

2018 – 2019 SUNY SULLIVAN CATALOG

Part 1 - INTRODUCTION AND ACADEMIC INFORMATION

POLICY ON CHANGES TO THE CATALOG

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

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

HISTORY OF SUNY SULLIVAN

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

It has been over 35 years since the college moved from its modest quarters in a former South Fallsburg (NY) high school to the 405 acre site it presently occupies. It has grown from a faculty of nine and a student body of 72 (enrolled in three curricula), in its first year of operation in 1963-1964, to a full-time and part-time enrollment of more than 1400 students in over 40 degree and certificate programs. SUNY Sullivan is housed in facilities designed by the New York firm of Edward Durrell Stone and Associates. The academic buildings are connected to one another by enclosed corridors, making it a truly all-weather campus.

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

MISSION STATEMENT OF SUNY SULLIVAN

SUNY Sullivan provides programs and resources that educate, inspire, and empower students and the broader community. Through excellence in teaching and learning, we prepare students for a diverse and interconnected world, and we support positive economic and social change within Sullivan County and beyond. We model sustainable actions and promote socially, environmentally, and economically responsible citizenship through an overarching culture of excellence.

ACCREDITATION

- SUNY Sullivan is accredited by:
Middle States Commission on Higher Education
3624 Market Street
Philadelphia, PA 19104
Telephone: (267) 284-5000
www.msche.org

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

State University of New York
www.suny.edu

New York State Department of Education
www.highered.nysed.gov

US Citizenship and Immigration Services
www.uscis.gov

- SUNY Sullivan’s Business Division is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of its business programs that culminate in the Associate of Science and Associate of Applied Science degrees.
 Association of Collegiate Business Schools and Programs
 11520 West 119th Street
 Overland Park, KS 66213
 www.acbsp.org
- SUNY Sullivan’s Respiratory Care program is provisionally accredited by the Commission on Accreditation for Respiratory Care (CoARC)
 Commission on Accreditation for Respiratory Care
 1248 Harwood Road, Bedford, TX 76021-4244
 Phone: (817) 283-2835
 Fax: (817) 354-8519
 www.coarc.com
- Both SUNY Sullivan’s Respiratory Care and Nursing programs are accredited with the New York State Education Department, Bureau of Professional Licensing, 89 Washington Avenue, 2nd Floor, West Wing, Albany, N.Y. 12234; phone (518) 486-2967; Fax (518) 473-0114.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT

SUNY Sullivan is an Equal Opportunity Employer. It supports Affirmative Action and is committed to building and enhancing a diverse community of outstanding faculty, staff, and students. SUNY Sullivan maintains a policy of non-discrimination with respect to race, color, religion, gender, national origin, predisposing genetic characteristics, disability, marital status, sexual orientation, status of victim of domestic violence, or veterans who have served on active duty during a war or in a campaign for which a campaign badge was authorized, in compliance with all federal, state and local laws.

We will make decisions concerning recruitment, hiring, and promotions for all positions solely on the matching of individual qualifications to position requirements. We will take affirmative action to employ and advance women, people of color, individuals with disabilities, and individuals with the status of Disabled Veteran, Armed Forces Service Medal Veteran, Recently Separated Veteran or Other Protected Veteran. It is the goal of SUNY Sullivan to achieve representation of employees in these groups that reflects their availability in the recruitment area.

The purpose of our EEO policy is to encourage equal opportunity at all levels of our college. Through our EEO policy, diversity commitment statement, and affirmative action plan, we hope to provide opportunities for all members of our community so that they can realize their full potential and function more effectively.

Furthermore, the SUNY Sullivan will continue to actively support all Federal, State, and local policies, regulations, and rules that prohibit discrimination. These include, but are not limited to the following:

- Titles VI and VII of the Civil Rights Act of 1964, as amended;
- Title IX of the Education Amendments of 1972, as amended;
- Sections 503 and 504 of the Rehabilitation Act of 1973, as amended;
- Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended;
- Governor’s Executive Order No. 28;
- NY Executive Law §290 et al.
- Age Discrimination - Executive Order No. 96
- Equal Opportunity - Executive Order No. 6
- Sexual Harassment - Executive Order No. 19
- Sexual Orientation - Executive Order No. 33

and any and all other federal and state laws and orders as are applicable.

We will incorporate the essence of these laws in all levels of our SUNY Sullivan organization.

Further, SUNY Sullivan will provide for the prompt, equitable, and impartial resolution of all complaints arising from alleged discrimination in employment practices.

Title IX Coordinator: Stephanie Smart, Assistant Director of Human Resources
Room J 109A, (845) 434-5750, Ext 4268

Compliance Officer: Stephanie Smart, Assistant Director of Human Resources
Room J 109A, (845) 434-5750, Ext 4268

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 of either sex shall impose a requirement of sexual cooperation as condition of employment or academic advancement or in any way contribute to or support unwelcome physical or verbal sexual behavior.

CAMPUS CRIME REPORTING AND STATISTICS

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

ACADEMIC INFORMATION

ABSENCES FOR RELIGIOUS REASONS

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

No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, when it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.

In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his/her availing himself or herself of the provisions of this section.

