

2011 – 2012 SULLIVAN COUNTY COMMUNITY COLLEGE CATALOG
Part 1 - INTRODUCTION AND ACADEMIC INFORMATION

POLICY ON CHANGES TO THE CATALOG

The college reserves the right to make, at any time, the changes it deems advisable in the offerings, regulations, requirements, and fees stated in this catalog, on the internet, or in other publications or correspondence.

Sullivan County Community College (SUNY Sullivan) is a public community college established by authority of the State University of New York (SUNY) and accredited by the Middle States Commission on Higher Education.

HISTORY OF SULLIVAN COUNTY COMMUNITY COLLEGE

Sullivan County Community College was organized and became a legal entity on September 13, 1962, when the State University of New York trustees approved its establishment as a two-year community college of the State University of New York (SUNY). On September 23, 1963, SUNY SULLIVAN welcomed its first freshman class. The successful establishment of the college must be credited jointly to local citizens who conducted surveys and advocated for the creation of a college and to the county Board of Supervisors who saw the desirability and need for a community college in the Sullivan County area.

It has been over 30 years since the college moved from its modest quarters in a former South Fallsburg (NY) high school to the 405 acre site it presently occupies. It has grown from a faculty of nine and a student body of 72 (enrolled in three curricula), in its first year of operation in 1963-1964, to a full-time and part-time enrollment of more than 1400 students in over 40 degree and certificate programs. Sullivan County Community College is housed in facilities designed by the New York firm of Edward Durrell Stone and Associates. The academic buildings are connected to one another by enclosed corridors, making it a truly all-weather campus.

Although rural in location, the college has always been cosmopolitan in student population, with about 40 percent of its students coming from areas outside the county. Since the college opened its doors in 1963, it has made tremendous changes in response to the needs of its students and the community. These changes continue as Sullivan County Community College prepares for a future which will enrich its students and the community.

MISSION STATEMENT OF SULLIVAN COUNTY COMMUNITY COLLEGE

The mission of Sullivan County Community College is to provide programs and resources that educate, inspire, and empower its students and the broader community. To prepare students for an increasingly diverse, dynamic, and interconnected world, the college will model sustainable actions and promote socially and environmentally responsible citizenship.

ACCREDITATION

Sullivan County Community College is accredited by:
Middle States Commission on Higher Education
3624 Market Street
Philadelphia, PA 19104
Telephone: (267) 284-5000
<http://www.msche.org/>

SUNY Sullivan curricula are approved by the State University of New York (SUNY) and the New York State Department of Education (NYSED). All curricula are approved for the training of veterans under the pertinent public laws, and the college is approved by the US Citizenship and Immigration Services (USCIS), a Bureau of the US Department of Homeland Security, for the attendance of foreign students. Accrediting and licensing documents can be reviewed online or through the Office of the Vice President for Academic and Student Affairs.

SUNY: <http://www.suny.edu/>
NYSED: <http://www.highered.nysed.gov/>
USCIS: <http://uscis.gov/graphics/index.htm>

SUNY Sullivan's Business Division is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of its business programs that culminate in the Associate of Science and Associate of Applied Science degrees. <http://www.acbsp.org>

SUNY Sullivan's Nursing Division is accredited by the National League for Nursing Accrediting Commission (NLNAC):

National League for Nursing Accrediting Commission
3343 Peach Tree Road NE, Suite 850
Atlanta Georgia, 30326
Phone: 404-975-5000
404-975-5012
Fax: 404-975-5020
e-mail: www.nlnac.org

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT

Sullivan County Community College is an affirmative action/equal opportunity college subject to the provisions of Titles VI and VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972, Executive Order 11246, Title IX of the Education amendment of 1972 and Section 504 of the Rehabilitation Act of 1973. The college does not discriminate on the basis of race, color, creed, national origin, age, sex, religion, sexual orientation, or handicap in admissions, employment, or treatment of students and employees.

Section 504 Coordinator: TBA

Title IX Coordinator: Frank Sinigaglia, Coordinator of First Year Experience
Room E212E, 845-434-5750, X 4461

Compliance Officer: Sharon Sand, Director of Human Resources
Room J 114, (845) 434-5750, X 4269

STATEMENT ON SEXUAL HARASSMENT

Sexual harassment of employees and students at Sullivan County Community College is contrary to the policy of Sullivan County Community College and is a violation of federal and state laws and regulations. No employee of either sex shall impose a requirement of sexual cooperation as condition of employment or academic advancement or in any way contribute to or support unwelcome physical or verbal sexual behavior.

CAMPUS CRIME REPORTING AND STATISTICS

A copy of the Sullivan County Community College (SUNY Sullivan) campus crime statistics as reported annually to the U.S. Department of Education will be provided upon request by the campus Director of Safety and Security, telephone 845-434-5750, Ext 4240. Information can also be obtained from the U.S. Department of Education website at: <http://ope.ed.gov/security/>.

ABSENCES FOR RELIGIOUS REASONS

This policy applies to students who are unable to attend classes on certain days because of religious beliefs:

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 requirements on a particular day or days.

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.

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 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.

If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, when 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.

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/her availing himself or herself of the provisions of this section.

Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with provisions of this section, shall be entitled to maintain an action or proceeding in the Supreme Court of the county in which said institution of higher education is located for the enforcement of his or her rights under this section.

As used in this section, the term "institution of higher education" shall mean schools under the control of the Board of Trustees of the State University of New York or the Board of Higher Education of the City of New York or any community college.

ACADEMIC ADVISEMENT

Academic Advisement is coordinated through the Department of Learning and Student Development Services (E building above Library.) Students who have declared a major are assigned a Faculty Advisor who teaches in their area of study. Students who have not selected a major, students in the 24 Credit Hour Program, and early admit students are advised in the Dept. of Learning. During the registration period, Faculty and Staff Advisors assist students in planning their programs and preparing their class schedules. Advisors maintain files on each student to track progress. Students are expected to respond to letters and notices to meet their advisors. If students encounter problems in their coursework, they should schedule appointments to discuss the situation with the instructor and/or their advisor.

Students can access mid-term and final grades via the college's web module. To do this they need their Personal Identification Number (PIN) and ID number. This information can be obtained from their Advisor.

Students who wish to drop or add a course to their schedule during the first week of classes, or to withdraw from a course during the first ten weeks of the semester, must obtain their advisor's approval. In addition, students are given the opportunity to register EARLY for the following semester by meeting with their advisor during the announced period for pre-registration.

ACADEMIC DISMISSAL

Students placed on academic dismissal will be dismissed from the college for one semester of full time study. The student may return for part-time study, but will not qualify for financial aid. A student placed on academic dismissal must apply to the Admissions Office for readmission. Upon acceptance, the student will be placed on academic probation.

ACADEMIC GRIEVANCE

The Committee on the Standing of Students and Academic Appeal (hereafter referred to as the Committee) handles appeals regarding a course final grade, appeals of academic dismissal, academic probation, Operation Rebound, and withdrawal of federal financial aid due to unsatisfactory progress.

