



CAYUGA
COMMUNITY COLLEGE

State University of New York



2021-2022 STUDENT HANDBOOK

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A Welcome from the Vice President for Student Affairs

Dear Student,

Congratulations and welcome to Cayuga Community College! We're honored that you've chosen our College to discover your passions and advance your personal and professional goals. Take a few moments to review this Student Handbook. It was written for you, the student. You are the most important member of our College community and we want to do everything possible to help you succeed.

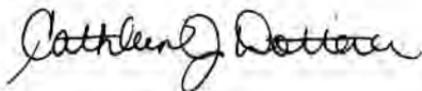
The Handbook is a useful reference when questions arise about College policies and services. It includes the following information:

- Academic calendar
- Student support services
- Grading and academic policies
- Billing procedures
- Code of conduct policies and judicial processes
- Grievance policies and procedures
- Physical and mental health resources
- Public safety
- Emergency closings
- Tobacco-free college policy

The Handbook is also a useful academic planner. I encourage you to make full use of the Handbook and to seek additional assistance from faculty and staff at Cayuga when you need additional assistance.

Again, congratulations, and welcome to Cayuga!

Sincerely,



Cathleen Dotterer
Vice President, Student Affairs

Vision

Recognized as an essential educational resource for the region, Cayuga Community College will develop engaged citizens and improve our communities through effective leadership, robust educational programs, community partnerships, and state-of-the-art facilities.

Mission

We are Cayuga Community College, dedicated to providing students with diverse learning opportunities to discover their passions and advance their personal and professional growth.

Core Values

In pursuit of our mission, we value:

Engagement, by focusing first on student success through collaborative learning, individualized attention, and a supportive environment.

Integrity, by working each day guided by standards of excellence to meet the mission of the College and the needs of our communities.

Respect, by treating each member of the college community with compassion and dignity, celebrating our diversity and encouraging trusting relationships.

Collaboration, by working together and supporting one another for the greater good of our communities.

About Cayuga Community College

Cayuga Community College, a unit of the State University of New York with locations in the cities of Auburn and Fulton, is a two-year community college sponsored by Cayuga County and governed by a 10-member Board of Trustees.

Committed to being the community college for both Cayuga and Oswego counties, the College offers transfer and career-oriented curricula on a degree and certificate basis through day, evening, online, and summer sessions. For groups such as high school students, government agencies, retirees, and industrial, business and professional personnel, the College also offers credit and credit-free specialized instruction according to need and interest.

Founded under the sponsorship of the Auburn City School District in 1953 as Auburn Community College, the College changed its official name to Cayuga County Community College in 1975 when Cayuga County assumed sponsorship.

The Auburn Campus is located in the seat of Cayuga County in New York State's Finger Lakes Region. The Fulton Campus is located in Oswego County, just 10 miles from the southeast shore of Lake Ontario. Both locations offer a blend of rural and urban cultures with a rich variety of recreational and cultural opportunities including museums, parks, and theatrical and musical venues. The cities of Ithaca, Syracuse and Rochester are an easy drive from either location.

The Fulton Campus, which originated in January 1994, relocated to a larger location at River Glen Drive in the Fall 2012. This location offers classrooms and labs, student space, offices, and much more.

Accreditation

Cayuga Community College is accredited by the Commission on Higher Education, a unit of the Middle States Association of Colleges and Schools (3624 Market Street, Philadelphia, PA 19104, 215-662-5606), Accreditation Commission for Education in Nursing (3343 Peachtree Road, Suite 850, Atlanta, GA 30326), the Society of Broadcast Engineers (PO Box 20450, Indianapolis, IN 46220) and the National Association for the Education of Young Children (1313 L. Street, NW, Washington, DC 20005) and the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449.

The College's programs are registered by the New York State Department of Education. The College holds institutional membership in the American Association of Community Colleges, New York Community College Association of Presidents, Faculty Council of Community Colleges, Association of Community College Trustees, and New York Community College Trustees of the State University of New York.

The State University of New York (SUNY)

SUNY, the State University of New York, is a comprehensive public university system consisting of 64 campuses that provide a full range of educational opportunity across New York State. The educational, cultural, and economic impact of the SUNY system is felt not only throughout the state, but nationally and worldwide as well. The 30 locally-sponsored two-year community colleges operating under the program of the State University of New York offer degree programs that serve as job-entry educational experience or provide transfer preparation for a baccalaureate degree at a senior campus.

ACADEMIC CALENDAR

FALL 2021

August	26	Thurs	Orientation - Fulton
	27	Fri	Orientation - Auburn
September	30	Mon	Classes begin (15 Weeks and 1st Half 7.5 week)
	1	Wed	Last day to add classes - 1st half (7.5 week)
	5	Sun	Last day to add classes (15 week)
	5	Sun	Last Day to Drop Classes with 75% Refund of Tuition and Fees for 15 Week Classes
	5	Sun	Last Day to Drop Classes with 25% Refund of Tuition and Fees for 1st Half Classes
	6	Mon	Labor Day - no classes
	12	Sun	Last Day to Drop Classes with 50% Refund of Tuition and Fees for 15 Week Classes
	19	Sun	Last Day to Drop Classes with 25% Refund of Tuition and Fees for 15 Week Classes
October	23	Thurs	Midterm grades due for 1st Half Classes
	29	Wed	Last day for course withdrawal -first half (7.5 week)
	4	Mon	Ten (10) week classes begin
	6	Wed	Last day to add classes (10 week)
	10	Sun	Last Day to Drop Classes with 50% Refund of Tuition and Fees for 10 Week Classes
	11	Mon	Fall Recess (No Classes)
	12	Tues	Assessment Day (No Classes)
	17	Sun	Last Day to Drop Classes with 25% Refund of Tuition and Fees for 10 Week Classes
	19	Tues	First half semester classes end (7.5 week)
	21	Thurs	Midterm grades due for 15 Week Classes
November	20	Wed	Second half semester classes begin (7.5 week)
	22	Fri	Last day to add classes - second half (7.5 week)
	26	Tues	Last Day to Drop Classes with 25% Refund of Tuition and Fees for 2nd Half Classes
	29	Fri	Last day for course withdrawal (15 week)
	1-5	Mon-Fri	Advisement/current student registration for Spring
	8-12	Mon-Fri	Advisement/current student registration for Spring
	11	Thurs	Midterm grades due for 10 Week Classes
	14	Sun	Last day for course withdrawal (10 week)
	15	Mon	Open registration begins for Spring
	18	Thurs	Midterm grades due for 2nd Half Classes
December	19	Fri	Last day for course withdrawal - second half (7.5 week)
	24-28	Wed-Sun	Thanksgiving break; No Classes - Offices close Wed. at noon
	10	Fri	Classes end for 15 Week, 10 Week and 2nd Half
	13-17	Mon-Fri	Final exams (evening class exams given during regular class time)

INTERSESSION 2022

January	3	Mon	Classes begin
	3	Mon	Last day to add classes
	9	Sun	Last Day to Drop Classes with 25% Refund of Tuition and Fees for Intersession Classes
	12	Wed	Last day for course withdrawal
	17	Mon	Martin Luther King, Jr. Day - No classes
	19	Wed	Classes end-final exams

SPRING 2022

January	20	Thurs	Orientation - Fulton	
	21	Fri	Orientation - Auburn	
	25	Tues	Classes begin (15 Weeks and 1st Half)	
	27	Thurs	Last day to add classes - first half (7.5 week)	
	31	Mon	Last day to add classes (15 week)	
	31	Mon	Last Day to Drop Classes with 75% Refund of Tuition and Fees for 15 Week Classes	
February	31	Mon	Last Day to Drop Classes with 25% Refund of Tuition and Fees for 1st Half Classes	
	7	Mon	Last Day to Drop Classes with 50% Refund of Tuition and Fees for 15 Week Classes	
	14	Mon	Last Day to Drop Classes with 25% Refund of Tuition and Fees for 15 Week Classes	
	17	Thurs	Midterm grades due for 1st Half Classes	
	21	Mon	Ten (10) week classes begin	
	23	Wed	Last day for course withdrawal - first half (7.5 week)	
	23	Wed	Last day to add classes (10 week)	
	24-27	Thurs-Sun	Winter break	
	27	Sun	Last Day to Drop Classes with 50% Refund of Tuition and Fees for 10 Week Classes	
	March	6	Sun	Last Day to Drop Classes with 25% Refund of Tuition and Fees for 10 Week Classes
		10	Thurs	Midterm grades due for Full Semester
16		Wed	Program and Professional Development Day (No Classes)	
16		Wed	First half semester classes end (7.5 week)	
17		Thurs	Midterm grades due for 10 Week Classes	
21		Mon	Second half semester classes begin (7.5 week)	
21-25		Mon-Fri	Advisement/current student registration for Fall	
23		Wed	Last day to add classes - second half (7.5 week)	
27		Sun	Last Day to Drop Classes with 25% Refund of Tuition and Fees for 2nd Half Classes	
28		Mon	Last day for course withdrawal (15 week)	
28-4/1		Mon-Fri	Advisement/current student registration for Fall	

SPRING 2022 *Continued*

April	3	Sun	Last day for course withdrawal (10 week)
	4	Mon	Open registration begins for Fall
	7-17	Thu-Sun	Spring Break
	21	Thurs	Midterm grades due for 2nd Half Classes
	21	Thurs	Last day for course withdrawal - second half (7.5 week)
May	13	Fri	Classes end for 15 Week, 10 Week and 2nd Half Classes
	16-20	Mon-Fri	Final exams (evening class exams during regular class periods)
	22	Sun	Commencement

SUMMER 2022

June	1	Wed	First five (5) week classes begin
	1	Wed	Ten (10) week classes begin
	3	Fri	Last day to add classes - (first 5 week)
	3	Fri	Last day to add classes - (10 week)
	7	Tues	Last Day to Drop Classes with 25% Refund of Tuition and Fees for 1st 5 Week Classes
	7	Tues	Last Day to Drop Classes with 50% Refund of Tuition and Fees for 10 Week Classes
	14	Tues	Last Day to Drop Classes with 25% Refund of Tuition and Fees for 10 Week Classes
	21	Tues	Last day for course withdrawal (first 5 week)
July	4	Mon	Fourth of July Observed
	5	Tues	First five (5) week classes end
	6-7	Wed-Thurs	Final exams for classes - (first 5 week)
	12	Tues	Second five (5 week) classes begin
	12	Tues	Last day for course withdrawal (10 week)
	14	Thurs	Last day to add classes - (second 5 week)
	18	Mon	Last Day to Drop Classes with 25% Refund of Tuition and Fees for 2nd 5 Week Classes
August	1	Mon	Last day for course withdrawal (second 5 week)
	9	Tues	Last day for classes - (10 week)
	10-11	Wed-Thurs	Final exams for classes - (10 week)
	15	Mon	Last day for classes - (second 5 week)
	16-17	Tues-Wed	Final exams for classes - (second 5 week)

ACADEMICS

Academic Schools and Division Chairs

SCHOOL OF BUSINESS

Professor Eric Zizza, Division Chair • 315-294-8521 • zizza@cayuga-cc.edu

Professor Elizabeth W. McCormick Assistant Chair • 315-593-9333

mccormick@cayuga-cc.edu

DEGREE PROGRAMS

Business Administration

Concentrations:

Entrepreneurship

Sports Management

Wine Studies

Business Administration AS

Event and Tourism Management AAS

CERTIFICATE PROGRAMS

Event Management, General Business, Tourism Management

SCHOOL OF HEALTH SCIENCES

Professor Jennifer Nichols, Division Chair • 315-593-9352

Jennifer.Nichols@cayuga-cc.edu

Professor Paul Richardson, Assistant Chair • 315-294-8664

RichardsonP@cayuga-cc.edu

Professor Mary Driscoll, Division Chair/Nursing • 315-294-8684

DriscollM@cayuga-cc.edu

DEGREE PROGRAMS

Health Sciences

For transfer to a Bachelor's degree program

Concentrations

Clinical Perfusion

Chiropractic Medicine

Medical Imaging/Radiography

Medical Technology and Biotechnology

Physical Therapy

Radiation Therapy

Respiratory Therapy

Nursing

Occupational Therapy Assistant

SCHOOL OF MEDIA AND THE ARTS (SOMA)