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

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

ACADEMIC ADVISING AND COURSE REGISTRATION

All new incoming students are advised and registered with a Staff Advisor in the Learning Center after they're admitted to SUNY Sullivan. Students are then assigned a Faculty Advisor in their area of study. During each registration period, Faculty and Staff Advisors assist students in planning their programs and preparing their class schedules. Students must work collaboratively with their Advisor. Advisors maintain files on each student to track progress. Current students are given the opportunity to register early for the following semester by meeting with their Advisor on Registration Day (early April and November).

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, academic dismissal, and withdrawal of federal financial aid due to unsatisfactory progress.

STUDENT STANDING APPEALS

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

INDIVIDUAL FINAL GRADE APPEALS

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

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

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

PROCEDURES

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

The aggrieved student will file a written statement of the grievance to the Committee Chair, who will notify the Vice President for Academic and Student Affairs and the Division Dean involved. During vacations, the student will file the grievance with the Committee member in the Financial Aid Office. Normally, the Committee will not consider grievances after one full semester (e.g. if a grade was given in the Spring semester, the appeal should be filed prior to the end of the following Fall semester).

Upon notification by the Committee Chair, the Division Dean will submit his/her written findings and judgment on the student's grievance to the Committee Chair.

The Committee Chair will send a copy of the grievance to the faculty member together with a copy of these regulations and a letter requesting a response from the faculty member. The letter to the faculty member shall also be sent to the student and the Division Dean. The faculty member will have five (5) working days to respond to the Committee Chair.

If clarification is needed, the Committee shall convene separate interviews with the student and the faculty member concerned within thirty (30) calendar days. These interviews shall not constitute a hearing and shall be preliminary

in nature. Both parties have the right to the presence of a procedural advisor and/or an advocate. The Committee may consult with any other parties who may assist in its work to effect an adjustment. The Committee Chair shall notify the student, the faculty member, the Division Dean, and the Vice President for Academic and Student Affairs of the Committee's findings. Failure of the student to attend the informal interview may result in the grievance being dismissed with no further right to appeal.

If the matter remains unresolved after five (5) working days after all appropriate parties have been notified of the results of the informal interview, then the student may request a formal hearing. The student shall submit to the Committee Chair a formal statement which details reasons for continuation of the appeal (new information, evidence, or documentation not provided at the informal interview, for example). This statement, along with the new evidence or documentation, must be received by the Committee Chair by the end of the fifth (5th) working day after notification of the results of the informal interview. If the Committee grants the student's request for a formal hearing, then the Committee Chair shall advise the Vice President for Academic and Student Affairs that the case appears to involve a student's claim of serious academic injury and that the formal hearing procedure must be initiated. If the Committee denies the student's request for a formal hearing, then the student may appeal to the Vice President for Academic and Student Affairs as outlined in step 8.

The formal hearing should provide a fair inquiry into the matter appealed. The faculty member and the student each may offer information, ask questions, and present witnesses. Both parties have the right to the presence of a procedural advisor and/or an advocate. Failure of the student to attend the formal hearing may result in the grievance being dismissed with no further right to appeal. An audio recording shall be made of the formal proceedings, exclusive of deliberations to arrive at a decision.

The Committee's decision, which shall be written, will include a determination by majority vote, whether the charges have been proved by a preponderance of evidence, together with those facts the Committee believes are important. The decision shall state the particular corrective action to be taken, if any. The Committee Chair shall notify the student, the faculty member, the Division Dean, and the Vice President for Academic and Student Affairs of the Committee's decision.

If the matter remains unresolved after five (5) working days after all appropriate parties have been notified of the Committee's decision, then either party may appeal to the Vice President for Academic and Student Affairs. The appealing party shall submit to the Vice President a formal statement which details reasons for continuation of the appeal. This statement must be received by the Office of the Vice President by the end of the fifth (5th) working day after notification of the Committee's decision. The Vice President will make an independent review of the hearing proceedings. After careful consideration of the Committee's decision, the Vice President can agree with that decision, reduce the extent of remedial action to be taken, or dismiss the charges. If the Vice President believes remedial action may infringe upon the exercise of academic freedom, then the Vice President will seek an advisory opinion from Academic Council before issuing a decision. The decision of the Vice President shall be in writing, may set forth any new findings of fact or remedies, and shall explain the reasons underlying his/her decision. This decision shall be transmitted to the Committee Chair.

The Vice President for Academic and Student Affairs shall then transmit to the Committee Chair, the faculty member, the Division Dean, and the student copies of all actions affecting the student taken by the Committee and the Vice President. Suitable records shall be maintained as confidential and retained in the office of the Vice President. The decision of the Vice President in regard to student grade appeals is final.

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

REMEDIAL ACTION

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

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

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

TIMELINESS

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

ACADEMIC AND FINANCIAL AID PROBATION

A student is placed on **Academic and Financial Aid Probation** if they fall below the following minimum standards:

Academic and Financial Aid Chart		
Credits Attempted (Exclude remedial)	Cumulative GPA (qualitative-min)	Accumulated Credits (% of Attempted-quantitative)
0- 5.0	1.6	0%
6-20.0	1.6	50%
21-40.0	1.8	50%
41-60.0	2.0	55%
61-80.0	2.0	60%
81-90.0	2.0	65%
91-96.0	2.0	67%

ACADEMIC DISMISSAL (AD) will occur if a full-time student earns all F's or all F's and W's in their first full time semester, or if they are already on Academic Probation and do not successfully complete the terms outlined in their Academic Improvement Plan.

