

Regulations & Policies

One of the Top Community Colleges

MCC is among the top 10 community colleges in the country, in terms of number of graduates.



REGULATIONS & POLICIES

Entering Student Placement Testing

Placement testing will be required of all entering matriculated students, both full-time and part-time. High school graduates or G.E.D. recipients may qualify for the following exceptions:

- Students who score a minimum of 500 on either the verbal or quantitative section of the SAT or 26 on the English or math portions of the ACT may be exempt from the corresponding section(s) of the placement test.
- Students who have completed an MCC-equivalent college mathematics course at the College Algebra level or higher with a grade of C or better will be exempted from the corresponding section(s) of the placement test. However, if these mathematics courses were completed more than three years ago, testing may be required. Even if not required, testing is strongly recommended for students without recent mathematics experience to obtain estimates of current skill levels for advisement purposes.
- Students who have completed within the past three years a high school mathematics course ending with a grade of 80 or higher on the Math B Regents exam or other third-year college-preparatory mathematics with a grade of B or better may be exempt from the mathematics sections of the placement test.
- Students who have completed Regents English 11, or 3rd-year college-preparatory English or equivalent with a grade of 80 or better may be exempt from the corresponding sections(s) of the placement test.

Special testing for English will be available for students whose first language is not English. Students with documented disabilities can be provided with testing accommodations to which the College determines they are entitled.

Grading System - Credit Courses

Grades are issued to students at the end of the semester. Students may obtain their grades through the MCC web page.

A +/- grading system for credit courses has been instituted by the College. The grading system is as follows:

Grade Interpretation	Numerical Value	# of Grade
A Excellent	4.0	
A-	3.7	
B+	3.3	
B Above Average	3.0	
B-	2.7	
C+	2.3	
C Average.....	2.0	
C-	1.7	
D+	1.3	
D	1.0	
D- Minimum Passing Grade.....	0.7	
F	0	
I Incomplete	*	
AU Audit.....	**	
K Grade Not Rec'd from Instructor	**	
W Withdrawal.....	**	
W Withdrawal, Health Reasons	**	
WI Withdrawal, Lack of Immunization ...	**	

**Semester hour credit and quality points shall not be granted.*

***Administratively assigned grades. Semester and cumulative averages are calculated only on the basis of credit courses completed with grades of A through F.*

Student Identification Cards

Students are invited to participate in all College activities. All students are required to have a photo ID card to use the library and other facilities. The cost is included in your student life fee.

Photo ID's will be taken at both the Brighton Campus and the Damon City Campus during the New Student Orientation programs. To obtain a Photo ID, you must be registered for classes and have other picture identification (valid driver's license, non-driver's state identification card, etc.). If you do not obtain an ID when you attend Orientation, call 585.292.2555 to find out how you can schedule your ID photo.

Incomplete Policy

The grade of "I" may be assigned by faculty in special circumstances when the student has not completed the course requirements. A written statement of requirements for completing the course and a completion deadline must be filed with the department chairperson by the faculty member prior to the due date for the submission of final grades. On this written statement, the faculty member must also indicate the alternate letter grade the student will receive if the requirements are not completed within the agreed upon time period. Credit hours and quality points are not assigned for an "I" grade until it is converted to another grade. The student should not re-register and re-pay for the course.

When the requirements have been completed, no later than one year from the end of the semester in which the student received the "I," the faculty member (or department chairperson if faculty member is not available) will submit a grade change form. If the requirements are not completed by the end of one year, the faculty member will submit a grade change form changing the "I" to the alternate grade listed on the original written statement.

Semester Average Example

Course	Credit Hours	Grade	Quality Point Value	Total Quality Points
ENG 101	3	F	0	(3 x 0.0) = 0.0
GEO 101	4	C-	1.7	(4 x 1.7) = 6.8
ART 103	*	I	*	(-----) = *
HIS 103	3	B	3	(3 x 3.0) = 9.0
MAT 170	3	D+	1.3	(3 x 1.3) = 3.9
PE 101	2	A	4	(2 x 4.0) = 8.0
	<u>15</u>			<u>27.7</u>

*Note: An "I" grade is not used in computation of GPA. This computation is for **one** semester only.

Cumulative Average: Cumulative averages are determined solely on the basis of points and credits earned at MCC. They are calculated by dividing the grand total of each semester's quality points by the grand total of each semester's credits.

Academic Standing — *This table is under review and subject to change.*

A student's academic standing is determined on the basis of cumulative average and total credits accumulated* according to the following table:

Good Academic Standing

Total Credit Hours*	Academic Suspension	Academic Probation	Satisfactory Progress
0-12	0.0 - 1.49	1.50-1.74	1.75+
13-23	0.0 - 1.74	1.75-1.89	1.90+
23-44	0.0 - 1.70	1.80-1.99	2.00+
45 or more	0.0 - 1.99		2.00+

*Total Credit Hours Include: Credits earned at MCC.

Audit: A grade of "AU" is assigned when a student registers for a course according to the procedures outlined in the College's Course Audit Policy. Students may not attend a class on an audit basis unless they are properly registered for the course and have filed an audit grade election form by the end of the first week of classes.

Withdrawal: A grade of "W" is issued for course withdrawals made after the third week of the schedule adjustment period (drop-add period). It is the student's responsibility to initiate any withdrawal in accordance with procedures stated in the College's Withdrawal Policy. Failure to formally withdraw may result in receiving an "F" grade. Faculty are not required to withdraw students who elect not to attend classes.

Semester Average

(see chart above)

A student's academic achievement for any given semester is calculated on the basis of only those credit courses completed with grades of A, B, C, D or F, as follows:

1. Determine the quality points earned in each course by the numerical value of the grade assigned. (See "Grading System" for numerical values.)
2. Total the quality points for all courses completed during the semester.
3. Total the credit hours for all courses completed during the semester.
4. Divide the total quality points by the total credit hours. The quotient represents the Semester Average.

Academic Standing

Academic Probation: A student is placed on academic probation for a period of one semester. If probation is based upon the student's first term of matriculation at MCC, the student should seek academic advisement. If probation occurs after a student has been matriculated for two or more semesters at MCC, the student should seek academic advisement and may not hold a class or student office, participate in intercollegiate functions or be a public representative of the college during the probation term. If such students fail to raise their cumulative grade point average to "satisfactory progress" after the probationary period, he/she may be suspended.

Academic Suspension: Academic Suspension does not deny a student the right to continue studies at MCC. It merely sets a limit on the number of credits a student may register for during any given semester. However, any student placed on Academic Suspension will not be eligible for any financial aid, grants or loans while on suspension.

First semester students and-or students falling within the suspension range for the FIRST TIME will automatically be placed on probation for one semester. All other students falling within the suspension range will be evaluated and could be subject to being descheduled from courses based on a combination of cumulative GPA and academic progress for the semester.

Students who have been academically suspended have two options for completing their studies at Monroe Community College:

1. The student may "appeal" to the Academic Appeals Committee for consideration to be reinstated on Academic Probation for the following semester. The appeal must be submitted in writing on the appropriate form, and must indicate to the Committee the reasons for unsatisfactory achievement during the past semester and plans for improvement. The student will be notified in writing of the Committee's decision.

OR

2. Without "appealing" students may continue their studies on a PART-TIME BASIS (8 CREDIT HOURS OR FEWER).

Students must seek assistance from their Academic Advisor or a Counselor in planning their course of study prior to registration. It might be to the students' advantage to repeat a course(s) in which they received a "D" or "F" in order to raise their cumulative point average.

Graduation at MCC is based on an overall 2.0 GPA of MCC credits.

In addition to the above alternatives, a student may apply for consideration to be readmitted after one semester (excluding Summer Session) by requesting an application for readmission from the Admissions Office.

Students placed on Academic Probation or Suspension at the end of a semester will be notified in writing of their status and will be advised of these policies.

Dean's List

Matriculated students who complete a semester (fall or spring) with 6 or more credit hours, attain a Quality Point Average of 3.50 or higher for the semester and have no grades of "I" or "F" in that semester are cited for their achievement by being placed on the Dean's List. A certificate and a letter of recognition signed by the Vice President of Academic Services and the Vice President of Student Services, is sent to these students after the completion of the fall the spring semesters.

Requirements for Graduation

Forms and deadline dates, as well as information concerning degree or certificate requirements, may be obtained from the Graduation Certification Office, Building 3-103; the Counseling and Advising Center, Building 1-231; or the Student Services Office at the Damon City Campus.

Degree Requirements

A degree candidate must fulfill these general requirements:

- Complete the course distribution and credit hour requirements as prescribed in his/her program of study.
- Complete 24 credit hours at Monroe Community College.
- Attain a minimum Cumulative Grade Point Average of 2.00 upon completion of his/her program.

- Satisfactorily meet all College obligations.

In accordance with section 3.47 of the rules of the New York State Board of Regents, in order to graduate from Monroe Community College, students must have completed one of the following:

- a high school diploma from a state recognized high school
- an equivalent four year high school course of study as certified by the superintendent of schools of the candidate's school district of residence at the time such course was completed
- a legally valid high school equivalency diploma
- 24 semester hours or the equivalent of college course work distributed in subjects in accordance with the requirements set by the New York State Education Department and verified by Monroe Community College or
- a college degree from a degree-granting institution accredited by an accrediting agency approved by the United States Department of Education.

Certificate Requirements

The College is also authorized to award a certificate to a student fulfilling these general requirements:

- Complete the course distribution and credit hour requirements as prescribed in the Certificate Program.
- Complete a minimum of 50 percent of the credit hours at Monroe Community College.
- Attain a minimum Cumulative Grade Point Average of 2.00 upon completion of his/her program.
- Satisfactorily meet all College obligations.



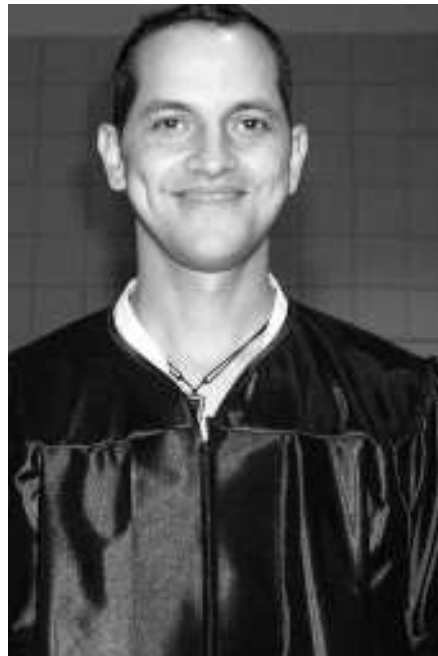
Filing for a Degree/Certificate

In addition to the above general requirements, a candidate for a degree or certificate must complete an Intent to Graduate Application after registering for their last semester at MCC. If the Intent Application is not completed, the student will not be audited for graduation, and will not receive his/her degree and diploma. The Intent Application is available at the Brighton Campus in the Graduation Office (Building 3-103), the Counseling and Advising Center (Building 1-231). At the Damon City Campus, Intent Forms are available in the Student Services Center. Students may also file an Application online by going to the Graduation Office web page.