Professor Steven Keeler, Division Chair • 315-294-8582 • keeler@cayuga-cc.edu

Richard J. Bower, Ph.D., Assistant Chair • 315 294-8464 • bowerR@cayuga-cc.edu

DEGREE PROGRAMS

Creative and Professional Writing AS

Culinary Arts AAS

Liberal Arts and Sciences: Humanities and Social Sciences AA

Concentrations

Literature

Music

Theatre

Writing

Media Arts: Audio Production AAS

Concentrations

Beat Production

Immersive Audio

Live Sound

Radio Production

Sound for Film and Television

Media Arts: Audio Production AAS/Music Production Option

Concentrations

Beat Production

Immersive Audio

Live Sound

Radio Production

Sound for Film and Television

Media Arts: Media Communications AS

Concentrations

Public Relations

Social Media Communications

Media Arts: Media Production AAS

Concentrations

Broadcast Journalism

Film and Cinema Studies

Social Media Communications

Video/Digital Film Production

Media Arts: Telecommunications Technology AAS

Studio Art and Design AS

Concentrations

Ceramics

Graphic Design

Painting and Drawing

Photography

Printmaking

SCHOOL OF SOCIAL SCIENCES AND EDUCATION

Professor Eric Zizza, Division Chair • 315-294-8521 • zizza@cayuga-cc.edu

Professor Elizabeth W. McCormick Assistant Chair • 315-593-9333

mccormick@cayuga-cc.edu

DEGREE PROGRAMS

Criminal Justice: Corrections

Criminal Justice: Police

Early Childhood

Human Services AS

Concentrations

Corrections/Parole

Drug & Alcohol Rehabilitation

Educational Support

Social Work Concentration

Liberal Arts and Sciences: Adolescence Education

Concentrations

Biology

Chemistry

Earth Science

English

History/Social Studies

Mathematics

Liberal Arts and Sciences: Childhood Education

Concentrations

English

General Science

History/Social Studies

Liberal Arts and Sciences: Humanities and Social Sciences

Concentrations

Criminal Justice

Early Childhood

Education

History

Psychology

CERTIFICATE PROGRAMS

Early Childhood

SCHOOL OF SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM)

Professor Jennifer Nichols, Division Chair • 315-593-9352

Jennifer.Nichols@cayuga-cc.edu

Professor Paul Richardson, Assistant Chair • 315-294-8664

RichardsonP@cayuga-cc.edu

DEGREE PROGRAMS

Computer Hardware/Software Design

Computer Information Systems/Internet Technology Option

Computer Science

Electrical Technology: Electronics

Environmental Studies

Geographic Information Systems (GIS)

Information Technology

Concentrations

Creative Game Design

Web Design

Network Administration

Cyber Security

Liberal Arts and Sciences: Mathematics

Liberal Arts and Sciences: Mathematics and Science

Concentrations

Biology

Chemistry

Geology

Geographic Information Systems (GIS)

Mechanical Technology/Plastics Technology Option

Mechanical Technology

Concentrations

Computer Aided Design (CAD)

Facilities Design

Mechatronics

Precision Machining

CERTIFICATE PROGRAMS

Advanced Manufacturing, Computer Hardware/Software Design,

Computer Information Systems, Electronics,

Industrial Maintenance Technology, Plastics Manufacturing

Applied Learning

www.cayuga-cc.edu/academics/opportunities/applied-learning

Sheila Myers, Coordinator

315-283-9422 or Sheila.myers@cayuga-cc.edu

Cayuga Community College provides a variety of educational opportunities that allow students to “learn by doing,” connecting classroom content with real-world situations and reflecting on the experience. As a result, students at Cayuga obtain a deeper understanding of their discipline, are more prepared for service and leadership in their careers and communities, and develop critical thinking skills.

A student engaged in Applied Learning activities at Cayuga may take part in:

- Internships, field experiences and practicums
- Service Learning
- Entrepreneurship
- Creative Projects
- Travel Study and cultural immersion

Course sections that are applied learning are designated ‘AL’ and will appear that way during registration and on student transcripts. An ‘AL’ designation is just that, a designation. It does not change the ability of the student to transfer the course credit if it is transferable to another institution, nor does it change the course designation. Besides the opportunity to learn outside the classroom, there are other benefits to taking a course designated as ‘AL’. Many local colleges (Wells College, Keuka, Ithaca, Syracuse University, Hobart and William Smith) are actively encouraging and in some cases requiring their students to participate in some type of experiential education course before they graduate.

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to enroll in certain courses, complete the requirements of certain academic programs and/or to meet licensure requirements for certain professions. Students who have concerns about such matters are advised to contact the dean’s office of their intended academic program.

Full-Time Study

Full-time study means enrollment in 12 or more hours per semester. Students who wish to take more than 19 credits during a semester must receive permission from a division chair.

Honors Study

www.cayuga-cc.edu/academics/opportunities/honors-study/

Auburn Campus

Sheila Myers, Coordinator

315-294-8529 or sheila.myers@cayuga-cc.edu

Fulton Campus

Robert Humphrey, Coordinator

315-593-9366 or robert.humphrey@cayuga-cc.edu

HONORS STUDY AT CAYUGA

A GPA of 3.0 qualifies students to enroll in the Honors Study microcredentials offered by Cayuga Community College. Honors Study students engage in research, leadership and service that extends beyond the classroom. The opportunity to participate in Honors Study enhances your academic transcript and professional resume, whether you plan to transfer or seek employment.

A microcredential verifies, validates, and attests that specific skills and/or competencies have been achieved. Microcredentials can be offered online, in the classroom, or via a hybrid of both. There are currently two microcredentials for honors: Honors Study in Critical Thinking and Honors Study in Leadership.

ACCEPTANCE INTO HONORS STUDY

Acceptance is based on your GPA of 3.0 or above. The Honors study application is available online at www.cayuga-cc.edu/academics/opportunities/honors-study/. Once accepted, students must maintain a 3.0 grade point average to continue in the program. If interested in Honors study, contact a Student Engagement Counselor or contact the Honors study Coordinators.

ADMISSION

Any student with a GPA of 3.0 or 85% or higher is eligible for admission. Students who do not meet the criteria when they enter Cayuga may join after one semester by earning a 3.0 GPA. Once accepted, students must maintain a 3.0 GPA.

HONORS STUDY AND PROGRAM COMPLETION

Honors Study is available to any student with a GPA of 3.0 or above, whether a first time, transfer or returning student. Honors electives are open to anyone who chooses to challenge themselves with rigorous and engaging content and learning. The honors electives will appear on all transcripts. Honors 101 and Honors 202 are offered online as well as some honors electives.

THE HONORS CURRICULUM

Honors Critical Thinking

Awarded for completing Honors 101 and Honors 202 and participating in the SUNY Undergraduate Research Conference (or equivalent presentation determined by the Honors Coordinator(s)).

Honors Leadership

Awarded to students for completing Honors 101, Honors 202, two honors electives or one elective and a leadership role in a community service project, student activities club, or tutoring as determined by their Honors Coordinator.

Online Study

www.cayuga-cc.edu/academics/online/

***Lisa Sieg, Distance Learning Coordinator or lsieg@cayuga-cc.edu
315-294-8628***

DEGREES AVAILABLE ONLINE

- Business Administration AAS
- Business Administration AS
- Criminal Justice: Corrections AAS
- Criminal Justice: Police AAS
- Event and Tourism Management AAS
- Liberal Arts and Sciences: Humanities and Social Sciences AA
Concentrations available in Criminal Justice, Literature, Psychology, and Writing
- Liberal Arts and Sciences: Mathematics and Science AS
Concentration available in Biology

CERTIFICATE PROGRAMS ONLINE

- General Business
- Event Management
- Tourism Management

Online courses at Cayuga are generally completed entirely online. Lab courses either use computer simulations or require students to purchase lab kits to conduct experiments at home. However, some courses like math, require a proctored exam. If you live in the area, you can take tests on campus (Auburn or Fulton) in the Center for Academic Success, or instructions in the course will explain how to find a proctor at a local college, school, church, etc. Online courses may, like on-campus courses, require extra-curricular activities, ie. visiting a local court in a Criminal Justice class, or attending an Alcoholics Anonymous (AA) meeting in a Health course about addiction.

Most fully-online courses are asynchronous, which means you may sign on at any time of the day or night, wherever you have internet access; but some online courses are synchronous, which means you may need to sign in at a specific time to attend class. Please consult the course schedule for details on synchronous online courses. They are actively led by an instructor, and there are deadlines. Normally, a semester course will consist of a series of two-week modules. In each module, you will be expected to read the textbook and other materials, read faculty lectures online, submit your answers to questions, complete other exercises or assignments, and participate in online discussions (e.g. reading short notes posted by other students and posting your own responses). In a 15-week semester, students on average are expected to log on to the website about three times per week to complete their work.

Part-Time Study

Students who register for up to 11.5 credit hours during a semester are classified as part-time.

Travel-Study Courses

www.cayuga-cc.edu/academics/opportunities/travel-study/

Cayuga Community College offers a variety of domestic and international travel-study programs.

Financial aid, in the form of loans, may be available for these programs to those who qualify. Travel-study courses may be taken for credit or on an audit basis.

University Center at Cayuga Baccalaureate and Masters Degrees

*www.cayuga-cc.edu/academics/opportunities/baccalaureate/
Brandon Davis-Shannon, Ph.D.,
Interim Associate Vice President of Academic Affairs/
Dean of Institutional Technology,
M264, (315) 255-1743 x 2498,
bdavissh@cayuga-cc.edu*

Cayuga Community College forms partnerships with private and SUNY colleges that enable convenient local access to accredited bachelor's and master's degree programs.

EXCELSIOR COLLEGE

Cayuga graduates and employees can earn bachelor's and master's degrees in areas such as Nursing, Health Sciences, Business, Technology, Liberal Arts, and Public Service through a combination of extended study at Cayuga and online study with Excelsior. Cayuga graduates and employees may transfer previously earned college-level credits, take additional credits with Cayuga (in-class or online) and then complete the remaining degree requirements online with Excelsior College (minimum 12 Excelsior credits). The partnership affords students discounted rates on Excelsior tuition/fees and tuition deferral.

KEUKA COLLEGE

Keuka College Adult and Online Education (AOE) programs on Cayuga Community College's Auburn campus offer flexible options to further your education. Programs offered include undergraduate degrees in Criminal Justice, Nursing, Organizational Management and Social Work, and graduate degrees in Criminal Justice Administration, Nursing Education, and Management. Most programs meet once a week on the Cayuga Community College's Auburn campus for the full length of the program; the Master's in Management program is fully online. Programs may be offered each semester of the academic year. Hybrid and online course options are available. Please check with the Keuka College AOE Admissions staff for further details.

EMPIRE STATE COLLEGE (SUNY)

Students can earn their bachelor's degree from SUNY Empire State College in coordination with Cayuga Community College's associate degree program through independent study courses at Cayuga's Auburn campus, as well as online options. Explore SUNY Empire State College today.

NAZARETH COLLEGE MSW PROGRAM

The Mission of the Nazareth College MSW Program is to educate social work students to be ethical and competent advanced practitioners who respect diversity and promote justice, dignity, health, and wellness through integrative, collaborative, and inter-professional practice. Consistent with the mission of the college, the MSW program affirms the tradition of promoting empowerment of all groups of people to achieve social justice and equality.

Students who have achieved a bachelor's degree in social work within the past eight years from a CSWE accredited program are eligible to apply for the advanced standing, 36-credit program. Students holding other bachelor degrees may apply for the admission into the 60-credit program. Both MSW pathways are scheduled as part-time evening study on Cayuga's Auburn campus.

