

Rights and Responsibilities

You should carefully review the rights and responsibilities which affect you while you are a student at CCC. The following policies are designed to serve you so that your educational experiences may be safe, orderly and free from unnecessary obstacles. Some of these policies are written out completely in this section; others are summarized due to their length.

Academic Computing Code of Conduct

College resources are provided to authorized individuals for the purpose of learning, teaching and conducting of business related to the operation of CCC. The College will not be held responsible for unacceptable, unethical or illegal use of its information technology resources. Using computing resources in any manner that violates any federal laws, New York State penal laws, State University of New York policies or CCC policies herein may result in suspension or termination of computing privileges and/or suspension from the College. Student judicial action and prosecution to the full extent of the law will follow at the discretion of the College.

Access to computing resources is granted to CCC students for use in their academic work, with the understanding that access is a privilege and carries with it certain responsibilities.

To use computing resources, a student must obtain a computer account username and password, which provides access to resources such as e-mail and file storage. With the exception of access to *MyCCC* via the Internet, students will not have access to CCC computer networks during any semester in which they are not registered. Other exceptions will be handled on an individual basis.

Students are responsible for all activity under their individual accounts.

General Rules of Conduct:

- Unless authorized, users may not have food, drink or their containers near any computer.
- Computer resources (including e-mail) should be used for academic purposes only. Users will refrain from using College computer resources for personal use, such as recreation, personal profit, transmission of unsolicited bulk e-mails, etc.
- Unnecessary printing is prohibited.
- Aside from legitimately saving or backing up data, students are to leave hardware, configurations and security measures in place on the computer, unless express permission has been granted by a lab monitor or instructor.
- All uses of computer resources violating the College harassment policy are strictly prohibited.
- Use of computing facilities must not violate others' rights to privacy and academic integrity.
- Users will refrain from displaying, printing or transmitting offensive or damaging materials. The College will not tolerate abusive or unethical use of equipment, such as harassing or threatening others.
- Students will not use the network to spread computer viruses, Trojan horses, worms or any program designed to violate security, interfere with the proper operation of any computer system or destroy others' data.
- Use of the network to duplicate copyrighted software, download movies, music or other students' work without the owner's explicit permission is strictly prohibited. When downloading and using printed materials, the source must be properly cited. Acts of piracy or violations of copyright laws are strictly prohibited.

File Storage:

Files stored on College servers are subject to disk quota limitations. Directories may be accessed by the College for routine maintenance and to check system integrity. Files stored on College servers are scanned continuously for viruses and may be deleted if found to be infected. All files on student directories will be deleted at the end of each semester. Therefore students must:

- Copy their stored files to their own storage media or e-mail them to themselves to use elsewhere.
- Copy files no later than the end of each semester if they wish to keep files that are stored on College servers.

Plagiarism:

The act of copying text, media, programs or subroutines from any source and submitting the material as your own work constitutes plagiarism and is prohibited. See the College's Code of Student Conduct and Academic Honesty policies.

Security and Privacy:

Users must be aware that computer systems of public institutions may be subject to open records laws. CCC Information Systems staff and teaching faculty may routinely access student user data for legitimate academic purposes, to review course work, to diagnose and resolve technical problems, to archive old data files and to investigate possible misuse of CCC computer systems and resources.

Violations:

A student found to be engaging in a prohibited computer activity will be required to cease that activity immediately.

All users should report any suspected unauthorized access attempts or other improper use of College computers, networks or other information processing equipment. If a user observes or receives a report of a security or abuse problem with any College computer or network facilities, the user should notify the lab monitor/instructor or help desk personnel.

Note: Users will be assessed for repair or replacement costs resulting from misuse.

Accommodations for Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 ensure equal access to all College programs, courses and services for students with disabilities. Other protections are also provided for employees with disabilities, visitors with disabilities and individuals with disabilities who attend College activities. Students should make requests for reasonable accommodations through the Office of Student Disability Services (SDS). Employees and some members of the public, such as job applicants, should make their requests through the Director of Human Resources.

Alcohol Use Policy

The College recognizes the reality of the serious problems associated with the use of alcoholic beverages. The use of alcohol on campus is allowed by permit only, subject to the applicable provisions of New York State law. The Student Association has voted that all student activities and socials be alcohol free. Student Association and the College continue to sponsor regular alcohol and drug awareness programs. Permits for the use of alcohol at events held on College-owned or -operated property may be obtained from the Office of Student Life, subject to final approval from the Office of the President.

Campus Order

It is each student's responsibility to know and follow the Code of Student Conduct. Such inappropriate conduct as disrupting teaching, research or other College activities is subject to College rules as well as local, state and federal laws.

Classroom Conduct

A student who creates a disturbance in a class may be directed to leave the class by the instructor. Failure to comply with such a directive could result in suspension or dismissal from the College after an appropriate hearing.

Confidentiality

The College will respect the essentially confidential relationship between itself and its students. To the maximum extent possible the privacy and confidentiality of information shared during individual and group sessions and written records relating to each student are preserved.