Students placed on Academic Dismissal will be dismissed from the college. The student may return for part-time study, but will not qualify for financial aid and must attain the minimum standards listed in the chart above to be re-admitted for full-time study. A student placed on Academic Dismissal must apply to the Admissions Office for readmission after attaining the minimum standard required if they wish to continue with full-time study. Upon acceptance, the student will be placed on academic probation.

Maximum Time Frame for Completion for Financial Aid

Federal regulations require a maximum time frame for completion of a degree or certificate not to exceed 150% of the normal requirements of that program. All terms of the student's enrollment count when assessing the maximum time frame including terms in which the student did not receive federal financial aid. For the purpose of determining a student's status, the following criteria will be used.

- Remedial courses – if a student, after testing in the Learning Center, is required to take non-credit remedial courses, these courses will *not* count in the 150% maximum number of attempted credits.
- Transfer credits will count for credits in the 150% maximum number of attempted credits.
- Incomplete credits will count in the 150% maximum number of attempted credits.
- Repeat courses - if a student repeats a course it will count in the 150% maximum number of attempted credits. **Effective 2012-13** a student may repeat a previously passed course **once** and receive federal financial aid for that course. This previously passed course will not factor in credit load for New York State TAP.
- Courses dropped during a tuition refund period which do not appear on the academic transcript will not count in the 150% maximum number of credits attempted.

f. **Calculation Worksheet for 150% Rule**

Student	Sample		
Average credits required for Associate Degree		64	72
Add ½ of required credits		32	36
150% credit limit for federal financial aid		96 (A)	108 (A)
Total of attempted credits from Transcript		_____	42
Include credits with an*next to course	+	_____	9
Subtract remedial credits (DV)	-	_____	3
Total credits attempted		_____ (B)	48 (B)
Remaining financial aid credits (A-B)		_____ (C)	60 (C)
Using your Track Sheet, determine the remaining			
Number of credits required for your degree		_____ (D)	50 (D)

Note: If it is determined a student does not have sufficient financial aid credits remaining (c) to complete the requirements of the degree (d) the student is placed on Unsatisfactory Progress (UP). Let’s say a student has attempted 76 credits without earning a degree, the student has 20 financial aid credits (C) and from the track sheet it is determined 25 credits (D) are needed to complete the degree, since D is greater than C it is mathematically impossible to earn the degree with remaining credits and the student is placed on UP.

APPEAL OF ACADEMIC DISMISSAL

A student who has been placed on Academic Dismissal and can document extenuating circumstances such as illness, may appeal to the Committee on the Standing of Students and Academic Appeal. Thorough documentation of the extenuating circumstances is required. Information regarding appeal procedures can be found at http://www.sunysullivan.edu/academic_appeal/index.php .

ACADEMIC INTEGRITY POLICY

Instances of academic dishonesty, such as cheating and plagiarism, are serious violations in the academic community. Such acts interfere with the ability of instructors to teach and of students to learn, and therefore these acts are directly discordant with the goals of education. Students found guilty of violations of academic integrity will be penalized accordingly.

Academic Dishonesty includes, but is not limited to the following:

1. Use of any unauthorized assistance in any assignments.
2. The acquisition or use of aids and/ or sources beyond those authorized by the instructor, including but not limited to the following:
 - Test bank material.
 - Tests, quizzes, or answer keys.
 - Other academic material belonging to a member of the College faculty or staff.
3. Plagiarism, which includes the use, by paraphrase or direct quotation, of the published or unpublished work of another person or agency without clear acknowledgment.
4. Sabotage of another’s academic work.
5. 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 an assignment for another student.
6. Alteration and resubmission, without permission, of an academic work (paper, test, quiz, for example) after it has been graded.

Academic Dishonesty will be penalized in the following manner:

1. The course instructor shall investigate instances of suspected academic dishonesty; the instructor may ask the Dean of the Division for help determining if an act of academic dishonesty has taken place; the instructor may decide that a student is responsible for academic dishonesty and assign an appropriate penalty. Appropriate penalties may include the following: a warning; a resubmission of the work in question; a reduced grade or failure of the work in question; failure of the entire course.
2. A student assigned a penalty of failure of the entire course may not withdraw from the course.

3. All divisions will report acts of academic dishonesty to the Office of the Vice President for Academic and Student Affairs, using the format designated by that office. Students who commit numerous or egregious acts of academic dishonesty may be suspended or expelled at the discretion of the Vice President for Academic and Student Affairs in consultation with the Deans of all Divisions. Final appeals of those sanctions may go to the President.
4. A student who facilitates academic dishonesty while not enrolled in the course in which the academic dishonesty took place will be referred to the Vice President for Academic and Student Affairs for appropriate sanctions.

Academic Dishonesty Appeal Procedure

1. Students may appeal an instructor's decision to the Dean of the Division, within five business days of the assigning of a penalty. During the course of an inquiry, the student retains any and all existing privileges until the matter has been resolved. If the instructor who brings the charges is the Dean of the Division, then the appeal will go to the Vice President for Academic and Student Affairs. Final appeals of the Dean's decision may go to the Vice President for Academic and Student Affairs in consultation with the Deans of all Divisions.
2. If a student is found responsible for academic dishonesty, the Dean or Vice President for Academic and Student Affairs may not change any grade penalty for a course, as long as it is within the guidelines of the course outline.
3. Students may not use the determination of academic dishonesty as a basis for appealing a final grade to the Committee on the Standing of Students and Academic Appeal.

