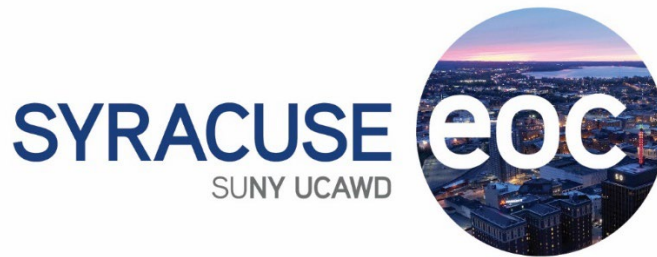


SUNY Syracuse Educational Opportunity Center

Student Handbook



224 Harrison Street, Floors 7 and 8

Syracuse, New York 13202

(315) 472-0130

www.SyracuseEOC.com



www.facebook.com/SyracuseEOC



<https://twitter.com/SyracuseEOC>



www.linkedin.com/in/SyracuseEOC



<https://www.instagram.com/sunysyracuseeoc>

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LETTER FROM THE VICE PRESIDENT

Dear Student,

Welcome to the Syracuse Educational Opportunity Center (EOC)! The administrators, advisors, faculty, and staff are pleased that you have decided to return to school. We are particularly pleased that you have chosen the Syracuse EOC to continue your studies.

As a Center for adult learning, we operate with minimal rules and guidelines. However, any school must outline its expectations for student performance and behavior to create the most appropriate learning environment. The guidelines presented in this handbook have been developed by students, faculty, advisors, and administrators to support all students. Your suggestions for improving both this handbook and the Center are always welcome.

Our goal is to provide you with an educational experience that not only entertains but also empowers you to move forward in your life. If you need anything from the Syracuse EOC that is not being provided, please let us know. We will do everything possible to ensure that your return to education is a positive experience. We are excited you are here and look forward to your success.

Good Luck and Good Studies!

Sincerely,

Timothy C. Penix

Timothy C. Penix

Vice President, Syracuse Educational Opportunity Center



INTRODUCTION

MISSION

The SUNY EOCs are a system of educational enterprises that serve eligible adult learners. As part of this system, the Syracuse Educational Opportunity Center provides comprehensive, community-based academic and workforce development services. The Center also provides support services that enhance employment opportunities and access to educational and workforce resources, enabling individuals to achieve personal growth and development.

HISTORY

In 1966, five Urban Centers sponsored by community colleges were established in response to the high student dropout rate in New York State's urban areas. Former New York State Assemblyman Arthur O. Eve used his position in the Assembly to establish and advocate for these new centers.

In 1969, Syracuse joined the effort. Initially called the S.E.E.K. Program (Search for Education, Elevation, and Knowledge), it joined eight other S.E.E.K. programs around the state to form the Cooperative College Center. In 1973, the Center became the Syracuse Educational Opportunity Center (Syracuse EOC), and Morrisville State College became its administering SUNY campus.

In its very first year, the Syracuse EOC established itself as one of the most successful programs in New York State to improve students' basic academic skills. The Center has expanded its instructional programs over the years and presently offers both academic and vocational programs. New courses are constantly being developed to meet the needs of our students and to reflect the requirements of higher education institutions and the workforce.

Since 1969, the Syracuse EOC has provided adult learners with "a second educational chance." Faculty and staff continue to share its mission—to improve our students' academic and workforce skills, thereby expanding their educational and employment opportunities.

NON-DISCRIMINATORY POLICY

All programs and services are offered without regard to race, color, age, sex, religion, creed, gender, sexual orientation, national origin, disability, marital status, veteran status, or political affiliation.

INSTRUCTION

INSTRUCTIONAL PROGRAMS

The Syracuse Educational Opportunity Center offers academic and workforce development instruction. Our academic programs help students improve their reading, writing, language, and/or math skills. These skills enable students to achieve academic goals, such as earning a high school equivalency diploma, learning English, or preparing for college. Completing an academic program enables a student's acceptance to college or to meet the prerequisite requirements for a Syracuse EOC workforce development program.

Our workforce development programs offer instruction and training in various occupational tracks. These programs are designed to prepare students to enter or advance in the workforce, or to retrain students who need or want to change career paths. The Center offers workforce programs that reflect the economic and workforce trends in the Syracuse area. We strive to promote professionalism through instruction in employability skills and to encourage students to achieve self-sufficiency through gainful employment. Upon completing a workforce development program at the Syracuse EOC, students are prepared to secure employment in their field of training. Services are available to assist students in their job search and development.

For more information on program offerings, please contact the Student Services Office at 315-472-0130 or visit our website at www.SyracuseEOC.com. Please note that, due to occasional unforeseen circumstances, the Syracuse EOC reserves the right to change programming at any time, with little to no notice.

EDUCATIONAL OPPORTUNITY CENTER STAFF

The Syracuse EOC Staff Directory can be found on our website at www.SyracuseEOC.com

SERVICES

INSTRUCTIONAL ADVISING, COACHING, AND REFERRAL SERVICES

The following Student Advising Services are available to students by meeting with their Student Success Coach:

- Assessment of student interests and abilities
- Assistance with personal matters affecting academic success
- Day-to-day support to assist in successful program completion
- Community agency referral
- Academic advisement
- Stress management skill development
- Conflict resolution
- Student advocacy
- Employment search support

Frequently Asked Questions about Advising Services

Why does EOC offer advising services?

The EOC's advisors and coaches work diligently to give students the greatest chance of achieving success throughout their enrollment. Returning to school raises stressful and uncomfortable feelings for most adults. Advisors and coaches strive to ensure that students receive the support they need to complete their program.

What is student advising?

Student Advising supports personal growth, problem-solving, and informed decision-making. It provides students with an opportunity to discuss their concerns with a trained professional. The Coach-Student relationship is supportive, fair, understanding, private, and focused on the students' needs.

What can I talk about with my Student Success Coach?

Common concerns students discuss with coaches include:

- Making life, career, and education choices
- Overcoming barriers to success in their program
- Building self-confidence
- Managing stress
- Handling personal and family relationship issues
- Getting referrals for professional services

- Addressing alcohol or drug abuse concerns
- Dealing with violence in relationships, including harassment
- Managing finances while returning to school

Students should feel comfortable talking to their coach about anything affecting their attendance or performance at the EOC.

If a concern is beyond a coach's expertise, they will refer students to other organizations or professionals who can provide the right help.

Where can I find my Student Success Coach?

Students can find their coach's contact information in the Student Services Reception Area on the 8th Floor of the Center. Each coach has a private office where students can discuss issues and concerns confidentially. Coaches regularly confer with faculty regarding students' academic progress, attendance issues, and behavioral adjustments. Students will meet their student success coach during Student Orientation and schedule an appointment to create their Student Success Plan.

What do I do if my Coach is unavailable?

If a coach is unavailable, students can do one of the following:

- Schedule an appointment using the [Syracuse EOC Advising Bookings Link](#)
- Return later
- See a different servicing advisor/coach
- Text or call the coach's voicemail
- Leave a message for the coach with the receptionist

If the issue is urgent and no coach is available, students should go to the receptionist and ask to speak with the Director of Admissions and Enrollment Management.

When is coaching available?

It is best to schedule an appointment with the coaches to ensure students have sufficient time to discuss their concerns. Student Success Coaches are available before, after, and between classes to make appointments. Generally, coaches are available during the class schedule's "empower hours." Additionally, coaches will reach out to students to support them in accordance with their Student Success Plan.

Are meetings confidential?

Coaching sessions are private and follow legal rules and regulations. If someone is in immediate danger, the coach must act or inform the authorities, as required by law. Coaches may also consult with other staff members, such as teachers or the Director of Admissions and Enrollment Management, to ensure that students receive the best possible assistance.

ATTAIN LAB

The Syracuse Advanced Technology Training And Information Networking (ATTAIN) digital learning lab is designed to provide all EOC students and community members with access to academic, workforce, and technology training.

