For Mathematics:
(a) 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 mathematics section of the placement test. A mathematics placement level will be determined based on the student’s academic transcripts and noted in the student’s record. **EVEN IF NOT REQUIRED, TESTING IS STRONGLY RECOMMENDED FOR STUDENTS WITHOUT RECENT MATHEMATICS EXPERIENCE TO OBTAIN ESTIMATES OF CURRENT SKILL LEVELS FOR ADVISEMENT PURPOSES.**
(b) Students who have completed a high school mathematics course within the past three years ending with a grade of B5 or higher on the Regents Geometry exam, 70 or higher on the Math B or Algebra II/Trig Regents exam, or 83 or higher in a high school Precalculus course, may be exempted from the mathematics section of the placement test. A mathematics placement level will be determined based on the student’s academic transcripts and noted in the student’s record.
(c) Students who have scored a minimum of 600 on the quantitative section of the SAT or a minimum of 26 on the math section of the ACT within the last three years may be exempted from the math section of the placement test.

For English:
(d) Students who have scored a 76 or higher on the Regents English 11 exam within the last three years may be exempted from the reading and sentence skills sections of the placement test.
(e) Students who have scored a minimum of 500 on the critical reading section of the SAT or a minimum of 21 on the English section of the ACT within the past three years may be exempted from the reading and sentence skills sections of the placement test.

Students applying for readmission:
High school graduates applying for readmission to the College, who have completed placement testing within three years prior to reapplication, may be placed by applying current placement guidelines to their original test scores.

Students whose first language is not English:
Special testing in English will be available for students whose first language is not English. Students with documented disabilities can be provided with testing accommodations if 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:

Student Identification Cards
Registered students will be issued an identification card that must be carried at all times. The card will be needed to use the College Libraries, recreation facilities, and services at the Campus Center Service Desk, the Electronic Learning Centers and various other functions at MCC. Additionally, students must produce their current photo ID card any time they are asked to do so by any college official (Public Safety, staff, faculty, administrator).

Students attending the Damon City Campus must show their Photo ID card for entry to the campus, as well as to access other services, such as the Bookstore, the Integrated Learning Center and the Fitness Center.

Student ID cards are valid as long as students are attending MCC. Should it be lost or damaged, a $5 replacement fee is required. This charge is $10 for Residence Hall students.

New students attending Orientation will have their picture taken and receive their card during Orientation. Any student unable
to attend Orientation, may receive their Photo ID during the first week of classes. For questions about your Student ID please call 585.292.2555.

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 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 deadline, the “I” grade defaults to the default grade at the default date according to the original written agreement.

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 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 for Fall and Spring terms, by the second day for the Summer term and by the first day for the Intersession term.

Withdrawal: A grade of “W” is issued for course withdrawals made after the third week of the schedule adjustment period (drop-add period) for full term courses. 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)

A student’s academic achievement for any given semester is calculated on the basis of cumulative average and total credits accumulated according to the following table:

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

15  27.7

*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. Note: Transfer credit and credit by examination are not included in the computation of the cumulative average.

Academic Standing
(see chart)

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

<table>
<thead>
<tr>
<th>Good Academic Standing</th>
<th>Total Credit Hours</th>
<th>Academic Suspension</th>
<th>Academic Probation</th>
<th>Satisfactory Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-12</td>
<td>0.0 - 1.499</td>
<td>1.50-1.749</td>
<td>1.75+</td>
<td></td>
</tr>
<tr>
<td>12.001-23.9</td>
<td>0.0 - 1.749</td>
<td>1.75-1.899</td>
<td>1.90+</td>
<td></td>
</tr>
<tr>
<td>24-44.9</td>
<td>0.0 - 1.7999</td>
<td>1.80-1.999</td>
<td>2.00+</td>
<td></td>
</tr>
<tr>
<td>45 or more</td>
<td>0.0 - 1.999</td>
<td></td>
<td>2.00+</td>
<td></td>
</tr>
</tbody>
</table>

*Total Credit Hours Include: Credits earned at MCC.
Academic Suspension

The Advisement and Graduation Services Office oversees the Student Academic Standing Update Process for the College. Students are placed on academic probation or suspension based on their cumulative grade point average following the fall and spring semesters.

Following Fall Semester:

Around the first week of January, after fall grades have been posted, students within range of academic suspension or probation will be notified via their MCC student email. There is NO appeals process following the Fall semester. Students’ academic status will be updated on their student record. Students who are dependent upon financial aid to continue their studies should contact the Financial Aid Office to receive a determination on their financial aid eligibility. All students will be allowed to return full time in the spring, but are encouraged to seek academic advisement and limit their registration to a maximum of 14 credits.

Following Spring Semester:

Around the first week of June, students within range of academic suspension or probation will be notified via their MCC student email. Students who have been placed on probation are allowed to continue as full-time students; their email will explain the conditions of their probation.

Students on academic suspension are restricted from full-time study, limited to eight (8) credits maximum and are not eligible for financial aid while on suspension. If they pre-registered for courses for the fall, their schedule will be dropped. Suspended students are given the opportunity to appeal their suspension through a written appeal process (an appeal form and instructions are included with their notice). The appeal should state those factors that may have contributed to their academic difficulty and indicate their plans to improve if they are allowed to return as a full-time student.

Each appeal is reviewed individually and a decision is made to sustain suspension, change to probation, or change the student’s status to good standing. Recommendations are made as to courses to be repeated, dropped and/or added to the student’s schedule. Suspended students must pick up their appeal decision and recommendations in person during the advisement hours listed in their original notice. At that time, they will receive help to adjust their schedules for the upcoming semester.

NOTE: All students who have been placed on academic suspension or probation who are also dependent upon financial aid to continue their studies should contact the Financial Aid Office to receive a determination on their financial aid eligibility.

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” 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 year 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 by e-mail of their status and will be advised of these policies.

Requirements for Graduation

Forms and deadline dates, as well as information concerning degree or certificate requirements, may be obtained from Advisement and Graduation Services, Bldg. 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.

