

**SYRACUSE EDUCATIONAL
OPPORTUNITY CENTER
STUDENT
HANDBOOK**



SUNY EOC
State University of New York | Syracuse | Educational Opportunity Center
The Power of Opportunity

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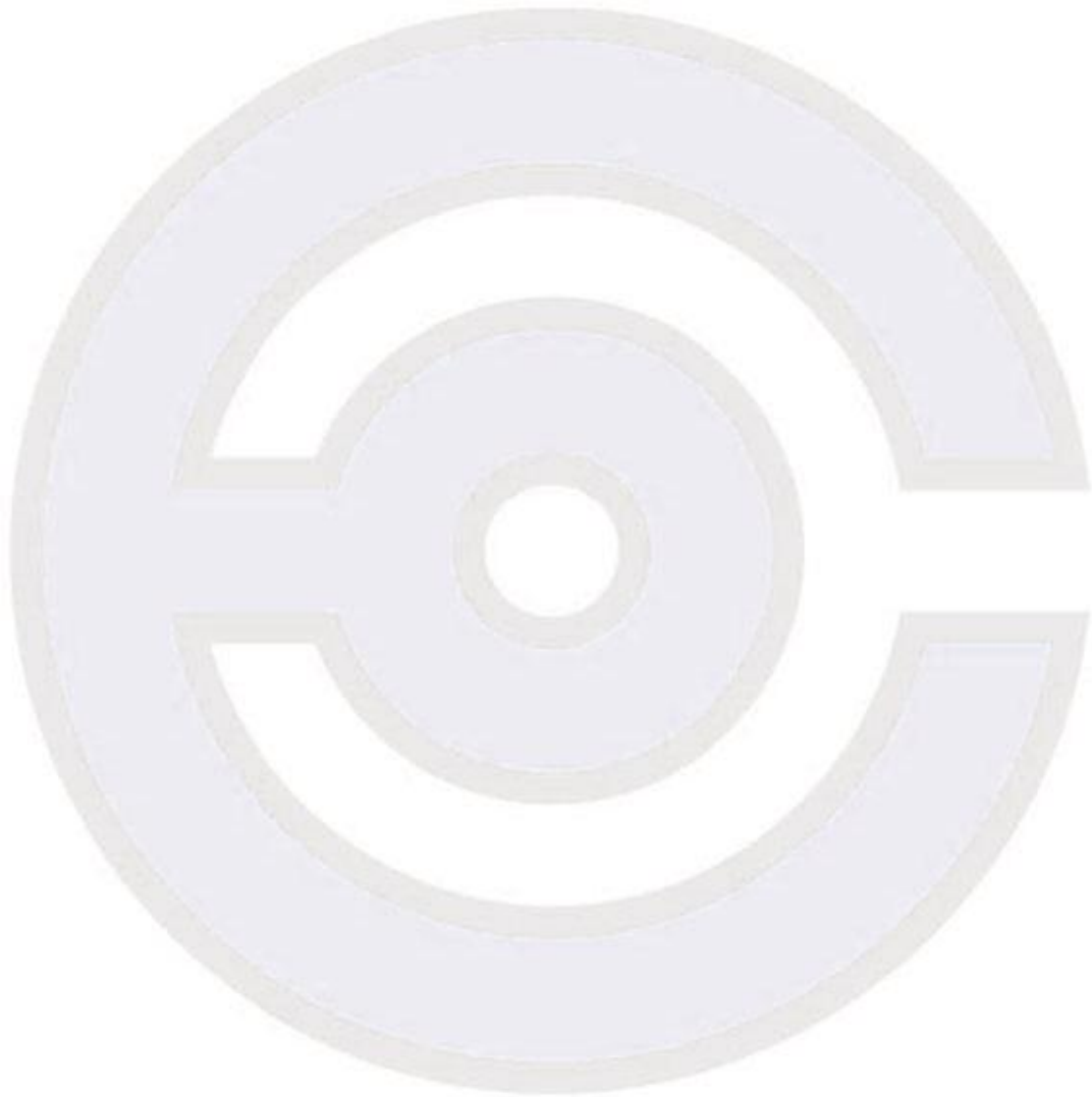
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**The Power of
Opportunity**



SUNY EOC

Syracuse | State University of New York | Educational Opportunity Center

Dear Student,

Welcome to the Syracuse Educational Opportunity Center (Syracuse EOC). The administrators, counselors, faculty and staff of the Center are pleased that you have decided to return to school. We are especially happy that you have selected the Syracuse EOC to continue your studies.

As a Center for adult learning, we operate with minimum rules and guidelines. However, any school must outline its expectations for student performance and behavior in order to provide the most appropriate atmosphere for learning. The guidelines presented in this handbook have been developed by students, faculty, counselors, and administrators to help all students. Your suggestions for improving both this handbook and the Center are always welcomed.

Our goal is to offer you an educational experience that you will not only enjoy, but that will enable you to move forward in your life. If you need anything from the Syracuse EOC that is not being currently provided, please feel free to ask. We will do everything we can to try and make your return to education a positive experience.

Good Luck and Good Studies!

Sincerely,

A handwritten signature in black ink that reads "Tim Penix". The signature is written in a cursive, flowing style.

Tim Penix
Vice President for Community Relations

Administered by Morrisville State College

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 delivers comprehensive, community-based academic and workforce development. The Center also provides support services leading to enhanced employment opportunities, and access to educational and vocational opportunities which enable 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 came on board. 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 vocational skills, thereby expanding their educational and employment opportunities.

