



SULLIVAN
COUNTY COMMUNITY COLLEGE
S • U • N • Y

Student Handbook

2011 - 2012



SULLIVAN
COUNTY COMMUNITY COLLEGE
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YOUR COMMUNITY – YOUR COLLEGE

Dear Student:

On behalf of the entire Sullivan County Community College (SUNY Sullivan) family, let me extend a sincere welcome to you! We are very pleased that you have selected SUNY Sullivan to help you reach your academic and career goals. Because SUNY Sullivan is a teaching institution, our distinguished faculty's primary purpose is to provide excellence in the classroom. They are committed to your success as an individual, as are all the staff and administration at SUNY Sullivan.

This Handbook is a resource and guide for you to use during your time here. There is information about our student life activities, including student clubs and organizations. We are a student-centered institution, and that means, that you come first here. Our mission is to provide programs and resources that educate, inspire and empower our students and the broader community. To prepare students for an increasingly diverse, dynamic and interconnected world, SUNY Sullivan will model sustainable actions and promote socially and environmentally responsible citizenship. As we implement our mission, we have a commitment to provide student services that are meaningful to you as you progress with your college education. Those services also are listed here.

The Student Code of Conduct is carefully thought out, and describes ethical behavior that translates well into the every-day world. It is important to note that it is the student's responsibility to be aware of the policies and procedures contained in the Student Code of Conduct. It is designed to ensure that everyone at SUNY Sullivan has a positive communal, as well as, personal experience here.

This handbook is a useful guide to the services available to our students and expectations of our students. As you make your journey into higher education, know that I am always here to help you achieve success.

Sincerely,

Sara Thompson Tweedy

Sara Thompson Tweedy
Dean of Student Development Services
SUNY Sullivan
Bldg/Room -- J 109
Ext. 4263

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ABOUT SULLIVAN COUNTY COMMUNITY COLLEGE

COLLEGE HISTORY

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

It has been more than three decades since the College moved from its modest quarters in a former South Fallsburg 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 approximately 1400 students in 37 degree programs and 11 certificate programs in 2007.

COLLEGE MISSION

The primary mission of SUNY Sullivan, as the only institution of higher education in its sponsorship area, is to provide a wide range of higher education services and opportunities to the legal residents of Sullivan County, to other persons residing in Sullivan County, and to non-residents who choose to study at the College. The College is committed to maintaining a strong liberal arts core curriculum, a broad range of contemporary career-oriented programs, appropriate transfer programs, appropriate continuing education, community services and cultural offerings for the general population, developmental opportunities for the educationally disadvantaged, programs that reach out to the non-traditional student, and a variety of student support services. To this end, the College is committed to offering specialized, high quality curricula and marketing them effectively to potential students not only throughout New York State, but throughout the United States and abroad, when and where appropriate.

COLLEGE CAMPUS

Since 1973 the college has been housed in facilities designed by the New York firm of Edward Durrell Stone and Associates. The main academic and administrative buildings are connected by enclosed corridors, making it a truly all-weather campus. The Paul Gerry Field House contains facilities for activities such as basketball, gymnastics, racquetball, and weight training.

The Lazarus I Levine student residence, which houses over 300 students, is operated by the SCCC Dormitory Corporation and is located adjacent to the campus.

STATEMENT OF NONDISCRIMINATION

Sullivan County Community College hereby reaffirms its long standing intent and policy that the College does not discriminate in the recruitment, enrollment, employment or treatment of students or employees on the basis of race, color, sexual preference, creed, national origin, age, sex, disability, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era. It assertively seeks to implement Section 504 of the 1973 Rehabilitation Act, as amended.

STATEMENT ON SEXUAL HARASSMENT

Sexual harassment of employees and students at SUNY Sullivan is contrary to the policy of SUNY Sullivan and is a violation of federal and state laws and regulations. No employee or student of either sex shall engage in the following behavior including, but not limited to, requiring sexual cooperation as a condition of employment or academic advancement, unwanted verbal or physical advances, sexually discriminatory, explicit or derogatory remarks, or display explicit or derogatory materials.

WHO TO SEE FOR WHAT AND WHERE

| Office | Bldg/Room | Phone |
|---|------------------|--------------|
| ADMINISTRATION: | | |
| Vice President for Academic and Student Affairs | J119 | 4270 |
| Vice President for Administrative Services | J108 | 4244 |
| Dean of Student Development Services | J109 | 4263 |
| | | |
| ACADEMIC ADVISING | E214 | 4242 |
| ACADEMIC SUPPORT SERVICES | E214 | 4242 |
| ADMISSIONS | J116 | 4287 |
| ATHLETICS | K108 | 4294 |
| BOOKSTORE | H077 | 4421 |
| CASHIER | J004 | 4399 |
| DISABILITY SUPPORT SERVICES | E213 | 4328 |
| FACULTY STUDENT ASSOCIATION | J019 | 4273 |
| FINANCE & STUDENT BILLING | J004 | 4399 |
| FINANCIAL AID | J005 | 4231 |
| FOOD SERVICE/DINING HALL | H040 | 4301 |
| GENERAL STUDENT CONCERNS/PROBLEMS | J109 | 4263 |
| HEALTH SERVICES | H012 | 4247 |
| LEARNING CENTER | E214 | 4242 |
| LIBRARY | E104 | 4223 |
| PERSONAL COUNSELING | E214 | 4242 |
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| RECREATION & WELLNESS PROGRAMS | K111 | 4424 |
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STUDENT LIFE/STUDENT ACTIVITIES

The Student Activities Office (SAO) supports programs that encourage a sense of community and concept of total student development. It is committed to providing an environment conducive to personal, cultural, social, ethical, emotional, recreational, and spiritual development through co-curricular involvement. Students are encouraged to participate in co-curricular activities and events designed to create and foster community spirit at Sullivan. These activities include clubs and organizations, student government, leadership development programs, social events and activities, recreation and intramural events, athletics events, lectures on current affairs, musical and comedy performances, movies and other performing arts.

College is a total living and learning experience, incorporating both academics and personal growth. As you will soon discover, academic and personal growth can be enhanced by involvement in student organizations and activities. You chose to attend SUNY Sullivan for a variety of reasons. Some reasons may have been the quality of our academic programs, our location or the proximity to family and friends. Now that you are here, you will find many opportunities to make your college experience even more fulfilling. No matter what time of day or which day of the week it is, there is something in which you can get involved.

The SAO serves as the primary resource for coordinating a variety of personal services to the undergraduate. The center of student activity is the Student Union located in upper H building.

A rich array of campus activities will help you identify and develop your leadership skills. Through Student Government, academic and social clubs, study groups, performing arts, sports, residence life, and a host of other opportunities, you will gain valuable experience working with others that will broaden your horizons and brighten your future.

Whether you're interested in whale watching with the Science Alliance, whipping up a dessert with the Young Escoffier (Baking) Club, an adult who wants to be part of the A.W.A.R.E. Club, or running for Student Government office, Sullivan offers an activity for nearly every interest. We are small, friendly and supportive, so you can get involved from your very first day. You won't get lost in the shuffle. Your talents will be in high demand.

Vision Statement: To enhance students' college experiences through offering a variety of educational and social programming. The Student Activities Office strives to increase retention through student involvement on campus.

KAPLAN STUDENT UNION

The Kaplan Student Union is a place to go when you have time to spare, when you need a break from the books, or want to meet with friends. There you will find a video game arcade, pool room, television room and ping pong table. Board games and computers are available for use in the Student Leadership Center. Check out equipment and games and sign up to use the computers with the Student Worker located in the Student Leadership Center, who will ask for your student I.D. card.

Student Union Policies -

In addition to keeping things running smoothly, and handing out games and equipment, Student Workers also responsible for making sure these rules are followed:

- Please confine your eating in the Student Union to snacks, candy bars, soda or coffee. If you are eating lunch or dinner, the cafeteria is right next door.
- Please use proper recycling and trash containers. If you should spill something, report it to the Student Worker so it can be cleaned up promptly.
- No Smoking

- Using, and/or selling illegal and/or controlled substances is prohibited
- There is to be no physical horseplay or wrestling, or loud and obscene language.
- Using the Student Union is a privilege, not a right. The Student Activities Office reserves the right to remove this privilege if a person's behavior interferes in the other students' legitimate enjoyment of the Student Union. The Student Activities Office also reserves the right to deny entry to any non-student.
- Treat each other, and those in charge, with courtesy and respect, and you will be treated in the same way. The Student Union is yours ... take care of it so next semester's students can enjoy it too!

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) is the official student government organization. Through its policy board, it stimulates interest in, and support of, those activities contributing to our cultural, educational and social interaction. The SGA also affords educational opportunities for expression of leadership and involvement in decision-making in a democratic government.

Some of the SGA's functions are the chartering of clubs, approving budgets for various organizations and activities, selecting members of the student body to represent students of faculty governance committees and to represent Sullivan County Community College in statewide student government organizations, and promoting interest in activities by students for the student body. Mailboxes of members are located in the SAO.

STUDENT CLUBS AND ORGANIZATIONS

An exciting part of our Student Activities program is our extensive club system. Some clubs are ongoing and some are started to meet the desire of a specific group of students. Our 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 (SGA)
- Faculty Student Association (FSA)

To start a club you should begin with a visit to the Director of Student Activities in H122 who will give you the club package. You will then need to find a minimum of 10 interested people to sign the initial roster, and to find a College employee to be your club advisor. The Director of Student Activities will work with you to help get your club off the ground.

TOP 10 REASONS TO JOIN A STUDENT ORGANIZATION

- You'll meet people
- You'll experiment and gain experience
- Improve your abilities
- You'll get the most out of college
- You'll feel at home faster

- Learn stress management
- Learn time management
- Improve your resume
- Network with advisors and other student leaders
- You can make a difference in the lives of others

BULLETIN BOARD USAGE

All notices posted on the indoor bulletin boards must be approved by the Student Activities Office in room H122. Approved dimensions for posted materials are no more than 8" x 11." Notices remain on the bulletin board for one (1) week only, and then must be re-approved for reposting.

FACULTY STUDENT ASSOCIATION (FSA)

The Faculty Student Association (FSA), located in Rm. J019, is a not-for-profit corporation that supports recreational, cultural, sports and other services for students. Faculty, students and administrators serve on the Board of Directors. Feel free to contact the Director of Student Activities (H-122) or an SGA member if you have any suggestions or desire additional information.

LOCKERS

Lockers are available to any student on a "first come, first served" basis. Locks must be rented from the F.S.A. Office located in lower J (J019). A \$5 deposit will be charged when a locker is assigned and \$3 will be refunded when the lock is returned. Lockers are located in lower H, lower E, and in the B building. A validated student ID card must be presented when renting lockers. Lockers are not to be shared. Attempts will be made to give students lockers closest to their classes.

"PROJECTOR" WEEKLY NEWS BULLETIN

The "Projector" is the SUNY Sullivan weekly news, events and announcements medium. Should you have any newsworthy items, send them to the S.A.O. by noon on Tuesdays. The "Projector" is distributed throughout the campus every Monday via email.

COLLEGE WEB PAGE

Postings for College Activities and other information will be posted on the College web page (www.sullivan.suny.edu). Please check in on a regular basis.

ROOM RESERVATION

Any campus student organization may reserve a room for the purpose of meetings or special events by filing a facilities request form available from the SAO. Club advisors must sign off on the request form and the completed form must be filed in the Registrar's Office.