Dean’s List

Matriculated students who complete a semester (fall or spring) with 6 or more credit hours, attain a Grade 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 letter of recognition signed by the Provost/Vice President of Academic Services and the Vice President of Student Services is sent to these students after the completion of the fall and spring semesters.

Degree Requirements

- 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.
2. The second degree must be in a substantially different area of study from the first degree.
3. Earning the second degree must result in academic and/or employment advantages for the student.
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 Advisement and Graduation Services.
5. Students who complete the requirements for a second degree in their last semester should contact Advisement and Graduation Services, Bldg. 1-231.

**Graduation with Distinction**

Candidates for a degree or certificate who complete their requirements for graduation with a cumulative grade 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.

**Absence Due to Illness**

Students should contact their professors promptly for any absence due to illness. Extended absence due to serious illness or injury should be reported to the Health Services Department at 585-292-2018. The Office of Health Services does not provide a medical excuse from classes, but will notify professors of extended absence due to illness or injury greater than seven days with physician documentation.

**Absence Due to Pregnancy**

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex — including pregnancy. Absences due to pregnancy or childbirth must be excused for as long as is deemed medically necessary by the student’s doctor. This is true even if there is no leave policy for students with other conditions. When the student returns to school, they must be reinstated to the status they held before the leave. The College can require them to submit a doctor’s note only if that is required of students with other medical conditions.

A student cannot be penalized for pregnancy or related conditions. If a professor provides specific “points” or other advantages to students based on class attendance, the student must be given the opportunity to earn back the credit from classes they miss due to pregnancy, so that they can be reinstated to the status they held before the leave.

The college must provide the student with the opportunity to make up the work they missed while they were out due to pregnancy or any related conditions, including recovery from childbirth even if is for an extended period of time.
Absence Due to Military Activation

Students who are activated for military duty during the semester should bring official military orders to the Veteran’s Services staff in the Counseling, International and Veteran Services Office. 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 documentation.

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, Intersection or varied length courses is computed based on the length of the course. Please check the web for the detailed schedule at http://www.monroecc.edu/depts/recreg/dropadd.htm.

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. Please see Tuition Refund Schedule, page 15.

Wait List for “Closed” Courses

Many high demand courses have electronic wait lists available. When a class reaches maximum enrollment capacity, the course is said to be “closed”. A student will not be able to register for a “closed” class but will be given an option to be put on a Wait list also referred to as being “waitlisted”.

When a spot opens up in the class, the student will automatically and immediately be notified by email (MCC) to register. The student will be given 72 hours to respond and register themselves into the class, changing their status from “Waitlist” to “Web Registered”.

A student’s position on the waitlist is noted in the Student Detail Schedule in Self-Service Banner.

The week before classes start, the student’s notification time to register from the waitlist is reduced from 72 hours to 24 hours. The automatic Waitlist notification process is turned off the Friday before classes start. Once the automatic waitlist process is 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 period.

To learn more about our Waitlist process, including schedule information, please visit our website at http://www.monroecc.edu/go/registration and click on the “Waitlist” link.

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, International and Veteran Services Office (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.

MyMCC — students may also withdraw themselves online by clicking on “current student” on our website at www.monroecc.edu

Registration Dates and Procedures — Registration dates and procedures are available on the college’s website at www.edu/go/registration. Information on registering for courses is emailed to current students as well as noted in the Student Tribune. Registration assignments are based on credit hours accumulated.
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 online registration system or by submitting a signed form available from Registration and Records, 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.

Withdrawal for Health Reasons (Medical Withdrawal)

In cases of serious illness, injury or medical condition that has resulted in an extended absence during the semester, students may apply to the Office of Health Services for a withdrawal for health reasons. Withdrawals for health reasons submitted to Health Services will not be processed until after the established dates for course withdrawal have ended, as noted on the Academic Calendar except for catastrophic illness, injury or hospitalization.

The procedure for Withdrawal for Health Reasons is as follows:

- Student completes the Withdrawal for Health Reasons request form which is available on the Health Services web page under Forms.
- Student submits the completed form and medical documentation of the illness or injury to Health Services for review and recommendation. All information is confidential.
- A withdrawal due to health reasons will be denoted as a “W” a student’s academic transcript.

The student will have a maximum of 30 calendar days after the completion of the semester to request a withdrawal for medical reasons.

**“A withdrawal for medical reasons does not constitute a tuition refund and may affect Financial Aid. Please contact Financial Aid for additional information at 585-292-3840.”

Complete Withdrawal from the College

Counseling and advisement prior to the decision to withdraw can assist you in deciding if complete withdrawal is appropriate for you. Complete withdrawals can be processed online until the deadline for individual course withdrawals listed on the Academic Calendar.

If you wish to withdraw completely from the College after this date, you must provide official notification to the Counseling, International and Veteran Services Office (Brighton Campus) or to the Student Services Center (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.**

Grades earned for short term courses within the semester will remain on your transcript and not be changed to “W” grades when completely withdrawing from the college. Courses ending on or after the complete withdrawal request will be issued “W” grades. You may not request a complete withdrawal from a course that ended earlier in the term but has not yet been graded.

After a complete withdrawal from a term, you will be required to apply for readmission through the Admissions Office 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 highest grade recorded. 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.

Repeating a course previously passed may jeopardize your eligibility for financial aid. Repeated courses cannot be counted toward Satisfactory Academic Progress or 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.

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.
Restricting Admission to a Course

Admission to particular courses may be denied to students without the background and/or prerequisites deemed necessary by the College. The College reserves the right to evaluate students for their readiness for a particular course or activity and to require appropriate documentation of a student’s readiness. The College reserves the right to refuse enrollment if it determines that the student might be exposed to undue risks or such enrollment might be harmful to others.