NON-DISCRIMINATORY POLICY

All programs and services are offered without regard to race, color, age, 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 vocational instruction. Our academic programs aim to assist students with improving reading, language and/or math skills. These skills allow students to reach academic goals such as obtaining a high school equivalency diploma, learning the English language, or preparing for entry into college. Upon completion of an academic program at the Syracuse EOC, students can be expected to obtain a high school equivalency diploma, gain entrance into college, or meet the prerequisite eligibility requirements for a Syracuse EOC vocational program.

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

For more information on program offerings, please contact the Student Personnel Services Office at 315-472-0130 or visit our website at www.SyracuseEOC.com. Please note: the Syracuse EOC reserves the right to change programming.

EDUCATIONAL OPPORTUNITY CENTER STAFF

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

Services

ACADEMIC ADVISING AND COUNSELING

The following Counseling Services are available to students:

- Assessment of student interests and abilities
- Assistance with personal counseling and problem solving
- Day to day support - to assist in successful program completion
- Community agency referral
- Academic advisement
- Stress management skill development
- Conflict resolution
- Student advocacy

Frequently Asked Questions about Counseling Services

Why does EOC offer counseling services?

The EOC's counselors work diligently to give students the greatest chance at achieving success throughout their enrollment. Returning to school brings stressful and uncomfortable feelings to most adults. Counselors try to insure that students gain the academic, social, and emotional support needed to successfully complete their program of choice.

What is counseling?

Counseling is working on personal growth, problem solving, and decision making. It is an opportunity to benefit from working on issues with an experienced, professional helper.

The counseling relationship is one that is non-judgmental, objective, understanding, confidential and focused on individuals' concerns.

What can I talk about in counseling?

Some concerns often brought to counselors are: developing self-confidence; managing stress; making life, career, and educational decisions; discussing barriers to succeeding in your program; problems in personal and family relationships; referral for other professional services; issues regarding alcohol and other drug abuse; violence in relationships; harassment and financial survival while returning to school. Students should feel comfortable bringing to the attention of the counselors any subject that may be affecting their attendance or performance

at the EOC. For those areas that may fall outside a counselors' expertise, referrals are made to other organizations and providers that can best help students.

Where can I find my counselor?

Each counselor has a private office where students may confidentially discuss issues and concerns. Counselors regularly confer with faculty regarding attendance issues and behavioral adjustments of students.

What do I do if my counselor is unavailable?

If a counselor is unavailable (not in the office, out sick, with another student, in a meeting) individuals can do one of the following: check back later, call the counselor's voicemail, or leave a message for the counselor with the receptionist. If the issue is urgent and no counselor is available, students should go to the receptionist and ask to speak to the Associate Director for Student Personnel Services.

When is counseling available?

It is best if an appointment is made with the counselors to insure that students will have sufficient time to talk. Counselors are available before, after and in-between classes to make appointments.

Is counseling confidential?

Counseling sessions and their content are confidential, consistent with the legal obligations of the counselors and regulatory requirements. When there is a clear and imminent danger to individuals or others, the counselors will take reasonable action and or inform the authorities, as required by law. Consultation with other counselors or the Associate Director of Student Personnel Services may occur to insure the best possible service by the counselors.

ATTAIN LAB

Designed to provide Syracuse EOC students and community members with access to new technologies, education, and technology training, the ATTAIN Computer Lab is a resource for all students at the Syracuse EOC. The ATTAIN Lab includes course-specific software, high-speed Internet, the 2013 Microsoft Office Suite, and SmartBoard and video conferencing equipment. ATTAIN also offers a Microsoft Digital Literacy course, as well as training through the Microsoft Office Specialist (MOS) program. The MOS curriculum and certification exam are available in all five of the Office Suite programs: Word, Excel, PowerPoint, Access and Outlook. ATTAIN staff are available for topical workshops, class activities, and

personalized help. Students are welcome to come to the lab during open hours to check their email, conduct job searches, or work on assignments. For more information, visit the ATTAIN Lab, located on the first floor of the Center.

CAREER SERVICES

Career Services Assistance

The mission of the Career Services Specialist is to work with current and former students to help them develop skills necessary to understand and complete the process of finding and retaining employment that supports their career goal. Employability skills workshops are offered during the student's enrollment and individual appointments with Student Personnel Services staff are available to help students develop career goals and soft skills. As part of the Student Personnel Services Department, the Career Services Specialist and Career Center provide the following job-readiness training opportunities:

Employability Workshops

Both group and individual sessions regarding students' present skills and training are offered to develop an attainable career path for long-term success. These sessions include, but are not limited to: job readiness and preparation, barriers to employment (felony convictions, transportation, child care, and disabilities) and how to address these barriers when meeting employers, interviewing skills and preparation, personal presentation skills, job search strategies, and job retention.

Resume Development

An assessment of employment and training experiences will be discussed in order to help students develop a concise, professional, and marketable resume to have the edge in today's job market. Cover letter assistance may also be provided.

Employment Opportunities

Information regarding employment opportunities is posted in selected areas and is updated frequently throughout the academic year. Also posted is information about public and private job fairs, upcoming civil service exams, and off-site recruitment initiatives by individual employers. Students are encouraged to view this information and speak with a Career Services Specialist or Counselor if assistance is needed.

Reemployment Opportunities

Our employment and career services are available to all current and former students as well as graduates to help them retain continuous employment. If you become unemployed, please contact our Career Services Specialist for assistance.

For more information, please visit the SPS Office located in Room 200, or contact us at 315-472-0310.

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 success in college. 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.

CCI staff provides information on local and non-local colleges and universities and will transport students to area colleges for open houses and college fairs. Finally, CCI provides advocacy for college prospects, communicating on their behalf to local institutions of higher learning. The College Connections Initiative of the Syracuse EOC is ready to help you reach your educational goals to achieve a better quality of life through college. For more information, see the CCI Program Coordinator in the SPS Office, located in Room 200.