Records:

1. The official student permanent record in Student Administrative Services (SAS) is confidential. It is to be maintained only by members of the College staff employed for that purpose.
2. Each student shall have access to his/her medical, academic and educational record, subject only to reasonable regulations as to time, place and supervision. Professional evaluations are excluded. A student may appeal to have information in his/her record corrected or removed where legally permissible.
3. Except with prior written consent of the student concerned, or as stated below, no information in any student file may be released to any individual or organization.
4. Faculty and persons with administrative assignments may have access to records and files for internal educational purposes, as well as for routinely necessary administrative and statistical purposes. Access to financial, medical and disciplinary records is limited to the officials responsible for those matters. No one having access under this paragraph may disclose information beyond that listed below in 5 and 6.
5. The following information may be given to any inquirer and is the only information to be released in response to a telephone inquiry:
 - a. school or division of enrollment;
 - b. periods of enrollment;
 - c. degree(s) awarded, honors, emphasis and date.
In addition to the above, if the inquiry is made in person or by mail, the following may be confirmed:
 - d. the student's address, telephone number, date of birth and verification of signature.

Different or further information may not be given in the event that the inquirer's information is incomplete or incorrect.

6. Properly identified officials from federal, state and local agencies may be given the following information if expressly requested:
 - a. school or division of enrollment;
 - b. periods of enrollment;
 - c. degree(s) awarded, honors, emphasis and date;
 - d. student's address, telephone number, date of birth and verification of signature;

- e. nature of academic record in general, i.e. academic status (good standing, separated, eligible to return);
 - f. name and address of parent(s) or guardian(s)
7. Under no circumstances may any person making an inquiry be given personal access to any student file except as may be required by law.

Personal Information:

All information shared in individual or group counseling sessions is held strictly confidential except in those unusual circumstances where withholding of information would result in a clear danger to the student or to others. A prominent example of such an exception to this confidentiality principle is where New York State Social Services Law requires that school officials (teachers, counselors, nurses, day care administrators) make a report to the state when there is reasonable cause to suspect that a person under 18 is being abused or maltreated.

Dogs on Campus

No dogs are allowed on CCC athletic fields. It is permissible to walk leashed dogs on other areas of the campus with owner responsible for clean up.

Drug-Free Campus

The Drug-Free Workplace Act of 1988 requires members of our College community to be informed of the potential health hazards of drug use and the possible penalties for those who violate laws governing the use of illicit drugs.

Illicit drugs and alcohol may cause addiction, severe physical and emotional illness and death. Convictions under local, state and federal laws can result in fines, prison sentences or both. Information about drug counseling and rehabilitation is available from the Director of Human Resources and the College Health Office.

As a condition of employment, study or contact with the College, all employees, students and visitors are prohibited from the illegal use, manufacture, possession or distribution of all controlled substances on the campus. Any violations of this policy will result in College disciplinary action up to and including discharge or expulsion, whichever is appropriate. In addition, violations of this policy may be reported to civil authorities. Criminal convictions will be reported to federal contracting agencies as required by state and federal statutes.

Equal Employment/Educational Opportunity

CCC declares and affirms a policy of Equal Employment and Equal Educational Opportunity. The College will make all decisions regarding admissions and the entire educational process of its students and the recruitment, hiring, promotions and other terms and conditions of employment, without discrimination on the basis of race, color, creed or religion, gender, sexual orientation, national origin, age, physical or mental disability or other factors which cannot be lawfully used as the basis for employment or educational decisions.

Through its policies and programs, CCC undertakes to comply fully with all applicable federal, state and local laws relating to Equal Employment and Equal Educational Opportunity.

The designated coordinator for compliance with the Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the New York State Human Rights Law is R. Nannette Nicholas, Director of Human Resources, who also serves as the College's Affirmative Action Officer. She may be reached at 962-9444 or via e-mail at nicholas@corning-cc.edu.

Refer to Policy Against Harassment and Procedure for Submitting Complaints of Discrimination, including Harassment and Program Accessibility for more information.

Financial Obligations

All students incur a liability for tuition and fees at the time they register for classes. Students are responsible for any College debts they have incurred, including tuition and fees, library fees and parking fines. Students will not receive transcripts or grade reports at the end of a semester until all bills have been paid. For further information on financial obligations, please refer to the Bills, Cost and Payment section.

If a College debt must be referred to outside sources for collection, the student will be responsible for all reasonable costs of collection as well as attorney fees.

Freedom in the Classroom

Freedom of discussion and expression of views must be encouraged and protected. It is the responsibility of the professor in the classroom and in conference to insure the realization, not only of the fact but the spirit, of free inquiry. In particular, students must be protected against prejudice or capricious academic evaluation. Information about student views, beliefs and political associations, acquired by College officials in the course of their work as instructors and advisors, is confidential and must not be disclosed to others.

Freedom of Protest

The right of peaceful protest (including peaceful picketing and other orderly demonstrations) within the College community will be preserved. The College retains the right and obligation to assure the safety of individuals, the protection of health and property and the continuity of the educational process. No one shall have the right to obstruct and/or forcibly prevent others from the exercising of their rights or to interfere with the institution's educational processes or facilities or the rights of those who wish to avail themselves of any of the institution's services. These services include those that are instructional, personal, administrative, recreational and community oriented.

Grievance

Students with a complaint against a faculty member have the opportunity to take grievances through two channels.