ATTENDANCE POLICY

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

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

Policy on Faculty/Staff Requesting a Student Leave a Classroom

Faculty and Staff – other than the instructor of a class -- are not authorized to ask a student to leave a classroom except the following: a member of public safety, a counselor, or the nurse if they are removing a student for safety reasons and if they have shown appropriate identification. If anyone else wishes to remove a student from a class, they must make appropriate arrangements with the instructor of the class. Instructors may ask a student to leave their classroom if they have violated policies in a course outline that warrant such removal.

AUDITING A COURSE

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

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

COLLEGE CREDIT BY EXAMINATION

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

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

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

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

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

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

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

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

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

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

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

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

CREDIT FOR LIFE EXPERIENCE

SUNY Sullivan students may earn academic credit based on life/work experience. To be eligible, students must 1) pay the \$125 evaluation fee (waived if student is full-time), and 2) submit a written request for credit and a written account of the experience, including a complete description of the activities and documented supervision. Separate letters of documentation from supervisors familiar with the experience are required. Upon successful completion, the division dean will authorize granting of appropriate credit(s), subject to the approval of the Vice President for Academic and Student Affairs.

COMMENCEMENT ELIGIBILITY

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

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

Only those students whose academic records indicate that they can satisfy degree requirements by the end of the term for which they have filed an application to graduate will be permitted to participate in the commencement ceremony for that term. Students whose records indicate that degree requirements cannot be completed by the end of the term will have to wait for a later ceremony and reapply for graduation at the appropriate time. Requests for exceptions to this policy will be reviewed by the Office of the Vice President for Academic and Student Affairs.

COURSE LOAD FOR STUDENTS

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

COURSE REPEAT POLICY

The repeated course policy is as follows:

1. Any course may be repeated.
2. Only the highest valid grade (A-F, excluding W) counts in the career GPA.
3. No repeated courses or grades are removed from the transcript.
4. The student understands the impact of a repeated course on financial aid and academic standing.

This policy takes effect fall 2016 for all currently enrolled students. Any student who was enrolled in prior terms should contact the Office of the Vice President for Academic and Student Affairs to request it be applied retroactively.

COURSE WITHDRAWAL

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

CURRICULUM CHANGES

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

DEVELOPMENTAL COURSES

SUNY Sullivan provides developmental courses for students who need to improve their skills in writing, reading, or mathematics. Developmental courses are credit-equivalent; they receive credit toward full-time enrollment and financial aid only. Courses that earn equivalent credits do not satisfy graduation requirements. Enrollment in developmental courses may require an extra semester to accomplish graduation requirements.

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

DEVELOPMENTAL COURSES AND GRADE POINT AVERAGE (GPA)

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

Developmental courses are not factored into a student's GPA, nor do they count as attempted, or earned credits towards graduation.

GRADE POINT AVERAGES (GPA)

The GPA or grade point average represents a measure of the quality of a student's academic performance either for a specific semester, defined as the term GPA, or over the entirety of a student's academic career at a college, known as the cumulative GPA.

To calculate the term GPA: 1) find the grade point number assigned to each letter grade as shown in the Grading System section; 2) multiply the grade point number equivalent to the letter grade received in each course by the number of credit hours for the course to obtain the total quality points for each course; 3) divide the sum of the quality points received in all courses by the total number of credit hours; 4) round to the nearest hundredth. The result equals the student's term GPA for the semester.

Example: Fall 2014

Course	Credit Hours	Letter Grade	Grade Points	Total Quality Points
ENG 1001	3	A	4.00	12.00
SCI 1124	4	C+	2.33	9.32
MAT 1301	4	B	3.00	12.00
PSY 1500	3	D	1.00	3.00
PED 1126	1	F	0.00	0.00
IAS 1005	2	A-	3.67	7.34
TOTAL	17			43.66

Term GPA = 43.66/17 = 2.57

To calculate the cumulative GPA, include all credit work completed by the student over all semesters at the college and divide the total quality points by the total credit hours. In the event a course is repeated, the last valid grade with the exception of "W" counts in the cumulative GPA. Once the student has earned 45 or more credits, developmental courses will not be counted in the career/cumulative GPA. (Developmental courses are not included when computing a GPA for graduation.)