COLLEGE PLACEMENT

The Syracuse EOC offers a college placement service for its students through the SPS Office. If you are interested in attending college after completing your program, please see your Counselor and meet with the College Connections Initiative Program Coordinator. 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 SPS Office will assist veterans by providing information about VA regulations as they pertain to Syracuse EOC and by filling out appropriate forms with the VA as needed. The Syracuse EOC is not responsible for decisions of the VA, which affect payment of benefits, nor is the Syracuse EOC responsible for either the amount or timeliness of VA payments.

All persons who believe they are entitled to VA educational benefits should make an appointment to discuss their eligibility by visiting the SPS Office, located in Room 200. We encourage individuals to discuss these benefits prior to enrollment in an EOC program, or as soon as possible after you have become enrolled, if necessary.

Policies, Procedures & Rules

ACADEMIC PROGRESS

Students are expected to make steady, satisfactory progress in each of the classes and programs in which they are enrolled. Students who enroll in sequential programs are expected to make steady and satisfactory progress through the sequence thus demonstrating 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 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, counselor, or administrator. An accident report form will be completed by the staff member and signed by the student. An ambulance may be called at the discretion of the staff member or administrator.

ACCOMMODATIONS 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 their counselor or the Director of Student Personnel Services (SPS) for assistance with accommodations requests.

ALCOHOL

The possession of, consumption of, or being under the influence of alcoholic beverages on Syracuse EOC grounds is prohibited.

ARTICULATION AGREEMENTS

Articulation Agreements with Onondaga Community College (OCC) College Preparation Graduates

Students who successfully complete Syracuse EOC's College Preparatory English, Reading and Mathematics courses will be exempt from taking OCC's placement examination.

Each student will be required to obtain a positive letter of recommendation documenting the student's proficiency in remediation areas and the exit competency test used for the courses.

EOC College Preparation Courses:

- CP Reading/Study Skills
- CP Algebra
- CP Writing

Articulation Agreements with Crouse Hospital School of Nursing Certified Nurse Aide Graduates

Students are eligible for admission to Crouse Hospital School of Nursing if they meet the admission requirements which include:

- High school diploma or GED
- Successfully complete algebra, biology and chemistry with a minimum grade of "C"
- Complete the application and present application fee

Students who are interested in pursuing a nursing degree through the Crouse Hospital School of Nursing can satisfy the science admission requirements by successfully completing Syracuse EOC College Preparatory Algebra, Biology and Chemistry courses with a minimum course grade of "C".

ATTENDANCE

Attendance

Students are responsible for attending their classes as attendance is necessary for student achievement, successful completion of courses and programs, and advancement into college programs and/or the workforce.

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

Tardiness

Students are expected to arrive to class on time. Any student who arrives late to class may be locked out of class and/or marked absent. Any student who leaves a class early may not receive credit for attending class for that day.

Attendance Dismissal

Any student with excessive absences and/or incidences of tardiness may automatically be dismissed from a class and/or program.

As the attendance policy for each program may vary, EOC applicants and students are encouraged to speak with a counselor or SPS staff member for clarification of each program's attendance requirement.

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.

Attendance Award

Success in the classroom and in the workplace requires good attendance. Syracuse EOC students earn Attendance Awards by achieving perfect or excellent attendance during a given term or semester. Perfect Attendance Awards are given to students who have had no absences during a given term or semester. Excellent Attendance Awards are given to students who have had one or fewer absences during a given term or semester.

Chancellor’s Award

This award is presented by the University Center for Academic and Workforce Development (UCAWD) of the State University of New York. The honoree which receives this one-time award has maintained a cumulative grade point average (GPA) of 3.0 or better, has completed a program, and has been recommended by the Center’s Office of Academic Affairs.

Student of the Month Award

The Student of the Month Award recognizes the outstanding personal and academic successes of EOC students. Recipients of this award are considered to be responsible learners who have served as role models for their fellow classmates. Faculty members from each program select students for this award based on their overall grades, involvement in class activities and overall work ethic.

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, Tim Penix, notices and signs may be posted on bulletin boards within the Center. Notices and signs on windows is prohibited.

CHEATING

Cheating, plagiarism, forgery, sabotage of another's work, unauthorized collaboration, and falsification of one’s work or eligibility documentation is prohibited.

CHILDREN ON THE PREMISES

Children are not permitted in the classrooms while class is in session under any circumstances. The Syracuse EOC does not provide childcare services. Although the Syracuse EOC does not provide financial assistance for childcare services, participation in our programs may qualify you for such services from other agencies. Check with your counselor for further information.

DISCLAIMER FOR PROSPECTIVE CERTIFIED NURSE AIDE TRAINEES WITH A HISTORY OF CRIMINAL CONVICTION

The New York State Department of Health (NYSDOH), which is responsible for licensing nursing personnel in New York, has varied restrictions which may affect persons with a history of criminal conviction. The SEOC assumes no responsibility for the denial of Nurse Aide certification or employment by the NYSDOH. Prospective students are responsible for contacting the NYSDOH at 518-408-1627 concerning any questions regarding their eligibility for certification.

DISCRIMINATORY BEHAVIOR

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

DISMISSAL

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

DISRUPTIVE BEHAVIOR

Disruptive behavior is any behavior that interrupts or interferes with the normal and safe operation of the Center. This includes physical assault, threatening behavior, possession of weapons, possession of, or attempted sale of illegal drugs or weapons, yelling, swearing, fighting, showing disrespect to faculty/staff/administrators, refusing to follow directions, and even tardiness (entering class after it has begun).