Writing Intensive Courses

***Richard Bower, WAC Chair, Professor of English
315-294-8464 or bowerr.cayuga-cc.edu***

Writing intensive classes are approved by the Writing Across the Curriculum (WAC) Committee, and these sections are designated "WI" at registration and on student transcripts. Students enrolling in them should expect formal projects and informal writing-to-learn assignments throughout the semester. Writing and a process approach to writing are integral to the grading criteria as they support the subject matter and course outcomes. Writing intensive classes are voluntarily offered by faculty. Schools to which Cayuga students transfer may have Writing Intensive requirements. "WI" sections from across the disciplines encourage students to practice different kinds of writing for various purposes in order to communicate effectively in their academic, workplace, and citizen roles.

ACADEMIC STANDARDS AND POLICIES

Academic Honors

PRESIDENT'S LIST

Full-time matriculated students who achieve a 3.8 or higher grade point average for an academic term will merit the distinction of being on the President's List. Recognition is given to those who qualify at the end of each semester, and the designation "President's List" will appear on your grade report.

Part-time matriculated students who have completed at least 12 credits at Cayuga and accumulated 6 or more credits with a 3.8 or higher grade point average during the semester just completed will be named to the Part-Time Student President's List. This honor will show on your grade report.

Note: Developmental courses bear no credit. A developmental course carries equivalent credits which are calculated into full-time status for purposes of attendance and financial aid eligibility. A student registered for one or more developmental courses might not qualify for the President's List.

PROVOST'S LIST

Full-time matriculated students who achieve a 3.500-3.799 grade point average for an academic term will merit the distinction of being on the Provost's List. Recognition is given to those who qualify at the end of each semester, and the designation "Provost's List" will appear on your grade report.

Part-time matriculated students who have completed at least 12 credits at Cayuga and accumulated 6 or more credits with a 3.500-3.799 grade point average during the semester just completed will be named to the Part-Time Student Provost's List. This honor will show on your grade report.

Note: Developmental courses bear no credit. A developmental course carries equivalent credits which are calculated into full-time status for purposes of attendance and financial aid eligibility. A student registered for one or more developmental courses might not qualify for the Provost's List.

DEAN'S LIST

Full-time matriculated students who achieve a 3.250-3.499 grade point average for an academic term will merit the distinction of being on the Dean's List. Recognition is given to those who qualify at the end of each semester, and the designation "Dean's List" will appear on your grade report.

Part-time matriculated students who have completed at least 12 credits at Cayuga and accumulated 6 or more credits with a 3.250-3.499 grade point average during the semester just completed will be named to the Part-Time Student Dean's List. This honor will show on your grade report.

Note: Developmental courses bear no credit. A developmental course carries equivalent credits which are calculated into full-time status for purposes of attendance and financial aid eligibility. A student

PHI THETA KAPPA

Phi Theta Kappa (PTK), the International Honor Society of Two-Year Colleges, recognizes high scholastic achievement of Cayuga students. Membership eligibility is based upon a cumulative GPA of 3.5 and community service. Invitations are extended to students each semester and an induction ceremony is held each spring.

GRADUATION HONORS

The following honors are based on your grade point average:

Grade Point

Summa cum Laude	3.800
Magna cum Laude	3.500
Cum Laude	3.250

Note: Spring semester grade calculation is not reflected in the cumulative grade point average used to determine academic honors in the commencement program.

Academic Progress

ACADEMIC DISMISSAL

A cumulative average of 2.0 (C) is one of the requirements for the associate degree or certificate. Your progress toward this goal is reviewed when you have attempted 6 or more credits and are matriculated; subsequent reviews take place at the end of each succeeding grading period. If you are within the following grade-point criteria you will be dismissed from the College:

Total Actual or Equivalent

GPA Credits	Grade Point Average
6-11	Less than .75
12-15	Less than 1.00
16-30	Less than 1.50
31-45	Less than 1.70
46 or more	Less than 1.90

Academic Warning: Matriculated students in their first semester who meet the criteria above will not be academically dismissed, but will be placed on academic warning. You will be required to meet with a Student Success Advocate in the Centers for Student Engagement and Academic Advisement to create an academic plan for the semester.

Note: The College maintains eligibility rules for members of athletic teams and holders of major offices in various clubs.

You are classified as a second-year student if all entrance deficiencies have been removed, all freshman requirements have been passed, and at least 28 credits have been earned.

You cannot enroll in a course unless all prerequisites have been satisfied.

ACADEMIC PROBATION

Matriculated students will be placed on academic probation and limited to a 12-15 credit load if the following criteria apply:

GPA Credits	Grade Point Average
12-15	At least 1.00 and less than 1.50
16-30	At least 1.50 and less than 1.70
31-45	At least 1.70 and less than 1.90
46 or more	At least 1.90 and less than 2.00

ACADEMIC REINSTATEMENT

If you have been academically dismissed from the College, you may file a written appeal for reinstatement. Reinstatement applications are available in the Centers for Student Engagement and Academic Advisement and the academic and student affairs office. Appeals should include any extenuating circumstances hindering your academic progress. If needed, you should contact counselors in the Centers for Student Engagement and Academic Advisement for further information or assistance. You will be notified by letter of the decision rendered by the committee.

ACADEMIC TRANSCRIPTS

Students may request official transcripts from their MyCayuga account. A transcript will not be released if there is a financial hold on the student's record.

CHANGE OF MAJOR

If you wish to change your major or request advisement, contact the Centers for Student Engagement and Academic Advisement.

GRADING SYSTEM

Final grades are calculated at the end of the semester. Using your myCayuga ID and password, you may view your grades online through the myCayuga self-service information system.

Grades / Quality Points per credit hour

A, A*4.0	A-, A-*3.7		
B+, B+* 3.3	B, B*3.0	B-, B-* 2.7	
C+, C+* 2.3	C, C*2.0	C-, C-*1.7	
D+, D+*1.3	D, D* 1.0	D-, D-* 0.7	F, F* 0.0
WF**, WF* ..0.0			

*All remedial courses have a grade with an asterick. All remedial courses count in a student's attempted, passed credits and GPA. They do not count in earned credits.

** Withdrawal failing by faculty

The following are not calculated in the index:

INC	Incomplete (details follow)
W	Withdrawal from course without grade
R	Repeated D or F grade
IR	Illegal repeated grade
AU	Audit
S	Satisfactory-completed through Prior Learning Assessment (PLA)

INCOMPLETE GRADE

An Incomplete is a temporary grade given when a student is unable to complete a small part of the course requirements or is unable to take the final examination due to illness or other justifiable circumstances. Students requesting an Incomplete must contact their instructor with the valid reason for not completing all requirements and must agree to the terms and conditions set by the instructor to complete the course. The instructor must submit the form to the Registrar's Office by the close of business on the last day of class where it will be kept on file. Please note: if a student has received a grade of Incomplete at the end of the semester, it will not be possible to change that grade to a W.

All coursework must be completed by the 20% mark of the following 15-week semester; otherwise the incomplete will be changed to F, or the default grade provided by the instructor. In rare cases for certain courses where appropriate (for example, internships that are not offered at the beginning of a semester), an additional extension may be given until the end of the following 15 week semester upon the instructor's approval. Please note that an F grade may result in academic probation or academic dismissal.

Incomplete grade must be completed by:

Fall semester 20% mark of the Spring semester
Spring semester 20% mark of the Fall semester
Intersession 20% mark of the Spring semester
Summer session 20% mark of the Fall semester

Students are advised to consult the Financial Services Office if they are seeking an incomplete. Incompletes may have implications for financial aid.

MIDTERM GRADES

If your instructors choose to report D and F grades at midterm, you will be notified via your College e-mail. This grade is for guidance purposes only and is not entered on your permanent record.

MULTIPLE DEGREES

If you are interested in receiving more than one degree, you must meet with a Student Engagement Representative to complete a multiple degree contract. No second or third degree is granted without an approved contract on file in the Registrar's Office. Not all multiple degree combinations are allowed, so contact the Centers for Student Engagement and Academic Advisement as early as possible. Note: A certificate will not be awarded if you have completed degree requirements in the same field.

NON-CREDIT COURSE GRADES

Grades for the following non-credit courses (ENGL 049, ENGL 097, ENGL 098, MATH 070, and MATH 099) are calculated in a student's grade point average (GPA).

REPEATING A COURSE

Repeated courses will count as Credits Attempted regardless of the reason for repeating, or the grade received.

A course may be repeated, but credit will be granted only for the most recent grade. The most current grade will be used to compute the grade point average (GPA). All grades earned in repeated courses will be included on the student's permanent record. The course will only be counted once toward graduation requirements and computation of total hours earned.

Repeating a course which a student previously passed may affect a student's eligibility for financial aid. For state aid purposes, if a student repeats a course that was previously passed, that course cannot be included as part of the student's enrollment status. For federal aid purposes, a student may repeat a previously passed course only once for that course to be included as part of the student's enrollment status.

The right to repeat courses in certain programs, such as (but not limited to) Nursing or Occupational Therapy Assistant, is not automatic. If you fail to complete a course successfully, you may be denied the opportunity to continue in that curriculum. Please contact the relevant department or division for more information concerning program requirements.

STUDENTS ACTIVATED FOR MILITARY DUTY GRADING POLICY

Students already a member of a reserve, national guard, or other U.S. military unit who are deployed for active military duty, and granted a Military Leave of Absence,* will be granted such Leave according to New York Education Law; and the students and the College will follow the policy, procedures, and grading guidelines outlined below.

A student cannot be withdrawn against his or her will from a course based on absences that result from deployment.

The Student will:

- Inform the certifying official of any current or future deployment.
- Choose to take a tuition refund or remain enrolled in his or her classes. The Certifying Official will:
- Generate an email to the student's instructors with a copy of this policy attached, informing them of the student's deployment and the potential for absence.

The Faculty will:

- Discuss options with the student to determine an appropriate course of action.

GRADES

If a student chooses to take a tuition refund, he or she will not be assigned a grade in the courses vacated, as those courses will not appear on the student's academic record.*

For students who choose not to take a tuition refund, the following procedures will apply:

The Student will:

- Contact his or her instructors to discuss options for course completion.

The Faculty will:

- Not withdraw a student based on deployment absences.
- Discuss options with the student. The instructor will determine whether course requirements have been met or can be met, and the instructor will award the student a grade. A grade of "F" is a possibility. An instructor may also submit a grade of "I" (incomplete), in accordance with College Policy.

* Definition of Military Leave of Absence per New York Education Law - Article 127: S/s Section 6350.

Attendance Policy

Students are expected to attend each meeting of their registered courses. Experience demonstrates that regular attendance enhances academic success. However, the College recognizes that there are times when students may miss an occasional class, and has instituted a policy that takes this into consideration.

Student absences cannot exceed 20% of the course. There are NO EXCUSED ABSENCES under this policy. All absences are counted, regardless of the reason for the absence, including but not limited to field trips, illness, athletic trips, court appearances, and other personal reasons.

Students are responsible for keeping track of the number of their absences. Instructors are not required to notify a student orally or in writing if the student has excessive absences.

Before the 60% mark of the course, students who do not meet the required attendance policy for a course will receive a grade of WF for the course, unless the student withdraws from the course by the 60% mark of the course. After the 60% mark of the course students who do not meet the required attendance policy for a course will receive a grade of F for the course, unless in the judgment of the course instructor, a student has stopped attending class for valid reasons and the Documented Course Withdrawal Policy applies.

Participation in classroom activities including lectures, films, guest speakers, class discussions, and group activities all contribute to student success in college level coursework. Instructors may include class participation as one component of evaluation and grading. Therefore, lack of attendance may influence your ability to do well in a course where participation is highly valued by the instructor.

