

ABOUT SULLIVAN COUNTY COMMUNITY COLLEGE

COLLEGE HISTORY

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, 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 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 five 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 1600 students in 32 degree programs and 7 certificate programs in 2020.

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 residents of 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 and continuing education programs, community services and cultural offerings for the broader community, 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, designed to accommodate over 300 students, is operated by the Sullivan County Community College Dormitory Corporation and is located adjacent to the campus. The Eco Green Townhouses, also adjacent to the campus, feature independent-style living with spacious rooms, private closets, full size eat-in kitchens, living rooms, and a washer and dryer in each unit.

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. The SUNY Sullivan Sexual Violence Response Policy can be viewed here:

<http://sunysullivan.edu/wp-content/uploads/2016/06/SUNY-Sullivan-Sexual-Violence-Response-Policy.pdf>.

Directory of Offices

OFFICE OF THE PRESIDENT

room J110 x 4261

VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS

room J108 x 4270

DEAN, STUDENT DEVELOPMENT SERVICES

room J113 x 4263

ACADEMIC ADVISING

room One Stop x 4242

ACADEMIC SUPPORT SERVICES

room One Stop x 4242

ADMISSIONS

room One Stop x 4284 or 4287

ATHLETICS

room K108 x 4294

DISABILITY SUPPORT SERVICES

room One Stop x 4328

FACULTY STUDENT ASSOCIATION

room E 206 x 4312

FINANCE & STUDENT BILLING

room One Stop x 4359 or 4273

FINANCIAL AID

room One Stop x 4201

GENERAL STUDENT CONCERNS/PROBLEMS

room J113 x 4263

HEALTH SERVICES

room H016 x 4247

LEARNING CENTER

room One Stop x 4242

LIBRARY

room J001A x 4226

PERSONAL COUNSELING

room One Stop x 4242

PLACEMENT TESTING

room One Stop x 4242

RECREATION & WELLNESS PROGRAMS

room K111 x 4293

REGISTRATION SERVICES

room One Stop x 4302

STUDENT ACTIVITIES

room H122 x 4303

TUTORING

room One Stop x 4242

STUDENT LIFE/STUDENT ACTIVITIES

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.

The Student Activities Office (SAO) supports programs that encourage a sense of community and the 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 SUNY 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.

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, which will broaden your horizons and brighten your future.

SUNY 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.

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.

Student Union Policies -

- Please confine eating in the Student Union to snacks, candy bars, soda or coffee. If you are eating lunch or dinner, the cafeteria is available next door.
- Please use proper recycling and trash containers. If you should spill something, report it to the Student Activities Office 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, assisting with budget approvals for various organizations and activities, selecting members of the student body to represent students on faculty governance committees and in statewide student government organizations, and promoting interest in activities by students for the student body.

See the Student Activities office for SGA contact information and meeting times.

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 needs of a specific group of students. Please visit the Student Activities Office for a list of active clubs, or on the website at <https://sunysullivan.edu/clubs-organizations/>

To start a club you should begin with a visit to the Director of Student Activities in H122 to obtain the club packet. You will then need to find a minimum of 10 interested people to sign the initial roster, and 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
- Gain experience
- Improve your skills
- Optimize your college experience
- You'll feel at home faster
- Learn stress management
- Learn time management
- Improve your resume
- Network with advisors and other student leaders
- 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. E-206, 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

Students with a valid ID may rent lockers from the FSA Office in E-206 for \$10 for the academic year. Locks are provided by the college, and students will be issued combination numbers for the rented locker. Lockers are located in Lower H, Lower E, and B Buildings. Lockers may not be shared.

“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 Student Activities Office 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 in the Campus Life section of the College web page (www.suny_sullivan.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.

The "Courts at SUNY Sullivan" is our outdoor athletic facility that contains two college regulation basketball courts and a regulation sand volleyball court. It is located just behind the Residence Halls.

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. Information and schedule information is available in the Intramural Office (K111).

FIELDHOUSE HOURS FOR FREE RECREATION:

Monday through Friday 8:30am-10:00pm

Saturday 1:00pm-7:00pm

Sunday 2:00pm-10:00pm

Summer hours will be Monday-Thursday 9:00am-2:00pm.