The lab includes course-specific software, including Aztec for all levels of high school equivalency studies, the 2019 Microsoft Office Suite, Rosetta Stone for ESOL learners, and Edmentum for career courses. Students and community members can take the ATTAIN Digital Literacy Course and receive training in the Microsoft Office Specialist (MOS) program. The MOS curriculum and certification exams are available across all five Office Suite programs: Word, Excel, PowerPoint, Access, and Outlook.

ATTAIN Lab staff are available for personalized help in academic and workforce-related areas. Students are welcome to enter the lab during open hours to work on classroom assignments, upgrade computer skills, conduct job searches, and complete job applications. For more information, visit the ATTAIN Lab located on the 7th floor of EOC.

COLLEGE CONNECTIONS INITIATIVE

The College Connections Initiative (CCI) was developed to help ease the transition of Syracuse EOC students from pre-college life to the considerably higher expectations and achievement levels necessary for college success. The CCI staff will introduce students to the college experience and discuss topics related to college culture, the admissions process, and the long-term benefits of higher education. The initiative also educates students on the financial component of higher education and provides workshops and presentations on the financial aid process.

- The CCI staff provides information on local and non-local colleges and universities.
- They transport students to area colleges for open houses and college fairs.
- CCI staff help students get their education from other countries recognized in the U.S.
- They advocate for college prospects and communicate with local colleges on their behalf.
- CCI can assist community members who are not Syracuse EOC students but want to go to college.

- The College Connections Initiative helps students achieve their educational goals for a better quality of life.

Visit the CCI Program Coordinator in the Student Success Office to learn more.

COLLEGE PLACEMENT

The Syracuse EOC offers a college placement service for its students through the Student Success Office. If you are interested in attending college after completing your program, please consult with your Student Success Coach and schedule a meeting with the College Connections Initiative Program Coordinator and/or the College and Career Success Coach. They can introduce you to the services available through the College Connections Initiative.

VETERANS' SERVICES

Under certain conditions, veterans and dependents of deceased or disabled veterans are eligible for educational benefits. A member of the Student Services Office will assist veterans by providing information about VA regulations as they pertain to Syracuse EOC and by completing the necessary forms with the VA as needed. The Syracuse EOC is not responsible for VA decisions affecting the payment of benefits, nor is it responsible for the amount or timeliness of VA payments.

POLICIES, PROCEDURES, AND RULES

ACADEMIC PROGRESS

Students are expected to make steady, satisfactory progress in each class and program in which they are enrolled, thereby demonstrating consistent movement toward their goals. Students who enroll in sequential programs are expected to make steady, satisfactory progress through the sequence and to demonstrate a consistent movement toward self-sufficiency. Students placed on Academic Probation may be dismissed from their program. These students will not be considered for re-enrollment until:

1. They demonstrate, through attendance at another educational institution, that they are now capable of making academic progress.
2. They can demonstrate that the problem causing their lack of progress has been resolved.

See the section *Grading System* for more information on academic progress.

ACCIDENTS

All accidents that occur on the premises of the EOC must be reported to a faculty member, advisor, or administrator. The staff member will complete an accident report form and have it signed by the student. An ambulance may be called at the discretion of the staff member or administrator.

ACCOMMODATIONS

The EOC offers services and reasonable accommodations to students with disabilities. To receive accommodation, students must:

1. Submit the required documentation.
2. Personally request assistance.

It is the student's responsibility to initiate requests for accommodation or services. All disability-related information is kept confidential.

Accommodation due to chronic illness or disability

Students who indicate that they have a chronic illness that would qualify as a disability, or a disability as defined under the Americans with Disabilities Act (ADA) of 1990 and or Section 504 of the Rehabilitation Act, will be offered reasonable accommodations after sufficient

documentation has been received. The attendance policy and/or other EOC policies or requirements may be adjusted according to the nature of the illness or disability. Students should contact the SUNY Morrisville Accessibility Services Center:

SUNY Morrisville

ASC * Accessibility Services Center - Accommodations

208 Butcher Library, Morrisville, NY 13408

ASCTesting@morrisville.edu

Phone: 315.684.6349 or 315.684.6930

Fax: 315.204.1684

Please submit [this form](#) for reasonable accommodations to be determined, along with a copy of your IEP or 504.

Legal Accommodations

Students with court obligations or legal restrictions can request accommodations by contacting their Student Success Coach or the Director of Admissions and Enrollment Management.

Important Information:

- Documentation is required to demonstrate the need for accommodation.

Testing and Assessment Accommodations

Students who provide documentation supporting the need for testing accommodations due to a disability or disorder are eligible for accommodations under the ADA.

Examples of Testing Accommodations:

- Allowable resources (e.g., tools, procedures, or materials)
- Alternate formats (e.g., large print, Braille, or digital formats)
- Special testing conditions (e.g., extra time, separate testing location)

Documentation Requirements:

- A physician's statement
- An academic-based Individualized Education Program (IEP)
- A 504 Plan from a K-12 school

Please note: The GED and other certification exams require additional applications and documentation for accommodations. Contact your Student Success Coach for support with your application.

Religious Accommodations

The EOC complies with **Section 224-a of the New York State Education Law**, which requires:

- Faculty and administrators provide students absent for religious reasons with an equivalent opportunity to make up missed exams, assignments, or work.

Students who need religious accommodation should communicate with their instructors or Student Success Coach in advance.

ARTICULATION AGREEMENTS

To Be Updated.

ATTENDANCE

Attendance

Students are responsible for attending their classes, as attendance is necessary for student achievement, successful course and program completion, and advancement into college programs and/or the workforce. **Students are expected to attend at least 80% of scheduled class time.**

Once classes begin and attendance is established, teachers are responsible for maintaining daily attendance and for setting the attendance policy for their course. If a student needs to be absent for a legitimate reason, it is the student's responsibility to notify their teacher and/or coach as soon as possible.

Tardiness

Students are expected to arrive at class on time. If a student knows they will be tardy, they should notify their instructor as soon as possible. Any student who arrives late to class without notification may be denied classroom admission and marked absent. Any student who leaves a class early may not receive credit for attending class that day.

Attendance Dismissal

Any student with excessive absences and/or incidences of tardiness may be dismissed from a class and/or program. **Students will be automatically dropped from their course if attendance falls below 50%.**

As attendance policies vary by program, EOC applicants and students are encouraged to speak with the program instructor to clarify the program's attendance requirements.

AWARDS

Academic Excellence Award

The Center's highest academic achievement award is presented to a graduate from each of the EOC's programs. This award is equivalent to the valedictorian or summa cum laude honors. The recipients of this award are the highest academic achievers in their program, have had excellent attendance, and have consistently shown above-average personal and interpersonal qualities and abilities. This award is presented during the Annual Recognition Ceremony.

Arthur O. Eve Award

Former New York State Assemblyman Arthur O. Eve is rightly called the "Godfather" of the Educational Opportunity Centers. Mr. Eve was a member of the New York State Assembly for over 35 years. He rose to the position of Deputy Assembly speaker in 1979, holding the position until his retirement in 2003. A founding member of the Black and Puerto Rican Legislative Caucus, he used his position in the Assembly to establish and advocate for the Educational Opportunity Centers and their campus "sister" programs, which are now called the Arthur O. Eve Opportunity Programs. Each year, the Syracuse EOC honors Mr. Eve's contributions by recognizing a SEOC student who has demonstrated outstanding growth or progress during his or her time at the Center with the Arthur O. Eve Award.

Burr Blodgett Service Award

Burr Blodgett served as the registrar at the Syracuse EOC from 1973 to 1980, and he is fondly remembered for his ready smile, caring personality, and love of students. Burr Blodgett, a 1938 graduate of Syracuse University, was an administrator with the Syracuse Boys Clubs of America and served as a lifelong advocate and champion for the Boys Club Organization. Burr Blodgett was also an avid lacrosse fan. He played lacrosse in college and officiated until the year of his retirement. Each year, to honor his memory, the Syracuse EOC Faculty and Staff present the Burr Blodgett Service Award to an individual who has performed outstanding service to the school and who displays remarkable potential for future success and community contributions.