For academic issues, such as grades, returning homework on time, adhering to the syllabus, quality of instruction and so forth, students should seek to resolve the complaint directly with the faculty member. The next step would be to meet with the appropriate academic department chair. If still unresolved, the student may meet with the appropriate associate dean of instruction. If necessary, a final appeal may be made to the Vice President and Dean of Academic Affairs.

For other complaints such as harassment, creating a hostile work environment, or other inappropriate interpersonal behavior, students should seek redress through the Office of Human Resources.

Interim Suspension

Occasionally the College may have the need to suspend a student immediately without waiting for formal notice and hearing due that student. It may be felt that the student is disruptive, incorrigible or even dangerous to others, to self or to property. Under such circumstances an interim suspension may be imposed pending formal notice and hearing at a later date.

Students who are suspended on an interim basis must be accorded a preliminary hearing, unless it can be shown that it is impossible or unreasonably difficult to afford it. This means that there must be a notice containing the reasons for the interim suspension and the time and the place of the hearing at which the student is provided an opportunity to show why the student's continued presence on campus does not constitute a danger to others, to self or to property.

Library Responsibilities

The student ID card available from the Public Safety Office serves as the Library card.

Borrowing privileges are extended solely to the individual named on a student ID. The student is responsible for all materials checked out on his/her card even if they are shared with another individual. If a student ID is stolen or lost, the student should report the loss to Public Safety and the Library immediately.

All Library users are notified of the loan period at the time an item is borrowed. Library materials must be returned or renewed by the assigned due date. Materials may be renewed by contacting the Library Circulation Office at 962-9251, in person, via e-mail to circulation@corning-cc.edu, or online through the Library Catalog.

Overdue notices are sent as a courtesy. Overdue fines vary depending on the type of material borrowed. Fines on circulating books accrue at \$.10 per day, and overdue reserve and interlibrary loan materials are assessed at \$1.00 per day. The circulation loan policy is available at the Library Circulation Desk and web site. Accounts must be settled when materials are returned. Failure to do so will result in a hold on transcripts and receipt of a bill for the full value of the materials plus a processing fee and overdue fines. Library privileges may be suspended until accounts are settled.

Use of remote access to the *Library Online* electronic databases is restricted to current students, faculty and staff. Violations of this policy will result in suspension of access to the databases.

Non-Students on Campus

A parent or guardian must supervise minors who are not enrolled at CCC or involved in a sponsored program.

Action may be taken against any and all persons who have no legitimate reason for their presence on College property. Since such persons are not subject to College sanctions, the procedures by which such privileges are granted shall be developed in accordance with the penal law. Under Section 140.35 of New York State Penal law, a person is guilty of loitering when he/she remains in or about school, College or university buildings or grounds, not having any reason or relationship involving custody of or responsibility for a pupil or student, or any other specific legitimate reason for being there and not having permission from anyone authorized to grant this privilege.

Policy Against Harassment

Unlawful harassment based on race, color, creed or religion, gender, sexual orientation, national origin, age, physical or mental disability or any other protected status is strictly prohibited by CCC. The College is committed to maintaining an educational and work environment that is free of any harassment and to fostering positive business and personal conduct so that everyone, including students, employees and visitors, is treated with respect and dignity in a non-discriminatory environment.

This policy applies to all employees, students, visitors and other persons who conduct business with the College. Any incident of harassment should be reported to the College's Affirmative Action Officer immediately, regardless of who the offender is. College employees are obligated to report all incidents of discrimination and harassment of which they become aware to the Affirmative Action Officer, whose name is available from the Human Resources Office.

Harassment of individuals for reasons of race, color, creed or religion, gender, sexual orientation, national origin, age, physical or mental disability or any other protected status is a form of unlawful discrimination.

There are two types of sexual harassment: "Quid Pro Quo" and "Hostile Environment." "Quid Pro Quo" harassment includes unwelcome sexual advances, requests for sexual favors and other physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's academic success or employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or personnel decisions affecting the individual.

Examples of "Quid Pro Quo" sexual harassment include:

- Any uninvited or unwelcome physical contact, including touching, petting, pinching, persistent brushing up against another individual's body, etc.
- Any suggestion to an individual that sexual favors or relationships will result in a favorable grade, promotion or other academic or employment opportunity.
- Any suggestion or implication to an individual that his/her refusal to provide sexual favors or relationships will result in a poor grade, demotion, discipline, discharge or will have an adverse impact on the individual's continued instruction or employment.

"Hostile Environment" sexual harassment occurs when an individual's conduct has the purpose or effect of unreasonably interfering with another individual's academic or work performance or creating an intimidating, hostile or offensive academic or working environment.

Examples of "Hostile Environment" sexual harassment include:

- Sexual innuendos, sexually suggestive comments, offensive language, sexually oriented kidding or teasing, gestures, practical jokes, etc.
- Displays of sexually suggestive pictures, magazines or other objects.
- Any other conduct that ridicules or humiliates an individual because of his/her gender.

The same general principles that apply to hostile environment sexual harassment also apply to harassment on the basis of other factors, such as race, color, creed or religion, gender, sexual orientation, national origin, age, physical or mental disability or any other protected status.

Examples of non-sexual hostile environment harassment include:

- Transfer, demotion or termination of employees on the basis of race, color, creed or religion, gender, sexual orientation, national origin, age, physical or mental disability or any other protected status.
- Interference in or denial of opportunities for educational success on the basis of race, color, creed or religion, gender, sexual orientation, national origin, age, physical or mental disability or any other protected status.