STUDENT STANDING APPEALS

Students may appeal the following academic standings: academic dismissal, unsatisfactory progress (loss of federal financial aid), Operation Rebound, and academic probation. The Committee does not meet with individual students regarding student standing appeals. The student will file a written appeal along with an appeal form to the Office of Registration Services. The Committee will review these appeals and transmit its decision to the Vice President for Academic and Student Affairs, the Dean of Enrollment Management and Student Development, the Office of Registration Services, and the student. If the appeal is successful, then the student should contact an Academic Advisor to select courses for the upcoming semester and register. **In the case of student standing appeals, the decision of the Committee is final.**

INDIVIDUAL FINAL GRADE APPEALS

In order to provide a means to seek and obtain redress for grievances affecting a student individually, the following procedures should be followed. These are not intended and shall not be used to provide sanctions against faculty members.

Where an individual student alleges, with particularity, that the actions of a faculty member have resulted in serious academic injury to the student, the matter shall be presented to the Committee on the Standing of Students and Academic Appeal for adjudication in accord with the following procedures. Serious academic injury includes, but is not necessarily limited to, the awarding of a lower course grade than that which the student has earned or suspension from a class.

In the case of a final grade received prior to the end of the semester as a result of violating a class attendance policy, the Committee will consult with the faculty member to determine if the student may be allowed to continue with the coursework until the grievance is resolved. (**Exception:** Students withdrawn from a Nursing course due to violation of the attendance policy will not be permitted to continue with the coursework as specified under this clause.)

PROCEDURES

It is the responsibility of the student, before seeking to have a grievance adjudicated, to attempt to resolve the matter by personal conference with the faculty member concerned. If this is unsuccessful, the student must communicate with the Division Chair for consideration and adjustment by informal means. (If the Division Chair is also the instructor of the course, then the student must communicate with the Assistant Vice President for Academic and Student Affairs for consideration and adjustment by informal means.) The student is free to consult with any faculty or staff member if assistance is desired at any point in this process. (If a member of the Committee is interested in assisting a student or feels too close to the situation, then that Committee member will recuse himself/herself from the informal interviews and the formal hearing.) If the matter remains unresolved after five (5) working days after referral to the Division Chair has been made, the following grievance procedures shall be employed:

1. The aggrieved student will file a written statement of the grievance to the Committee Chair, who will notify the Vice President for Academic and Student Affairs and the Division Chair involved. During vacations, the student will file the grievance with the Committee member in the Financial Aid Office. Normally, the Committee will not consider grievances after one full semester (e.g. if a grade was given in the Spring semester, the appeal should be filed prior to the end of the following Fall semester.)
2. Upon notification by the Committee Chair, the Division Chair will submit his/her written findings and judgment on the student's grievance to the Committee Chair.
3. The Committee Chair will send a copy of the grievance to the faculty member together with a copy of these regulations and a letter requesting a response from the faculty member. The letter to the faculty member shall also be sent to the student and the Division chair. The faculty member will have five (5) working days to respond to the Committee Chair.
4. If clarification is needed, the Committee shall convene separate interviews with the student and the faculty member concerned within thirty (30) calendar days. These interviews shall not constitute a hearing and shall be preliminary in nature. Both parties have the right to the presence of a procedural advisor and/or an advocate. The Committee may consult with any other parties who may assist in its work to effect an adjustment. The Committee Chair shall notify the student, the

faculty member, the Division Chair, and the Vice President for Academic and Student Affairs of the Committee's findings. Failure of the student to attend the informal interview may result in the grievance being dismissed with no further right to appeal.

5. If the matter remains unresolved after five (5) working days after all appropriate parties have been notified of the results of the informal interview, the Committee Chair shall meet with the student to discuss procedures as may be needed for further action. If the student requests a formal hearing, the Committee Chair shall consult with the faculty member to determine whether further adjustment might be agreed upon. If no mutual agreement can be reached, the Committee Chair shall advise the Vice President for Academic and Student Affairs that the case appears to involve a student's claim of serious academic injury and that the formal hearing procedure must be initiated.
6. The formal hearing should provide a fair inquiry into the matter appealed. The faculty member and the student each may offer information, ask questions, and present witnesses. Both parties have the right to the presence of a procedural advisor and/or an advocate. Failure of the student to attend the formal hearing may result in the grievance being dismissed with no further right to appeal. An audio recording shall be made of the formal proceedings, exclusive of deliberations to arrive at a decision.
7. The Committee's decision, which shall be written, will include a determination by majority vote, whether the charges have been proved by a preponderance of evidence, together with those facts the Committee believes are important. The decision shall state the particular corrective action to be taken, if any. The Committee Chair shall notify the student, the faculty member, the Division Chair, and the Vice President for Academic and Student Affairs of the Committee's decision.
8. If the matter remains unresolved after five (5) working days after all appropriate parties have been notified of the Committee's decision, then either party may appeal to the Vice President for Academic and Student Affairs. The appealing party shall submit to the Vice President a formal statement which details reasons for continuation of the appeal. This statement must be received by the Office of the Vice President by the end of the fifth (5th) working day after notification of the Committee's decision. The Vice President will make an independent review of the hearing proceedings. After careful consideration of the Committee's decision, the Vice President can agree with that decision, reduce the extent of remedial action to be taken, or dismiss the charges. If the Vice President believes remedial action may infringe upon the exercise of academic freedom, then the Vice President will seek an advisory opinion from The Academic Affairs and Governance Committee before issuing a decision. The decision of the Vice President shall be in writing, may set forth any new findings of fact or remedies, and shall explain the reasons underlying his/her decision. This decision shall be transmitted to the Committee Chair.
9. The Vice President for Academic and Student Affairs shall then transmit to the Committee Chair, the faculty member, the Division Chair, and the student copies of all actions affecting the student taken by the Committee and the Vice President. Suitable records shall be maintained as confidential and retained in the office of the Vice President. **The decision of the Vice President in regard to student grade appeals is final.**

During vacations when involved persons may not be available, the Committee may gather information in written or electronic form. This information will be made available to both parties. If the Committee believes sufficient information has been received, they may issue a decision at the informal stage. Otherwise, the matter may be deferred to the beginning of a regular semester.

REMEDIAL ACTION

Remedies in a student's behalf should usually be those agreed to willingly by the faculty member. Other remedial actions to benefit a student may be authorized by the Vice President for Academic and Student Affairs only upon recommendation of the Committee. These actions are limited to: allowing a student to repeat an examination, allowing a student to be evaluated for work that would otherwise be too late to be considered, directing that additional opportunities be afforded for consultation or instruction, elimination of a grade that had been assigned by a faculty member from the transcript, changing of a passing letter or numerical grade to a "pass" or "satisfactory" grade so as not to adversely affect a student's grade average, or allowing a student to repeat a course without penalty, schedule and program permitting.

If some action is contemplated that might be deemed to infringe upon the academic freedom of the faculty member, the Vice President will seek an advisory opinion from The Academic Affairs and Governance Committee. In such cases, the Vice President may identify other acceptable remedies or render such advice as may be appropriate in the particular situation.

No action detrimental to the faculty member will be taken, except as in strict accordance with established College procedures. An adjustment hereunder in the student's behalf shall not be deemed a determination that the faculty member was in any way negligent or derelict.