BULLETIN BOARDS

Information on events, programs, and services offered by the EOC or by local agencies and organizations may be posted throughout the Center. Upon approval from the Center's Vice President, notices and signs may be posted on bulletin boards within the Center. Notices and signs on windows are prohibited.

CHEATING

Cheating, plagiarism, forgery, sabotage of another's work, unauthorized collaboration, and falsification of one's work or eligibility documentation are prohibited. Faculty will support students to understand the acceptable use of Artificial Intelligence (AI) tools in the context of their courses and programs.

CHILDREN ON THE PREMISES

Children are not permitted in the classrooms during class under any circumstances. The Syracuse EOC does not provide childcare services, but participation in our programs may qualify you for such services from other agencies. Check with your Student Success Coach for further information and referrals to Childcare Solutions.

DISCRIMINATORY BEHAVIOR

Discrimination based on race, color, age, sex, religion, creed, gender, sexual orientation, national origin, disability, marital status, veteran status, or political affiliation is prohibited.

DISMISSAL

Students who violate the EOC's policies, procedures, or rules, or the agreements they sign at orientation, shall be subject to disciplinary action. The most serious form of disciplinary action is dismissal from all courses and programs. Severe violations may cause dismissal without re-enrollment or re-admission privileges.

DISRUPTIVE BEHAVIOR

Disruptive behavior is any behavior that interrupts or interferes with the normal and safe operation of the Center or effective classroom instruction. This includes physical assault, threatening behavior, possession and/or attempted sale of weapons or illegal drugs, yelling, swearing, fighting, showing disrespect to faculty/staff/administrators, refusing to follow directions, and disruptive tardiness.

The most serious forms of disruptive behavior include assault, threatening behavior, fights, any violent behavior, and possession of, or attempted sale of, illegal drugs or weapons. These behaviors will result in the immediate removal of the student(s) from Syracuse EOC property. The Director of Admissions and Enrollment Management will investigate to determine the facts of the incident, and the student will be informed of the results and final disposition.

The results of this investigation will determine the final consequences for the student. If the facts do not support the allegation of intolerable disruptive behavior, the student will be reinstated in the program. If the facts do support the allegation, the student will be dismissed from the program. If the investigation determines that the student's behavior was disruptive but less severe, a written notice of the behavior (Incident Report) will be sent to the student's file and a copy provided to the student.

Upon receipt of the incident report, the Student Success Coach will meet with the student, who will be put on immediate Behavioral Probation. The consequences for any future similar behavior will be suspension from all programs for one week. The receipt by the advisor of another incident report while the student is on Behavioral Probation will result in the student's dismissal. ***The student must wait at least one (1) semester before reapplication is considered.***

Any student who is dismissed for disruptive behavior should be re-admitted only upon consent of the Vice President, and only if a substantial reason is offered that would suggest the previous behavior pattern would not occur again. Student Success Coaches should advise students that any such re-admission is unlikely, except in extraordinary circumstances.

DRESS CODE

The Syracuse EOC provides students with educational training and preparation for the work world. Appropriate dress is a critical element for entering the world of work and succeeding there. The EOC has established the following dress standards and rules for students to address this significant issue. All students are expected to wear clothing appropriate for an adult educational institution. Any questions regarding the appropriateness of students' dress will be determined by the Director of Admissions and Enrollment Management. Accommodation and/or exceptions to this rule must be made in writing and must be approved by the Director of Admissions and Enrollment Management.

Some programs require specific clothing to be worn while in class. In addition, some programs have established dress codes aligned with workplace standards and expectations. Students who are dressed inappropriately will be required to change their clothing. They will be permitted to return to class only when they are more appropriately dressed.

ELIGIBILITY TO ATTEND THE SYRACUSE EOC

Individuals are eligible for enrollment at the Educational Opportunity Center if they:

- Are adults or legally out-of-school youth who have attained the age of 17
- Are residents of New York State; and
- Meet both academic and economic criteria established in the EOC Guidelines.

Eligibility is established at the time of registration and maintained throughout the student's continuous enrollment. If enrollment is interrupted, eligibility must be re-evaluated to determine if the former student meets all the above eligibility requirements and enrolls in programs/courses consistent with movement toward self-sufficiency.

EMERGENCY EXITS

In case of emergency, please refer to the floor plan in your classroom, in hallways, or in any room in the building, and proceed to the nearest exit. All exits are marked.

EMERGENCY MEDICAL ASSISTANCE

Students in need of emergency medical assistance should immediately notify an EOC employee. The staff member will notify the receptionist, who will call for an ambulance if deemed necessary. If an ambulance is called, an EOC employee will stay with students until the ambulance arrives.

EMERGENCY SCHOOL CLOSING

If classes are in session during an emergency, an administrator will inform students and staff if the school will be closed. In the event of heavy snow, flooding, wind, or other severe weather conditions, students should tune in to a local television channel or radio station for school closure information. **The Syracuse EOC makes school closing decisions independently and does not follow any local school closure decision.**

The Syracuse EOC will attempt to contact students via Facebook, phone, text and/or email to inform them of school closings and other important upcoming events and information. To ensure that the Center can contact you, please keep your contact information up to date. Please contact your Student Success Coach to update your contact information.

Please note: Depending upon the reporting station, the Syracuse Education Opportunity Center may be referred to as the SUNY Syracuse

EOC, the Educational Opportunity Center, Syracuse EOC, or another similar form of these titles.

ENROLLMENT PROCESS

Individuals interested in applying to a Syracuse EOC program can visit the Admissions Office on the 8th floor to begin this process. They may also apply directly on the Syracuse EOC website at www.SyracuseEOC.com. An application must be accompanied by documents validating New York State residency and financial documents demonstrating income eligibility. The Syracuse EOC will admit persons who benefit from the courses offered and who meet the annual income criteria established by the State of New York. Individuals who knowingly furnish false information to the Center will be subject to immediate dismissal.

Individuals with an interest are asked to complete an online application and upload the proper documentation. The Admissions Office provides access to computers for this purpose. An EOC staff member will process the application and schedule an interview with the Admissions Advisor. The Advisor will detail the admissions process for the program of interest, including taking an admissions assessment that can last about 2 hours. In addition, each new student is expected to attend one of the offered New Student Orientations, which last up to three hours. These orientations are mandatory to complete the enrollment process and receive a student schedule. Failure to attend an orientation may result in denial of admission until the next term and orientation date.

No Shows

Students are expected to attend New Student Orientation and the first day of each class. Failure to meet either of these requirements may result in denial of admission.

EVACUATION PROCEDURES

When the fire alarm sounds, follow these steps to safely evacuate the building:

Steps for Safe Evacuation

1. Treat Every Alarm as Real

- Always respond to alarms as if they indicate a real fire.

2. Use the Nearest Exit

- Leave the building immediately through the closest exit.
- **Important:** Do not use elevators.
- Refer to emergency exit maps in classrooms and common areas or follow exit signs to find the nearest exit.

3. Follow Instructor Guidance

- Instructors will help manage student evacuations.

4. Take Only Essentials

- If personal belongings are within reach, take them, but your priority should be to exit quickly and safely.

5. Stay Calm

- Avoid panicking or running, as these actions can create additional dangers.

6. Prepare the Room

- Before exiting, turn off lights and close doors (do not lock them).

7. Gather at the Assembly Point

- Once outside, gather at the appointed Assembly Point and near the person holding the sign labeled **EOC**.
- Wait there for instructions from an administrator.

Designated Meeting Place for Accessibility Support

For the safety and convenience of all students, a designated meeting area has been established for wheelchair users, students with mobility issues, and visually impaired students in the event of an emergency.