ATHLETICS

PAUL GERRY FIELDHOUSE

Our 30,000 square foot facility contains basketball, badminton, tennis and volleyball courts. In addition, there are men's and women's locker rooms, visiting and varsity team rooms, classroom, offices, "The General Store" concession stand, two weight training rooms, and a four-walled racquetball court.

Members of the College community are invited to use the Athletic and Fieldhouse facilities. Reservations can be made for the racquetball room. The weight training room and exercise room are available without reservation. An information and schedule handout is available in the Intramural Office (K111).

FIELDHOUSE HOURS FOR FREE RECREATION:

| | | | |
|-------------------------|------------|----|-----------|
| Monday through Thursday | Noon | to | 9:30 p.m. |
| Friday | 11:00 a.m. | to | 5:30 p.m. |

GUEST POLICY/FIELD HOUSE

Any member of the campus community who wishes to bring a guest to work out or use the Fieldhouse facilities must obtain approval and is subject to availability.

INTERCOLLEGIATE TEAM SPORTS

The “Generals” represent the College with intercollegiate athletic teams in the NJCAA Region XV and the Mid Hudson Conference. We participate in the following sports: Men’s and Women’s Cross Country (Fall), Men’s and Women’s Basketball (Winter), Cheerleading (Winter), Men’s Baseball (Spring), Men’s and Women’s Golf (Spring), and Men’s and Women’s Outdoor Track (Spring).

National Junior College Athletic Association and SCCC Eligibility Rules

- 1) You must maintain 12 or more credits and have an academic average of 2.0 or more after each semester. A student who drops below 12 credit hours immediately becomes ineligible for athletic participation.
- 2) Second season of participation - students must have passed a minimum of twenty-four (24) credit hours with a G.P.A. of 2.00 or higher.

INTRAMURALS/RECREATION

The intramurals program welcomes all members of the Sullivan County Community College community (students, faculty and staff). Participation varies with interest, and activities are usually offered on a seasonal basis. Some of our most popular activities include:

| | | |
|----------------|--|----------------|
| Flag Football | Men’s Basketball | Tae-Kwan-Do |
| Handball | Nutrition and Diet Workshops | Tai-Chi |
| Stickball | Co-ed Volleyball | Table Tennis |
| Yoga | Co-ed Racquetball | Co-ed Softball |
| Badminton | Sullivan County Men’s Basketball League | |
| Weight Lifting | Sullivan County Men’s Flag Football League | |

Anyone interested in participating in the intramurals program may contact the Athletic Director or the Intramural Coordinator in the Fieldhouse.

Recreation Sports and Wellness

The Recreation and Wellness program shares in the educational mission of Sullivan County Community College by offering opportunities to experience interpersonal growth, social development, improve physical and mental health and to develop lifetime leisure skills for a healthier lifestyle. Goals of our recreation sports philosophies are paramount in providing programs which are designed to provide a myriad of recreation sports programs, regardless of ability, level or experience, and that foster the development of knowledge, interest and behavior to promote a healthy lifestyle and to provide diversity in programming opportunities to meet the changing needs and interests of the SCCC community.

Programs offered by the department over the academic year include:

| | | |
|-------------------|---|-----------------|
| Yoga | Tai-Kwon-Do | Diet Management |
| Weight Management | Tennis | Badminton |
| Basketball | Soccer | Volleyball |
| Table- Tennis | Tai-Chi | Racquetball |
| Fitness Classes | Workshops on health and wellness issues | |
| Strength Training | | |

STUDENT SERVICES

ACADEMIC ADVISEMENT

Staff Academic Advisors are located in Department of Learning and Student Development (2nd floor Library). They assist freshmen with placement testing and selection of courses. These advisors also assist part time students. During a full time student's first semester, the student is assigned a Faculty Advisor in the academic major the student has selected.

Students are expected to respond to letters and notices to meet with their advisors. If a student encounters a serious problem in his/her course work, an appointment should be scheduled with the advisor or instructor to discuss appropriate action.

Students who wish to add courses to their schedules during the first week of classes or to withdraw from a course must obtain their advisors' approval. To withdraw from all classes at the college during the semester, students must begin at the Department of Learning and Student Development. For further information, please see the College Catalog or ask at the Department of Learning and Student Development Services.

BOOKSTORE

The Bookstore is operated by Follet, and is located in the bottom of the H building across from the Culinary department.

| | | | |
|----------------|-----------------|-----------------|-----------------------|
| Summer Hours: | Monday-Thursday | 9:00am -3:00pm; | Closed Fridays |
| Regular Hours: | Monday-Thursday | 8:30am-3:30pm; | Fridays 9:00am-3:30pm |

The bookstore carries all books needed for registered classes, new, used and rentals, along with the Shortline bus tickets, stamps, clothing, supplies, and snacks. Rental books are rented at 45% of the used cost, with a valid credit card and must be returned in resalable condition during the last week of the semester. The return policy on books is as follows:

*Books may be returned for full refunds within seven days of the start of classes, in the same condition that the books were sold, i.e. shrink wrapping.

*For summer and winter section, books are returnable for a full refund 48 hours after classes begin

*If you paid with case, you get cash; if you paid by check, wait five business days and receive cash; if you paid with a credit card, you must have the card and the money will be returned to it; if you paid with financial aid, the money goes back to your voucher; if you paid with a gift card, you must have the card and the money will be returned to it.

Buyback periods are at the end of each semester, you must have a valid student ID to sell back your books and you will get cash. The bookstore also sells Shortline bus tickets; they must be purchased with cash and are non-refundable. The bus line runs daily 9:00am to 5:00pm, and weekend specials are also available.

BURSAR'S OFFICE (CASHIERS OFFICE)

The Bursar Office, located on the first floor of J bldg, provides the following services: collection of tuition and fees, college of residence hall fees, residency certification and disbursement of financial aid. All students are expected to keep their address updated with our office and to submit tuition payments and residence information by the established deadlines. All correspondence we send has financial implications; please take the time to read it and call us at 845-434-5750

Tuition and fees payment options include: Cash, Check, Money Order, MasterCard, VISA, Discover, FACTS Tuition Payment Plan or finalized Financial Aid.

BUS SCHEDULE

Bus service is provided by Short Line Bus Company. Current bus schedules may be obtained from the Student Activities Office in the Student Union. Discount bus tickets may be purchased from the Bookstore.

CONTINUING EDUCATION (Credit and non-credit courses)

Both credit and non-credit courses are offered through Workforce Development, Continuing Education and Lifelong Learning. This office is located in room H063 (x4398) and also provides career center services. Classes are held on campus and are designed to provide job skills or enhance your leisure time through structured and distance learning activities.

DINING SERVICES

The College dining service is operated by Chartwells and is located in the upper H building immediately adjacent to the Student Union. The cafeteria is open seven days a week serving breakfast, lunch and dinner, when classes are in session. The Cafeteria offers daily homemade specials.

Hours of Operation

| | | | |
|-------------------|---------|---|----------|
| Monday – Thursday | 7:30am | – | 8:00pm |
| Breakfast | 7:30am | – | 10:30 am |
| Lunch | 11:00am | – | 2:30 pm |
| Dinner | 4:00pm | – | 8:00 pm |
| Friday | 7:30am | – | 8:00pm |
| Breakfast | 7:30 | – | 10:30am |
| Lunch | 11:00am | – | 2:30pm |
| Dinner | 4:00pm | – | 7:30pm |
| Saturday & Sunday | 10:30am | – | 7:30pm |
| Brunch | 10:30am | – | 2:30pm |
| Dinner | 4:00pm | – | 7:30pm |

These Hours of Operation are subject to change.

Types of meal plans that can be purchased are:

Resident Students

- This is a required plan for the students living in Levine Residence Hall.
- \$1480.00 Declining Balance Dollars per semester
- These dollars may be used to purchase food and beverage in the cafeteria
- Students participating in this meal plan will save 8% New York State Sales tax on all food purchases
- Students may purchase additional meal plan dollars at any time in \$25.00 segments
- Unused Resident Meal Plan dollars at the end of each semester are not refundable and do not carry over to the following semester

The Commuter Plan

- Commuter students and students in other off-campus housing are encouraged to purchase a Meal Plan to take advantage of the 8% savings of the New York Sales Tax on all their food purchases
- Commuter students are also eligible to choose the resident plan if they wish too

- Initially, students must purchase a \$100.00 commuter meal plan. Students may purchase additional meal plan dollars at any time in \$25.00 segments
- Unused commuter meal plan dollars at the end of the Fall semester will carry over to the spring semester. However, unused meal plan dollars at the end of the spring semester are not refundable and do not carry over to the following semester.

FINANCIAL AID

The Financial Aid staff is available in lower J building (J004) to discuss eligibility requirements for the aid programs in which the college participates. These include the Federal Perkins Loan, Federal College Work Study Program (CWSP), Federal Supplemental Education Opportunity Grant (SEOG), Federal Academic Competitive Grant (ACG), Federal Pell Grant, New York State Tuition Assistance Program (TAP), Federal Direct Subsidized and Unsubsidized Loans, and Federal Direct Parent Loan for Undergraduate Students (PLUS).

To maintain eligibility for Federal Title IV Financial Aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Academic Competitive Grant (ACG), Federal Perkins Loan, Federal College Work Study and the Federal Direct Loan Programs, including the Federal Direct PLUS Loan), a matriculated student must not only be in good academic standing as defined by the college, but also must complete a required number of credits or equivalent credits as attempted in the satisfactory progress chart which is available on the College web site (the College catalog section) or from the Financial Aid Office.

Sullivan County Community College FAFSA School Code is: 002879
 Sullivan County Community College NY State TAP School Code: 2225

HEALTH SERVICES

The Health Service Office is located in Room H012 (across from the Bookstore), and is staffed by the College nurse, Monday through Friday 8 a.m. to 4 p.m.

The services provided for all students:

- First Aid and Emergency care.
- Health and wellness information resources available.
- Referrals to outside agencies as needed.
- Physicals for members who are joining an Athletic team.

By enrolling in the Optional Medical Program (OMP) services will include:

- The College physician and/or Family Nurse Practitioner will be available for sick call 9 a.m. to 1 p.m. on Tuesdays and Wednesdays, and 9 a.m. to 11 a.m. on Fridays.
- A Women's Clinic is available on Mondays from 9 a.m. to 11 a.m. (Any lab work completed will be billed to students' own private health insurance.)
- Sick call is offered by appointment and/or walk in.
- If needed Basic Prescription Medication is available at time of service at no extra charge.

OPTIONAL MEDICAL PROGRAM (OMP):

Students are offered the opportunity to enroll in the Optional Medical Program (OMP). The OMP is designed to ensure access to basic health care for students who find themselves away from home and /or in need of medical care. The fee for the medical program is \$50.00 if enrolled before the first day of classes, the fee increases to \$75.00 if enrolled after classes begin (This is a PER Semester fee). This program affords the students the availability to schedule an unlimited number of physician visits. This program is offered on a per semester basis.

Information about the residence halls regarding deposit (\$400), application and license can be obtained by downloading it from our website or by writing to the Levine Hall Director at PO Box 1048, Loch Sheldrake, NY 12759.

Students who do have difficulty with their landlord may contact the Assistant Dean for Student Life and Housing for assistance in communication with the landlords.

