraordinary measures due to the nature or intent of the information resource, application or service. Lack of sufficient funding for any particular college, department, program or unit of the College would not be considered for an exemption.
2. Where compliance would result in a fundamental alteration of the software application or digital service and not satisfy the original intent.
3. Where, in the case that software applications and digital services that are procured through third party vendors or contractors; and that no alternative accessible products are available from other third party vendors or contractors, procurement can be made of a non-compliant product.
4. Where the product is not currently in compliance, but efforts are underway to fix the defects by a defined date.

#### Requesting an Exemption from the Policy

Purchasers and developers of software applications and digital services may request exemption from meeting the requirements of this policy by completing the Request for Technology Accessibility Exemption Form, then submitting it to the Chair of the Technology Accessibility Advisory Committee for review and approval (if determined to be a justifiable reason for exception.)

#### Definitions

- **Accessible:** digital content is available and consumable by everyone regardless of physical or cognitive ability.
- **Accessible format:** the structure and composition of digital documents and applications that are readable and usable by people with disabilities, using assistive technologies.
- **Archived Digital Content:** content that is no longer available to a wide audience but is subject to record retention plans
- **Digital Content:** includes web pages, video and audio files, email message, documents, spreadsheets, presentations, images, library databases and other digital materials
- **Disability:** as defined by the Americans with Disabilities Act as “any mental or physical condition that substantially limits an individual’s ability to perform one or more major life activities.”
- **Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.):** prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance.
- **Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220):** requires federal agencies to develop, procure, maintain and use information and communications technology (ICT) that is accessible to people with disabilities - regardless of whether or not they work for the federal government.
- **Software Applications and Digital Services:** includes social media, websites, databases, web- and computer-based software applications.
- **Voluntary Product Accessibility Template (VPAT):** is a document which evaluates how accessible a particular product is according to the WCAG 2.0 AA standards. It is a self-disclosing document produced by the vendor which details each aspect of the WCAG 2.0 AA requirements and how the product supports each criteria.
- **WCAG:** The Web Content Accessibility Guidelines (WCAG) were developed by the W3C (World Wide Web Consortium) to provide a “single shared standard for web content accessibility that meets the needs of individuals, organizations and governments.”

#### Related Documents:

Web Accessibility (<https://sunyjefferson.edu/accessibility/>)

Service Animal Policy (<https://sunyjefferson.edu/academics/programs/catalog/service-animals-on-campus.php>)

## Title IX Coordinators

“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. For information, counseling, or to file a complaint of discrimination or harassment on the basis of sex, which includes sexual violence, sexual assault, and sexual harassment, contact our Title IX Coordinator:

McVean Office 4-100  
(315) 786-6561



**Responsibilities of a Title IX Coordinator:**

A Title IX Coordinator is responsible for oversight of campus education related to Title IX, grievance procedures, and ensuring the College remains in compliance with all requirements of Title IX and related laws.

**Notification and Education:**

- Dissemination of educational materials
- Coordinating training for students and employees about their rights under Title IX

**Grievance Procedures:**

- Receive and process inquiries and complaints of alleged discriminatory behaviors that are in violation of Title IX.
- The Process for student grievances is detailed in the Student Code of Conduct.
- Employee grievances are addressed through appropriate collective bargaining and employment-related policies and procedures.

**Monitor compliance:**

- Review Title IX cases that were received in other offices. The Title IX Coordinator partners with the following offices to safeguard students rights and responsibilities:
  - Security
  - Health Office
  - Human Resources
  - Residence Life
  - Athletics

Examine and review of all Jefferson Community College internal practices related to all aspects of Title IX; remain abreast of current state and federal laws as it relates to Title IX; implement best practices utilized by other institutions.

**Deputy Title IX Coordinator for Employees:**

Margaret LaVancha, Executive Director of Human Resources, (315) 786-2279, mlavancha@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. Visit [www.sunyjefferson.edu/annualsecurityreport](http://www.sunyjefferson.edu/annualsecurityreport) to access the full report.