TIMELINESS

It is the responsibility of all parties, including administrative officers, to take prompt action in order that grievances may be resolved quickly and fairly. While no explicit time limit could apply to all cases, failure to use diligence in seeking redress may constitute grounds for denial of a hearing or other relief, especially if prejudice results.

ACADEMIC PROBATION

A student is placed on academic probation based on one of the following two options:

a) Academic Standing Policy

The following chart indicates the minimum number of credits and equivalent credits a student must accumulate to avoid academic probation and the grade point average that a student must achieve to avoid academic probation or academic dismissal.

Total SUNY SULLIVAN credits & Equivalent credits attempted	Minimum SUNY Sullivan credits & equivalent credits that must be accumulated to avoid Academic Probation	Academic Probation Cumulative Average	Academic Dismissal Cumulative Average
0 – 11.5	0	0	0
12 – 21.5	3	Lower than 1.7	Lower than 1.00
22 – 27.5	6	Lower than 1.7	Lower than 1.50
28 – 33.5	9	Lower than 1.8	Lower than 1.60
34 – 39.5	16	Lower than 1.8	Lower than 1.60
40 – 45.5	22	Lower than 1.9	Lower than 1.70
46 – 51.5	27	Lower than 1.9	Lower than 1.70
52 – 57.5	32	Lower than 1.9	Lower than 1.70
58 – 63.5	38	Lower than 2.0	Lower than 1.90
64 – 69.5	44	Lower than 2.0	Lower than 1.90
70 – 75.5	50	Lower than 2.0	Lower than 1.90
76 – 81.5	56	Lower than 2.0	Lower than 1.90
82+	62	Lower than 2.0	Lower than 1.90

OR

b) The term/semester GPA falls below the following minimums:

Total SUNY Sullivan credits/equivalent credits attempted to date	Term/Semester GPA
12 – 27	Lower than 1.7
28 – 39	Lower than 1.8
40 or above	Lower than 1.9

APPEAL OF ACADEMIC PROBATION

An undergraduate student who qualifies for academic probation due to serious illness or other extenuating circumstances may appeal to the Committee on the Standing of Students and Academic Appeal. Pertinent documentation must be presented to the Committee.

ATTENDANCE POLICY

Individual instructors will institute attendance policies for their classes that address maximum permissible absences, arriving late, and leaving early from class. Attendance policies must be included in all course outlines.

Students who miss the first lecture or lab class meeting and are not present at the second lecture or lab class meeting may be withdrawn from the course if the course is full and there are one or more other students waiting to register for the course.

AUDITING A COURSE

Any individual may opt to audit a course. A student who audits a course will not receive college credit for it, yet may, at his or her discretion, participate in class discussions and other activities and/or present examinations and other papers to be reviewed by the instructor. If a student chooses to take an active part in the class, he or she should accept the prescribed discipline of attendance and outside preparation. No student will be permitted to change from audit to credit or from credit to audit after the time to add a course.

Fees for auditing a course will be computed on the same basis as if the course was taken for credit. An audited course will not count toward the number of credits required to establish status as a full-time student for financial aid purposes. However, if the audited course raises the student's load to over 18 credits, overload permission is required.

COLLEGE CREDIT BY EXAMINATION

In accordance with the SUNY Policy on Award of Academic Credit by Evaluation dated July 23, 1976, students in attendance at Sullivan County Community College or prospective students planning to enter the college may receive academic credit by taking published and/or college-constructed subject examinations. Students at the college may apply not more than thirty (30) credit hours earned through published and/or college-constructed subject examinations or by evaluation toward the fulfillment of graduation requirements. All courses which offer credit by examination require a "C" or better to pass. A maximum of nine (9) credits may be allowed for College Proficiency Examinations.

The student may select the College Proficiency Examination of the State of New York, the College Level Examination Program of the College Board, or Advanced Placement Courses given during the senior year of high school, or College-constructed examinations are offered by each division. Courses which cannot be challenged by examination are specified by each division.

	Type of Program	Minimum Performance Level
1	College Level Examination Program of the College Board (subject examination)	Mean score to be determined/obtained by performance from the standardized group who earn a "C" in a formal course
2	College Proficiency Examination of SUNY	Performance at a grade level of "C" or better
3	Advanced Placement Program (given during the senior year of high school)	A score of three (3) or higher
4	College-constructed examinations (subject examinations)	Performance at a grade level of "C" or better

Students planning to attend the college should have their test scores submitted along with other credentials as required by the Admissions Office. Students already enrolled at the college must secure approval from the Coordinator of Registration Services before taking any of the examinations if they plan to use the examination for credit at this college.

Credits earned in this manner will be treated as transfer credits with respect to students' records. The student's grade point average will not be affected. College records will indicate that credit was awarded on the basis of scores and the college will grant credit where appropriate. Applications for credit should be submitted to the Coordinator of Registration Services, who, together with a designee of the Vice President for Academic and Student Affairs, will consider each application individually.

A course that is successfully challenged on a college-constructed examination shall serve to satisfy a specific requirement with credit granted. In cases where the subject matter covered by the published examination parallels a required course, credit and exemption may be granted. In other cases the college may grant elective credit. This is done in consultation with the Vice President for Academic and Student Affairs, the Coordinator of Registration Services, the division chairperson and the subject coordinator. The student's grade point average will not be affected.

Credit granted by other institutions and presented for transfer credit at this college will be received by the Coordinator of Registration Services on an individual basis. The college will apply the same policies to transfer of credit earned by evaluation that are used to evaluate transfer of credit through standard instructional methods.

The Vice President for Academic and Student Affairs is the campus coordinator for all credit-by-evaluation activities. Interested students must petition the Vice President for Academic and Student Affairs in writing.

Application for credit should be submitted to the Coordinator of Registration Services, who, together with the campus coordinator or the coordinator's designee, will consider each application individually.

Students taking a published or a college-constructed subject examination are required to pay a fee of \$125 for each college-constructed examination if the student is not enrolled in full-time study.

Sullivan County Community College participates in the American Council on Education (ACE) Cooperating Colleges Network, participates in the college Credit Recommendation Service (CREDIT), is a member of the Serviceman's Opportunity College (SOC), and works with the Defense Activity for Non-Traditional Education Support (DANTES) to assist military members with college degree completion. Under these programs, a maximum of fifteen (15) credits may be awarded for evaluation of nontraditional activities, military, and corporate training for college credit. Courses earned for college credit by military personnel will be evaluated as transfer courses.

A student intending to challenge a course must register for that course. If part-time, the student must pay tuition for the course. If full-time, then there is no additional charge to the student. If successfully challenged, the part-time student will be refunded 50% of the tuition paid. Full-time students will receive no refund, but may enroll in another course during that semester if their schedule permits.

CREDIT FOR LIFE EXPERIENCE

SUNY Sullivan students may earn academic credit based on life/work experience. To be eligible, students must 1) pay the \$100 evaluation fee (waived if student is full-time), and 2) submit a written request for credit and a written account of the experience, including a complete description of the activities and documented supervision. Separate letters of documentation from supervisors familiar with the experience are required. Upon successful completion, the division chairperson will authorize granting of appropriate credit(s), subject to the approval of the Vice President for Academic and Student Affairs.