Winter hours will be 9:00am-2:00pm

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. A list of intercollegiate sports can be viewed on the college website: <http://sunysullivan.edu/athletics/intercollegiate-teams/>

National Junior College Athletic Association and SUNY SULLIVAN 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.

INTRAMURAL SPORTS, RECREATION & WELLNESS

The intramurals program welcomes all members of the SUNY Sullivan community (students, faculty and staff). Participation varies with interest, and activities are usually offered on a seasonal basis.

The Recreation and Wellness program shares in the educational mission of SUNY Sullivan by offering opportunities to experience personal growth, social development, improve physical and mental health and to develop lifetime leisure skills for a healthier lifestyle. Our recreational sports philosophies focus on providing activities which are designed to provide a variety of sports programs, regardless of ability, performance level or experience, which foster the development of knowledge, interest and behavior that promotes a healthy lifestyle, and to provide diversity in programming to meet the changing needs and interests of the SUNY Sullivan community. For more information, stop by the Paul Gerry Fieldhouse or Brian Burns at x 4293

STUDENT SERVICES

ACADEMIC ADVISEMENT

All new incoming full-time and part-time students are advised and registered with a staff advisor in the Learning Center after they are admitted to SUNY Sullivan. Students are assigned an advisor and are expected to work collaboratively with their Advisor by:

- Reviewing their program of study (aka Track Sheet) every semester. Track sheets are available at sunysullivan.edu → Current Student → Academics → Programs & Majors

Track sheets change, and students must follow the track they start with unless advised otherwise.

- Preparing questions about their program, career and/or transfer plans, etc. before meeting with an advisor.
- Making sure that transfer students' credits transfer in

For information about transcript evaluations contact Anne Marchal at 845-434-5750, ext. 4471 or amarchal@sunysullivan.edu.

- Discussing a change in major with an advisor before registering for classes. A Change of Curriculum form must be submitted to the Learning Center.
- Always consulting with a faculty advisor before making changes to their schedule to avoid jeopardizing all or part of their financial aid. There are numerous rules that apply to Federal and State aid that students may not be aware of.

Students are expected to respond to letters and notices to meet with their advisor. 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 advisor's approval. To withdraw from all classes at the college during the semester, students must begin at the Department of Learning and Student Development.

Students can visit <https://my.sunysullivan.edu/ics/> to view their schedule, course history that includes grades, midterm grades, final grades and financial information, or to drop/add classes, and determine what classes they need to graduate.

Registration for continuing and new students for Fall and Spring semesters begins in March/April and November respectively.

ACADEMIC COMPUTER LAB AND IT SERVICE DESK

The Academic Computer Lab and IT Service Desk are located in Rooms G009 and G010 and serve as your first stop for technology services on campus. There are over 30 computer workstations and a printer available for student use in the Academic Computer Lab, and help is

just a door away at the IT Service Desk. Visit our IT Service Desk staff for help accessing your online accounts, changing your password, using the technology equipment on campus, or just to ask a technology question.

Hours during the fall and spring semesters are:

Monday through Thursday, 8:00 a.m. - 11:00 p.m.

Friday, 8:00 a.m. - 5:00 p.m.

Saturday and Sunday, noon - 11:00 p.m.

Summer and Winter hours may vary.

BURSAR'S OFFICE

The Bursar's Office, located in the One Stop, provides the following services: collection of tuition, fees, and residence hall fees, residency certification and disbursement of financial aid.

All students are expected to keep their contact information updated with the Bursar's office and to submit tuition payments and residence information by the established deadlines. All correspondence the Bursar's office sends has financial implications, and students are urged to take the time to review all correspondence and email the student billing staff, or visit the office with any questions that arise.

Tuition and fee payment options include: cash, check, money order, MasterCard, VISA, Discover, FACTS Tuition Payment Plan, online payment or finalized Financial Aid.

BUS SCHEDULE

Long distance bus service is provided by Short Line Bus Company. Current bus schedules may be found on the college website. Click on the Shortline Bus Schedule link under Campus Life on the Current Students page.