I.D. CARDS

Your Sullivan County Community College I.D. Card is a vital part of your college experience. Your I.D. card is your passport to many activities sponsored by the College and is issued by the Student Activities Office in H122. **DON'T LOSE IT.** Each semester Student Billing will validate your I.D. card after you have paid your bill, enabling you to utilize its services, as well as verifying current registered status by either Fees and Deposits or Student Activities. Lost or destroyed I.D.'s will be replaced for an additional \$10 fee at the Student Activities Office.

The ID card also serves as a swipe access key for authorized residents of the Levine Residence Hall, commuter and residential subscribers to the meal card, and to Library users.

Should a student lose their card after office hours of the Student Activities Office, they should report it to the Residence Hall staff and the campus dining service as soon as possible so that temporary accommodations can be made.

STUDENT ACCIDENT INSURANCE

All students are required to participate in the mandatory accident plan provided through the Faculty Student Association (FSA, Room J-019). The policy is effective September 1 and continues to May 31 of each school year. This policy **DOES NOT** cover sickness. Further details and an explanatory brochure are available in the Health Services Office (H012) and/or Ext. 4247.

All injuries sustained by students on or off campus **MUST** be reported to the college nurse. The Health Service Office processes student accident insurance claims under the mandatory student accident insurance plan.

There may be occasions when either accidents or other medical emergencies occur when Health Services is closed. Students who have such emergencies should report directly to Catskill Regional Medical Center Emergency Room, Harris, New York.

DEPARTMENT OF LEARNING AND STUDENT DEVELOPMENT SERVICES

The Department for 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, Ability to Benefit (ATB) testing, personal counseling, academic advising, services for students with disabilities, various workshops, tutoring, support groups, a computer lab, orientation services, and more! Services are **FREE** and confidential! Appointments are highly recommended, but we try to accommodate walk in clients as well.

Also housing in the Learning Center is a program called Operation Rebound. This is required of full time students who earn less than a 1.7 GPA during their first semester.

The department provides enrollment and retention support services for adults, dislocated workers, teen parents, and students with disabilities.

ACADEMIC ADVISEMENT

Academic Advisement is coordinated through the Department of Learning and Student Development Services (E building above the library). Students who have declared a major are assigned a Faculty Advisor who teaches in their area of study. Students who are undeclared, in the 24 credit hour program, early admits (still in high school), and students not pursuing a degree are advised by Learning Center staff advisors. 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 their progress. Students are expected to respond to letters and notices to meet their advisors. If students encounter problems in their coursework, they should schedule an appointment 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. A Personal Identification Number (PIN, aka Password) and ID number are needed. 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 drop a course during the first ten weeks of the semester, are advised to consult with their advisor (they can also assist with any financial aid implications). In addition, students are given the opportunity to register EARLY for the following semester by meeting with their advisor during the announced period for preregistration.

PLACEMENT TESTING

The Admissions Office screens student applications and transcripts for appropriate mathematics and English placement. 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.

PERSONAL COUNSELING

The Department of Learning and Student Development Services, located in E212C provides free and confidential individual, family and group counseling. The goal of the counseling staff is to help you grow in self-understanding so that you can cope better with both your immediate issues and with future decisions. Staff is available Monday through Friday to assist. At times, staff may refer you to an outside agency or special services for assistance.

TUTORING AND STUDY SKILLS

Tutorial services are provided by the College, free of charge, through the Department of Learning and Student Development Services. All students of the College may take advantage of these services, which include individualized and group tutoring sessions by peer and professional tutors. Free workshops are also provided to help students hone skills in reading, note taking, studying, and writing papers. Make appointments upstairs in the Library (building E).

OPERATION REBOUND

Operation Rebound is designed to assist 2nd semester students who earned below 1.7 their first semester, a "second chance" to improve their academic standing. There is a performance contract that each student must sign in order to be eligible for the program. This contract guarantees the student full time status, continued financial aid (if eligible), participation in student activities and remediation where indicated. The student is obligated to class attendance, prompt completion of all assignment, and attendance at twice-weekly study meetings.

SERVICES FOR STUDENTS WITH DISABILITIES

Sullivan County Community College is fully committed to institutional accessibility for student with disabilities. The Department of Learning and Student Development (Learning Center, 2nd floor, Library) provides a variety of support services to student with disabilities. Our services are designed to promote independence and equal

access to college activities. Students who wish to obtain particular services or accommodations should communicate their needs and concerns to the Department.

Each student in need of special services, such as accommodation for a learning disability must self-identify in the Learning Center in order to be eligible to receive special services and accommodations. Students will be required to supply the College with the appropriate documentation, as soon as possible after they are admitted to the institution.

Accommodations are provided on an individual basis through evaluation of documentation and consultation with the student.

The Learning Center staff is responsible to document and confirm the accommodations appropriate for the student. However, the student must initiate the request to release information on a course-to-course, test-by-test basis. This is done to respect a level of confidentiality for the student. All who desire accommodations must provide documentation and discuss with the staff how information will be shared, when requested.

LIBRARY

Hermann Memorial Library, the largest library in Sullivan County, is located in the center of the campus in the E building. With its wealth of books, journals and databases, nine Internet workstations and a dedicated staff committed to helping students, the library is a student-friendly environment.

The library's collections include over 70,000 books, 350 journal subscriptions, 12,500 reels of microfilm and 35 online databases with full-text journals and other documents. The library is also connected to a network of SUNY, regional and national libraries from which students may also borrow library materials.

Library services include reference, circulation, interlibrary loan, course reserves and information literacy instruction. Through our information literacy classes and reference service, librarians strive to teach students effective ways to find information and to assist them with their academic research. A public photocopier is also available in the library.

The Library is open Monday through Thursday from 8:30 a.m. to 9 p.m.; Friday, 8:30 a.m. to 5 p.m.; and Saturday and Sunday from 12 to 4 p.m.

PARKING

A parking decal system has been instituted for your convenience. In the event that your car lights have been left on, or should your vehicle be improperly parked, we will be able to locate you to alleviate the problem.

Parking decals can be picked up at the Student Activities Office (SAO) in Room H122. They are static cling stickers and are to be placed on the driver's side rear window. The stickers cost \$1.00 for each vehicle that you register.

Fines will be imposed for parking in a fire lane, handicapped space or spaces reserved for staff.

Please observe all traffic rules, regulations and signs on campus roadways. All accidents involving another vehicle, pedestrian, or damage to property shall be reported to either Campus Security (upper H building) or to the Buildings and Grounds Office, Room H048. Local police must also be notified by the owner.

The College assumes no responsibility for stolen or damaged vehicles or for personal property. Keep your vehicle locked and properly secure personal property.

Motorcycles and motor bikes are subject to the same rules, regulations, and fines as automobiles. They are to be parked only in the marked parking areas in both lots 1 and 2. Mopeds may be parked in bike racks located in the motorcycle and motorbike parking areas only. Please be aware that parking in front of the College by the bus zone is prohibited. Not only should this be kept clear for emergency service, but the bus line has informed us that it may stop service if this area is occupied with parked cars. Any disabled vehicle is the responsibility of the owner and we insist that the Buildings and Grounds Office (H048) or the Security Office (upper H building) be made aware of the situation immediately. Parking in spaces reserved for the handicapped is permitted only by displaying a special permit which is issued by New York State or the Health Services Office, Room H012.

Please observe posted signs for “handicapped van parking only.”

Fines must be paid at the Buildings and Grounds Office in H048 within 10 days of the date of violation. Unpaid tickets will result in your college records being impounded.

REGISTRATION SERVICES

The office of Registration Services is located in the lower J building (J004), and is open from 9 a.m. to 1 p.m. and 2 p.m. to 5 p.m. (closed 1p.m. to 2 p.m.), Monday through Friday. It offers the following services:

- Academic standing/appeal applications
- Auditing courses
- Drop/add a course form
- Senior Citizens Registration
- Transcript requests
- Verification of attendance
- Applications for degree

VETERANS’ AFFAIRS

Students eligible for federal veterans’ educational benefits should contact the Registration office for applications and information about the veterans’ deferral program. For eligibility questions and receipt of benefits, contact the Veterans Administration at (888) 442-4551 or visit their website at www.gibill.va.gov.

ACADEMIC POLICIES & INFORMATION

ABSENCE DUE TO INCLEMENT WEATHER

Students are expected to use good judgment when traveling to the campus on days of inclement weather. Road conditions may be hazardous; students should not take unnecessary risks or chances. Listen to local radio stations for information on school closings or delays or call the College at 845-434-5750.

ACADEMIC PROBATION

Students are placed on academic probation for poor grades in a semester. This is an early alert. During the period that students are in this status, they are on trial and must prove themselves academically eligible to continue at SUNY Sullivan. Students placed on academic probation during the previous semester are required to meet the cumulative SUNY Sullivan credit standards indicated in the chart on Academic Standards. Students who fail to meet these standards will be academically dismissed.

ACADEMIC DISMISSAL

Students placed on academic dismissal may not register as a full time student at SUNY Sullivan, for the following Spring or Fall semester. During dismissal, students may register part time at SUNY Sullivan or elsewhere

(although financial aid may not be available). If a student retakes a course in which they received a poor grade, and gets a "C" or better, the poor grade will no longer be counted in the academic average. A student placed on dismissal must apply to the Admissions Office for re-admittance. Upon acceptance, the student will be placed on academic probation.

ATTENDANCE REQUIREMENTS

Class attendance is a vital component of student success. It is expected that students will take seriously their need to attend class on a punctual, regular and consistent basis. Attendance policies are found on the course outlines distributed by each instructor at the beginning of the class.

Students must attend at least one of the first two class meetings or risk losing their seat. If you are unable to attend class but want your registration to continue, you must contact the instructor or Office of Registration Services before the second class meeting.

CELLULAR PHONES

The active use of any device classified as a "telecommunication device," including but not limited to, pagers, cellular phones, PDAs, Ipods, iPhones, and messaging devices is prohibited in classrooms as well as in other areas where a classroom atmosphere is assumed, except by special permission of the instructor. Passive use, including silent and vibrate mode, may be used provided it does not compromise the educational process or promote an unethical situation. Instructors reserve the right to regulate the monitoring of such devices as necessary.

CLOSING/DELAY OF COLLEGE CLASSES

In the event of a Closing or Delay of College Classes because of inclement weather (icing, snow storms, etc.) or other emergencies, an announcement will be posted on the main College Telephone Number 845-434-5750. Additionally, school closings and/or delays will be announced over radio stations WALL (1340AM & 92.7FM), WDLA (1270AM/92.1FM), WELV (99.3FM), WGNV (103FM), WJFF (90.5FM), WMRV (1430AM/105.7FM), WPDH (101.5FM/106.1FM), WSUL (98.3FM), WTSX (90.7FM), WVOS (1240AM/95.9FM) and WZAD (97.3FM/97.7FM).

HONOR SOCIETY

The purpose of the Alpha Epsilon Delta Chapter of Phi Theta Kappa at SUNY Sullivan shall be the promotion of scholarship, the development of leadership and service and the cultivation of fellowship among qualified students of this College. Each candidate for membership must be matriculated and have completed 12 semester hours of associate degree course work, with a grade point average of 3.5, adhere to the school conduct code and possess recognized qualities of citizenship. Once each semester, eligible students are invited to apply.

GRADES

CHANGE OF A COURSE GRADE

The change of a grade for a course can only be initiated by the instructor of that course and then follows an approval process of the Division Chair and Vice President for Academic and Student Affairs.