- Unwelcome, offensive, or demeaning comments, slurs, language, jokes or gestures related to or referring to an individual's race, color, creed or religion, gender, sexual orientation, national origin, age, physical or mental disability or any other protected status.
- The presence of books, magazines, pictures or other objects that may be reasonably construed as offensive or demeaning based on race, color, creed or religion, gender, sexual orientation, national origin, age, physical or mental disability or any other protected status in the workplace where other students or employees may see or find them.
- Creating or contributing to an intimidating hostile or offensive working environment on the basis of race, color, creed or religion, gender, sexual orientation, national origin, age, physical or mental disability or any other protected status.

Individuals who believe that they have been harassed or otherwise discriminated against in violation of this policy should contact the College's Affirmative Action Officer (whose name is available from the Human Resources Office), in accordance with the Procedure for Submitting Complaints of Discrimination, Including Harassment and Program Accessibility. Retaliation against any individual for filing a harassment or discrimination complaint or for assisting or participating in the investigation of such a complaint is illegal and will not be tolerated.

Procedure for Submitting Complaints of Discrimination, including Harassment and Program Accessibility

Scope: The College must comply with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and the New York Human Rights Law. These statutes place an affirmative obligation on the College to maintain a work and study environment free from discriminatory harassment, intimidation, ridicule and insult.

This procedure is provided for the resolution of employee, student or visitor complaints alleging unlawful discrimination on the basis of race, color, creed or religion, gender, sexual orientation, national origin, age, physical or mental disability or other factors, which cannot be lawfully used as the basis for an employment or educational decision. This procedure may not be used if a formal complaint has already been filed with a state or federal agency on the same complaint or if a grievance has been filed under any current labor agreement or any internal grievance procedure. Any investigation or review underway will terminate without conclusion if a complaint is filed elsewhere.

Objective: The intent and purpose of this procedure is to provide a mechanism that ensures that a complaint of discrimination will be heard and dealt with fairly. All members of the College community, including students, should realize that a charge of discrimination is a serious matter that may impact the education or careers of individuals or the College as a whole. For that reason, the College is obligated to investigate all charges and make every effort to keep the complainants and respondents informed throughout the course of an investigation. It is to the benefit of all parties involved that such cases be addressed promptly and fairly using whatever administrative means are available to avoid the personal and institutional stress which can occur in a public hearing.

To ensure that the complaint procedure processes are fair, the College's Affirmative Action Officer and Section 504/ADA Coordinator serves as an impartial party whose job is to see that the procedure is carried out properly and the rights of both complainant and respondent are

protected. Retaliation against any individual for filing a complaint or for assisting or participating in the investigation of a complaint is illegal and will not be tolerated.

Procedure: In order for the College to deal effectively with the problems of discrimination and harassment, a complaint must be brought forward as soon as possible, preferably within six weeks of the alleged act or the discovery of the act. Delay in coming forward with a valid complaint seriously hinders the College's ability to properly investigate and deal with a potentially serious issue. The proceedings of any investigation are held confidential to every extent possible.

Step 1: Informal Resolution

Individuals who believe that they have been discriminated against in violation of the College's Equal Opportunity and Affirmative Action policy should contact the Affirmative Action Officer, whose name is available from the Human Resources Office. College employees are obligated to report all incidents of discrimination and harassment of which they become aware to the Affirmative Action Officer.

The Affirmative Action Officer is charged by the President of the College with the responsibility for advising and providing information to the complainant and respondent, investigating complaints, requesting access to pertinent documents and maintaining a record of each case. The Affirmative Action Officer will seek to resolve the concern on an informal basis. If a mutually agreeable solution is achieved within ten working days, the complaint is closed and the file is completed. Both the complainant and the respondent receive a copy of a brief concluding statement. Complaint records will be kept in a secure file in the office of the Affirmative Action Officer. If a mutually acceptable solution is not possible at the informal stage, the complainant may choose to move to the formal procedure. The Affirmative Action Officer will assist the complainant and respondent through the formal resolution process and the selection of the ad hoc subcommittee described below.

Step 2: Formal Resolution

Either party may make a written request to the Affirmative Action Officer to have the matter reviewed by an ad hoc subcommittee of the Affirmative Action Committee. Such written request must be received by the Affirmative Action Officer within ten working days of the date the informal resolution was rendered. The ad hoc subcommittee is charged with determining the validity of the complaint, as to whether the charges are grounded, ungrounded or false. The subcommittee is not responsible for recommending penalties. The President of the College is ultimately responsible for taking action on any complaints of discrimination.

The subcommittee will be composed of three members of the Affirmative Action Committee, excluding the Affirmative Action Officer, who is not eligible to serve. A list of the Affirmative Action Committee's current membership may be obtained from the Human Resources Office and will be provided to the complainant and the respondent. The complainant selects one member, the respondent selects another member, and the third member, who will chair the subcommittee, is selected jointly by the previously selected members. The complainant and the respondent must select the subcommittee members within five working days of the date that the written request for review was received by the Affirmative Action Officer. If either party fails to select a member, the Affirmative Action Officer will make the necessary appointment. The two selected subcommittee members must select the third member within the next two working days.