The College's detailed attendance policy is included in the Student Handbook. It is your responsibility to be aware of the attendance policy and your individual instructors' policies on late or missing work. Failure to comply with the College attendance policy may result in dismissal from a course for poor attendance. If you are unable to attend classes on certain days because of religious beliefs, the following policy (Section 224-a of the Education Law as amended) applies:

- You shall not be expelled from or be refused admission to an institution of higher education for the reason that you are unable, because of your religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.

- If you are unable, because of your religious beliefs, to attend classes on a particular day or days you shall, because of such absence on the particular day or days, be excused from any examination, study or work requirements.
- It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to students who are absent from school, because of their religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which they may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
- If classes, examinations, study, or work requirements are held on Friday after 4:00 p.m. or on Saturday, similar or makeup classes, examinations, study, or work requirements shall be made available on other days where it is possible and practicable to do so. No special fees shall be charged for these classes, examinations, study, or work requirements held on other days.
- In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to you because of your availing yourself of the provisions of this section.
- If you are aggrieved by the alleged failure of any faculty or administrative official to comply in good faith with the provisions of this section, you shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of your rights under this section.

As used in this section, the term institution of higher education shall mean schools under the control of the board of trustees of the State University of New York or of the board of higher education of the City of New York or any community college.

Attendance Policy in Online Courses

Attendance in an online course is defined as an active post or submission within the course including discussions, written assignments, and tests. This standard will be used to determine all attendance issues, including but not limited to reports of never having attended, reports of last date of attendance, and final grades of F and WF in the course, due to lack of attendance.

IN A COURSE THAT MEETS FOR THE FULL SEMESTER,

<i>If the class or lab meets</i>	<i>Absences cannot exceed</i>
Once weekly	3
Twice weekly	6
Three times weekly	9
Four times weekly	12
Five times weekly	15

A COURSE THAT MEETS FOR FIVE WEEKS,

<i>If the class or lab meets:</i>	<i>Absences cannot exceed</i>
Once weekly	1
Twice weekly	2
Three times weekly	3
Four times weekly	4
Five times weekly	5

Once the student has exceeded these total absences, the student may receive an F or WF for the course.

Students enrolled in a course that meets for other than the full semester or 5 week sessions will receive an F or WF for the course after they exceed 20% of the scheduled class meetings.

A stricter alternative attendance policy may be applied within a curriculum, with the approval of the division and Provost and Vice President for Academic Affairs. An instructor will notify students in writing when it is necessary to apply a more restrictive and approved policy due to educational requirements.

Auditing Courses

The intention to register for an audit or change from credit status to audit status must be submitted to the Registrar's Office by the 10th class day of a 15-week course. Credit is not granted for audited courses.

To audit a course, the following guidelines apply:

- Students who wish to audit a course after late registration must have the instructor's permission.
- There are no requirements for audit other than attendance.
- Students must pay regular tuition for an audit.
- On a space-available basis, senior citizens (age 60 or older) with valid identification may audit credit courses at no tuition charge: certain fees may apply.

NOTE: As the College responds to the COVID-19 pandemic, senior audits will be restricted to online classes until further notice.

Cancellation of Classes

If the enrollment in any course is insufficient, the course may be canceled at the discretion of the Provost & Vice President for Academic Affairs.

Cell Phones and Personal Electronic Devices

Students are expected to be present, pay attention, and participate during classes. Use of cell phones and other electronic devices during class time may be considered a classroom disruption as defined in the Instructor's course syllabus

Classroom Visits

Cayuga students other than those registered for a scheduled classroom course are permitted to visit that classroom under the following conditions.

- With the instructor's approval, a Cayuga student who is registered in another section of a course may attend the alternative section for up to three class meetings. Attending more than three class meetings will require the written approval of the instructor and the appropriate Division Chair.
- With the instructor's approval, a registered Cayuga student who is not enrolled in a particular classroom course may attend one class meeting of the course. Any additional visits will require the written approval of the instructor and appropriate Division Chair.

Course Withdrawal Policy

Students may withdraw from a course up until the 60% mark of the course and receive a "W" on their transcript. The student must initiate the withdrawal by completing a Schedule Adjustment Form available in the Registrar's Office or the college website. The form must be returned before the close of business on the date of the 60% mark of the course. Please refer to the College Calendar for the specific date of the last day for students to initiate a withdrawal from a course for each term.

Cross Registration

SUNY's Cross registration policy is primarily intended to resolve scheduling conflicts for required courses that would delay timely program completion. By providing a process to take required courses at other SUNY campuses, cross registration allows students to complete requirements in situations where a course or courses are unavailable at their Home Campus.

The Student is responsible for:

1. applying for and obtaining approval from the Home and Host Campuses prior to cross registering;
2. submitting a certificate of residency for billing purposes;
3. meeting prerequisite requirements for registration;
4. notifying the Home Campus of any enrollment changes at the Host Campus; and
5. paying special course fees and voluntary usage fees.

For eligible students to receive the benefits afforded by the cross-registration process, both the Home and Host Campuses must approve a student's request to cross register prior to cross registration. Whenever possible, the institutions should make the determination prior to the start of the Home Campus's academic term.

If students do not obtain the required approvals for cross registration from both the Home and Host Campus prior to cross-registering, the Home Campus has the authority to approve or deny, on a case-by-case basis, the transfer of courses taken via cross registration at other SUNY campuses, including General Education and Transfer Path courses in the major.

Definition of Full-Time Status

Fall, spring or summer: Full-time status is defined as 12 or more credit hours of study per semester. Permission of the division chair is required to exceed 19 credit hours per semester.

January intersession: Permission to exceed 6 credit hours is required from the division chair.

A credit hour is equivalent to 750 minutes of instruction. A laboratory credit hour is equivalent to 1,500 to 2,250 minutes of instruction.

Documented Late Course Withdrawal Policy

After the 60% mark of the semester, a student may not withdraw from a course unless, in the judgment of the course instructor, he or she has a serious, documented reason for doing so.

The student must have a serious reason to seek course withdrawal after the 60% mark of the course (such as illness or death in the family). He or she should discuss course withdrawal with the course instructor. The student must provide the course instructor documentation in the form of a Documented Late Course Withdrawal Form, available from the Registrar's Office or the college website, along with supporting documentation, such as a health care provider's verification of student illness (physical or psychological) or of major illness of an immediate family member; copy of obituary, listing relationship of deceased to

student; letter from student's employer; or written statement explaining extenuating circumstances for review. This form and documentation must be submitted to the course instructor for review. If in the judgment of the instructor the student's request for late withdrawal is valid, the instructor at his or her discretion may then issue the student a "W" for the course. The faculty instructor will submit the Documented Late Course Withdrawal Form and the appropriate documentation to the Registrar's Office by the close of business on the last day of class where it will be kept on file.

Please refer to the College Calendar for the specific date of the last day of classes for each term.

Late withdrawals can have serious impacts on the financial aid of students and the finances of the institution. Therefore the use of late withdrawals should be limited. Students are cautioned to speak with the Financial Services Office before withdrawing from a course, as withdrawing may compromise their financial aid.

Dropping and Adding Courses

Students may drop and add courses through their MyCayuga account until the day before a class begins. If you want to add or drop a course after the course has started, you must do so through the Registrar's Office or by contacting Student Engagement. During the drop and add period, students can make adjustments to their schedule without receiving a withdrawal (W) on their academic record. Please refer to the Academic Calendar for detailed registration deadlines.

Felony Conviction

A prior felony conviction may hinder a student's ability to enroll in a course or complete the requirements of certain academic programs and/or meet the criteria for licensure required by certain professions.

FERPA Policy

www.cayuga-cc.edu/students/services/registrar/ferpa/

The purpose of the Family Educational Rights and Privacy Act (FERPA) is to afford certain rights to students concerning their educational records. The primary rights afforded are the right to inspect and review the educational records, the right to seek to have the records amended and the right to have some control over the disclosure of information from the records.

Graduation

All prospective candidates for a degree or certificate must complete a graduation application online via the student portal, MyCayuga, to be eligible to participate in the May commencement ceremony.

If a student applies for graduation by the date below, we will ensure their degree audit is reviewed and that they will be contacted at least a week before the drop/add period begins for the next term to make any necessary schedule adjustments:

- May Graduation: Apply by December 1st and the review will be done at least 1 week before the spring semester begins.
- August Graduation: Apply by April 1st and the review will be done at least 1 week before the summer semester begins.
- December Graduation: Apply by July 1st and the review will be done at least 1 week before the fall semester begins.
- Intersession Graduation: Apply by December 1st and the review will be done at least 1 week before intersession begins.

Any student who has completed all the degree requirements but has not applied for graduation may be awarded a degree if requirements are complete by the Registrar's Office.

Potential graduates must order a cap and gown from the College Bookstore. There is no expense to the prospective graduate for the regalia if the order is placed in mid- March. Orders placed after mid-March may be assessed a \$10 administrative late fee.

Grievance Policies and Procedures

It is the policy of Cayuga Community College to protect the rights and freedoms of students and other members of the campus community. The College has created internal policies and procedures to address student and consumer complaints and grievances. Policies exist for academic, consumer, discrimination, and sexual harassment complaints. Policies and grievance forms are available in designated offices and on the College web site at www.cayuga-cc.edu/academics/policies/grievance.

ACADEMIC GRIEVANCE

If a student has an academic complaint, or believes that he or she has been harmed by an inequitable or inappropriate implementation of the academic regulations and procedures of the College, the academic grievance procedure shall be followed. Students are encouraged to discuss academic concerns with their instructor first. If not satisfied with the outcome of these discussions, the student may then appeal the decision to the instructor's division chair or immediate supervisor. Although the policy does allow for informal as well as formal complaint

procedures, students should be aware that there are time limits designated in the policy, and they should seek assistance in resolving an academic conflict as quickly as possible. The academic grievance policy and submission form are available in the Academic Programs office on the Auburn campus and in the campus administration office on the Fulton campus.

CONSUMER COMPLAINT

The College has adopted an internal grievance procedure for the equitable resolution of complaints that do not relate to any other internal grievance procedure. The Consumer Complaint Procedure does not include complaints that are academic (Academic Grievance Procedure), or related to any form of discrimination as defined in the Discrimination Grievance Procedure, or related to sexual harassment, as defined in the Sexual Harassment Policy, or any other complaint for which the College has established a more specific complaint or grievance process. The Consumer Complaint Procedure and submission form are available in the Office of Human Resources and in the Centers for Student Engagement and Academic Advisement on the Auburn campus, and in the campus administration office on the Fulton campus.

DISCRIMINATION GRIEVANCE

The College has adopted an internal grievance procedure providing for prompt, equitable, and confidential resolution of complaints alleging discrimination on the basis of age, color, disability, national origin, race, religious creed, gender, sexual orientation, or veteran status. Complaints emerging from the Auburn campus, Fulton campus, or any other operation of the College should be addressed either to the affirmative action officer for employees (Director of Human Resources) or to the affirmative action officer for students (Dean of Students and Chief Diversity Officer). The discrimination grievance policy and submission form are available in the Office of Human Resources and in the Academic and Student Affairs Office on the Auburn campus, and in the administration office on the Fulton campus.

Individual / Independent Study

Under special circumstances it is possible to complete a course through individual or independent study. Details are available from division chairs.

Lateness and Leaving Class Early

If a student is late for class or leaves before the class is over, or if a student leaves class and returns during the class, the instructor at his or her discretion may consider that student absent. Students are required to wait a minimum of ten minutes before leaving a class if an instructor is not present at the beginning of a class period, unless instructed otherwise.

Late Registration

Students may change their schedules during the drop/add late registration period. However, the missed classes that occurred before the student added the course may, at the discretion of the instructor, count as absences in the student's attendance record for that course.

Orientation

www.cayuga-cc.edu/students/orientation/

Cayuga Community College created an orientation program that provides information about campus policies, programs and services. Students who participate in this orientation will gain valuable knowledge for achieving academic success at Cayuga. New students will be provided access to our online orientation after they register for classes and are strongly encouraged to complete the program prior to the start of classes. In addition, during the first two weeks of the semester, students will be able to participate in an extended orientation to engage with faculty, staff, peers and community partners.