GRADING SYSTEM

Grade	Quality	Grade Points	Numerical Equivalent*
A	Excellent	4.00	93-100
A-		3.67	90-92
B+		3.33	87-89
B	Good/Above Average	3.00	83-86
B-		2.67	80-82
C+		2.33	77-79
C	Satisfactory/Average	2.00	73-76
C-	Grades of C- and below generally do not transfer to other institutions.	1.67	70-72
D+		1.33	67-69

D		1.00	63-66
D-	Minimum passing.	0.67	60-62
F	Failing	0.00	0-59
P	Pass: indicates that a student has successfully completed a course. May only be given in a course in which it has been judged by the Vice President for Academic and Student Affairs to be a more appropriate grade than the A-D letter grade. This grade is not computed in the cumulative average, but is given credit towards graduation.		
I	Incomplete: a grade of 'Incomplete,' which is a temporary grade, may be given to a student who, due to extenuating circumstances, cannot complete a course in which he or she is enrolled. An incomplete form must be initiated prior to the end of the semester using the designated college form available online either by the faculty member or student. In either case, the student may need to document the particular circumstances to the instructor's satisfaction. The appropriate Division Dean must approve the request before an Incomplete may be posted. The student must complete all outstanding course requirements on a schedule and date set by the instructor, but no later than the end of week ten of the following semester. If the student does not complete the outstanding requirements by the deadline, and the instructor does not submit a change of grade, the grade of F will be assigned and registered on the student's transcript.		
W	Withdrawn: The student must be officially withdrawn from a course before the end of the tenth (10th) week. a. Students may withdraw from a full semester (15 weeks) course at any time before the end of the tenth (10th) week. b. An instructor may withdraw a student from a full semester (15 weeks) course for violation of attendance policies as stated in the course outline at any time before the end of the tenth week. c. In a course that runs for more or less than 15 weeks, the course may be dropped on or before the equivalent of ten (10) weeks of class meetings. The exact date will be included in the course outline. d. No "W" grade may be issued after the last day of the tenth (10th) week or its equivalent, except for extenuating circumstances, and then, only with the approval of the Division Dean.		
AU	Audit. No grade given.		
DV	<i>A grade for a developmental course counted in the student's GPA.</i>		
DZ	<i>A grade for a developmental course not counted in the GPA after the student has earned 45 credits.</i>		

* All percentage grades should be rounded to the nearest whole number.

GRADUATION REQUIREMENTS

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

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

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

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

- A student who maintains ongoing registration each semester (excluding summer) may choose either the degree requirements in effect at admission OR the revised requirements.
- If a course is no longer offered in an old but “active” plan, the student must apply to have a substitute course fulfill the requirement.
- If a student does not maintain ongoing registration and is readmitted to study, the degree requirements in effect at the time of readmission will apply for graduation.

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

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

Students who wish to purchase a cap and gown and order a degree certificate may do so by paying a \$40.00 graduation fee to the Faculty-Student Association.

GUIDELINES FOR AWARDING A SECOND DEGREE

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

Request for Additional Degree(s):

- Students must request approval to earn an additional degree(s) by submitting a Request for Additional Degree(s) form to the Learning Center, where the Director and/or Division Deans will review for 15 new credits in the additional degree. If requests are approved, the Financial Aid Department will be notified of the course requirements for the new degree. Requests will not be approved if the student does not need 15 new credits for the additional degree.
- SUNY Sullivan graduates returning for another degree must re-apply for admission to the college through the Admissions Office, and be readmitted and approved under their new program of study. This includes students who graduate and return the following semester.
- Important Note: Students in their last semester who need less than 12 credits (part-time) to graduate will not be automatically approved for an additional degree for financial aid purposes. Students who wish to continue on for a four-year degree may find they will run out of aid before completing a Bachelor’s degree.
- The Director of Financial Aid may consider approving aid if there are cases where a student can document how an additional major will fit in his/her plans for a four-year degree or actually how he/she will graduate with this additional degree from SUNY Sullivan. Students will be required to file an academic plan for completion of the new degree.
- Students who have attempted more than 81 credits must complete their current degree before they can pursue an additional degree. After earning a degree, these students can only pursue one major at a time; any deviation prior to graduating will result in the student being placed on Unsatisfactory Progress (UP), resulting in a loss of federal financial aid.

HONORS

Outstanding scholastic achievement is recognized by the completion of an Honor List at the end of each semester. Any student taking 6 or more non-developmental credits 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 List.

Any 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. These honors are noted on the student's permanent record. These policies are administered by the Vice President for Academic and Student Affairs.

GRADUATION WITH HONORS

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

MATHEMATICAL COMPETENCY

As part of the graduation requirements for the Associate's Degree or a Certificate, students at SUNY Sullivan must demonstrate mathematical competency at a basic algebra level or higher. Any one of the following measures of mathematical competency will satisfy this requirement:

- 1) Grade of C- or better in DMA 0995 Basic Algebra, BUS 1101 Business Mathematics, or a course with the MAT prefix.
- 2) Grade of C or better in a mathematics course at another college, provided the course is accepted by SUNY Sullivan as equivalent to DMA 0995 Basic Algebra, BUS 1101 Business Mathematics, or a course with a MAT prefix
- 3) 75% or higher on any New York State Regents exam in mathematics
- 4) 450 or higher on the math part of the SAT
- 5) 19 or higher on the math part of the ACT
- 6) 70% or higher on a basic algebra test administered by SUNY Sullivan

Students who score lower than 70% on the basic algebra test administered by SUNY Sullivan will be required to take a basic arithmetic test.

Students who score lower than 70% on the basic algebra test and lower than 52% on the arithmetic test are required to take DMA 0902 Basic Arithmetic first, and then DMA 0995 Basic Algebra.

Students who score lower than 70% on the basic algebra test and in the 52%-69% range on the basic arithmetic test are eligible to take DMA 0904 Review of Basic Arithmetic and DMA 0995 Basic Algebra in the same semester. Alternatively, students may choose to take DMA 0902, then DMA 0995 the following semester.