These behaviors are not equally disruptive. Some are much more severe and are thus intolerable in any educational setting. These include assault, threatening behavior, fights, possession of, or attempted sale of illegal drugs or weapons, or any violent behavior. These behaviors will result in an immediate dismissal of the student(s) from Syracuse EOC property. The Director of Student Personnel Services will conduct an investigation 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 students' behavior was disruptive but of a less severe nature, a written notice of the behavior will be sent to the students' file and a copy mailed to them. All of the remaining disruptive behaviors, although less severe, are still unacceptable and inappropriate. The faculty, counselor and/or staff member will send a written notice (Incident Report) to the students' file and a copy mailed to the student.

Upon the receipt of the incident report the counselor 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 counselor of another incident report, while the student is on Behavioral Probation, will cause the student to be dismissed. ***The student must wait at least one (1) semester before reapplication will be 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 which would suggest that the previous behavior pattern would not occur again. Counselors 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 in entering the world of work as well as succeeding at work. 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 Student Personnel Services. Accommodations and/or exceptions to this rule must be made in writing and must be approved by the Director of Student Personnel Services.

Some programs require specific clothing to be worn while in class. In addition, some programs have established dress codes based on the standards and expectations of the workplace. 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.

DRUGS / ILLEGAL SUBSTANCES

The possession or use of drugs and/or illegal substances on EOC grounds is prohibited. The Syracuse EOC adheres to both SUNY Morrisville policy and New York State law.

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 for the previous 12 months (unless refugee status applies; and
- Meet both academic and economic criteria established in the EOC Guidelines.

Eligibility is established at the time of registration and maintained while the student is continuously enrolled. If enrollment is interrupted, eligibility must be re-evaluated to determine if the former student meets all of 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 or in the hallway and proceed to the closest exit. All exits will be marked. For your reference, the floor plan of the Syracuse EOC is included in this handbook.

EMERGENCY MEDICAL ASSISTANCE

Students in need of emergency medical assistance should immediately notify a staff member. The staff member will notify the receptionist, who will call for an ambulance. A staff member will stay with students until the ambulance arrives.

EMERGENCY SCHOOL CLOSING

If classes are in session during an emergency situation, 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 the following radio or television stations for notice of school closings starting at 7 a.m.:

Television: WSTM channel 3 / News10Now / WTVH channel 5 / WSYR channel 9

Radio: AM WSYR 570

The Syracuse EOC also utilizes *School Reach*, which enables us to contact students via phone and/or email to inform them of school closings and other important upcoming events and information. To ensure that the Center is able to contact you through School Reach, please keep your contact information up-to-date. Please visit the SPS Office in Room 200 to update this 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 SPS Office in Room 200 to begin this process. The first step in the application process requires an applicant to produce financial documentation that would demonstrate whether the applicant meets the economic eligibility requirements. Any applicant who does not have such documentation is provided with information, both verbally and in writing, describing the types of documentation needed. These applicants are then asked to obtain the needed documentation and return with it. It is the policy of the Syracuse EOC to admit only persons who can 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 the proper documentation are asked to complete an online application. The SPS Office provides access to several computers for this purpose. In addition, a paper application form is also available which can be completed during a student's visit. An EOC staff member will process the applicant's application, schedule a visit with the Program's Counselor, and he will be given a date to return to sit for the TABE test, which lasts about 2 hours.

Once a prospective student has been accepted into a program, they will receive their start date for classes. Students must begin class on the indicated starting date. Failure to enter at this time will cause the student to forfeit his/her place in the class. Official enrollment at the Syracuse EOC requires that students attend all scheduled classes throughout the first week of the term. If students fail to meet this condition for one or multiple classes, they will be dropped from those classes and will need to discuss re-registration options with their program counselor. All other attendance policies also apply.

No Shows

Students who fail to pick up their schedule in Room 200 and begin class on the first day of the term will be affected as follows:

First No-Show: Will be marked on folder. (No penalty)

Second No-Show: Will be marked on folder. (No penalty)

Third No-Show: One term must elapse before student will be considered for readmission.

ENROLLMENT VERIFICATION

Students may request verification that they are enrolled in classes at the Syracuse EOC by contacting their counselor. This request cannot be made prior to the student's enrollment date.

SOCIAL MEDIA Please visit our social media pages at:



www.facebook.com/SyracuseEOC



<https://twitter.com/SyracuseEOC>



www.linkedin.com/in/syracuseeoc

FACULTY/STAFF-STUDENT BOUNDARY GUIDELINES

Boundaries protect the “space” that must exist between EOC faculty/staff and students by controlling the power differential in the relationship. 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 students’ enrollment. EOC employees should not buy things from students nor should they sell things to students. EOC employees should not employ students nor 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 relationships that consist of interactions not related to the learning activities of the EOC. Intimate relationships are personal and are therefore unacceptable. All relationships should be professional in nature. Contact outside the Center, other than chance meetings, is discouraged. Calling students at home and/or tutoring students at their home or at the home of the employee is unacceptable. Transporting students in employee vehicles is unacceptable. Touching and hugging students is discouraged because this may lead to unacceptable future behavior, and may be misinterpreted by either of the two parties. It is generally not acceptable for EOC employees to share intimate details of their life 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 use their professional discretion and limit what information is shared. 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 feel that they can avoid any problems or issues with gift-giving by providing an entire group or class with small gifts, 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. As such, any gift-giving to students or classes is considered unacceptable.

EOC employees should also refrain from accepting gifts, including food, from students. Although students may want to thank employees by giving them gifts or food, accepting gifts of any kind from students makes the boundaries between faculty/staff and student less distinct. Some foreign-born students may claim that in their country/culture the practice of giving gifts to faculty/staff is acceptable; this does not make it acceptable here.

Boundary violations generally occur when employees do not recognize that they are taking place. 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 employee and student at risk of harm.

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 fashion, and should do so quickly and quietly. 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.

FOOD AND DRINK

In order to maintain aesthetic appearances, facility cleanliness and to minimize the possible infestation of pests, the consumption of food and drink, including bottled water, is to take place in the student lounge on the first floor.