Conferral of a Second Associate Degree

In accordance with the State University of New York policy, a student may earn a second associate degree at Monroe Community College. Guidelines are as follows:

1. The second degree must be in a substantially different area of study from the first degree.
2. Earning the second degree must result in academic and/or employment advantages for the student.
3. A minimum of twelve additional degree credits must be completed at MCC in the curriculum in which the student seeks to qualify for the second degree.
4. A student interested in earning a second degree should contact the Admissions Office or the Student Services Office at the Damon City Campus for an application for readmission as a second degree candidate. The advantages for obtaining a second degree should be explored with a counselor in the Admissions Office or Counseling Center.
5. Students must complete all requirements for the second degree as listed in this Catalog/Student Handbook at the time of matriculation into the program.
6. Students may not be matriculated into two high demand health programs simultaneously.



7. Students seeking a second degree in their last semester of study should contact the Coordinator of Graduation Certification, 3-103, for the procedure to follow.

Graduation with Distinction

Candidates for a degree or certificate who complete their requirements for graduation with a cumulative point average of 3.50 or above are considered honor graduates. The diploma and academic record of such a graduate is inscribed with the words "WITH DISTINCTION." In addition to this recognition, the graduate receives special commendation at the Commencement ceremonies.

Waiver of Degree Requirements

A matriculated student must follow an approved curriculum as described in the College Catalog/Student Handbook at the time of matriculation. Substitutions for specific course requirements (other than those made by the Office of Admissions for transfer students) must be approved in writing by the appropriate department chairpersons. The department chairperson having responsibility for the substituted course and the chairperson of the department responsible for the degree shall be the appropriate persons to authorize any change.

Questions arising from periodic revision of the Catalog will be resolved by the Curriculum Administrator, Academic Services Division, without penalty to the student. The Curriculum Administrator will also resolve problems regarding cross departmental or cross divisional substitution/waivers.

Class Attendance Policy

Prompt and regular attendance at all class and laboratory sessions is expected. Faculty members are asked to report students for excessive absence when such absence is adversely affecting the student's academic achievement in a particular course (not necessarily failing work). When this occurs, students may be reported to the Office of Records and Registration with the recommendation to warn the student or to withdraw the student from the course. In the event the student is withdrawn from the course, the grade of "W" will be assigned. Students should not assume that non-attendance will result in their automatic withdrawal from a course. Unless students themselves submit a formal course withdrawal, non-attendance may also result in an "F" grade and thus jeopardize the student's academic record. Non-attendance does not relieve the student of his/her financial obligations.

Absence Due to Illness

Students should contact their faculty members promptly for any absence from class due to illness. Extended absence due to serious illness or injury should be reported to the Health Services Department. The Office of Health Services does not provide a medical excuse from classes, but will notify professors of an extended absence due to illness.

Absence Due to Military

Activation

Students who are activated for military duty during the semester should bring official military orders to the Veteran's Certifying Official in the Counseling Center. Orders will be evaluated and must reflect activation dates that are concurrent with the student's absence. Courses may be dropped and tuition and fees reduced accordingly, but only with the required document.

Absence Due to Religious Beliefs

No person shall be expelled or refused admission for the reason that he/she is unable, because of religious beliefs, to register, or attend classes, or to participate in any examination, study, or work requirements on a particular day or days.

Any student who is unable, because of religious beliefs, to attend classes on a particular day or days shall be excused from any examination or any study or work requirements.

It shall be the responsibility of the faculty and of the administrative officials to make available to each student who is absent an equivalent opportunity to register for classes or make up any examination, study or work requirements that the student may have missed. If registration, classes, examinations, study or work requirements are held on Friday after four o'clock or on Saturday, similar or makeup classes, examinations, study or work requirements or opportunity to register shall be made available on other days, when it is possible and practical to do so. No special fees shall be charged to the student.

Schedule Adjustment (Drop/Add)

The schedule adjustment (drop/add) period is the first three weeks of each full semester course in the fall or spring term. The drop/add period for summer, Intersession or varied length courses is computed based on the length of the course.

Courses dropped during the first three weeks of the full fall or spring term will not be recorded on your academic transcript.

Students may add a course during the first week of the full semester course without an instructor's signature. A faculty signature is required when adding a section during the second and third week of the term.

To add a course after the drop/add period, the student must follow the Admission to Closed Courses and Wait List procedure.

Wait List for "Closed" Courses

Many high demand courses have electronic wait lists available. When a course reaches maximum enrollment capacity, it is "closed." As seats become available for that course, students are moved into the course and sent an updated copy of their course schedule.

Students are financially responsible for courses once they are registered. Students are responsible for reviewing their schedules to be aware of wait list activity.

When wait lists are discontinued for the semester, you must request permission from the instructor to be admitted into a closed course. If the instructor grants permission, a "green slip" must be signed by the instructor and chairperson. Since policy on "green slips" differs among departments, you should contact the faculty member or department staff during the registration process.

Overload Status

The maximum number of courses for a semester is based on the course requirements for each program as shown in this Catalog. The normal load for a Liberal Arts student is five courses and a physical education or health education course. For an extension of the normal course load, a Liberal Arts student must receive a signed approval form (prior to registration) from their advisor or a counselor in the Counseling Center, or in Student Services at the Damon City Campus. Students in programs other than Liberal Arts must receive a signed approval form (prior to registration) from their department chairperson or designee. Permission to carry a course overload is usually not granted unless a student has a cumulative average of at least 3.0 and/or can demonstrate a special need.

Withdrawal Policy

A grade of "W" or "WI" for withdrawal may be assigned for courses under a number of circumstances outlined below. Since withdrawal from courses may affect financial aid, veteran's benefits, etc., you are encouraged to consult with an academic advisor, counselor and/or financial aid counselor before deciding to withdraw.

You may receive a course withdrawal through:

The Counseling Center (Brighton Campus) or **Student Services Office** (Damon City Campus) for complete withdrawals from the College.

The Office of Health Services — for students failing to provide proof of immunization. (WI)

The Office of Registration and Records — for student-initiated withdrawals and for faculty-initiated withdrawals.

Withdrawal from an Individual Course

Withdrawal from individual courses must be initiated after the schedule adjustment (drop/add) period, but no later than 15 class days before the end of the semester as designated by the official Academic Calendar (or a proportional amount of time for courses less than 15 weeks in length). You are able to withdraw from individual courses through the on-line registration system or by submitting a signed form available from Records and Registration, the Counseling Center, or the Student Services Center at the Damon City Campus. This process should be completed only after a discussion with the faculty member and financial aid advisor.

Withdrawal for Unsatisfactory Attendance

Faculty may assign a grade of "W" for individual courses due to unsatisfactory attendance. This faculty-initiated withdrawal must be requested no later than 15 class days before the final class day of the semester (or a proportional amount of time for courses less than 15 weeks in length). Students should not assume

that non-attendance will result in their automatic withdrawal from a course. Unless students themselves submit a formal course withdrawal, non-attendance may also result in an “F” grade and thus jeopardize the student’s academic record.

Late Withdrawal for Health Reasons

Students may apply to the Office of Health Services for individual course withdrawals after the established dates for withdrawal in case of serious illness or medical condition. You will have a maximum of 30 calendar days after the completion of the semester to request a late withdrawal with the Office of Health Services. Please submit medical documentation from your health care provider regarding the illness or injury directly to the department of Health Services. Confidentiality of health information is assured. If the request is approved by the Office of Student Services, a grade of “W” will be assigned. No requests for “W” for health reasons will be accepted after the 30-day deadline.

Course Withdrawal and Financial Aid

Students who receive financial aid are advised that they may lose continued eligibility if they withdraw from course(s). The eligibility requirements of their financial aid package should be checked carefully prior to course withdrawal(s).

Complete Withdrawal from the College

If you wish to withdraw completely from the College, you must provide official notification to the Counseling Center (Brighton Campus) or to the Student Services Office (Damon City Campus) by the last day of the semester. Your withdrawal date is considered to be the date the official notification is received in the appropriate office. **YOU ARE NOT OFFICIALLY WITHDRAWN UNTIL THIS PROCESS IS COMPLETED AND RISK RECEIVING “F” GRADES FOR ALL CURRENT COURSES.** Counseling and

advisement prior to the decision to withdraw can assist you in deciding if complete withdrawal is appropriate for you. If you are a matriculated student who has processed a complete withdrawal and subsequently wish to continue your studies, you must apply for readmission through the Office of Admissions if you stop out for more than one semester or plan to return in a different program.

Repeating a Course

You may repeat a credit course. All course grades appear on the academic record. In cases in which courses are repeated, the official grade will be the last grade recorded, whether it is higher or lower than the original. The official grade earned in the course will count toward your Cumulative Point Average.

Some courses can be repeated for additional credit and, therefore, cannot be repeated for a better grade. You should check with the Registration and Records Office prior to repeating a course to see if the course is eligible. Grades of W, WI, I or AU cannot be substituted for a previous grade.

Programs such as Dental Hygiene, Health Information Technology, Radiological Technology and Nursing have hundreds of students seeking admission to them. The right to repeat courses in these programs is not automatic. If you fail to complete a course successfully, you may be denied the opportunity to continue in that curriculum. However, you may change to other programs offered by the College, and then re-apply for admission to the original program.

Repeating a course previously passed may jeopardize your eligibility for financial aid. Repeated courses cannot be counted toward Satisfactory Academic Progress of Pursuit of Program Requirements unless you are specifically repeating a course as designated by the College degree requirements. You are urged to consult with your academic advisor or counselor before repeating courses in which a passing grade was earned.

Restricting Admission to a Course

The College reserves the right to require a prospective or enrolled student to be examined or tested by a physician or other appropriate professional in any instance in which College personnel feel that a student might be exposed to undue risk by enrollment in a given course or participation in a specified activity, or that such enrollment or participation might prove harmful to others. Admission to particular courses may be denied to students without the background and/or prerequisites deemed necessary.

Course Cancellation

The College expects to offer a variety of courses necessary for students to complete their programs within a two-year period. But at times conditions exist that may preclude the offering of particular courses.

Typically, late start course cancellations are made close to the course start date. Students using a late start course to complete their full-time load may have limited registration options if the late start course is cancelled. Financial aid may be affected.