Move Sullivan is the local bus. Visit www.MoveSullivan.com for a listing of routes and schedules. Riders may pay their \$2.00 fare for the local bus in cash at the time of pick up.

COMMUNITY LEARNING

SUNY Sullivan is proud to offer a varied and wide range of community learning classes throughout the year. These classes/workshops are mainly non-credit courses for personal enrichment and continuing education. This office is located in room J-119.

CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

SUNY Sullivan is committed to offering individuals and businesses learning opportunities that enhance career prospects and contribute to business success. Our programs support ongoing professional learning, while providing individuals with relevant certifications and/or continuing education units. The variety of training formats ensures that you will be able to find a program to fit your needs, whether you are looking for short-term skill upgrades, certification, and/or technical degrees. Business Services to help employers achieve a competitive advantage include customized training and referral to business resources.

FINANCIAL AID

The Financial Aid staff is available in the One Stop to discuss eligibility requirements for the aid programs in which the college participates. These include the Federal College Work Study Program (CWSP), Federal Supplemental Education Opportunity Grant (SEOG), 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).

The amount of financial aid awarded is based on enrolling and attending classes. Students who do not attend classes may not receive any financial aid or will have their financial aid lowered to the number of credits they have attended. A student WILL NOT be eligible to receive any financial aid if he/she fails to maintain satisfactory academic progress. Federal and State Financial Aid Satisfactory Progress Charts are located online at www.sunysullivan.edu under Financial Aid.

SUNY Sullivan's FAFSA School Code is: 002879

SUNY Sullivan's NYS TAP School Code: 2225

Important Financial Aid Websites:

fafsa.ed.gov

Free Application for Federal Student Aid

hesc.ny.gov

NYS Higher Education Services - TAP

studentloans.gov

Entrance, Exit and Financial Awareness Counseling

nslds.ed.gov

View federal grants and loans you've received

studentaid.ed.gov

Information on financial aid

HEALTH SERVICES

The Health Service Office is located in Room H016 (across from the Bookstore), and is staffed by the College nurse, Monday through Friday 8:30 a.m. to 4:30 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 on the roster of an Athletic team.
- Education on a variety of health topics
- Confidential resource

Services 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 Thursdays.
- 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.

Immunization Requirements

New York State Public Health Law # 2165, requires all college students who are taking six or more credits and born after January 1, 1957, to show proof of immunization against measles, mumps and rubella.

Immunization requirements: Must show proof of:

2 Measles, 1 Mumps, 1 Rubella; or 2 MMR Vaccines; or Titers with results proving immunity

Please be advised that if you do not meet the immunization requirements (or obtain a waiver due to health or religious reasons), within 30 days of the beginning of the semester, you will be administratively withdrawn from the college. This means that you will forfeit ALL tuition and fees, will not receive any grades, and will not be permitted to register for ensuing study at the college until proof of immunizations are verified by our Health Services Office. DO NOT assume that immunization records are sent to the college with your academic transcript.

Meningitis:

Public Health Law #2167, effective August 15, 2003 makes it mandatory for ALL college students taking six (6) or more credits to receive information about the Meningitis Disease and Vaccine. ALL students must have a record of receiving the Meningitis Vaccine OR sign a waiver declining the vaccine. Receiving this vaccine is optional, however, the Response Form is required by New York State Law to be signed and returned to the Health Services Office.

The Culinary, Early Childhood and Nursing curriculums require additional vaccines such as a Tetanus Shot that has been given within the last ten years and a test for Tuberculosis, known as Mantoux or PPD within six (6) months prior to the start of the semester.

Emergencies:

There may be occasions when either accidents or other medical emergencies occur after Health Services Office business hours. Students who have such emergencies should call Public Safety at (845) 434-5750, or 911. For non-life threatening emergencies the closest Urgent care facility is located at 38 Concord Road, Monticello, NY 12701, telephone number (845) 333-6500. The closest Emergency room is located at Catskill Regional Medical Center located at 68 Harris-Bushville Rd., Harris, NY 12742 telephone number (845) 794-3000

For further information, please visit us on the College website, or stop by the Health Services Office.