The designated meeting area is in the 8th-floor Student Services Reception Area and the 7th-floor Assessment Admissions Room. If you require assistance reaching these areas, please notify your Student Success Coach and Instructor or ask another staff member for support.

If you have any questions about accessibility services or require additional accommodation, please contact the Director of Admissions and Enrollment Management.

Additional Fire Safety Tips

• Stay in Designated Areas

- Remain in assigned gathering spots to assist with communication and safety procedures.

• Maintain a Safe Distance

- Keep a safe distance from the building and do not attempt to re-enter until an all-clear is given.

• Avoid Emergency Vehicles

- Stay clear of any emergency vehicles responding to the situation.

Fire Alarms/Drills

New York State law requires that the EOC conduct at least two (2) fire drills per year. When the alarm sounds, students should leave the building in an orderly, quiet manner. An

emergency exit plan is posted in each room within the building. EOC Staff will notify students when it is safe to return to the building.

FACULTY/STAFF-STUDENT BOUNDARY GUIDELINES

Boundaries protect the professional relationships that must exist between EOC faculty/staff and students by mitigating power imbalances in those relationships. This provides a safe, consistent, and predictable environment, which is the optimal atmosphere for students to risk change and learn new skills and behaviors.

Business Dealings

It is inappropriate for employees to personally profit or benefit from the student's enrollment. EOC employees should not buy things from students, nor should they sell things to students. EOC employees should not employ students or be employed by them. EOC employees should not loan money and/or items to students, nor should they borrow money and/or items from students.

Relationships

It is inappropriate for EOC employees to develop personal relationships with students. Personal relationships include interactions unrelated to the EOC's learning activities. Intimate relationships are personal and are therefore unacceptable. All relationships should be professional. Contact outside the Center, other than chance meetings, is discouraged. Texting and/or calling students at home should be extremely limited and only when necessary for the following reasons: inquiring about absences, illness, test scores, or involvement in EOC activities. Other reasons to call students at home should be approved by the supervisor first. Transporting students in employee vehicles is unacceptable. Touching and hugging students is discouraged because it may lead to unacceptable future behavior and be misinterpreted by either party. It is generally not acceptable for EOC employees to share intimate details of their lives with students. This changes the roles from "teacher/staff-student" to "friend – friend." Some employees will use stories from their personal lives to illustrate an idea or enhance a lesson. It is recommended that EOC faculty and staff exercise professional discretion and limit the information they share. It is also recommended that EOC faculty and staff discuss with their immediate supervisor the practice of using personal life experiences in the classroom.

Gifts

EOC employees should not engage in gift-giving with students, even on holidays where gift-giving is common. This changes the role relationship from "faculty/staff-to-student" to

“friend-to-friend.” Although some individuals believe they can avoid problems with gift-giving by giving small gifts to a group or class, this is not true. This type of gift-giving may be less personal; however, it inadvertently places colleagues who do not give gifts to students/classes in a difficult position, as they may be viewed less favorably than those who do. To prevent misperceptions, gift-giving to students is to be avoided.

EOC employees should also refrain from accepting gifts, including food, from students. Although students may want to thank employees by giving gifts or food, accepting gifts from students blurs the boundaries between faculty/staff and students. To prevent misperceptions, receiving gifts from students should be avoided.

Boundary violations generally occur when employees fail to recognize that they are occurring. Supervisory staff should alert their employees whenever they observe a boundary violation and should discuss the repercussions of these violations for both parties. Boundary violations put both employees and students at risk of harm.

FOOD AND DRINK

To maintain aesthetic appearance and facility cleanliness, and to minimize the risk of pest infestation, food and drink, including bottled water, are to be consumed in the student lounge on the eighth floor. Food and water are prohibited near computers.

HIGH SCHOOL EQUIVALENCY EXAM

Individuals seeking a high school equivalency diploma should visit the Student Success Department for information on available classes, tutoring services, examination dates and times, and the examination application process.

GRADING SYSTEM

The Syracuse EOC uses a Grade Reference table that defines and describes passing and non-passing grades. For each letter grade (A, B, C...), an equivalent grade point average (GPA) and percentage grade are shown. EOC faculty members will provide an overview of their grading practices at the start of the course.

GRIEVANCE PROCESS

Informal Resolutions

On those occasions when students feel that a decision made by a member of the EOC’s faculty or staff is inappropriate or unfair, they may use a variety of means to address the issue. In all instances, students may try to resolve the issue with the individual directly, in an

informal manner. Students should explain why they believe the decision was inappropriate or unfair, and how they believe it should be corrected. This initial attempt to resolve the problem can succeed only if both parties approach it with respect and a genuine problem-solving attitude.

If this informal attempt to resolve the problem is unsuccessful, two formal processes are available to students, depending on the nature of the problem. These procedures may not be used if a formal complaint with a State or Federal agency or a court action has already been filed by the grievant on the same complaint. Any internal investigation underway will terminate without conclusion at any time a formal complaint is filed with a State or Federal agency, or court action is initiated on the same grievance; except if that internal investigation is prolonged to the point that the statute of limitations for filing with outside agencies may be exceeded (180 days for Equal Employment Opportunity Commission and Office of Civil Rights complaints; 365 days for Division of Human Rights complaints), in which case, a charge may be filed with the appropriate agency without interruption of the internal procedure.

Admission / Re-Admission Issues / Re-Enrollment

Individuals who have been denied admission, re-admission, or re-enrollment may appeal that decision by submitting a written request. In the case of re-admission or re-enrollment, evidence demonstrating that the problem that led to the student's dismissal from the program has been resolved must accompany the appeal request. The written request will be reviewed, along with the students' file, by the Director of Admissions and Enrollment Management and the Director of Instruction. The administrators will decide based on this review. Individuals will be notified of the decision regarding their appeal in writing within ten (10) EOC school days.

Individuals may then request a final review by the Vice President/Executive Director within ten (10) EOC school days of the directors' decision. The Vice President/Executive Director will render a final written decision within thirty (30) EOC school days.

Efforts to circumvent the timeframes associated with each stage of the process or the sequential progression from one stage to another are prohibited.

Formal Grievance Procedure

Students may file a grievance with the Director of Admissions and Enrollment Management when they are unable to resolve a problem with instructors, advisors, or staff.

The burden of proof to substantiate the grievance rests with students. Students must demonstrate there is the presence of a wrong or loss; that the specific alleged incident caused damage; and that there is a remedy available to “right the wrong.”

Students must present the grievance in writing within ten (10) EOC school days of the incident to the Director of Admissions and Enrollment Management. The director will complete the investigation within ten (10) EOC school days of receiving the complaint. The director will seek to resolve the complaint informally and keep a written record of the investigation and resolution attempt.

If a resolution is reached that is satisfactory to both the student and responding staff members (if applicable), the director shall close the case pending written notice to both parties. If a resolution is not reached, students may appeal this decision to the Vice President/Executive Director in writing within ten (10) EOC school days of the director’s decision. A final written decision will be sent to the student by the Vice President/Executive Director within thirty (30) EOC school days of receiving the appeal.

Efforts to circumvent the timeframes associated with each stage of the processes or the sequential progression from one stage to another are prohibited.

INSTRUCTIONAL METHODS

To ensure students can progress through courses and programs that meet individual learning needs, a variety of teaching/learning methods are used: lecture-class discussion, lecture demonstration, small group work, oral reports, role-playing, guest speaker presentations, field trips, computer-aided instruction, and homework assignments. The actual methods (or combination of methods) used depend on the course, concept, skill, and/or lesson being taught. In addition, the Syracuse EOC recognizes its responsibility to provide all students with the best possible conditions for accomplishing their educational objectives. To this end, some classes are limited in size to ensure individual instruction and personal attention.

INTERNET ACCESS AND COMPUTER USE

SUNY Syracuse Educational Opportunity Center Student Agreement for Use of EOC Computers

I agree to abide by local, state, federal, and international laws relating to computer use.

I agree not to make a copy of copyrighted computer programs.