The subcommittee will hold closed meetings to review the facts and allegations and will have the right to review all relevant information and to interview witnesses or other parties related to the complaint. All parties will have the opportunity to present to the subcommittee their respective accounts and positions and to review all other information presented. The subcommittee will communicate its written opinion on the validity of the complaint to the complainant, the respondent, the Affirmative Action Officer and the President of the College within twenty working days of the receipt of the written complaint.

Step 3: Decision of the President of the College

Within fifteen working days of the receipt of the subcommittee's opinion, the President will submit a final written decision to the complainant, the respondent and the Affirmative Action Officer.

Where the complaint process reveals that College policy has been violated, the President will take the appropriate corrective action, which may be disciplinary, on the matter. Depending on the nature and seriousness of the incident, such disciplinary action may range from a verbal/written warning to suspension, expulsion, or termination of employment. Disciplinary decisions may be contested by employing the appropriate grievance procedure.

Note: All of the time limits specified above may be extended by mutual agreement between the respondent and the complainant.

Privacy Rights

In the interest of students' rights and freedoms concerning all aspects of their educational experience, the College will comply with the spirit and intent of the Family Educational Rights and Privacy Act of 1974, as amended. This Act was designated 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 failure by the College to comply with the Act.

College policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the Office of the Chief Information Officer. That office also maintains a Directory of Records which lists all education records maintained on students by this College. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Chief Information Officer, who is the designated access officer.

Religious Absences

New York State Education Law 224-A, which follows, specifies the rights of students who are unable to attend classes on certain days because of religious beliefs.

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the inability, because of religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of 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 the said student such equivalent opportunity.

4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
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 any student utilizing 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 individual rights under this section.
 - 6a. A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the listing of available courses.
7. As used in this section, the term "institution of higher education" shall mean schools under the control of the Board of Trustees of the State University of New York or of the Board of Higher Education of the City of New York or any community college.

Safety/Security

CCC has an excellent record in regard to safety. While crime is a national problem that affects even rural areas, we are fortunate that CCC has not experienced significant difficulties. To provide a safe environment for our students, we employ a professionally-trained public safety force and a very competent student life staff who work with the students to ensure that students and their personal possessions are protected as much as possible.

Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. Programs are held each semester for students on topics such as personal safety awareness and security, rape prevention and the prevention of burglary and vandalism.

The College has not experienced any major crimes of violence on its campus. CCC complies with the Security Information Act for Institutions of Higher Education. At the beginning of each semester new students receive information about crime and campus security statistics. This information also can be requested through the Vice President and Dean of Student Development or Public Safety. Campus crime statistics are filed annually with the United States Department of Education.

The Regional Board of Trustees has adopted an Emergency Action Plan to deal with any immediate safety and security issues. The plan is available for review in the Human Resources Office.

Smoking on Campus

All campus buildings are smoke-free. Smoking is also not permitted within 50 feet of main entrances to College buildings. Due to health standards, smokeless tobacco is prohibited in all buildings. In addition, the College provides resources for those choosing to stop smoking and educational information for those interested in further study of this topic. The College counselors, nurse and health instructors are key College resources for additional information.

Weapons on Campus

Firearms and dangerous weapons of any type are not permitted on campus. Intentional use, possession or sale of firearms or other dangerous weapons by students is strictly forbidden and is a violation of the Code of Student Conduct and state law.

Code of Student Conduct

The College supports the laws of the locality, the state and the nation. The College will not condone unlawful conduct, and it will not protect students from their obligation to uphold the law. In addition, the College will provide no sanctuary for those who violate the law, and it will cooperate with appropriate health and law enforcement agencies.

Some very specific applications of this principle are that students will be subject to discipline for the use, possession, sale, or transfer of illegal drugs, sexual abuse, hate crimes and hazing.

Academic Honesty

The principles of integrity, respect and ethical behavior are long standing traditions at CCC. It is expected that all students will recognize these values and adhere to all aspects of student conduct and academic honesty inside and outside of the classroom. The act of academic dishonesty is one in which a student is trying to gain an unfair academic advantage or is avoiding actions required by a course, which have been designed to improve some aspect of the student's education.

Knowingly and willfully aiding or collaborating with a student in the violation of an Academic Honesty policy, even if not personally committing any violation is considered academic dishonesty. The following list describes various instances or actions that the College considers to be acts of academic dishonesty. While trying to be thorough, this list is not absolute. It is up to the practical judgment of faculty and students to consider cases that are not included here.

Examples of Violations of Academic Honesty include, but are not limited to the following:

- Plagiarism occurs when a person presents another's ideas, information, words, artwork, films, music, graphs, images, data or statistics as if they were his or her own creation. Plagiarism is a form of theft and is cheating.
- When a person copies material from a published source, such as a periodical, encyclopedia, book or downloads a passage from an Internet source and presents that information without proper documentation (reference or quotation) in a paper or project, then that person has committed plagiarism. Even if the content or wording has been slightly changed, a little plagiarism is still plagiarism. If a person submits a paper or project in satisfaction of a course assignment that was authored or researched in part or in whole by someone else, then that person is guilty of plagiarism.
- Using prohibited materials such as the use of other students' work, past papers, reports or lab documents without the specific permission of the instructor.