COMMENCEMENT ELIGIBILITY

Students planning to graduate are responsible for maintaining an appropriate course load and completing degree requirements in time to be eligible for their targeted graduation. SUNY SULLIVAN grants degrees at the end of each summer, fall, and spring term, and offers commencement (the graduation ceremony) each May. All graduates for the year are listed in the May program.

When students register for what they expect is their final term of study, they are expected to file an application to graduate. The application triggers a review of the student's academic record to determine whether or not it is possible for the student to complete degree requirements by the end of that term. Students whose records indicate they are on schedule to graduate by the end of the term for which they have applied are invited to the next scheduled graduation ceremony.

Only those students whose academic records indicate that they can satisfy degree requirements by the end of the term for which they have filed an application to graduate will be permitted to participate in the commencement ceremony for that term. Students whose records indicate that degree requirements cannot be completed by the end of the term will have to wait for a later ceremony and reapply for graduation at the

appropriate time. Requests for exceptions to this policy will be reviewed by the Office of the Vice President for Academic and Student Affairs.

COURSE LOAD FOR STUDENTS

Students wishing to register for 19 or more credits must have the approval of the Chair of the Division of their program. Students may not register for more than 21 credits in a semester. Students may not receive overload approval if they do not have a grade point average of at least 3.0. Students may not receive overload approval until they have completed 15 credits of study. No exceptions to this overload policy can be made without the approval of the Vice President for Academic and Student Affairs.

COURSE REPEAT POLICY

The repeated course policy is as follows:

1. Any course may be repeated.
2. The last valid grade counts in the cumulative average.
3. No repeated courses or grades are removed from the transcript.
4. The student understands the impact of a repeated course on financial aid and the implication that the last valid grade may be lower than the grade received on the original attempt.

COURSE WITHDRAWAL

The deadline for withdrawing from a course with a grade of "W" is the last day of the 10th week of the semester or, for courses that do not run for 15 weeks, the equivalent of the 10th week of the course. A student who wishes to withdraw from a course for a valid reason should pick up a "Drop, Add and Withdrawal" form at the Office of Registration Services or print one from the college website. This form must be signed by the student's advisor and the instructor of the course who adds the student's last date of attendance. The student returns the signed form to the Registration Services Office.

CURRICULUM CHANGES

Students who wish to change their program of study ("major") should consult their advisor and then obtain the written notice of curriculum change from the Director of the Department of Learning and Student Development Services. The student is then assigned a new advisor, if needed.

DEVELOPMENTAL COURSES

Sullivan County Community College provides developmental courses for students who need to improve their skills in writing, reading, or mathematics. Developmental courses are credit-equivalent; they receive credit toward full-time enrollment and financial aid only. Courses that earn equivalent credits do not satisfy graduation requirements. Enrollment in developmental courses may require an extra semester to accomplish graduation requirements. (Note: Transfer and continuing students must be enrolled in 12 degree credits in addition to developmental courses.)

All students who are admitted to full-time study are screened by the Admissions Office. When testing is required, students must contact the Department of Learning and Student Development to make an appointment to take the test(s). Students who fall below local norms in reading, writing, or mathematics are required to enroll in developmental courses designed to assist in the development of college level skills. Verification of placement and further diagnostic information are obtained for each student during the first week of classes so that changes in placement can be made if appropriate.

DEVELOPMENTAL COURSES AND GRADE POINT AVERAGE (GPA)

Developmental courses are designed to help students reach levels of proficiency necessary for success in freshman level courses. Additional academic support, including free tutoring, is provided. Students make the transition from developmental courses to courses in their academic programs with the guidance of an advisor.

Transcripts indicate the semester GPA, including ALL courses taken during a semester, and a career/cumulative GPA. The career/cumulative GPA includes all courses taken to date up to 45 attempted credits. After the 45-credit threshold, the career/cumulative GPA includes all courses EXCEPT credit-equivalent/developmental courses (the exception being the rule about repeated courses).

GRADE POINT AVERAGE COMPUTATION

Assign 4 points for an "A" grade, 3 points for a "B" grade, 2 points for a "C" grade, 1 point for a "D" grade, 0 points for an "F" grade (all other grades are not used in computing averages); multiply the point value of each grade by the credit/equivalent credit value designated for each course. Once the student has earned 45 or more credits, developmental courses will not be counted in the career/cumulation GPA.

Add the point values arrived at in step one above. Divide the sum (from step two above) by the total number of credits taken for which grades of "A", "B", "C", "D", or "F" were given. Do not include developmental courses when computing a GPA for graduation.

SUNY SULLIVAN Faculty has the option of assigning +/- grades. If the +/- system is used, assign 4 points for an "A" grade, 3.67 points for an "A-" grade, 3.33 points for a "B+" grade, 3 points for a "B" grade, 2.67 points for a "B-" grade, 2.33 points for a "C+" grade, 2 points for a "C" grade, 1.67 points for a "C-" grade, 1.33 points for a "D+" grade, 1 point for a "D" grade, 0.67 points for a "D-" grade, and 0 points for an "F" grade. These are the only grades used to compute the grade point average. Multiply the point value of each grade by the credit value designated for each course.

GRADING SYSTEM

The following system of letters is used to indicate the student's achievement in each course.

- A** Excellent
- B** Above Average
- C** Average
- D** Minimum Passing
- F** Did not meet minimum passing requirements
- P** Pass: indicates that a student has successfully completed a course. May only be given in a course in which it has been judged by the Vice President for Academic and Student Affairs to be a more appropriate grade than the A-D letter grade. This grade is not computed in the cumulative average but is given credit towards graduation.
- I** Incomplete: A professor may grant a grade of Incomplete to a student who, due to extenuating circumstances (such as illness or other appropriate reasons), cannot complete a course in which he or she is enrolled. The student must complete any outstanding course requirements by the end of the next fall or spring semester. If the student does not complete the outstanding requirements, and the instructor does not submit a change of grade, the grade of F will be assigned and registered on the student's transcript.
- W** Withdrawn: The student must be officially withdrawn from a course before the end of the tenth (10th) week.
 - a.** Students may withdraw from a full semester (15 weeks) course at any time before the end of the tenth (10th) week.
 - b.** An instructor may withdraw a student from a full semester (15 weeks) course for violation of attendance policies as stated in the course outline at any time before the end of the tenth week.
 - c.** In a course that runs for more or less than 15 weeks, the course may be dropped on or before the equivalent of ten (10) weeks of class meetings. The exact date will be included in the course outline.
 - d.** No "W" grade may be issued after the last day of the tenth (10th) week or its equivalent, except for extenuating circumstances, and then, only with the approval of the Division Chair.

GRADUATION REQUIREMENTS

A minimum overall cumulative average of 2.0 is required for graduation. This applies to both a degree and a certificate. Degrees and certificates are awarded to students who complete a recommended program of study at the college, and who have met other requirements for graduation. Completion of a degree program includes the following:

- Admission as a matriculated student, and
- Completion of all required and elective courses in a program of study, and
- Completion of the residency requirement in that 50% (25% for military under Servicemembers' Opportunity College with a waiver from the Office of the Vice President of Academic and Student Affairs) of the credits required for the degree or certificate were awarded by SUNY SULLIVAN "in residence" as SUNY SULLIVAN on-seat or online courses, and
- Satisfaction of the math competency, and
- Satisfaction of any requirement of any conditional acceptance such as the requirements of the twenty-four credit hour program, and
- An overall GPA of 2.0 or higher, and
- Absence of an imposed or pending disciplinary action that expires after graduation (students in this situation may apply for completion of a degree after the sanction expires)

Students are subject to the requirements in effect at the time they enter the college, however, if the student takes more than the normal length of time to complete the requirements and these are changed in the interim, the Vice President for Academic and Student Affairs will determine which requirements apply.