Plagiarism Policy

WITHDRAWAL RESULTING IN A GRADE OF "F"

In cases of plagiarism or academic dishonesty, an instructor may apply a failing grade which preempts a student's right to withdraw from the course. To apply the failing grade, the instructor should have indicated the potential consequence of plagiarism or academic dishonesty on the course outline, defined or given examples of same on the course outline, and ensured distribution of the course outline to all students in the class. There must be solid evidence of the alleged plagiarism or academic dishonesty if a failing grade is to be assigned under these circumstances. The decision to assign a failing grade under these circumstances must be made in consultation with the appropriate division chair. Students may challenge such a grade only through the academic grievance process.

Refund Policy for Credit Courses

If you find it necessary to withdraw from college, you must complete a withdrawal form in consultation with a counselor, and submit that completed form to the Registrar's Office. Failure to attend class, notifying an office other than the Registrar's Office, or simply informing your instructor, does not constitute an official withdrawal for refund purposes. You may not do a total withdrawal by leaving a voice mail. Tuition refunds are determined by the date Student Engagement or Financial Services receives the notification. All payments made with a credit card will be refunded to the credit card utilized for the payment.

The following refund schedules are in effect for both credit and non-credit developmental courses, For further details please visit the college's website, please note the college does not provide refunds on medical grounds. Certain College fees are not refundable. Check with Financial Services for detailed information.

The College does not provide refunds on medical grounds.

Schedule 1 (a)

Courses 15 weeks in length

- Before the 1st day of the semester 100%
- During the 1st week of scheduled classes 75%
- During the 2nd week of scheduled classes 50%
- During the 3rd week of scheduled classes 25%
- After the 3rd week of scheduled classes no refund

Schedule 1 (b)

Courses 10 weeks in length

- Before the 1st scheduled class 100%
- During the 1st week of scheduled classes 50%
- During the 2nd week of scheduled classes 25%
- After the 2nd week of scheduled classes no refund

Schedule 1 (c)

Courses 8 weeks or less in length

- Before the 1st scheduled class 100%
- During the 1st week of scheduled classes 25%
- After the 1st week of scheduled classes no refund

Students receiving federal financial aid, including loans, who withdraw (officially or unofficially) before completing 60% of the semester will be subject to the federal return of Title IV funds calculation. This calculation is based on the percentage of the semester completed. Generally, the

student is required to repay a portion of the federal financial aid which has been paid to the student. This calculation is mandated and must be applied regardless of the circumstances for withdrawal. For more information, contact the Financial Services Office at 315-294-8470.

Transcript Notation Policy

A student found responsible and suspended or expelled after a conduct process for violations that constitute a crime of violence will have the following notation added to his or her transcript:

- Suspended [or Expelled] after a finding of responsibility for a code of conduct violation
- A student who withdraws while conduct charges constituting a crime of violence are pending will have the following notation added to his or her transcript:
- Withdrew with conduct charges pending Suspended students may appeal the inclusion of the transcript notation one year after it is applied at which time the notation may, in the sole discretion of the College, be removed. Transcript notations for expelled students are permanent. If a finding of responsibility is vacated, the transcript notation shall be removed.

Waitlist

Students can be added to a course waitlist if the section is full. Students are notified if a seat becomes available via their college email (or private email if a college email hasn't been assigned yet) and have twenty-four hours to register for the course. After the twenty-four hour time period has passed, the student is removed from the waitlist and the next student on the waitlist is notified of the availability. The waitlist process expires the day a course begins and students should work with their advisors during the drop/add period if they were unable to complete their schedule of classes.

Withdrawal from the College

A student wishing to withdraw from the college must complete an Official Withdrawal Form available at the Centers for Student Engagement and Academic Advisement or the college website. The completed form must be returned to the Centers for Student Engagement and Academic Advisement or the Financial Services Office. If this procedure isn't followed, your withdrawal will not be official and you will not qualify for a refund if the withdrawal date is during the refund period for that particular semester. A withdrawal after the refund period has ended will result in a "W" grade for each course in which you were enrolled.

STUDENT SUCCESS

Accessibility Resources

www.cayuga-cc.edu/cas/services/accessibility-resources/index.html

Dr. Karen Grella, Accessibility Specialist

karen.grella@cayuga-cc.edu

Auburn Campus: 315-294-8633

Fulton Campus: 315-593-9323

NOTE: For more information regarding academic success services, please see our website for updates and contact information: <https://www.cayuga-cc.edu/cas/>.

Federal laws, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 protect qualified individuals with disabilities from discrimination on the basis of disability and guarantee equal opportunity for access to programs and services. Cayuga Community College complies with all applicable federal, state, and local laws and regulations regarding reasonable and appropriate services and accommodations for students with documented disabilities.

Accommodations and services accessed through the Office of Accessibility Resources may include but are not limited to:

- Interpreters
- Note takers
- Time extensions for tests
- Alternative test sites
- Technology to assist reading and writing
- Magnification devices
- Physical accommodations, such as special classroom seating or architectural accessibility

Services and accommodations for all students with disabilities are coordinated through the Office of Accessibility Resources, located within the Center for Academic Success. In order for the College to provide appropriate and timely services and accommodations, students with disabilities should provide current and complete documentation as early as possible.

Students with sponsoring agencies, such as Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR), Aurora of Central New York, Inc., or the NYS Commission for the Blind (NYSCB), should contact the agency several weeks before the start of classes to make sure that all necessary paperwork is completed.

Center for Academic Success

www.cayuga-cc.edu/cas/

Dr. Terry Kupp, Director

315-294-8808

NOTE: For more information regarding academic success services, please see our website for updates and contact information:

<https://www.cayuga-cc.edu/cas/>

The Center for Academic Success (CAS) works with students at all levels to enable them to reach their full educational potential. Professional specialists in writing, mathematics, and study skills help students address academic deficiencies and sharpen skills necessary for college success. Peer tutors provide assistance for most courses and majors through drop-in, scheduled, individual, group, and in-class tutoring. Tutors participate in a required training program to provide effective and consistent support to their peers. For students who cannot access campus services, zoom sessions with CAS tutoring staff, as well as STAR-NY and NetTutor online tutoring supports, are available. The CAS also offers resources to help instructors incorporate CAS services into their curricula.

The Center for Academic Success provides:

- Opportunities for academic and leadership skill development
- Drop-in math and writing peer tutoring tables
- Professional math and writing support by appointment
- Study groups and in-class tutoring for designated classes
- Online tutor request forms for peer tutoring
- Academic support for online students through CAS tutor Zoom sessions, STAR-NY, and NetTutor
- Placement testing
- Alternate testing arrangements for accommodative and makeup tests
- Test proctoring for online courses
- Access to computer workstations and software programs
- Accommodative services through the Office of Accessibility Resources

The Center's Office of Accessibility Resources extends appropriate and reasonable accommodations to every student with a qualified, documented disability. Students and applicants are encouraged to call or visit the CAS to tour facilities and become familiar with services available to help all Cayuga students succeed.

Centers for Student Engagement and Academic Advisement

www.cayuga-cc.edu/students/services/student-engagement/

Auburn Campus: 315-294-8523

Fulton Campus: 315-593-9394

studenteng@cayuga-cc.edu

ACADEMIC ADVISING

Academic Advisement is the ongoing process of learning about your course and degree requirements; understanding college policies and procedures; and developing and implementing a plan to meet your academic goals. This process involves meeting with your academic advisor each semester or more frequently as needed. Academic advisors help students select courses each semester and offer advice on academic matters. All full and part time students are assigned an advisor each semester. Ordinarily, the same advisor serves during the student's stay on campus as long as the major is not changed. Students who wish to change their major or advisor should contact the Centers for Student Engagement and Academic Advisement.

CAREER SERVICES

Services supporting career planning and job search through Cayuga's Centers for Student Engagement and Academic Advisement include:

- Online job and internship postings for students and alumni
- Annual job and career fairs
- Career counseling, research, and information about employers
- Individual assistance and workshops in résumé writing, interviewing techniques, and networking
- Workshops and presentation

STUDENT SUCCESS ADVOCATES

Student Success Advocates provide outreach and support to students as they transition to Cayuga Community College. They work with all first time students to create a schedule and begin the process of getting oriented to the College. They are available to answer questions, assist with registration and advisement, provide resources and information. Advocates also actively reach out to new students, conduct class visits, and plan programs throughout the semester in order to support student success and engagement.

TRANSFER COUNSELING SERVICES

Any student planning to transfer to a four-year college upon completion of associate degree requirements should be aware of the procedures necessary for a smooth transition. Transfer is a relatively easy process. However, students seeking specialized programs should choose their course of study at Cayuga carefully to minimize future difficulties. It is advisable to begin transfer services during the first or second semester in order to apply for transfer during the third semester.

Consultation is available from the College's Coordinator for Transfer and Articulation in the Centers for Student Engagement and Academic Advisement and/or other faculty members. Students planning to transfer into a teacher education program should consult with the Centers for Student Engagement and Academic Advisement on their plans as soon as possible after registering for classes at Cayuga.

The likelihood of gaining admission to a particular program of study at another institution depends on:

- Choice of appropriate course of study at Cayuga
- Number of applications for a particular major at the senior college
- Grade point average at Cayuga (institutions and/or majors in high demand are more competitive and require a higher grade point average for admission)

SUNY applications are available in the Centers for Student Engagement and Academic Advisement. A student may apply to four SUNY units with one application. A New York State resident who is in the process of obtaining a Cayuga associates degree and who is transferring directly to a SUNY baccalaureate campus may apply to up to four SUNY units with a waiver of the \$50 per-unit application fee. Transcripts of grades must be sent from the Registrar's Office at Cayuga directly to the undergraduate admissions office at the college(s) to which the student is applying. Students who have attended colleges in addition to Cayuga must request that those colleges also send transcripts.

For private or out-of-state colleges, contact the director of admission at the educational institution, and request a catalog and application forms for transfer students. College catalogs are available on campus for student use in the Centers for Student Engagement and Academic Advisement.

Library

www.cayuga-cc.edu/library

Auburn Campus: 315-294-8596

Fulton Campus: 315-593-9319

The Cayuga Community College Library includes the Norman F. Bourke Memorial Library and the Faculty Resource Center at the Auburn campus and the Library in the Learning Commons at the Fulton campus. Library facilities are open to the public, and borrowing privileges are granted to Cayuga students, staff, and alumni; residents of Cayuga and Oswego counties; and faculty and students of other SUNY colleges.

Library services are provided to all students, both in-person and online. The Primo Discovery Search service provides detailed access to on-campus and digital resources. Interlibrary loan services allow current students and staff to borrow materials from participating libraries. Online students have full access to the library's digital collections, including e-books and journals, as well as access to physical collections through document delivery services. Research assistance is available through online research guides.

Both campus libraries provide space for group and individual work in both active and quiet study spaces, with comfortable seating areas for studying, relaxing, and socializing. Group study rooms in the Auburn library are equipped with large flat screen monitors and DVD players. Other technologies include desktop, laptop, and tablet computers, scanners, and high-speed wireless Internet access.

CAMPUS RESOURCES

Bookstore

www.cayuga-cc.edu/students/bookstore

Auburn campus: 315-294-8690

Barnes & Noble operates the college bookstore on the Auburn campus, located in the lower level of Spartan Hall. The bookstore stocks new and used textbooks and other materials required for coursework. The bookstore also sells general reading titles, office and art supplies, College logowear and gift items, software packages at academic prices to students, faculty, and staff, and a variety of general merchandise. The bookstore is open to the public.

Bus Service

The College contracts with CENTRO, the local bus service, to provide free bus transportation to full-time students who present a current College ID. Part-time students who enroll in at least six credits are also eligible. The free transportation is for bus transportation to and from the College within the cities of Auburn, Fulton, and some additional Centro stops in Oswego County.