HIGH SCHOOL EQUIVALENCY EXAM

Individuals seeking to obtain a high school equivalency diploma should visit the Student Personnel Services Department in Room 200 for information on available classes, tutoring services, examination dates and times, and the examination application process.

GRADING SYSTEM

The Syracuse EOC utilizes a Grade Reference table which 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. This table is used to standardize the grading

practices that are used at the Center. EOC faculty members will provide an overview of their grading practices when students begin their course of study.

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 utilize a variety of means to rectify the problem. In all instances, students may try to resolve the issue with the individual directly, in an informal manner. Students should indicate why they believe that the decision was inappropriate or unfair and how they feel it should be corrected. This initial attempt to resolve the problem can only be successful if both parties approach it with respect and a true problem-solving attitude.

If this informal attempt to resolve the problem is not successful, two formal processes are available to students to resolve the situation, 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 a 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 that demonstrates that the problem which caused the student to be dismissed from the program has been resolved must be presented with the appeal request. The written request will be reviewed, along with the students' file, by the Director of Student Personnel Services and the Director of Academic Affairs. The administrators will make a decision 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 decision by the directors. 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 is prohibited.

Formal Grievance Procedure

Students may file a grievance with the Director of Student Personnel Services in those instances where they are unable to resolve a problem with instructors, counselors, and/or staff members.

The burden of proof to substantiate the grievance rests with students. Students must demonstrate that 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 Student Personnel Services. The director will complete the investigation within ten (10) EOC school days of the receipt of the complaint. The director will seek to resolve the complaint informally and will 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 the receipt of the appeal.

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

IDENTIFICATION BADGES

Student ID Badges

Students will be issued an identification badge and lanyard after they begin classes at the Syracuse EOC. Students must wear their ID badges at all times while in the EOC building. The badge must be worn so that it is easily seen, i.e., on the outside of coats or sweaters,

which is easily accomplished by keeping the badge on the provided lanyard. Students who have misplaced their ID badge should request a new badge in the SPS Office. The first additional ID badge is free. For each subsequent loss, there will be a five dollar (\$5.00) fee.

ID badges help to create a safe learning environment for students, faculty, and staff. Students who do not display their ID will be requested to do so by faculty and or staff. Students who refuse to display their ID will be subject to disciplinary action up to and including dismissal.

Faculty and Staff ID Badges

Faculty and staff will wear their ID badges at all times while in the Center. Please note that faculty and staff ID badges may have a different appearance than student ID badges but will clearly display the Syracuse EOC or Morrisville State College logo.

Visitor ID Badges

Visitors are all individuals on EOC premises who are not a current student or employee. All visitors of the Syracuse EOC are required to check in at the reception desk upon entering the building. Visitors will be asked to provide identification and will be provided with a custom badge with their name, photo, and reason for visit. They will also be electronically registered in the Center's visitor management software.

INSTRUCTIONAL METHODS

Individualized instruction is a key method utilized by EOC faculty which allows students to progress through a program at a pace that is more suitable to individual learning needs. In addition, instructors frequently use computer technology to supplement traditional methods of instruction. The Syracuse EOC recognizes its responsibility to provide all students with the best possible conditions for accomplishing their educational objectives. To that end, some class sizes are limited to assure 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 that is 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, which may be sexually explicit or suggestive, especially pornographic websites.

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

I agree not to install any program designed to bypass the system security system or designed to 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, ethnically, or otherwise objectionable.

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

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

LOCKERS

- Lockers are available to enrolled students only.
- The lockers of those students who do not re-register or who are dropped from the program will be emptied and the lockers re-assigned. Should a student not continue in the program for whatever reason, it will be the student's responsibility to remove all belongings from his/her locker.
- Those students who re-register and enroll in classes for the fall and spring semesters shall keep the same locker.
- All student lockers will be emptied at the close of the spring semester. New locker assignments will be given to new and returning students during the beginning of the fall semester.
- Students may put their own locks on their assigned lockers. However, should a student not continue in the program, for whatever reason and he/she fails to remove the personal lock, it will be cut off.
- Students should not share lockers.
- The Syracuse EOC is NOT responsible for any lost articles.

LOITERING

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

LOUNGES

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

The vending machines are under contract to a private business and are serviced by them. However, if you lose money in the vending machine, please report your loss to an EOC staff member in the Administration Office, located in Room 313. Misuse and/or vandalism of the vending machines may result in criminal prosecution.

LOST AND FOUND

Any items found in the Syracuse EOC may be turned in to a SPS Office receptionist, located in Room 200, who maintains the lost and found. Please visit the SPS Office if you have lost any item. The Syracuse EOC is not responsible for any items that are lost within the Center.

MESSAGES FOR STUDENTS

If there is a phone message that needs to be delivered to a student, or if there is a visitor who comes in to the Center to speak with a student, the SPS Office Reception desk will contact the student's counselor. The counselor will then attempt to locate and inform the student of this message or visit.

PARKING

Off-street parking is available to students and visitors located in the lot at the rear of the EOC building. Once a student becomes enrolled in an EOC program, it is recommended that they register their vehicle with the Administration Office, located in Room 313. However, parking spaces are available on a first-come, first-serve basis; students are not guaranteed a parking space. On-street parking is also available on Montgomery Street.

Please Note: Faculty and Staff members do have assigned parking spaces. These spaces are located in the first four (4) rows closest to the EOC building, as well as several diagonal spaces on the far right of the lot. These are reserved spaces; as such, students and visitors are prohibited from parking in these spaces.

Towing

Any vehicle parked illegally will be given a warning the first time. “Parked illegally” means that a vehicle is parked in a spot that belongs to faculty or staff member, is blocking other cars, or is parked in a handicap spot illegally. The license plate information, make and model of your car will be recorded. If it is parked illegally an additional time, your vehicle will be towed at your own expense.