Regarding the possibility that requirements for a degree may change before a student completes their degree program, the following will generally apply:

- A student who maintains ongoing registration each semester (excluding summer) may choose either the degree requirements in effect at admission OR the revised requirements.

- If a course is no longer offered in an old but “active” plan, the student must apply to have a substitute course fulfill the requirement.
- If a student does not maintain ongoing registration and is readmitted to study, the degree requirements in effect at the time of readmission will apply for graduation.

A student may petition for waiver of a requirement or to substitute one course for another. The petition should be addressed to the chairperson of the division (of the program) in which the student is enrolled and sent by that chairperson to the chairperson or chairpersons of the division(s) that are responsible for teaching the course(s) concerned. The petition with the recommendations of the division chairpersons will be sent to the Vice President for Academic and Student Affairs for approval.

It is the responsibility of the student to see that requirements are met. **The Coordinator of Registration Services** has the responsibility to certify that a student has met graduation requirements. Students participating in the annual May commencement include those who earned their degree the previous summer and fall semesters plus those who will qualify upon successful completion of spring semester courses.

Students who wish to purchase a cap and gown and order a degree certificate may do so by paying a \$25.00 graduation fee to the Faculty-Student Association.

GUIDELINES FOR AWARDING A SECOND DEGREE

Sullivan County Community College students may apply all applicable courses toward an additional degree in a field of study different from previously earned degree(s). Additional degree(s) may be undertaken concurrently or consecutively. At least 15 credits of additional course work in the new major are required for any additional degree.

HONORS

Outstanding scholastic achievement is recognized by the completion of an Honor List at the end of each semester. Any full time student taking 12 or more credits, excluding credits of Developmental courses, who achieves a semester average of 3.25 to 3.74, with no grades of "F," "I," or "X" in any course, will be placed on the **Dean's List**.

Any full-time student meeting the requirements of the Dean's List (above) and achieving a semester average of 3.75 or higher will be placed on the **President's List**.

Part-time students who qualify in terms of total credits and academic average may be placed on the Dean's and/or President's List upon application. These honors are noted on the student's permanent record. These policies are administered by the Vice President for Academic and Student Affairs.

GRADUATION WITH HONORS

A graduate whose cumulative average is between 3.25-3.74 will be graduated with "Honors." A graduate whose cumulative average is 3.75 or higher will graduate with "High Honors." The diploma will include the designation.

MATHEMATICAL COMPETENCY

As part of the graduation requirements for the Associate's Degree or a Certificate, students at SUNY SULLIVAN must demonstrate mathematical competency at a basic life-skills level. Mathematical competency will be considered in one or more of the following areas: arithmetic, algebra, geometry, trigonometry, and calculus. Any one of the following measures of mathematical competency will satisfy this requirement:

- Successfully complete (grade of C or better) DMA 0902 Basic Arithmetic, BUS 1101 Business Mathematics or mathematics course with a MAT prefix.
- Successfully complete a mathematics course at another college; provided that course is accepted for transfer credit as equivalent to an SUNY SULLIVAN course with a MAT prefix or BUS 1101 Business Mathematics.
- Obtain a satisfactory score on one of the following tests:
 - SAT Math
 - ACT Math

- NYS Regents Math course, segment 1, 2 or 3
- Standardized test administered by the college

Students may obtain assistance in preparing for the standardized test in the Mathematics Laboratory (B-113) or at the Department of Learning and Student Development Services (2nd floor of the Library). Students who elect to take the standardized test at the beginning of their first semester but do not obtain a satisfactory score will be placed in DMA 0902 Basic Arithmetic and Introductory Algebra. Students who have not satisfied this graduation requirement by the end of their first semester on campus will be required to retake DMA 0902 each semester until they do satisfy this requirement.

PLACEMENT TEST: SCREENING AND COURSE PLACEMENT POLICY

The Admissions Office screens student applications and transcripts for appropriate mathematics and English placements. If placement testing is required, it is indicated on the Permit to Register, which the student brings to the Department of Learning and Student Development Services. If a student is required to take the math placement exam, a standardized exam is administered on computer. English placement is determined via a written essay. Students who score below college level are required to register for the appropriate developmental courses in math or English.

OPERATION REBOUND (OR)

A full-time student will be placed on Operation Rebound (OR) if the student earned at least 3 credits/equivalent credits during the first semester AND the student's term/semester GPA is less than 1.7.

OR is a program designed to assist students in improving their academic performance. A student in Operation Rebound must sign a contract with the Department of Learning and Student Development Services. Provisions of this contract include mandatory class attendance and interactive group sessions. Refusal to sign the contract or violation of this contract subjects the student to immediate academic dismissal for one semester.

PREREQUISITE REQUIREMENTS

The purpose of a prerequisite course is to provide a student with a good foundation for a subsequent course. On occasion, a student may have sufficient knowledge to waive this requirement. The waiver of a prerequisite for any course requires the approval of the appropriate division chairperson and the Vice President for Academic and Student Affairs.

REGISTRATION FOR COURSES

It is the student's responsibility to take the courses needed for graduation in the proper sequence. Normally, registration takes place after consultation with the academic advisor assigned by the college. Newly admitted students are advised by a staff academic advisor in the Department of Learning and Student Development Services.

Continuing students will be given a Personal Identification Number (PIN) which enables course registration via the campus computer Web Module. The PIN also allows students to drop or add courses, to access their financial information, and to view mid term and final grades.

RESIDENCE INFORMATION AND PROCEDURES

Community Colleges of the State University of New York are financed by a plan which divides the cost of education among the State of New York, the county of residence of the student, and student tuition and fees. This complex financial structure mandates that students carefully adhere to the requirements and procedures stated below.

New York State law requires every student who is a New York State resident to file a Certificate of Residence with the college each academic year. The academic year is defined as September 1 to August 31, or any portion of attendance within that year. For the Fall Semester, the certificate must be sent after July 1.

Application forms for the Certificate of Residence are available at the Student Billing Office or on the college's website at www.sunysullivan.edu. The application must be completed and notarized and then sent or brought to the County Treasurer's Office in the county of residence. The Treasurer will then forward the

completed Certificate of Residence to the college or directly to the student for return to the college. Students failing to file the Certificate of Residence with the college at the time of registration will have to pay "New York State Residents without a Certificate" tuition as specified in the fee schedule.