COMPUTATION OF GRADE POINT AVERAGE (GPA)

The GPA is calculated as follows: Divide the total quality points earned by the total semester hours attempted (including all transfer credit). Quality points are assigned as follows:

| | | | |
|----|---------------------------------------|----|---------------------------------------|
| A | = 4 quality points per credit hour | A- | = 3.67 quality points per credit hour |
| B+ | = 3.33 quality points per credit hour | B | = 3 quality points per credit hour |
| B- | = 2.67 quality points per credit hour | C+ | = 2.33 quality points per credit hour |
| C | = 2 quality points per credit hour | C- | = 1.67 quality points per credit hour |
| D+ | = 1.33 quality points per credit hour | D | = 1 quality point per credit hour |
| D- | = 0.67 quality points per credit hour | F | = 0 quality points per credit hour |

All other grades are not used in computing GPAs.

The SUNY Sullivan grade point average is determined by dividing the total quality points earned at SUNY Sullivan by the total semester hours attempted at SUNY Sullivan. The term grade point average is determined by dividing the total quality points earned during a term by the total semester hours attempted during that term.

GRADING SYSTEM

The following system of letter grades is used to indicate the student's achievement in each course. SUNY Sullivan permits the use of +/- grades as the discretion of the instructor:

- A - Excellent
- B - Good
- C - Fair
- D - Poor but Passing
- F - Failure
- I - Incomplete
- P - Pass
- W - Student Withdrawal

GRADUATION

SUNY Sullivan holds one Commencement Ceremony in May of each academic year, regardless of which semester the student intends to graduate. If you intend to graduate in May, you must file an application for graduation. If you complete your requirements at the end of the fall or during the summer semesters, you are invited to participate in the commencement ceremony the following May.

Participation in SUNY Sullivan's Commencement Exercises is not automatic. You must initiate the process.

APPLICATION FOR GRADUATION: You must file an "Application for Degree" along with the \$25 fee at the Registration Services and the FSA offices by the deadline in the appropriate semester.

Failure to follow these procedures may postpone participating in the graduation ceremony.

It is your responsibility to know the graduation requirements for your curriculum and to meet the requirements as you make progress towards your degree. Students must order their graduation apparel in the SAO (H122) by the end of March for the ceremony. You must wear a cap and gown to participate in graduation.

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 degree will include the designation.

GRIEVANCE PROCEDURES FOR STUDENTS IN APPEALING GRADES

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 dismissals for academic reasons, and withdrawal of federal financial aid due to unsatisfactory progress. (The grievance policy in its entirety can be found at: <http://www.sullivan.suny.edu/Academics/2005AcademicPoliciesProc.pdf>.)

In the case of appeals of student dismissals or withdrawal of federal financial aid due to unsatisfactory progress, the decision of the Committee is final. The Committee will 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 student's appeal is successful, he/she should contact an Academic Advisor to select courses for the upcoming semester and register.

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 concerned to determine if the student may be allowed to continue with the coursework until such time as the grievance can be heard.

(Exception: Students withdrawn from a Nursing course due to violation of the attendance policy will not be permitted to continue with their Nursing coursework as specified under this clause.)

MATRICULATION

Matriculated students are defined as being qualified for admission and enrolled in an approved program which will result, upon completion, in earning a degree or certificate. All students, upon completion of 12 credits, must either be admitted to a degree or certificate program or request, or have approved, non-matriculated status.

OPERATION REBOUND

Operation Rebound is required and open only to full-time, second semester students who are placed on academic probation or dismissal at the end of their first semester. This is a program designed to assist students in improving their academic performance. A student on Operation Rebound must sign a contract. Provisions of this contract include mandatory class attendance and counseling. Refusal or violation of this contract subjects the student to academic dismissal for one semester.

PROGRESS REPORTS ON STUDENTS

Mid-semester reports are available on the web for each student. These reports indicate the student's progress at the end of the sixth week of classes.

RELIGIOUS ABSENCES

The Education Law regarding the absence of students from classes because of religious beliefs follows:

- 1) No student shall be expelled from or refused admission as a student to an institution of higher education for the reason that they are unable, because of their religious beliefs, to attend classes, or to participate in any examination, study or work requirements on a particular day or days.
- 2) Any students in an institution of higher education who are unable, because of their religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
- 3) It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which may have been 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 said students such equivalent opportunity.
- 4) If classes, examinations, study or work requirements are held on Friday after four o'clock p.m. or on Saturday, similar or make-up classes, examinations, study or work requirements shall be made available on other days, where it is possible and practical to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
- 5) In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to students because of them availing themselves of the provisions of this section.
- 6) Any student who is aggrieved by the alleged failure of any faculty or administrative officials 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/her rights under this section.

SOCIAL SECURITY AND STUDENT ID NUMBER

The Student ID number is created randomly by computer when a student is accepted. It is used for the student identification number and will appear on College forms involved in student records, course registration and forms. Authority to solicit the Social Security number has been established under Section 6306 of the Education Law of the State of New York and will be used for Financial Aid Application, employment and related forms.

STUDENT STANDING

DEAN'S LIST

Any student taking 12 or more credits, excluding developmental courses, who achieves a semester average of 3.25 to 3.74, with no grades of "F," or "I," in any course will be placed on the Dean's Honor List. The Dean's List is created by the Vice President of Academic and Student Affairs Office.

PRESIDENT'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. The President's List is generated from the President's Office.

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 of Academic and Student Affairs.

TRANSCRIPTS

Transcripts which indicate courses taken, grades received, credits earned, and grade point average are available from <http://www.getmytranscript.com>. There is a \$5 fee for each transcript requested.

WITHDRAWAL FROM A COURSE(S) OR THE COLLEGE ENTIRELY

Students who need to withdraw from the College must follow established procedures. During the Fall and Spring semesters, a withdrawing student must initiate the procedure at the Learning Center and then follow the remaining steps. At all other times, the student should contact Registration Services.

If a student withdraws from a course before the end of the third week of the semester, the course does not appear on the student's transcript. However, a student who withdraws from a course on or after the first day of class incurs a financial liability in accordance with the refund policy of SUNY Sullivan. There is no charge if a withdrawal is made before classes begin.

If a student withdraws from a course after the 3rd week and before the 10th week of the semester, this course is listed on the student's transcript and a grade of "W" is assigned.

If the student withdraws, or is withdrawn, after the tenth week of class, a grade of "F" is assigned. A grade of "W" may be assigned at the discretion of the course instructor.

Faculty may remove from class of any student who violates the course attendance policy and assign a grade of "W".

The awarding of the "W" grade to a student is an academic penalty, since the course is counted toward credits attempted, but no credit is earned.

Withdrawal from a course by the student at any time during a semester is not allowed if the student received (or may receive) a failing grade which has come about from Academic Dishonesty.

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

FINANCIAL INFORMATION

TUITION AND FEES REFUND POLICY

- I. General requirements for Refund Considerations
 - A. After classes have begun, all withdrawals are officially processed through the Student Learning and Development Center. Prior to the start of classes, send notice of withdrawal to Registrar's Office by return mail or email.
 - B. A student's failure to provide official notice of withdrawal may result in a smaller refund than the student would otherwise receive.
 - C. Refunds for students who withdraw will not be processed until after the fifth week of the semester.

Any student who withdraws prior to the first class will receive 100% refund of tuition and fees, less the \$75.00 tuition deposit, if appropriate.

- II. State University of New York Uniform Tuition Refund Policy (8NYCRR 602.11) (effective 9/10/98). If official notice of withdrawal is received then the following applies regarding refund of institutional charges (based on a 15 week semester).

| <u>Withdrawal</u> | <u>Refund</u> |
|------------------------|---------------|
| Prior to First Day | 100% |
| During the First Week | 75% |
| During the Second Week | 50% |
| During the Third Week | 25% |
| After the Third Week | No Refund |

For Students Dropping credits within the period prior to the first week of class:

Any full time student who drops to part time before the end of the 3rd week will receive a refund of the difference between the full time tuition paid and the charges for the number of credits the student is registered in at the end of the 3rd week.

Any part time student who drops credits before the end of the third week of classes will be refunded the difference between the amount of tuition paid and the charge for the number of credits the student is registered in at the end of the 3rd week of class.

Refunds for students who withdraw or drop credits will not be processed until after the fifth week of the semester.

Please note that student receiving Financial Aid must comply with U. S. Government Policies which are different from SUNY Sullivan. Dropping from Full time to Part time will affect Aid significantly. Also, not withdrawing may cause Aid to be removed and the Student will be responsible for all Tuition and Fees.

Refund Conditions for Title IV Federal Student Aid Recipients:

The Higher Education Amendments of 1998 (HEA98) represent a major shift in the Return of Title IV Federal Financial Aid when a student withdraws from the College. The policy governs all federal grant and loan programs (Pell, Stafford loans, SEOG, Perkins and PLUS loans), but does not include the Federal Work-Study program.

In general, the new law assumes that a student “earns” approved (verified) federal financial aid awards in proportion to the number of days in the term prior to the student’s complete withdrawal. If a student completely withdraws from school during a term, the school must calculate, according to a specific formula, the portion of the total scheduled financial assistance that the student has earned and is therefore entitled to retain, until the time that the student withdrew. If a student receives (or the College receives on the student’s behalf) more assistance than he/she earns, the unearned funds must be returned to the Department of Education or the federal Stafford or parent’s federal PLUS loan lenders. If a student’s charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds.

The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew. For example, if a student completes 30% of the semester, he/she earns 30% of the approved federal aid that he/she was scheduled to receive. This means that 70% of the student’s scheduled or disbursed aid remains unearned and must be returned to the Federal Programs.

The new policy governs the earned and unearned portions of the student’s Federal Title IV Financial Aid only. It determines how much, if any, the student and/or the school may need to return. This policy does not affect the student’s charges. The College’s Withdrawal Policy will be used to determine the reduction, if any, in the student’s tuition and fee charges. The student is responsible for paying any outstanding charges to the College. This means that if a student owes charges to the College which, due to a withdrawal date financial aid will not cover, the student will be billed for the difference.

Example of Financial Affect of Withdrawing if Student Receives Aid: A student who withdraws from the college by the census date (the end of the third week of the semester) will be charged an administrative fee of 5% of institutional charges or \$100.00, whichever is less. After the census date, there is no reduction in the charges for tuition or fees. For example, if a student withdrew the first day of the fourth week, he/she would be charged full tuition and fees, but would only be entitled to 20.0% of their federal aid. The student would be responsible for payment of the remaining tuition and fees. If the student remained in school until the end of the ninth week (60% point of the semester) then federal regulations consider the student earning 100% of their federal aid and the student would owe no repayment as a consequence of their withdrawal.

The college will determine the student’s official withdrawal date as follows:

- 1) The date the student began the college’s withdrawal process (the date that the student officially notified the Dept. of Learning and Student Development of his/her intent to withdraw); or
- 2) The student’s last date of attendance at an academically related activity as documented by the college.

If it is determined that a portion of the financial aid received on the student's behalf is unearned, the college shares with the student the responsibility of returning those funds.

Any grant funds that the student is required to return to the Federal Program's will be considered an overpayment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to repay, or make payment arrangements, to repay an overpayment the student will lose his/her eligibility to receive future federal financial aid at any institution.