HOUSING & RESIDENCE LIFE

The residential program at SUNY Sullivan is committed to facilitating and enhancing the academic, social and personal growth of the student by fostering an atmosphere of open communication, responsibility and mutual cooperation. We are committed in a policy prohibiting discrimination based on individual's race, religion, national origin, age, disability or sexual orientation in all of our operations and facilities.

There are two types of housing available for SUNY Sullivan Students. The Lazarus I. Levine Residence Hall is a traditional corridor style facility and Eco Green has three townhouse style

apartments. Both are operated by the Sullivan County Community College Dormitory Corporation.

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 One Stop. Each semester Student Billing will provide you with a receipt after you have paid your bill allowing you to validate your I.D. card. This will enable you to utilize college services, as well as verify current registration status. Lost or destroyed IDs will be replaced for a \$10 fee.

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 plan, and Library users.

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

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 One Stop. The Learning Center provides a variety of supportive services including: placement testing, academic advising and course registration for new students, personal counseling, services for students with disabilities, career and transfer counseling, various workshops, tutoring, support groups, a computer lab, orientation services, and more!

Academic Advisement

Academic Advisement is coordinated through the Learning Center. Students who have declared a major are assigned a Faculty Advisor who teaches in their area of study. Students who are undeclared or an Early Admit (still in high school) are assigned to Staff Advisors in the Learning Center.

Personal Counseling

Personal Counseling is also housed in the Learning Center where students are provided free and confidential support. 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. Our credentialed Counselors are 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

Professional and peer tutors are available in the Learning Commons, which is adjacent to the Learning Center. This service is free to all SUNY Sullivan students!

SERVICES FOR STUDENTS WITH DISABILITIES

Our Mission

SUNY Sullivan is committed to providing equal access to all students. The Department of Learning and Student Development Services provides a variety of supportive services to students, including mental health counseling, academic advisement, and tutoring.

The Learning Center, which is part of the Department of Learning and Student Development Services, has been an important component of the college. It serves students with disabilities, students without disabilities, and faculty and staff with a goal of empowering each student to reach his/her academic potential.

It is the policy of SUNY Sullivan to provide reasonable accommodations for individuals with disabilities. Federal law (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) established the rights of individuals with disabilities. SUNY Sullivan

shall comply with all applicable federal laws and regulations regarding reasonable accommodations needed to provide equal opportunity to individuals with disabilities.

Guidelines and procedures for incoming students seeking accommodations

1. Each student in need of support services such as an accommodation for a disability **MUST** self-identify to the Dept. of Learning and Student Development in order to determine eligibility to receive special services and accommodations. Students must request accommodations each semester they are enrolled.
2. Documentation may or may not be necessary to put accommodations in place. Many students choose to provide documentation when they complete the Accommodation Request Form, but you do not need documentation to explore accommodations. Please complete the online process even if you do not have documentation or your documentation is outdated.
3. Every student and every request is unique. A conversation about your experiences and expectations will help determine if additional information is necessary to support your accommodation requests. You are able to request accommodation requests by talking with the Disability Services Specialist.
4. The college setting is different from high school. While there might be some similarities, accommodations you used in the past may no longer be reasonable or appropriate in college.
5. At SUNY Sullivan, you are in control of your academic requests, and your parents may only be involved with your written consent. Information about a student's disability is confidential and is released only with a student's written consent. The **Family Educational Rights and Privacy Act (FERPA)** requires that a student give their express consent for SUNY Sullivan to share any personal or academic information with a parent or any additional person.
6. Requirements that are essential to a program or to licensure or certification are not modified or waived. Modifications are not required when they would fundamentally alter the essential elements of a program or course of study, or pose a direct threat to the health or safety of others.

In order to begin the process, you are welcome to access the Accommodation Request Form. You may complete it online, print and mail it to the address provided on the form or bring it with you when you come for your advising or placement testing appointment.

LIBRARY

The Hermann Memorial Library is located in both the downstairs J building and upstairs E building (One Stop). With its wealth of books, journals and databases, computer workstations and a dedicated staff committed to helping students, the library is a student-friendly environment. The library's collections include over 27,000 books, 200,000 e-books, 100+ journal subscriptions, and research 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.