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 Registration and Records Office or Damon Student Services Office of any legal name change. Address changes should be reported so that college documents are directed to the correct address and arrive in a timely manner. Address changes may also be made by accessing your MyMCC account online or by mailing or faxing a copy of your driver’s license with the new address to Registration & Records at 585.292.3850 or send an imaged copy to Registration@monroecc.edu.

Academic Transcript Request

A student may request an official copy of the permanent record of his/her academic work through the online system or by downloading the Transcript Request form from the MCC website or 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.

SUNY Policy on Transcript Notations

Legislation requires that for crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), institutions shall make a notation on the transcript of students found responsible after a conduct process that they were “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” For the respondent who withdraws from the institution while such conduct charges are pending and declines to complete the disciplinary process, Monroe Community College shall make a notation on the transcript of such students that they “withdraw with conduct charges pending.” Students may appeal seeking removal of the transcript notation for a suspension by contacting the Office of the Vice President of Student Services. Transcript notations shall not be removed prior to one year after conclusion of the suspension. If a finding of responsibility is vacated, for any reason, any such transcript notation shall be removed. Transcript notations identifying expulsion are permanent and shall not be removed and will remain a permanent record within the academic 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.
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**

Area residents 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. Students must meet all applicable course prerequisites.

Anyone interested in this opportunity should contact the Registration and Records Office 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 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.
- The Fresh Start can only be approved once.
- Courses excluded from a student’s GPA are not excluded when calculating Satisfactory Academic Progress and Financial Aid Course Eligibility (FACE)
- Contact the Registration & Records Office for further information at Registration@monroecc.edu or 585.292.2243.
Rights & Freedom 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 freedom 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 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...
Regulations and Policies

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 City 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 transcript of all testimony at the hearing in the form of a tape recording is required and will be available to the student and faculty member upon written request to the Vice President, Academic Services. 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

1.8 Statement on 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 a manner as not to invite violations of academic honesty. Such violations consist mainly of cheating and plagiarism.

1.8.1 Definition (2011)

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

Plagiarism is using someone else’s work as if it were one’s own, whether or not it is done intentionally. This includes, but is not limited to: using the exact language, using nearly the exact language, and using ideas without showing they originated in another’s work. The work taken from another person or source (including publications, web sites, speeches, etc.) may be as little as an isolated formula, portions of a speech, a simple sentence, an idea, or as much as entire paragraphs, papers, or writings of professionals or other students; however, well-known, common knowledge is generally an exception. Omitting quotation marks when using language copied from another’s work, failing to use citations for ideas or language taken from other authors, or failing to use one’s own style of writing when summarizing and paraphrasing someone else’s work constitute plagiarism. Any form of plagiarism is essentially an act of cheating. Specific concerns should be directed to your professor.

The academic honesty policy pertains to all instructional delivery methods offered at the College, including but not limited to classroom and online instruction, and self-study.

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

- Taking an exam for another student.
- Having another student take an exam for you.
- Paying someone to write a paper to submit as your own work.
- Writing a paper for another student.
- Submitting the same paper for grading in two different courses without permission.
- Arranging with other students to give or receive answers by use of signals.
- Arranging to sit next to someone who will let you copy from his or her exam.
- Copying from someone’s exam.
- Allowing another student to copy from you during an exam.
- Obtaining answers, information, translations, or material from a source (e.g., the Internet) without appropriate citation.
- Getting questions or answers from someone who has already taken the same exam.
- Working on homework with other students when the instructor does not allow it.
- “Padding”—adding items on a works cited page that were not used.
- Unauthorized use of information stored in the memory of an electronic device (e.g., programmable calculators and cell phones) on a test or assignment. No information stored in any electronic devices may be used without explicit permission.
- Altering or forging an official document.

1.8.2 Disciplinary Action

Cheating or plagiarism may be an individual transgression of one student unabetted 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 may be considered equally guilty of the transgression and may 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. The faculty member is required to document the charges and the intended disciplinary action to the Student Services Office within five days of informing the student. 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. A decision will be made at the department level regarding the charge of academic dishonesty is upheld and the penalty is enforced within 10 days of the initial charge.

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 grade for the course, or a grade of “F” for the course.

If a student who commits an act of academic dishonesty withdraws from the course and would have earned a grade of “F” due to the academic dishonesty, the instructor has the right to change the grade from “W” to “F.” Such grade changes will be made by submitting an Academic Record Change Form to Registration and Records indicating the reason for the grade change as academic dishonesty. The student will be notified in writing by Registration.
and Records that the “W” grade has been changed to a grade of “F” due to academic dishonesty.

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/she may submit an appeal in writing to the Vice President, Student Services, within five days of the department decision to uphold the charge and penalty, 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; one full-time teaching faculty member at large; one full-time faculty member from the Student Services Division (the latter three members shall be appointed to the board by the Vice President, Student Services and approved by the defendant); two members of the student government, 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 from within the College community, 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.

Code of Student Conduct

Information related to the Code of Student Conduct can be found in the student handbook on MCC’s website: www.monroecc.edu.

Code of Conduct for Users of College Computer Systems

MCC computer facilities and systems are intended for appropriate college related work. Please note that MCC computer systems are public access and users should have no expectations 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 from a website, textbook or another individual without the written consent or permission of the owner. This may be considered plagiarism and/or a violation of copyright and patent laws.
- 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 unless directly authorized in writing by College personnel.
- Reveal their password to anyone including faculty and staff, or let another person use their account. Users are responsible for what is done with their account.
- Access, change, copy, delete, distribute and/or read files without the permission of the owner.
- Engage in malicious activity designed to harm computers and networks. Such activity includes but is not limited to: hacking systems; disabling or crashing systems; network sniffing; sending viruses, malware or mass e-mail; creating unnecessary or multiple jobs and processes.
- Bypass accounting or security mechanisms, attempt to circumvent data-protection or system consistency.
schemes, or attempt to uncover security loopholes.
• Harass others by sending annoying, obscene, libelous, or threatening messages.
• Aid or abet another person in violating any part of this Code of Conduct.
• Violate any other state, local or federal laws or regulations.