Allocating Returned Title IV (Federal) Aid

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned (by the College and/or the student or parent) must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Perkins Loan
4. Federal Direct PLUS (Parent) Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)
7. Other Federal Loan or Grant Assistance

Students whose circumstances require that they withdraw from all classes are strongly encouraged to contact the Financial Aid Office and their academic advisor before doing so. At that time, the consequences of withdrawing from all classes can be explained and clearly illustrated. The Student Billing office staff can also provide refund examples and further explain this policy to students or parents.

CLASSROOM ETIQUETTE AND STUDENT BEHAVIOR GUIDELINES

The purpose of this information is to assist students in understanding proper classroom behavior. The classroom should be a learning-centered environment unhindered by disruptive behavior. As a college student you are expected to act in a mature manner. Instructors have the authority to manage their classrooms to ensure an environment conducive to learning is present.

Take responsibility for your education

There is a common myth among students that because they pay tuition, they deserve to receive credit for the class. This is not true. In fact, students pay approximately 36 percent of the cost of their education; taxpayers pay the rest. Your learning depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course. If your academic preparation from high school is weak or if you have been out of school for a period of time, you may have to work harder and seek more help in order to succeed.

Attend every class

Students who attend every class, listen to the instructor, and take good notes will more likely pass with a higher grade. If you have an emergency or illness, contact your instructor ahead of time to let him/her know that you will be absent. A local study showed that students who missed the first class meeting were more likely to withdraw or fail.

Important note: if you miss a class, it is your responsibility to meet with the instructor, outside of regular class time, to determine a plan to make up the missed work.

Get to class on time

Students who walk into the classroom late distract other students and disrupt the learning environment, so we encourage all students to attend class on time.

Practice common courtesy

Do not have private conversations in class and turn beepers and cellular phones off. Your classmates deserve your respect and support. Others may have different ideas and opinions from yours, and they deserve the same level of respect from you as you wish from them.

Ask appropriate questions

It's good to ask questions and make comments, but keep them related to the discussion at hand.

Respect your instructor

If you take issue with the instructor's information or instructional methods, make sure that your comments are made without confrontation or antagonism. You may want to discuss your issues with her/ him privately.

Instructors' classroom policies, procedures and teaching styles vary

Each instructor has the freedom and authority to set guidelines and policies for his/her classroom (within the overall policies of the College).

Come to class prepared

Students who forget common classroom supplies, such as pencils, paper, books, test materials, etc usually waste class time. Students who have not completed their homework assignments often ask questions that could have been answered through their assignments.

Turn in your work on time

It is important to plan ahead. Students who wait until the last minute to do their work usually make lower grades and are more likely to miss deadlines.

If you are struggling with your coursework, seek assistance

Your instructors are willing to assist you; however, there are other ways to get help. The Student Learning Center has tutorial assistance available for many courses. If you have questions or need assistance, please make an appointment to see an academic advisor. He/she is willing to assist you so that you can be successful.

STUDENT SUCCESS TIPS***Reducing Test Anxiety***

1. Put your feet flat on the floor.
2. With your hands, grasp under the chair.
3. Push down with your feet and pull up on the chair at the same time.
4. Relax for five to ten seconds.
5. Repeat two or three times.
6. Relax all the muscles except the ones that are actually used for the test.

Palm Method of Visualization

1. Close your eyes and cover them using the center of the palms of your hands.
2. Prevent your hands from touching your eyes by resting the lower parts of your palms on your cheekbones and placing your fingers on your forehead. The eyeballs must not be touched or rubbed in any way.

3. Think of some real or imaginary relaxing scene; mentally visualize this scene. Picture this scene as if you were actually there, looking through your own eyes.
4. Visualize this relaxing scene for one to two minutes. Practice visualizing this scene several days before taking a test, and the effectiveness of this relaxation procedure will improve.

Steps for Test Taking

Objective Tests

1. Survey the entire test.
2. Read the directions carefully, making sure you understand exactly what is expected.
3. Determine the point value for each question. Find out if you are penalized for guessing. If not, always guess and do not leave any unanswered questions.
4. Read each question carefully, underlining key words.
5. Don't read into the question what is not there.
6. Pass over the difficult or debatable questions on your first reading, then come back after completing those of which you were sure.
7. Use information from other questions
8. If you know you made an error, change your first answer. If it is just a guess, keep your first impression.
9. Ask the instructor for clarification if you have specific questions. Spot check every fifth question for accuracy if you are using a computer-scored answer sheet.

Multiple Choice Tests

10. Anticipate the answer and then look for it. Read all the alternatives before answering.
11. When your anticipated answer is not one of the options, discard it and concentrate on the given ones systematically. Cross out options that are clearly wrong (if you are allowed to write on test). Be sure your choice fits the item exactly.
12. When two or more options look correct, compare them with each other. Study them to find out what makes them different. Choose the more encompassing option unless the question requires a specific answer.

True-False Tests

13. In all questions, especially the true/false type, look for specific determiners. Words such as rarely, usually, sometimes and seldom allow for exceptions: never, always, no and all indicate no exceptions.
14. Mark statements true only if they are true without exceptions. If any part of the statement is false, the whole statement is marked false.

Matching Tests

15. Stay in one column of a matching test (usually the column with definitions) and work backwards to find the words or symbol that match. Be sure to find out if the answers can be used more than once.

Essay Tests

Essays are the most challenging types of tests because you really have to know and understand the material well. There are many strategies to keep in mind as you begin the essay part of a test. Read the directions carefully. Though reading directions is part of the general rules, it is especially important on essays. The essay directions will tell you:

1. How many essays you need to answer. Sometimes you will be given a choice of questions to answer, such as three out of five. In this case make sure to only answer three. If you answer four, chances are that the instructor will count the first three you wrote, not the best three.

2. How long the essay should be. Few instructors enjoy reading excessively long essays, especially when they instruct you to write 250 words or one to two pages. Follow the instructions and come as close as you can to the length you are being asked to write.
3. How to budget your time. The amount of time you allow for answering essay questions depends on the number of points the questions are worth, the required length of the answers and how quickly you think you can come up with an answer. This is where previewing the test is very helpful.
4. The type of answer to give. Before you answer any essay question, understand first what the question is asking you to do. Always avoid giving your opinion unless you are asked for it. Read and learn from the table below on understanding essay directions.
5. How many questions you are to answer. Some essay questions ask you to respond to more than one question. In the following sample essay question, there are actually four responses you would have to give.

Sample essay question:

Students benefit from becoming active learners. Define active learner (1) and compare it to the passive learner (2). Discuss the reasons why it is important to become active in the learning process (3). Evaluate your experiences as an active and passive learner (4).

Understanding Essay Directions

Below are some common words found in essay directions and what they mean. Review and learn them now so you can respond appropriately and accurately.

| Direction Word | Its Meaning | Example Question |
|-----------------------|---|--|
| Name List Give | Simply list in 1, 2, 3 order what is asked for. No sentences necessary | Name the first 5 U.S. Presidents List 3 ways to improve listening Give 2 reasons for taking notes. |
| Discuss Describe | Write all you can | Discuss active learning Describe life in the 21 st century. |
| Define Identify | Provide a definition: keep answer as brief as possible | Define previewing Identify the parts of a flower |
| Explain State | Write all you can; define and give reasons for what is to be expected. | Explain, why procrastination is a student's worst enemy. State why jobs are not for life anymore. |
| Compare | Discuss similarities and differences | Compare computers and typewriters |
| Contrast | Discuss differences only. | Contrast (or distinguish between) computers and typewriters. |
| Illustrate | Give examples and/or draw a picture labeling its parts. | Illustrate how to use Mind Mapping. |
| Criticize Evaluate | Give evidence on both sides of an issue; draw conclusions and make judgements. | Criticize (or evaluate) the use of force by police. |
| Comment | Write your own reaction to the topic; support your opinion with facts or illustrations. | Comment on the increase of unemployment in America. |

| Procrastination Quotient | | Almost Always | Frequently | Occasionally | Almost Never | Directions: Mark an "X" in the column for your response to each of the twelve items. Total the "X's" in each column, multiply by the weight at the bottom of the column, and add your products. | |
|---|---|---------------|------------|--------------|--------------|---|---|
| 1. | I find reasons for not acting immediately on a difficult assignment. | | | | | | P.Q. score below 22 - Procrastination is a minor concern. |
| 2. | I know what I have to do but find that I have done something else. | | | | | | |
| 3. | I carry my books/work assignments with me to various places but do not open them. | | | | | | |
| 4. | I work best at the "last minute" when the pressure is really on. | | | | | P.Q. score 23 – 32 – Procrastination is a moderate concern. | |
| 5. | There are too many interruptions that interfere with my most important study goals. | | | | | | |
| 6. | I avoid setting priorities for the day and doing the most important tasks first. | | | | | | |
| 7. | I avoid or delay unpleasant decisions. | | | | | P.Q. score above 32 – Procrastination is a major concern. | |
| 8. | I have been too tired, nervous or upset to get started on my assignments. | | | | | | |
| 9. | I like to get my room in excellent order before starting a difficult study task. | | | | | | |
| 10. | I wait for inspirations before becoming involved in important study/work tasks. | | | | | | |
| 11. | I fear failing at my most important study tasks. | | | | | | |
| 12. | I demand perfection in my work/study performance. | | | | | | |
| Total number of "Xs" | | | | | | | |
| | | X1= | X2= | X3= | X4= | | |
| P.Q. = TOTAL SCORE (add all four columns) | | | | | | | |

Studying a College Textbook

The following method of studying a textbook represents a condensation of material from several sources but is based primarily upon the SQ3R method of systematic study. Simply reading a chapter is not studying it. Try the following method with a chapter in any of your texts.

Survey

1. The entire text. Begin by looking at the total book, glancing at the table of contents, general organization of the text and reading the preface. (The preface should tell you what the subject of the book is and is not, how it differs from other texts on this subject, the credentials of the author(s) and the pattern of organization she/he will use.) This information will help you pick out the main ideas in the book much more rapidly.
2. The chapter.

3. Examine the title.
4. Read the headings and subheadings.
5. Read the first and last paragraph(s) and summary.
6. Read the caption(s) of the visual aids (pictures, charts, maps, graphs, and illustrations).
7. Note the bibliography.

This will provide you with “advance organizers” that should enable you to absorb details, facts and data more rapidly when you begin to read.

Questions

Before you begin to read, formulate and write down questions from the topical and subtopical headings in the chapter. For example, the topic TYPES OF VIRUSES might generate several questions such as: What are the types of viruses? How are types of viruses distinguished from one another?

Return to the introduction for additional insight and begin to read with the questions you have formed. It is very likely that the author will answer them in the body of the chapter.

Read/Think

Read closely and thoughtfully because each step of the chapter is built on full understanding of preceding steps:

1. Read to answer the questions you have asked and those that the author stated.
2. Read visual aids carefully since they explain the textual material.
3. Pay extra attention to words and phrases that are underlined, italicized or in bold print.
4. Read each section of the chapter; then re-read and underline the important points in one color and the supporting details in another color.

One suggested method is to read by paragraph. Generally there is only one main idea per paragraph. REREAD the paragraph until you are able to answer the following questions:

- What does this paragraph tell me?
- What is the main idea?
- What are some of the supporting ideas?
- What examples make the main idea clear?
- How does this paragraph relate to the total chapter?

View the information as if you were going to teach it to someone else. Read the main ideas and supportive details. Be sure to read charts, footnotes and graphs. Try wherever possible to relate your reading to class notes.