I agree to use only the software already loaded on the computers to prevent the spread of computer viruses. I will not use any other software or bring in a disk to use on EOC computers.

I agree not to access any website that may be sexually explicit or suggestive, especially pornographic websites.

I agree to access only those websites that pertain to my program, my job search, those of general academic interest, or those approved by authorized faculty/staff members.

I agree not to install any program designed to bypass the system security or intentionally slow down the computer.

I agree not to disconnect computer equipment or tamper with any computer cables.

I agree not to transmit or post any material that is considered harmful, abusive, threatening, defamatory, derogatory, harassing, vulgar, obscene, hateful, or racially, ethically, or otherwise objectionable.

I agree not to use EOC computers for local or remote game playing, instant messaging, or interactive chat, or to transmit junk mail, chain letters, pyramid schemes, or any other unsolicited mass mailings.

I understand that any violation of the above will result in disciplinary action, up to and including dismissal from all programs at the Educational Opportunity Center.

LANGUAGE ASSISTANCE

The Syracuse Educational Opportunity Center does not discriminate on the basis of race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964.

Language assistance services are available free of charge to individuals with limited English proficiency. If you need interpretation or translation services, please contact us at (315) 472-0130.

LOITERING

No loitering in the halls, bathrooms, or stairways. There is also no loitering at the entrances to the EOC building. If you are an enrolled student inside the building, but have a break in your scheduled class time, please visit the tutoring lab or student lounge.

LOUNGES

The student lounge is located on the eighth floor of the building. Although the Center does not provide food service, a variety of tables, seats, and appliances are available for your convenience. Food and non-alcoholic drinks are permitted in the lounge.

LOST AND FOUND

Any items found in the Syracuse EOC may be turned in to a Student Services Office receptionist who maintains the lost and found. Please visit the Student Services Office if you have lost any items. The Syracuse EOC is not responsible for any items lost within the Center.

PARKING

All daytime students and visitors will be limited to **one valid parking sticker per vehicle per day**. This policy applies to all vehicles using the Harrison Street Garage. If you have any questions, please contact your coach. Evening students may park at the ITC High School across Adams Street or locate street parking downtown.

RE-ADMISSION

Individuals who had been an EOC student in a previous academic year must reestablish their eligibility for admission to the EOC by submitting the proper documentation and applications and by completing the admissions process.

RE-ENROLLMENT

Individuals who were enrolled in an EOC program in the most recent academic year and were dismissed from said EOC program may apply to re-enroll by contacting their program advisor or a Student Services staff member.

RELIGIOUS ACCOMMODATIONS

The EOC complies with the provisions of Section 224-A of the Education Law. Under these provisions: "It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school because of his religious beliefs, an equivalent opportunity to make up any examination, study, or work requirement which he may have missed because of such absence on any particular day or days." When possible, the EOC will establish a prayer and meditation room available to students. Students choosing to use this facility are expected to leave the room as they found it.

REQUESTS FOR DOCUMENT COMPLETION FOR OTHER AGENCIES

EOC students may request documentation verifying their enrollment, attendance, etc. by visiting the Student Services Office. This documentation may be required from several agencies, including, but not limited to, the Department of Social Security, the Department of Social Services, and the Department of Labor, to receive or continue receiving certain

benefits from said agencies. General information, such as the student's address, phone number, and/or Social Security number, should be completed by the student before submitting the form to their program advisor. The advisor will then verify enrollment, attendance, etc., based on information from the Center's database.

RESTRICTED USE DEVICES

The use of audio or two-way communication devices is limited to the Student Lounge or away from the classroom to prevent disruption. Use of these devices in class is prohibited unless specifically approved by the class instructor.

RESTROOMS

Student restrooms are available on each floor of the Syracuse EOC building. Students should check the building's floor plan for exact locations. Although custodial staff work diligently to maintain the restrooms in a clean and orderly fashion, students' assistance is greatly appreciated. Students needing an accessible restroom should contact their Student Success Coach for the access code.

SECURITY

Security services may enforce EOC rules and initiate actions to assist with the safe and secure operation of the EOC. Students are expected to cooperate with the security guards. For your safety and security, the EOC utilizes camera surveillance throughout the interior and exterior of the premises.

SMOKING

Smoking and vaping are not permitted within any EOC facility. Smoking on EOC grounds is only permitted in designated smoking areas, which are at least 20 feet from the building.

There are two main areas in which smoking is permitted:

- At the front of the EOC building. Please avoid standing by the door while smoking, as this may disturb fellow students and visitors as they enter the building.
- At the rear of the EOC building near the parking lot. Please do not smoke near the back entrance.

TARDINESS

Students who arrive five (5) minutes after the scheduled start time are officially tardy. Students are encouraged to arrive at class before the official start so they may begin work when the class starts. (This is a good habit transferable to college or the workplace.) Two

instances of official tardiness will be considered the equivalent of one absence for the purpose of implementing the Attendance Policy.

TRANSCRIPTS

Students may request an official transcript of the coursework attempted and completed at the Syracuse EOC by contacting the EOC Registrar. Transcripts will be mailed within three business days of the request. Official transcripts will only be sent to appropriate organizations (schools, employers, etc.). Unofficial transcripts will be provided to students upon a similar written request.

VANDALISM

Defacing, damaging, or maliciously destroying any Center, faculty/staff, or student property is prohibited.

VOTER REGISTRATION

The Syracuse EOC encourages all students to participate in local, state, and national elections. Instructions for completing Voter Registration forms are available at the Student Services Office on the 8th floor.

WEAPONS AND FIREARMS

All weapons and firearms of any kind are prohibited from all EOC programs and grounds.

State and federal law also prohibit weapons on school grounds; law enforcement authorities may be notified if weapons are found there. A weapon is defined as a firearm as defined in 18USC s/s921 for the purposes of the Gun Free School Act. A weapon is also defined as any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, box cutter, stiletto, switchblade knife, brass knuckles, sling shot, metal knuckle knife, electronic dart gun, Taser gun, Kung Fu star, electronic stun gun, pepper spray, or other noxious spray, explosive or incendiary bomb, or other device, instrument or substance that can cause physical injury or death when used as a weapon. This includes anything perceived by a reasonable person to be capable of causing injury or death, given the way it is possessed, used, attempted to be used, or threatened to be used.

WITHDRAWAL FROM COURSES / PROGRAMS

Students may withdraw from all courses/programs without penalty if, after working with their counselors and teachers, it is determined to be in their best interest at the time.

Students may re-register in the future when their circumstances permit.

LAWS, ACTS, & AGREEMENTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights regarding their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the EOC receives a request for access. Students should submit written requests to the Director of Admissions and Enrollment Management identifying the record(s) they wish to inspect. The director or designee will plan for access and notify the student of the time and place where the records may be inspected.
2. A parent or guardian of a student, with proper documentation, who claims the student as a dependent on his/her Federal Income Tax form, has the same rights as the student, as explained in #1 above.
3. The right to request the amendment of the student's education records that the student believes is inaccurate. A student may ask the EOC to amend a record that he/she believes is inaccurate. The student should write to the Director of Admissions and Enrollment Management, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the EOC decides not to amend the record as requested by the student, the EOC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4a. Disclosure without Approval of the Student or Eligible Parent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the EOC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the EOC has contacted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees, or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school

official in performing his tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities.

5. Authorized federal and state representatives may have access to student and other records in connection with the audit and evaluation of programs, or in connection with the enforcement of or compliance with legal requirements that relate to educational programs.

6. Records will be disclosed upon the receipt of a judicial order or lawfully issued subpoena. A reasonable attempt will be made to notify the student or the eligible parent of the disclosure. In the event of an emergency involving the health or safety of a student, appropriate officials may be provided information from a student's record.