This Code of Conduct is intended to require compliance with all local, state, and federal laws. Misuse of computer facilities is considered a violation of College policy. Individuals who violate any part of the Code of Conduct will be subject to college disciplinary action, criminal prosecution or civil action as determined by college authorities. Use of MCC computer systems is a privilege that may be revoked during investigation of violation, or a finding of violation, of this Code of Conduct.

Questions about this Code of Conduct for Monroe Community College should be directed to the Vice President of Administrative Services.

Verification of Student Identity

The United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315 requires Monroe Community College to put appropriate processes in place to establish that the student who registers in an online course is the same student who participates in and completes the course and receives the academic credit. MCC fulfills this requirement by restricting student access to online courses to holders of an MCC Network Account and password, whether via the myMCC web portal or by direct login to the SUNY Learning Network.

If a student does not receive or misplaces their account activation information, or needs their Network Account password reset, they can: 1.) bring photo identification to the Registrar’s Office or the Student Technology Desks in the MCC Libraries, or 2.) call the Registrar’s Office or the Student Technology Desk and answer several questions based on personally identifiable information. Only after one of these options has been satisfied will staff assist students in the password reset process.

Students are responsible for maintaining the security of Network Accounts, passwords and other access credentials. This information may not be shared or given to anyone other than the person to whom they were assigned. Users are responsible for any and all use of their Network Account. MCC password policy requires students to change their password every 180 days.

Student Email Account

MCC considers your student email system (Microsoft Office365) an official means of communications. The email system will be used to conduct and notify you of college-related business and to share general information of importance. To ensure the effectiveness of the system, the following conditions are set forth:

• The College will consider you to be informed and in receipt of correspondence sent to your MCC email account.
• MCC will direct official communications to your MCC email account. You are responsible for reading your college email on a regular basis and for recognizing that certain communications are time sensitive.

If you have a disability and are unable to access your email account, please request support from the Office for Students with Disabilities.

Communication via MCC student email system is subject to the same public information, privacy and records retention laws as other forms of communication. Redirecting your MCC email to an outside account and the sharing of messages with third parties may negate the privacy protection rights afforded to the College.
PUBLIC SAFETY

Brighton Campus
1000 East Henrietta Road
Bldg. 21, Room 140
Rochester, NY 14623
Administration: 585-292-2902
www.monroecc.edu/depts/pstd
Public Safety assistance may be obtained at the Brighton Campus, Applied Technologies Center or Economic & Workforce Development Center by calling the Public Safety Dispatcher at:
585-292-2911 Emergency
585-292-2912 Non-emergency

Damon City Campus
5th Floor, Room 5010
228 East Main Street
Rochester, NY 14604
Public Safety assistance may be obtained at the Damon City Campus by calling the Public Safety Dispatcher at:
585-262-1674 Emergency
585-262-1672 Non-emergency (4th Floor Public Safety Desk)
585-262-1674 Non-emergency (5th Floor Public Safety Desk)

*Please immediately report all crimes and suspicious incidents or persons to the Department of Public Safety.

Campus Roads
Traffic on Brighton Campus roads must proceed in accordance with all provisions of the New York State Vehicle & Traffic Law. The speed limit on Campus Drive (the perimeter road) is 30 miles per hour, 20 miles per hour on all service roads, and 10 miles per hour in all parking lots. To help keep campus roadways safe, Public Safety officers conduct speed enforcement activities with the use of radar technology and enforce all applicable traffic regulations. Passing on the perimeter road is prohibited. Stop signs, yield signs, directional arrows and road markings are all official traffic control devices and must be obeyed.

Crime Statistics and Safety Information
Monroe Community College is committed to providing a safe living, learning and working environment for all members of the college community. Please view the Department of Public Safety website at www.monroecc.edu/depts/pstd to view information on:
- Annual Security and Fire Safety Report (Clery Report)
- Advisory Committee on Campus Security
- Fire Alarms and Fire Safety
- Campus Crime Safety Alerts
- Emergency Alerts and Mass Notifications
- Bias Crimes
- Sexual Assault Investigations

College Closing/Cancellation of Classes
When classes or activities are CANCELLED, faculty and students should not come to the College. All other staff and administrators should report as usual. When the College is CLOSED, no one is to report to the College except for designated essential employees (e.g. Public Safety). When the College is declared closed, the official time of re-opening will be at 6 a.m. of the following day unless notified otherwise. In either case, college officials will notify Rochester area radio and television stations of the cancellation or closing.
A daily listing of class cancellations is available at www.monroecc.edu/go/classcancellations. Students may also use the online A-Z Index at www.monroecc.edu to access Class Cancellations or call 585-292-2066. Please utilize local television and radio stations or the MCC website to avoid overloading telephone lines.
For weather-related events, college officials continuously assess current and forecasted weather conditions. Minimally, weather storm warnings and travel advisories from the National Weather Service, fire and law enforcement radio frequencies, as well as information from the Rochester Genesee Regional Transportation Authority (RGRTA) for bus scheduling and cancellations are monitored. Campus road conditions are monitored by Public Safety and Facilities personnel. Recommendations to cancel classes, close the College, or remain open are made by the Chief of Public Safety to the President of the College or his/her designee.
Weather conditions within MCC’s large service area can vary widely. Students and employees are encouraged to make a personal decision on whether to travel the roadways during inclement weather. Students who miss a class as a result of inclement weather are further encouraged to communicate with their professors regarding missed class work.

Lost & Found
The Department of Public Safety manages Lost & Found on the Brighton Campus in Room 7-341. You may also call 585.292.2900. Lost & Found at the Damon City Campus is managed at the Public Safety desks on either the fourth or fifth floors.

Personal Property
Monroe Community College is not liable for personal property that is lost, stolen or damaged. Students are encouraged to carry adequate homeowner/tenant and automobile insurance coverage.