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 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 Student Affairs, 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, Health and Wellness Center, Access and Opportunity Programs, TRIO SSS Program, VAC Campus Activities, 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, 418 Washington 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 Campus Security Office, the Affirmative Action Officer, V.P. for Administration and Finance or the AVP for Student Affairs are prepared to receive such reports.

The President of the College 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 person's 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 Code of Student 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)

- a. Temporary employees are hired following the same process as full-time employees stated above.
- b. 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.
- c. Each individual department is responsible for interviewing and checking references. Training, including confidentiality and safeguarding, is provided by the hiring office.
- d. 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

- a. 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 the Student Records Office and Institutional Technology.
- b. 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

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

#### viii. Disciplinary Measures for Breaches

- ix. 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.
- x. 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

- a. Storage and work areas are protected and secured. Admittance is limited to approved personnel.
- b. Critical customer documents are stored in fireproof file cabinets.
- c. 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

- a. JCC provides for confidential disposal of documents through its Office of Administrative Services.
- b. 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.
- c. 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.
- d. The Student Records Office archives customer transaction information as necessary.
- e. JCC disposes of obsolete customer information in accordance with applicable records retention policies.

## iv. Managing System Failures

### a. Written Contingency Plans

Disaster Recovery Plan including individual departmental plans is in place.

### b. 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.

### c. 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.

### d. 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 myJCC 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:
    1. Respond to the user
    2. Address issues identified by the user
    3. Improve the website
    4. Notify the user about updates, services, special events or activities offered by JCC
    5. Ask the user to participate in surveys
    6. 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](mailto: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 webmaster 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 webmaster is:  
Jefferson Community College  
Attn: Webmaster  
1220 Coffeen Street  
Watertown, New York 13601
  - b. The webmaster 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 webmaster 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
    1. 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
    2. Made pursuant to a court order or by law
    3. For the purpose of validating the identity of the user
    4. 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](http://sunyjefferson.edu).

## 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.

## 14. Contact information

For questions regarding this policy, please contact the webmaster ([webmaster@sunyjefferson.edu](mailto:webmaster@sunyjefferson.edu)) or by regular mail:

Webmaster  
Jefferson Community College  
1220 Coffeen Street  
Watertown, New York 13601

## 15. 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.

## 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, <https://opengovernment.ny.gov/system/files/documents/2020/09/pppl.pdf> (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/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:
    - a. 1. identity of the copyright owner, if not the complainant
    - b. 2. citation of the copyrighted works (author/creator, title/description, copyright date)
    - c. 3. statement of copyright ownership
    - d. 4. evidence of copyright registration
  - iii. Identification of the host web site and sufficient information to locate it including:
    - a. 1. URL (web address)
    - b. 2. date time and time zone the web site was observed
    - c. 3. contact information for the complainant or person designated to act on his/her behalf, including address, telephone number, and if available, email address
    - d. 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
    - e. 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

## Password Policy

Passwords are a common means of authenticating a user's identity when accessing Jefferson Community College's network, information systems, and specialized software. The purpose of this policy is to establish a standard for creation of strong passwords and the protection of those passwords. This policy applies to all authorized users accessing the College's technology resources regardless of their capacity, role or function.

### Statement of Policy:

Passwords are an important aspect of computer security and the front line of protection for user accounts and Jefferson Community College's data and infrastructure.