Students who score lower than 70% on the basic algebra test but 70% or higher on the basic arithmetic test are required to take DMA 0995 Basic Algebra their first semester.

Students must earn at least a C- grade in DMA 0902 in order to move on to DMA 0995 Basic Algebra. Students earning a grade lower than C- in DMA 0902 must take DMA 0902 again, until they earn at least a C- in that course. Students must earn at least a C- in DMA 0995 Basic Algebra in order to satisfy mathematical competency and move on to higher level mathematics courses.

BUS 1101 Business Mathematics may be substituted for DMA 0995 Basic Algebra for students whose major requires BUS 1101.

Students who have not yet demonstrated mathematical competency are required to take the appropriate DMA course(s) each semester they are enrolled until they do satisfy this requirement.

PLACEMENT TEST: SCREENING AND COURSE PLACEMENT POLICY

The Admissions Office screens student applications and transcripts for appropriate mathematics and English placements. If a student is required to take the math placement exam, a standardized exam is administered on a computer in the Learning Center. English placement is determined via a written essay. Students who score below college level are required to register for the appropriate developmental education courses in math or English.

PREREQUISITE REQUIREMENTS

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

RESIDENCE INFORMATION AND PROCEDURES

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

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

Application forms for the Certificate of Residence are available at the Student Billing Office or on the college's website at www.sunysullivan.edu. The application must be completed and notarized and then sent or brought to the County Treasurer's Office in the county of residence. The Treasurer will then forward the completed Certificate of Residence to the college or directly to the student for return to the college. Students failing to file the Certificate of Residence with the college at the time of registration will have to pay "New York State Residents without a Certificate" tuition as specified in the fee schedule.

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

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

TRANSFER CREDIT FOR COURSES COMPLETED AT ANOTHER COLLEGE

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

Important Information Regarding Transfer Science Courses:

The following courses* will not be accepted for transfer at SUNY Sullivan unless they have an onsite laboratory component, except with permission of the Division Dean.

- All Anatomy & Physiology courses
- All Chemistry courses
- Field Biology
- Introduction to Biology I
- Introduction to Biology II
- Human Biology
- Microbiology
- Principles of Biology I
- Principles of Biology II
- All Physics courses

The set of skills that students must learn in the lab components of these courses is just not possible to do in an online environment. Lab kits, which are often also used in online labs, are typically only minimally better than purely online labs, but still fail to properly prepare students how to work and function in a real laboratory environment. These are skills that are central to the courses listed.

* Course titles are subject to change.

TRANSFER TO OTHER INSTITUTIONS

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

WITHDRAWAL FROM THE COLLEGE

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

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

WITHDRAWAL BY THE COLLEGE

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

WITHDRAWAL FOR MILITARY SERVICE

A student who enters military service or is placed on active duty status by Federal Title 10 activation or by state activation for National Guard members and is thereby unable to finish his or her work, will receive a "W" in each of his or her courses, including after the 10th week of classes, and their educational and financial status will be preserved.

If the term of service is temporary the student will be given the opportunity to make up missed work or request a W or an I.

If the term of service is after the 10th week he or she can request an Incomplete in each class to be given the opportunity to complete missed work by the end of the following semester. If, due to the length of military service, he or she cannot make up the missed work, he or she will receive a W in each of his or her courses.

WITHDRAWAL FROM A COURSE: SEE GRADING SYSTEM

STUDENT SERVICES

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

ALUMNI ASSOCIATION

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

ATHLETICS

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

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

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

BOOKSTORE

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

DEPARTMENT OF LEARNING AND STUDENT DEVELOPMENT SERVICES

The Department of Learning and Student Development Services, also known as the “Learning Center,” is located on the 2nd floor of the Library, E building. The Center provides a variety of support services including placement testing, personal counseling, academic advising, services for students with disabilities, various workshops, a computer lab, etc. Services are FREE and confidential! Appointments are highly recommended although we accommodate walk-ins as well.

The Learning Commons is located next to the Learning Center and is where all tutoring takes place (this is a free service for all SUNY Sullivan students). This is a shared space where students can also study, work with other students, use a computer, etc. The Learning Commons provides tutorial services. Tutorial services are provided to students attending SUNY Sullivan; free of charge, through the department of learning and student development. A staff of approximately 20 professional and peer tutors offer academic assistance to individuals and groups in subject areas including English, math, computers, social science, natural science, and career/technical courses of study among others. These services are offered Monday – Friday from September – May. Some evening hours are available and appointments are encouraged. The department also offers several free workshops throughout each semester to help students with their academic and personal success.

For more information; contact Eileen Howell at ext. 4328 or email the Learning Commons at learningcommons@sunysullivan.edu.

SERVICES FOR STUDENTS WITH DISABILITIES

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

The college’s facilities are accessible to students with disabilities. SUNY Sullivan does not discriminate on the basis of handicaps in its admissions, educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973, Services for Students with Disabilities. The Department of Learning and Student Development is a NY State Voter Registration site.