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 counselor or a SPS 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."

REQUESTS FOR DOCUMENT COMPLETION FOR OTHER AGENCIES

EOC students may request documentation which verifies their enrollment, attendance, etc., by visiting the SPS Office. This documentation may be required from a number of agencies including, but not limited to, the Department of Social Security, Department of Social Services, Department of Labor, etc., in order to receive or continue to receive 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 prior to submitting the form to their program counselor. The counselor will then verify information regarding enrollment, attendance, etc., according to the information that is provided by the Center's database.

Please note: Students attending the EOC are not eligible for federal school loan deferments.

RESTRICTED USE DEVICES

The use of the following devices is restricted to the Student Lounge: cellular telephones, Bluetooth devices, beepers, radio and/or CD players, MP3 players, iPods. Use of these items is prohibited in all other areas of the Center.

Outside of the Student Lounges, Bluetooth devices must be removed from the ear. Text messaging is considered cell phone use and is therefore prohibited. Cell phones may not be used as calculators, schedulers or for any other purpose in class.

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 works diligently to maintain the rest rooms in a clean and orderly fashion, students' assistance is greatly appreciated.

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.

SMOKING

Smoking is not permitted within any EOC facility. Smoking on EOC grounds is only permitted in designated smoking areas. 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 in the parking lot (near the transistor). Please do not smoke near the back entrance.

TARDINESS

Students who arrive five (5) minutes after the time class is scheduled to start are considered to be officially tardy. Students are encouraged to arrive to class prior to the official start of class so they may begin work when the class actually starts. (This is a good habit to transfer to the workplace). Two instances of official tardiness will be considered the equivalent of one absence for the purposes of implementing the Attendance Policy.

TEXTBOOK DEPOSIT

A textbook deposit may be mandatory for students depending upon the requirements of the program to which they have been accepted. All textbook deposits are refundable if certain conditions are met. This refund is contingent on the state of the returned textbooks; they must be in good condition, without extraneous marks or tears. If returned in good condition, a full refund will be dispensed. If a textbook, or textbooks, are not returned within 30 days after the end of the semester or the end of a student's enrollment in the program, the book deposit will be forfeited.

TRANSCRIPTS

Students may request an official transcript of the course work 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. Voter Registration forms are available in the SPS Office, located in Room 200.

WEAPONS AND FIREARMS

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

State and federal law also prohibits weapons on school grounds; legal authorities may be notified if weapons are found on school grounds. 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 manner in which it is possessed, used, attempted to be used, or threatened to be used.

WITHDRAWAL FROM COURSES / PROGRAMS

Students may withdraw from any and all courses/programs without penalty if, after working with their counselors, 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 with respect to 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 to the Director of Student Personnel Services, written requests that identify the record(s) they wish to inspect. The director or designee will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the EOC Records Office, the director shall advise the student of the correct official to whom the request should be addressed.
- (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 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 the Director of Student Personnel Services, 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, which 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 or tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (5) Authorized federal and state representatives may have access to student and other records in connection to the audit and evaluation of programs, or in connection with the enforcement of or compliance with legal requirements which 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 record.
- (7) Directory Information: The EOC may disclose the student's name, program, honors/awards and the dates of attendance without consent of the student or eligible parent. Unless, within 30 days of enrollment, the student and/or the eligible parent request such information not be disclosed.
- (8) The right to file a complaint with 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

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 locked file cabinets with employee access only.

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 Personnel Services (SPS). This information is received by counselors or intake personnel. The information is placed in the student's confidential file, in a locked cabinet

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

CONFIDENTIALITY OF STUDENT CLINICAL EXPERIENCE

It is the policy of Syracuse EOC to safeguard the privacy of patients during the Nursing Assistant Clinical Experience. For reasons of privacy and confidentiality students viewing patient information during the clinical experience must have prior approval from the Nursing Facility and patients before any information is shared or viewed. Students are not authorized to remove or view patient information in the absence of the Clinical Coordinator or a facility representative.

During the Certified Nursing Assistant Program, Syracuse EOC nursing students are trained to understand the moral, ethical and legal implications of Patients' Rights and the Nursing Code of Ethics. The Syracuse EOC is compliant with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, which provides security and privacy of patients' health information.

It is not acceptable to discuss or share any information regarding patients in one's care. Those in violation of the rules and regulations of the Privacy Rule will be subject to civil and/or criminal penalties. Civil penalties may include a \$100 per violation fine (up to \$25,000 a year). Criminal penalties may include a \$50,000 fine and/or one (1) year in prison for wrongful disclosure, or a \$250,000 fine and/or ten (10) years in prison for the intent to sell information.

THE SOLOMON AMENDMENT

Under the 1997 rule adopted by the United States Department of Defense, the EOC must provide to the military, if requested, 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 to the Records Office, each individual disclosure of any information.

FREEDOM OF INFORMATION LAW (FOIL)

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

All records are available, except 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 enterprise 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 records 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 of 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 business days of receipt of request, make records available, deny access or cite extraordinary circumstances resulting in delay
- give written reason for denial
- inform a person denied access of 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 State College. It is the policy of Morrisville State College 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 because of race, color, sex, national origin, religion, marital status, age, physical or mental disability.

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

1. 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 Affirmative Action Office at Morrisville State College at (315) 684-6075 for more information.

SEXUAL HARASSMENT OR MISCONDUCT

Introduction

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

Morrisville State College 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 State College 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 the College tries to foster among students, faculty, staff, and administrators. All members of the College 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 College 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 State College, 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 State College, 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 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 State College, 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 State College, 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 State College, 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 State College, effective consent is informed; freely and actively given; mutually understandable words or actions; which indicate a willingness to do the same thing, at the same time, in the same way, with each other.