1. All passwords are to be treated as sensitive, confidential Jefferson Community College information.
2. All users will follow standards and procedures as put forth and communicated by Institutional Technology regarding password criteria and guidelines for length and complexity.
3. Password guidelines will be revised, when necessary, by Institutional Technology.
4. Passwords must be changed if they are believed to be compromised, forgotten, or of insufficient complexity.
  - a. Password cracking or guessing may be performed on a periodic or random basis by Institutional Technology or delegates.
5. 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 them, including the passwords that they establish.
6. It may, at times, be necessary for authorized systems administrators to suspend an individual's access to College computing resources immediately for violations of this policy pending interim resolution of the situation. In the case of egregious and continuing violations, suspension of access may be extended until final resolution by the appropriate disciplinary authority.
7. The President, or designee, is responsible for developing appropriate procedures and implementing this policy.

## 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:

1. 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.
2. 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.
3. All software installed on Jefferson Community College computers/equipment will be licensed to Jefferson Community College (Institutional Technology).
4. The College explicitly prohibits the illegal copying of copyrighted computer software. Violators will be held personally liable.
5. The College assumes no responsibility for software that has not been approved and inventoried. 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:

1. **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.
2. **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, mis-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.

By signing this agreement, I also agree to the terms & conditions set forth by the Wireless Network Access Requirements. 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 IT department at 315-786-6511.



# Student 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. In some cases, the College may 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 faculty member 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 faculty member 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 faculty member 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 Compliance Officer for Students at 315-786-6561, McVean Student Center, Room 4-100.

## **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.

## **A. General Provisions**

1. 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
2. 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.
  3. 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 Financial Services in support of financial aid applications are maintained in the Financial Aid Office.
  4. A student will be provided an opportunity for a hearing with the College, through the Student Records Office, 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.

## **B. Disclosure to Students**

1. 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.
2. Requests by students for access to their education records will be granted within 45 days after a written request has been submitted to the College Registrar.
3. 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.

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

1. 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.
2. The contents of the official folder of a student will not be allowed outside the Student Records Office or the Admissions Office except in circumstances specifically authorized by the Registrar or Director of Admissions.

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

1. 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.
2. 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.
3. Written consent of the student is required to release a transcript or other academic information to another institution of learning or philanthropic organization.
4. 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.

#### **E. Disclosure to Government Agencies**

1. Properly identified representatives from federal, state, or local agencies may be given any of the directory information listed above.
2. 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.
3. Student deferment certificates will be supplied to the Selective Service System only with the written permission of the student.

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

1. 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.

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

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

#### **H. Student Directories**

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

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

1. 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.
2. All institutional personnel are directed to refer requests for transcripts, certifications or other information to the Student Records Office or Admissions Office. 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.

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

1. 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 AVP of Student Affairs. If a violation of the Code of Student Conduct is alleged the Chief Judicial Officer 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 office for AVP of Student Affairs.

##### **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 & Inclusion Office 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 AVP of Student Affairs 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.

# Student Code of Conduct

## 1. Preamble

Jefferson Community College (Jefferson) 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.

As an educational institution, Jefferson has set reasonable standards of behavior in an attempt to safeguard the educational process, protect individual and institutional rights and property, and to help ensure the safety, health and well-being of all members of the Jefferson community. Jefferson may ask students whose behavior is incompatible with the mission and/or principles of the code of conduct or the college to leave the institution.

The student judicial process is designed to ensure fair and impartial treatment of any person(s) accused of a violating of a rule, regulation or policy of the college through due process and procedure conducted with fairness to all. Due process, as defined within these procedures, assures written notice and a conduct meeting before an objective decision maker(s). Any sanctions will be proportionate to the severity of the violation. The student's cumulative conduct history will be taken into account.

## 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. The JBR will consist of 3-5 people with at least one student, one faculty member and one staff member.
- 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 "Chief Judicial Officer (CJO)" refers to the person overseeing processes for the administration of the campus rules and regulations, student code of conduct and procedural policies for Administrative Hearings and Judicial Board of Review hearings.
- 2.8. The term "judicial body" applies to the Judicial Board of Review, Administrative Hearing, Convener, or any person or persons authorized by the Chief Judicial Officer (CJO) to determine whether a student has violated the code and to recommend sanctions when necessary.
- 2.9. The term "judicial advisor" refers to any individual assigned to advise a judicial body and/or student.
- 2.10. The term "reporting party" refers to any persons or person or student organization who has filed disciplinary charges against a student. If the College is the reporting party, then the CJO or designee will appoint a person to represent the College.
- 2.11. The term "responding party" refers to any student or student organization accused of a violation who has pending disciplinary charges filed against him/her.
- 2.12. 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.