- Using notes or information in any form when not specifically permitted. Using programming functions of calculators, memory in PDA's, cell phones, laptops or any other handheld computing device without authorization from the instructor.
- Gaining or providing unauthorized assistance on term papers, reports, projects, research data, take-home tests, quizzes or homework turned in for grading.
- Having another person represent himself or herself as you during a course, examination or activity.
- Receiving information from another student or communicating in any way during an examination, quiz or other course activity when not authorized by the instructor.
- Stealing or otherwise receiving information, questions or answers for an examination, quiz or other course activity when not authorized by the instructor.
- Intentionally impairing the work of another student or instructor.
- Forging or altering college records or documents.

When a violation of the Academic Honesty policy is suspected, it is the instructor's responsibility to investigate the incident and determine the severity and intent of the violation. The actions an instructor may take include but are not limited to: discussing the incident with the student in question, discussing the incident with other students, literary or document research, requesting additional information or supporting documents. This investigation must be done in a timely fashion but has no limits based on the nature of the investigation. If the instructor concludes that an offense has occurred, the instructor will determine an appropriate penalty using his or her judgment as to the severity and intention of the infraction. Because the instructor will typically not be aware of a student's behavior or violations to CCC policy in previous or concurrent courses, the penalty will be assessed by the instructor based on the student's activity and conduct in this course alone.

Examples of penalties include but are not limited to the following:

1. Receiving a verbal warning
2. Receiving a written warning
3. Partial grade out of the total possible for the assignment
4. Recreate or retake an assignment or assessment activity
5. Receiving a zero or F on an assignment or assessment activity
6. Expulsion from and receiving an F grade for the course

If a student disagrees with an instructor's findings regarding a violation to the Academic Honesty policy, he or she may follow the steps outlined for disputing a grade under Grading Practices. This process is intended to allow the student to address the dispute in an organized manner and through several levels of CCC's organization. If, after proceeding through this process, the matter has not been resolved to the satisfaction of the student, he or she may request a hearing before the Student Judiciary Board through the Vice President and Dean of Student Development. The process is detailed under Student Judiciary Process.

Maintaining Public Order

1. Limits to the application of College discipline shall be applied to student misconduct which adversely affects the College community's pursuit of its educational objectives, defined as follows:
 - a. The opportunity of all members of the College community to attain their immediate and long-range educational goals.

- b. The generation and maintenance of an intellectual and educational atmosphere throughout the College community.
 - c. The protection of the welfare, health, safety and property of all members of the College community and the College itself.
2. Matters of extenuating circumstances surrounding the violation shall be taken into account in determining the question of and/or nature of the sanction. Inappropriate sanctions shall not be imposed.

Misconduct and Discipline

1. Misconduct for which students will be subject to College discipline:
- a. Forgery or alteration of College documents, records or instruments of identification or use of same with intent to defraud.
 - b. Intentional obstruction or disruption of teaching, research, administration disciplinary proceedings or other College activities, including public service functions and other authorized activities of the College.
 - c. Abuse of any person, College premises, or at College-sponsored or College-supervised events or conduct which threatens or endangers the health or safety of any such person.
 - d. Hate crimes, also called bias crimes or bias-related crimes, involving criminal activity motivated by the perpetrator's bias or attitude against an individual or group based on perceived or actual personal characteristics, such as race, religion, ethnicity, gender, sexual orientation or disability. Penalties for these crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions or the offender. Students who are perpetrators of such crimes will also be subject to campus disciplinary procedures where sanctions including dismissal are possible.
 - e. Sexual assault, including sexual misconduct, rape, criminal sexual acts, forcible touching, sexual abuse and aggravated sexual abuse. Where there is probable cause to believe such misconduct has occurred, strong disciplinary action will be pursued, including the possibility of suspension or dismissal from the College. An individual charged with sexual misconduct may be subject to College disciplinary procedures, whether or not prosecution under New York State Criminal Statutes is pending.
 - f. Theft from or damage to College premises or theft or damage to property of a member of the College community or College premises.
 - g. Failure to comply with directions of College officials acting in proper performance of their duties; i.e., any requirement or request to desist from specified activities outside the scope of authority of the person issuing the requirement.
 - h. Use by any student or student organization of the College name or a claim to speak or act in the name of the College or a College-related organization without due authorization.
 - i. Disorderly, lewd, indecent or obscene conduct or expression on campus or at a College-sponsored function.
 - j. Hazing: Any action taken by any student or participation in the creation of any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.
 - k. Violation of published College regulations.
 - l. Public intoxication or display of any behavior associated with the abuse of alcohol or drugs.

2. Misconduct for which organizations will be subject to College discipline. Organizations which operate upon the campus or upon the property of the College used for educational purposes shall be prohibited from authorizing the conduct described above.

Proceedings for Student Misconduct

1. Any member of the College community may file charges against any student of the College for misconduct.
2. The College guarantees fair proceedings to each student whose alleged behavior is contrary to the established Code of Conduct. Fair proceedings should include, as a minimum at least, the following:
 - a. a written statement of charges being made and the source thereof;
 - b. ample notice of the time of trial;
 - c. a trial at which the individual is presented with the case against him/her;
 - d. the individual has the opportunity to answer accusations and to submit the testimony of witnesses;
 - e. the individual has an opportunity for, and must be informed of his/her right to, and the procedures for, appealing the decision made at the trial;
 - f. plaintiff, defendant and witnesses, if any, must appear in person; and
 - g. the right to question evidence presented is guaranteed.