Safety Escorts
Public Safety staff can provide a safety escort during evening hours or any time a request is made. Please call the non-emergency dispatch number for the appropriate campus location as noted previously.
Student Identification Cards
Students must carry and produce a current MCC-issued identification card when asked to do so by a college official at all campus locations. This ID card is necessary to check out library materials, use Campus Center Desk services, recreational facilities and gain access to any of MCC’s many Learning Centers. An MCC ID card must be presented upon entry to the Damon City Campus. For questions about the MCC ID card, please call 585.292.2555.

Tobacco-Free Policy
Tobacco use is prohibited on all college-owned and leased properties, both indoors and outdoors, in all vehicles owned/leased by MCC or its affiliated organizations, and at any MCC-sponsored event. MCC requires all college community members to respect private property bordering all College locations by refraining from trespassing to use tobacco products. Repeated violations to this policy will be treated as violations of Student Conduct Regulations.

PARKING SERVICES
1000 East Henrietta Road
Bldg. 7, Room 341
Rochester, NY 14623
585-292-2700
www.monroecc.edu/depts/parking

The Parking Services Office supports the College community by managing the Monroe County Parking Program at MCC and by providing efficient and professional services. Rules and regulations have been established in an effort to provide for safe and adequate parking, as well as an orderly environment for motorists and pedestrians. Students are encouraged to carefully read MCC’s parking regulations to avoid receiving a parking ticket and paying a fine. Anyone who drives or parks on campus is responsible for knowing and understanding these rules.

Parking Registration
Students and employees who park on the Brighton Campus are required to register their vehicle(s) with Parking Services. Parking registration for students is required each semester. Multiple vehicles may be registered on a parking account, however only one vehicle is allowed on campus at a time. Students with a parent or guardian who is employed by the College must obtain their own parking registration even if a vehicle is shared.

Commuter Student Parking
A commuter student is a student who does not reside on campus but parks a vehicle on campus. Commuter parking on the Brighton Campus is a paperless permit system. The vehicle license plate and registration serve as a “virtual permit.”

Damon City Campus Student Parking
Registered MCC students who are enrolled in one or more classes at DCC are eligible for a semester parking rate of $95 plus $10 refundable keycard deposit at St. Joseph’s Garage located behind the Sibley Building. A limited number of semester parking keycards are available on a first come-first served basis. Students apply online through their Student Account under “MY Parking.”

Full-time students who purchase the DCC semester parking may request a free Brighton Campus parking permit if they are enrolled in at least one class at the Brighton Campus. Students who take classes at DCC and also use Brighton Campus facilities must register and pay the semester fee for their vehicle or park and pay at a designated meter.

Visitor/Guest Parking
A visitor or guest is defined as a person not affiliated with Monroe Community College. Parking lot V is designated for visitors or guests. Students are prohibited from parking in the visitor lot.

Resident Student Parking
A resident student is a student who resides on campus. Resident student parking requires a paper permit and is not eligible for the virtual permit (license plate) program. Resident students may obtain a parking permit at the Flynn Campus Center Information Desk.

Parking lots R, S and T are designated for resident students. Resident students in possession of a resident parking permit may also park in any commuter lot from 5:00 p.m. – 12:00 midnight.

Resident students who wish to have a guest park on campus must purchase a guest permit from Parking Services during regular business hours. As designated by posted signs, guests must park in the first three rows of Lot E (closest to the residence halls).

Parking for Persons with Disabilities
Students who utilize a handicapped parking space must be properly registered with Parking Services AND display a handicapped tag. Handicapped parking tags are issued to handicapped persons (not a vehicle) by cities, towns or villages.

Website Information on Parking/Transportation
Please visit the Parking Services website at www.monroecc.edu/depts/parking to learn more about:
- Parking registration and fees
- Traffic and parking regulations
- How to pay a ticket
- Bus and MCC shuttle information
TITLE IX POLICIES FOR INDIVIDUALS REPORTING SEXUAL HARASSMENT AND MISCONDUCT

Monroe Community College is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual misconduct. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. Specifically, MCC strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. These acts have a real impact on the lives of victims/survivors. They not only violate a person’s feelings of trust and safety, but they can also substantially interfere with a student’s education. It is the policy of MCC that, upon learning that an act of sexual misconduct has taken place, immediate action will be taken to address the situation and punish the perpetrator. This includes working with state and local law enforcement to bring possible criminal charges, seeking disciplinary action through the College, and enforcing mandatory transcript notifications so other institutions are on notice of the offense committed.

Monroe Community College encourages the reporting of sexual misconduct to be prompt and accurate. This allows the College to quickly respond to allegations and offer immediate support to the victim/survivor. MCC is committed to protecting the confidentiality of victims, and will work closely with students who wish to obtain private/confidential assistance regarding an incident of sexual misconduct. Certain professionals at the College are permitted by law to offer confidentiality, and those who do not maintain that privilege are expected to keep reports private to the extent permitted under the law and College policy. This means that they may have to report to College officials, but will not broadcast the information beyond what is required by law and policy. All allegations will be investigated promptly and thoroughly, and both the victim/survivor and the accused will be afforded equitable rights during the investigative process.

It is the collective responsibility of all members of the MCC community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual misconduct from occurring, the College engages in ongoing prevention and awareness education programs. All incoming students (and employees) are required to participate in these programs, and all members of the College community are encouraged to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual misconduct on campus. In all sexual misconduct disciplinary proceedings, the “preponderance of evidence” burden of proof standard will be used. If it is “more likely than not” that the misconduct occurred, then the respondent must be found responsible.

SUNY Definitions for Sexual Misconduct

Accused: a person accused of a violation who has not yet entered an Institution’s judicial or conduct process.
Affirmative Consent:
Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.
• Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
• Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
• Consent may be initially given but withdrawn at any time.
• Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
• Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
• When consent is withdrawn or can no longer be given, sexual activity must stop.

Bystander: a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of an institution.