- 2.13. 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.
- 2.14. The term “appeals review officer” refers to the College President, Chief Judicial Officer, or designee.
- 2.15. 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.
- 2.16. The term “convener” refers to a college official or the judicial body authorized by the President of the College to administer the judicial process and to impose sanctions upon students found to have violated the Code. The convener may be any of the following:
  - 2.16.1. The CJO or designee who each may also serve as a judicial board in its entirety. The CJO delegates daily operation of the judicial system to the following, including, but not limited to the CJO, Campus Judicial Officer(s) and Resident Directors.
  - 2.16.2. The JBR will consist of 3-5 people with at least one student, one faculty member and one staff member.
- 2.17. 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.
- 2.18. The term ‘informal resolution’ refers to a one-on-one meeting between the student and the judicial officer to resolve charges informally.
- 2.19. The term “community member” refers to any administrators, staff, faculty and students at Jefferson.
- 2.20. The terms “judicial officer” or “hearing officer” refers to an individual assigned to mediate or facilitate an administrative or informal hearing.
- 2.21. The term “consent” refers to a knowing, voluntary and mutual decision among all participants to engage in an activity.
- 2.22. The term “confidential” refers to limited access or restriction to the access of information limited to a select group of college or law enforcement officials.

### 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 business 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 CJO or their designee. The CJO delegates daily operations to the college judicial officer and all related personnel including, but not limited to, the CJO, Campus Judicial Officer(s), and Residence Life professional staff. The CJO or designee may work with off-campus authorities prior, during, or after an investigation is started. The CJO 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 – General safety and/or College Property

5.3.1. 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.

5.3.2. 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 and related type items.

### 5.4. 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, creed, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct or not.

### 5.5. 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.

### 5.6. 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.

### 5.7. 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.

### 5.8. 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.

#### 5.9. 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.

#### 5.10. 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.

#### 5.11. 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.

5.11.1. 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.

5.11.2. 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.

#### 5.12. Gender Based Discrimination

Unwelcome physical, verbal, emotional, or psychological actions directed towards an individual or group of individuals without their consent that can be interpreted as threatening, violent, aggressive, offensive, and harmful or otherwise negatively impact the individual or group of individuals.

5.12.1. 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.

5.12.2. 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.

5.12.3. 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.

5.12.4. 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.

5.12.5. 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.

### 5.13. 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. Any person utilizing the facility should provide ID upon request.

### 5.14. 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. Any person utilizing the facility should provide ID upon request.

### 5.15. 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.

### 5.16. 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.

### 5.17. General Prohibitions

5.17.1. Gambling: Gambling of any form on campus without appropriate licensure.

5.17.2. Smoking: Smoking of any kind in college buildings (including but not limited to any form of non-tobacco or tobacco substance that is inhaled/and or exhaled) and violations of the college smoking and tobacco use policies.

5.17.3. Pets/Animals: Bringing pets or animals of any kind on campus except service or Emotional Support Animals, animals for educational purposes, or as part of sponsored events.

5.17.3.1. Service Animals: May be used on campus and/or within the residence hall. As defined by the ADA, as amended in 2008 and 2010, as "any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability.

5.17.3.2. Emotional Support Animals: May be used as part of a medical treatment plan as therapy animals and determination is made on an individual basis. These animals are not considered service animals under the ADA, which makes them ineligible to bring to campus. ESAs only apply to residential students and permitted in Residential Hall upon approval because ESAs are covered under the Fair Housing Act (FHA) rather than ADA.