CLUBS

Student Clubs and Organizations give students a chance to practice vital leadership skills and explore their passions. To that end, SUNY Sullivan is home to over 15 student clubs and organizations. Student organizations include, but are not limited to:

- Anime and Manga Club
- Barbell Club
- Cheer Team
- Computer Club
- Criminal Justice Club
- GSA (Gay Straight Alliance)
- Nursing Club
- Performing Arts Club
- Phi Theta Kappa
- Photography Club
- Psychology Club
- Respiratory Care Club
- SEEDS (Sustainability Energy and Environmental Design Society)
- Sigma Alpha Pi (National Society of Leadership and Success)
- Sigma Gamma Theta (Step Team)

Tabletop Games
Unplugged Cru
Young Democrats

If you do not see a club here that interests you, you are welcome (and encouraged) to start your own club. In order to start a club, you must complete a club charter with five founding members and a faculty/staff advisor. For more information on how to start a club, stop by the Student Activities Office.

COMMUNICATION

Students should read the weekly news bulletin (*the Projector*, online), check bulletin boards, and email. Students may also check the SUNY Sullivan web page www.sunysullivan.edu. Student packages sent to the college address can be collected in the mail room in H042.

COMPUTER LABORATORIES

The college provides open computer laboratories for academic purposes. These facilities are available during the day as well as evenings and weekends during the semester. All students are provided internet access and an e-mail account for use in pursuing their studies. All college computer facilities are governed by the Information Technology Responsible Use Policy, which each user must accept prior to accessing the facilities.

DINING SERVICES

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

DIRECTORY INFORMATION

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

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

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

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

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

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

HEALTH SERVICES

Student Health Services, located on the lower level of Statler Hall (Room H012), is staffed by the college nurse and a full time secretary. The office is open Monday through Friday from 8:00 a.m. to 1:00 p.m. and 2:00 p.m. to 4:00 p.m.

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

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

HOUSING FOR STUDENTS

The college encourages students to make a thoughtful selection of accommodations. A residence facility is available adjacent to campus. Information about the Lazarus I Levine Residence Hall and Eco Green Town Houses may be obtained by dialing (845) 436-4890. Additional off campus housing options may be available when there is an overflow at Lazarus I Levine and/or Eco Green Townhouses.

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

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

Fallsburg: 845-434-8810
Thompson: 845-794-2500
Liberty: 845-292-8511

LIBRARY SERVICES

The Hermann Memorial Library is located in two convenient locations on campus to support students' academic success and the needs of community patrons. Upper Hermann is located on the top floor of the One Stop Center and Lower Hermann is located on the first floor of J Building. Both areas offer a comfortable study space with Internet workstations that can be used to access the vast amount of virtual library resources available and staff committed to helping students and community patrons.

The collections of the Hermann Memorial Library include approximately 26,000 books, 344,000 e-books, 100 online periodical subscriptions, 52,000 e-journals in 189 open access and subscription databases, as well as streaming digital videos and images from a variety of sources. All of the library's online databases, electronic journals, e-books, and streaming videos are accessible to library users from on site and off campus via the library's web page. Discipline-specific library guides are also available on the library website to guide and support the research process.

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

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

In order to teach students effective ways to find information and assist them with their academic research, librarians teach a variety of information literacy classes. Information literacy is supported using the Framework for Information Literacy for Higher Education developed by the Association of College and Research Libraries. All students at the college receive library instruction in their ENG 1001 course (mandatory for AA, AAS and AS programs) and in selected other courses as requested by the professor. Librarians are also available in person, as well as by chat, telephone and e-mail, to provide reference assistance.

During the fall and spring semesters, the library is open 8:30 a.m. to 8:30 p.m. on Monday through Friday, and from 9:00 a.m. to 2:00 p.m. on Saturdays and Sundays. In the summer through the first week in August, the library is open 8:30 a.m. to 5:00 p.m. on Monday through Thursday and closed on Friday-Sunday.

SMOKING POLICY

NY State law permits smoking outdoors 50 feet from building entranceways where it is not otherwise prohibited. The Office of Public Safety is authorized to inform individuals who smoke in other areas that they are violating College policy and the New York State Clean Indoor Air Act. Violations will be reported to appropriate state or county officials for enforcement.

CAMPUS ENVIRONMENT

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

STUDENT ACTIVITIES OFFICE

The mission of the Student Activities Department is to provide SUNY-Sullivan students with a wide variety of co-curricular experiences and opportunities through campus and community involvement; as a mean to supplement the academic experience and develop a responsible, global citizen.

The department of Student Activities (located in H122) has been charged with providing educational and social programming for the student body, operating and supervising the Kaplan Student Union, administering clubs and organizations, advising Student Government Association, and providing administrative support for the Student ID card program.