The Lower Hermann Library space is open Monday through Friday from 8:30 a.m. to 4:30 p.m.; The Upper Hermann Library is open Monday through Wednesday from 4:30pm through 8:30pm and Sunday from 9:00am – 3:00pm.

PARKING

Please observe all traffic rules, regulations and signs on campus roadways. All accidents involving another vehicle, pedestrian, or damage to property should be reported to either Campus Security C115 or to the Buildings and Grounds Office, Room H048. Local police must also be notified.

Motorcycles and motorbikes are subject to the same rules and regulations 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 (H047) or the Public Safety office (C115) 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. Vehicles parked

in a fire lane, handicapped space or spaces reserved for staff will be towed at the owner's expense.

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

REGISTRATION SERVICES

The office of Registration Services is located in the One Stop center, and is open from 9 a.m. to 5 p.m., Monday through Friday. It offers the following services:

- Academic standing
- Auditing courses
- Drop/add a course
- Senior citizens registration
- Transcript requests
- Verification of attendance/graduation
- Applications for degree
 - Transcript evaluations
 - Graduation audits
 - "College in the High School" program

APPLYING FOR VETERAN EDUCATION BENEFITS?

To apply for VA benefits for the first time please go to www.gibill.va.gov. If you do not have access to a computer, you can visit SUNY Sullivan's One Stop Center for computer access to submit an application. To have an application mailed to you call 1-888-GI BILL-1 (888-442-4551).

After you have registered for classes it's important you are certified by one of SUNY Sullivan's certifying officers:

Jennifer King, One Stop 845-434-5750, ext. 4335

Klu Padu, One Stop Center, 845-434-5750, ext. 4202

Keri Whitehead, One Stop, 845-434-5750, ext. 4231

The certification process includes submitting a copy of your Certificate of Eligibility, or award letter, or certificate of Release or Discharge from Active Duty (this has to be submitted once), as well as a copy of your class schedule (please notify a certifying officer every semester when you have officially registered for classes) to one of the certifying officers listed above.

ACADEMIC POLICIES & INFORMATION

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.

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.

CLOSING/DELAY OF COLLEGE CLASSES

In the event of a Closing or Delay of College Classes because of inclement weather or other emergencies, email and text announcements will be sent via the Everbridge emergency alert system. Updates will be posted on the main College telephone line, 845-434-5750 and the College website. Additionally, school closings and/or delays will be announced over radio stations WALL (1340AM & 92.7FM), WDLA (1270AM/92.1FM), WELV (99.3FM), WGNY (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 Dean and Vice President for Academic and Student Affairs. See the college catalog for a detail of the process.

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:

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 \$40 fee at the Registration Services and FSA offices by the deadline in the appropriate semester.

Failure to follow these procedures may postpone participation 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 Academic Appeals Committee (hereafter referred to as the Committee) handles appeals regarding a course final grade. (The grievance policy in its entirety can be found at: sunysullivan.edu/academic-appeal)

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.

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 \$7 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.

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 Student Development Services 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 Services with the approval of the Dean of Student Development Services.

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 Learning Center. Prior to the start of classes, send a notice of withdrawal to the 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 students 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 Effect 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), 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 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

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 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

The following tips are general guidelines, and should never supersede the directions of a class instructor.

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 a 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 in 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.

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.					P.Q. score 23 – 32 – Procrastination is a moderate concern.
7.	I avoid or delay unpleasant decisions.					
8.	I have been too tired, nervous or upset to get started on my assignments.					
9.	I live to get my room in excellent order before starting a					P.Q. score above 32 – Procrastination is a major concern.

	difficult study task.					
10	I wait for inspiration 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

To view the most recent Campus Security and Safety Report, click on the Campus Safety report which can be found under the Campus Life section on the Current Student page of the web site.

ALCOHOL AND DRUG USE

With little exception, SUNY Sullivan is a dry campus. This means that no alcoholic beverages will be served at student events on campus. 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 will take seriously 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 a student, SUNY Sullivan 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.
- SUNY Sullivan 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.