Recite/Recall

Recitation can help us to remember up to 80 percent of what we learn-so use it! Cover up the body of the text, leaving only the cues in the margin and then express the main ideas of the material aloud. You may try writing out your response while reciting. Test your accuracy. Don't depend upon some fuzzy feeling that you “know it.” If you do, recitation will confirm that. Draw or sketch some ideas. Visualize the section. Try to explain charts or tables.

Review

Reviewing means pulling together the separate facts and ideas in your readings to form a whole. In many cases it means restudying the material, verifying and reciting the main content. Write out a quiz question or two and see if you can answer them. Review periodically to see the relationship of new chapters to the old ones.

Time Management

Make class time your best study time - come prepared, take notes and listen attentively.

Make a daily list - prioritize academic and personal goals.

Make a weekly schedule – include classes, work, extracurricular activities, and study time. Learn to say “no.”

Make a semester calendar.

Be realistic in your expectations of yourself - can you really work 40 hours and be successful as a full-time student?

Seek out assistance early and often

Don't wait until the semester is almost over to seek out assistance if you are having trouble with a course. Begin by discussing your issues with your instructor. Go to the labs for tutoring assistance early and often. Don't let a small problem become a major issue. Don't hesitate to ask questions to get the help you need. The college wants you to succeed!

CAMPUS SAFETY AND SECURITY

CAMPUS CRIME STATISTICS

| Crime Statistics | 2004 | | 2005 | | 2006 | | 2007 | |
|---|------|----|------|----|------|----|------|----|
| | O | I | O | I | O | I | O | I |
| Murder | - | - | - | - | - | - | - | - |
| Forcible sex offenses | - | - | - | - | 1 | 1 | - | 1 |
| Non-forcible sex offenses | - | - | - | - | - | - | - | - |
| Robbery | - | - | - | - | 1 | - | - | - |
| Aggravated Assault | - | - | 2 | 2 | - | - | - | - |
| Burglary | - | - | 1 | 1 | 1 | 1 | 1 | - |
| Motor Vehicle Theft | - | - | 1 | - | 1 | 1 | 1 | - |
| Manslaughter | - | - | - | - | - | - | - | - |
| Arson | - | - | - | 1 | 1 | - | - | - |
| Liquor Law Violations | - | 6 | - | 12 | 1 | 23 | - | 10 |
| Liquor Law Violations Referred for Disciplinary Action | 3 | 3 | - | 12 | 1 | 23 | - | 10 |
| Drug Law Violations | 2 | 17 | - | 10 | 1 | - | - | 4 |
| Drug Law violations Referred for Disciplinary Action | - | 17 | - | 7 | 1 | - | - | 4 |
| Weapons Possession | - | - | - | 1 | - | - | 1 | - |
| Hate Crimes | - | - | - | - | 1 | - | 1 | - |
| O - On campus | | | | | | | | |
| I - In or on a non-campus building or property | | | | | | | | |

Note: L.I. Levine Residence Hall is a facility operated by the SCCC Dormitory Corporation and included in or on a non-campus building or adjacent to campus property

ALCOHOL AND DRUG USE

With little exception, Sullivan is a dry campus. This means that no alcoholic beverages will be served at student events on campus except by special permission. The presence within the College community of certain categories of drugs involves potential damage to the College's educational interests as described in policies pertaining to the health, protection and safety of members of the community. Therefore, the College does not permit student use, possession, distribution or trafficking of drugs.

The following points will be considered in any instances related to drug abuse:

- If initiated and requested by student, SCCC will endeavor to deal with student use of any drug on an individual, confidential counseling and medical care basis.
- Information that comes to the attention of the College concerning the sale, exchange or transfer of drugs from one individual to another will be referred to disciplinary proceedings and may be made known to law enforcement officers.
- SCCC will initiate action against any student who, through the use of drugs, becomes destructive, disorderly or disruptive.
- The College cannot prevent federal, state or local officials of law enforcement agencies from their investigation and prosecution of drug law violators.

CAMPUS VISITS DURING NON-SCHOOL HOURS

During non-school hours when the College is closed, and only if you have business to attend to, please enter and exit through the door in the courtyard near the Security Office (upper H building). All students, faculty, staff and visitors are required to register with Security during those hours.

CHILDREN ON CAMPUS

SUNY Sullivan discourages faculty, staff and students from bringing their children to work or to classes.

However, in those circumstances when children must come to campus, the following guidelines apply:

- Students with children must obtain explicit permission from an instructor allowing them to bring a child with them to class. Such permission should be granted sparingly and should take into consideration the best interest of all the students in the class.
- Children are not permitted in laboratories under any circumstances.
- Students, faculty and staff with children must obtain explicit permission from their immediate supervisor allowing them to bring a child with them to their work area. Such permission should be granted sparingly and should take into consideration the best interest of all the employees of the department.
- Children are not to be left unattended on campus, including the grounds and parking lots. All children on campus must remain under the strict supervision of their parent/guardian. All children must be accompanied to all restroom facilities of the College.
- Any unsupervised child found wandering around campus may be detained by security personnel. In such cases, the child's parent/guardian will be immediately contacted and asked to either resume supervisory responsibility for the child or leave campus with the child.

GENERAL COLLEGE POLICIES AND PROCEDURES

SUNY SULLIVAN'S CAMPUS WIDE NETWORK ACCEPTABLE COMPUTER USE POLICY

This is the Sullivan County Community College policy for the acceptable use of computers and networks made available to faculty, staff, students, contractors, consultants, vendors and other eligible community members. The act of accessing your computer account represents your acceptance of this policy. You are expected to abide by its contents.

Computer networks have been established for the enrichment of learning at SCCC. In this resource, there exists material which may be considered pornographic, racist, or in other ways offensive. This policy addresses acceptable use of SUNY Sullivan computer resources and the responsibilities of the College to prevent their misuse. The use of SUNY Sullivan computers and networks is a privilege rather than a right. Users of SUNY Sullivan computer resources who violate the following guidelines may lose this privilege. This policy in its entirety is available at: <http://www.sullivan.suny.edu/services/AcadComp/aup.htm>. Comments or suggestions regarding this policy may be submitted by stopping by the Computer Services Office located in J021.

SUNY SULLIVAN WEB PAGE/SITE POLICIES

SUNY Sullivan 's IT facilities are available to support web sites and pages which advance the College's mission of providing a wide range of higher education services, continuing education, student and community services and cultural offerings to our various constituencies.

SUNY Sullivan encourages web usage that:

- Provides information about the College's programs and courses, academic and social activities, faculty, staff and students
- Enhances or enriches the teaching and learning process
- Delivers instructional material either as a prime or supplementary source
- Serves as a replacement for traditional publishing methods which use scarce resources
- Delivers College services in a more efficient or accessible way
- Promotes collaboration, community and innovation

The College seeks to serve these goals and preserve academic and intellectual freedom while recognizing that, by hosting material on its servers, it acquires responsibilities and potential liabilities. The policies in this document are designed to address this balance and promote responsible and effective use of the World Wide Web.

Legislation Affecting Web Sites and Pages:

Federal, state and local laws have an impact on what may be included in material on the web. These laws fall into four general areas concerned with copyright infringement, privacy (including encryption technology), libel/slander and pornography.

Copyright provides protection for the benefit of those who create intellectual property. Complex and fluid laws apply to almost all visual, aural or written material. Assume that if you did not create the material, it is protected and you may not use it without written permission which must be filed with Campus Computer Services. This applies to photographs, printed matter of any type, video, audio, software, scanned material, logos, trade/service marks and phrases and material from other web pages or sites. You may create links to other web pages or sites providing access to material and avoiding the problems of copying.

Privacy regulations protect individuals from invasion into their personal lives. A person has a right to go through life without having their image or activities published or commented upon. Certain public figures have lesser protections, but caution should be exercised. Of particular concern to the College is the Family Educational Rights and Privacy Act which prohibits the disclosure of virtually all information about students.

Libel and Slander laws are designed to protect individuals and groups from harm created by information that is false. For material to be libelous or slanderous it must cause harm, be false and the publisher must intend the harm. The courts have held that recklessness (not checking the truth of statements) can be considered intent. Certain public figures have lesser protections here, as well, but caution should be exercised.

DIRECTORY INFORMATION ON STUDENTS

The Family Educational Rights and Privacy Act of 1974, a Federal law with which the College complies fully, 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 Development Services. The College may release the following information to those who request, without permission of the student (this is known as "Directory Information"): Name, home and local address, registration status, dates of attendance, honors, awards, degrees conferred, and height and weight, in case of intercollegiate athletics team members.

Currently enrolled students may withhold disclosure of directory 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 Development Services, upper J building. A new form of non-disclosure must be completed each academic year. All student records are protected.

However, parents or guardians may have access if they provide written documentation to the Dean of Enrollment Management and Student Development that the student is a dependent, by signing a waiver is located by in the Dean's office. A copy of the previous year's parental tax return is required. Alternatively a student may waive his/her rights by signing a waiver and allow access to whomever the student designates.

Finally, student records are made available to those with a need and right to know due to their responsibilities.

EMERGENCY PROCEDURES

Emergency procedures are posted in all classrooms, hallways, lobbies, and labs. They are YELLOW in color. Please review them. If any area does not have one, please contact Buildings and Grounds immediately (Ext. 4320). While on campus, dial 360 for emergencies. This is a radio connection and will go directly to security or a Campus Peace Officer via a radio link.

FIRE ALARM

All students, faculty, and staff must exit from the buildings in an orderly fashion immediately upon sounding of the fire alarm and not return before the recall signal. The recall signal is by voice announcement through an outside speaker system.

FIRST AID BOXES

First Aid boxes are located in all academic offices (secretarial areas). They are equipped with basic first aid materials, i.e., bandaids, antiseptic, etc.

MAIL DELIVERY

Mail should be delivered to your home or apartment. If not deliverable it will be forwarded to the Student Activities Office. We will hold all mail for a week or two, with names listed in the "Projector" then we will return to sender. Student I.D. must be presented in order to receive mail. Personal and other first-class mail should be sent directly to the student at the address at which he/she is living. The College cannot be responsible for lost mail.

NAME/ADDRESS CHANGE

If, during the course of the year you change your name, home or local address, notify the Dean of Enrollment Management and Student Development Services (J109). Please bring copies of supporting documents.

PETS

Dogs, cats, and other pets are not permitted on campus. (Exceptions given to Guide and Assistance Animals). Leave your pets at home.

SELLING GOODS ON CAMPUS AND SOLICITING FUNDS ON CAMPUS

Only recognized student organizations may sell products, or hold a food or bake sale, or solicit funds, hold raffles, etc., on campus. Permission to do so must first be obtained from the Director or Coordinator of Student Activities. Students may sell their own texts or other personal belongings to other students. Consult the Coordinator of Student Activities regarding location of advertising space.

POLICY ON MARKETING OF CREDIT CARDS

Pursuant New York State Education Law #6437 (Regulation by Colleges of Conduct on Campuses and Other College Property Used for Educational Purposes) the advertising, marketing, or merchandising of credit cards to students is prohibited on the Sullivan County Community College campus. For the purpose of this policy, credit card vendors are defined to include individual students, student groups, not-for-profit and commercial organizations soliciting student applications for credit cards. Direct mail solicitation of alumni or other non-students is not covered by this policy.