7. Directory Information: The EOC may disclose the student's name, program, honors/awards, and the dates of attendance without the consent of the student or the eligible parent. Unless, within 30 days of enrollment, the student and/or the eligible parent requests that such information not be disclosed.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the EOC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202**

CONFIDENTIALITY OF STUDENT HEALTH INFORMATION

It is the policy of Syracuse EOC to safeguard the confidentiality of individual health information. Physical safeguards are required to protect health information collected from students, faculty, or staff. Collected information from students is stored in a locked room with locked file cabinets, accessible only to employees.

Student health information includes, but may not be limited to:

- Physical exam
- Proof of Immunizations
- Other health documents

Students provide the information to the Office of Student Services. This information is received by advisors or intake personnel. Collected information is stored in a locked room inside locked file cabinets, with employee-only access.

Student health information will not be disclosed without the student's consent and approval. Uses or disclosures of student health information will require written authorization specific to the particular request.

THE SOLOMON AMENDMENT

Under the 1997 rule adopted by the United States Department of Defense, the EOC must provide the military, upon request, the student's name, address, telephone listing, date of birth, level of education, current program, and programs completed.

If the student places a hold on his/her record through the Family Educational Rights and Privacy Act (FERPA), information will not be given to the military. However, the student would then need to authorize, in writing, each individual disclosure of any information to the Records Office.

FREEDOM OF INFORMATION LAW (FOIL)

Applies to all units of state and local government in New York.

All records are available, except for records or portions of records that:

- 1.** are specifically exempted by state or federal statute
- 2.** if disclosed would result in an unwarranted invasion of personal privacy
- 3.** if disclosed would impair contract awards or collective bargaining negotiations
- 4.** are trade secrets or are maintained for the regulation of commercial enterprises, and disclosure would cause substantial injury to the competitive position of the subject enterprise
- 5.** are compiled for law enforcement purposes, and which, if disclosed, would:
 - a.** interfere with law enforcement investigations or judicial proceedings
 - b.** deprive a person of a right to a fair trial or impartial adjudication
 - c.** identify a confidential source or disclose confidential information relating to a criminal investigator; or
 - d.** reveal criminal investigative techniques and procedures, except routine techniques and procedures
- 6.** if disclosed would endanger the life or safety of any person
- 7.** are inter- or intra-agency communications except to the extent that such communications are:
 - a.** statistical or factual tabulations or data
 - b.** instructions to staff that affect the public

- c. agency policy or determinations
- d. external audits

8. are examination questions or answers requested prior to the final usage of such questions

Every agency must compile:

- a payroll record setting forth the name, public office address, title, and salary of every
- employee of the agency
- voting records of each member of a public body
- a subject matter list that categorizes all its records, whether or not the records are available
- rules to carry out the procedural aspects of the law

Government must:

- assist in locating records sought
- within five (5) business days of receipt of request, make records available, deny access, or cite extraordinary circumstances resulting in delay
- give a written reason for denial
- inform a person denied access to the right to appeal
- send appeals and determinations on appeal to the Committee on Open Government
- provide access to records during all regular business hours

AFFIRMATIVE ACTION POLICY

The Syracuse EOC adheres to the Affirmative Action Policy of its administering SUNY campus, Morrisville University. It is the policy of Morrisville to provide equal opportunity in employment and education for all persons as outlined in Titles VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments Act of 1972, section 504 of the Rehabilitation Act of 1973 and section 303 of the Age Discrimination Act of 1975 which prohibits unreasonable actions related to, but not limited to recruitment, admissions, employment and education programs, the College shall not discriminate against any person based on gender, race, ethnicity, nationality, physical capability, age, creed, sexual identity, or veteran status.

The Federal civil rights authorizations governing vocational education programs are as follows:

I. [Title VI of the Civil Rights Act of 1964](#) and implementing regulations (34 CFR Part 100), which prohibit discrimination on the basis of race, color, and national origin.

2. [Title IX of the Education Amendments of 1972](#) and implementing regulations (34 CFR Part 106), which prohibit discrimination on the basis of sex.
3. [Section 504 of the Rehabilitation Act of 1973](#) and implementing regulations (34 CFR Part 104), which prohibit discrimination on the basis of disability.
4. [The Age Discrimination Act of 1975](#) and implementing regulations (45 CFR Part 90) which prohibit discrimination on the basis of age.
5. [The U.S. Office for Civil Rights Vocational Education Programs](#) Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex , and Handicap prohibits unlawful discrimination in vocational education programs. (OCR Guidelines, 44 FR 17162)

The EOC does not exclude a woman from admission to, or participation in, any vocational program on the basis of pregnancy, childbirth, termination of pregnancy, or recovery therefrom, or treat the pregnancy or childbirth differently from any other temporary disability. (34 CFR 106.21)

If a student believes that they have been discriminated against for any of those reasons, there is a grievance procedure to protect their civil rights. Students should contact the Title IX coordinator at SUNY Morrisville, Brian Williams, at 315.684.6997 or via email at titleix@morrisville.edu.

SEXUAL HARASSMENT OR MISCONDUCT

Introduction

The Syracuse EOC adheres to the sexual misconduct policy of its administering SUNY campus, Morrisville University. As such, the sexual misconduct policy of Morrisville is outlined below:

Morrisville is committed to providing a learning environment that is free of all forms of abuse, assault, harassment, and coercive conduct, including sexual misconduct. This sexual misconduct policy includes definitions of terms, prevention information, procedures, and resources available in the event of all forms of sexual harassment, sexual assault, or rape.

Morrisville does not tolerate sexual misconduct in any form. Sexually abusive behavior within the college community is harmful to both the learning environment and the sense of community that the University tries to foster among students, faculty, staff, and administrators. All members of the University community have an obligation to act responsibly in the realm of sexuality. This includes accepting personal responsibility for choices made about alcohol and drug consumption, which might lead to behavior that

violates another person. Additionally, it is the responsibility of all members of the University community to recognize and challenge any sexual misconduct.

College students, often away from home for the first time, may be unsure of how to handle situations such as rapidly expanding social circles and a lack of parental restrictions. The information that follows is designed to provide a clear understanding of expectations and outcomes regarding sexual and interpersonal conduct on our campus.

Definitions

At Morrisville, sexual violence occurs when physical sexual acts are perpetrated against a person's will or where a person is incapable of giving effective consent, including, but not limited to, rape, sexual battery, and sexual coercion.

At Morrisville, sexual misconduct is any sexual conduct without effective consent or sexual conduct that occurs after consent has been withdrawn, which causes physical or emotional discomfort to the victim.

Examples of sexual misconduct include, but are not limited to, the following:

- Taking non-consensual sexual advantage of another person for one's own or another's benefit.
- Examples include, but are not limited to:
 - Secret video or audio taping of sexual activity;
 - Going beyond the boundaries of consent, such as letting your friends secretly watch you have consensual sex;
 - Engaging in voyeurism, which is defined as the practice of obtaining sexual gratification by looking at sexual objects, especially secretly watching;
 - Knowingly transmitting an STI or HIV to another;
 - Inducing physical incapacitation with the intent of engaging in sexual activity with another person.
- Non-consensual contact of an indecent and/or unwelcome type, including brushing, touching, grabbing, pinching, patting, hugging, and kissing.
- Actual or implied threats of a sexual nature that result in another person's reasonable apprehension of a sexual assault and/or harm.
- Sexual behavior that takes place as a result of pressure, threats, and/or intimidation, that occurs without another person's effective consent.

At Morrisville, rape is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or a woman, without effective consent. According to New York State law, rape is intercourse that occurs as a result of the use of force, violence, duress, menace or immediate and unlawful bodily injury, or if the person is incapable of giving consent because he/she is incapacitated from alcohol and/or drugs, or if a mental disorder, developmental delay, or physical disability renders the victim incapable of giving consent.

At Morrisville, sexual assault occurs when a student engages in sexual relations with another student without the person's effective consent. Sexual assault includes the sexual conduct known as rape, whether forcible or non-forcible. Either males or females can be aggressors in sexual assault, and sexual assault can occur in same-sex relationships. Sexual assault is a violation of a person's body and mind.