5.17.4. Hazardous Behavior: 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.

5.17.5. Projectiles: Using unapproved projectiles, including, but not limited to, snowballs, Frisbees, baseballs, and boomerangs inside buildings.

5.17.6. Contraband: Use, possess, sell, or distribute alcohol, narcotics, or any other controlled substance except as expressly permitted by law and campus rules.

- 5.17.7. Weapons: 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.
- 5.17.8. Disruptive Behavior: 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.
- 5.17.9. Disorderly Conduct: 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.
- 5.17.10. Black River Usage: Entering and/or utilizing all areas of the Black River that are immediately adjacent to campus property, except as permitted under supervised instructional activities.
- 5.17.11. Illegal Behavior: 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.
- 5.17.12. Policy or Rule Violations: Engage in behavior that violates published College policies, rules and regulations or the SUNY Rules for the Maintenance of Public Order.
- 5.17.13. Sanction Compliance: 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. (Policy new adapted by JCC May 2017).
- 5.17.14. Trail Usage: Students are not permitted on the trails surrounding campus between dusk and dawn unless part of a college sponsored event/program/activity. (Policy new adapted by JCC May 2017).
- 5.17.15. Recording Devices: 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. (Policy new adapted by JCC May 2017).
- 5.17.16. Pornographic Image Distribution: Publishing, distributing or showcasing a sexually explicit image of another person(s) along with personal identifying information of the depicted person to any entity without the depicted person's consent, for no legitimate purpose, and/or with the intent of causing the depicted person substantial emotional distress.

## 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, 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. For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 34 1092(f)(1)(F)(i)(I)-(VIII), the College shall make a notation on the transcript of students found responsible after a conduct process that they were “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, the College shall make a notation on the transcript of such students that they “withdrew with conduct charges pending” and will apply a disciplinary hold. One year after the suspension has expired, students may petition to the CJO for removal of a suspension notation on the academic transcript. Notations for expulsion cannot be appealed and will not be removed from student 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 CJO 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 CJO 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 JBR see section 12).

## 8. Sanctions

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

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 15, paragraph 15.3.

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. 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.
- 8.1.2. Community Service: Designated amount of volunteer hours to be completed on and/or off campus.
- 8.1.3. Disciplinary Fines: Monetary fine placed on a student’s account at Jefferson Community College.
- 8.1.4. Disciplinary Hold: A hold placed on a student’s account for disciplinary reasons preventing further registration, enrollment, and participation in college activities.
- 8.1.5. 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.
- 8.1.6. Educational Programming: A learning program to promote an understanding of inappropriate behaviors and positive change. Student must provide written verification from a representative of the organization that service has been completed within the assigned allotted time frame.
- 8.1.7. Expulsion: Permanent separation of the student from the College. The student will be barred from College premises, classes, and other College-sponsored activities on or off campus.

- 8.1.8. Notice against trespass/Campus Ban: Individual not welcome on any college property for pre-determined period of time.
- 8.1.9. Not Responsible (No Sanction): Responding party is found to be not responsible for alleged violations brought forward against them. No further judiciary action is required.
- 8.1.10. 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. Students may not represent the college in any outside capacity or hold office in any student organization during the period of probation.
- 8.1.11. Redress: An apology, either written or verbal.
- 8.1.12. Referral for Assistance: Recommendation that assistance be sought from various campus services and/or outside agencies to specifically address the situation.
- 8.1.13. 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.
- 8.1.14. 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.
- 8.1.15. Restriction: Denial of access to any facility, activity, services, class or program, or denial of student privileges for a designated period of time.
- 8.1.16. 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.
- 8.1.17. 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.
- 8.1.18. Suspension or Termination of Employment: Removal from employment within the College (paid or volunteer) for a specific period of time (suspension) or permanently (termination).
- 8.1.19. Verbal Warning: A verbal statement to the student offender who has violated the code.
- 8.1.20. 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.