Name or Address Change

Students must notify the Office of Registration and Records (Room 6-203) of any legal change in name, such as through marriage. Address changes must also be reported since all grades and registration materials are mailed directly to the student. Address changes can be made by calling the Registration and Records office at 585.292.2300 or by accessing the web at www.monroecc.edu.

Academic Transcript Request

A student may request an official copy of the permanent record of his/her academic work by downloading the Transcript Request form from the MCC website; by completing the Transcript Application Form available in the Registration and Records Office, or by writing to the Registration and Records Office. All official transcripts are mailed to the designated recipient. There is a \$3.00 charge for each transcript.

Grade Reports

Final grades are available on the College's website: www.monroecc.edu.

Course Information Sheets

College policy requires that a Course Information Sheet be distributed to students during the first week of classes.

Registration Dates and Procedures

Information on registering for courses is mailed to current students. Registration assignments are based on credit hours accumulated. This information is also available on the college's website.



Academic Hold on Student Record

A "hold" may be placed on a student's academic record for various reasons, including:

- non-payment of tuition and fees
- not returning library books, physical education and other college equipment
- not satisfying the measles, mumps rubella immunization requirement
- non-payment of parking obligations and fines

Most "holds" forms prevent release of the student's academic transcript until the obligation has been resolved. All financial obligations must be satisfied before the student can register for another semester.

Final Examination Policy

All comprehensive final examinations will be held during the scheduled final examination period, according to the published comprehensive examination schedule. Any changes to the published schedule must be submitted to the department chairperson and division dean by the last week of classes, and cleared with the Registration and Records Office.

Students should not be excused from other classes to take or prepare for hourly or unit exams given during the last week of classes.

Department policy will determine which courses will have final exams, which courses have final exams at the discretion of the instructor and in which courses final exams are unnecessary. The Course Information Sheet, available to students at the start of each course, clearly states all evaluation procedures including type of examinations. The final exam schedule is available by the middle of the term on the College's website, www.monroecc.edu.

Failure to Report to a Final

A student who misses a final examination needs to contact the professor within two working days to discuss the eligibility for a make-up examination. If the student is not satisfied with the results of this discussion, he/she must notify the Vice President of Student Services within one working day after meeting with the instructor. Failure to do so will result in a grade of "F" for the examination.

At the time the student notifies the Vice President of Student Services, he/she will be given an appointment to discuss the absence.

It is the student's responsibility to present, at the time of the appointment, tangible evidence that the absence was legitimate.

Procedure

1. The Office of the Vice President of Student Services will evaluate the student's excuse and notify the student and professor regarding eligibility for a make-up examination.
2. If the student's absence from the scheduled final examination is judged to be legitimate, the Office of the Vice President of Student Services will notify the professor and the student. The Vice President's office, the professor and the student will work together to determine a mutually agreed-upon time for a make-up examination.
3. If the student's absence from the scheduled final examination is judged to be not legitimate, the Office of the Vice President will notify the professor and student. The professor will enter a grade of "F" for the final examination in the student's record.

A student who feels that he or she has been dealt with unfairly may appeal directly to the Vice President of Student Services, who will make a decision that will be considered final.

Course Audit

Any student (full-time or part-time, matriculated or non-matriculated) may audit a course with permission of the instructor or the appropriate department chairperson. No credit will be granted for an audited course. Students may obtain a Request to Audit form from the Registration and Records Office. Audit forms must be completed during the add period (typically the first week of the semester for a full-term course).

Tuition and fees for auditing a course are the same as if the course were taken for credit. To audit a course, the appropriate audit form must be completed by the end of the Drop/Add period. Courses for which students register for credit may not be assigned a grade of audit.

Course Audit for Senior Citizens

Persons who are 60 years of age or over are permitted by Education Law to audit courses without tuition, examination, grading or credit on a space-available basis, providing such auditing does not deny course attendance to a student registering for credit.

Anyone interested in this opportunity should contact the Counseling and Advising Center at the Brighton Campus or the Student Services Center at the Damon City Campus for information regarding course selection and registration procedures.

"Fresh Start" Program

Students who previously attended MCC but have not been in attendance for three or more years and return to the SAME program may choose to take advantage of "Fresh Start."

The "Fresh Start" program allows for the removal of all D+, D, D- and F grades from the calculation of the grade point average (GPA). Courses and grades will remain on the transcript in the semester taken but an exclusion notation will appear on the transcript and be excluded from the GPA.

- These excluded courses will not be counted toward your graduation requirements.
- These excluded courses cannot be re-included at a later date to complete academic requirements.

To qualify for the "Fresh Start" program, you must:

- Earn a 2.0 GPA in the semester you return to MCC.
- Complete the "Fresh Start" Application that is mailed to you and return it to the Registration & Records Office by the end of the semester you return to MCC.

RIGHTS & FREEDOMS OF STUDENTS

In June 1967, a joint committee composed of representatives from the American Association of University Professors, U.S. National Student Association, Association of American Colleges, and National Association of Women Deans and Counselors drafted The Joint Statement on Rights and Freedom of Students, excerpts of which are published below. Since its formation, this document has been endorsed by each of its five national sponsors, as well as by a number of other professional bodies.

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedoms of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry and expression.

Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression.

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation.

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosures.

Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisors and counselors should be considered confidential. Protection against improper disclosures is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Introduction

We at Monroe Community College subscribe to The Joint Statement on Rights and Freedoms of Students, and with regard to this document, emphasize the Preamble and Section II related to the rights and freedoms of students in the classroom.

To protect the rights and freedoms of students and faculty members in keeping with this Joint Statement, we establish these procedures to provide for the orderly, fair and prompt resolution of perceived student academic grievances. These procedures are established to insure the due process, and the equitable treatment and protection of all parties involved in the perceived academic grievance.

Definition and Jurisdiction

The term **academic grievance** as used in these procedures shall mean a complaint by a student of Monroe Community College against a teacher of the College. An academic grievance may be filed on the grounds that:

1. The rights and freedoms of the student in the classroom as described in the Joint Statement have been violated, or
2. Any of the academic regulations of the College have been violated, misinterpreted, or inequitably applied.

In keeping with the intent and spirit of these statements, it is incumbent upon all parties involved to show respect, restraint, and responsibility in their efforts to resolve perceived grievances. It is incumbent upon faculty members to arrange meetings and conferences with the student in good faith, and to communicate decisions to the student promptly.

Grievance Procedures

When the student believes there are grounds for an academic grievance, these procedures shall be followed by all parties. The failure of any College personnel at any level to communicate a decision to the aggrieved student within proper time limits shall permit the student to proceed to the next step of the process. The failure of the student to appeal the grievance to the next step within the proper time limits shall constitute a withdrawal of the grievance and shall bar further action.

Students cannot grieve a grade in a course from which they have completed a student initiated withdrawal. Once the student initiated withdrawal has been completed it cannot be revoked. For due cause, the Vice President for Academic Services (hereafter referred to as the Vice President) may extend the withdrawal deadline for a student initiating an academic grievance.

I. Initial Informal Procedures.

The student shall initiate the informal procedure within ten working* days after the student has received information about a condition on which the grievance is based. For due cause, the Vice President may extend this time requirement. It is the student's responsibility to assure that his/her contact information is updated on the college system. The student shall meet with the faculty member to discuss and to attempt to resolve the perceived grievance. If the student is unable to meet with the faculty member, the perceived grievance may be discussed in a meeting with the faculty member's department chairperson. The student should be prepared to verify that they attempted to contact the faculty member via a dated email or contact with the department office.

If within five working days* after the conference with the faculty member and/or his/her department chairperson, the problem has not been resolved to the satisfaction of the student, the student may institute the formal academic grievance procedure.

II. Formal Procedures

Step A.

Within 20 working days* after the student has received information on which the grievance is based, the student shall meet with the College Academic Grievance Advisor** to discuss the problem. The student can only institute the formal academic grievance procedure after the conference with the faculty member and/or his/her department chairperson. For due cause the Vice President may extend this time requirement. The Academic Grievance Advisor shall counsel the student regarding the grounds for the grievance and inform the student of the formal academic grievance procedures. Should the student desire to pursue the grievance, the Advisor shall assist the student in completing the necessary forms. All forms must be completed and turned in within five working days.*

* "Working day" is defined as any day (Monday-Friday) that the College is officially open .

** For the names and office locations of the Academic Grievance Advisors, the student should contact the Office of the

Vice President for Academic Services (1-309). or Office of the Vice President for Student Services (1-300). These advisors shall be appointed by the Vice President for Academic Services on an annual basis.

Step B.

The Academic Grievance Advisor shall promptly distribute copies of the completed grievance to:

1. aggrieved student
2. faculty member being grieved
3. faculty member's department chairperson
4. faculty member's division dean
5. Vice President

The academic status of the student, pending the outcome of the grievance, shall be determined by the Vice President or his/her designee. Within ten working days, the division dean shall:

1. arrange one meeting in which the dean (acting as a mediator), chairperson, student and faculty member will discuss and attempt to resolve the grievance.
2. prepare a written report that describes the steps taken and the rationale for the dean's decisions rendered regarding the student's grievance, and
3. distribute copies of this written report to the:
 - a. aggrieved student
 - b. student's academic grievance advisor

- c. faculty member
- d. faculty member's chairperson
- e. Vice President

If the grievance is not resolved to the satisfaction of the student within five days after the dean's decision has been communicated in writing, the student may make a written appeal of the grievance to the Vice President.* If the student makes a written appeal, the status of the student shall not be altered except for reasons related to the student's physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty or College property.

Such appeals must be made within five days after the dean's decision has been communicated in writing or within fifteen working days after the submission of the written grievance in Step B. For due cause, the Vice President may extend these time requirements.

At this time, the student may select an advocate and proceed to Step C., where a full hearing will be conducted.**

* A form for the student to submit is available from the Academic Grievance Advisor.

** The student's Academic Grievance Advisor will explain to the student how to select an advocate.



Step C.

The College Academic Grievance Hearing Committee (hereafter referred to as the Committee) shall be appointed by the Vice President taking into consideration a list of recommended candidates from the Faculty Senate and the Student Government on the Brighton Campus and the Student Events and Governance Association on the Damon Campus.. Within ten working days of the receipt of the written indication that the student is progressing to Step C, the Vice President shall appoint the members of the Committee:

1. one full-time faculty member with experience in the Grievance Hearing process to serve as the committee chairperson
2. one full-time teaching faculty member from the academic division of the faculty member named in the grievance; if one is not available, a full-time teaching faculty member from a related discipline may be used.
3. one full-time teaching faculty member from a different academic division
4. one full-time faculty member from the Student Services division
5. two student members

The Vice President (or his/her designee) shall arrange for the selection of a meeting date. For due cause, the Vice President may extend this time requirement. The student and the named faculty member (the principals) have the right to review the membership of the Committee before the hearing begins and to request the replacement of any one member of the Committee. Any additional request for the replacement of any other member of the Committee requires that either principal submit the reason in writing to the Vice President. Both principals have the right to the presence of one advocate from within the College community during the formal hearings. These advocates shall not include professional lawyers or persons trained in the law. The College community is defined as the employees and students at the institution currently or within the last twelve months. The Advocate will act as a support person to the student or faculty member from the inception of Step C and, during the Hearing, will be present to offer clarification as the need arises. The Advocate is not



present to argue the student or faculty member's case, but to encourage and aid the student and faculty member in their presentation before the Hearing Committee. The Hearing Chairperson has the final decision regarding the role of the Advocate.