New York State Education Law, Section 6301, paragraph 4, defines a New York State resident as: "A person who has resided in the State for a period of at least one year, in the county, city, town, intermediate school district or school district, as the case may be, for a period of at least six (6) months, both immediately preceding the date of such person's registration in a community college, or, for the purposes of Section 6305 of this chapter, his or her application for a Certificate of Residence." **Effective July 1, 1986, resident tuition rates apply to spouses and dependents of members of the Armed Forces of the US stationed in New York State on full-time active duty.**

The legal residence of a college student is presumed to be the residence of the parents or guardian or any other permanent residence prior to the student's enrollment at the college. If the parents are not legal residents of Sullivan County or New York State, the student is not a legal resident. Residence is not gained or lost by attending college and such attendance does not change a student's legal residence. A student who is over 21 years of age, or married, or working full-time in Sullivan County or New York State for over one year, may establish his or her own residence.

TRANSFER CREDIT FOR COURSES COMPLETED AT ANOTHER COLLEGE

Students must obtain permission from the Vice President for Academic and Student Affairs for any course which they wish to take at another college or university. A minimum grade of "C" is required for acceptance of any transfer credit. SUNY SULLIVAN may not accept a transfer course taken without approval. A Request to Take a Course at Another Institution form can be obtained from the student's advisor.

TRANSFER TO OTHER INSTITUTIONS

It is the student's responsibility to give careful consideration to the requirements of the college to which he or she plans to transfer. It should be kept in mind that the acceptance of transfer credits by other colleges depends upon the degree of similarity between the two programs, the student's individual record and requirements of the college to which he or she applies. The college will advise students who wish to transfer to another institution. Students are encouraged to meet with their advisor to facilitate the transfer process.

WITHDRAWAL FROM THE COLLEGE

Students are required to withdraw from the college through established procedures. Failure to withdraw properly may lead to forfeiting the opportunity to continue college attendance in the future. While classes are in session students must initiate the procedure at the Department of Learning and Student Development Services. It is recommended that a student contemplating withdrawal after the start of classes should first consult the learning center staff before initiating the withdrawal process. Prior to the start of class students should begin at Registration Services.

The retention counselor will notify all appropriate offices of a withdrawal, including the Office of Registration Services, Financial Aid/Student Billing, and the student's instructors and advisors. There is no fee to withdraw correctly from the college.

WITHDRAWAL BY THE COLLEGE

A college community has the responsibility of establishing guidelines to facilitate the individual growth and development of each student. Accordingly, when it is judged by the Director of the Department of Learning and Student Development Services and the Dean of Enrollment Management and Student Development Services that a particular student is not in a position to benefit from his or her enrollment because of certain personal problems, the college has the obligation to withhold permission to pursue academic studies at the college. Such students shall be withdrawn from the college by the Director of the Department of Learning and Student Development Services with the approval of the Dean of Enrollment Management and Student Development Services.

WITHDRAWAL FOR MILITARY SERVICE

A student who enters military service while attending Sullivan County Community College, and is thereby unable to finish his or her academic work, will receive a grade of "W" in each of his or her incomplete courses. A copy of enlistment papers or military orders must be filed with the Office of Registration Services.

WITHDRAWAL FROM A COURSE: SEE GRADING SYSTEM

STUDENT SERVICES

Sullivan County Community College offers a comprehensive program of student services designed to develop student potential. The student services are organized to complement the educational experience at the college in an effort to involve students in planning, exploring, and providing experiences which assist in the achievement of intellectual and social maturity. Coordination of services and activities is provided through the office of the Dean of Enrollment Management and Student Services.

ALUMNI ASSOCIATION

All graduates of the one-year and two-year programs at Sullivan County Community College automatically become members of the Alumni Association. The association strongly encourages and invites active participation and support from all graduates, and welcomes visits to the campus at any time. The Alumni Association does not receive funds from the Faculty Student Association, but has established a fund supported by contributions from the alumni.

ATHLETICS

Recognizing the importance of athletics in a small college educational program, Sullivan County Community College offers a variety of intercollegiate and intramural sports. The college fields teams for women in volleyball, golf, cross country, basketball and softball; for men in golf, cross country, baseball, and basketball. The squads compete against teams representing community colleges in the tri-state area, and subscribe to the rules and regulations of the National Junior College Athletic Association.

SUNY SULLIVAN has intramural programs during the day and evening hours involving coeducational volleyball, men's basketball, soccer, flag football, weightlifting, racquetball, and other sports in which students display an interest. Participants may sign up as individuals or as teams.

The Paul Gerry Field House provides facilities for free recreation seven days per week. Students regularly engage in basketball, volleyball, aerobic training, and weight training.

BOOKSTORE

The independently-operated College Bookstore seeks to meet the needs of the college community. It is open Monday through Friday with additional hours during the first week of each semester. A comprehensive stock of all required textbooks and materials is available. The Bookstore maintains a large assortment of school supplies, college-imprinted sportswear and gift items, in addition to current and relevant paperback books. Discount bus tickets are also available. The Bookstore will accept checks in the amount of the purchase, but does not maintain a check-cashing service. The College Bookstore is located on the lower floor of Building H.

DEPARTMENT OF LEARNING AND STUDENT DEVELOPMENT SERVICES

The Department of Learning and Student Development Services, also known as the "Learning Center", is located on the 2nd floor of the Library in the E building. The Learning Center provides a variety of supportive services including: placement testing, personal counseling, academic advising, services for students with disabilities, various workshops, tutoring, support groups, a computer lab, and more! Services are FREE and confidential! Appointments are highly recommended, but we try to accommodate walk-ins.

SERVICES FOR STUDENTS WITH DISABILITIES

It is the responsibility of the student with a disability to contact the Department of Learning and Student Development in order to initiate the process of accessing services. Self-disclosure is voluntary. Each student requesting services must provide the Department with any documentation that establishes the existence of a disability and supports the accommodations requested. Accommodations are not automatic, but are provided on an individual basis after review of evaluations and consultation with the student.

The college's facilities are accessible to students with disabilities. SUNY SULLIVAN does not discriminate on the basis of handicaps in its admissions, educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973, Services for Students with Disabilities.

CHILD CARE CENTER

The Child Care Center (CCC) is open Monday through Friday, 8:00 a.m. - 6:00 p.m. year round for children 2 years 9 months-5 years of age. The Center has been in operation for close to two decades. The enrollment priority of this child care center is to serve as many full-time, student-parents as possible. Staff members and community residents are able to use the services of the Child Care Center on a space available basis. Financial assistance is available to qualifying student parents. More information is available at the Center Office.

CLUBS

Clubs are chartered through the Student Government Association and reflect the interests of students currently enrolled. Some clubs are ongoing and some are started to meet the desire of a specific group of students. Examples of standing clubs are:

- Phi Theta Kappa Honor Society
- I.B.S.L. (Independent Black Student League)
- Psychology Club
- A.W.A.R.E. (Adults Who Are Returning to Education)
- Science Alliance
- Nursing Club
- Y.E.S. (Young Escoffier Society)
- Early Childhood Club
- Poetry Club
- DA Foot (Hackey Sack Club)
- Hip Hop Song Writers Club
- The Left Pocket Guild (Magic the Gathering Club)
- Student Government Association (S.G.A.)
- Faculty Student Association (F.S.A.)
- Glee Club

COMMUNICATION

Students should read the weekly news bulletin (*the Projector*), check bulletin boards, and the Student Union for mail. Students may also check the SUNY SULLIVAN web page www.sunysullivan.edu.