Proceedings for an Organization's Misconduct

1. The President of the College shall be responsible for the enforcement of provisions concerning hazing and such responsibility may be exercised by any designee appointed by the President.
2. Whenever the President has determined on the basis of a complaint or on personal knowledge that there is reasonable ground to believe that there has been a violation of this provision by any organization, the President shall prepare or cause to be prepared written charges against the organization which shall state the provisions prescribing the conduct and shall specify the ultimate facts alleged to constitute such violations.
3. Such written charges shall be served upon the principal officer of the organization by registered or certified mail, return receipt requested, to the organization's current address and shall be accompanied by a notice that the organization may respond in writing to the charges within ten days of receipt of said notice. The notice of the charge so served shall include a statement that the failure to submit a response within ten days shall be deemed to be an admission of the facts stated in such charges and shall warrant the imposition of appropriate penalties. The response shall be submitted to the President or his designee and shall constitute the formal denial or affirmation of the ultimate facts alleged in the charge. The President or his designee may allow an extension of the ten-day response period.
4. Upon written request by an authorized representative of the organization, the President shall provide the organization representative an opportunity for a hearing. A hearing panel designated by the President or his designee shall hear or receive any testimony or evidence which is relevant and material to the issues presented by the charge and which will contribute to a full and fair consideration thereof and determination thereon. The organization's representative may confront and examine witnesses against it and may produce witnesses and documentary evidence on its behalf. The hearing panel shall submit written findings of fact and recommendations for disposition of the charge to the President or his designee within twenty days after the close of the hearing.

5. Final authority to dismiss the charges or to make a final determination shall be vested in the President. Notice of the decision shall be in writing; shall include the reasons supporting such decision; and shall be served on the principal officer of the organization by mail in the manner described in paragraph three above within a reasonable time after such decision is made.

An organization which authorized prohibited conduct described under Hazing, shall be subject to the rescission of permission to operate upon the campus or upon the property of the College used for educational purposes. The penalty provided in this subdivision shall be in addition to any penalty which may be imposed pursuant to the penal law and any other provision of law, or to any penalty to which an individual may be subject pursuant to this subdivision.

The provisions prohibiting hazing activities shall be deemed to be part of the bylaws of all organizations which operate upon the campus of the College or upon the property of the College used for educational purposes. Each such organization shall review its bylaws annually with individuals affiliated with the organizations.

Copies of the regulations which prohibit reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be given to all students enrolled in the College.

Sanctions

Violation of the Student Code of Conduct may result in one or more of the following sanctions:

Letter of Warning: Warning that future violations could result in additional judicial action.

Social Probation: Restriction from participation in student sponsored activities.

Disciplinary Probation: Prohibition or restriction from participation in college and student sponsored activities and/or buildings.

Suspension: Removal from college property for a specified period of time.

Expulsion: Permanent removal from all college property.

Student Judiciary Process

The judiciary procedure guarantees students the right of due process, including the right to a hearing and the right to appeal. However, if during the investigation of a specific misconduct charge by the Public Safety Office, the Vice President and Dean of Student Development, or Vice President and Dean of Academic Affairs, the charged student freely admits guilt and signs a statement to this effect, the student shall be advised prior to admitting guilt that he/she is waiving the right to a hearing before the Student Judiciary Board.

The following process has been approved by the College Association and the Regional Board of Trustees.

The Student Judiciary at CCC shall be made up of the following:

1. Three full-time Faculty Assembly members will be elected at the yearly Faculty Assembly election in the spring of each year. The Joint Council shall appoint, from the full-time Faculty Assembly membership, when vacancies exist. Appointees shall serve the remainder of the term of the person they are replacing.
2. Ten students will be elected each year in a general student election to serve as student magistrates. The student magistrates will serve one year. The Student Association shall hold a special election, as needed, when the pool of student magistrates falls below six members. The students elected to fill vacancies shall serve the remainder of the term of the person they

are replacing. For each judicial case, four student magistrates will be selected by the Vice President and Dean of Student Development in the following manner:

- a. All ten students elected will be interviewed by the Vice President and Dean of Student Development to see if a conflict of interest exists.
 - b. If a conflict exists the student will be dismissed from the case in question but remain a magistrate for future cases.
 - c. Four student magistrates will be selected from those eligible by the Vice President and Dean of Student Development using a blind draw method.
 - d. One of the four student magistrates selected will serve as the Chief Magistrate. The Chief Magistrate will be determined by a vote of the seven member Student Judiciary (4 students, 3 Faculty Assembly members).
3. In the case of illness of one of the students or Faculty Assembly members, the Student Judiciary can proceed and function. If more than one student or Faculty Assembly member is ill, then such vacancies must be filled by appointment as outlined in 1 and 2 above.
 4. A tape recording or transcript will be made of all proceedings.
 5. The decision reached by the Student Judiciary will be recommended to the Vice President and Dean of Student Development. The Vice President and Dean of Student Development shall render the recommendation of the Student Judiciary as the decision in the case.