The Committee has the responsibility of rendering a decision about the grievance. To this end, written and oral statements may be initiated and/or solicited from the principals in the grievance, and/or from other observers who can provide pertinent information about the matter.

A complete tape recording of all statements, discussions and documents is required of the committee. The final recommendations of the Committee are to be presented in writing to the Vice President within two working days after the completion of the deliberations of the Committee. The Committee shall have ten working days from the date on which its members have been approved to complete its business.

Step D.

The Vice President shall review the recommendations of the Committee. If the Vice President finds the recommendation and the proceedings complete, reasonable,

and just, the results shall be binding upon both principals. If there is some cause to question the recommendation or proceedings of the Committee, the Vice President shall send his/her statements of concern in writing back to the Committee for deliberation and resolution. The Committee shall promptly submit its response in writing to the Vice President who shall make the final decision.

The final decision and supportive rationale shall be communicated in writing within five working days (which may be extended for due cause) by the Vice President to the principals, the appropriate Academic Dean and to the Chairperson of the Committee. This written decision constitutes the final step in the resolution of the grievance within the institution.

Step E.

After receiving the final decision, either principal shall have the right to file a statement with the Vice President for purpose of record only.

Academic Honesty

In the academic process, it is generally assumed that intellectual honesty and integrity are basic responsibilities of the student. However, faculty members should accept their correlative responsibility to regulate academic work and to conduct examination procedures in such manner as not to invite violations of academic honesty. Such violations consist mainly of cheating and plagiarism.

1.8.1 Definition

Cheating is defined as the unauthorized use or exchange of information by students or others for the purpose of achieving unfair advantage in the classroom or examining process.

Plagiarism is defined as offering the work of someone else as one's own. The language or ideas thus taken from another person or source (i.e. Internet) may range from isolated formulas, sentences, or paragraphs, speeches, or the writings of other students. Any student who fails to give credit for ideas or materials consciously taken from another, verbatim or in paraphrase, is guilty of plagiarism. Any form of plagiarism is essentially an act of cheating.

The academic honesty policy pertains to all instructional delivery methods offered at the college, including but not limited to classroom, television, Internet, RAITN, and self-study.

Some examples of academic dishonesty include but are not limited to the following:

- a) Taking an exam for another student.
- b) Having another student take an exam for you.
- c) Paying someone to write a paper to submit as your own work.
- d) Arranging with other students to give or receive answers by use of signals.
- e) Arranging to sit next to

someone who will let you copy from his or her exam.

- f) Copying from someone's exam without his or her knowledge.
- g) Writing a paper for another student.
- h) Allowing another student to copy from you during an exam.
- i) Obtaining answers, information, or material from a source (i.e. Internet) without appropriate citation.
- j) Getting questions or answers from someone who has already taken the same exam.
- k) Working on homework with other students when the instructor does not allow it.
- l) "Padding" a few items on a bibliography.
- m) Unauthorized use of information stored in the memory of an electronic device (i.e., programmable calculator, cell phone) on a test or assignment. No information stored in any electronic devices can be used without explicit permission.
- n) Altering or forging an official university document.

1.8.2 Disciplinary Action

Cheating or plagiarism may be an individual transgression of one student unabettled by anyone else, or it may involve the complicity of others. All students who are involved in a group action which makes cheating or plagiarism possible shall be considered equally guilty of the transgression and shall be subject to the same penalties as though they themselves had cheated or plagiarized.

A faculty member who has evidence that a student is guilty of cheating or plagiarism shall initiate the appropriate disciplinary action. However, no penalty shall be imposed until after the student has been informed of the charge of academic dishonesty and of the evidence upon which it is based, and been given opportunity to present whatever

statement or evidence the student desired in his/her defense.

Thereafter if the student is found guilty, the faculty member shall assess a penalty within the course, consistent with the magnitude of the transgression. Such penalty may consist of a warning, reduction in passing grade for the course, or a grade of "F" for the course.

Every case of academic dishonesty which affects a student's grade shall be promptly reported in writing to the appropriate department chairperson and the Vice President, Student Services. The Vice President, Student Services may initiate further disciplinary action in any case of repeated infractions, or in cases of complicity on a large scale. Such further disciplinary action shall be the discretion of the Vice President, Student Services and may result in probation, suspension or expulsion from the College. A record of the offense and the disciplinary action taken shall remain in the student's file.

1.8.3 Procedure for Appeal

Once a charge of academic dishonesty has been made, every means will be taken to guarantee "due process" to both the defendant and those bringing the charge. Should the student dispute the facts constituting evidence of his/her alleged infraction(s), or object to the severity of the penalty, he may submit an appeal in writing to the Vice President, Student Services, requesting a hearing before an Appeal Board. Such hearing shall be convened by the Vice President within the following ten (10) school days after receipt of appeal. Extension of this date may be permitted by mutual agreement of all concerned. However, no hearing shall be held later than thirty days after the close of the semester in which the case arose.

An Appeal Board shall be established, consisting of the following members: a member of the Academic Policies Committee, appointed by the committee chairperson;

the chairperson of an academic department other than that of the discipline involved; a faculty member at large (the latter two members shall be appointed to the board by the Vice President, Student Services and approved by the defendant); a member of the student government, if the student desires, appointed by the President of the Student Association at the Brighton Campus or appointed by the President of the Student Parliament at the Damon City Campus.

No individual previously concerned with the case in any way may serve on the Appeal Board. In the event of a conflict of interest, the Vice President, Student Services shall be authorized to make proper substitution.

The Appeal Board shall review the facts of the case, hear testimony, consider the disciplinary action taken, and render a decision to either uphold, reject, or modify such action. In the hearing, both student and faculty member have the right to representation by advisers of their choice, and the right to call additional witnesses. The advisers will act as support persons to the student and the faculty member and will be present to offer clarification as the need arises. The advisers are not present to argue the case for the faculty member or the student but to encourage and aid in the presentation before the Appeal Board. The burden of proof of the charges rests with the faculty member. A transcript of all testimony at the hearing in the form of a tape recording is required and will be available to the student and the faculty member upon written request to the Vice President, Student Services. A tape recording of the deliberations of the Appeal Board is required and will be available only to the Vice President, Student Services.

The Appeal Board shall complete its investigation as quickly as possible, and communicate its decision to the Vice President, Student Services within 24 hours after completing its investigation. The decision of the

Appeal Board shall be considered final and its action binding upon all parties to the case.

Conduct Regulations

Preamble

In any organized group of people, it is essential to define the rights and responsibilities of the individuals in that group. Students, faculty, administration, staff and visitors form a society or a group at Monroe Community College. In defining the rights and responsibilities of individuals, Monroe Community College adheres to the 1967 Joint Statement on Rights and Freedoms of Students, the 1940 AAUP Statement on Principles of Academic Freedom and subsequently approved Interpretive Comments (1970). Nothing contained herein shall be construed to be in conflict with the aforementioned documents. These rules are not intended to repeal, supersede or preclude any other rules related to the same subject matter except to the extent that they are inconsistent therewith.

I. Jurisdiction

- A. The rules hereby adopted shall govern the conduct of students, faculty, and other staff; licensees, organizations, invitees and all other persons whether or not their presence is authorized upon the campus of the College; and also upon or with respect to any other premises or property under the control of the College used in its teaching, research, administrative, service, cultural, recreation, athletic and other programs and activities.
- B. Except for College-sponsored off-campus programs, it is the intent of the College to leave disciplinary action with respect to off-campus offenses of students to civil authorities. It must be noted, however, that there are certain off-campus offenses that by their very nature pose a serious threat to the College community. In such cases, the College reserves the right to take appropriate action.

II. Conduct

- A. **Prohibited Actions.** The following actions or conduct are prohibited.
 1. The obstruction or disruption of any College function or activity, including the classroom instructional environment, administration of the parking program and service functions and activities.
 2. The obstruction of the free flow of pedestrian or vehicular traffic, or the free access to, or exit from, any part of the College premises whatever.
 3. The unauthorized use or occupation of, or entry to, College grounds, buildings or premises.
 4. The theft of, or damage to, property belonging to the College, College personnel or students.
 5. The detention, physical abuse or intimidation of any person, or threat thereof; or any conduct that threatens or endangers the health, safety, or welfare of any person on College-owned or operated property or at College-sponsored activities.
 6. The use of obscene or abusive language or any other means of expression, language, or action that may reasonably be expected to provoke or encourage physical violence by other persons.
 7. The illegal possession, use, sale or transfer of any controlled substance.
 8. The use, sale, transfer or possession of alcoholic beverages on College premises, except in those specific instances when express official prior authorization has been granted in writing from the Office of the President.
 9. Smoking in restricted campus areas.
 10. Gambling or money being exchanged or wagered.
 11. The possession (without express official authorization granted in writing by the Office of the President) of any firearm, weapon, or other dangerous instrument that may cause injury or damage to person or property.
 12. The aiding, assisting, or abetting of any person or persons in any action or conduct stated to be prohibited.

13. The refusal to obey any reasonable or lawful request, order, or directive of a College public safety officer, a teacher, College administrator or any other identified representative of the College.
14. Any action or situation involving physical or mental abuse, harassment, intimidation, stalking, hazing, the forced consumption of liquor, drugs, or any other liquid or solid substance, for any purpose including initiation into or affiliation with any organization on College-owned or operated property or at College-sponsored activities.
15. Any conduct which constitutes a violation of the laws of the United States, the State of New York, Monroe County, and the Town of Brighton, or any other civil jurisdiction.

B. Picketing, Assembly and Demonstrations.

All activities in the nature of peaceful picketing, assembly (other than scheduled and approved), and demonstrations on the part of students, faculty, staff and visitors shall be confined to the exterior of the buildings, unless permission is granted by the appropriate Vice President.

- C. Identification.** Any person (student, faculty or staff) on College property or at a College function is required to present his/her College ID upon request.

III. Disciplinary Sanctions

All College personnel are inherently responsible for the maintenance of acceptable conduct of persons on the College premises. Such a responsibility can be manifested as informally as a verbally expressed concern to a transgressing individual or a more formal expression of concern to a department head, divisional dean, or Vice President. Formal groups and representatives of formal groups, such as Student Association representatives, Public Safety personnel, members of the faculty, staff, and administration, assist with the governance of the institution.