COMPUTER LABORATORIES

The college provides open computer laboratories for academic purposes. These facilities are available during the day as well as evenings and weekends during the semester on a schedule generally paralleling that of the Library. All students are provided Internet access and an e-mail account for use in pursuing their studies. All College computer facilities are governed by the Computer and Network Acceptable Use Policy, which each user must sign prior to accessing the facilities.

DANCES AND OTHER FORMS OF ENTERTAINMENT

The Student Government Association decides how to spend its share of the student activity fee assessment at its weekly meetings. Typical major expenditures include dances, noon novelty acts, speakers, and trips.

DINING SERVICES

Dining services are managed by Chartwells, a division of Compass Group, a worldwide leader providing excellent service. Chartwells works closely with the college administration, food users committees, and students to provide a variety of menu options, personalized service and pleasant dining experiences. Hours of operation during the semester are: Monday-Thursday, 7:30 a.m. to 8:00 p.m., Friday, 7:30 a.m. to 7:30 p.m.; Saturday and Sunday, 10:30 a.m. to 7:30 p.m.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act of 1974, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the college to comply with the act. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Dean of Enrollment Management and Student Services.

Sullivan County Community College designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose at its discretion:

- Name, address, dates of attendance
- Major field(s) of study
- Awards and honors (includes President's and Dean's Lists)
- Degree(s) conferred
- Past and present participation in officially recognized sports and activities
- Pertinent physical attributes of athletes (height and weight)

Currently enrolled students may withhold disclosure of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, forms are available in the Dean of Enrollment Management and Student Services Office in Harold L Gold Founders' Hall (the upper J Building). If this form is not received by the college by the first week of classes, it will be assumed that directory information may be disclosed for the remainder of the current academic year. A new form for non-disclosure must be completed each academic year.

Students' right of privacy may be considered waived under the following circumstances:

- Circumstances and results of disciplinary actions involving drug or alcohol violations may be revealed to parents (at the sole discretion of the college).
- Results of disciplinary action taken against a student to the victims of sexual harassment or assault.
- Parents of students under age 21 may receive additional access to student records if they make a request in writing to the Dean of Enrollment Management and Student Development. Copies of the previous year's IRS 1040 Form showing the student is claimed as a dependent must accompany the letter.

HEALTH SERVICES

Student Health Services, located on the lower level of Statler Hall (Room H012), is staffed by the college nurse and a part-time secretary. The office is open Monday through Friday from 8:00 a.m. to 1:00 p.m. and 2:00 p.m. to 4:00 p.m. Students who wish to access our health care providers for sick call may purchase the Optional Medical Program each semester.

All injuries sustained by students **MUST** be reported to the college nurse. For medical emergencies sustained off-campus or outside the regular health service hours, students must call 911 to contact the ambulance service as well as the Security Office.

All students registered for six (6) or more credits **MUST** present proof of immunizations (two MMRs - Measles, Mumps, Rubella) to comply with the New York State Public Health Law #2165. Anyone born prior to January 1, 1957, is exempt from this requirement. In addition, **ALL** students, regardless of date of birth, must read the Meningitis Information Sheet and sign the Meningitis Response form. This is a requirement for all college students in New York State.

HOUSING FOR STUDENTS

The college encourages students to make a thoughtful selection of accommodations. A residence facility is available adjacent to campus. Information about the Lazarus I Levine Residence Hall may be obtained by dialing (845) 436-4890.

A list of off-campus student residence facilities is available from the Admissions Office. It is suggested that you look them over very carefully and be selective. The college does not inspect these accommodations nor should the conveyance of information to our students be taken as approval of the property, direct or implied. Also, be mindful of official-looking signs and leaflets that claim a relationship with the college. The college cannot assume responsibility for the nature of the property or rental agreements.

Misunderstanding can be prevented if the student and the landlord have clear expectations of their respective responsibilities. The landlord and the student should complete a Room Condition Checklist to attest to the condition of the room or the apartment at the time of rental. These checklists are available in the Student Activities Office. Please be aware that most leases are for two semesters. Each township has a housing inspector:

Fallsburg: 434-8810
Thompson: 794-2500
Liberty: 292-8511

LIBRARY SERVICES

The Herman Memorial Library, the largest library in Sullivan County, is located in the E Building at the center of campus. With a wealth of information resources, a dozen internet workstations, and a dedicated staff that is committed to helping students, the library is at the center of our students' academic success as well.

The collections of the Hermann Memorial Library include more than 68,000 books, 19,000 e-books, 250 journal subscriptions, 24,000 e-journals in 25 subscription databases, 5,500 streaming digital videos, and 5,000 reels of microfilm. All of the library's online databases, electronic journals, e-books, and streaming videos are accessible to library users from on-and-off-campus via the library's web page.

The circulating collections of other SUNY libraries are also available to Sullivan students through SUNY's *Open Access* program. This SUNY-wide agreement allows our students to borrow directly from other SUNY libraries as well as to obtain their materials through interlibrary loan. Resources from SUNY libraries are identified in the *SUNY Union Catalog* which holds descriptions of over 18 million volumes held by the 64 SUNY institutions. Materials from outside the SUNY system may also be borrowed through interlibrary loan from most OCLC member libraries. Such resources are identified using the *WorldCat* union catalog.

Students can place and track requests for books and journal articles from other libraries with a free *ILLiad* account. Full-text articles provided through *ILLiad* are generally accessible online or delivered via email within 48 hours. Moreover, SUNY libraries strive to deliver interlibrary loan books throughout the SUNY system within 72 hours from the time of the initial *ILLiad* request.

In order to teach students effective ways to find information and assist them with their academic research, librarians teach a variety of information literacy classes. All first-time, full-time students at the college receive introductory library instruction in their Freshman Seminar classes. Librarians are also available in person, as well as by telephone, e-mail, and instant messaging, to provide reference assistance.

During the fall and spring semesters the library is open 8:30 a.m. to 9:00 p.m. on Mondays through Thursdays, 8:30 a.m. to 5:00 p.m. on Fridays, and noon to 4:00 p.m. on Saturdays and Sundays. In the summer, the library is open 9:00 a.m. to 5:00 p.m. on Mondays through Fridays and closed on Saturdays and Sundays.

SMOKING POLICY

SUNY SULLIVAN is a smoke-free campus. The college's non-smoking policy is prominently posted in all campus buildings. NY State law permits smoking outdoors 50 feet from building entranceways where it is not otherwise prohibited. Campus security is authorized to inform individuals who smoke in other areas that they are violating College policy and the New York State Clean Indoor Air Act. Violations will be reported to appropriate state or county officials for enforcement.

CAMPUS ENVIRONMENT

Students are expected to cooperate in maintaining a clean and pleasant environment on campus. The administration, faculty, and the student government share a mutual concern that the campus, both buildings and grounds, be kept in a condition which reflects a sense of pride in the college. Students are asked to cooperate with the educational mission by being quiet in hallways when classes or meetings are in session.

STUDENT ACTIVITIES OFFICE

The Student Activities Office serves as the primary resource for coordinating a variety of personal services to the student. The center for student activities is the Student Union on the upper level of Statler Hall (H building) with a lounge, game rooms, student offices, and offices for the staff.