Morrisville State College 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 through the use of 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 fact, nature, or the 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, in order 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 as a result of alcohol or other drug consumption (voluntary or involuntarily), 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 relationship 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 State College, attempts to commit sexual assault or rape are prohibited under this policy, as is aiding the commission of sexual misconduct as an accomplice.

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

Morrisville State College requires that no student shall perform any acts that harass, annoy, threaten, intimidate, or alarm another person or person(s). 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 on the Morrisville State College campus, it is important that you be aware of your legal rights as stated in the —Federal Victim’s 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 perceives them to be.
- The right to be free from any kind of suggestion that campus sexual assault victims 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 ability to have other present in any campus disciplinary proceeding that the institution permits the accused; and the right to be notified of the outcome of such proceeding.
- 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, with regard of mandatory testing of sexual assault suspects for communicable diseases and with regard to 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 Human Resources and Affirmative Action/Title IX Coordinator, located in the Human Resources Office, 4th floor of the Whipple Administration Building, Morrisville State College, Morrisville, N.Y. 13408, 315-684-6038.

Morrisville State College has programs in place to protect all members of the College community from sexual assault, including programs for prevention and prosecution of these crimes that occur within the jurisdiction of Morrisville State College. Victims have the right to pursue adjudication of crimes that occur on the Morrisville State College campuses through criminal courts and/or through College Judicial Affairs. University Police are able to assist with prosecution in both systems. Where there is probable cause to believe that the College's regulations prohibiting sexual misconduct have been violated, the College may pursue strong disciplinary actions through its own channels. The discipline includes the possibility of suspension or dismissal from the College, whether or not prosecution under New York State Criminal statutes is pending or completed. The College will make every effort to be responsive and sensitive to victims of crimes. Protection of victims and prevention of continued trauma is the College's priority. When the victim and the accused live in the same Residence Hall, the Director of Residence Life or his/her designee will offer the option of altering living arrangements. Upon request, assistance with any academic concerns will be reviewed and options provided by the Academic Vice President or his/her designee. During the disciplinary process, all involved individuals have the right to have an advisor of their choice accompany them throughout the hearing process. The victim can be assured that his/her irrelevant past sexual history will not be discussed during the hearing and that they will have the opportunity to present a verbal and written "victim impact statement" and to suggest an appropriate penalty if the accused is found responsible for violating the code. Generally, FERPA prohibits colleges from disclosing personally identifiable information from a student's education record to a third party without the student's written consent. A student's judicial record is considered an education record. FERPA provides several exceptions and there are circumstances under which we disclose disciplinary records. Under one such exception, we notify alleged victims of crimes of violence or non-forcible sex offenses of the final results of College disciplinary proceedings, including the finding and any sanctions imposed.

DRUG AND ALCOHOL POLICIES

Alcohol

The Syracuse Educational Opportunity Center is a Division of Morrisville State College. As such, Syracuse EOC adheres to the Drug and Alcohol Policies of the college.

The College engages in a continuing program to educate and inform its members concerning the use and abuse of alcohol. Student involvement with alcohol is a matter of College 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 intent to consume the beverage. Violators are subject to a fine of up to \$50 per offense. 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 a fine of up to \$100.00 and a community service requirement of up to thirty (30) hours.
- 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 for up to ninety (90) days and may also be required to apply to the Department of Motor Vehicles for a restricted use driver's license following the suspension.

Standard of Conduct

Morrisville State College, in a compliant effort with the 1989 Drug-Free Schools and Community Amendment Act (U.S. Public Law 101-226), is committed to an environment that supports the academic success and the 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 College regulations as well as State and Federal laws. Students and their guests are not allowed to possess or consume alcoholic beverages on College property or property operated for the benefit of the College.

Description of Applicable Sanctions

Legal: The unlawful possession or use of any drug in 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.

Institutional: The unlawful possession or use of any drug in any degree may result in sanctions as otherwise mentioned in this handbook.

Description of Health Risks

Substance abuse can be acute or chronic, with serious health risks and harmful effects resulting. The risks associated with substance abuse cannot be easily summarized. The information provided in this document is by no means exhaustive, but meant to illustrate the importance of thinking before using such substances.

Examples of acute problems resulting from a simple episode of drug use are:

- Unwanted sexual contact/rape Violence
- Sexually transmitted diseases (STDs) DWI, automobile crashes
- Sudden heart failure (cocaine)

Examples of chronic problems result from long-term drug use are:

- Blackouts (memory loss), infections, cancer
- Decline in academic/job performance, loss of relationships with family/friends, anxiety
- Liver damage, brain damage

Drugs

The College 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 College and Syracuse EOC concern. The sale, purchase, distribution, possession and/or use of drugs constitute a violation of College regulations as well as State and Federal laws. The College does not condone such conduct, nor will it provide sanctuary for those who engage in such conduct. Drugs are defined as, including but not necessarily limited to: sedatives (tranquilizers, barbiturates), stimulants (amphetamines), LSD, mescaline, and other hallucinogens, DMT, narcotics, marijuana, and inhalants. All of these are illegal, except if taken under a doctor's prescription.

Any student who is involved with drugs is encouraged to consult their counselors. Information given to a counselor is privileged; the counselor will not voluntarily disclose it to anyone. 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.

“Zero Tolerance Law”

As of November 1, 1996, New York State has put into effect a new law that pertains specifically to persons under the age of 21. Called “Zero Tolerance,” the law provides the department of Motor Vehicle the power to suspend or revoke the license of a minor who is discovered operating a vehicle with a blood alcohol level (BAC) between .02 and .07 percent. A BAC of .02 can be reached by drinking as little as one beer. Anyone with a BAC of .07 or more is subject to criminal persecution, under the existing laws relevant to drinking and driving.