In an instance of a violation, the President or appropriate Vice President has the authority to make a determination and impose the sanction.

The individual has the right to appeal the sanction in the determination made in the first instance.

Application of College disciplinary procedures regarding any of the preceding 15 sub-sections will not preclude criminal or civil prosecution by any party having a legal right to prosecute.

- A. Authority of the President.** The President, under authority delegated by the Board of Trustees, is empowered to request police assistance from local, state, and federal agencies. The President may also make the decision to initiate injunction proceedings when deemed necessary.
- B. Procedure for the Ejection of Persons.** Any person or persons who refuse the request or command of an authorized representative of the College to cease or desist in any prohibited conduct may thereafter be ejected from the premises.
- C. Restitution.** In all disciplinary violations involving theft and/or damage to College property, restitution may be required. The form of this restitution is to be determined by the appropriate Vice President.
- D. Student Disciplinary Sanctions.** Any student of Monroe Community College who engages in any act or conduct herein proscribed, may be subject to one of the following penalties. The degree of violation and matters of extenuation shall be taken into account, along with all relevant circumstances, in determining the appropriate sanction. A sanction need not in every case be imposed, and no sanction shall be imposed more serious than is clearly appropriate in the circumstances. The sanctions that may be imposed by the Vice President, Student Services, are as follows:

Reprimand: An oral statement to the student that he/she has violated College rules. This admonition should include the nature of the violation and the consequences of further transgression.

Censure: A written statement that repetition of wrongful conduct would be followed by more severe disciplinary action. Such written statement shall become a part of the College's disciplinary file.

Disciplinary Probation: An official action informing the individual that the violation of any College regulation during the probationary period may result in suspension or expulsion. During this specified period, the individual may be excluded from acting as a representative of, or participant in, any College co-curricular activity or program, and may be restricted or denied the use of or participation in certain College facilities and/or activities. Such written statement shall become a part of the College's disciplinary file and the student's educational record.

Suspension. Discontinuance from classes and other privileges or activities set forth in the notice of suspension for a definite period of time. Such written statements shall become a part of the College's disciplinary file and the student's educational record.

Summarily Suspended.

Discontinuance from classes and other privileges set forth in the notice of suspension for a definite period of time. An individual summarily suspended has the right to an immediate hearing with the Vice President, Student Services. In addition, a summarily suspended student has the right to a second hearing as prescribed in Section IV, Appeal from Disciplinary Sanctions. Such written statements shall become a part of the College's disciplinary file and the student's educational record.

Expulsion. Termination of student status at the College. Such written statement shall become a part of the College's disciplinary file and the student's educational record.

- E. Faculty and Staff Disciplinary Sanctions.** Violations of prohibited actions by faculty and staff shall be handled through the procedures outlined in the appropriate civil service law, contractual agreement, or the Board of Trustees Policy Manual.

IV. Appeal from Disciplinary Sanctions

A. Composition of the Appeals Hearing Committee.

1. The Appeals Hearing Committee shall consist of:

- a. a permanent chairperson appointed by the President from a list of administrative faculty submitted by the Faculty Senate and Student Senate.
 - b. two faculty members randomly selected by computer from the full-time faculty.
 - c. two student members appointed by the President of the Student Association at the Brighton Campus or the President of the Student Parliament at the Damon City Campus.
2. With the accused's agreement, a hearing can be held without a full board. However, at least one student and one faculty member must be present.

B. Treatment of Accused Pending Appellate Hearing.

If a student appeals the judicial decision of the Vice President, Student Services, the status of the student shall not be altered except for reasons relating to the student's physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty or College property.

C. Appeal Procedure.

1. Any student found guilty of a violation of the Conduct Regulations by the Office of the Vice President, Student Services, may appeal the decision to the President of the College. Such appeal must be made in writing to the President within 72 hours of the written notification of the Vice President. For just cause, the Vice President, Student Services, may waive the 72-hour requirement.
2. Such letter of appeal must contain reasons for the appeal. Normally, appeals may be made on three bases:
 - a. New evidence.
 - b. Violation of due process.
 - c. Improper penalty.
3. The President, upon receipt of a letter of appeal, shall forward the same to the Chairperson of the Appeals Hearing Committee. The Chairperson will select the hearing board as previously described.

D. Hearing.

1. The hearing shall be convened within ten class days or ten weekdays the College is open after the receipt of the written appeal. Extension of this date may be permitted by mutual agreement of the Vice President, Student Services, and the accused. However, no hearing shall be held later than thirty days after the close of the semester in which the incident occurred.
2. The Hearing Committee shall review the facts of the case, hear testimony, consider disciplinary action, and render a majority decision to uphold, reject, or modify such action of the Vice President, Student Services. In the hearing, both the accused and the accuser shall have the right, or representation, of advisors of their choice. The advisors will provide support to the accused and the accuser and will be present to offer clarification as the need arises. The advisors are not present to argue the case for the accused or accuser but to encourage and aid in the presentation before the Appeals Hearing Committee. They also have the right to call additional witnesses. The burden of proof of the charges rests with the accuser.
3. A transcript of all testimony at the hearing in the form of a tape recording is required, and will be available upon request to the accused and accuser upon written request to the President. A tape recording of the deliberations of the committee is required and will be available only to the President.
4. The Hearing Committee shall communicate its conclusions and recommendation in writing to the President of the College within 24 hours after completing the hearing. The committee's recommendation shall be one of the following:
 - a. Reject the appeal.
 - b. Recommend a modified penalty.
 - c. Recommend the accused be exonerated of the charges. The committee shall include in its written recommendation to the

President the reasons for its decision and the justification for its recommendation.

5. Both the accused and the accuser shall have the right to file, within 24 hours of the conclusion of the hearing, a post-hearing statement with the President.
6. The President shall review as promptly as possible the recommendation of the Hearing Committee and post-hearing statement, if submitted, as well as the original decision of the Office of the Vice President, Student Services, and shall render a final decision that shall be binding on all parties. In no case shall the decision of the President be more severe than the original sanction imposed.

E. Finality of Judicial Process. The President's decision represents the final process within the institution of all judicial matters.

(Adopted by Monroe Community College Board of Trustees July 16, 1969.) (Revised by Monroe Community College Board of Trustees November 25, 1980, and October 17, 1991.)

Code of Conduct for Users of College Computer Systems

Individuals who use MCC computer facilities and systems must assume the responsibility for using these resources in an appropriate manner for college-related work only.

Misuse of computer facilities is considered a violation of College policy, and may also be a violation of state and federal law. MCC computer users should have no expectation of privacy.

Individuals using MCC's computing facilities are NOT permitted to:

- Copy, download, change, distribute or modify any computer programs (in part or whole), subroutines, graphics, etc. from a website, textbook or another individual without the written consent or permission of the author. This may be considered plagiarism and/or a violation of copyright and patent laws. Examples include: MP3, DVD, WAV, WMA, AVI, ASF, VIV.
- Use MCC facilities and systems for the purpose of advertising or running an organization or business
- Send, view and/or print lewd or pornographic materials. If the material is directly related to instruction, student assignments or other related activities, use of MCC learning environments must be directly authorized, in writing, by an instructor and the coordinator of the facilities.
- Participate in any form of chat room, messaging or paging program. If the material is directly related to instruction, student assignments, or other related activities, use of MCC learning environments must be directly authorized, in writing, by an instructor and the coordinator of the facilities.
- Play or download any type of computer games or entertainment activities that are not directly related to instruction, student assignments or other classroom related activities.

- Reveal your password to anyone including faculty and staff, or let another person use their account. You are responsible for what is done with your account.
- Change, copy, delete, distribute, read or otherwise access files without the permission of the owner.
- Prevent others from accessing systems or unreasonably slow down a system by deliberately running wasteful jobs.
- Bypass accounting or security mechanisms, attempt to circumvent data-protection or system consistency schemes, or attempt to uncover security loopholes.
- Provide others with programs or files that cause damage to their files or the operation of their computer system, compromise the security of their accounts or disable their account.
- Harass others by sending annoying, obscene, libelous or threatening messages.
Disobey the rules of any computer system or network that you remotely access through MCC's computer systems.
- Aid or abet another person in violating any part of this Code of Conduct.

The above list is not exhaustive. This Code of Conduct is intended to require compliance with all local, state and federal laws. Individuals who violate any part of the Code of Conduct will be subject to college disciplinary action, criminal prosecution or civil action.

Alcoholic Beverages

The College has adopted a policy of not permitting the sale, consumption or distribution of alcoholic beverages at student-sponsored activities or events on or off campus.

Application of this policy to student-sponsored functions held off campus precludes those held at establishments where alcoholic beverages may be legally purchased and the establishment assumes this responsibility (i.e., MCC Awards Banquet, Athletic Banquet and similar functions).

Business Restrictions, Individual and Group

Individuals, student organizations and private enterprises are not permitted to sell, solicit, promote or peddle on campus without prior approval. Use of College premises or facilities for any purpose also must receive prior approval of the College Scheduling Committee. Requests by College-affiliated individuals or groups may be initiated through the Student Center Office. Requests by outside organizations should be directed through the Campus Events Office.

Posting of Information

The College reserves the right to establish and enforce reasonable guidelines relative to the time, place and method of dissemination of information on campus.

Posting Information (On Campus Groups/Individuals)

1. All publicity must include the name of the sponsoring group.
2. All signs, flyers, posters, etc. not produced through the Student Association Office (i.e. handwritten signs and flyers, off-campus events posters, etc.) must be approved by the Campus Center Director prior to posting. All posting will be done by the Operations Office in the Campus Center.
3. All publicity will be posted on our bulletin boards and glass cases.
4. A maximum of 30 flyers will be posted for each event, class, etc. due to capacity constraints.

Posting Information (Off Campus Groups/Individuals)

1. All requests must be approved by the Campus Center Director or his/her designee.

2. A maximum of four posters/flyers will be permitted for posting on campus. Posting will be handled by the Campus Center Office.
3. Posters or flyers will be posted in four locations within the Campus Center/Brick Lounge area and on the bulletin boards in Buildings 5 and 8.
4. Materials that are not approved will be removed.
5. The College reserves the right to approve or disapprove the posting of any materials.

Distribution of Information

Chartered student clubs/organizations that want to distribute literature to members of the College community must submit a written request to the Campus Center Director for approval.

Off-campus individuals/groups, as well as other College groups/individuals, must submit a written request to the Campus Events Office for approval by the appropriate College official. In all cases, copies of the literature to be distributed must accompany the request.