#### 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 permanently suspended from the College for academic or behavioral reasons forfeit all technology privileges associated with being a Jefferson student during the time frame of the existing sanction.

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 CJO 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. Students receiving suspension

(temporary or permanent) or expulsion are expected to cease all activity with the college as determined by college officials. Depending on a determination of culpability, students living on campus may be expected to vacate the residence hall as directed and incur any expenditures thereafter at their own expense.

#### 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 CJO or designee. Responsibilities include, but are not limited to, the following:

- 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 if said appeal meets established criteria in section 14. In certain circumstances, conflict may be resolved through informal resolution or mediation on a voluntary basis.

##### 11.1. Administrative or 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. Student is permitted to reschedule hearing once if the initial time/date presented conflicts with student schedule. In situations where students need to reschedule, student should contact judicial officer at least one business day before initial hearing was scheduled. Reschedule of hearing should occur within reasonable timeframe as agreed upon by student and judicial officer. Cases involving behavior in sections 5.12 will be referred to the JBR. In these particular cases the JBR will consist solely of faculty and staff.

##### 11.2. Informal Resolution

Charges may be resolved informally in a one-on-one meeting between the student(s) 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 student(s) will be educated about expected campus behavior and may be given a verbal warning. The disposition of the incident may be finalized at this level by

mutual consent of the parties involved. If mutual consent of parties involved is not reached, the informal resolution may be referred to mediation or to an administrative or JBR hearing for arbitration. Informal resolutions can only occur if the situation in question did not require a formal incident report. If a formal incident report is filed, an administrative or JBR hearing will occur.

### 11.3. Mediation

Upon consultation with the involved parties, the CJO 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 CJO or designee will select the mediator; if the mediator is unsatisfactory to either party, the CJO 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 CJO or designee and handled as an unmet sanction.

Mediation is not an option and will not be permitted for allegations of sexual assault, sexual harassment, sexual violence, and domestic violence, or stalking.

### 11.4. Student Status

Students going through the judicial process may have access to campus resources at the discretion of the college. Students who have repeat offenses or involvement with incidents considered an immediate threat to the campus community or individuals within the community may have modified access to campus resources contingent on the situation. Responding party is considered not responsible until a finding of responsibility has been rendered.

## 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 reporting party, 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 reporting party 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 CJO (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 CJO (or designee) or Campus Security. The Director of Campus Safety and Security (or designee) will submit the complaint to the CJO (or designee).
- 12.5. After reviewing a complaint, the CJO or designee may initiate the disciplinary process by giving the appropriate parties written notice of the alleged violation(s) including the date, time, location of alleged incident. 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 CJO 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 CJO 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 Sections 2.1.5 and 2.16) 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 judicial 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, any of the involved parties may request for the hearings to be conducted separately. Whether to hold separate hearings shall be at the discretion of the CJO 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 reporting party and the responding party are responsible for presenting their own cases and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body. Any cost incurred due to use of an advocate would be at a student's own expense.
- 13.6. There is no statute of limitations for infractions for current students.
- 13.7. All involved or associated parties will have the opportunity to review the incident report and evidence prior to the hearing.
- 13.8. At the hearing all 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, all 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.
- 13.9. In cases of sexual violence, testimony may be provided via alternative arrangements, including telephone/videoconference or testifying with a room partition and each party may make an impact statement at the conclusion of the hearing.
- 13.10. The hearing decision will be based solely upon matters introduced into evidence before or at the hearing. Illegally acquired evidence will not be admitted.
- 13.11. A record of the hearing will be made, however the medium (handwritten notes, audio recording, etc.) is at the discretion of the convener). Records are kept for a minimum of three years.
- 13.12. 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.
- 13.13. 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.
- 13.14. 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 CJO or designee.
- 13.15. 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 responding party or reporting party. Such appeals shall be in writing and shall be delivered to the CJO 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 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 and may request an in-person meeting with student appealing initial hearing decision.