SMOKING

SUNY Sullivan is a non-smoking campus. Campus security is designated to inform individuals who smoke inside the building that they are violating College policy and the Clean Indoor Act (L.1989, Ch.244). Violations will be reported to appropriate state or county officials for enforcement. The College's non-smoking policy is prominently posted in all campus buildings.

GRADUATION RATES

Graduation rates can be accessed at www.sullivan.suny.edu

STUDENT RIGHTS AND RESPONSIBILITIES

A complete copy of the Student Code of Conduct is available in the Dean of Enrollment Management and Student Development's office (J109). This is an overview of the code.

STATEMENT OF PRINCIPLES/PURPOSE

Sullivan County Community College has a primary concern with academic achievement and standards plus the personal integrity of its students. The College establishes the following principles: an obligation to protect its property and the property of members of its community; a special interest in the mental and physical health and safety of members of its community; a commitment to preserving the peace and maintenance of morale and a moral climate, and; a duty to enforce its contractual obligations. To express its expectations of student conduct, the College has established the following policies and procedures.

AUTHORITY

- a. The authority for student discipline is derived from the Board of Trustees of the College. The Board of Trustees has vested in the President or the President's designee, authority to penalize a student or student group for disciplinary reasons subject to the rules and regulations of the College.
- b. Each student and recognized organization or activity shall obey all the rules and policies and be subject to penalties for violations.
- c. The faculty shall have power to recommend rules of conduct which are subject to approval by the Board of Trustees, and shall appoint a judicial body, currently known as the Joint Committee on Student Affairs, as provided for in the Faculty by-laws.

JURISDICTION

The code applies to the on-campus conduct of all students and registered student organizations. The code also applies to the off-campus conduct of students and registered student organizations in direct connection with:

1. Academic course requirements, such as internships, practicum field trips or service learning; or
2. Any activity supporting pursuit of a degree; or
3. Any activity sponsored, conducted, or authorized by the College by registered student organizations; or by corporations with which the College has special established relationships such as F.S.A. and S.C.C.C.D.C.
4. Any activity that causes substantial destruction of property belonging to the College or members of the College community or that causes serious harm to the health or safety of members of the College community; or
5. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for the following and similar level of offenses or higher: assault; theft; hazing; harassment; drug sales.

VIOLATIONS

- a. "Academic Dishonesty" includes, but is not limited to:
 - (1) Use of any unauthorized assistance in taking quizzes, tests, or examinations.
 - (2) Using aids or the aid of sources (including cyber sources) beyond those authorized by the instructor.
 - (3) The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
 - (4) "Plagiarism", which includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also

includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

(5) Sabotage of another's academic work:

(6) Facilitation of academic dishonesty, including but not limited to, giving a student unauthorized aid, providing work to another student, providing test answers to another student or taking an exam or doing a paper for another student.

(7) Alteration and resubmission of an academic work (paper, test, quiz, for example) after it has been graded.

- b. Dishonesty, which includes but is not limited to:
 - (1) Furnishing false information to any College official, faculty member or office.
 - (2) Forgery, alteration, or misuse of any College document, record or instrument of identification.
 - (3) Tampering with the election of any College recognized student organization.
- c. Physical abuse, assault, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
- d. Disruption or obstruction of teaching, learning, administration, disciplinary proceedings, other College approved activities.
- e. Attempted or actual theft of and/or possession of or damage to property of the College or property of a member of the College community.
- f. Hazing
- g. Violation of the Code against another person due to perceived or actual bias concerning another's race, religion, ethnicity, gender, sexual orientation or disability.
- h. Failure to comply with directions of College officials, law enforcement officers or emergency service personnel who have identified themselves and who are acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so.
- i. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
- j. Violation of published College policies, rules or regulations plus College accepted policies of FSA and SCCCDC.
- k. Violation of federal, state or local law.
- l. Use, possession or distribution of narcotics or other controlled substances except as expressly permitted by law, or public impairment resulting from unlawful use.
- m. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations, or public intoxication.
- n. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
- o. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College functions and affiliated groups.
- p. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
- q. Theft or other abuse of College computer Resources including but not limited to:
 - (1) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - (2) Unauthorized transfer of a file.
 - (3) Unauthorized use of another individual's identification and password.
 - (4) Use of computing facilities to interfere with the work of another student, faculty member or College Official.
 - (5) Use of computing facilities to send obscene or abusive messages.
 - (6) Use of computing facilities that interferes with normal operation of the College computing system. (E.g. Spamming)

- r. Abuse of the College judicial system, including its participants, including but not limited to: failing to attend judicial meetings when notified, misrepresentation of facts, harassing witnesses or committee members, or not complying with a penalty.

FILING OF COMPLAINT

- a. Any member of the College Community may file a Complaint against a student. The Complaint should be in writing and contain a detailed description of the violation, witnesses, and name of persons responsible. The Complaint must be signed by the person making the Complaint and be filed with the Dean of Enrollment Management and Student Development Services or his/her designee. When the Dean first becomes aware that an incident has occurred, he/she will notify the Joint Committee on Student Affairs so they can schedule a tentative hearing date.
- b. When warranted, the Director of Safety and Security will provide a written or electronic report to the Dean of Students within 3 days of an incident, unless there are extenuating circumstances.
- c. Pending College action on a disciplinary charge or violations of this code, the status of a student shall not be altered nor his/her right to be present on the campus and to attend classes suspended, except for reasons relating to the safety and well being of the student, other students, the faculty and staff, or College property.
- d. No Complaint shall be heard if the facts upon which it is based shall have occurred more than six (6) months before the date of filing of such Complaint.
- e. After evaluating information the Dean may decide there is insufficient information to proceed further, that mediation between the parties should be tried if they agree, or the Dean may give notice of a formal/informal hearing. If mediation is tried but is unsuccessful, then the Dean could refer the Complaint for a formal/informal hearing.

PENALTIES

The following penalties may be given as a result of Formal or Informal hearings:

- a. **WARNING.** Notice to the offender, orally or in writing that continuation or repetition of the wrongful conduct, within a period of time stated in the warning may be cause for additional disciplinary action.
- b. **CENSURE.** Written reprimand for violation of a specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any College regulation within a period stated in the letter of reprimand.
- c. **DISCIPLINARY PROBATION.** Exclusion from participation in privileges or extracurricular College activities as set forth in the notice of disciplinary probation for a specified period of time.
- d. **COMMUNITY SERVICE.** Service to the College or its surrounding community.
- e. **RESTITUTION.** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- f. **FINES.** Students may be fined for minor infractions for which they or their living group is found to be responsible. Payment terms shall be specified as part of the penalty.
- g. **LICENSE REVOCATION.** In the case of jurisdiction due to a room license from the SSSDC, the license may be cancelled and student required to depart Residence within 48 hours.
- h. **SUSPENSION.** Exclusion from classes, campus services and property as set forth in the notice of suspension for a definite period of time. (Note: Students who are suspended during a semester for disciplinary reasons may not receive a refund and must pay all tuition.
- i. **EXPULSION.** Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion. Note: Persons expelled during a semester may not receive a refund and must pay all tuition.
- j. **MEDIATION.** A process to have students cooperate together to understand differing points of view and to agree on a way(s) to avoid future conflicts/difficulties. Mediation may be given in addition to/or in lieu of another penalty. Failure to participate or abide by agreement may be an additional violation.

- k. **ADADEMIC DISHONESTY PENALTIES.** If a person is found to have violated the Academic Dishonesty Policy, the following are options that may be given by the Committee on Academic Dishonesty:
 - (a) Failure or reduced grade for the work in question
 - (b) Failure or reduced grade for the course
 - (c) Removal from an Academic Program (ex. Nursing or Counseling)
 - (d) Warning, Censure, Disciplinary Probation, Suspension or Expulsion, as described in this section.
- l. **GRADUATION.** Students may not be awarded a degree from SCCC if the time period for a sanction (probation, suspension or expulsion) has not expired. This includes students against whom complaints have been filed but have not been settled.
- m. **TRANSCRIPT NOTATION.** In matters resulting in suspension or expulsion for hazing or serious violations of the Code, particularly those related to serious injury or death, the penalty may include a permanent transcript notation stating “Expelled (or suspended) due to disciplinary action.”
- n. **BIAS.** The United States Department of Justice states: A hate crime can be generally defined as a crime which in whole or part is motivated by the offender’s bias toward the victim’s status. Hate crimes are intended to hurt and intimidate individuals, because they are perceived to be different with respect to their race, color, religion, national origin, sexual orientation, gender or disability. The purveyors of hate use physical violence, verbal threats of violence, vandalism, and in some cases weapons, explosives, and arson, to instill fear in their victims, leaving them vulnerable to subsequent attacks and feeling alienated, helpless, suspicious and fearful.

The U.S. Dept of Justice also states that “Hate Offenses/Incidents” are referred to as bias-motivated incidents. These incidents may include cases of minor harassment, verbal slurs, and be precursors to more serious hate motivated violence. A hate incident is an action in which a person is made aware that her/his status is offensive to another, but does not rise to the level of a crime.

A student responsible for a hate incident which is also a violation of the Code of Conduct will receive an increased penalty to at least a year’s probation up to expulsion

MISCELLANEOUS

This code and its amendments must be approved by the President and be available to students on the S.C.C.C. Website or can be picked up in the Dean of Enrollment Management and Student Development Services office. In case of changes that are effective during the College year, notice will be posted to refer students to the Dean’s Office for amended copies. The changes will also be twice published in a College wide newsletter such as The Projector and be available in the Dean’s office.

COLLEGE POLICIES

SPECIAL ACTIVITIES, RECRUITMENT AND DISRUPTIVE PERSONS ON CAMPUS

Any student, College employee, or visitor whose behavior is disorderly or disruptive, or whose behavior causes interference with normal College activity and who, after being requested to do so, refuses to desist from such behavior will be directed by the President or other administrative officer to leave the campus. Failure or refusal to comply with this directive may result in a complaint of criminal trespass, disorderly conduct, or other appropriate charge being lodged to appropriate authorities.

Authorized College officials who can act in place of the President include:

- Vice President for Academic and Student Affairs
- Vice President for Administrative Services
- Dean of Student Development
- Dean of Workforce Development, Continuing Education and Lifelong Learning
- Other employee(s) who are named by the President

Special programs or presentations may be presented such as special interest programs, recruitment for college transfer or employment, sale of approved merchandise or an academic or entertainment presentation. The College reserves the right to determine time, place, and manner for these and related activities. In addition, fees for services to support the activity and rental charge may be fixed, especially if these activities are not part of a College program.

Persons or entities should not assume that their programs can be conducted or promoted anywhere on campus without first contacting the Student and Campus Activity offices. Initial coordination will be done with these offices that will, in turn as appropriate, consult with other areas that may be affected.

DISCRIMINATION COMPLAINT

General Statements

Executive Order 11246, Titles VI and VII of the Civil Rights of 1964, Title IX of the Education Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973, and New York State Law require that no person shall, on the basis of race, creed, color, national origin, age, sexual preference, or disability be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance. This extends to employment therein, to admission thereto and to treatment of employees and students.

Any employee or student of the College or anyone seeking employment therein or admission thereto believing themselves aggrieved because of discrimination based on race, creed, color, national origin, age, sex, sexual preference, or disability under any of the above mentioned orders, acts, and/or regulations may file a grievance.