At Morrisville State College, sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when at least one of the following conditions is met:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual, and/or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, campus living, or academic experience.

At Morrisville, sexual exploitation occurs when a student takes non-consensual, unjust, or abusive sexual advantage of another; for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute non-consensual sexual conduct (sexual assault), non-consensual sexual intercourse (rape), or sexual harassment.

At Morrisville, effective consent is informed, freely and actively given, and mutually understandable words or actions that indicate a willingness to do the same thing, at the same time, in the same way, with each other.

Morrisville strongly encourages its students who choose to engage in sexual behavior to talk about their actions and to communicate as clearly and verbally as possible with each other.

In the absence of mutually understandable words or actions, it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity, to make sure that he or she has consent from their partner(s). Consent to some form of sexual activity does not necessarily imply consent to other forms of sexual activity. Mutually understandable consent must be obtained by the initiator at every stage of sexual interaction.

Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with one another.

Consent which is obtained using fraud or force (actual or implied), whether that force be physical force, threats, intimidation, or coercion, is ineffective consent:

- Physical force exists, for example, when someone acts upon you physically, such as hitting, kicking, restraining, or otherwise exerting their physical control over you through violence.
- Threats exist where a reasonable person would have been compelled by the words or actions of another to give permission to sexual contact they would not otherwise have given, absent the threat. For example, threats to kill you, themselves, or to harm someone you care for are sufficient to constitute threats.
- Intimidation exists where someone uses their physical presence to menace you, though no physical contact occurs, or where your knowledge of prior violent behavior by an assailant, coupled with menacing behavior, places you in fear as an implied threat.
- Coercion exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that violates norms of respect in the community, such that the application of such pressure or oppression causes the object of the behavior to engage in unwanted sexual behavior. Coercion may be differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, and the initiator's knowledge that the pressure is unwanted.

Some additional information regarding consent includes knowing and understanding:

- Consent may never be given by a minor to an adult.
- Mentally disabled persons cannot give consent to sexual activity if they cannot appreciate the fact, nature, or extent of the sexual situation in which they find themselves. The mental disability of the party must be known or reasonably knowable to the non-disabled sexual partner, to hold them responsible for the

violation. Therefore, when mentally disabled parties engage in sexual activity with each other, such knowledge may not be possible.

- Physically incapacitated persons cannot give consent. One who is physically incapacitated because of alcohol or other drug consumption (voluntary or involuntary), or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent. One may not engage in sexual activity with another whom one knows or should reasonably know to be physically incapacitated. Physically incapacitated persons are considered incapable of giving effective consent when they lack the ability to appreciate the fact that the situation is sexual, and/or cannot rationally and reasonably appreciate the nature and extent of that situation.
- A person who is the object of sexual aggression is NOT required to physically or otherwise resist a sexual aggressor.
- Silence, previous relationships, and/or current relationships with the respondent (or anyone else) may not, in themselves, be taken to imply consent. Consent cannot be implied by attire or inferred from the buying of dinner or the spending of money on a date.
- Intentional use of alcohol/drugs by the respondent is not an excuse for violation of the sexual conduct policy.
- Consent to sexual activity MAY be withdrawn at any time, as long as the withdrawal is communicated clearly (because you cannot be expected to read the mind of your sexual partner(s)), and all sexual activity must cease.
- Consent has an expiration date. Consent lasts for a reasonable time, depending on the circumstances.

As a student of Morrisville, attempts to commit sexual assault or rape are prohibited under this policy, as is aiding the commission of sexual misconduct as an accomplice.

Morrisville will not tolerate retaliation against those who file complaints with college officials or who cooperate with investigations of alleged violations of the law or college policies. Reports of retaliation will be thoroughly investigated, and acts of retaliation will be dealt with firmly.

Morrisville requires that no student shall perform any acts that harass, annoy, threaten, intimidate, or alarm another person or persons. Examples include but are not limited to repeatedly following such person(s); repeatedly committing acts that alarm or seriously annoy such other person(s); and that serve no legitimate purpose; and repeatedly communicating by mechanical or electronic means, or any form of written communication with such person(s) in a manner likely to harass, intimidate, annoy, or alarm.

Until such time as the matter is resolved, it is the expectation of this college that, effective from the first date of contact, and until further notice, parties are to have no avoidable communication or other contact by mail, telephone, e-mail, voice-mail, or other electronic or any other means, including third-party communications, with specified individuals.

Rights

If you are a victim of a sexual assault, it is important that you be aware of your legal rights as stated in the Federal Victims' Bill of Rights Act of 1992. You are entitled to the following rights:

- The right to have any and all sexual assaults committed against you treated with seriousness; the right as victims to be treated with dignity.
- The right to have sexual assaults committed against you investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
- The right to be free from any kind of pressure from campus personnel that you should (i) not report crimes committed against you to civil and criminal authorities or the campus law enforcement and disciplinary officials; or (ii) report crimes as lesser offenses than the victims perceive them to be.
- The right to be free from any kind of suggestion that campus sexual assault victims do not report or underreport crime because (i) victims are somehow responsible for the commission of crimes against them; (ii) victims were negligent or assumed the risk of being assaulted; or (iii) by reporting crimes, they would incur unwanted personal publicity.
- The same right to legal assistance, or the ability to have others present in any campus disciplinary proceeding that the institution permits the accused; and the right to be notified of the outcome of such proceedings.
- The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
- The right to be made aware of, and assisted in exercising any options, as provided by the state and federal laws or regulations, regarding mandatory testing of sexual assault suspects for communicable diseases and regarding notification of victims of the results of such testing.

- The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.
- Any complaints of discrimination or sexual harassment should be directed to the Director of Admissions and Enrollment Management on the 8th floor.

DRUG AND ALCOHOL POLICIES

Alcohol

The Syracuse Educational Opportunity Center is a Division of SUNY Morrisville. As such, Syracuse EOC adheres to the university's Drug and Alcohol Policies.

The University maintains a continuing program to educate and inform its members about the use and abuse of alcohol. Student involvement with alcohol is a matter of University and EOC concern.

Students are advised of the following provision of New York State law:

1. Persons under the age of 21 are prohibited from possessing any alcoholic beverage with the intent to consume the beverage. Authorized law enforcement officials, administrative staff, Faculty, or other EOC staff may seize alcoholic beverages involved in alleged violations of this law. Disposal and destruction of the seized alcoholic beverages are also authorized but cannot be carried out until three days after the initial appearance date, unless otherwise ordered by a court.
2. Persons under the age of 21 who present falsified or fraudulently altered proof of age for the purpose of purchasing or attempting to purchase alcoholic beverages are guilty of a violation, punishable by fine and/or community service.
3. A person under the age of 21 who presents an altered New York State driver's license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver's license.

Standard of Conduct

Morrisville, in compliance with the 1989 Drug-Free Schools and Communities Act (U.S. Public Law 101-226), is committed to an environment that supports the academic success and health of all students. The sale, purchase, distribution, possession, and/or use of illicit drugs (defined below) or alcohol (except as permitted) is a violation of University regulations as well as State and Federal laws. Students and their guests are not allowed to possess or consume alcoholic beverages on University property or property operated for the benefit of the University.

Description of Applicable Sanctions

Legal: The unlawful possession or use of any drug to any degree may result in arrest. Civil authorities will handle instances involving the sale of any illegal drug(s). Students are subject to all Local and State laws concerning the use, possession, sale, and transportation of alcoholic beverages. Students violating laws may face civil and criminal action.

Drugs

The University and Syracuse EOC engage in a continuing program to educate and inform its members concerning the use and abuse of drugs. Student involvement with illicit drugs is a matter of University and Syracuse EOC concern. The sale, purchase, distribution, possession, and/or use of drugs constitutes a violation of University regulations as well as State and Federal laws. The Syracuse EOC does not condone such conduct, nor will it provide sanctuary to those who engage in it.