Solicitation of Funds

College facilities may not be utilized to sell, solicit, promote or peddle by off-campus organizations/individuals. In the case of non-profit organizations, requests of this nature will be considered assuming appropriate documentation accompanies the request. Such requests must be submitted to the Campus Center Director or his/her designee.

College Closing/ Cancellation of Classes

When classes or activities are *cancelled*, faculty and students should not come to the campus. All other staff and administrators should report as usual. When the college is *closed*, no one is to report to the campus except for designated essential personnel, e.g. Public Safety. When the college is closed, the college's official re-opening will be at 6 a.m. of the following day, unless notified otherwise.

In either case, Rochester area radio and television stations will be notified no later than 5:30 a.m.

In the case of a mid-day decision to close or cancel classes, the same protocols apply. The notice to radio and television stations will be made by 3:00 p.m.

A daily listing of class cancellations is available at www.monroecc.edu/go/classcancellations. Students also may click on the A-Z Index to access Class Cancellations are call 585-292-2066.

Please utilize local television and radio stations, or the MCC website to avoid overloading the phone lines of the college or the local media.

For weather-related events, college officials continuously assess current and forecasted weather conditions. Minimally, county fire, National Weather Bureau, Brighton Police Department and New York State Police radio frequencies are monitored, as well as the

Rochester Genesee Regional Transportation Authority (RGRTA) for bus scheduling and cancellations. Weather storm warnings and travel advisories also are monitored closely. Campus roadways are monitored by Public Safety and Facilities personnel on duty. Recommendations to cancel classes, close the college, or remain open are made by the Director of Public Safety to the President of the college or his/her designee.

Weather conditions in MCC's large service area can vary widely. Employees and students are encouraged to make a personal decision on whether to travel the roadways during inclement weather. Students who miss class as a result of inclement weather are encouraged to communicate with their professors regarding missed class work.

College Roads

Traffic on College roads must proceed in accordance with all provisions of the New York State Vehicle and Traffic Law. Passing on perimeter roads is not permitted. The speed limit on the perimeter road is 30 miles per hour and 20 miles per hour on the service roads. In the parking lots, the speed limit is 10 miles per hour. Stop signs, yield signs and directional arrows have been placed where accident experience or common sense dictate. Adherence to these traffic control and/or directional devices helps to ensure your safety. The College's patrol vehicles are equipped with radar units to monitor speed on campus. Violations of the NYS Vehicle and Traffic law are enforced by Public Safety Officers and fines are assessed.

The Jeanne Clery Security Policy and Crime Statistics Act

Safety On Campus

Monroe Community College is committed to assisting all members of our community in providing for their safety and security. In accordance with the Jeanne Clery Security Policy and Crime Statistics Act, the Public Safety Department is providing the annual Security Reports for both the Damon City Campus and Brighton Campus. You may access these reports via the Web at: www.monroecc.edu/depts/pstd/index.htm

The Website and brochure contain information on campus security and personal safety including topics such as: crime prevention, public safety law enforcement authority, crime reporting policies, investigation of violent felony offenses, missing students and other matters related to security on campus. The crime statistics include: reported crimes that occurred on campus, off campus buildings or property owned or controlled by MCC and on public property within or immediately adjacent to and accessible from the campus for the three previous calendar years.

Our crime statistics have also been published at the U.S. Department of Education, Office of Postsecondary Education security Website at <http://ope.ed.gov/security/>

There, you may view crime statistics from all campuses. The Advisory Committee on Campus Safety (Personal Health and Safety Committee) will provide upon request all campus crime statistics as reported to the U.S. Department of Education.

Printed copies of our report are available in the following locations:

Brighton Campus – Public Safety Office (7-341) and Human Resources Office (6-301).

Damon City Campus – Student Services Office and Human Resources Office, 5th floor.

You may also request a copy be mailed to you by calling 585.292.2900. This information is required by law and is provided by the MCC Public Safety Department.

Campus Security Advisory Committee

In accordance with Section 6431 of the Education Law, Monroe Community College's committee is referred to as the Personal Health and Safety Committee. The Committee is charged with reviewing current campus security policies and procedures and making recommendations for their improvement. The committee submits a report annually that is available on request.

Fire Alarms

Notification of a fire emergency within the buildings (and at the Damon City Campus) is accomplished by both audible and visual warning signals. A series of pulsed horn blasts and strobe light signals notifies occupants of an emergency. Upon activation of the alarm system:

1. Leave the buildings by the nearest safe ground level exit. (Do not use the elevators and/or the escalators)
2. Stand at a safe distance from the buildings out in the courtyards and off the plaza level.
3. Do not re-enter the buildings until directed to do so via external public address system.
4. Handicapped or persons with disabilities are to move to the nearest emergency assembly area. MCC Emergency Personnel will assist individuals at these locations.

Fire drills are held in accordance with Section 807 of Education Law.

For more information, go to www.monroecc.edu/depts/pstd/HAZARD.htm

Bias Crimes Prevention

Hate Crimes and the Law

It is a Monroe Community College Public Safety Department mandate to protect all members of the campus community by preventing and prosecuting bias or hate crimes that occur within the campus's jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available from the Public Safety Department and on the website at www.monroecc.edu.

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, the Public Safety Department also assist in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the College as acts of bigotry, harassment, or intimidation directed at a member or group within the campus community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status, may be addressed through the State University's Discrimination Complaint Procedure or the campus conduct code. Bias incidents can be reported to the Public Safety Department and will be handled using the college's grievance procedures.

If you are a victim of, or witness to, a hate/bias crime on campus, report it to Public Safety by calling 2911 in an emergency, using a Blue Light or other campus emergency telephone or stopping by Public Safety. The Department will investigate and follow the appropriate adjudication procedures.

Victims of bias crime or bias incidents can avail themselves of counseling and support services from the campus through the Counseling Center.

More information about bias-related and bias crimes, including up-to-date statistics on bias crimes and general information on campus security procedures, is available at www.monroec.edu/depts/pstd/index.htm or call **585.292.2900**.

Sexual Assault and the Law

Monroe Community College has programs in place to protect all members of the campus community from sexual assault, including programs for prevention and prosecution of those crimes that occur within the jurisdiction of Monroe Community College Public Safety.

NYS Law contains the following legal provisions defining the crimes related to sexual assault:

Section 130.20 – Sexual Misconduct.

This offense includes sexual intercourse without consent and deviate sexual intercourse without consent. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.

Section 130.25/.30/.35 – Rape. This series of offenses includes sexual intercourse with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Section 130.40/.45/.50 – Criminal Sexual Act. This series of offenses includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes oral or anal sexual conduct with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Section 130.52 - Forcible Touching.

This offense involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. Forcible touching includes the squeezing, grabbing, or pinching of such other person's sexual or other intimate parts. The penalty for violation of this section includes imprisonment for a period of up to one year in jail.

Section 130.55/.60/.65 – Sexual Abuse.

This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

Section 130.65-a/.66/.67/.70

– Aggravated Sexual Abuse. This series of offenses occurs when a person inserts a finger or a foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is under the age of consent. The level of this offense is enhanced if the insertion of a finger or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not to exceed 25 years.

If you are sexually or otherwise assaulted on campus:

- Get to a safe place as soon as you can.

- Try to preserve all physical evidence; do not bathe, douche, or change your clothes.
- Contact MCC Public Safety immediately (call 2911 in an emergency, or use a Blue Light or other campus emergency phone).

Remember, assaults – sexual or otherwise – are crimes; they are not the victims' fault. Victims have the right to pursue adjudication of crimes that occur on the campus through criminal courts and/or through the College's internal disciplinary process (under the College Code of Conduct). Campus Public Safety are trained to assist with prosecution in both systems.

Disciplinary Action

Where there is probable cause to believe the college's regulations prohibiting sexual misconduct have been violated, the college will pursue strong disciplinary action through its own channels. This discipline includes the possibility of suspension or dismissal from the college.

An individual charged with any sexual offense will be subject to college disciplinary procedures, whether or not prosecution under New York State Criminal Statutes is pending.

The college will make every effort to be responsive and sensitive to the victims of these serious crimes. Protection of the victim and prevention of continued trauma is the college's priority. When the victim and the accused live in the same residence hall, an immediate hearing with the College Judicial Officer will be held to determine the need for modifying the living arrangements.

Assistance for any other personal or academic concerns will be reviewed and options provided.

During the disciplinary process, the victim's rights are:

- To have a person or persons of the victim's choice accompany the victim throughout the disciplinary hearing.
- To remain present during the entire proceeding.
- As established in state criminal codes, to be assured that his/her irrelevant past sexual history will not be discussed during the hearing.
- To make a "victim impact statement" and to suggest an appropriate penalty if the accused is found in violation of the code.

- To be informed immediately of the outcome of the hearing.
- During the disciplinary process, the rights of the “accused” are as described under the -Due Process Procedure of the College Judicial System.

Information and Support

If you are the victim of sexual assault or sexual misconduct, you may seek support services as well as the assistance described above. Free and confidential counseling is available through the Rape Crisis Service 24/7 by calling 585.546.2777. For additional information and a list of Campus and other community support resources, contact the Department of Public Safety at **585.292.2900**.

Educational Programs

Educational programs to promote awareness of rape, acquaintance rape, and sex offenses are presented to the campus community. Campus Public Safety and Student Development staff provides programs for the college community and in the Residence Halls.

POLICY STATEMENT ON SEXUAL HARASSMENT

For MCC Students, Faculty, Administrators and Staff:

A. Statement of philosophy.

Monroe Community College strives to recognize human dignity and, therefore, does not tolerate sexual harassment or any other type of harassment within or connected to this institution. Sexual harassment is illegal and unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment. We are committed to taking all reasonable steps to prevent sexual harassment and to discipline those who harass.

We believe that a person is entitled to say “no” to unwanted conduct based on sex without the fear of reprisal or retribution.

B. Statement of prohibited conduct.

Sexual harassment is a form of discrimination based on sex because the harasser treats a member or members of one sex differently from members of the opposite sex, or engages in conduct that is based on the difference in sex. Sexual harassment is any threatening, demeaning, or offensive conduct or situation that on the basis of sex makes it more difficult for a reasonable person to do a job or receive his or her education. Sexual harassment includes, and is not limited to:

- requests for dates with a student by faculty when that student is in his or her class or is his or her advisee
- persistent requests for a date
- unwelcome requests for sexual favors or acts
- continued expression of sexual interest after being informed that the interest is unwelcome
- nonconsensual or unwelcome physical contact
- nude or seminude posters, photos, cartoons, or graffiti in the workplace

or public place that are demeaning or offensive (including one’s own office)

- unwelcome visual contact, such as leering or staring at another person
- comments or statements that are demeaning, humiliating, suggestive, insulting, vulgar or lewd
- sexual harassment by visitors or vendors
- failure to provide assistance that is usual under same or similar circumstances
- retaliation, retribution, or reprisals in any form or manner for complaints about sexual harassment, or for requests that harassing conduct stop or for assisting a person with a complaint of sexual harassment
- physical interference with job performance
- preferential treatment or promise of preferential treatment for submitting to sexual conduct.