Cayuga Cupboard Food Pantry

Auburn campus: Room SH26

Fulton campus: Store Front 23 (next to bookstore)

The Cayuga Cupboard food pantry's are available to any student in need with a valid ID.

Child Care Center

www.cayuga-cc.edu/students/childcare/

315-294-8603

The Cayuga Community College Child Care Center is a state licensed, NAEYC and Quality Star NY accredited facility that cares for children ages 6 weeks to 12 years old. The Center serves children of students, staff, and community contingent on space available. Subsidies are available for qualifying students.

Community Services

AUBURN

Auburn Housing Authority: 20 Thornton Ave. 315-253-6249

Auburn Police Department: 46 North St. 315-253-3231

Cayuga County Mental Health Center: 146 North St. 315-253-0341

Cayuga County Health and Human Services: 160 Genesee St

Health Services 315-253-1560

Human Services 315-253-1011

Food Stamps 315-253-1210

CHAD (Confidential Help for Alcohol & Drugs):

75 Genesee St., Ste. #4. 315-253-9786

Contact (telephone counseling service)315-251-1400

East Hill Family Medical, Inc. Family Planning Services:

144 Genesee St. 315-253-8477

Fire Department in Auburn: 315-253-4031

Motor Vehicle Department: 160 Genesee St. 315-253-1241

Veterans Cayuga County Service: 160 Genesee St. 315-253-1281

YMCA-WEIU: 29 William St. 315-253-5304

FULTON

Catholic Charities of Oswego County:

365 W. First St. S, Fulton. 315-598-3980

County of Oswego Council Alcoholism (COCOAA)

53 E 3rd St. Oswego. 315-342-2370

Department of Social Services

1 Spring St., Mexico. 315-963-5000

Farnham, Inc. 113 Skyler St., Ste. #1, Fulton. 315-593-0796

283 W. 2nd St., Ste. #200 Oswego. 315-342-4489

Fulton Fire Department: 911

Fulton Police Department: 911

Harbor Lights Chemical Dependency Service

111 Hamilton St., Mexico. 315-963-0777

Oswego Hospital Behavior Services: 315-343-8162

Oswego Counties Opportunities, Inc. 315-598-4717

Fulton Health Center: 522 S. Fourth St. 315-598-4740

Financial Services

www.cayuga-cc.edu/financial-aid/

Financial Services Office

(315) 294-8470

financialservices@cayuga-cc.edu

BILLING FOR TUITION AND FEES

If you are an accepted student, you will be billed before the beginning of the semester. All tuition bills are emailed to the student's Cayuga Community College email account. Information on the student email account is located on the home page of the personal information tab in myCayuga. Please remember that your Cayuga email address is a valid and official method of College communication. Tuition bills can be paid by cash or check (to Cayuga Community College) at the Financial Services Office. Credit card payments must be made online through your myCayuga account. To do so, visit www.cayuga-cc.edu and click on myCayuga Login/student quick links/pay your tuition bill. Failure to pay the bill by the due date will result in de-registration of classes and a hold will be placed on your account. Delinquent accounts will be forwarded to a collection agency. The collection agency will add a fee of up to 35% and report the account to credit bureaus. The student will be responsible for the balance due and any collection fees associated with the account.

Payment Plan

You can also pay tuition automatically through one of our payment plans offered through Nelnet Business Solutions. There are payment plans available for Fall, Spring, and Summer semesters. There is no plan available for Intersession.

FINANCIAL AID

Financial aid is available. Cayuga is committed to making attendance possible for students who would otherwise be denied higher education because of inadequate funds.

Complete The FAFSA

- Create an FSA ID at studentaid.gov
- Complete the (FASFA) Free Application for Federal Student Aid at studentaid.gov Cayuga's school code is 002861

Apply for TAP

www.hesc.ny.gov

Cayuga's TAP code is 2005

Housing

www.cayuga-cc.edu/students/student-life/housing

Students are responsible for arranging their own housing. A variety of off-campus housing options are available including Lattimore Hall, a privately-owned and managed apartment building in downtown Auburn. The Centers for Student Engagement and Academic Advisement maintains a list of off-campus housing available each semester. The list includes apartments and room rentals offered by Auburn area landlords for college students, and is posted at www.cayuga-cc.edu/students/student-life/housing/off-campus-housing. While the College assumes no responsibility for inspecting, approving, or supervising off-campus housing, each landlord listed must sign a non-discrimination statement certifying that there will be no discrimination on the basis of race, gender, religion, national origin, age, disabilities or marital status.

Students are encouraged to begin searching for housing early in the summer before starting at Cayuga.

Contracts with local bus services in Cayuga and Oswego Counties provide free bus transportation to full-time Cayuga students with proper identification.

LATTIMORE HALL

www.lattimorehall.com

81 Genesee Street, Auburn, N.Y. 13021

315-258-3800 or info@lattimorehall.com

Lattimore Hall, a privately-owned and managed apartment building in downtown Auburn, was designed to offer housing specifically for Cayuga students from out of the area. With a capacity of approximately 90 students and an on-site professional staff, Lattimore Hall offers 3-, 4-, and 6-bedroom furnished suites with phone, cable, and internet access.

Located in the heart of historic Auburn, New York, Lattimore Hall is within walking distance from museums, churches, shops, restaurants, a large Wegman's supermarket & pharmacy and the YMCA. Free Centro bus service transports students between the Auburn campus and Lattimore Hall.

IT Services

315-294-8568

helpdesk@cayuga-cc.edu

Auburn campus in room M331.

HELP DESK

If you need technical support, please contact our Help Desk. You can submit a support request ticket by using our Help Desk Portal. You can also call 315-294-8568 for support.

MYCAYUGA

MyCayuga is your personal web-based gateway to electronic resources at Cayuga Community College. MyCayuga offers self-service, 24/7 online access to your academic and financial information. With myCayuga, you can:

- view your class schedule
- view your final grades
- read college announcements
- view course schedules
- register for classes
- pay your tuition bills as well as accept your financial aid online

Veterans Services

www.cayuga-cc.edu/students/services/veterans/

Emily Cameron, Assistant Director, Community Education and Workforce Development; Veteran's Programming and Initiatives

315-294-8527 or emily.cameron@cayuga-cc.edu

Debbi Purcell, VA School Certifying Official

315-294-8841 or purcell@cayuga-cc.edu

Cayuga Community College welcomes veterans as an asset to our College community. We seek to ensure a successful transition from military service to college entry through degree completion. Each semester, we host a veteran welcome session within orientation to explain the various veteran specific student support services available through the College. Student Veteran Workshops are offered throughout the semester for student veterans as well as students who are spouses/children of veterans on both campuses. The workshops invite guest presenters from campus as well as in the community to discuss services/programming offered and provides time for our students to ask questions.

A veteran certifying official is available on each campus to assist veterans with their educational benefits compliance issues and refer them to other

College resources specific to their needs. Student veterans on either campus are invited to join an SVA-affiliated Veterans Club.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

STUDENT LEADERSHIP

Student Clubs and Campus Activities

www.cayuga-cc.edu/students/student-life/clubs

Auburn Campus: 315-294-8412

Fulton Campus: 315-593-9327

FACULTY-STUDENT ASSOCIATION (FSA)

The FSA is an incorporated body of administrators, faculty and students whose purpose is to promote and cultivate educational and cultural relations among the students and faculty of this College. The FSA oversees the expenditure of the student activity fee, which each student is required to pay.

STUDENT ACTIVITY HOUR

Cayuga Community College celebrates student activities hour on Mondays, Wednesdays, and Fridays, between 11 am to 12 pm. The activities hour was created to give student clubs, organizations and the general campus an opportunity to meet or attend the variety of extracurricular programs scheduled during this college break time. The activity hour also serves as an ideal time to provide a host of college and or student committee meetings at a designated free time.

THE STUDENT CENTER

Auburn: Located on the first floor of Auburn campus. Students can use the center to just relax and hang out with friends or utilize the pool tables and other services.

Fulton: Located near the main entrance at the Fulton Campus. The Student Center serves as a recreation area with a pool table, TV and games to occupy downtime between classes.

STUDENT CLUBS

There are many benefits from joining a student club or organization including meeting new friends. Club involvement also offers an opportunity for students to learn skills such as time management and group dynamics. These experiences combined with academic learning are the ingredients of a well-rounded education. Students are encouraged to join one of the various campus clubs or organizations because the experience can last a lifetime. Please take the time to review the list of campus clubs by contacting the Student Government Organization.

If you would like to establish a new club on campus and know of interested students, contact the Student Government, Director of Student Activities, or Student Engagement Coordinator.

All clubs are funded by the Student Activity fee, managed by the Student Government.

STUDENT ACTIVITIES BOARD

The SAB was formed by the Faculty-Student Association to plan campus activities at both the Auburn and Fulton Campuses such as lectures, stand-up comedians, magicians, concerts, films and special events. The Board has been very active in providing events and activities that have helped create a vibrant campus atmosphere. If you are interested in joining the SAB please see the Director of Student Activities in room M131 at the Auburn campus or see the Student Engagement Coordinator in the Student Center at the Fulton campus.

STUDENT GOVERNMENT ORGANIZATION

An "official" voice for students' concerns and suggestions, providing leadership and direction for students whether it be an individual student or club. SGO executive officers include a president, vice president, secretary, treasurer at each campus and only one student trustee. Although both boards focus on the club activities for each respective campus, they also work together on issues and events involving the entire student body. All executive positions are elected posts and some receive stipends. SGO also has student board members and the remaining student body is made up of student senators (comprised mostly of representatives of student clubs). SGO is responsible for distributing the budgets for student clubs. For more information, visit the SGO office.

THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS

The NSLS is a community of leaders building a better world with chapters at hundreds of universities. The NSLS is a nationwide movement to make a positive impact on a local and global scale. The NSLS provides students with tools to identify their passions. We build purpose driven leaders.

PHI THETA KAPPA

Omicron Gamma Chapter - Auburn

Beta Tau Iota Chapter - Fulton

Phi Theta Kappa, the international honor society of the two-year college, has been recognizing and encouraging excellence among two-year colleges since it was founded in 1918. Today, the Society has grown to become the largest honor society in higher education with more than 2 million members and 1,200 chapters located in 50 states. The recognition and scholarship opportunities that PTK brings to an institution; its faculty advisors, and most importantly to its student members are unparalleled by any other student organization. Membership eligibility is based upon a GPA of 3.5 and community service. Invitations are extended to students

each semester and an induction ceremony is held each spring. PTK selects its members after the first semester grades have been mailed. Visit www.ptk.org

PHI BETA LAMBDA (PBL)

Phi Beta Lambda (PBL) is the largest collegiate business student organization in the U.S. with almost 500 participating active colleges and universities and close to 12,000 student members. The mission of PBL is to develop leadership, communication, networking and team skills for students. PBL will also provide CCC students with the ability to participate in individual and team competitions. Competitive events can provide students with real, documented achievement and branding opportunities that should serve any student well when they get ready to graduate, seek employment or transfer to a four-year college.

THEATRE PRODUCTIONS (HARLEQUIN)

A mainstage/studio theatre structure encourages activity in all aspects of theatrical activity including acting, directing, production, and backstage work. Participation is based on expressed interest and plays are selected to fit the interest and abilities of the individuals within the group. No experience is necessary! If you are interested in any facet of theatre productions, you are encouraged to join this organization.

THE CAYUGA COLLEGIAN (STUDENT NEWSPAPER)

The Collegian needs students interested in news reporting, sports, column and feature writing, copy editing, business advertising, photography, art and page design. The Collegian is Cayuga's student newspaper publishing 15 issues per academic year, often on a weekly schedule. The paper has been an award-winning publication in Associated Collegiate Press, Columbia Scholastic Press Association and America's Scholastic Press Association competitions. Get involved with the "student news voice" at Cayuga!