It is recognized for the purposes of following the established grievance procedures that Sharon Sand, Room J114, Ext. 4269, is designated as the Campus Coordinator for all matters pertaining to allegations of discrimination on the basis of race, creed, color, national origin, age, sexual orientation or disability. The Campus Coordinator shall be responsible for investigating all formal complaints and for serving as chairperson of the Committee which investigates all formal complaints.

There are also federal, New York State, and other established procedures through which any aggrieved person may pursue redress. Nothing contained in this grievance procedure prohibits of aggrieved persons to pursue any other applicable means of resolving complaints relating to the above-mentioned orders, acts, and/or regulations. Questions regarding these policies may be addressed to Sharon Sand. More information on this is available on the College web site or in publications available in the Dean of Enrollment Management and Student Development Services.

NONDISCRIMINATION ON THE BASIS OF HANDICAP

State University of New York Board of Trustees' Policy

Section 504 of the Rehabilitation Act of 1973 provides that "...no otherwise qualified handicapped individual...shall, solely by reason of his or her handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance" (29 USC Part 706). Regulations implementing Section 504 establish standards for employment practice, accessibility of facilities and education programs with which institutions receiving federal funds must comply (34 CFR Part 104).

In accordance with these regulations, the State University of New York has made changes in physical facilities in order to provide access for students with disabilities. In addition, campuses provide program accessibility through modifications and adjustments to academic requirements and the provision of auxiliary aids. Persons who believe they have not received appropriate accommodations should contact Sharon Sand (Rm. J114) to register a complaint. Other resources include the employee's supervisor or, in the case of students, the Dean of Enrollment Management and Student Development.

The university-wide Affirmative Action Office is responsible for the coordination of the University's compliance with Section 504 and the implementing regulations. Questions concerning the University's policy should be directed to Dr. Caroline Foresberg, Affirmative Action Office, State University of New York, State University Plaza, Albany, NY 12246, telephone (518) 443-5101.

POLICY AND PROCEDURES REGARDING THE PROHIBITION OF SEXUAL HARASSMENT

I. Policy

- A. It is the policy of Sullivan County Community College to provide a learning and working atmosphere for students, employees and visitors free from sexual harassment.
- B. It is a violation of this policy for any administrator, faculty member, or other employee, or any student to engage in or condone sexual harassment.
- C. It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to ensure that the applicable policies and procedures of this College are implemented.
- D. Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties.
- E. The Director of Human Resources shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature.

II. Procedures

A. Definitions

1. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written or physical conduct of a sexual nature that takes place under any of the following circumstances:
 - a. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction or participation in College activities or programs;
 - b. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
 - c. When such conduct has the effect of unreasonably interfering with the individual's work; or
 - d. When such conduct has the effect of creating an intimidating, hostile or offensive work or learning environment.
2. Campus Coordinator means the person, or persons, who is (are) responsible for investigation of any complaints alleging noncompliance with this policy. The name, office address and telephone of said person is: Sharon Sand, Director of Human Resources/Rm. J114, Ext. 4269 or Sara Thompson-Tweedy, Dean of Student Development Services/Rm. J109, Ext. 4263

B. Publication of Policy

1. Each student shall receive a copy of this policy upon enrollment at this College.
2. Each employee shall receive a copy of this policy upon its publication or upon employment by the College.
3. This policy shall also be published in the student handbook and employee handbook.

C. Training

1. All administrators, supervisors and teachers shall receive appropriate training.

D. Procedures for Complaints/Grievances Involving Allegations of Sexual Harassment

1. Informal Complaints

a. Anyone wishing to file a formal grievance involving allegations of discrimination must file a grievance within 30 business days of the occurrence or discovery of the alleged discrimination. The Campus Coordinator shall be responsible to advise the grievant of the most appropriate procedure to follow in filing a grievance.

b. Any grievant for whom an existing appropriate grievance procedure is not available shall use the following procedure:

The formal grievance should be filed in writing with the Campus Coordinator within 10 business days following the termination of the informal complaint procedures or within 30 business days of the occurrence or discovery of the alleged discrimination, if no informal complaint has been filed. Upon receipt of a written and signed formal complaint, the Campus coordinator shall notify the President of such complaint and request that the President appoint a committee of four members of the campus community to review the complaint. The Campus Coordinator shall serve as the chairperson of the Committee. Such Committee shall be convened within 10 business days of receipt of the complaint. The Committee will hear the complaints and initiate an investigation.

c. The Committee will, within 20 business days, either affirm, modify or reject the Committee's determination. A written notice of the affirmation, modification or rejection will be sent to both the Committee and the complainant.

d. If the grievance is not resolved or if the complainant wishes to pursue the matter, he/she may file an appeal with the college board of Trustees. Said appeal should be filed within 10 business days after the notice of the President's action has been rendered. The grievant must furnish the Campus Coordinator with a copy of the appeal.

e. The Board of Trustees will consider the appeal and render a decision in writing to the grievant and the Campus Coordinator with a copy of the appeal.

f. Sanctions imposed for violation of this policy may include, but not be limited to, suspension, temporary dismissal or permanent dismissal from Sullivan County Community College. Any sanction must be imposed in accordance with any law, collective bargaining agreement, policies and procedures which affect the terms and conditions of any individual's employment at the College or a student's enrollment at the College.

g. The Board of Trustees' decision shall be final and not subject to additional internal review. If the grievant wishes to pursue the matter, he/she will have to seek relief through an external agency as provided by appropriate legislation rules and regulations.

BIAS CRIMES PREVENTION

Hate Crimes and the Law

Hate crimes, also called bias crimes and offenses, or bias-related crimes, are offenses such as assault, harassment, theft, etc., which are motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, color, national origin, ancestry, religion, religious practice, age, gender, sexual orientation, or disability. Persons or groups that do commit a violation, motivated from a biased attitude, violate both the public criminal law as well as the regulations at Sullivan, found in the Code of Conduct. 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 Director of Safety and Security.

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. Violators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal are possible. Individuals guilty of an offense which is motivated by bias, the crime and penalty will be classified higher, for example if an offense is a class E felony and was motivated by bias, it will be classified higher - to a class D felony.

There are some offenses, as described in law that may or may not be classified as a bias crime. For instance, felony harassment may also be a bias crime but minor or violation level harassment would not be significant enough to be classified as bias crime. Nonetheless, these may be addressed through Sullivan's Discrimination Complaint Procedure or the campus Student Conduct Code. Bias incidents can be reported to Department of Safety and Security and the Dean's office. The Human Resources Department will, upon request, assist students in the investigation and filing of complaints.

If you are a victim of, or witness to, a hate/bias crime on campus, report it to the Department to Safety and Security by calling ex 4315 or 360, or to the Dean of Enrollment Management at ex 4263. In an emergency, using a Blue Light or other campus emergency telephone, dialing the emergency reporting number 360, or stopping by the security station located on the second floor of H building. .

Victims of bias crime or bias incidents can avail themselves of counseling and support services from the campus Personal Counselor, located in the Learning Center. Also, there are members of the faculty and staff such as advisors, instructors and student affairs staff who will assist students asking for resources or information. Students may also see the Dean or Enrollment Management and Student Development, the Director of Human Resources or Director of Security. The key is for a student to choose a person with whom they feel comfortable and they feel is responsive to the situation.

More information about bias-related and bias crimes, including up-to-date statistics on bias crimes is available from Director of Safety and Security 434-5750 ex 4240. All inquiries will be handled in a strict confidential manner.

Sullivan County Community college Graduation rate and related information including Campus Crime Information and Title IX (Equity of funding in athletics)

For those students and others interested, the college provides information about campus crime statistics, graduation rates and information about Title IX (Equity of funding in athletics), information is available via the Dean of Enrollment Management and Student Development, J 109.

USEFUL NUMBERS

| | | | |
|---|--------------|---------------------------------------|----------|
| Emergency with use of Cell or Telephone | 911 | Loch Sheldrake | |
| On Campus Security or Emergency | 360 | Calvary Baptist Church | 985-7410 |
| AMBULANCE/POLICE | 434-4422 | Monticello | |
| Fire Departments | 911 | First Baptist Church | 794-5847 |
| Police Departments | | St. John's Episcopal | 794-8111 |
| Town of Fallsburg area | 434-4422 | Bethlehem Temple Church | 794-1165 |
| Liberty area | 292-4422 | King's Chapel | 794-9341 |
| Monticello area | 794-4422 | Presbyterian Church | 794-5783 |
| | | United Methodist Church | 794-7043 |
| State Police, Liberty Barracks | 292-6600 | St. Peter's Roman Catholic Church | 794-5577 |
| Sullivan County Sheriff's Dept | 794-7100 | Landfield Avenue Synagogue | 794-8470 |
| | | Temple Sholom | 794-8731 |
| Off Campus Numbers are: | | South Fallsburg | |
| AIDS Testing | 292-0100 | First Baptist Church | 434-3343 |
| AIDS Hotline | 800-992-1442 | South Fallsburg Synagogue | 434-9675 |
| Alternatives to Family Violence | 794-4600 | Woodbourne | |
| Ambulance/Police | 434-4422 | Full Gospel Assembly of God | 434-5615 |
| Catskill Emergency Services | 794-5691 | Church of the Immaculate Conception | |
| (24 hour crisis service) | | Roman Catholic Church | 434-7643 |
| College Switchboard at SCCC | 434-5750 | | |
| Hospital | 794-3300 | Banks | |
| Catskill Regional Medical Center, Harris | | Jeffersonville | |
| Poison Control Center | 800-222-1212 | First National Bank of Jeffersonville | 482-4000 |
| Rape Intervention Srv. Education | 800-656-4673 | Liberty | |
| Suicide Prevention/Intervention | 647-2443 | Community Bank of Sullivan County | 292-2272 |
| Or | 800-273-8255 | First National Bank of Jeffersonville | 292-6300 |
| Taxi Services | 292-8805 | Bank of Hudson | 292-6660 |
| | 434-3030 | Bank of America | 292-7100 |
| | | HSBC | 292-5300 |
| Churches and Synagogues: | | M & T Bank | 292-3600 |
| Kauneonga Lake | | Loch Sheldrake | |
| Congregation Beth Sinai | 583-7374 | First National Bank of Jeffersonville | 434-1180 |
| Liberty | | Monticello | |
| Assembly of God | 292-6564 | Bank of New York/County Trust | 794-5100 |
| Friendship Baptist Church | 292-6604 | Community Bank of Sullivan County | 794-2265 |
| Liberty Baptist Church | 292-6526 | First National Bank of Jeffersonville | 791-4000 |
| St. Mark's Baptist Church | 434-3694 | Bank of Hudson | 794-8900 |
| St. Paul's Lutheran | 292-4626 | Bank of America | 794-3600 |
| Presbyterian Church | 292-7834 | Key Bank | 794-8200 |
| Methodist Church | 292-6243 | Premier Savings Bank | 794-6600 |
| Free Methodist Church | 292-5227 | South Fallsburg | |
| St. Peter's Roman Catholic Church | 292-4525 | Ellenville National Bank | 434-3070 |
| Congregation Ahavath Israel | 292-8843 | Marine Midland Bank | 434-5520 |
| | | Provident | 434-0985 |
| Churches and Synagogues cont. next column | | Woodbourne | |
| | | Marine Midland Bank | 434-6614 |

SULLIVAN COUNTY COMMUNITY COLLEGE
CAMPUS MAP