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 his parents or childhood but you can choose your own direction. Everyone has problems and obstacles to overcome but that too is relative to each individual.

NOTHING IS CARVED IN STONE.

You can change anything in your life, if you want to badly enough.

Excuses are for losers: Those who take responsibility for their actions are the real winners in life.

Winners meet life's challenges head on, knowing there are no guarantees and give it all they've got.

And 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...

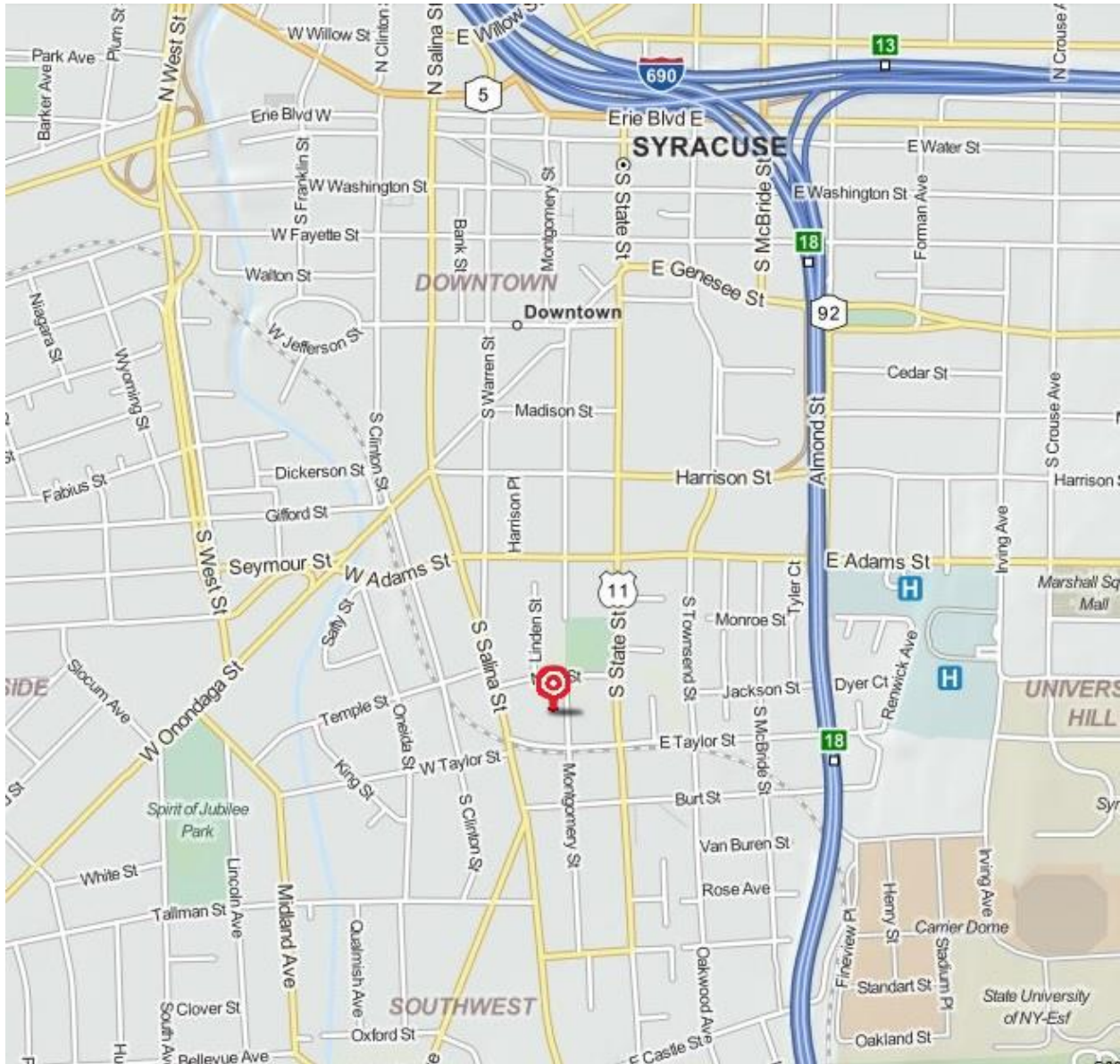
Compete.

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

BELIEVE IN YOURSELF

Directions to the SEOC

The Syracuse EOC is located near downtown Syracuse, NY within minutes of local bus routes and Routes 81 and 690. If you would like to search online for directions, the address to the EOC is 100 New Street, Syracuse, New York, 13202.



From Rte. 690 West & Rte. 81 North: From Rte. 690 get on Rte. 81 (Cortland) South. Stay right because you will quickly exit Rte. 81 onto the Harrison St. exit. Stay on right side of ramp and it will merge right with Harrison Street. Go 2 blocks and take a left onto State St. Take State St. 2 blocks and take a right onto New St. The EOC is one block down, located at the intersection of New and Montgomery Streets. Take a left and a quick right into the parking lot.

From Rte. 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. Go 1 block and take a left onto State St. Take State St. 2 blocks and take a right onto New St. The EOC is one block down, located at the intersection of New and Montgomery Streets. Take a left and a quick right into the parking lot.

From Rte. 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. Go 2 blocks and take a left onto State St. Take State St. 2 blocks and take a right onto New St. The EOC is one block down, located at the intersection of New and Montgomery Streets. Take a left and a quick right into the parking lot.

From the new Centro Hub: Travel south on South Salina Street. Turn left onto New Street (across from Burger King). SUNY Syracuse EOC is on the right (gray building) behind Syracuse Community Health Center. The entrance is on New Street.



100 NEW STREET SYRACUSE NEW YORK 13202

315-472-0130

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