FITNESS

Athletics

www.cayugaspartans.com

315-294-8861

Cayuga's intercollegiate sports teams for men and women are affiliated with the National Junior College Athletic Association (NJCAA) and compete in Region III, Mid-State Athletic Conference (MSAC) at the Division III level. Regional competition can lead to national qualification, depending on post-season success. The College fields the following men's and women's intercollegiate teams:

WOMEN'S

Basketball, Lacrosse, Soccer, Softball, Volleyball

MEN'S

Baseball, Basketball, Lacrosse, Soccer

All students who wish to take part in any intercollegiate athletic program must have a current sports physical on file with the College's Health Services Office prior to participating in practice or game competition.

Facilities include Falcon Park, Spartan Hall, Fitness Center, recreational Nature Trail, auxiliary gym space, team locker rooms, athletic training room, equipment room and racquetball courts. The College works with the City of Auburn to have access to off-campus facilities (Holland Stadium, Casey Park, and the Highland Park Club) for Cayuga Community College sporting events.

Spartan Hall

The Health/Physical Education/Recreation Facility features four full courts for a variety of indoor activities. In the center of the facility is one court for racquetball, handball and paddleball, along with two auxiliary spaces for dance, judo, self-defense and martial arts activities. Other building features include a whirlpool and training room. There is also a mile long exercise nature trail which is great for walking, jogging or cross country skiing.

Campus Fitness Center

All students are assessed a \$20.00 fee per semester regardless of campus or credit hour status. This fee allows use of the campus fitness center. Hours of operation are posted and may vary during breaks and/or holidays.

WELLNESS

Counseling Services

www.cayuga-cc.edu/adjunctfacultyhandbook/services/counseling-for-students

Auburn Campus: Jerimy Blowers, Ph.D. 315-294-8526

Fulton Campus: Christina Bentley 315-593-9310

Counseling and other student services are available in the Centers for Student Engagement and Academic Advisement in Auburn and in Fulton. All counseling sessions are confidential.

Counselors can assist with questions and problems including:

- Short-term, confidential, solution-focused counseling
- Referral to both on and off campus resources to best serve the unique and individual needs of each student
- Providing campus-wide and classroom-based programs covering a wide spectrum of health and wellness topics
- Educational planning to help ensure that students meet degree requirements and prepare for transfer or career

Health Services Office

www.cayuga-cc.edu/students/services/health-services

Auburn Campus: 315-294-8503

The Health Services Office provides the following services:

- First aid and assistance with illness
- Medical referrals as needed and when appropriate
- Detailed information on NYS Immunization requirements per NYS Public Health Law 2165 and 2167. Requirements are for students born after 1/1/1957 and enrolled in 6 credit hours or more on campus. Students enrolled for online courses only are not required.
- Processing of insurance claim forms
- Tuberculosis skin testing for Nursing students
- Free health information brochures
- Notes communicating health absences to instructors when requested by students
- Immunization transcripts
- Health education programs
- Blood pressure screening
- Referrals to NYS Navigators for ACA Health Insurance

CAMPUS SAFETY AND SECURITY

Public Safety Office

www.cayuga-cc.edu/public-safety

Auburn campus 315-294-8411

Fulton campus 315-593-9367

The Office of Public Safety is responsible for the safety of the campus community and the enforcement of federal, state and local laws, including College rules and regulations, and works closely with other local, County, State, and Federal agencies.

The Director of Public Safety is the College's designated Campus Safety Survey Administrator and is provides all campus crime statistics as required by the United States Department of Education.

The Annual Security Report which includes campus safety information and annual crime statistics, is available at www.cayuga-cc.edu/public-safety/safety-alerts/. For a hard copy, contact the Office of Public Safety.

Rave Alert

www.cayuga-cc.edu/public-safety/safety-alerts

Cayuga is among the SUNY campuses that use Rave Alert System as their notification system to notify college students, faculty and staff of possible emergencies.

Our Rave Alert notices are intended only for situations involving imminent danger to health or human safety. These may include severe weather, snow closings, utility failure, major road closings, fire or hazardous-material spill in the area, and bomb or weapon threats.

Every Cayuga student and employee has an account in myCayuga, the College's information system. You can use your myCayuga account to sign up for our Rave Alert service. Then, if Cayuga Community College generates a Rave Alert notice, it will be sent to you via the phone (text) and/or e-mail contact information you provide.

It's important to understand that while this service is intended to enhance public safety for the campus community, it does not represent a guarantee. Reliability depends on human factors such as accuracy and timeliness of information, and on technical factors such as cell phone network coverage, in-bound traffic on telephone land lines, and availability of power to the college server and your computer. Students, faculty and staff are encouraged to take advantage of the Rave Alert

service as a prudent measure while continuing to exercise normal attention to personal and community safety.

Parking Policies

The goal of College traffic and parking policies is to ensure a safe flow of traffic and the maximum number of safe parking spaces for students, employees and visitors. Speed limit and stop signs, and pavement markings indicate regulations that are enforced by the Office of Public Safety; tickets are answerable to Auburn or Fulton City Court, depending on campus location.

PARKING ON CAMPUS

While there are no parking permits needed to park on the college grounds of Cayuga Community College, members of the college community are asked to be mindful of Reserved Parking spaces and of proper parking in between the lines. There is also no parking on grass areas. Any violations of these rules can result in a Parking Citation answerable to Auburn or Fulton City Court, depending on campus location.

Student ID

ID cards can be obtained in the Office of Public Safety during office hours. A College ID card is positive means of identification. ID cards allow staff members to use college facilities, and are required at many College sponsored events. College identification cards are used as a means of identifying students and staff, they allow staff members to use college facilities, and they are required at many events sponsored by the College.

STUDENT RIGHTS AND RESPONSIBILITIES

Rules and Regulations

As an enrolled Cayuga student, you are expected to follow College rules and regulations as well as all local, state and federal laws. Incidents of misconduct and violation of the Student Code of Conduct are reported to the Director of the Centers for Student Engagement and Academic Advisement, convener of the Faculty/Student Judicial Review Committee. If you are found in violation, you may be subject to disciplinary action ranging from admonition to expulsion.

Sexual Violence Victim/Survivor Bill of Rights

www.cayuga-cc.edu/students/resources/sexual-assault-prevention

Charles Romer, Title IX Coordinator

(315) 294-8556 or cromer@cayuga-cc.edu

ALL STUDENTS HAVE THE RIGHT TO:

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
- Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial

or conduct process including during all meetings and hearings related to such process;

- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

OPTIONS IN BRIEF:

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or violation (for detailed information on confidentiality and privacy, visit Options for Confidentially Disclosing Sexual Violence).
- Make a report to: An employee with the authority to address complaints, including the Title IX Coordinator, a Student Conduct employee, or a Human Resources employee;
 - Office of Public Safety;
 - Local law enforcement; and/or
 - Family Court or Civil Court.

Student's Bill of Rights

The State University of New York and Cayuga Community College are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College/University-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

THE CAMPUS SEX CRIME PREVENTION ACT OF 2000

The Campus Sex Crime Prevention Act of 2000 and New York's "Megan's Law" require the state's Division of Criminal Justice Services to inform college campuses when a registered sex offender is enrolled or employed. Any member of the college community may request information about registered sex offenders by contacting Doug Kinney, Director of Public Safety, at 315-294-8411 or doug.kinney@cayuga-cc.edu.

Student Code of Conduct, Discipline, And Conduct Review Process

Cayuga Community College has a long and distinguished tradition of higher education and a commitment to core values and ethics, which are vital to all communities. All members of the Cayuga Community College community are required to be committed to civility, respect, personal ethics, fairness, honesty, and remain accountable to self and others.

All members of the College community enjoy the rights that are guaranteed to them by federal, state laws, and College policy and, therefore, must assume responsibilities implied by these rights. Students are expected to maintain standards of conduct in keeping with these laws and policies. The College Conduct Review Process is utilized when student behavior may have violated these expectations either on or off-campus. Initiation of the Conduct Review process for off-campus incidents will occur when the violation is committed while participating in a College sanctioned or sponsored activity, the violation adversely affects the educational or service function of the College, or the violation adversely affects the individual's suitability as a member of the College community.

The College maintains a policy on Student Code of Conduct and Conduct Review Procedures. The most current policy is available on the College website.

DEFINITIONS

- "College" is defined as: Cayuga Community College, including the Auburn campus, Fulton campus and any other premises utilized by the College or Association, The Faculty Student Association and other affiliated organizations.
- "College premises" is defined as: All buildings or grounds owned, leased, operated, controlled, utilized or supervised by the College.
- "College Official" is defined as: Any person employed by the College or other affiliated organizations to work in a faculty, administrative, clerical, or security role, and any other person designated to serve the College in an official capacity that supports the College's mission.
- "Student" is defined as: Any person enrolled in or auditing courses, either full-time or part-time, from the time of initial enrollment through the actual awarding of a degree, including the time before classes begin, during the academic year, after classes end, and during periods between terms of actual enrollment. A student is subject to adjudication of and sanctions for violations of the law and of the Student Code of Conduct through the Campus disciplinary system.

- “College-sponsored activity” is defined as: Any activity on or off campus which is initiated, aided, authorized or supervised by the College or its affiliated organizations.
- “Complainant” is defined as: Any person who files a report which indicates that a student may have violated the law and/or College policy.
- “Respondent” is defined as: Any student documented to have potentially violated the law and/or College policy.
- “Preponderance of the evidence” is defined as: Enough information which supports that the act “more than likely” occurred.

CRIMINAL/CIVIL PENALTIES

Students who engage in alleged violations of the Student Code of Conduct may also face civil or criminal actions and penalties. This statement is not intended to replace federal, state, or local actions. The College’s Conduct System is completely independent of any civil and criminal proceedings and may act simultaneously with either civil or criminal proceedings. Any action involving the student in a legal proceeding does not free the student from responsibility to participate in a College disciplinary hearing. The College will decide whether to proceed with action, before, after, or simultaneously with a legal proceeding.

MEDICAL AMNESTY / GOOD SAMARITAN POLICY

Cayuga Community College’s Medical Amnesty Policy is intended to encourage students to seek medical assistance including, but not limited to, drug and alcohol overdoses without worrying about college judicial consequences. The policy is endorsed by the Office of Public Safety and the Office of the Dean of Students, is consistent with Cayuga Community College’s commitment to maintaining a safe and secure learning environment, and consistent with New York State law.

Student Code of Conduct

The following behaviors are prohibited. Any student found to have committed or to have attempted to commit the following are subject to student conduct action. Violations may lead to actions including disciplinary and/or educational sanctions:

1. All forms of academic misconduct, including but not limited to: cheating, fabrication, plagiarism, or facilitation of academic dishonesty.
2. All forms of dishonesty, including but not limited to: fabrication of information or knowingly furnishing false information to the institution, fraud, forgery, alteration or use of College documents or instruments of identification with intent to defraud, reporting false emergency to the College or to College officials acting in performance of their duties.

3. Failure to identify oneself to or comply with directions of College Official or other public officials, resisting or obstructing such officials in the performance of their duties.
4. Violations of state, local, federal laws and published policies such as those pertaining to, but not limited to: computer use, athletic facilities, tobacco use, recreational facilities, Library and Center for Academic Success, or any support offices of the College.
5. Broadcasting, streaming, or otherwise sharing private information without authorization of all involved parties.
6. Disorderly conduct that creates a disruption, unreasonable annoyance, or alarm which obstructs teaching or classroom activities, research, administration, or other College sanctioned events or activities.
7. Creating or contributing to a fire, failing to evacuate a facility during the sounding of a fire alarm or upon the direction of a staff member, or tampering with, or the unauthorized use of office safety equipment (such as, extinguishers, smoke detectors, alarm pull stations or emergency exits) including activating a false fire alarm.
8. Damage, destruction, theft or unauthorized use of property or services owned by another party.
9. Unlawful distribution, dispensing, possession, use or sale of illegal, controlled substances, prescription drugs, or drug paraphernalia.
10. Distribution, possession, use, or sale of alcohol in violation of College policy.
11. With the exception of campus police officers or other law enforcement officials acting in the performance of their duties, possession, use, or manufacture of a firearm or other weapon as defined in College Policy.
12. Endangering, threatening, or causing mental or physical harm to any person and/or conduct that causes reasonable apprehension of such harm.
13. Violations of the College's Title IX Policy which includes; sexual harassment, sexual discrimination, sexual violence, dating/domestic violence, or stalking.
14. Harassment or any form of verbal or physical abuse including; bullying, cyberbullying, stalking, intimidation.
15. Mistreatment of an individual or group, including bullying, physical or verbal abuse, and harassment, intimidation, against an individual or group because of race, color, national origin, ancestry, gender, gender identity and expression, age, disability, religion or religious practice, or sexual orientation, or any other protected class of individuals.
16. Hazing, defined as an action, which endangers the physical or mental health or safety of another person for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a

group or organization. This policy may apply to organizations or groups, whether or not they are officially organized. Individuals who are present and take no action to prevent hazing will also be in violation.