The list is not intended to be, nor should it be construed as, all inclusive of prohibited acts under this policy. Any of the prohibited conduct described herein is sexual harassment of anyone at whom it is directed or who is otherwise subjected to it. Each incident of sexual harassment contributes to a general atmosphere in which everyone suffers the consequences. Sexually oriented acts and sex based conduct have no legitimate basis at a higher education institution; accordingly, the person who engages in such will be made to bear the full responsibility for such unlawful conduct.

C. Scope of policy. This policy applies to all administrators, faculty, staff, agents, and students at all times and places in any connection with this institution. This policy applies for and to those who do business at this institution. Compliance with this policy is a term and condition of employment with this institution. The terms “employee” or “employment” include, but are not limited to, faculty, staff, administrators, agents and contractors. Compliance with this policy

is also a term and condition of continued enrollment at the College.

D. Discipline. In the event of a determination of sexual harassment, discipline may include, but is not limited to, any of the following:

- oral reprimand
- written reprimand
- employment suspension (with or without pay)
- academic suspension or expulsion
- employment termination

The final discipline shall be determined exclusively by the Vice President, Student Services of this institution. A determination of sexual harassment under this policy shall be placed in the harasser's personnel file, if the person is an employee, or if the harasser is a student, on file in the Office for Student Services.

Sexual harassment of employees or students by third parties is not acceptable. MCC will do whatever it reasonably can to stop such sexual harassment.

Sexual harassment also is a violation of state and federal laws and the harasser may be charged by appropriate person or agencies.

The purpose of these procedures is to provide a prompt, fair resolution of problems, and to preserve the due process rights of all involved, including the rights to receive notice of a complaint and to have an opportunity for an impartial investigation. This procedure is created to provide for discipline of violators of this policy. However, the administration may take any immediate action to stop harassment if reasonably necessary and is not limited to the process provided herein.

A. Sexual Harassment Officer. The Sexual Harassment Officer is appointed annually by the Vice President, Student Services and reports to the Vice President, Student Services. The Sexual Harassment Officer is trained in identifying sexual harassment and handling sexual harassment complaints.

B. Procedures.

Step One: In the event that you believe that sexual harassment has occurred or is occurring, you are encouraged to communicate clearly, preferably in

writing, to the alleged harasser and state that the conduct is not acceptable. You also are encouraged to maintain careful written records of the harassment and to continue to maintain current records throughout the process.

Step Two: If the conduct has not stopped, or if you wish to bypass Step One, you should speak with the Sexual Harassment Officer. The complaint may be made by the target of the harassment, or by anyone who has observed the harassment.

Step Three: The Sexual Harassment Officer will attempt to resolve the complaint. The Sexual Harassment Officer will notify the alleged harasser of the nature of the complaint. The Sexual Harassment Officer has the option of investigating the complaint by himself or herself, and/or requesting investigative assistance from the College's Public Safety Office. Upon request, the Sexual Harassment Officer will provide a copy of the complaint to the alleged harasser.

Step Four: Once the investigation is concluded, the Vice President, Student Services shall determine discipline.

Step Five: On or about 30 days after the completion of the process, the Sexual Harassment Officer will contact each of the parties. The purpose of this follow-up is to determine if the harassment has stopped, and to discourage any further harassment, retaliation or retribution.

C. Discipline.

1. Employees: Employees represented by a collective bargaining unit are entitled to union representation. Discipline of such employees will be pursuant to the College conduct regulations that incorporate by reference their collective bargaining agreement.

2. Students: Student discipline will be pursuant to the College conduct regulations.

D. Confidentiality. Confidentiality shall be maintained to the greatest extent possible within the requirements of conducting reasonable investigations. Only those who have an immediate need to know will or may find out the identity of the parties.

E. Prohibition of Retaliation. Any retaliation against a complainant or witness is prohibited specifically by this policy, and the retaliator will be disciplined pursuant to the College conduct regulations.

F. False Reporting. False reporting of a complaint is prohibited and will subject the reporter to discipline pursuant to the College conduct regulations.



MONROE COUNTY PARKING PROGRAM AT MCC

Traffic and Parking Regulations

A. General

1. The purpose of these regulations is to reduce traffic congestion, facilitate orderly parking, and safeguard the college community members and guests. The New York State Motor Vehicle and Traffic Law is also in effect on the campus. The Monroe County Parking Program establishes fees and fines for parking on the campus.
2. All motor vehicles parked on lots owned by Monroe County and held in trust for MCC must be registered and have a permit displayed, or be parked at a parking meter (except according to parking regulation C1m). Parking at a meter with a parking permit still requires payment for time at a metered space. A fee is charged for each vehicle registered and may be requested when registering for classes on a semester basis.

B. Driver Responsibility

1. Finding Authorized Space - Drivers are responsible for finding an authorized parking space. Lack of space, mechanical problems, inclement weather or tardiness do not justify parking violations.
2. Space Availability - A parking permit does not guarantee the holder a parking space, but only an opportunity to park within a specified area or areas.
3. Permit Ownership - A parking permit signifies an individual has been granted the privilege of parking on campus property. Ownership of the parking permit remains with the college.
4. Permit Display - Parking permits or passes must be displayed according to the parking instructions provided by the Parking Office at the time of issuance.

C. Parking Regulations

1. It is prohibited to park: (vehicle subject to ticketing)
 - a. without a valid permit except at designated student parking meters.
 - b. in reserved spaces without a proper permit.
 - c. in "NO PARKING" areas.
 - d. in a handicapped space without a handicapped permit displayed.
 - e. blocking fire lanes, fire exits or within 20 feet of a fire hydrant.
 - f. in loading zones unless actually loading/unloading.
 - g. on the sidewalk, crosswalk or parking lot driveways.
 - h. on campus roadways except at meters.
 - i. on or over painted lines in parking areas.
 - j. outside of striped parking stalls.
 - k. at an expired meter.
 - l. in areas where permit is not valid.
 - m. in the administrative/visitor's loop if you are a registered student or an employee without an assigned space.
 - n. or leave a vehicle on campus between the hours of midnight and 6 a.m. without notifying the Public Safety Department.
 - o. in any area where the parking of the motor vehicle may impede ingress to or egress from any building by any pedestrian or authorized vehicle.
2. Disposal or acceptance of any decal, or pass through resale or gift is expressly forbidden.
3. Motorcycle parking is provided in parking lot M year round. Motorcycles should be parked in this area.
4. The Department of Public Safety is authorized to restrict use of parking spaces on a temporary basis to accommodate special meetings, activities or construction.

5. The registered purchaser of a parking permit is responsible for parking violations by the vehicle displaying the permit.

D. Vehicle Operation

1. No vehicle shall be operated:
 - a. at a speed in excess of 30 miles per hour, or where otherwise posted at a speed in excess of such posted speed limit
 - b. in a reckless or careless manner, or a speed greater than is reasonable and prudent under the conditions, and having regard to the actual and potential hazards then existing
 - c. with disregard to any traffic sign, signal and/or pavement markings
 - d. on any sidewalk, pedestrian walkway or lawn

E. Fines

1. General-Listed below are penalties for violating the Monroe County Parking Program at MCC. Failure to pay any citation will result in your vehicle being towed or impounded, and preclude you from registering your vehicle in the future until all fines have been paid. Additionally, a hold will be placed on your student records/transcripts for any outstanding fines.

Note: Checks are payable to Monroe Community College. Include the violation number and your social security number on the check to insure proper credit. Fines mailed should be sent to: Monroe Community College, Monroe County Parking Program, 1000 East Henrietta Road, Rochester, N.Y., 14623-5780.

2. Violations

a. Permit Violations - \$5.00

1. Not registered/No permit displayed
2. Permit not valid for area
3. Illegal use/display of permit
4. Expired permit

b. Restricted Space Violation - \$25

1. Handicapped space
2. Fire zone

c. Sign violations - \$15

1. Bus stop
2. Tow-away zone

3. Reserved spaces
4. No parking
5. Loading zone

d. Obstructions - \$15

1. Obstructing traffic
2. Blocking driveway
3. Blocking intersection
4. Blocking dumpster
5. Double parking
6. Blocking crosswalk

e. Careless Parking - \$15

1. On or along roadways or driving lanes unless directed to do so
2. Not parked within marked space
3. On sidewalk
4. On grass unless directed to do so

f. General - \$5

1. Expired meter with or without parking permit
2. Overnight between midnight and 6 a.m. unless approved in advance by the Public Safety Department
3. Visitor Metered space - not a visitor/not signed in at the Information Desk

F. Removal and Impoundment

1. Parking Enforcement and the Public Safety Department are authorized to remove, impound or immobilize at the owner's expense motor vehicles from college property under the following circumstances:
 - a. Vehicles parked illegally in fire lanes, handicapped space, within 20 feet of hydrants, posted no parking zones, tow-away zones, in possession of an altered or stolen parking permit and any area in which the vehicle may impede entrance to or exit from any building, grounds or roadway by any pedestrian or authorized vehicle.
 - b. Unregistered, uninsured and/or abandoned vehicles
 - c. For safety reasons, including snow removal
 - d. Any vehicle with one or more unsatisfied parking citations charged against it.
 - e. in possession of an altered or stolen parking permit
2. Impounded vehicles will be held until all outstanding citations and charges have been satisfied. Impounded vehicles will not be left on campus overnight and will be towed off campus at the owner's/operator's expense. After 24 hours, storage charges will apply.

G. Appeals

1. Any person receiving a violation notice has the right to appeal.
2. Except in rare and unusual circumstances, the only proper basis for an appeal is contention that the cited regulations were not violated. It is no excuse that the individual "thought it was not violation" to do what he or she did, "did not mean to" violate a regulation, or "saw other vehicles doing the same thing." The issue on an appeal is whether or not the cited regulation was violated.
3. Individuals desiring to appeal a Violation Notice must obtain, complete and submit an Appeal Form to the Parking Office within 10 days of the date the notice is issued. An appeal date will be assigned if he/she wishes to appear in person to plead his/her case orally before the Appeal Board. Only the operator of the

motor vehicle who has incurred the violation may appeal and/or appear in person to contest a violation. Appeal Forms will be forwarded to the Appeal Board.