- Educational and Social Programming: The Student Activities Department provides various programs including off-campus trips, community service opportunity, leadership development, performances by comedians, musicians and entertainers, speakers and discussion panels covering trending topics, and social and educational movies series.
- Kaplan Student Union: The Kaplan Student Union is located in H120, across from the Benmosche Family Dining Hall. The Student Union houses a student lounge, pool room, the Student Leadership Center, the Student Government Office, and the Student Organization Office. The Student Union is also equipped with wireless internet, desktop computers, televisions, and a projector.
- Student ID cards: Every SUNY-Sullivan student is required to have a Student ID card. The presentation of this card can be requested by any college official at any time. Upon receiving your "Clearance Card" from the Student Billing Office, students can come up to the Student Activities Office to obtain their Student ID cards. The Student Activities Office is open each weekday from 8:30am to 4:30pm, with many additional evening hours.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The mission of the SGA is to provide stimulation of student interest in, and support for, those activities which contribute to cultural, social, and physical improvement. The Student Government Association (SGA) is body of leaders elected by students to represent them. Members of SGA approve student organization charters, delegate funds, assist in developing the programming calendar, represent student interest on various campus committees, and develop and recommend policy to the SUNY-Sullivan administration. In addition these duties, SGA members and students attend the SUNY Student Assembly Conference held in the Fall and Spring semesters.

STUDENT HANDBOOK

The student personnel staff publishes the Student Handbook that contains valuable information for each student. The Handbook is available online at <http://www.sunysullivan.edu/student-services/StudentHandbook.pdf>. Copies may also

be obtained in the Student Activities Office and on SUNY SULLIVAN's web-site at www.sunysullivan.edu under current students.

It is the responsibility of each student to obtain a copy and become familiar with the contents, since this handbook outlines academic procedures and regulations, student rights, the appeals process and other information regarding student life. **Note: The Student Code of Conduct is published separately and is available at the Student Activities Office (H122) or at the Dean of Student Development Services Office (J113), and on the college website.**

COMMUNITY SERVICES

SUNY Sullivan prides itself on living up to its motto: your community, your college. In addition to offering an array of non-credit vocational courses and programs, the college works directly with a number of social and civic organizations by offering them the use of the campus and campus facilities. The college is particularly proud of its history of hosting local, divisional and regional athletic competitions.

The college takes an active role in promoting the campus as a venue for meetings, conferences and the visual and performing arts. Not only does the college play host to outside organizations, the college's calendar is filled, year-round, with events for people of all ages from its annual Craft Fair and Kite Festival to its Metropolitan Opera: Live in HD Series and the Fisher Film Festival.

Workforce and Professional Development

The mission of SUNY Sullivan's Workforce and Professional Development program is to offer individuals and businesses education opportunities that contribute to business success and enhance career prospects.

Formerly under the Division of Workforce Development, Continuing Education and Lifelong Learning, Workforce and Professional Development is now a part of the Office of Planning, Human Resources and Facilities.

Workforce Development

Workforce Development courses are designed to meet the training needs of specific employers and/or to respond to demands of specific industry sectors. These programs strengthen the capabilities and competencies that contribute to an employer's competitive advantage.

Division staff works with employers to clearly articulate skills and workforce requirements, paying particular attention to those sectors and occupations that contribute to the economic success of the region. By aligning its program offerings to employers' workforce requirements, workforce development ensures that our students obtain the knowledge and skills required to succeed in the regional labor market. For example, healthcare and hospitality are two sectors that make an important contribution to the regional economy and for which the division has developed a variety of program offerings.

A significant portion of the workforce development activity is funded through SUNY Workforce Development grants. These grants enable the workforce development program to offer customized training to local employers. Between 2007 and 2014, SUNY Sullivan administered over \$474,000 in grant money for customized training, positively impacting over 4,197 jobs!

Program staff also works with regional business and economic development groups to develop and to offer programs that are of value to all employers. For example, a partnership with the Sullivan County Chamber of Commerce provides discounted online classes for Chamber members

Professional Development

The professional development component enables individuals to develop the skills needed to get started on a career path and/or undertake the ongoing learning critical to career success. These courses help individuals:

- Build the basic skills and career goals that establish a foundation for success
- Meet requirements for licensure or certification
- Stay current with technology or other changes impacting an occupation, profession or workplace

A significant portion of the current programming focuses on business, health and human services, and sustainability. The majority of our current courses are provided through a variety of on-line programs.

Whenever possible, programs are broken up into “chunks of learning” to facilitate the transition between levels of education, and between work and education. For example:

- “Prepare to Work in Human Services and Direct Support” is a career development course that provides a focused introduction to working in the residential care facilities that represent four of Sullivan County’s largest employers;
- “Facility Manager Green Training and Implementation” provides working facility managers with the knowledge and skills needed to “green” their facilities.

The primary challenge of professional development is to identify occupational groups that require or will benefit from training programs. Program staff is committed to working with professional associations, unions and/or other occupational groups to develop and/or support appropriate learning opportunities. Utilizing SUNY Sullivan faculty, external providers, or simply opening the college’s facilities to groups that have their own trainers provides the college visibility in the professional community and contributes to its mission.

The College for Educational Enrichment (CEE) deserves special mention. CEE has been in operation at SUNY Sullivan since 1979 (over 35 years!). The program provides educational opportunities for adults aged 18 and older who have been diagnosed with a developmental disability. Sullivan was one of the first colleges in the nation to provide such a program. CEE’s success has been made possible through the cooperative efforts of New Hope Community, Crystal Run Village, The Center for Discovery, Sullivan ARC and the College. CEE serves over 350 students per year, and offers up to 18 courses per semester. Areas of study targeted in the curricula include academics, creative arts & leisure activities, personal development/independent life skills, vocational skills and liberal arts. Students who have completed ten courses receive a certificate of achievement and are eligible to walk at the SUNY Sullivan graduation ceremonies in May.