#### 15. Interim Suspension

The CJO 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 CJO or designee.

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 CJO 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. Students living on campus may be expected to vacate the residence hall as directed and incur any expenditures thereafter at their own expense.

#### 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 CJO 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 CJO or designee will maintain all student disciplinary records. Such records will be kept separately from all other academic record except when required by law.

#### 17. Readmission after Suspension

After the suspension period expires; a student may apply for readmission through the CJO 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 CJO or designee. Readmission materials must be received thirty days prior to the semester start. Students will be notified of the decision in writing.

#### 18. 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 CJO or designee for final determination.

The Statement of Student Rights and Responsibilities shall be reviewed every three years under the direction of the CJO 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.

The college reserves the right to modify the JBR as needed based on member availability and nature of the incident in question. The college judicial process is not a legal proceeding. Any parties involved have the right to pursue legal counsel at their own expense anytime throughout the college judicial process.

Retaliation of any form is prohibited by the college. Any parties found responsible for retaliation may be subject to further disciplinary action through the college judicial process and/or law enforcement.

#### 19. Sanction Violations and Outcomes

General guide showcasing a range of sanction punishments both educational and punitive that can be expected based upon a particular violation. All possible sanctions listed are centered on first time violations. Multiple code of conduct violations may result in more severe sanctions. Note: Chart is a guideline, the college has the discretion to include more or less of listed sanctions at discretion if deemed appropriate based on situation.

# 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 14 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.

### Jefferson Alert

Jefferson Alert is an emergency notification system, that utilizes telephone, voice, email, and text messaging. This system may be utilized to provide direction and notification in case of life threatening emergencies. Students are automatically enrolled in Jefferson Alert when they register for classes. Settings such as telephone numbers, non-Jefferson email addresses and notification delivery methods can be updated by students.

### ALERTUS

This downloadable app allows faculty, staff, and students an easy and quick way to alert Campus Safety with any safety concerns. The app is compatible with Apple and Android devices.

### 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.

### myJCC

Information may be posted on myJCC notifying students and faculty of appropriate actions to take. Please bookmark myJCC online at <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 myJCC 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 des.
- 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. If you have questions about voting or how to register to vote, you can contact Student Activities & Inclusion at 315-786-2431, [studentactivities@sunyjefferson.edu](mailto:studentactivities@sunyjefferson.edu).

## Voter Registration Forms

<https://www.sunyjefferson.edu/about/consumer-info/voter-registration.php>

## Jefferson County Board of Elections Contact Information

175 Arsenal St., Watertown, NY 13601

Phone: 315-785-3027

Fax: 315-785-5197

## Voter registration forms are also available at:

- Student Activities & Inclusion, McVean Student Center, Building 4, Room 4-104





## Jefferson Community College Campus Map

- |   |  |
|---|--|
| <b>A</b> Parking Lot A - Staff and Faculty  | <b>F</b> Parking Lot F   |
| <b>B</b> Parking Lot B - Short Term Visitor | <b>V</b> Visitor Parking   |
| <b>C</b> Parking Lot C                      |  Accessible Public Parking                      |
| <b>D</b> Parking Lot D                      |  Blue emergency phones connect directly to 9-11 |
| <b>E</b> Parking Lot E                      |  |

# College Directory

<b>Office of the President</b>	(315) 786-2404
<b>Provost, Vice President of Academic &amp; Student Affairs</b>	(315) 786-2235
<b>Vice President for Administration and Finance</b>	(315) 786-2401
<b>Associate Vice President (AVP) of Enrollment Services</b>	(315) 786-2290
<b>AVP of Liberal Arts</b>	(315) 786-6542
<b>Interim AVP of STEM, Health, Business, Hospitality &amp; Tourism</b>	(315) 786-2323
<b>AVP of Student Affairs</b>	(315) 786-6561