4. The Board has the authority, by majority action, to dispose of a case by: (1) upholding the charge(s) completely; (2) upholding the charge(s) but reducing the fine to whatever amount it feels is appropriate in light of extenuating circumstances; (3) reducing the charges to a lesser offense; or (4) dismissing the charge(s) completely. The decision of the board shall be put in to writing and a copy shall be furnished to the appellant and the Appeal Board Administrator. The decision of the board is final without further right of review by the appellant. The Appeal Board does not have the authority to make or change these regulations.
5. Failure to apply for an appeal within the ten day limit will result in forfeiture of the appeals process.
6. If an appeal is denied, the fine must be paid within 10 calendar days of the decision, or late charges will accrue according to fine schedule.
7. Violation Notices (tickets) which are issued when a motor vehicle is impounded, along with the cost of impoundment and late charges, may be appealed only to the Parking Services Office.

H. Parking for Persons with Disabilities

1. Persons with disabilities should contact the Public Safety Office in Building 7 room 341, extension 2700 or 2900, for specific parking instructions.
2. Handicapped parking is restricted to the exclusive use of vehicles displaying a valid handicapped permit and a valid Monroe County Parking Permit (unless parked at a meter). Unauthorized vehicles are subject to ticketing and towing at the owner's expense.

Penalties for Non-Payment of Fines

Failure to pay fines within the time frame listed below will lead to additional penalties, and within 90 calendar days will be deemed an admission of liability and may result in initiating collection procedures including an additional **charge of \$5.00 for each outstanding violation**. Vehicle may be impounded at additional expense until debt is paid. A hold will be placed on student accounts for records/transcripts.

Initial Fine	\$5.00	\$15.00	\$25.00
10 days	\$10.00	\$25.00	\$45.00
50 days	\$15.00	\$35.00	\$55.00
75 days	\$35.00	\$55.00	\$75.00

Damon City Campus Student Parking

Students taking classes at the Damon City Campus who use Brighton Campus facilities must park at designated student parking meters, or purchase and display a valid permit.

STUDENTS' RIGHTS REGARDING THEIR EDUCATIONAL RECORDS

By law (Family Educational Rights and Privacy Act of 1974), students at MCC are entitled to full access to their educational records, to challenge the content of their records, and to limit the release of such records without their written consent.

Educational Records

"Educational records" means information or data recorded in any medium that is directly related to a student and that is maintained by the College or a person acting for the College. By law, medical records, college public safety records, financial records of parents, personal notes of teachers or administrators which are not available to any third party, and directory information have been excluded from educational records.

Details pertaining to the location and content of educational records; the names of persons having access to and responsibility for the maintenance of such records; and the policies and procedures related to record access, review and challenge, are available in the Student Services Office (Bldg. 1, Room 300)

Directory Information

"Directory information" refers to a student's name, address, e-mail address, picture, telephone listing, date and place of birth, major field of study, dates of attendance, class schedule, awards and degrees received, most recent previous educational agency attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams. This information may be made public by the College for all but those students who indicate to the Office of Student Services within the first three weeks of classes that any or all of the information so designated should not be released without their prior consent.

IF YOU WISH TO RESTRICT THE RELEASE OF ANY OR ALL DIRECTORY INFORMATION THAT PERTAINS TO YOU, YOU MUST NOTIFY THE OFFICE OF STUDENT SERVICES WITHIN THE FIRST THREE WEEKS OF CLASSES EACH SEMESTER.

HARASSMENT/ DISCRIMINATION GRIEVANCE PROCEDURE

Consistent with MCC's policy to ensure fair treatment to all individuals, protection for MCC employees and students is covered by this policy. Both employees and students alleging harassment and/or discrimination may use this Grievance Procedure.

Step 1: The employee or student shall first discuss the complaint with the individual who is immediately able to resolve the issue at the department level.

Step 2: If the matter is not resolved immediately, the employee or student shall discuss the complaint within 30 working days of the Step 1 meeting with the Vice President or designee from the particular division in which the problem originated.

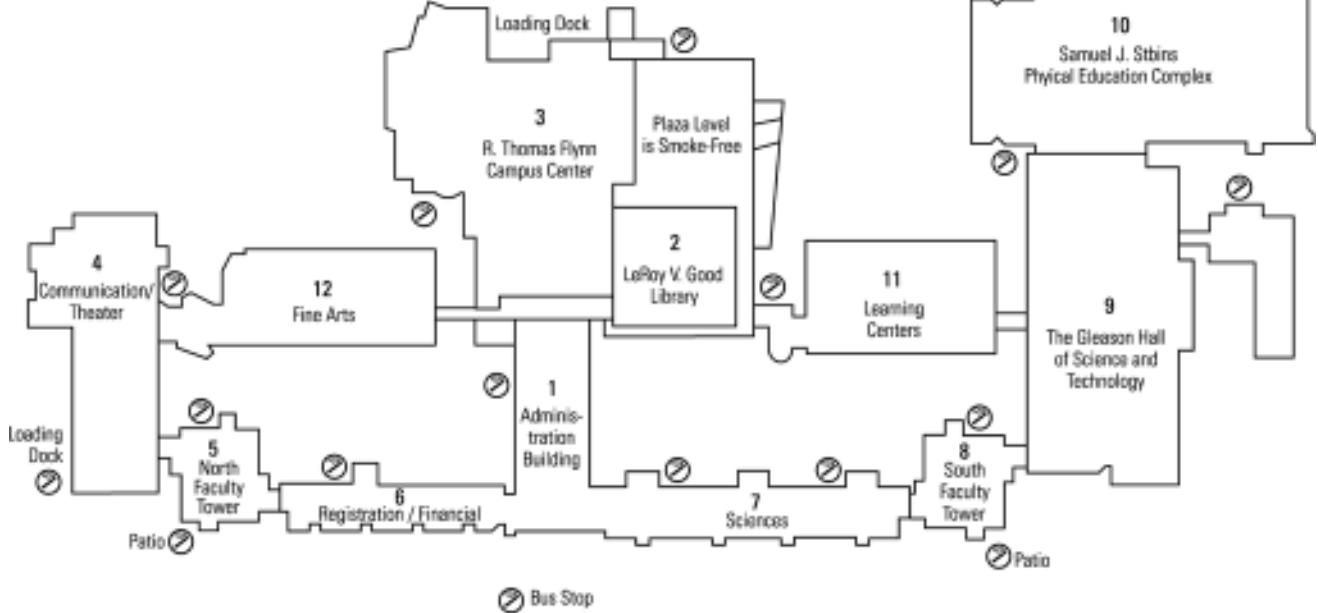
Step 3: If the grievance is not resolved at Step 2, then the complaint will be put in

writing and submitted to the Vice President within ten working days from the Step 2 meeting. A copy of this complaint will be forwarded to the College Affirmative Action Officer. The Vice President will respond in writing within ten working days of receipt of the written complaint.

Step 4: If the complaint is not resolved at Step 3, then within ten working days of the Step 3 decision, the complaint may be appealed directly to the President. The President may make whatever investigation of the grievance he deems to be appropriate. A final determination shall then be made in writing by the President or designee within fifteen working days of the receipt of the appeal.



MONROE COMMUNITY COLLEGE BRIGHTON CAMPUS



SMOKING IS PERMITTED ONLY IN DESIGNATED AREAS

Thank you for using the disposal receptacles provided.

Smoking

In accordance with County health regulations (Article VI of the Monroe County Sanitary Code), smoking is prohibited inside campus buildings at all College sites. In addition, the College has limited smoking areas on the exterior of the Brighton and Damon Campuses. Smoking is permitted only at clearly marked, designated ground-level locations. Refer to the map on this page showing designated smoking areas at the Brighton Campus. All smoking materials should always be thoroughly extinguished and disposed of properly in the ashtrays provided. Failure to abide by this policy may result in penalties and/or disciplinary action.

GUIDELINES AND PROCEDURES FOR STUDENTS WITH DISABILITIES

MCC recognizes the importance of encouraging and helping students with disabilities to reach their full potential. In accordance with the Americans With Disabilities Act and Section 504 of the Rehabilitation Act, the College ensures that admission, services, activities, facilities and academic programs are accessible to and usable by qualified students with disabilities.

Reasonable accommodations are available to students who identify themselves as having a disability and as being otherwise qualified for admission to the College. Each student is responsible for requesting and verifying the need for appropriate accommodations. The intent of reasonable accommodations is to provide all students with the same opportunities for success and for mastery of academic skills.

Some academic programs, such as Radiologic Technology, Nursing, and Dental Hygiene have specific licensing requirements. Students should contact those departments before applying for admission to make an appropriate choice of career.

Accommodations for the recruitment/admissions process, such as (but not limited to) sign language interpreters and materials in alternate formats, are available upon request. An academic advisement program is available to help students with program and course selection. Students requesting special accommodations for academic program activities must provide written documentation to Services for Students with Disabilities. Documentation should include a statement of disability and any recommended accommodations, and should be signed by a physician or licensed psychologist.

Students may have an agency such as Vocational and Educational Services for Individuals with Disabilities (VESID) send their records. High school records are not acceptable unless they contain a recent evaluation by a licensed school psychologist.

Any and all information received by the College regarding individual disabilities is strictly confidential.

Academic Support and Accommodations

Planning student success strategies can be accomplished using the following guidelines:

1. The student should allow sufficient time to obtain services from the College. All requests for accommodations should be made as early as possible, at least 30 days in advance of the need.
2. Requests for accommodations should be as specific as possible. Documentation by the appropriate professional person should include a clear recommendation for accommodations based on the student's disability. The student may also wish to develop a letter outlining his/her strengths, learning style and compensatory strategies.
3. The student is responsible for making an appointment with the Coordinator of Services for Students with Disabilities to fill out a Request for Services. This must be done each semester, as the student's signature is needed for SSWD to have permission to notify instructors. The student should meet with each instructor from whom accommodations are being requested to develop a plan to receive those services.

Taped Textbooks

Although the testing accommodations usually requested are extended time and a quiet, less distracting environment, other accommodations are sometimes needed. These are determined on a case-by-case basis, based on the student's disability and the documentation provided. Accommodations may include, but are not limited to, readers and/or scribes for tests,

and access to a computer or calculator.

Students should make requests for testing accommodations as early as possible, preferably at the beginning of the semester. Tests requiring special accommodations may be scheduled through the Services for Students with Disabilities Office, at least three days before the test will be given.

Tutoring

Tutoring is available for all students. The student should request these services as early as possible to ensure best results. Emphasis will be placed on developing strategies for learning that are based on the student's strengths and abilities.

Note Taking

Note taking paper is provided by the College and is available in the Counseling and Advising Center (Brighton) or the Student Services Center (DCC). Often a classmate of the student with a disability is recruited to serve as the note taker.

Funds may be available to compensate note takers for students with hearing or visual disabilities, but note takers generally serve on a volunteer basis.

Personal Care Issues

Personal care issues for students with physical disabilities should be directed to the Office of Health Services. It is important to note that the College does not provide personal aides or attendant service.