Any student who is involved with drugs is encouraged to consult their advisors. Information given to an advisor is privileged; the advisor will not voluntarily disclose it to anyone, unless required by law. Other members of the staff or other students may also help with drug problems; however, students should realize they are not necessarily bound by confidentiality.

THE BOTTOM LINE

FACE IT...

Nobody owes you a living.

What you achieve or fail to achieve in your lifetime is directly related to what you do or fail to do.

No one chooses their parents or childhood, but you choose your own direction and future.

Everyone faces challenges and obstacles. Seeking help is nothing to be ashamed of; it reflects strength and determination.

NOTHING IS CARVED IN STONE.

You can change anything in your life with discipline and effort.

Excuses create more obstacles and don't address challenges. Those who take responsibility for their actions will find solutions and success.

Successful people meet life's challenges head-on, knowing there are no guarantees.

Never think it's too late or too early to begin; time plays no favorites and will pass whether you act or not.

TAKE CONTROL OF YOUR LIFE.

Dare to dream and take risks to achieve success.

Be confident and compete. You are better than you give yourself credit for.

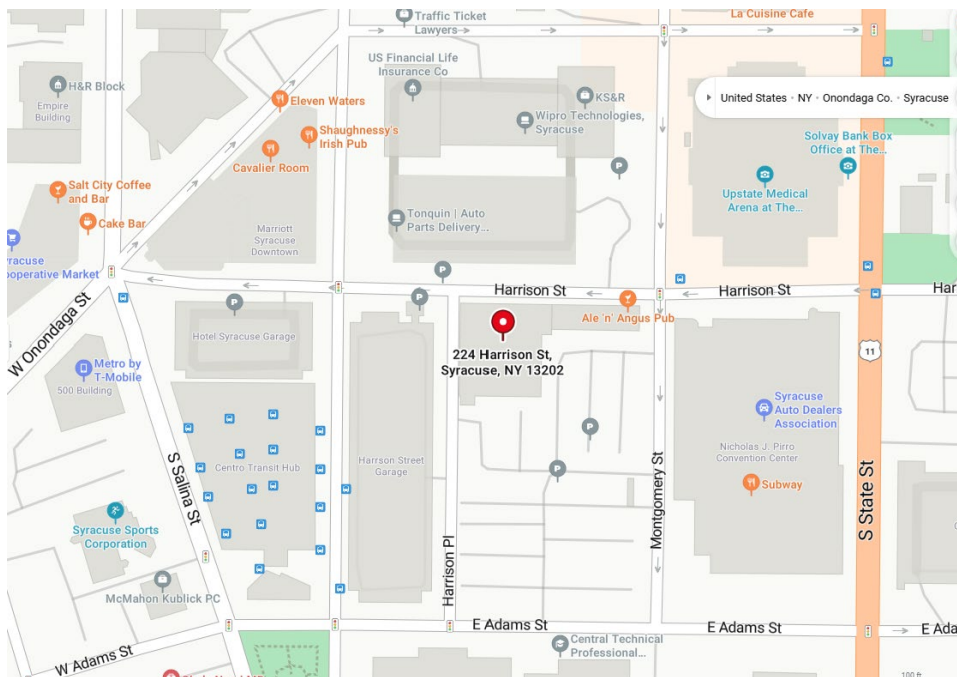
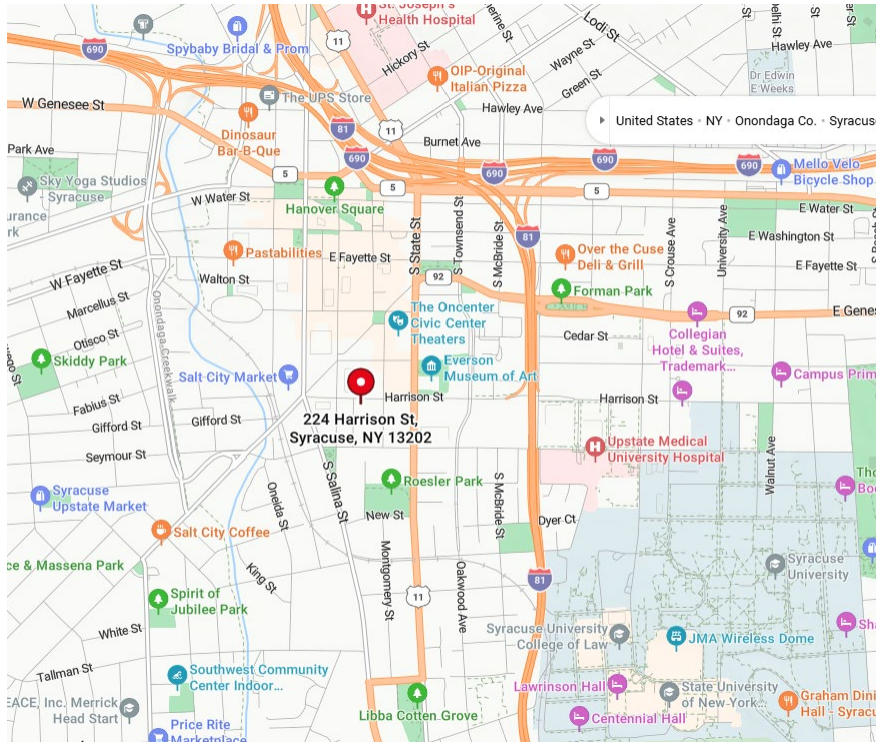
If you aren't willing to work for your goals, don't expect others to do it for you.

The Syracuse EOC is a no-judgment zone, where you came from and what you experienced are less important than whether you are mentally and emotionally ready.

BELIEVE IN YOURSELF.

DIRECTIONS TO THE SEOC

The Syracuse EOC is located near downtown Syracuse, NY, within minutes of local bus routes and Highways 81 and 690. We are currently operating from a temporary location while our main building is being renovated. If you would like to search online for directions, the EOC is at 224 Harrison St, Syracuse, New York 13202.

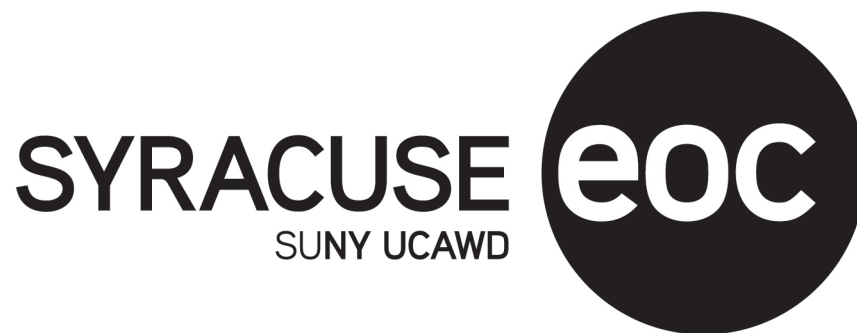


From I-690 West & I-81 North: From I-690, take I-81 (Cortland) South. Stay right because you will quickly exit I-81 onto the Harrison St. exit. Stay on the right side of the ramp, and it will merge right with Harrison Street. Continue 4 blocks, and the EOC at 224 Harrison St. will be on the left-hand side. Take a left on Harrison Pl., and the Harrison St. Parking Garage will be on the right.

From I-690 East: Get off at the Townsend St. exit and take a left onto Townsend St. Go 6 blocks and take a right onto Harrison St. Continue 4 blocks, and the EOC at 224 Harrison St. will be on the left-hand side. Take a left on Harrison Pl., and the Harrison St. Parking Garage will be on the right.

From I-81 South: Get off at the Adams St. exit and get in the left-hand lane. Cross Adams St., and go 1 block, and take a left onto Harrison St. Continue 4 blocks, and the EOC at 224 Harrison St. will be on the left-hand side. Take a left on Harrison Pl., and the Harrison St. Parking Garage will be on the right.

From the new Centro Hub: Walk 2 blocks east on Harrison St. The EOC at 224 Harrison St. will be on the right-hand side.



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