For more information about SUNY Sullivan policies on Substance abuse, follow this link:

<http://sunysullivan.edu/category/home/campus-life/services-resources/code-of-conduct/>

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 SUNY SULLIVAN. 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 Student Development that the student is a dependent, by signing a waiver is located 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, please review them. If any area does not have one, please contact Buildings and Grounds immediately (Ext. 4503).

While on campus, **dial 360 for emergencies** from any college phone. This is a radio connection and will go directly to the security office 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.

SUNY SULLIVAN EMERGENCY ALERT SYSTEM (EVERBRIDGE)

SUNY Sullivan has partnered with Everbridge Mobile Safety to provide an emergency alert system. This system is capable of delivering messages to your SUNY Sullivan and personal email addresses, as well as your cell phone.

If you are either a student, faculty member or staff member at SUNY Sullivan, we have enrolled you in this program with the current information we have on file. If you are not a student, faculty member, or staff member you can still enroll using the procedure outlined below for Self-Registration.

We encourage you to confirm your contact information is correct in our ERP system. You can check by visiting G010 and speaking with a service-desk representative. (Note: Your cellular phone carrier may charge a per-text fee for the delivery of emergency notifications to your cell phone).

If you have difficulty logging in or you have any questions, please notify the IT Help Desk at 845-434-5750, ext. 4457 or stop in at Room G010

MAIL DELIVERY

Personal and other first-class mail should be addressed directly to your Residence Hall, home or apartment address. If not deliverable it will be forwarded to the mailroom.

Student I.D. must be presented in order to receive mail or packages. Any mail or packages that are unclaimed after four weeks will be returned to the sender. The College cannot be held responsible for any lost mail or packages.

The mail room is located in H042. Office hours are 9am-12pm and 1pm-5pm, Monday through Friday.

NAME/ADDRESS CHANGE

If, during the course of the year you change your name, home or local address, notify the Admissions office. Please bring copies of supporting documents.

PETS

Dogs, cats, and other pets are not permitted on campus. (Exceptions granted for 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

Effective May 1, 2020 SUNY Sullivan is a smoke-free, tobacco-free campus. The use of tobacco products anywhere on the campus is strictly prohibited.

STUDENT RIGHTS AND RESPONSIBILITIES

A copy of the Student Code of Conduct is available in the Dean of Student Development Services office (J113). This is an overview of the code.

STATEMENT OF PRINCIPLES/PURPOSE

SUNY Sullivan 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

1. 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.
2. Each student and recognized organization or activity shall obey all the rules and policies and be subject to penalties for violations.
3. 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:

4. Academic course requirements, such as internships, practicum field trips or service learning; or
5. Any activity supporting pursuit of a degree; or
6. 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.
7. 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
8. 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 full list of violations can be found at the “Code of Conduct” and the “SUNY Sullivan Sexual Violence Response Policy” links on our website:

sunysullivan.edu/code-of-conduct/

sunysullivan.edu/sexual-violence-response-policy/

FILING A 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 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.

SANCTIONS

The following sanctions 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 sanction.
- g. **LICENSE REVOCATION.** In the case of jurisdiction due to a room license from the SSSDC, the license may be cancelled and students required to depart Residence within 48 hours.
- h. **SUSPENSION.** Exclusion from classes, campus services and/or 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 sanction. Failure to participate or abide by agreement may be an additional violation.

k. **ACADEMIC DISHONESTY SANCTIONS.** 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 SUNY SULLIVAN 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 sanction 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 sanction 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 SUNY Sullivan Website or can be picked up in the Dean of 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

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
- Dean of Student Development Services
- Vice President for Administration/COO
- 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 COMPLAINTS

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 Stephanie Smart, Room J116, Ext. 4268, 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 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 Stephanie Smart. 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 Stephanie Smart, Room J116, Ext. 4268 to register a complaint. Other resources include the employee's supervisor or, in the case of students, the Dean of Student Development Services.

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 the Affirmative Action Office, State University of New York, State University Plaza, Albany, NY 12246, telephone (518) 443-5101.

SULLIVAN COUNTY COMMUNITY COLLEGE

CAMPUS MAP