Clery Act: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute (20 U.S.C. §1092(f)) that requires colleges and universities that participate in federal financial aid programs to keep and disclose statistics about crime on or near their campuses. Compliance is monitored by the U.S. Department of Education.

Code of Conduct: the written policies adopted by an Institution governing student behavior, rights, and responsibilities while such student is matriculated in the Institution.

Confidentiality: may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with State and Federal law, including but not limited to 20 U.S.C. 1092(f) and 20 U.S.C. 1681(a). Licensed mental health counselors, medical providers and pastoral counselors are examples of institution employees who may offer confidentiality.

Institution: any college or university chartered by the regents or incorporated by...
special act of the legislature that maintains a campus in New York.

**Privacy:** may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate Institution officials.

**Reporting Individual:** shall encompass the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used by an institution to reference an individual who brings forth a report of a violation.

**Respondent:** a person accused of a violation who has entered an Institution’s judicial or conduct process.

**Retaliation:** adverse person for reporting a violation participation in any way in the investigation or conduct process. Retaliation includes harassment and intimidation, including but not limited to violence, threats of violence, property destruction, adverse educational or employment consequences, and bullying.

**SaVE Act:** The SaVE Act is an acronym for the Campus Sexual Violence Act provision of the 2013 reauthorized Violence Against Women Reauthorization Act (VAWA). The SaVE Act provision, Section 304, requires colleges and universities to report domestic violence, dating violence, and stalking beyond the crime categories the Clery Act already mandates; adopt certain student conduct procedures, such as for notifying victims of their rights; and adopt training protocols and policies to address and prevent campus sexual violence.

**Sexual assault:** a sexual act or acts committed against another person consent. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as “rape” (including what is commonly called “date rape” and “acquaintance rape”), fondling, statutory rape and incest. For statutory rape, the age of consent in New York State is 17 years old.

**Sex discrimination:** includes all forms of sexual harassment, sexual assault, and other sexual violence by employees, students, or third parties Students, employees, harassing others whether or not the harassment occurs on MCC campus or whether it occurs Sex discrimination can be carried out by other college employees, or third parties. All acts of sex discrimination including sexual harassment and sexual violence, are prohibited by Title IX.

**Sexual harassment:** unwelcome, gender-based verbal, non-verbal, or physical conduct that is sexual in nature and sufficiently persistent, or pervasive that it unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from the College’s educational program and/or activities, and is based on power differentials, the creation of a hostile environment, or retaliation.

**Examples of Sexual Harassment May Include:**
- Unwelcome physical contact
- Continued expression of sexual interest after being informed that the interest is unwelcome
- Requests for sexual favors
- Persistent requests for a date, telephone calls, emails or other communication that is unwelcome
- Posters, photos, cartoons, or graffiti that are demeaning or offensive
- Sexual language and/or jokes of a sexual nature
- Unwelcome visual contact, such as leering or staring at another person
- Comments or statements that are demeaning, humiliating, suggestive, insulting, vulgar, crude, or lewd
- Sexual gestures
- Following or stalking
- Taking pictures that are sexual in nature
- Preferential treatment or promise of preferential treatment for submitting to sexual conduct

**Sexual violence:** physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (as defined by the SUNY affirmative consent policy). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by other students, college employees, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX and College policy.

**Stalking:** intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear of his or her safety or the safety of others or causes that person to suffer substantial emotional damage. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her. [A course of conduct is two or more acts, including but not limited to acts in which the stalker directly, indirectly or through third parties by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a persons’ property. Substantial emotional distress is significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling. A reasonable person is one under similar circumstances with similar identities to the victim.]

**Title IX:** Part of the Education Amendments of 1972, Title IX prohibits sexual discrimination in any form; to include any form of sexual harassment and gender discrimination. Federal law states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.”

**Title IX Coordinator:** the Title IX Coordinator and/or his or her designee or designees.

**VAWA:** The Violence Against Women Act (VAWA) is a federal law initially passed in 1994 and reauthorized three times, most recently in 2013 (Title IV, sec. 40001-40703 of the Violent Crime Control and Law Enforcement Act of 1994, H.R. 3355). VAWA’s initial focus has expanded from domestic violence and sexual assault to also include dating violence and stalking. The Act provides funding for investigation and prosecution of violent crimes against women, imposes mandatory restitution by
Legal Definitions:
1. “Institution” shall mean any college or university chartered by the regents or incorporated by special act of the legislature that maintains a campus in New York.
2. “Title IX Coordinator” shall mean the Title IX Coordinator and/or his or her designee or designees.
3. “Bystander” shall mean a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of an institution.
4. “Code of Conduct” shall mean the written policies adopted by an Institution governing student behavior, rights, and responsibilities while such student is matriculated in the Institution.
5. “Confidentiality” may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with State and Federal law, including but not limited to 20 U.S.C. 1092(f) and 20 U.S.C. 1681(a).
6. “Privacy” may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate Institution officials. Institutions may substitute another relevant term having the same meaning, as appropriate to the policies of the Institution.
7. “Accused” shall mean a person accused of a violation who has not yet entered an Institution’s judicial or conduct process.
8. “Respondent” shall mean a person accused of a violation who has entered an Institution’s judicial or conduct process.
9. “Reporting Individual” shall encompass the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used by an institution to reference an individual who brings forth a report of a violation.
10. “Sexual activity” shall have the same meaning as “sexual act” and “sexual contact” as provided in 18 U.S.C. 2246(2) and 18 U.S.C. 2246(3).
11. “Domestic violence”, “dating violence”, “stalking” and “sexual assault” shall be defined by each Institution in its Code of Conduct in a manner consistent with applicable federal definitions.