**Accommodative Services Office**  
accommodations@sunyjefferson.edu  
(315) 786-2335

**Advancing Success in Associate Pathways (ASAP)**  
asap@sunyjefferson.edu  
(315) 786-6573

**Affirmative Action Officer**  
(315) 786-2279

**Alumni Office**  
alumni@sunyjefferson.edu  
(315) 786-2326

**Assessment and Accreditation**  
(315) 786-2235

**Athletics Department**  
athletics@sunyjefferson.edu  
(315) 786-2232

**Faculty Student Association**  
fsa@sunyjefferson.edu  
(315) 786-6583

**Bookstore**  
bookstore@sunyjefferson.edu  
(315) 786-2260

**Campus Advocate**  
jdalton@sunyjefferson.edu  
(315) 777-9511

**Career & Employment Services**  
mgefell@sunyjefferson.edu  
(315) 786-2269

**Child Care Center / Campus Care**  
(315) 786-2357

**College Placement**  
thetestingcenter@sunyjefferson.edu  
(315) 755-0300

**Computer Center**  
helpdesk@sunyjefferson.edu  
(315) 786-6511

**CSTEP Office**  
(315) 786-2396

**Diversity Officer**  
(315) 786-6561

**Enrollment Services**  
(315) 786-2437

**Admissions Office**  
admissions@sunyjefferson.edu

**Educational Planning (Advising)**  
advising@sunyjefferson.edu

**Financial Services**  
financialservices@sunyjefferson.edu

**Student Records/Registrar**  
studentrecords@sunyjefferson.edu

**EDGE Concurrent Enrollment**  
(315) 786-2309

**Fitness Center**  
fitness@sunyjefferson.edu  
(315) 786-2468

**Fort Drum Office**  
ftdrum@sunyjefferson.edu  
(315) 786-6566

**Foundation/College Development**  
foundation@sunyjefferson.edu  
(315) 786-2291

**Food Pantry**  
foodpantry@sunyjefferson.edu  
(315) 786-2288

**Health & Wellness Center**  
immunization@sunyjefferson.edu  
(315) 786-1042

**Human Resources**  
(315) 786-2407

**Institutional Effectiveness & Research**  
data@sunyjefferson.edu  
(315) 786-2485

**Instructional Technology - IT Help Desk**  
helpdesk@sunyjefferson.edu  
(315) 786-6511

**Lewis County JCC Education Center**  
(315) 376-9701

**Library**  
library@sunyjefferson.edu  
(315) 786-2225

**Public Relations**  
marketing@sunyjefferson.edu  
(315) 786-2234

**Residence Life Compliance Officer**  
(315) 786-6561

**Residence Life & Housing**  
reslife@sunyjefferson.edu  
(315) 755-0411

**Safety & Security**  
Emergency calling from-  
campus phone: 2222  
non campus phone: (315) 786-2222  
Chief's Desk: (315) 786-6517

**School of**  
Arts & Humanities  
(315) 786-2414

Business and Hospitality & Tourism  
(315) 786-2320

Education, Behavioral Sciences &  
Public Services  
(315) 786-2414

STEM & Health Professions  
(315) 786-2320

**Small Business Development Center (SBDC)**  
(315) 786-0383

**TRIO SSS**  
(315) 786-2288

**Student Activities & Inclusion**  
studentactivities@sunyjefferson.edu  
(315) 786-2431

**Student Compliance Officer**  
Academics: (315) 786-2235  
Non-Academics: (315) 786-6561

**Testing Center**  
thetestingcenter@sunyjefferson.edu  
(315) 755-0300

**Title IX Coordinator-Students**  
titleix@sunyjefferson.edu  
(315) 786-6561

**TTY**  
(315) 786-2463

**Veteran Services**  
(315) 786-2283

**Workforce Solutions**  
ced@sunyjefferson.edu  
(315) 786-2233