Appeal Procedure

6. The decision of the Vice President and Dean of Student Development may be appealed. Such an appeal must be made in writing within 72 hours of the written notification of the decision of the Vice President and Dean of Student Development and submitted to the Vice President and Dean of Student Development. For just cause, the Vice President and Dean of Student Development may waive the 72-hour requirement. Such letter of appeal must contain the reasons for the appeal. Normally, appeals are made for three reasons:
 - a. New evidence
 - b. Violation of due process
 - c. Improper penaltyThe Vice President and Dean of Student Development, upon receipt of the letter of appeal, shall forward it to the Chairperson of the Student/Faculty Board of Appeals.
7. The Student/Faculty Board of Appeals shall consist of three students, three Faculty Assembly members and three administrators. The student members shall be appointed by the Student Association Executive Board and shall not be the same students serving as student magistrates at the time. The Faculty Assembly members shall be appointed by the Joint Council and shall not be the same Faculty Assembly members serving on the Judiciary at the time. The administrative members shall be appointed by the Vice President and Dean of Academic Affairs and shall not be the same administrators serving on the Judiciary at the time. Any vacancy shall be replaced by appointment: students by Student Association Executive Board, Faculty Assembly members by the Joint Council, administrators by the Vice President and Dean of Academic Affairs. The Student/Faculty Board of Appeals shall serve for the duration of the appeal. The Chairperson of the Board shall be elected by the members of the Board.
8. The appeal hearing shall be convened within 30 days after the receipt of the written appeal. Extension of this date may be granted by mutual agreement of the Vice President and Dean of Student Development and the accused. However, no hearing shall be commenced later

than 60 days after the end of the semester—as determined by the date for the last day of classes—during which the incident occurred.

9. The Appeals Board shall review the case, hear testimony regarding new evidence, consider disciplinary action and render a majority decision to either uphold, reject or modify the action of the Student Judiciary as rendered by the Vice President and Dean of Student Development. In the hearing, both the accused and the accuser shall have the right of representation of advisors of their choice. The right to call additional witnesses shall be granted. The burden of proof, as always, rests with the accuser.
10. A transcript of all testimony at the hearing, in the form of a tape recording, is required and will be available upon request to the accused and accuser. A tape recording of the deliberations of the Board is required and will be available only to the President of the College. The Board shall communicate its conclusion and recommendation in writing within 24 hours after completing the hearing to the Vice President and Dean of Student Development and he/she will submit the results to the President of the College. The Board's recommendation shall be one of the following:
 - a. Reject the appeal
 - b. Recommend a modified penalty
 - c. Recommend the accused be exonerated of the charges

The Board shall include, in its written recommendation to the President, the reasons for its decision and the justification for its recommendation. Both the accused and the accuser shall have the right to file, within 24 hours of the conclusion of the hearing, a post hearing statement with the President. The President shall review, as promptly as possible, the recommendation of the Appeals Board and post hearing statements, if submitted. In addition, the President will review the original decision of the Student Judiciary and shall render a final decision. The President's decision represents the final decision.

Athlete's Code of Conduct

CCC supports the athletic programming and its enhancement of student development. Athletics needs the full engagement of the human being without the interference, influence or destructive consequences to one's physiology or psyche. For these reasons, there is a zero tolerance for all behaviors in the areas of: alcohol, illegal drugs, abuse of non-prescription drugs, tobacco, tobacco products, and behavior unbecoming of a student-athlete (insubordination, incompetence, moral turpitude).

Definitions

Violation: A violation is a written or verbal confirmed by witness statement submitted to the Athletic Director by anyone.

Duty: A "duty" is a responsibility of a student-athlete.

Zero Tolerance: Every violation will result in a disciplinary action, including written documentation, within a three-strike system.

Three-Strike System:

- a. **Strike One:** Consequences by coach for student-athlete violations.
- b. **Strike Two:** Suspension by coach for student-athlete violations.
- c. **Strike Three:** Permanent removal from the team by coach for student-athlete violations.

Hearing: All student-athletes have the opportunity to request a hearing of the Student Judiciary Committee.

Areas

The CCC Athlete's Code of Conduct applies to all student-athletes. The Code addresses behavior in the areas of:

1. alcohol
2. illegal drugs
3. tobacco
4. behavior unbecoming a student-athlete
 - a. insubordination
 - b. incompetence
 - c. moral turpitude
5. other: as defined by each team and coach

When & Where

1. This code shall apply from the date of the first practice to the date of the last contest-inclusive.
2. The Code shall apply on campus from the point and time of entrance to College property to the point and time of exit from College property.
3. The Code shall apply off campus when one's behavior is made a matter of public concern.
4. The Code shall apply on away trips from the point and time of departure to the point and time of arrival back at CCC.

Since each team is different from every other, it makes sense that there are "other matters" important to the proper conduct of each team not addressed thus far in this Code. Therefore, it is expected that each team will address their own particular additional matters with appropriate consequences for inappropriate behavior. It must be realized that what is additionally included by one team may not be considered important to another team. A copy of such additional Code matters must be submitted to the Athletic Director by each coach prior to the first scheduled contest on a yearly basis.

The Three-Strike system as outlined above, applies to each sport and season individually. However, it will be at each coach's discretion to determine whether strike(s) will carry-over to another sport or season.