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

All students have the right to:
1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
8. Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

Sexual Violence Response Policy
In accordance with the Students’ Bill of Rights, reporting individuals shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

I. Reporting:
• To disclose confidentially the incident to one of the following college officials, who by law may maintain confidentiality, and can assist in obtaining services (more information on confidential reporting is available in the Options for Confidently Disclosing Sexual Violence Policy): www.monroecc.edu/depts/stuserv
• To disclose confidentially the incident and obtain services from the New York State, New York City or county hotlines: http://www.opdv.ny.gov/help/dvhotlines.html. Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: http://www.opdv.ny.gov/help/index.html (or by calling 1-800-942-6906), and assistance can also be obtained through:
  • SurvJustice: http://survjustice.org/our-services/civil-rights-complaints/
  • Legal Momentum: https://www.legalmomentum.org/
  • NYSCASA: http://www.nyscasa.org/responding/
  • NYSCADV: http://www.nyscadv.org/
  • Pandora’s Project: http://www.pandys.org/lgbtsurvivors.html/
  • GLBTQ Domestic Violence Project: http://www.glbtdvqp.org/ and
  • RAINN: https://www.rainn.org/get-help/
  • Safe Horizons: http://www.safehorizon.org/.

(note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Reporting individuals are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases).

• To disclose the incident to one of the following college officials who can offer privacy and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. Those officials will also provide the information contained in the Students’ Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. These college officials will disclose that they are private and not confidential resources, and they may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to the Title IX Coordinator. They will notify reporting individuals that the criminal justice process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney.:
  1. Title IX Coordinator – Dr. Susan Baker, 585-292-2124 or Building 1-300
  2. Public Safety, Brighton - 585-292-2911 or Building 21-140
  3. Public Safety, Damon – 585-292-1414 or 4th/5th floor entrance to DCC
  4. Title IX Deputy Coordinators –
    a. Debra Dwyer – Public Safety, 585-292-2918 or Building 21-140
    b. Donna Mueller – Health Services, 585-292-2527 or Building 3-165
    c. Christopher Piro – Public Safety, 585-292-2903 or Building 21-140
    d. Skip Bailey – Athletics, 585-292-2833 or Building 10-134
    e. Amy Greer – Housing and Residence Life, 585-292-3010 or Building 1-108
    f. Donald Bigelow – Housing and Residence Life, 585-292-3010 or Building 1-108
    g. Vilma Patterson – Damon City Campus, DCC Student Services Center or 585-262-1746
    h. David Salvatore – Public Safety, 585-292-2919 or Building 21-140

File a criminal complaint with Public Safety and/or with local law enforcement:
  1. Public Safety, Brighton - 585-292-2911/2912 or Building 21-140
  2. Public Safety, Damon – 585-262-1414 or 4th/5th floor entrance to DCC
  3. Brighton Police Department – 585-784-5150 or 2300 Elmwood Avenue, Rochester
  4. Rochester Police Department – 585-428-7033 or 185 Exchange Boulevard, Rochester

• To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance. Reports will be investigated in accordance with Monroe Community College policy and the reporting individual’s identity shall remain private at all times if said reporting individual wishes to maintain privacy. If a reporting individual wishes to keep his/her identity anonymous, he or she may call Title IX Coordinator - Dr. Susan Baker, 585-292-2124 or via e-mail at sbaker@monroecc.edu anonymously to discuss the situation and available options.

• When the accused is an employee, a reporting individual may also report the incident to the Monroe Community College Office of Human Resources, or may request that one of the above referenced confidential or private employees assist in reporting to Human Resources. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy.

Human Resources Office, 585-292-2048.

• You may withdraw your complaint or involvement from the MCC process at any time.

• Every college shall ensure that, at a minimum, at the first instance of disclosure by a reporting individual to a college representative, the following
Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating individuals reporting for health care and counseling services, including emergency funds. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained here: http://www.ovs.ny.gov/helpforcrimevictims.html.

To best preserve evidence, individuals reporting should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

III. Protection and Accommodations:

When the accused is a student, to have the college issue a “No Contact Order,” consistent with college policy and procedure, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with Monroe Community College policy. Parties may submit evidence in support of their request.

To have assistance from Public Safety or other college officials in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of Public Safety or, if outside of the jurisdiction or to call on and assist local law enforcement in effecting an arrest for violating such an order.

When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process. Parties may request a prompt review of the need for and terms of an interim suspension.

When the accused is not a member of the college community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and Monroe Community College policies and rules.

When the accused is not a member of the college community, to have assistance from Public Safety or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.

To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While individuals

II. Resources

- To obtain effective intervention services.
  - Counseling Center and Veteran Services, Building 3, Room 103, 292-2030
  - Health Services, Building 3, Room 165, 292-2018. There is no charge for on-campus services.

Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available at the following hospitals:

- Planned Parenthood of Rochester, 114 University Ave. 866.600.6886
- Restoring Choices, Building 3, Room 2030
- Willow Domestic Violence Center – 585-546-2777
- Rochester Police Department / Monroe County Sheriff – 911 or the Victim Assistance Unit – 585-428-6630
- National Sexual Assault Online Hotline (RAINN) – 800-656-4HOPE (4673) – https://ohl.rainn.org/
- National Sexual Assault Online Hotline (RAINN) – 800-656-4HOPE (4673) – https://ohl.rainn.org/
- Rochester Police Department / Monroe County Sheriff – 911 or the Victim Assistance Unit – 585-428-6630
- Monroe County STI Clinic, 855 W. Main St. 585.753.5481
- All services are free & confidential
- No appointment needed. (call for hours)
  - Off campus services:
    - RESTORE – 585-546-2777
    - Willow Domestic Violence Center – 585-232-7353
    - National Sexual Assault Online Hotline (RAINN) – 800-656-4HOPE (4673) – https://ohl.rainn.org/
    - Rochester Police Department / Monroe County Sheriff – 911 or the Victim Assistance Unit – 585-428-6630
- Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating individuals reporting for health care and counseling services, including emergency funds. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained here: http://www.ovs.ny.gov/helpforcrimevictims.html.
- To best preserve evidence, individuals reporting should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

III. Protection and Accommodations:

When the accused is a student, to have the college issue a “No Contact Order,” consistent with college policy and procedure, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with Monroe Community College policy. Parties may submit evidence in support of their request.