17. Lewd, obscene or indecent behavior.
18. Unauthorized access or use of a space belonging to the College or another individual.
19. Failure to comply with a College official.
20. Abusing the College Discipline and Conduct Review system, including but not limited to: failure to obey the notice from a Conduct Board or Conduct Administrator to appear for a meeting or hearing as part of the Student Conduct System; distorting or misrepresenting information before a conduct administrator or board; attempting to influence or discourage an individual's proper participation in, or use of, the conduct review system; harassing (verbal or physical) and/or intimidating a member of a conduct review board; or failing to comply with the terms of any imposed disciplinary sanction. This includes violations of any "No Contact Notices" issued.
21. Intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on College premises.
22. Student conduct on or off campus that poses a safety concern to the College community.
23. Student conduct on or off campus that adversely affects the College community.

STUDENT CODE OF CONDUCT ADMINISTRATION

The Dean of Students, or designee, shall administer the Student Code of Conduct and questions regarding its interpretation shall be referred to the Dean, or designee, for final determinations.

REPORTING MISCONDUCT

Any member of the College community may file a complaint alleging misconduct by submitting a formal report. Individuals can submit an incident report with the Office of Public Safety or the Dean of Students. Once notice is received, the College will proceed with a preliminary investigation. If the misconduct involves sexual assault, domestic violence, dating violence, and/or stalking, additional resources for reporting can be found in the College's Sexual Assault, Domestic Violence, Dating Violence and Stalking Prevention, Title IX Policy. Federal, state, local, and SUNY guidelines are set so that those impacted by sexual violence can be supported throughout the process. Information regarding Title IX can be accessed here: www.cayuga-cc.edu/students/resources/sexual-assault-prevention.

HEARINGS

Informal Hearing – A meeting between the Dean of Students, or designee, and the accused student is considered an informal hearing. At this meeting, the student will be apprised of misconduct complaints and/or charges, typically, but not necessarily, in writing. The accused student will be given the opportunity to discuss, dispute, and/or accept responsibilities for the violation. In case of severe or violent alleged misconduct, an informal hearing may be bypassed and the accused student will be notified in writing of charges of alleged misconduct and the date and time of a formal hearing.

Formal Hearing – A formal hearing may be called by a Student Conduct Administrator so, or when the Student wishes to appeal disciplinary action taken by the Dean of Students, or designee through an informal hearing. The Dean of Students, or designee, shall determine if a formal hearing with one hearing officer or the Conduct Review Board is appropriate. Such decision will be based upon the circumstances and severity of each individual case.

STUDENT CONDUCT PROCEDURES

The following process and procedures are used to adjudicate all conduct cases with the exception of those incidents deemed Title IX complaints, which include sexual harassment, sexual assault, rape, sexual violence, dating violence, domestic violence and stalking. The process for adjudicating Title IX cases can be found at www.cayuga-cc.edu/students/resources/sexual-assault-prevention.

The following information outlines the process by which student conduct cases are reviewed and resolved:

1. The Student Conduct Officer receives written notice of a possible violation of College policy. The Officer will review the report and determine if additional action is required which may include investigation by Public Safety and/or disciplinary charges.
2. If the Conduct Officer determines there may have been a violation of the Student Code of Conduct, the student will receive written notice including the following no less than (5) days prior to the meeting:
 - a. Alleged violations of the Student Code of Conduct;
 - b. Supporting information related to the alleged violations including; date, time, location of incident;
 - c. Information regarding the code of conduct/disciplinary process;
 - d. Opportunity to offer evidence to be considered in resolving the allegations through a scheduled hearing; providing specific date, time, location.

3. The scheduled hearing with the Student Conduct Officer or Student Conduct Board will be conducted at a specified date and time.
 - a. The hearing will be conducted in private.
 - b. There will be a verbatim record of the hearing via digital audio recording for all formal hearings. Deliberations will not be recorded. The record shall be the property of the College.
 - c. The student may bring an advisor to accompany them to the scheduled hearing. If the student chooses to bring an advisor, he/she must notify the Dean of Students (designee) at least forty-eight hours in advance of the scheduled hearing. The student may consult with the advisor prior to answering questions or making any statements, but the advisor will not be permitted to speak or participate in the hearing.
 - d. During this hearing, the student will be provided details of the incident and the alleged violations. The student will be provided an opportunity to respond to the alleged violations and to share information for consideration by the hearing officer/board.
 - e. If the student does not appear for a scheduled hearing, the information in support of the charges shall be presented and a decision rendered based on the information available. Inability of an accused student to appear at any Student Conduct Hearing due to long distance travel, incarceration, or other reasons, may not result in an extension of the time period before the hearing. In such cases, an accused student may be given the opportunity to participate in a hearing by telephone or by written statement. The appropriateness of such arrangements will be determined by the Student Conduct Officer.

In is the responsibility of the Student Conduct Officer/Board to make a determination based on the “preponderance of evidence” standard. If the evidence presented meets that standard, meaning it is “more likely than not” that the misconduct occurred, then the student will be found responsible.

The Student Conduct Officer/Board shall render its decisions to the student in writing within 10 business days. The written decision shall be considered part of the student’s educational record.

SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

- **Verbal Reprimand:** An oral statement to the student that he/she has violated the Student Code of Conduct. A verbal reprimand does not become a matter of permanent record.
- **Written Warning:** A written notice to the student that indicates the behavior was unacceptable and that any additional violations of the Code of Conduct will be followed with an escalated response in conduct action from the College. A written warning becomes part of a student's disciplinary file and educational record.
- **Restitution:** This sanction requires the student to reimburse for damage(s) or misappropriation of property to the College or other owner. Reimbursement may take the form of compensation for damages or an appropriate period of service.
- **Educational Assignment:** This is a sanction designed to assist the student in understanding the impact of their behavior. Examples include, but are not limited to, research papers, letters, creation of educational materials, community service, attendance at workshops, or other educational programs.
- **Restrictive Measures:** A ban from activities, campus facilities, and/or service areas on campus. This can also include limitation on contact with another person.
- **Disciplinary Probation:** A change in student status between good standing and suspension or expulsion from the College for a specified period of time which may or may not include specific conditions. If conditions are applied, such conditions would include, but not be limited to exclusion from participation in privileges or College activities, including access to facilities, participation in athletics and extracurricular activities, and off-campus College sponsored events. Failure to comply with conditions or additional violations of the Code of Conduct while on probation will result in additional disciplinary actions.
- **Suspension:** Separation from the College, including enrollment in classes and other privileges or activities for a definite period of time or until certain specific conditions have been met. While on suspension, the individual is considered persona non grata and cannot come to campus without prior approval from the College's Public Safety. This will become part of the disciplinary file, student educational file, and may include a notation on the student's transcript.
- **Expulsion:** Permanent termination of a student's status at the College for an indefinite period of time. Upon expulsion, the individual is considered persona non grata and cannot come to campus without prior approval

from the College's Public Safety Office. This will become a part of the disciplinary file, student educational file, and may include a notation on the student's transcript.

- **Revocation of Admission and/or Degree:** Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violations of College standards in obtaining the degree, if such violations were committed by a student prior to graduation.
- **Referral:** A referral to an on or off campus resource in order to more specifically address issues related to the behavior.

All Students are responsible for complying with all assigned sanctions. Failure to comply with a sanction may result in additional conduct action.

INTERIM ACTIONS

The College may impose restrictions, separate a student from the community, and/or issue restrictive measures during an investigation and pending a hearing if, in the Student Conduct Officer, or designee's judgment, the student's presence on campus constitutes a threat of serious harm to others and/or faces allegations of a serious criminal nature; to prevent the disruption of normal operations of the College; to preserve the integrity of the investigation; and/or, to preserve College property. These interim measures will be for no more than ten (10) business days pending the scheduling of a hearing. If an interim suspension occurs immediately before or during College calendar breaks, the College may hold the hearing within ten (10) business days after the resumption of classes.

During an interim action, students may be denied access to the campus (including classes), and electronic services of the College, other Distance Learning activities, e-mail, and/or all other College activities or privileges. Continued use of such services without the express permission of the Dean of Students, or designee, will warrant additional conduct action and could be considered trespassing.

APPEAL PROCEDURE

In cases when the original hearing is conducted by the Conduct Hearing Board, and the Student Conduct Officer imposes a sanction less serious than expulsion, the Vice President for Student Affairs serves as the appeal officer. In cases where the sanction is expulsion, the President of the College will serve as appeal officer. In cases when the Vice President of Student Affairs serves as the hearing officer, the President of the College shall serve as the appeal officer.

The student may appeal a disciplinary action, determined through a hearing, by writing the appropriate appeal officer within five (5) business

days after receipt of the written notification of the hearing outcome. The written appeal must include a statement showing why the appeal has merit. A personal meeting with the student filing the appeal will be at the discretion of the appeal officer.

An appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

- To determine whether the original hearing was conducted fairly in light of the charges and presented evidence, and in conformity with prescribed procedures;
- To determine whether the appropriateness of the sanction in relation to the violation of the Student Code of Conduct that the student was found to have committed;
- To consider new evidence, unavailable at the time of the hearing that is sufficient to alter a decision.

Upon appeal, the appeal officer will approve, disapprove, or modify the original findings, determination and/or sanctions. The appeal officer will transmit his/her decision in writing within ten (10) workdays, to the student and the Student Conduct Administrator.

Transcript Notation Policy

A student found responsible and suspended or expelled after a conduct process for violations that constitute a crime of violence will have the following notation added to his or her transcript:

- Suspended [or Expelled] after a finding of responsibility for a code of conduct violation
- A student who withdraws while conduct charges constituting a crime of violence are pending will have the following notation added to his or her transcript:
- Withdrew with conduct charges pending suspended students may appeal the inclusion of the transcript notation one year after it is applied at which time the notation may, in the sole discretion of the College, be removed. Transcript notations for expelled students are permanent. If a finding of responsibility is vacated, the transcript notation shall be removed.

Important Phone Numbers

	Auburn Campus	Fulton Campus
Academic Programs	315-294-8660	
Accessibility Resources.....	315-294-8422	315-593-9327
Admissions	315-294-8541	315-593-9303
Alumni Office	315-294-8524	
Athletics Office	315-294-8861	
Bookstore	315-294-8690	
Career and Transfer Services	315-294-8523	
Cayuga Advantage Program.....	315-294-8529	
Center for Academic Success	315-294-8593	315-593-9328
Centers for Student Engagement and Academic Advisement.....	315-294-8523	315-593-9394
Child Care Center.....	315-294-8603	
Community Education and Workforce Development.....	315-294-8841	
Computer Lab.....	315-294-8634	
Developmental Studies.....	315-294-8604	
Financial Services	315-294-8470	
Health Services.....	315-294-8503	
Help Desk	315-294-8568	
Human Resources	315-294-8650	
Library	315-294-8596	315-593-9319
Operator	315-255-1743	315-592-4143
Public Safety.....	315-294-8411	315-593-9367
Registrar.....	315-294-8516	315-593-9395
Title IX Coordinator.....	315-294-8556	