Extra-curricular student activity at Sullivan is an important part of campus life. Values and ideals of classroom experiences and the traditions of a democratic society are extended and developed through a program of student activities.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The student government at Sullivan has as its purpose the stimulation of student interest in, and support for, those activities which contribute to cultural, social, and physical improvement. It is designed to provide interested students with training and experience in democratic government. Student clubs are encouraged to attend meetings of the SGA.

STUDENT HANDBOOK

The student personnel staff publishes the Student Handbook that contains valuable information for each student. The Handbook is distributed during Freshman Seminar. Copies may also be obtained in the Student Activities Office and on SUNY SULLIVAN's web-site at www.sunysullivan.edu under current students.

It is the responsibility of each student to obtain a copy and become familiar with the contents, since this handbook outlines academic procedures and regulations, student rights, the appeals process and other information regarding student life. **Note: The Student Code of Conduct is published separately and is available at the Student Activities Office (H122) or at the Dean of Enrollment Management and Student Affairs Office (J109), or on the college website.**

COMMUNITY SERVICES

To fulfill its purpose of providing a broad and useful program of community services and ongoing educational opportunities, the college works closely with the Catskill Art Society, Cornell Cooperative Extension, Delaware Valley Arts Alliance (DVAA), WJFF community radio (90.5 FM), Big Sky Productions, The Shandalee Music Festival, and many other community groups and local not-for-profit organizations. This cooperation of "town and gown" is one of the most interesting and useful aspects of the college's life.

One of the goals of a community college is to provide a broad range of services to its surrounding community. Each year, county residents and vacationers sign up for one of the many non-credit courses offered by the college in varied fields such as athletics, business, computer, dance, health, language, music, and personal enrichment.

Since 1974, the college has presented a Summer Theatre Festival that includes: Wednesday lectures, Thursday Theatre featuring professional performers and Tuesday matinees for young people. Also, since 1974, the college has had an annual performing arts series for students and county residents during the Fall and Spring seasons. Over the years the college has hosted touring companies from around the country including ballet, modern dance, dramas, Broadway musicals, opera and more.

The college also provides facilities to be used by community organizations. The schedule includes an annual Holiday Arts and Crafts Show, a Kite Festival in May, the Sullivan County Job Fair, Special Olympics, dog shows, and concerts.

UPPER DIVISION COURSES IN SULLIVAN COUNTY

Sullivan County Community College (SUNY SULLIVAN) and The State University of New York at New Paltz (SUNY New Paltz) have joined together to bring upper-level undergraduate courses to Sullivan County on the SUNY SULLIVAN campus as well as in New Paltz. This makes it possible for students to continue their

education after completing an associate's degree at the same in-county location. Programs available include:

- **BS Childhood Education 1-6 with English content major**
- BA Sociology with a concentration in Human Services

This partnership offers:

- Interactive real time distance learning
- Online courses
- Traditional classroom classes
- Weekend accelerated classes

Interested students must apply to SUNY New Paltz. Interested students can obtain an application from the SUNY New Paltz Admissions Office (845) 257-3200 or the Extension Office at SUNY SULLIVAN (845) 434-5750 x4253 or online: http://www.suny.edu/student/apply_online.cfm

WORKFORCE DEVELOPMENT, CONTINUING EDUCATION & LIFELONG LEARNING

The mission of the Division of Workforce Development, Continuing Education and Lifelong Learning is to offer individuals, businesses and the community educational opportunities and learning experiences that enhance career prospects, contribute to business success, and promote personal enrichment.

Workforce Development

Workforce Development includes programs designed to meet the training needs of specific employers, as well as programs designed to better prepare individuals for success in the regional labor market.

Division staff works with employers to clearly articulate skill and workforce requirements, paying particular attention to those sectors and occupations that contribute to the economic success of the region. The objective is to align program offerings to employers' skill and workforce requirements and to changing professional competencies, so our students obtain the knowledge and skills required to advance in their career and succeed in the regional labor market. For example, green business, healthcare and hospitality are three sectors that make an important contribution to the regional economy and for which the division has developed a variety of program offerings.

A significant portion of the workforce development activity is funded through SUNY Workforce Development grants which allow the division to offer customized training to local employers. Division staff also works with regional business and economic development groups to develop and offer programs that are of value to all employers.

The division offers classes to individuals as part of workforce development. Whenever possible, programs are broken up into "chunks of learning" to facilitate the transition between levels of education, and between work and education. For example, one of the largest classes is the LPN to RN transition program, while one of the division's newest offerings is a facility manager green training and implementation program. A variety of on-line programs are also available to individuals as part of the division's workforce development programming. The division also works with local groups to ensure individuals have the necessary support services to succeed in learning.

Continuing Education

In today's economy, all occupations require ongoing professional development and training. For some occupations, this may be a requirement for licensure, for others it may be a need to stay abreast of technological or other changes impacting the professional's work. The continuing education unit of the division supports this ongoing learning.

The primary challenge of continuing education is to identify occupational groups that require or will benefit from professional development. The division is committed to working with professional associations, unions and/or other occupational groups to develop and/or support appropriate learning opportunities. The Continuing Education unit may use SUNY SULLIVAN faculty, external providers, or simply open the

college's our facilities to groups that have their own trainers. Each provides the college visibility in the professional community and contributes to the division's mission.

A significant portion of the current continuing education programming focuses on three areas: real estate, insurance and emergency medical services. This unit is also responding to the increasing demand for programs to provide knowledge and skills needed to take advantage of green technologies in various occupations.

Lifelong Learning

The College provides an exciting environment for people of all ages to grow through experience and by discovering new learning opportunities. As non-credit classes with no exams or grades, these programs offer a stimulating environment, inviting discussion and "hands-on" participation or travel. Prior formal education or knowledge in a subject area is not required. Currently, lifelong learning activities revolve around two programs: Elderhostel and the college for Educational Enrichment.

Elderhostel: SUNY SULLIVAN enjoys a long-term partnership with Elderhostel, America's first and the world's largest educational travel organization for adults 55 and over. The college takes advantage of the Catskill resorts as locations for learning. Programs cover a diversity of topics with a common focus on educational excellence.

College for Educational Enrichment: The College for Educational Enrichment (CEE) has been in operation at SUNY SULLIVAN for more than a quarter century and has served as a model for programs in other states. Currently, New Hope Community, Crystal Run Village, Sullivan ARC and the Center for Discovery partner with the college to provide an instructional program for individuals with developmental disabilities. Each semester, students can choose from a variety of courses. Areas of study include academics, creative arts and leisure activities, personal development and independent life skills, and vocational skills.

Career Center

The college's career development office is part of the division. The office provides career and job services to both students and employers. Career development services provided to entering students focus on helping students see the link between college and their future aspirations. Services to students preparing to enter the workforce include job search assistance, assistance in preparing resumes and cover letters, and interviewing skill tutorials. The center also maintains a resource library to assist students in their career exploration and job search. Service to employers includes posting of job listings and participation in job/career fairs. The career development office also assists the registrar with transfers and graduation audits.

Small Business Development Center

The Division partners with the Mid-Hudson Region Small Business Development Center to provide free, on-site business advisement to assist individuals with the development of a business plan for a new business or assistance to improve performance in an existing business.