To have assistance from Public Safety or other college officials in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.

To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a college official who can explain the order and answer questions about it, including information from the Order about the accused’s responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).

To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.

To have assistance from Public Safety in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of Public Safety or, if outside of the jurisdiction or to call on and assist local law enforcement in effecting an arrest for violating such an order.

When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process. Parties may request a prompt review of the need for and terms of an interim suspension.

When the accused is not a member of the college community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and Monroe Community College policies and rules.

When the accused is not a member of the college community, to have assistance from Public Safety or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.

To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. While individuals
Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. Monroe Community College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Monroe Community College strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Monroe Community College or law enforcement will not be subject to Monroe Community College’s code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

IV. Student Conduct Process:

- To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the Monroe Community College student handbook as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.
- Throughout conduct proceedings, the respondent and the reporting individual will have:
  - The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
  - The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
  - The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
  - The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
  - The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
  - The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.
  - The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
  - Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and
impartial and does not include individuals with a conflict of interest.

- The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.
- The right to choose whether to disclose or discuss the outcome of a conduct hearing.
- The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

To obtain additional information, please contact the Office of Student Rights & Responsibilities.

**Legislative Policies**

**Policy for the review of no contact order**

Both the accused or respondent and the reporting individual shall, upon request and consistent with institution policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of a no contact order, including potential modification, and shall be allowed to submit evidence in support of his or her request. Institutions may establish an appropriate schedule for the accused and respondents to access applicable institution buildings and property at a time when such buildings and property are not being accessed by the reporting individual.

**Policy for review of an interim suspension**

Both the accused or respondent and the reporting individual shall, upon request and consistent with the institution's policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of an interim suspension, including potential modification, and shall be allowed to submit evidence in support of his or her request.

**Policy for review of interim measures/accommodations**

Both the accused or respondent and the reporting individual shall, upon request and consistent with the institution's policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any such interim measure and accommodation that directly affects him or her, and shall be allowed to submit evidence in support of his or her request.

**Policy for transcript notations**

For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act45 established in 20 U.S.C. 1092(f) (1)(F)(ii)(I)-(VIII), institutions shall make a notation on the transcript of students found responsible after a conduct process that they were “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they “withdrew with conduct charges pending.” Each institution shall publish a policy on transcript notations and appeals seeking removal of a transcript notation for a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

**Time Frame for the Review Process**

The College will conduct a timely review of all complaints of domestic violence, dating violence, and/or stalking. Absent extenuating circumstances, review and resolution is expected to take place within sixty (60) calendar days from receipt of the complaint. All deadlines and time requirements in the Student Code of Conduct may be extended for good cause, as determined by the Vice President of Student Services. Both the respondent and the complainant will be notified in writing of the delay, the reason for delay, and provided the date of the new deadline or event. Extensions requested by one party will not be longer than five (5) business/school days.

**Evidence**

Evidence to be presented by complainant(s) and respondent(s) during any hearing on the charges must be shared with the opposing party at least two (2) business days in advance of the scheduled hearing. The College official presiding at and/or hearing the case may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. The College official presiding at and/or hearing the case will make the final decision relating to the admissibility of all evidence.
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, e-mail address, picture, major field of study, dates of attendance, full or part-time status, 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.
DISCRIMINATION COMPLAINT PROCEDURE

MCC, in its continuing commitment to equal opportunity in education and employment, has adopted a complaint procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, predisposing genetic characteristics, religion, age, sex, sexual orientation, disability, veteran status, domestic violence victim status, or marital status. Harassment is one form of unlawful discrimination on the basis of the above protected categories.

The discrimination complaint procedure may be used by any student or employee who feels that he or she has been a victim of harassment. Employee grievance procedures established through negotiated contracts and academic grievance procedures will continue to operate independent of this process.

The process consists of three steps designed to address and resolve complaints of discrimination by any member of the College community.

**Step 1: Informal Resolution.** This step involves an attempt to resolve the matter at the department level and may involve the assistance of the Affirmative Action Officer. Any complaint of discrimination that is received by College personnel must immediately be reported to the Affirmative Action Officer.

**Step 2: Formal Complaint Procedure.** This step is initiated by the filing of a formal complaint with the College’s Affirmative Action Officer. Upon receipt of the complaint, a formal investigation will be conducted by a tripartite panel in conjunction with the College’s Affirmative Action Officer and Chief Diversity Officer. The panel will then issue a summary of its findings and recommendation for addressing the complaint.

**Step 3: Final Determination on Complaint.** If after receipt of the panel’s findings and recommendation, the President or designee shall issue a written statement regarding the action to be taken in response to the complaint. The determination of the President will be final.

SERVICES FOR STUDENTS WITH DISABILITIES

Brighton Campus, Room 1-231
585.292.2140
www.monroecc.edu/go/ssd

MCC provides a mainstreamed learning environment for students who identify themselves as having a disability with the Services for Students with Disabilities (SSD) office. 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 self-identify with the SSD office of their needs and must provide the appropriate documentation for services. Students who are deaf or hard of hearing requesting interpreting services on any campus please contact the Brighton SSD office at 585.292.2140.

Guidelines and Procedures for Students with Disabilities

Students requesting accommodations for academic program activities must provide written documentation to the Services for Students with Disabilities office. Documentation should include a statement of disability, any recommended accommodations, and signed by a qualified professional. High school records are not acceptable unless they contain an evaluation by a licensed professional. Any and all information received by the College regarding individual disabilities is strictly confidential.

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 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 scheduling an Intake appointment with the Services for Students with Disabilities office to complete the necessary paperwork. It is the student’s responsibility to meet with each instructor from whom accommodations are being requested to develop a plan to receive those services.

Testing Accommodations

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. Students should make requests for testing accommodations as early as possible, preferably at the beginning of the semester. All tests requiring special accommodations must be scheduled by the student through the SSD Office, at least three business days before the test will be given in class.